



Process for Packing and Transferring Records to Archives

1. Based on consultation, provide a list of records being deposited
2. Discard any duplicates.
3. Label and date file folders, registers and other volumes, and cartons.
4. Ensure that the [Communities of Faith Transfer Form](#) is completely filled out for all cartons
5. Place one copy of the form in each carton, label the top of the carton clearly with contents and date range, and retain a copy of the form in the congregation's files for future reference.
6. Do not mix the files of different committees, task forces, and officers.
7. Do not transfer hanging files, just the inside manila file folders.