

ARCHIVAL RECORDS

Refer to [Canon One](#) s.1 for the definition of ‘a record’ and to [Canon Five](#), s. 4(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, Funerals and Burials
 - building inventories
2. Organizations / committees / groups
 - Anglican Church Women
 - men’s 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) 453-8431

or to

The Diocesan Synod of Fredericton
 Attention: Provincial Archives
 168 Church Street, Fredericton, NB, E3B 4C9
 (506) 459-1801

Updated
 27 November 2012