



AGR/002

PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

ARCHIVES

Knox College, Arden Street, Dunedin, New Zealand

Deposit Agreement for Presbytery Records

Procedures to follow when depositing archives at the Archives Office

- 1. Complete two copies of the *Deposit Agreement for Presbytery Records***
- 2. Return both copies to the Archives Office. On completion of the acquisition one copy will be returned for your files.**

a. *Name of Presbytery:* _____

b. Presbytery Clerk _____ Phone: _____

Address: _____

d. *Official Resolution authorising Deposit:*

Text of Resolution: _____

Resolution Recorded: Where: _____ Date: _____

Signatures: Presbytery Clerk: _____ Date: _____

Moderator: _____ Date: _____

Notes:

Access to all resources in the care of the Presbyterian Archives is carefully controlled and takes place within the policies established to govern access to parish archives.

Presbytery records are open to Presbytery and General Assembly Officials and academic researchers at the discretion of the Archivist. All personal and sensitive material has a restricted access for 75 years from the closure of the file.

(Office use only)

Date Collection received: _____ Receipt Number: _____

Place Assigned: _____ Accession Number: _____

Signed: _____ Date: _____

Director of Archives: Yvonne Wilkie	Archives Office, Knox College, 1 Arden Street, Dunedin
phone: 03 4730109; Fax 03 473 8466	Email: archive@clear.net.nz
see our web site: www.archives.presbyterian.org.nz	