

SAMPLE CLASSIFICATION SCHEME FOR ARRANGEMENT OF PARISH ARCHIVES

A LEVELS OF ARRANGEMENT

Archives are organized by levels of arrangement which are hierarchical and deductive, moving from broad to specific.

- Record Group: broad collection of like materials, typically a shelf section or filing drawer.
- Series: a Record Group subset with materials in a strong relationship to each other, typically a box on a shelf or section in a filing cabinet.
- File Unit: a Series sub-group with materials of the same kind, typically a folder inside a box or section of a filing cabinet.
- Item: singular, individual element of material such as a document, photo, or physical artifact.

The outline numbering system presented here is ordinal numbers with a dot between each subset. Items typically are not included in the schema. It allows for easy addition, creating a finding aid and is the backbone for discovery of items.

Record Group	Description
1	Governing Document
1.1	Articles of Incorporation
1.2	Constitution
1.3	Bylaws
1.4	Policies
1.5	Diocesan
1.6	The Episcopal Church
2	Parishcentric Documents
2.1	Parish Registers
2.1.1	Records of Baptism, Confirmation, Weddings, and Death
2.1.2	Records of Transfer
2.2	Registers of Church Services
2.3	Parochial Reports
2.4	Newsletters
2.5	Search Profiles
2.6	Bulletins
2.7	Pictures
3	Clergy
3.1	Rectors/Vicars
3.1.1	Letter of Agreement
3.1.2	Biographical Information
3.1.3	Correspondence
3.2	Assisting Priests
3.2.1	Letter of Agreement

Record Group	Description
3.2.2	Biographical Information
3.2.3	Correspondence
3.3	Deacons
3.3.1	Letter of Agreement
3.3.2	Biographical Information
3.3.3	Correspondence
3.4	Other Clergy
4	Laity
4.1	Wardens
4.2	Vestry Members
4.3	Ministry Leaders
4.3	Lay Ministry Licenses
4.4	Seminarians
4.5	Sponsored for Ordination
5	Parish Life
5.1	Annual Meeting Reports & Minutes
5.2	Vestry Minutes
5.3	Committee Records
5.3.1	Annual Giving Committee
5.3.2	Property Committee
5.4	Ministry Records
5.4.1	Altar Guild
5.4.2	Episcopal Church Women
5.4.3	Men's Group
5.4.4	Youth Group
5.5	General Correspondence
5.6	Events
5.6.1	Anniversaries
5.6.2	Celebrations
5.6.3	Regular Events
5.6.4	Irregular Events
5.7	Capital Campaigns
6	Parish Operations
6.1	Staff
6.2	Finance
6.2.1	Financial Reports
6.2.2	Investments / Endowments
6.2.3	Audit Reports
6.2.4	Loans
6.2.5	Bequest and Estate Papers
6.3	Memorial Records

Record Group	Description
6.4	Legal
6.5	Policies and Procedures
6.6	Contacts
7	Property
7.1	Architectural Plans and Drawings
7.2	Deeds
7.3	Tax Exemption Reports
7.4	Insurance
7.5	Art
8	Artifacts (Physical Objects)