



ARCHIVES BASICS FOR CHURCHES | SESSION 4

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 | Digital and Personal Papers**

- Digital Archives. 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



ARCHIVES AND DIGITIZATION PRIMER

- **Types of digital files**
 - **Born-digital:** created on digital devices
 - **Digitized:** created digital version of physical material
 - scanning
 - recording
 - Image capture (phone, camera)
- **Archive by similar process, just different mode**
 - Physical placement vs. digital storage
 - Folders in a box vs. bits in a file



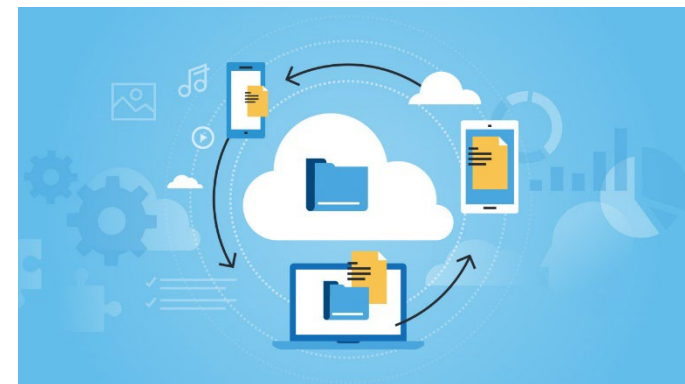
ARCHIVES AND DIGITIZATION PRIMER

- **Reasons to digitize**
 - Time consuming,
but best content tool for preservation and sharing
 - Supplements extant physical materials,
but does NOT replace originals
 - Reference repeatedly without physically handling
 - Share easily (via email,
share in the cloud,
publish on website)
 - Convert to current digital
| format, little/no quality loss



ARCHIVES AND DIGITIZATION PRIMER

- **Storage of digital files**
 - In the cloud (Google drive, Microsoft 365, webhosting)
 - On local hard drive (sync with cloud)
 - On external hard drives
 - Make a copy every year or two using solid state drive
 - Store in an off-site location
- **Migrate files from risky storage media**
 - USB thumb/flash drives
 - Optical discs (CD-r/DVD-r)



ARCHIVES AND DIGITIZATION PRIMER

- **How to digitize (let me count the ways)**
 - **Quality more important than method**
 - **Consider paying professional for large volume (papers)**

- **Current Standards**

Item	Quality	Bit depth	Color
Books, text, documents	300 dpi	8	Grayscale
With B&W images	400 dpi	8	Grayscale
Manuscripts	400 dpi	24	Color
Photos	400dpi	8/24	Gray/Color

- **Many use YouTube as a video archive,
still keep an separate file**



ARCHIVES AND DIGITIZATION PRIMER

■ Current Standards (Library of Congress)

Item	Preferred	Acceptable
Books, text, documents	PDF/UA PDF/A	PDF RTF
Images	TIF PNG	JPG GIF
Video	MP2	MP4
Audio	WAV	

■ Optical Character Recognition (OCR)

- Born-Digital OCR complete
- Digitize need to process to OCR
- Accuracy depends of quality, typeface, other factors



ARCHIVES AND DIGITIZATION PRIMER

- **Copy files: source to archival folder**
 - Born-digital & digitized documents
 - Appropriate folder / “To Process”
 - Open to assure no errors



ARCHIVES AND DIGITIZATION PRIMER

- **Rename Files:**
 - archival different than administrative**
- **Deductive, consistent, parallel with arrangement**
- **Short: abbreviate, truncate, acronyms**
- **Avoid special characters**
- **No space: underscore ("new_word") or camel-case ("newWord")**
- **Include document date (YYYY-MM-DD)**
 - Example: EC_MIN_2019-04-16**
 - or 2019-04-16_EC_MIN**



ARCHIVES AND DIGITIZATION PRIMER

- **Sharing**
 - **Search key terms finds instances**
 - **Email copy – identify in subject**
 - **Online access systems – beyond scope of this series**
 - **Metadata in files – beyond scope of this series**



PERSONAL PAPERS

- Materials which originate from, and document, the life of an **individual**.



