



ARCHIVES BASICS FOR CHURCHES | SESSION 1

A short series on archives basics,
useful for congregations and dioceses of the Episcopal Church



WELCOME

- **Historical Society of the Episcopal Church**
 - Promote preservation
 - Publish
 - Cooperate

- **Series is Recorded**
 - hsec.us/da
 - Share with others
 - Review



SERIES OUTLINE

Five Sessions – hsec.us/da

- **Session 1 | Introduction and Orientation**
 - What is an archives? How organized? Roles of archives.
- **Session 2 | Policies and Practices**
 - Ownership. Confidentiality. Access/security. Thinning. Discarding. Loaning.
- **Session 3 | Organizing the Organization's Records**
 - Inventory. Organizational chart. Examples
- **Session 4 | Personal Papers**
 - Biography. Bibliography. Finding device. Legalities. Examples.
- **Session 5 | Operations and Administration**
 - “Canonical” status. Facilities. Forms. Undated items. Budget. Reporting.



ARCHIVAL WORK

- **Identify** what to keep
- **Preserve** what is kept
- **Share** what is kept with others



Diocese of Fond du Lac Archives



SERIES PRESENTERS



John Rawlinson

- Past Archivist, Diocese of California
- Archivist, Church Divinity School of the Pacific



Susan Stonesifer

- Archivist, Diocese of Washington
- Past President, National Episcopal Historians and Archivists



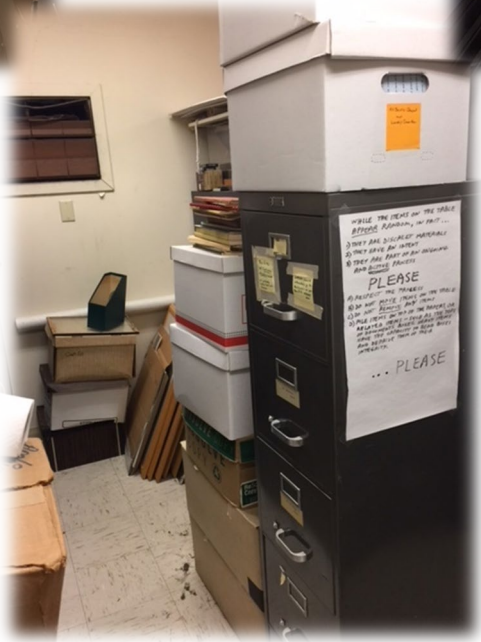
PARTICIPATION

- Hold **questions** until end
 - Write them down
 - Use Zoom comment feature
 - Email us (hsec.us/da)



Diocese of Olympia Archives





Church Divinity School of the Pacific Archives



WHAT IS AN ARCHIVES?

“The **memory** of an organization”

- **Human memory**
 - Short-term – immediate or recent
 - Long-term – recent or enduring
- **Organizational memory** (documentation)
 - Short-term value – administrative
 - Long-term value – archival



ROLE OF THE ARCHIVES

The role of the archives is to **collect** and **guard** the long-term organizational memory

- Legal purpose



- Historical reason



ARCHIVIST RESPONSIBILITIES

- **Collect** materials for the memory
- Propose **policies** to operate the archives
- Make **judgments** about what to retain
- **Organize** the retained materials
- **Guard** materials
- **Guide** others in finding items

Decide what to keep, keep it well,
share it with others.



*Peggy Hansen,
Diocese of Olympia*





AN ARCHIVES IS NOT A LIBRARY

Modern **libraries** organized by placing all materials about single topic together

- philosophy
- automotive
- biographies
- cooking
- music
- electronics
- history
- religion

An **archives** organized by grouping together all materials from same origin (or “author”)

- trustees
- treasurer
- president
- convention
- history guild
- building committee
- faculty
- youth group



