

**THE ARCHIVES OF THE EPISCOPAL CHURCH**  
**Sample Agreement for Depositing Parish Records with an External Agency**

DEPOSIT AGREEMENT BETWEEN  
THE CHURCH WARDENS AND VESTRY OF  
[INCORPORATED NAME OF CHURCH], [TOWN/CITY] AND  
THE [DEPOSITORY], [LOCATION]

- 1) Subject to the terms and conditions hereinafter set forth, the Church Wardens and Vestrymen of **[Incorporated Name of Church]** (hereinafter called **[Church]**) agrees to place on deposit and the **[Official Name of the Depository]** (hereinafter called the **[Depository]**) agrees to accept on deposit the archival records [the Archives] described by attachment A as belonging to the **[Church]**.
- 2) Ownership, title and copyright of the Archives resides with **[Church]**. This agreement is not meant to abrogate the ownership rights of the parish to its records, or the rights of the successor Church organization, or the rights retained by the Episcopal Diocese of \_\_\_\_\_.
- 3) It is the intention of both parties that the Archives shall be made available to future researchers and identified in standard bibliographic utilities with the **[Depository]** provided that the provisions herein stated are observed.
- 4) The **[Church]** agrees that the Archives will be arranged and described according to archival standards and that a finding aid will be prepared to describe the contents of the collection in consultation with the **[Depository]**. The Archives will be stored in suitable archival containers in a climate controlled environment and made available for research in the **[Depository]** reading room during its normal hours of operation. All materials in the Archives shall be open to the public without restriction unless specifically provided for in writing.
- 5) The **[Depository]** reserves the right to refuse deposit of restricted material and non-archival records, artifacts, or other material. The **[Depository]** agrees to keep a record of use made of the collection and to provide that information upon request by the **[Church]**.
- 6) Should the **[Church]** be dissolved, ownership of the Archives shall transfer to the Episcopal Diocese of **[Canonical Jurisdiction]** or in its place to the archives of the General Convention and its corporate body, the Domestic and Foreign Missionary Society of The Protestant Episcopal Church in the United States of America. In such event, the Bishop of the Diocese, or the Canonical Archivist of the Episcopal Church in his or her place, would succeed the Wardens and Vestry of the **[Church]** as the signatory for the Deposit Agreement, all relevant provisions of which would remain in force.
- 7) All provisions of this Deposit Agreement relating to storage, cataloging, and access shall apply to any additional archives that the **[Church]** may deposit in the future by agreement with the **[Depository]**.
- 8) This agreement shall bind the parties hereto and their respective successors and assigns from the date of signature. The parties shall conduct an annual review for compliance with the provisions herein set forth. A notice of ninety days shall be required before termination of the agreement by either party.
- 9) The **[Depository]** will not restrict access to the collection by officers or authorized agents of the **[Church]** during normal business hours.

10) The [**Depository**] agrees not to dispose of any material or separate items from the collection without the express written consent of the Wardens and Vestry of the [**Church**] or its authorized designee.

11) In consideration of the care of the collection by the [**Depository**], the [**Church**] agrees to give the [**Depository**] an amount of [NOMINAL AMOUNT: \$100-500] annually, payable by January 15 of the calendar year. The [**Church**] agrees to abide by the normal access and management policies in effect in the [**Depository**].

Signed: \_\_\_\_\_  
Senior Warden, [**Church NAME**]

Date: \_\_\_\_\_

The foregoing Deposit Agreement between the [**Church**] and the [**Depository**] concerning the Archives of the [**Church**] is acceptable on behalf of the [**Depository**], subject to the terms and conditions heretofore set forth.

Signed: \_\_\_\_\_  
Head of Depository/Authorized Agent

Date: \_\_\_\_\_

Attachments: Copy of Vote, Wardens and Vestry of [Incorporated Name of Church]  
Inventory of Holdings on Deposit (minimum: box or container level or volume title)