Session Records Location

Today's Date: _____

Name and Location of Congregation: _____

The books of session minutes (and other minutes), and the church register books, are the central part of the record of a congregation's ministry. These records not only tell the story of a congregation, but in some cases can be used as legal documents. These records need to be kept in a safe place and be available to future generations. Generally, if they are not sent to the Presbyterian Historical Society, they should be kept in the church building in a fire-proof cabinet.

> "G-10.0301 Minutes Each session shall keep a full and accurate record of its proceedings…. Minutes and other official records of the session, which shall include minutes of congregational meetings and records of the board of deacons and the board of trustees of the particular church, are the property of the session, and the clerk shall be responsible for their preservation. They…may be stored with the denomination's historical agency.
>
> "G-10.0302 Rolls and Registers Every session shall maintain rolls of members…and registers…."

Please list below the type of record book (minutes of session, deacons, trustees, church register, etc.), dates covered, overall size, format (paper, microfilm, computer disk, etc.), and the physical location where the book is kept.

Type	Dates	Size	Format	Location

Return to: Stated Clerk, Upper Ohio Valley Presbytery, 907 National Road, Wheeling, WV 26003