

**DUTCH REFORMED CHURCH IN SOUTH ARICA:
ARCHIVAL INVENTORY
OF INFORMATION SOURCES**
in terms of
**THE ACT ON THE PROMOTION OF ACCESS TO INFORMATION
(ACT 2 OF 2000)**

Name of Congregation, Presbytery or Committee:	
Synod:	
Physical address:	
Telephone:	
E-mail:	
Name of person who compiled the inventory:	
Job description:	
Date:	

1. REGISTER COLLECTION

TYPE OF RECORD IN POSSESSION OF THE CONGREGATION, PRESBYTERY OR COMMITTEE	Current file number (if available)	PERIOD OF RECORD/SOURCE (e.g. 1896 – 1905 1906 – 1920) (for each record)
Scrap baptism registers		
Baptism registers (original / electronic)		
Confirmation registers		
Wedding registers [not the register of the marriage officer]		
Registers of confirmed members (original / electronic)		
Baptism certificates [received]		
Membership certificates [received]		

2. VESTRY COLLECTION

TYPE OF RECORD IN POSSESSION OF THE CONGREGATION, PRESBYTERY OR COMMITTEE	Current file number (if available)	PERIOD OF RECORD/SOURCE (e.g. 1896 – 1905 1906 – 1920) (for each record)
Announcement books		
Vestry books		
Attendance registers of Church Council		
Bulletins		

3. COMMITTEE / MINISTRY / INSTITUTION

Church Council: Agenda Minutes Correspondence		
Church Council Executive: Agenda Minutes Correspondence		
Committees – [each separate] Agenda Minutes Correspondence		

4. STAFF

Register: Salaries		
Register: PAYE/Income tax		
Register: Unemployment insurance		
Register: Pension fund		
Register: Medical fund		
Staff files		

Service contracts		
Leave registers		

5. FINANCIAL DOCUMENTS

5.1 BOOK KEEPING

TYPE OF RECORD IN POSSESSION OF THE CONGREGATION, PRESBYTERY OR COMMITTEE	Current file number (if available)	PERIOD OF RECORD/SOURCE (e.g. 1896 – 1905 1906 – 1920) (for each record)
Cashbook		
Ledger		
Journals		
Analysis books		
Bank deposit books		
Receipt books		
Petty cash books		
Signed audited statements		

5.2 OFFERING SYSTEM

Payment books / cards		
Receipt books [small group, etc.]		
Receipt books [church office]		

5.3 LISTS

TYPE OF RECORD IN POSSESSION OF THE CONGREGATION/PRESBYTERY/ COMMITTEE	Current file number (if available)	PERIOD OF RECORD/SOURCE (e.g. 1896 – 1905 1906 – 1920) (for each record)
Bazaar lists		
Tithing lists		
Other collection lists		

5.4 EXPENSES / PURCHASES

Invoices [with/without cheques attached]		
Monthly statements		
Cheque counter foils		
Cheques cashed		

5.5 REGISTER OF FIXED ASSETS

5.6 BUDGET FILE

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6. CONTRACTS / AGREEMENTS

Purchase and sale contracts		
Title deeds		

7. HISTORICAL DOCUMENTS

Founding statement		
Documents on the history of the congregation, presbytery or institution		

Please send this completed form to the Dutch Reformed Archives.
Make use of one of the following methods:

Personal delivery: Church Archives, 1 Noordwal-West, Stellenbosch

E-mail: argief@kaapkerk.co.za

Mail: PO Box 34, Stellenbosch, 7599

Enquiries: 021 882 9923