

## DOCUMENTS TO BE SENT TO THE ARCHIVE

1. **Registers:** Copies of baptism and member registers must be sent to the Archives annually. Original baptism, membership and marriage registers, as well as baptism books are brought to the Archive when it is full.
2. **Agendas, Minutes and Correspondence:** All agendas, minutes, reports and correspondence of the Church Council and its commissions, as well as all other groups in the congregation (e.g. Women's / Men Ministries, Child ministry, CYM etc.).
3. **Consistory books:** older than ten years must be brought to the archives
4. **Announces or weekly news bulletins:** All books over ten years are taken to the Archive
5. **Monthly or annual congregational newsletters:** over ten years are taken to the Archive.
6. **Special Events Programs:** For example, the congregation or the Women's Ministries birthday can also be sent to the Archive.
7. **Calendars:** Anything older than ten years will be sent (only one copy per year).
8. **Other historical records:** Agreements of historical importance, founding deeds and title deeds must be safely preserved at the Archives.
9. **Financial documents:** Financial documents are kept in the church office. Please do not bring it to the archive. If you have historical documents with historical value, you are welcome to send it to the archive.
10. **If you have any doubts** about what to send to the Archive, please contact Karen Minnaar at the Archive: phone 021-882-9923 or email: [karen@kaapkerk.co.za](mailto:karen@kaapkerk.co.za)