

NCC DISAFFILIATION PROCESS

LOCAL CHURCH RECORDS AND ARCHIVES GUIDELINES

Disaffiliation Agreement 5.h.i. - Local Church shall transfer to Annual Conference said Local Church's archives and records in accordance with ¶ 2549.4 of The Book of Discipline and any successor paragraphs relating to closed United Methodist churches.

Such records shall include, without limitation, church archives, membership rolls, cornerstone contents, other official and legal papers such as all trustee, committee, council and conference meeting minutes, and historical documents related to funerals, baptisms, and weddings.

All terms and conditions, including submission of records, by the disaffiliation date.

Requested Records:

- All membership rolls and records
- List and/or pictures of cornerstone content items and picture of cornerstone exterior
- Minutes of all committees (*especially Administrative Council/Board & Trustees*)
- Picture directories and/or other church directories
- Copies of Property Deeds
- Cemetery Interment records (*if church has a cemetery*)
- UMW and UMM Records
- Bulletins and Newsletters
- Pictures of church, parsonage, and any other pictures of historical value

Format Options:

- Scanned/Printed to Digital PDF Files
- Photocopies
- Original Records

NOTE: Pictures already in digital format may be submitted as image files -- all other digital records must be PDF format.

Submission Methods:

- Share digital files with archives-history@nccumc.org via Google Drive.
- Submit a USB ("thumb") Drive via mail or arrange delivery to [NCC Archives & History](#).
- Photocopies/Originals – Contact archives-history@nccumc.org to coordinate submission.

Upon request, the NCC Archives & History team will scan records and return the originals to the church after scanning. **This option will be helpful for churches who would like to retain original records but are unable to generate digital files before the disaffiliation date** -- submission of the original records for scanning will meet the records and archives requirement of the Disaffiliation Agreement.

Contact archives-history@nccumc.org if you have questions or need assistance.