

Revision Date - November 15/95
Committee - Administration & Finance
Source - Archives

---

## **DISTRIBUTION OF MICROFILM COPIES OF ANGLICAN CHURCH RECORDS**

Diocese of Nova Scotia & Prince Edward Island

### *Policy*

Only non-lending institutions within the Diocese of Nova Scotia (including PEI) e.g. regional/local museums and/or archives with research facilities, are permitted to obtain microfilm copies of church records from the Diocese of Nova Scotia.

### *Procedure*

Permission to duplicate microfilm will be granted by the Bishop or his representative with the understanding that the requesting institution will respect any restrictions on the records, e.g. photocopying.

1. The request for permission in writing is sent to the Bishop or his designated representative and on approval a letter is sent authorizing the Public Archives of Nova Scotia to provide copies.
2. Microfilm copies are processed by the Public Archives of Nova Scotia and any fees incurred are the responsibility of the requesting institution.