- Personal papers are their own **Record Group**



NOT PERSONAL PAPERS

- **Formal papers of an organization**
 - minutes, reports, proposals, etc.
 - records of the organization
 - may remove these from personal papers to complete organization's files (presuming no personal markings).



WHY PERSONAL PAPERS IN ARCHIVES?

- **Significant connection to church.**
- **Reflect how church influenced person's life.**
- **Reveal important experience of the person on the community related to the church.**
- **Provide examples of broader societal trends.**



■ **Types of personal papers (SAA – archivists.org)**

- letters/e-mail
- articles/essays
- brochures and flyers
- memoirs/
reminiscences
- professional papers
- awards/ certificates
- diaries/blogs
- genealogical
information
- separate photographs
- scrapbooks/photo
albums
- speeches/ lectures
- legal documents

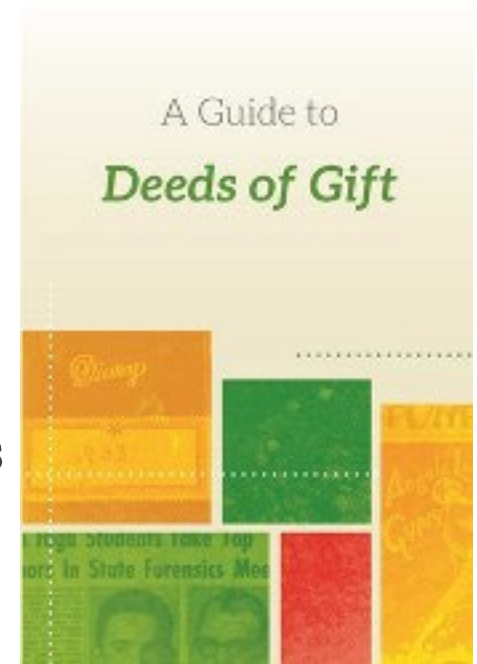


- **Organization papers with personal notations (marginal/within text) make “personal papers.”**
- **Arrange like other archival items**



DEED OF GIFT

- **Formal, legal agreement**
 - Donor / repository
 - Transfer ownership / legal rights
- **Elements**
 - Name of Donor and Recipient
 - Title & Description of Materials
 - Transfer of Ownership
 - Access to the Collection
 - Transfer of Intellectual Property Rights
 - Separations
 - Other Elements



LISTING OF SERIES [SHEPHERD PAPERS]

- Series 1. Personal life
- Series 2. Research and teaching materials [NOTE: Shepherd's general resource files.]
- Series 3. Early teaching years [NOTE: Principally years at the Episcopal Theological School, include association with St. John's Church, Roxbury, MA.]
- Series 4. Teaching years in Berkeley, CA
- Series 5. University of the South (1952-1970)
- Series 6. Writings for publication [NOTE: includes drafts and unpublished materials.]
- Series 7. Scholarly associations
- Series 8. Ecumenical activities
- Series 9. Activities in the Diocese of California
- Series 10. Activities in Episcopal Church at large-- excluding Standing Liturgical Commission
- Series 11. Participation in the Standing Liturgical Commission of the Episcopal Church
- Series 12. Public appearances [NOTE: lectures, sermons, and other public presentations.]
- Series 13. Anglican Communion matters
- Series 14. Photographs
- Series 15. Memorabilia



FINDING DEVICE / AID

- **Describes collection history & arrangement.**
 - Navigate contents, identify relevant research material.
 - Usually to series level of arrangement.
- **Front matter describes content and context of whole collection.**
- **Outline inventory varies** (usually by how much time to process and describe)
- **Device's organization reflects content, not necessarily physical order.**



Mercer Green Johnston papers, 1860-1954

Search this Finding Aid

[Search All Finding Aids](#) | [Help](#) | [Contact Us](#)

all words

Search

Overview

Contents List

Index Terms

Using this Collection

Search Results

Print/Download

[Title Page](#) | [Collection Summary](#) | [Biographical/Organizational Note](#) | [Scope and Content](#) | [Arrangement](#)

⚠ Some or all content stored offsite.

