**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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