

South Carolina Annual Conference  
The United Methodist Church  
Commission on Archives and History

## Guidelines for Records Transfer for Separating Churches

The Commission on Archives and History is responsible for maintaining the records of closed churches, or of former United Methodist congregations.

Therefore, the commission requests that, prior to separation, a local church deposit electronic copies of their most important records with the Conference Archives, which will maintain them in their online repository.

### What records should be transferred to the Archives?

The most important records of the local church are the membership records and administrative records.

1. Membership records should be the first priority. These include:
  - a. The membership register
  - b. Any registers of baptisms, marriages, transfers, funeral or death records.

There is no time limit – this should include all available records – as researchers in the future may come looking for something from a long time ago.

2. Administrative records are the second priority. These include Charge Conference reports should be sufficient for this requirement.
3. Property records are the third priority. These include copies of deeds, if available.
4. If you have a published local church history and you have not sent us a copy, we will be happy to be sure to keep one in our collection. If you don't have one, that's OK. If you have a pamphlet-length history that you've used in the past, please send us a scanned copy.

### What we are not requesting

1. Program files
2. Committee reports
3. Bulletins
4. Newsletters

You should be retaining these as part of the ongoing ministry of your church.

### What format should you use to preserve these records?

The Archives can accept PDFs of documents, or if the local church is not able to create PDFs, JPEGs are acceptable. Ideally, you should scan the documents at 300 ppi, and grayscale or color are both acceptable.

**To arrange the transfer of your records, or if you have questions,  
please contact the conference archivist, Dr. Phillip Stone,  
at [stonerp@wofford.edu](mailto:stonerp@wofford.edu) or 864-597-4313.**