

NCC DISAFFILIATION PROCESS

LOCAL CHURCH RECORDS AND ARCHIVES GUIDELINES

Following the guidelines provided below, please:

1. **Prepare the requested records for submission (digital files preferred).**
2. **Complete the Archival Records Receipt form on the next page.**
3. **Submit the church's records and Archival Records Receipt form as instructed below.**

NOTE: Upon receipt and verification of records, a **NCC representative** will **upload a signed Archival Records Receipt** form to the church's **OLDCS** disaffiliation process record.

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contents, other official and legal papers such as all trustee, committee, council and conference meeting minutes, and historical documents related to funerals, baptisms, and weddings.

Format Options:

- Digital PDF Files (preferred)
- Photocopies
- Original Records

NOTE: Pictures already in digital format may be submitted as image files -- all other digital records must be PDF format. Please do not submit multiple copies of any records, whether paper or digital.

Submission Methods:

- Digital Files (preferred) may be submitted using one of the following methods:
 - Share via one folder on Google Drive only to sbarwick@nccumc.org and lammbo@nccumc.org.
 - Mail a USB ("thumb") drive to [NC Conference Archives](#), 700 Waterfield Ridge Place, Garner, NC.
- If your church is unable to provide digital files, box records and deliver to [NC Conference Archives](#), 700 Waterfield Ridge Place, Garner, NC, between 9:30 am - 4:00 pm, Monday - Thursday (appointments not required). The building may be closed for holidays and inclement weather.
- Upon request, the NC Conference Archives team will return original records 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/photocopied files before the submission deadline. Submission of the original records for scanning meets the related requirement of the Disaffiliation Agreement.

Records submitted outside of the above format options and submission methods cannot be accepted.

Contact lammbo@nccumc.org if you have questions or need assistance.

NCC Disaffiliation Archival Records Receipt

Once **ALL** requested records are prepared for submission, complete this form and submit it with the Archival records.

NOTE: Upon receipt and verification of records, a **NCC representative** will upload a signed **Archival Records Receipt** form to the church's **OLDCS** disaffiliation process record.

Please do not submit multiple copies of any records, whether paper or digital.

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 (exterior and sanctuary), parsonage, and any other pictures of historical value

Please provide an explanation for any missing records:

Google Drive link (yes/no) # flash drives # boxes # envelopes

Church Name: _____ City: _____ District: _____

Church Contact Name: _____

Email: _____ Phone: _____

NCC Representative: _____
Date Received: _____