

Required Records from Churches Disaffiliating from the North Georgia Conference of the United Methodist Church – November 2023

The following list contains the type of records that disaffiliating churches need to send to the conference archives at Pitts Theology Library, Emory University.

- The final Disaffiliation Document from the Special Charge Conference Voting to Disaffiliate
- Records pertaining to membership, baptism, weddings, and deaths, from the church's inception.
- Written histories of the church, including a list of clergy members who served the church
- Copies of any deeds in the church's possession
- At least one photograph of the current building and any earlier buildings (that may exist)

Records may be submitted in digital format on a USB drive, as photocopies, or as original documents. Digital records are the preferred method. See page 2 for instructions on creating digital copies of physical documents. Physical materials need to be delivered in bankers boxes (12"W x 15"D x 10"H) or a smaller box if there is less than one box. Any copies, either digital scans or photocopies, must be complete and legible. If the church is missing records, please document what is missing and why (e.g., church fire).

In-Person Delivery Instructions

To deliver items to Pitts Theology Library, please contact Brandon Wason (bwason@emory.edu) to make an appointment. Instructions on where to meet will be sent to your email following the appointment confirmation. Please retain copies of all digital materials until the conference archivist has confirmed receipt.

Mailing Instructions

If you choose to mail the records, please email your contact information and include a tracking number to Brandon Wason (bwason@emory.edu). The mailing address is below:

Brandon Wason
Pitts Theology Library
1531 Dickey Drive, #560
Atlanta, GA 30322

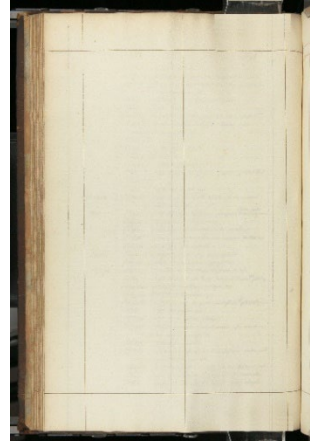
For other questions regarding church records, please contact the conference archivist, Brandon Wason, by email (bwason@emory.edu) or phone (404-727-1222).

Digitized Copies and Born Digital Material

PHOTOGRAPHS and SCANS:

Documents, ledgers, typed and handwritten papers should include the full item, including covers and blank pages, with space on all sides of each sheet/page so the edges are visible. The output files should be PDF, in color, flat, legible, and preferably 300ppi.

[example image of page from ledger]



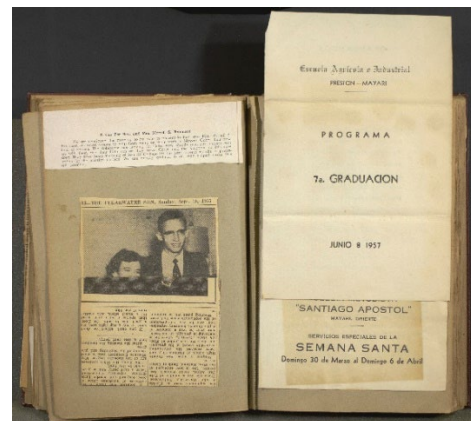
Photographs should include the full image, any mount/backing, any writing on the back. The output files should be PDF, in color, flat, and at least 300ppi.

[example image of photograph in mount]



Items that are very large, like some ledgers and posters, may require more than one image/scan to capture an entire page. Folded items may need to be unfolded to capture the entire item. Please take as many scans as needed to capture the entire item.

[example image of complicated item]



BORN DIGITAL and COMPUTER DRIVES:

Items that are born-digital (or originally created on a computer) should also be PDF files, in color, and legible. That said, if your records are held on CDs, DVDs, floppy disks, or other computer media, you may submit the entire disk/drive as-is without reformatting.