

## **RESOURCES – Parish Secretaries**

### **WONDERING WHAT TO ARCHIVE?**

Most congregations do a good job of saving and displaying important milestones from their church's history. But occasionally the synod office receives questions regarding the topic of congregational archiving. As a place to begin, the ELCA website has a page dedicated to archiving. Click Archives at the bottom of the ELCA home page ([www.elca.org](http://www.elca.org)) or go to <http://www.elca.org/Who-We-Are/History/ELCA-Archives.aspx>. Scroll down to the box called "Records Management Resources for Congregations."

In addition to archiving important documents within your church building, it is also important to share copies of printed material for significant historical events with the ELCA Region 5 Archives, which are located at Wartburg Theological Seminary in Dubuque. Nancy Carroll, [region5archives@wartburgseminary.edu](mailto:region5archives@wartburgseminary.edu), is the archivist for all the synods in Region 5. She recommends sending her anniversary books, copies of bulletins printed for significant historical events in the life of your congregation (such as anniversary observations, dedications of a building or an organ, installations of pastors, etc.), along with cemetery records. If you have any questions e-mail or call Nancy at 563-589-0320. The synod office enjoys receiving copies of such history-making events in your congregations, but we have limited space to store such documents.