

Essex Record Office

Nonconformist Church records accepted for permanent preservation

Church books

Mainly 19th-century, when some churches sought to enter all their records in a single volume.

Minutes of elders, deacons, trustees, church meetings, church committees or any other decision-making body

Minutes include agendas, reports and other supporting papers. If more than one set is kept, please deposit the master or signed set only.

Registers of baptisms, marriages and burials

Records relating to ministers, including letters of appointment, sermons etc.

Membership records, including cradle rolls and registers of communicants

Financial records: audited accounts, account books, subscription lists etc.

We do not take cheque books or bank statements. Except in the case of major projects we will consider taking modern invoices or receipts only if the final accounts have not survived.

Records of Sunday Schools and 'British' Schools

Records of church clubs, societies and charities

Letter books and correspondence on major issues but not general correspondence

Property records, including registration certificates, non-current deeds, and records of manses

Please do not deposit deeds to un-registered property.

Plans, including plans of burial grounds

Photographs

Church histories, annuals, magazines, newsletters, posters, orders of service etc.

This is not an exhaustive list. If you have records outside these categories, please contact us by phone on 033301 32497 or email ero.enquiry@essex.gov.uk. We are always glad to advise.

We accept records of any date – always provided that they need permanent preservation.

If you can, please supply a list of the records. We can provide a spreadsheet template.