

Permanent Records to transfer to Archives of Ohio United Methodism at closing of church

Updated October 22, 2012

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- Church histories, published or unpublished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

Not needed:

- Financial records (banking, bills, taxes, worker's compensation, treasury reports, receipts, etc.)
- Guest books
- Entire runs of newsletters and church bulletins
- Furniture
- Communion ware (unless engraved with name of church)