

9 The Church's Copy of the Record

The copy of the Record for the Church is printed and bound. It should be in one of the following forms:

1. All the text files, ancillary documents files and the photo page files printed on one side of 100-130gm plain white paper by laser printer, the colour pages being colour laser printed. The ancillary documents (plans, reports etc.) and the photo pages should be interleaved between the text pages in the appropriate order; or
2. The same, but instead of computer created photo pages, headed pages with the 3.5cm LH and 1cm RH margins have fixed onto them photographic prints on photographic paper using archival Lineco mounts (available from the Volunteering Department at NADFAS House).

Binding

It is strongly recommended that this copy of the Record should be firmly bound to prevent individual pages being removed.

Photographic print pages (2. above)

If pages of photographic prints are used and it is not wished to create photo pages as well, the photographic print pages can be photocopied and scanned in order to produce other colour laser printed and digital copies of the Record.

The photocopier or printer must produce laser, not inkjet, prints. The scanner should be capable of saving the scan in PDF/A format (see **PS7 Compiling the complete Church Record and delivery in printed and digital forms**). Because of the handling involved, this can be more expensive than using photo pages.

CD copies of the Record

Churches sometimes ask for a copy of the Record on a CD. See in the **Compilation and Production of Record** section of the **Handbook** under **Production and Distribution** the guidance headed **Digital copies of the Record**.