

16.--Parish Records and Their Custody

1. The following books and records shall be kept in each Parish in the Diocese:
 - (a) a current copy of the latest compilation of the Diocesan Constitution and Canons and other material published therewith;
 - (b) copy of the General Synod Canon, “On Marriage in the Church”, and the commentary thereon published by the Anglican Church of Canada, and forms prescribed for use in connection with such Canon.
 - (c) minute books containing minutes of the Vestry and Parish Council of the Parish;
 - (d) records and reports and books of account in which are properly recorded the financial affairs of the Parish, which are to be retained for such periods of time as may be prescribed by law;
 - (e) other reports presented at Vestry meetings and other important papers;
 - (f) a “Vestry Book” in which are recorded appropriate details of all services held in the Parish;
 - (g) appropriate records of baptisms, confirmations, marriages, memorial services, funerals, and burials;
 - (h) a record of members of the Parish for pastoral purposes;
 - (i) a book in which are recorded all memorial gifts and dedications;
 - (j) such other records as may be required by the Bishop, the Synod or the Diocesan Council.

The Incumbent and Churchwardens shall use their reasonable best efforts to keep all records current and accurate. With the consent of the Churchwardens, financial records and records of members may be kept by electronic means provided appropriate backup safeguards are maintained.

2. All Incumbents, Churchwardens, Trustees and other persons having legal custody of any grants, conveyances, judgments or probates or certified copies of Wills or parts thereof in any way relating to real estate granted, conveyed or devised for the benefit or use of any congregation, church or parish of the Anglican Church of Canada in the Diocese, shall transmit a true copy of such document to the Secretary-Treasurer for safekeeping.
3. On the relinquishment, death, retirement, permanent disability, resignation or removal of an Incumbent, the Churchwardens shall assume responsibility for all

Parish registers in his/her possession containing records of baptisms, confirmations, marriages and burials and also a complete list of parishioners.

4. Each Parish shall submit an annual statistical report to the Secretary-Treasurer in such form as may be required from time to time.
5. The Incumbent and Churchwardens of each Parish shall deposit in the archives of the Diocese all Parish registers, books, documents, records and papers relating to the Parish which are no longer in use and are suitable as archival material.