



# DONATE YOUR RECORDS TO THE CHARLOTTE COUNTY ARCHIVES!

## What?

Records of “historical significance” created by people and/or organizations connected to Charlotte County, or about Charlotte County, from any region and any time period.

“Historical significance” does **not** require materials to be old, or to relate to a famous person, event, or organization. Any records that express the varied experiences of life in the region are of potential significance to our heritage.

Record types include (but are not limited to):

Letters

Diaries

Photographs and albums

Professional and business papers

Brochures and flyers

Awards and certificates

Home movies and videos

Maps

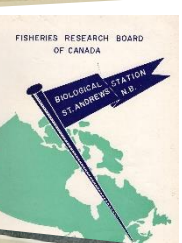
At the current time, we are **especially** interested in materials representing regions of Charlotte County outside St. Andrews, and/or from minority communities.

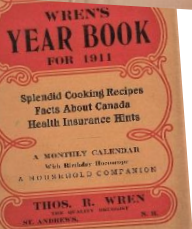
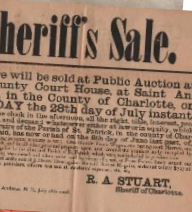
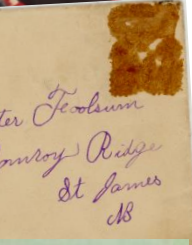
We accept donations of as little as a single item and as large as several boxes. We are generally most interested in coherent bodies of materials, such as one family’s correspondence or the papers of a local business.

As archives, we focus on preserving rare and unique materials, and generally do not take published books, newspapers, magazines, and photocopies.

## Why?

Local records preserve community memory. Whether or not an individual, family, or organization achieved a degree of fame, they have contributed to the heritage of a certain place and time. Each group of records provides additional raw material for the weaving of histories.





Archives can provide such materials with long-term preservation measures in an environmentally controlled, secure environment, overseeing their proper handling and use. Of equal importance, they provide access to the contents of these records to researchers of all kinds, from students to teachers, genealogists to journalists, writers to artists, all of whom may find much of interest and value.

## How?

Please contact us if you think your materials may be of potential interest to the Archives and would consider donation. We cannot take everything, but are always eager to talk about what you have – we may be more interested than you think!

Donors are asked to sign a materials transfer agreement, formally signifying that the donated materials become the actual property of the Archives. If you have concerns about public access to portions of the donation, these can be discussed.

You do not have to organize your materials prior to donation – in fact, we prefer to get them in an order as close to original as possible! We will take care of further arrangement and preservation.

For any questions or to discuss donation, please contact the Archives Manager, Anna Krentz, at: [contact@ccarchives.ca](mailto:contact@ccarchives.ca) (506) 529-4248  
123 Frederick St., St. Andrews, NB E5B 1Z1

You are also welcome to stop by the Archives in-person to chat, though we prefer to touch base about material donations before receiving them, especially for larger amounts.