

Request to Create, Relocate, or Close a Family History Center

Before completing this form, please review the *Administrative Guide for Family History Centers* (36004). Contact your administration office to obtain the name and address of your area family history advisers. On this form the terms *stake* and *ward* apply also to districts and branches.

Request for a New Family History Center

<i>To be filled out by the stake president</i>		<i>To be filled out by the facilities manager and returned to the stake president</i>	
Name of stake	Stake unit number	An Internet connection is available at the building where the family history center will be located (centers are not approved if an Internet connection cannot be made available)	
Property number and address of building where center will be located (required)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of family history center requested (see "Types of Family History Centers" on page 2)		Type of Internet connection available at this location	
<input type="checkbox"/> Computer-only family history center <input type="checkbox"/> Family history center with film circulation		<input type="checkbox"/> High speed <input type="checkbox"/> Dial-up	
Proposed name of family history center		The building where the center will be located has the necessary space for the type of center being requested	
The stake can provide the necessary staff and finances to support the type of center being requested		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated travel time from the proposed center location to the nearest existing center		Personal safety and building security issues have been carefully evaluated (see "Personal Safety and Security" on page 2)	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Request for Relocation of an Existing Family History Center *To be filled out by the facilities manager and given to the stake president.*

Name of family history center	Center unit number
Property number and address of building where the center will be relocated (required)	New name of family history center (if applicable)
An Internet connection can be made available at the building where the center will be relocated (centers may not be moved if an Internet connection cannot be made available at the new location) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for the relocation	

Request for Closure of a Family History Center *To be filled out by the local priesthood leader.*

Name of family history center	Center unit number
Reason for closure of the center	
The disposal of equipment such as microfilm readers and digital imaging systems has been coordinated with the facilities manager	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
The stake technology specialist has properly disposed of or placed the family history center computer equipment	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
All microfilms and microfiche have been returned to Distribution Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
The facilities manager has terminated the family history center's Internet connection or transferred the monthly payment to the stake	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signatures All signatures are required for approval.

Stake president	Date
Facilities manager (signature verifies that an Internet connection and space are available at the location)	Date
Area family history adviser	Date
Family history area support manager	Date

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Purpose of Family History Centers

Family history centers help:

- Church members provide temple ordinances for their ancestors.
 - Church members and community patrons contribute their family-linked records to the Church.
 - Priesthood leaders and missionaries use center resources to teach investigators the importance of family history work and to strengthen new and less-active members.
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Types of Family History Centers

Computer-Only Family History Center. Includes furnishings and a computer with Internet capability. Requires a small classroom, which may be used for other purposes on Sundays. May be sufficient for Church units whose members are beginning to organize family information but may not need access to the Church's microfilm collection.

Family History Center with Film Circulation. Includes access to the Church's microfilm collection, a microfilm reader, other equipment and furnishings as designated in the *Family History Center Operations Guide* (34051), and a computer with Internet capability. May require dedicated space; shared space, which may be used for other purposes on Sundays; or a combination of both. May meet the needs of Church members in a ward or an entire stake.

Operating Budgets

Initial equipment and furnishings are provided from general Church funds. Thereafter, each participating stake should provide sufficient operating funds from its annual budget allotment. The budget should cover the following types of expenses:

- Telephone, if approved by local priesthood leaders
 - Limited reference materials
 - Office and microfilm supplies
 - Postage
 - Training materials for staff and patrons
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Personal Safety and Security

The stake must provide a secure location for computers, microfilm readers, and other equipment. The personal safety of family history center staff and patrons should also be carefully considered when selecting the location and hours of operation for a family history center. At least two staff members must be in the family history center whenever it is open.

Procedure for Closing a Family History Center

When local priesthood leaders decide to close a family history center, the following steps should be taken:

- *Equipment* such as microfilm readers, microfiche readers, and digital imaging systems should be given to another family history center, or leaders should work with the facilities manager to dispose of the old equipment.
- *Computers* may be given to other centers within the stake or in the surrounding area. The stake technology specialist ensures that data is completely removed from the computers. If the computers are not needed by other centers, the stake technology specialist insures they are properly disposed of.
- *Microfilms and microfiche* should be sent back to Distribution Services.
- *Internet connections* should be terminated by the facilities manager. If the connection is still needed for other purposes in the building, the payment of the monthly fee should be transferred to the stake.