

Not Wanted in the Archives

- General correspondence and thank you notes - these are not very interesting and take up valuable archival space.
- Banking records, receipts, invoices, and cancelled cheques - the government requires parishes to keep these in the office. See the Canada Revenue Agency link on the Archives main page.
- Expired insurance policies for equipment and furniture - these should be discarded when they are no longer valid.
- Diocesan Records - anything the Synod office has issued to the parishes, such as General Synod records, minutes for Administration Committee and Diocesan Council, information bulletins regarding Diocesan Family Budget, etc. - the Synod office already has this material.
- National Church - materials from the Anglican Church of Canada in Toronto - this material is already in the National archives.
- Envelopes and envelope register - this material should be shredded when it is no longer useful.
- Schedules and lists - lay ministry, cleaning roster, lawn sprinkling schedule, inventory of kitchen items, septic tank clean-out schedule - this material does not have lasting value.
- Marriage licenses, marriage banns, and burial permits - marriage and burial registers have this information already.
- Other than audio-visual material, anything not made of paper, such as badges, symbols, vestments, and hangings - the Synod archives do not have the facilities to store this material properly.
- Books - including Bibles, Books of Common Prayer, Books of Alternative - we do not have space to store this material.
- Publications - pamphlets, books, magazines, catalogues from National Church, PWRDF, or outside sources - this material will be archived at its source.
- Duplicates of any kind - they take up valuable archive space.
- Parish Memorabilia: Items which technically have no archival value which might either be discarded or retained by the parish as items having

historical or sentimental value to the parish. Example: a quilt from 1950 with squares made by members of the Junior Girls' League. Perhaps your parish could start an Archives Committee to curate such items.