The  **Society of American Archivists - Archivists of Religious Collections (ARCS)** *Models and Resources Committee* is seeking the following resources to share with other archivists, to provide models and templates for use in archival administration. We welcome contributions from all archivists, not just religious archivists. The microsite is open to all Society of American Archivists members.

We are specifically seeking:

-**Archive processing manuals** (manuals relating to archival processing, digitization, digital preservation, use of databases, etc.)

-**Mission statements**

-**Archive polices** (e.g. collection policy, donation policy, privacy policy, reference services policy, digital preservation policy, disaster policy, etc.)

-**Archive forms** relating to any aspect of archival administration (e.g. deed of gift, separation sheet, withdrawal sheet, condition report, etc.)

Anyone willing to share such materials should be willing to apply a CC BY-NC-SA 4.0 license which allows materials to be shared and adapted with attribution for non-commercial use [Creative Commons - Attribution-NonCommercial-ShareAlike 4.0 International - CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/?ref=chooser-v1)

Please contact Mary Grace Kosta at mkosta@csjcanada.org if you have materials you are willing to share on the ARCS microsite.

Any materials received will be reviewed by the *Models and Resources Committee* for inclusion on the microsite.