

Permanent Records to transfer to Archives of Ohio United Methodism at closing of church
Updated and approved by Joint Archives Committee April 10, 2015

- Membership registers, baptisms, marriages, funerals, transfers
- Administrative Board/Official Board minutes
- Anniversary celebration materials
- Annual budget/annual fiscal reports (most likely part of charge conference file)
- Architectural drawings, blueprints, maps, legal documents, deeds, title papers, real estate surveys
- Audit reports (most likely part of charge conference file)
- Awards and certificates given to the church or groups within the church
- Bequest and estate papers
- By-laws, mission statements, etc.
- Charge Conference reports
- Church histories, published or unpublished
- Correspondence (important, related to program issues...not “routine”)
- Directories and photo-directories
- Incorporation papers
- Local church committee minutes (UMW, W.S.C.S., Ladies Aid, Youth, Staff meeting, Pastor-Parish, Sunday school, etc.)
- Memorial books
- News clippings about members , events at church
- Newsletters (a few issues from each year at most – can’t take them all)
- Scrapbooks, photographs, mementos of special occasions
- Sermons, photos, material written by pastors
- Special occasion worship bulletins
- Sunday school attendance books (just a few, particularly if there are minutes included)
- Trustee minutes/Finance Committee minutes

We will not archive the following items:

- *Financial records – AOUM cannot house the following financial records: Accounts payable records, accounts receivable records, bank deposit slips, bank statements, cancelled checks, cancelled certificates of deposit, invoices (except for those for major construction), pay authorization records, purchase orders, tax records, tax withholding authorization records, time sheets, travel records, monthly income and expense ledgers, etc. These records are generally retained for a specific time period (see GCAH Local Church Records Schedule) by a church in order to meet legal obligations (e.g. 7 years). AOUM does not have the staff or financial wherewithal to shred these materials once the retention period has passed. It is assumed that such records will be kept at the district office or an alternative location. Items that are deposited at AOUM are those that will be kept permanently to tell the story of a church that no longer exists.*
- Guest books
- Entire runs of newsletters and church bulletins
- Furniture
- Communion ware (unless engraved with name of church)