Collection Summary

Title	Mercer Green Johnston papers, 1860-1954
Inclusive Dates	1860-1964
Bulk Dates	1894-1954
ID No.	MSS28001
Creator	Johnston, Mercer Green, 1868-1954
Extent	40,000 items
Extent	112 containers plus 3 oversize
Extent	45.2 linear feet
Language	Collection material in English
Location	Manuscript Division, Library of Congress, Washington, D.C.
Finding Aid Permalink	Cite or bookmark this finding aid as: https://hdl.loc.gov/loc.mss/eadmss.ms012122
LCCN Permalink	LC Catalog record: https://lccn.loc.gov/mm78028001
Summary	Educator, Episcopal clergyman, and author. Correspondence, diaries, sermons, notebooks, autobiographical papers, poems, prayers, financial papers, pamphlets, periodicals, photographs, clippings, scrapbooks, and memorabilia relating to Johnston's career as an Episcopal clergyman in the United States and the Philippines, worker for the Young Men's Christian Association during World War I, director of the People's Legislative Service, director of the National Citizens Committee on Relations with Latin America, and assistant to the administrator of the United States Rural Electrification Administration.



FINDING DEVICE / AID

- **Series**
 - Describes scope/content note, dates, quantity/extent, or other details of content and context.
- **Box/Folder** (file unit)
 - Usually title of box and/or folder
- **Item** (takes most time to do)
 - Specific information about individual items
 - More often for photographs, audiovisual media items, or published materials.



SAMPLE FINDING DEVICE

I. Identification

A. Title

B. Inclusive dates (perhaps an indication of dates of concentration)

C. Size

1. Cubic feet or linear feet

2. Parenthetical number of boxes

D. Abstract (general description of contents in 1-2 sentences)

E. Language(s)

II. Table of contents

III. Biographical sketch

A. Birth and formative influences / education

C. Summary of importance in the Church,

D. Importance of ecclesiastical work, places where work was done

E. Organizational associations, roles, and dates

F. Experiential lessons learned

G. Honors and awards

H. Bibliographic reference to major materials which set an historical context



SAMPLE FINDING DEVICE

IV. Processing notes

- A. When papers received, and from whom
- B. Comment about deed of gift (donor, date, nature of the document)
- C. Initial estimate of size of collection
- D. Survey of original condition/state of the papers
- E. Comment about any disorganized material
- F. Identify the existing internal organization
- G. Identification of material requiring special handling (e.g., confidential, periodicals, book repair, etc.)
- H. Identify major series by titles (e.g., parish ministry, family, scholarly work, community activities, etc.)
- I. Comment on what material seems to have major significance
- J. Data regarding materials removed and what was done with them (e.g., periodicals integrated to the periodicals collection of the archives, duplicates discarded, etc.)
- K. Summary details about the creation of the Inventory
Who did the work / Date of creation



SAMPLE FINDING DEVICE

V. Series Outline and Descriptions (for each series)

A. Identification

1. Title
2. Inclusive dates
3. Summary of type of materials (e.g., correspondence, budgets, etc.)
4. Description of arrangement (e.g., alphabetical, chronological, topical, by political movement, etc.)
5. Number of folders

B. Description of contents

1. Type of material, some description/ illustration
2. Identify major topics

VI. Administrative information

- A. Preferred citation
- B. Copyright notice
- C. Restrictions on access
- D. Restrictions on use



