

## **Mandate for the Church appointed to maintain the Archives of the General Synods of the Canadian Reformed Churches**

From the first General Synod of the Canadian Reformed Churches, the Synod Homewood in 1954, General Synods have expressed the desirability of maintaining the records of their meetings, the decisions made and all of the supporting documents used as rationale for making the decisions. In order to consistently preserve and maintain the materials from the General Synods and from the Standing Committees appointed to serve the General Synods, General Synod appoints a church responsible for collecting and preserving the material in an archive. For continuity the Ebenezer Canadian Reformed Church is the designated Archive Church and is to be re-appointed by each General Synod.

The Archive Church shall adhere to the following mandate adopted by General Synod:

- A. The Archive Church shall appoint a person to be the Archivist, who is responsible for the work of collecting and maintaining the archives.
- B. The Archive Church shall provide a suitable secure place for keeping the Archives, and shall supply filing cabinets and whatever other items are required. Costs are to be reimbursed from the Fund for General Synod.
- C. The Archive Church shall submit a report on the condition and activity of the archives to each General Synod six months prior to convocation.
- D. The Archive Church shall, within three months of the end of each General Synod, send a letter to each Standing Committee requesting that they submit for the archives any materials more than ten years old and which they no longer need for their duties as committees of General Synod. The materials submitted are left to the discretion of the committees, which may decide to keep their own archives to facilitate their duties.
- E. The archives of General Synod shall contain the following materials pertaining to General Synods:
  - One copy of the Acts of each General Synod;
  - One copy of all the Reports of the Standing Committees of General Synod and their sub-committees;
  - One copy of all correspondence regarding the calling of General Synod sent by the church responsible calling General Synod;
  - One copy of the credentials of the delegates to General Synod;
  - One signed copy of all the correspondence to and from each General Synod filed in binders particular to each General Synod, and in the order of the agenda of the General Synod;
  - One copy of all material from the Standing Committees and their sub-committees, including meeting minutes, correspondence and documents; and
  - One copy of each annual Yearbook of the Canadian and American Reformed Churches and of the Free Reformed Churches of Australia.The materials shall be properly catalogued in an index to facilitate reference.
- F. Non-confidential documents of the General Synod archives may be obtained as photocopies at the expense of the person requesting them.
- G. The archives shall be made available for inspection by the delegates from the church appointed by the previous General Synod to inspect the archives and submit a report to the next General Synod.