



*Memory Work:
A Guide for ELCA Congregational Archives and History*

Microfilming Congregational Records, ELCA Region 3 Archives

Order Form

Date		
Church		
Address		
City	State	Zip
Contact Person	Phone	

The master negative microfilm will be kept on file at the Region 3 Archives. One positive microfilm copy will be sent to the requesting church. Please specify if you would like to order additional positive film copies.

Additional 35mm positive film copies _____

An itemized bill will be sent by Ted Ringberg (our microfilm contractor) to the address given above.

Make arrangements to deliver records to:

Paul Daniels
ELCA Region 3 Archives
2481 Como Ave.
St. Paul, MN 55108.

Phone: 651-641-3205
E-mail: pdaniels@luthersem.edu.

Unless other arrangements are made your records will be returned via United Parcel Service. Your itemized bill will include this charge to you via United Parcel Service.

List special instructions here or on the reverse side.