AN ARCHIVES IS DIFFERENT THAN A LIBRARY

Librarians and archivists share many of the same skills



Libraries



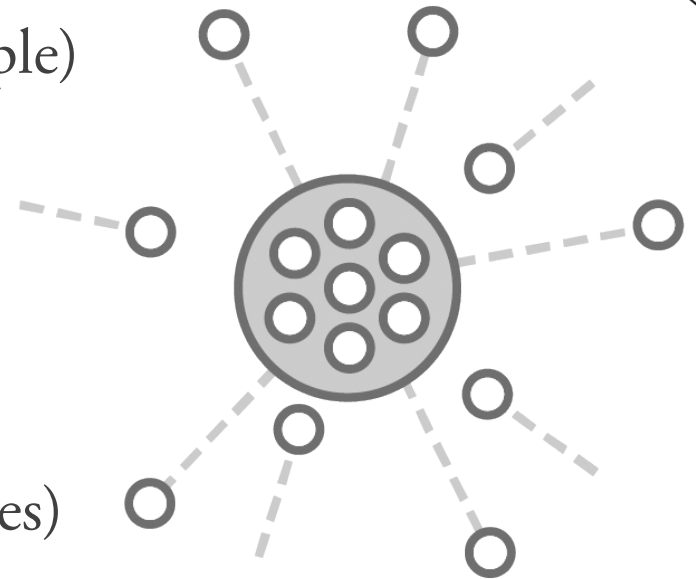
Archives

- Published materials
- Collect broadly
- Follows set arrangement (Dewey, LOC)
- Access is relatively public
- Unpublished materials
- Collect from parent organization
- Determine own arrangement
- Limited access



HYBRID SITUATION

- **Multiple items, no single point of origin, questions about how to organize**
 - **oral history material** (multiple people)
 - **published articles** (multiple topics)
 - ***ad hoc* events** (multiple events)
 - **written histories** (multiple topics)
 - **Committees** (multiple responsibilities)
 - **recurring events, no single responsible / continuing group** (multiple “point” people or groups)



DON'T KNOW WHAT TO DO?

Organizing materials is art & science

1. Do **simple** things you **DO** know how to do.
Example – place like items into a working pile



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Consider as you go, ask others how to do



DON'T KNOW WHAT TO DO?

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1. Do **simple** things you **DO** know how to do.
Example – place like items into a working pile
2. Form **questions**, write them down.
Consider as you go, ask others how to do
3. Avoid doing something permanent – **do no harm**.
Example – cutting bound newspapers apart.

