

ARCHIVAL RECORDS

Refer to [Canon One](#) s.1 for the definition of “a record” and to [Canon Five](#), s. 3(2) for requirements pertaining to the transfer of records to the Diocesan Archives.

Guidelines:

Records created by Anglican parishes and the congregation of Christ Church Cathedral which should be considered “archival:”

1. Corporation/vestry minutes and records
 - deeds and consecrations
 - financial records and statements
 - correspondence
 - liability / insurance policies (current AND expired)
 - Vestry Books (service registers)
 - registers
 - Baptism, Confirmation, Marriage, Burial
 - building inventories
2. Organizations / committees / groups
 - Anglican Church Women
 - mens groups
 - guilds
 - sanctuary/chancel/altar guild
 - choir
3. Books prepared by parishes / congregations
4. Church / Sunday School records
5. Gifts to the Church - memorials, trusts, wills
6. Annual Reports (including vestry and officers of the corporation throughout the year)
7. Maps
8. Building plans and drawings
9. Cemeteries (maps, histories, plans)
10. Parish / congregation histories
11. Photographs
12. Clippings and scrapbooks
13. Diocesan camps
14. Bulletins (special commemorative services and events)
15. Clergy – biographies, diaries, special sermons, obituaries

Church records in the Diocese of Fredericton should be forwarded to:

The Diocesan Archives
c/o Provincial Archives of New Brunswick
PO Box 6000, 23 Dineen Drive, UNB Campus
Fredericton, NB E3B 5H1
(506) 453- 2122

or to

The Diocesan Synod of Fredericton
Attention: Diocesan Archivist
115 Church Street, Fredericton NB E3B 4C8
(506) 459-1801

Updated
27 November 2012