



Commission on Archives and History

Project 2 – Church Historic Records/Documents survey

Please complete and return by email or post mail to:

laumcarchives@gmail.com

Centenary College Archives
attn: LA UMC Archives Commission
2911 Centenary Blvd.
Shreveport, LA 71104

Deadline for submission: May 1, 2018

Note: this form should take approximately two hours to complete. Our goal is to receive an overview of the historic records at your church, not an item-by-item list. If you are unsure about portions of this form or have questions, contact:

- Rev. James A. Graham, Chair of the Louisiana Conference Commission on Archives and History
318.797.2464 (home), 318.471.1631 (cell), laumcarchives@gmail.com
- Chris Brown, Archivist of Centenary College and Louisiana Conference UMC
318.869.5462 (office), laumcarchives@gmail.com

Additional copies of this form are available online in PDF and Microsoft Word format at: <https://goo.gl/ftVqYb>

Church name	
Street address & City	
Phone number	
Email address	
Website address	
Current Senior Pastor	

Person completing form	
Contact information for person completing form (phone and/or email)	
Date	

Churches should permanently keep many of the records/documents they create. Has the congregation kept the records listed in the boxes below?

- The categories below represent some of the records that churches should keep. For a complete list of records to keep or discard, contact the Conference Archives at 318.869.5462 or laumcarchives@gmail.com
- For additional assistance, see “Guidelines for Managing Records of the Local Church.” <http://gcah.org/resources/managing-records-of-the-annual-conference-and-local-church>

Record type	Has church kept these records? Check one		Date record created (for example: 1920s-1990s, 1956-present, undated)
	Yes	No	
Membership records (membership register, baptisms, marriages, transfers, funeral or death records)			
Charge Conference reports & minutes			
Administrative Board reports & minutes			
Committee/Council reports & minutes			
Deeds (deeds, conveyances, covenants, easements, title papers)			
Church histories (pamphlet, book, published or unpublished)			
Architectural drawings & blueprints			
Financial records & reports			
Insurance policies			
Photographs			
Bulletins			
Directories			
Newsletters			