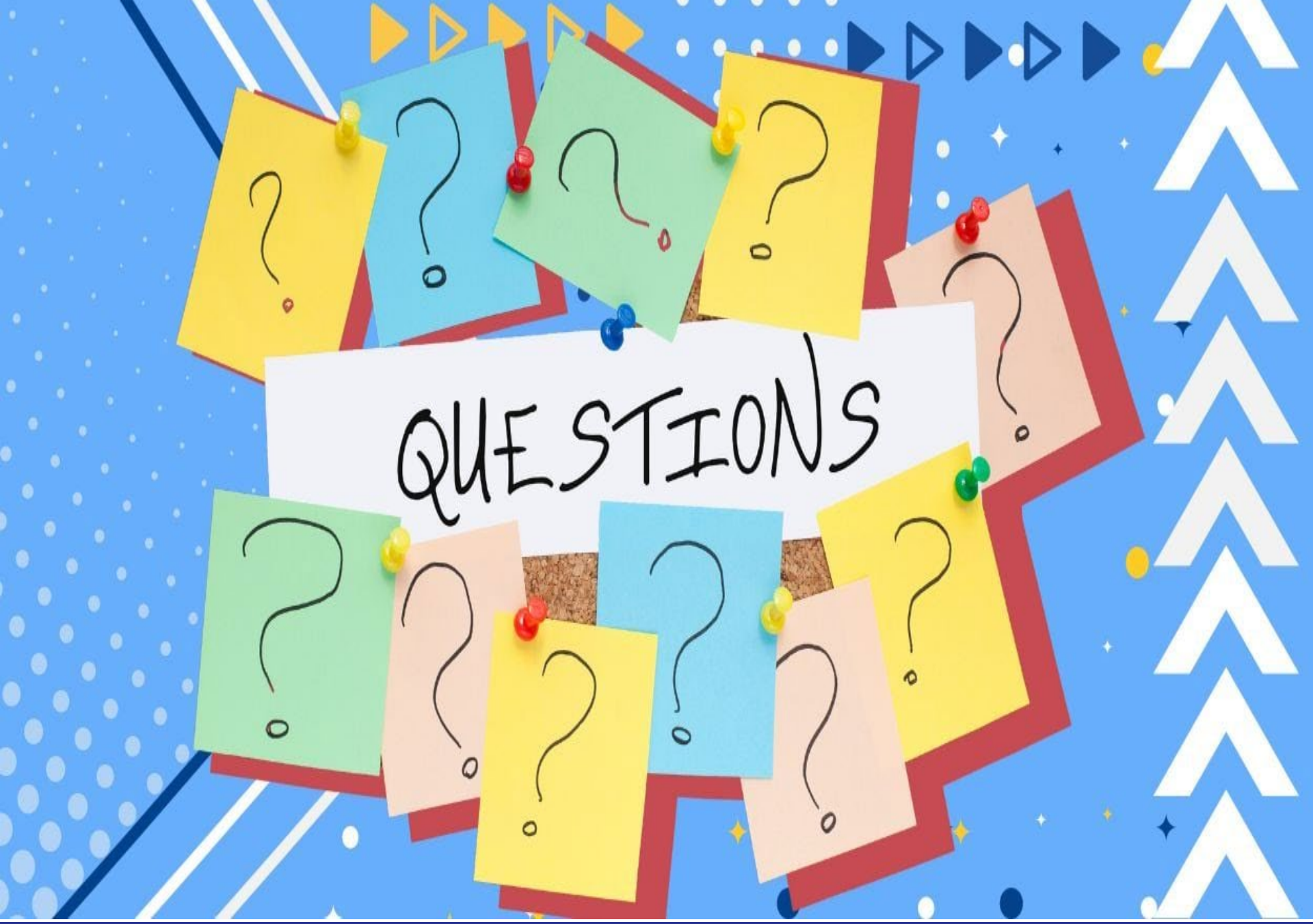
REAL WORLD ARCHIVES

administration@
hsec.us



St. Paul's Episcopal Church
Doylestown, PA





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



ARCHIVAL SUPPLIERS



ARCHIVAL PRODUCTS

- Archival Products
archival.com

- Conservation Resources International
conservationresources.com



- Gaylord Brothers
gaylord.com



- Hollinger Metal Edge
hollingermetalede.com



- Light Impressions
lightimpressionsdirect.com



- University Products Inc
universityproducts.com



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