



## **Mennonite Church USA Archives Congregational Records Collection Policy**

While local congregations form the backbone of every denomination, the Mennonite Church USA Archives in Goshen, Ind., and North Newton, Kan., cannot comprehensively collect the records of all member congregations. Local congregations are called to be good stewards of their historical records by maintaining their own archives and working in partnership with the Mennonite Church USA Archives, area conference archives or regional Mennonite historical societies to ensure future access to their records.

The Mennonite Church USA Archives will continue to collect some core congregational records. These include:

- Annual reports and congregational meeting docket
- Congregational meeting minutes
- Church council/elders/trustee/leadership meeting minutes
- Congregational newsletters
- Directories
- Membership records over 50 years old

Local congregations wishing to submit these materials to the archives should set paper copies of these materials aside to transfer to the archives annually. Because of staff and time constraints, the archives cannot accept electronic documents submitted via email, nor can it accept materials sent weekly or monthly.

All other records of enduring historic value should be retained on site by the local congregation or deposited with an area conference archives or regional Mennonite historical society.

When a congregation disbands, the Mennonite Church USA Archives accepts the following records, with authority to dispose of materials that are not of enduring historic value:

- All records created before 1900
- Annual reports
- Architectural records
- Audio recordings
- Baptismal records

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- Bulletins
- Cemetery records
- Church council meeting minutes
- Congregational committee meeting minutes
- Constitutions
- Financial records (annual summaries only)
- Legal records (deeds to property, insurance policies, etc.)
- Membership records
- Newsletters
- Photographs
- Programs for special events
- Sunday school records that substantially document the curriculum or the educational program
- Video recordings
- Women's / men's / youth organization meeting minutes

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