## Deposit Agreement for Presbytery Archives

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Procedures to follow when depositing archives at the Presbyterian Research Centre:
1. Ensure that formal approval is sought to authorise the deposit of presbytery records.
2. Complete two copies of the Deposit Agreement for Presbytery Archives.
3. Return both copies to the Presbyterian Research Centre.
4. On completion of the acquisition one copy will be returned for your files.
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a) Name of Presbytery: $\qquad$
b) Presbytery Clerk: Phone: $\qquad$
Address: $\qquad$
$\qquad$
$\qquad$
c) Official Resolution authorising deposit:


Resolution Recorded: Where: ................................................. Date:
Signatures: Presbytery Clerk: ............................................ Date:
Moderator: .................................................... Date: $\qquad$


#### Abstract

Notes: Access to all resources in the care of the Presbyterian Research Centre 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: $\qquad$ Accession No: $\qquad$
Signed:
Date:
Archivist: Eva Garbutt
ph: +64 34730777
email: pcanzarchives@knoxcollege.ac.nz
postal: Knox College, Arden street, Opoho, Dunedin 9010, New Zealand

