**OFFICE OF THE ARCHDIOCESAN ARCHIVES**

**Records Deposit Form (PAR)**

Complete & return form to Archives w/ boxes to be deposited in Archives

(Place form in folder & set atop records inside Box #01)

Parish Name:

City/Town:

Pastor:

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| **Box #**[01, 02, 03, etc.] | **Box Contents****(w/ date range)** | **Date Packed**[Parish completes] | **Date Sent**[Parish completes] | **Date Received in Archives**[Archivist completes] | **Parish Office**(initial) | **Archives Office**(initial) | **Notes** |
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