

Required Records from Churches Disaffiliating from the North Georgia Conference of the United Methodist Church – April 2022

The following list contains examples of records that disaffiliating churches should send to the conference archives at Pitts Theology Library, Emory University.

- The final Disaffiliation Document from Special Charge Conference Voting to Disaffiliate
- Records pertaining to Membership, Baptist, Weddings and Deaths, since the church's inception.
- Written histories which may have been produced, including a list of clergy who served the church
- Documents related to the formation of the church or its bylaws.
- Copies of any deeds in the church's possession
- Suggested: photographs of the current building and any earlier buildings (if they exist)
- Suggested: Copies of all Official Minutes of Annual Charge/Church Conferences and any Special Charge Conferences which may have been held

Delivery Instructions

Physical materials need to be delivered in bankers boxes or record storage cartons (12"W x 15"D x 10"H). These materials can be mailed or delivered in person. If you are mailing records please use the following address and send the tracking number to the conference archivist, Brandon Wason. If you are delivering materials in person, please make an appointment with Brandon in advance.

Brandon Wason
Pitts Theology Library
1531 Dickey Drive, #560
Atlanta, GA 30322

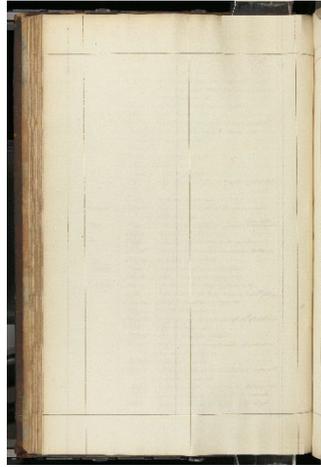
bwason@emory.edu
714-350-1283

Original documents, ledgers, and record books are preferred. If necessary, some records can be submitted to the archives digitally. This includes scanned or photographed materials, or items that were originally created on a computer. If you plan to submit digital or digitized versions of items, it is important that they be as legible and as complete as the original items that they represent. Materials submitted digitally can be stored on a USB drive and mailed to the above address. Please retain copies of all digital materials until the conference archivist has confirmed receipt. See the following page for instructions on how to create digital surrogates, if needed.

PHOTOGRAPHS and SCANS:

Documents, ledgers, typed and handwritten papers should include the full item, including covers and blank pages, with space on all sides of each sheet/page so the edges are visible. The output files should be PDF, in color, at least 300ppi, flat, and legible.

[example image of page from ledger]



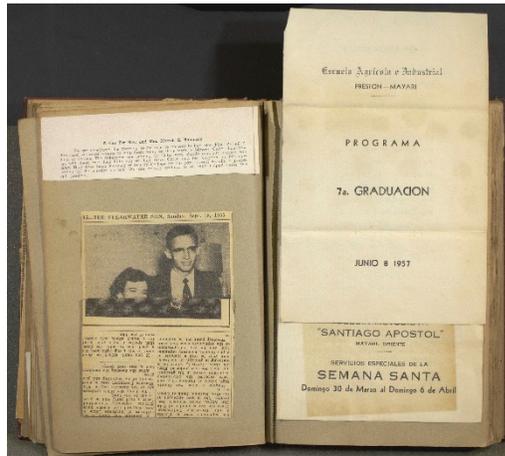
Photographs should include the full image, any mount/backing, any writing on the back. The output files should be PDF, in color, flat, and at least 300ppi.

[example image of photograph in mount]



Items that are very large, like some ledgers and posters, may require more than one image/scan to capture an entire page. Folded items may need to be unfolded to capture the entire item. Please take as many scans as needed to capture the entire item.

[example image of complicated item]



BORN DIGITAL and COMPUTER DRIVES:

Items that are born-digital (or originally created on a computer) should also be PDF files, in color, and legible. That said, if your records are held on CDs, DVDs, floppy disks, or other computer media, you may submit the entire disk/drive as-is without reformatting.