

PRESERVE YOUR CONGREGATION'S HISTORY!

Parish records: Baptisms, Confirmations, Marriages, Funerals

- + If in a traditional ledger, is it stored in a fireproof/waterproof location?**
- + Is there a back-up photocopy of the entire ledger, updated regularly, and kept in an off-premises location?**
- + Consider digitizing the entire ledger either commercially or by using a mounted digital camera. (A good project for a retiree or Eagle Scout candidate.)**

or

- + If on electronic storage (cd, flashdrive, etc) is there a hard copy updated regularly, and kept in an off-premises location?**
- + If a mixed combination of the above, strongly consider a comprehensive same-media record with back-up.**

BOTTOM LINE: PARISH RECORDS DESERVE CONSTANT CARE. THEY ARE LEGAL RECORDS.

Congregational Histories

- +Is someone keeping track of the congregation's major events? Is there a written record tracing congregational development (ministries, staff, buildings, successes, controversies) and kept up to date annually?**
- + Are annual reports, special occasion publications/bulletins, membership directories, etc., being filed in a safe place?**
- + Is someone in the congregation taking photos of special events?**
- + Are these photos, either printed or digital, being properly preserved and filed?**

BOTTOM LINE: YOUR CONGREGATION'S HISTORY IS A PIECE OF SOMETHING BIGGER: THE HISTORY OF GOD'S PEOPLE. TREASURE IT!

For help in establishing a congregational archives: <http://www.elca.org/Who-We-Are/History/ELCA-Archives/A-Brief-Guide-for-Archives-of-Congregations.aspx>

Send updated congregational histories and off-site storage of parish records to:

ELCA Regional 4-South Archives
1090 Oestreich Dr.
Seguin, TX 78155

This regional archives serves the Northern Texas-Northern Louisiana, Texas-Louisiana Gulf Coast, and Southwestern Texas Synods. archives@swtsynod.org; 830-379-9900