

## Manuals and Guides

The following information was compiled by the Models and Resources Committee in 2007 and is revised annually to provide a sampling of general manuals and guides to Archives from a variety of religious denominations and faiths.

### **The Episcopal Church**

*Records Management for Congregations: A Manual for Episcopal Parishes and Missions*

<http://www.episcopalarchives.org/resources.html>

### **Evangelical Lutheran Church in America**

*A Brief Guide for Archives of Congregations*

[www.elca.org/](http://www.elca.org/)

### **Jewish**

*Creating the Synagogue Archives: Introduction*

[www.americanjewisharchives.org/syna/syn\\_archive.php](http://www.americanjewisharchives.org/syna/syn_archive.php)

### **Lutheran Church Missouri Synod**

*Concordia Historical Institute Service Bulletins*

[chi.lcms.org/publications/bulletins/index.htm](http://chi.lcms.org/publications/bulletins/index.htm)

### **Presbyterian Church USA**

*Records Management for Synods and Presbyteries*

<http://www.history.pcusa.org/records/synod/>

*SRecords Management for National Offices*

<http://www.history.pcusa.org/records/national/>

*Records Management for Congregations*

<http://www.history.pcusa.org/records/cong/>

*Writing a Congregation History*

<http://www.history.pcusa.org/resources/writing.cfm>

### **Southern Baptist**

*Archive Helps Articles*

[www.sbhla.org/articles.htm](http://www.sbhla.org/articles.htm)

### **United Church of Canada**

*Archives and Recordkeeping: A How-to Guide for Congregations and Conferences*

[www.united-church.ca/local/archives/resources](http://www.united-church.ca/local/archives/resources)

### **United Methodist Church**

*Guidelines for Managing Records*

<http://www.gcah.org/site/>

[www.gcah.org/discussionlist.htm](http://www.gcah.org/discussionlist.htm)

*Church Historian: Remembering the Past and Inspiring the Future*, part of the *Guidelines for Leading your Congregation* series.

This may be ordered from Cokesbury: 1-800-672-1789.

### **International Association for Mission Studies**

*Rescuing the Memory of Our Peoples Archives Manual*, compiled by Martha Lund Smalley and Rosemary Seton.

<http://www.library.yale.edu/div/RTMmanuallinks.html>

