

Rules for Synod Archivist

Instructions for the archivist

1. The church council of the church keeping the Archives is in charge of the Archives of Synod.
2. The church council will appoint an archivist.
3. The archivist reports to the church council on the contents and condition of the Archives; and who has received or seen items and the items involved.
4. The church council reports to Synod.
5. The archivist shall carefully store everything, using files which will be placed in the filing cabinet, taking care that everything is clearly catalogued.
6. Access to items in the general archives requires permission of the church keeping the archives. Access to items in the secret archives requires permission of two churches, or of Synod.
7. Original documents shall not be lent out, but the archivist shall supply photo copies instead. The name of the inquirer the title of the document and the date shall be recorded.

(Albany 1975, Art.53; re-stated Kelmscott 1983, Artt.114 and 112; amended Bedforddale 1992, Art.52).