

STANDARDS OF MAINTAINING SESSION RECORDS
Presbytery of Miami Valley

SESSION MINUTES BOOK

- Minutes must be printed on acid-free/archival quality paper
- Minutes must be printed on both sides of the paper with consecutive page numbering. Blank pages or partial pages must have strike-throughs or a statement such as “the Rest of this Page was left Blank Intentionally”
- Use laser printer or copier to print minutes to the acid-free paper. Ink jet printers are not advised because print can smear and fade
- Minutes must be stored in a binder which does not allow individual pages to become loose. Westminster binders are the expected norm and can be obtained through Cokesbury. Loose leaf three-ringer binders **shall not** be used.
- Minutes books must be stored at the church at all times.

REGISTER BOOK

- Register and rolls must be printed on acid-free/archival quality paper
- Notations may be typed or printed by hand with legible writing
- Notations, such as a move to a different membership roll, deaths, etc. need to be recorded both at the particular member number and on the rolls in another area of the register/roll book
- Registers and rolls may be stored and updated electronically as long as the format used matches the format of the standard register/roll book.
- Registers and rolls must be stored in a binder which does not allow individual pages to become loose. Westminster binders are the expected norm and can be obtained through Cokesbury. Loose leaf three-ringer binders **shall not** be used.
- Register books must be stored at the church at all times.