# RULES FOR SYNOD ARCHIVIST

Instructions for the archivist

1. The church council of the church keeping the Archives is in charge of the Archives of Synod.

2. The church council will appoint an archivist.

3. The archivist reports to the church council on the contents and condition of the Archives; and who has received or seen items, and the items involved.

4. The church council reports to Synod.

5. The archivist shall carefully store everything, using files which will be placed in the filing cabinet, taking care that everything is clearly catalogued.

6. Background and reference material shall be stored in a fire-resistant storage cupboard.

7. Access to items in the general archives requires permission of the church keeping the archives. Access to items in the secret archives requires permission of two churches, or of Synod.

8. Original documents shall not be lent out, but the archivist shall supply photocopies instead. The name of the inquirer, the title of the document and the date shall be recorded.

9. All matters pertaining to the secret sections shall be segregated from the general archives and be placed in a separate section of the archives (Kelmscott 1983, Art. 106 sub 2).

10. All archives shall be kept in envelopes which are sealed by the auditors. Where archives are accessed according to the rules, the opened envelopes shall be resealed at the next audit (Armadale 1990, Art. 126).

(Albany 1975, Art. 53; re-stated Kelmscott 1983, Art. 114 and 112; amended Bedfordale 1992, Art. 52; amended Albany 2021, Art 114)