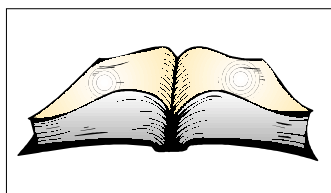


The Assembly has appointed a part-time Archivist to archive and catalogue their records. The work for the Assembly is being carried out at “Eskdale” - the NSW Synod Archives Centre. Most of the processed records are sent to the Mitchell Library Archives Centre in Sydney. Frontier Services (and Australian Inland Mission) records are sent to the National Library in Canberra.

How you can help

- ✓ Appoint a liaison person within your Agency
- ✓ Take all records out of arch-lever folders or binders and place into foolscap manilla folders
- ✓ All paper-clips, pins and multiple staples should be removed due to the effect these have on the deterioration of the paper
- ✓ Mark all event records as to date, place & Agency
- ✓ Identify photographs in soft pencil
- ✓ List details of audio & videotapes
- ✓ Make a list of the lodgement both for the local Assembly Agency and the Archives Centre
- ✓ Only use special size archive boxes – sized 175mm wide x 400mm long available from the State Library or by request from the Assembly Archivist



What to send / deliver to the Archives Centre

As a guide, please send all non-current records, those older than 7 years or on termination of an agency, of the following originals: -

- ✓ Minutes, papers and publications of the Triennial Assembly Meetings, Assembly Standing Committee, Assembly Secretariat and all Assembly Agencies both past and present
- ✓ Files of Correspondence
- ✓ Photographs, films, audio and videotapes
- ✓ Financial Statements – Annual Statements only
- ✓ Publications: including bulletins, newsletters, and orders of service. Copies of periodical publications are best-lodged periodically in date sequence
- ✓ Building plans & specifications – fully identified as to location name & date

How to lodge / deliver / send records

- By arrangement with the Assembly Archivist **or**
- Send the material by courier to “Eskdale” **or**
- Deliver to “Eskdale” during opening hours **or**
- If necessary, by courtesy of the staff of the Centre For Ministry, 16 Masons Drive, Nth Parramatta, phone no. 9683-3655, parcels may be left at the Centre for collection.

The Assembly Archives
And
The Assembly Historical Reference Committee

Staff:

Archivist: Mrs. Christine Gordon

The Archives Centre:

“Eskdale”

3 Blackwood Place, North Parramatta NSW

Tel : (02) 9683 4136

Fax: (02) 9683 3147

Email: christineg@nat.uca.org.au

Postal Address:

PO Box 2395, North Parramatta NSW 1750

“Eskdale” is open:

Mondays and Tuesdays: 9.15am – 3.45pm

Fourth Saturday each month: 10am – 4pm (By appointment only)

The Assembly Archivist:

is available each Tuesday.

Other messages can be left at Assembly Secretariat

C/- Gwenda Davies 8267 4228

By Private Vehicle:

Exit Pennant Hills Road at lights at Glencoe Ave, turn right into Blackwood Place, proceed to end and enter Burnside grounds. Follow internal road to its end immediately outside “Eskdale”.

The Preservation Of Uniting Church Assembly Records



Assembly Records are presently processed at
“Eskdale” - The NSW Synod Archives Centre
