_____ PRESBYTERY
ARCHIVES COMMITTEE REPORT FOR THE YEAR 20____

SUMMARY OF INSPECTIONS:

Pastoral Charge	Date Visited	Record of Last Visit	Registers	Minute Books	Roll	Trustee Declaration

Notes:

CUM NOTA means that the record is not being kept within acceptable Archive standards for the United Church of Canada. Shortcomings have been noted on sheets submitted to the various congregations. Records with CUM NOTA attached are inadmissible as evidence in a civil court of law.

CERTIFIED means that the record is being kept within the acceptable Archives standards of the United Church of Canada and deemed to be complete.

TRUSTEE DECLARATION is a statement of annual accounting to the congregation, a statement of trust conditions, the method of disbursement of assets and whether the Trustees are responsible for building maintenance, insurance and whether the insurance is reviewed annually.