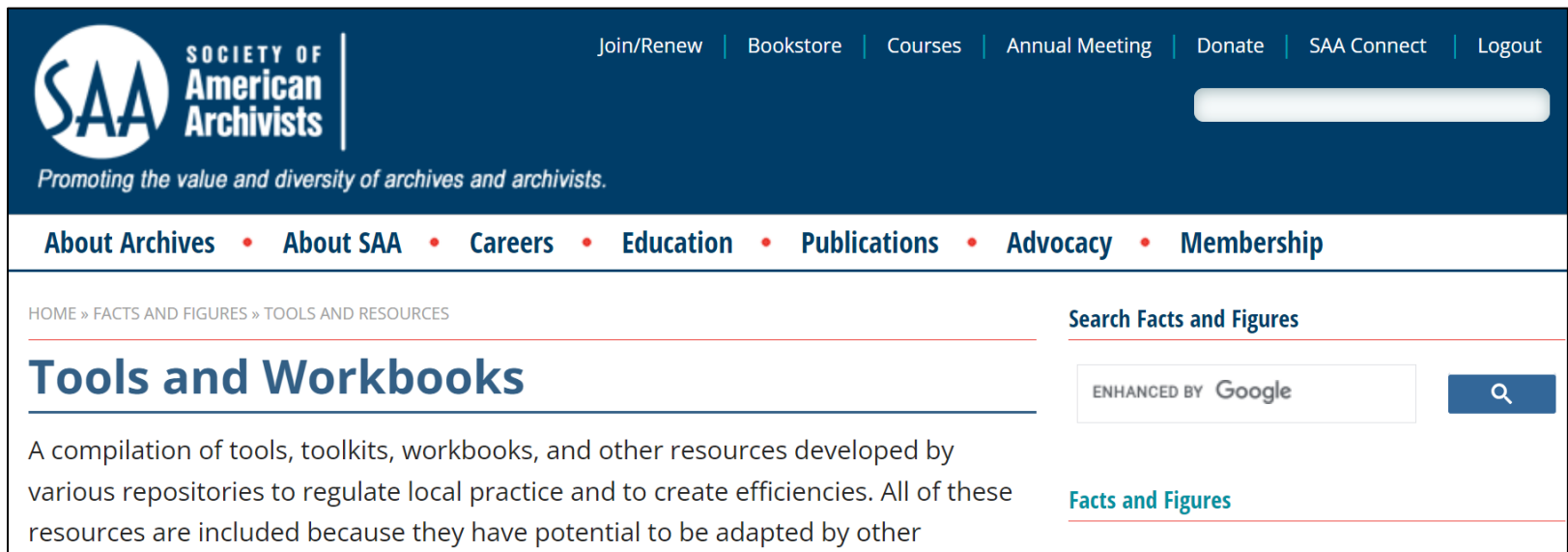


DON'T KNOW WHAT TO DO?

Organizing materials is art & science

4. Look for an **answer**.

- **online** (exercise judgment)
- **contact professional archives**
- **contact professional associations on topic**



The screenshot shows the website for the Society of American Archivists (SAA). The header includes the SAA logo and the text 'SOCIETY OF American Archivists' with the tagline 'Promoting the value and diversity of archives and archivists.' Navigation links include 'Join/Renew', 'Bookstore', 'Courses', 'Annual Meeting', 'Donate', 'SAA Connect', and 'Logout'. A search bar is present in the top right. Below the header is a navigation menu with links for 'About Archives', 'About SAA', 'Careers', 'Education', 'Publications', 'Advocacy', and 'Membership'. The main content area shows the breadcrumb 'HOME » FACTS AND FIGURES » TOOLS AND RESOURCES' and the title 'Tools and Workbooks'. A description follows: 'A compilation of tools, toolkits, workbooks, and other resources developed by various repositories to regulate local practice and to create efficiencies. All of these resources are included because they have potential to be adapted by other'. To the right, there is a search box labeled 'Search Facts and Figures' with a search button and the text 'ENHANCED BY Google'. Below the search box is a link for 'Facts and Figures'.

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Organizing materials is art & science

4. Look for an **answer**.
 - **online** (exercise judgment)
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5. Establish **relationship** with other archivists.
 - is willing to receive / respond to questions
 - share research you've done, where it led, ask the question(s).
 - ask for guidance.



REAL WORLD ARCHIVES

Diocese of
West Texas



Nashotah House

administration@
hsec.us

Archives of the
Episcopal Church



A vibrant blue background featuring a collage of colorful sticky notes (yellow, light blue, light green, light orange, and white) pinned together. Each sticky note has a large, hand-drawn black question mark. The notes are arranged in a circular pattern around a central white note that reads "QUESTIONS" in a bold, black, sans-serif font. The background is decorated with white polka dots, white and blue geometric shapes (triangles and arrows), and a vertical column of white upward-pointing chevrons on the right side. The overall aesthetic is playful and creative.

QUESTIONS

JOIN AN ORGANIZATION



Episcopal Women's History Project

ewhp.org



Historical Society of the Episcopal Church

hsec.us



National Episcopal Historians and Archivists

episcopalhistorians.org



Society of American Archivists

archivists.org

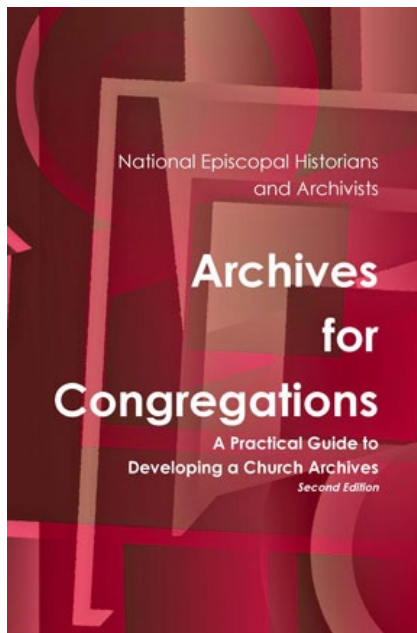


Midwest Archives Conference

midwestarchives.org

SERIES RESOURCES

- Available at hsec.us/da
 - Outlines and materials presented during the series
 - Links to useful books and publications



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