**Records to Retain Checklist:**

Indicate what records are being deposited into the Crumley Archives by placing a check mark by the record series (e.g., Parish registers, church histories, anniversary booklets, etc.). Include any special information, like dates or condition of the material.

* Parish registers

* Histories of the church

* Anniversary booklets and memorabilia

* Council minutes (before 1900; samples of succeeding years)

* Annual reports or yearbooks of the congregation (sample years)

* Bulletins of celebratory services

* Cemetery plot listing

* Clergy biographies, call letters and photographs

* Major news stories and clippings about the congregation

* Organizational charter and list of charter members

* Materials related to mission startup

* Selected photographs of facilities, important events and membership activities (dated and identified)

* Other records and items unique or important to the congregation

* Fragile records requiring special care

* Other (describe)