**Depositing parish records at Lancashire Archives**

Lancashire Archives is the Diocesan Record Office for the Diocese of Blackburn, as well as certain parishes within the Diocese of Liverpool and Leeds. Once your parish records are no longer required for current business use, you will need to consider whether they are worthy of long-term preservation within the archive.

Guidance on the care of parish records can be found within the Church of England records management guide [Keep or bin?](https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf)

Records which are worthy of permanent preservation include:

* Church registers of baptism, marriage, burial, banns, confirmations and services
* Signed PCC minutes and accompanying reports
* Annual accounts

Records which might be worthy of permanent preservation include:

* Registers of funerals or interments
* Orders of service for special events
* Former terriers, inventories and log books
* Church faculties
* Plans, letters and reports relating to major building developments
* Questionnaire returns
* Parish profile
* Maps of the parish
* Electoral rolls
* Parish magazines
* Records of church societies and organisations

Records which should be disposed of include:

* Certificate counterfoils, copy certificates and applications for banns
* Correspondence and papers relating to routine parish administration
* Financial records including cash books, receipt and payment books (after 7 years)

To arrange a deposit, please contact Lancashire Archives at [archives@lancashire.gov.uk](mailto:archives@lancashire.gov.uk). Send us a list of the parish records which you have ready for deposit, using the template overleaf. Staff will consider the list and contact you to confirm which items we would like to add to our collections. We will arrange a date for you to bring the records to Preston, and once listed we will provide you with a receipt to be signed and returned to our office (keeping one copy for your own records).

Name of parish

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| **Description** | **Dates** | **Extent** |
| *e.g. Baptism register* | *1950-1975* | *1 volume* |
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Name

Address

Telephone No

Email