

**SAMPLE CLASSIFICATION SCHEME FOR THE ARRANGEMENT
OF DIOCESAN ARCHIVES OF THE EPISCOPAL CHURCH**

The Archives of the Episcopal Church USA
November 2002

RG Number RECORD GROUP
 Record sub-group
 Record sub-group
 Record Series

I. Diocesan Organizational Archives

RG 1 RECORDS OF THE EPISCOPATE
RG 1-A Records of the Diocesan Bishops
RG 1-A.1 Papers of the Ordinary
 Personal and Family Papers
 Records of Episcopate and the Office of the Bishop
 Records Relating to Other Affiliations

RG 1-B Records of the Suffragan Bishops

RG 1-C Official Acts of the Bishops
 Confirmations
 Parochial Reports
 Lay Readers Licenses
 Licensed Lay Persons
 Postulant/Candidate/Deacon Personnel Files
 Re-Marriage Records [Confidential]
 Certificates of Consecration of Church Buildings
RG 1-C.1 Clergy Files and Transactions [Confidential]
 Letters Dimissory
 Renunciations
 Depositions
 Institutions
 Receptions
 Non-parochial Reports
 Chaplain's Reports
 Clerical Changes
 Deployment Files

RG 1-D Records of the Canon to the Ordinary

RG 1-E Records and Papers of Other (Non-jurisdictional) Bishops

RG 2 RECORDS OF THE DIOCESAN CONVENTION/COUNCIL

RG 2-A Records of the Secretary of Convention/Registrar/Recording Secretary
 Official Publications: Journal of Diocesan Convention
 Lay Delegate Certification Forms
 Ballots and Voting Records
 Parish Filings
 Correspondence Files
 Statistical Data

RG 2-B Records of Convention Committees, Standing (Extant)
RG 2-B.1 The Executive Committee
RG 2-B.2 The Diocesan Finance Committee
RG 2-B.3 The Program and Budget Committee
RG 2-B.4 The Communications Committee

RG 2-C Records of Convention Commissions
RG 2-C.1 The Commission on Ministry
RG 2-C.2 The Ecumenical Commission

RG 2-D Records of Canonical Committees of Convention
RG 2-D.1 The Committee on the Dispatch of Business
RG 2-D.2 The Committee on Qualifications
RG 2-D.3 The Committee on the Admission of Parishes and Missions
RG 2-D.4 The Committee on Constitution and Canons

RG 2-E Records of Diocesan Convocations

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| RG 3-A | Financial Records | Audit Papers/Financial Statements Books of Account and Reconciliations Special Accounts Payroll Registers and Journals Budget Papers and Supporting Documents |
| RG 3-B | Legal Records | Property Instruments Bequest and Estate Papers Contracts (loans, trusts, etc.) Insurance Records Copyrights Pensions Records |
| RG 3-C | General Business Records | Diocesan Property Files Parish Correspondence and Transaction Files Parish Property Files General Subject Files Trust Fund Records: Register and Legacy/Trust Files Personnel Records and Files Diocesan Advance Fund Files Venture in Mission Fund Files Episcopal Housing Corporation Development Office/Fund-raising Files Statistical Reports and Data |
| RG 3-D | Personnel/Human Resources Office | Personnel Records and Files Medical Health Payment Reports Pension Plan and Enrollment Records |
| RG 4 | RECORDS OF THE CHANCELLOR | |
| RG 5 | RECORDS OF THE REGISTRAR-HISTORIOGRAPHER | Episcopal Register Clippings Scrapbooks Vertical Files |
| RG 6 | RECORDS OF THE STANDING COMMITTEE | |
| RG 6-A | Official Acts | Annual Reports Minutes and Addenda Postulant/Candidate Records Applications for Parish/Mission Status Testimonials of Election to the Episcopate, Approved and Declined Consents and Declinations to Episcopal Ordinations and Consecrations |
| RG 6-A.1 | Parish, Mission and Congregation Filings | Constitutions/Bylaws Property/Real Estate Transactions Loans and Encumbrances |
| RG 6-A.2 | Records of Ecclesiastical Presentments and Trials | |
| RG 6-B | Sub-committees of the Standing Committee | |
| RG 7 | RECORDS OF THE DIOCESAN COUNCIL/EXECUTIVE COMMITTEE | |
| RG 7-A | Records of the Secretary of Council | |
| RG 7-B | Records of the Committees of Diocesan Council | Executive Committee Administration/Finance, etc. |
| RG 7-C | Records of Defunct Council Departments/Archdeaconries, etc. | |
| RG 8 | RECORDS OF AD-HOC, SPECIAL, AND BISHOP'S ADVISORY COMMITTEES OF THE DIOCESE | |
| RG 9 | RECORDS OF THE DIOCESAN MISSION PROGRAM | |
| RG 9 | Administrative Officers and Program Staff: | |
| RG 9.1 | | Archdeacons |
| RG 9.2 | | Assistants for Administration |
| RG 9.3 | | Christian Educators |
| RG 9.4 | | Ministry to Minority Communities |

RG 9.1 Archdeacons
 RG 9.2 Assistants for Administration
 RG 9.3 Christian Educators
 RG 9.4 Ministry to Minority Communities
 RG 9.5 Ministry to the Deaf
 RG 9.6 Campus/College Ministry
 RG 9.7 Hospital Ministry
 RG 9.8 Youth Ministry
 RG 9.10.1 Communications Office
 RG 9.10.2 Diocesan Periodical/Newspaper
 RG 9.10.3 Photograph Files (prints and negatives)
 RG 9.10.4 Audio-Visual Records
 RG 9.10.5 Diocesan Publications Series

RG 9-B Records of the Diocesan Camps and Conference Center

RG 10 RECORDS OF THE CATHEDRAL CHURCH OF THE DIOCESE

RG 11 RECORDS OF THE PARISHES AND MISSIONS OF THE DIOCESE

RG 11-A Records of Closed Parishes and Missions

RG 11-B Records (Deposited) of Active Parishes, Missions and Congregations
 Architectural Plans and Drawings

RG 12 PAPERS AND COLLECTIONS OF CLERGY AND LAITY OF THE DIOCESE

RG 12-A Papers of Clergy

RG 12-B Papers of Laity

RG 13 RECORDS OF DIOCESAN ORGANIZATIONS

RG 13-A Extant Organizations

RG 13-A.1 The Episcopal Church Women and Antecedent Organizations
 RG 13-A.2 The Church Periodical Club
 RG 13-A.3 The Diocesan Altar Guild

RG 13-B Defunct Organizations

RG 13-B.1 The Fleur de Lis Society
 Camp Lawrence

RG 14 RECORDS OF ANCILLARY EPISCOPAL ORGANIZATIONS (Separately Incorporated Bodies)

RG 14-A Extant Organizations

RG 14-A.1 The Episcopal Charitable Society
 RG 14-A.2 The Trustees of Donations
 RG 14-A.3 The Episcopal City Mission

RG 14-B Defunct Organizations

The Society for the Relief of Widows and Orphans of Clergymen of the Episcopal Church

RG 15 RECORDS OF RELATED JURISDICTIONS

RG 15.1 Journals of Separated Dioceses
 RG 15.2 Journals of General Convention of PECUSA
 RG 15.3 Records of the Province

RG 16 RECORDS INTERNAL TO THE DIOCESAN ARCHIVES

Operational Records
 RG 16-A.1 Accessions Register
 RG 16-A.2 Collection Management Control Files
 RG 16-A.3 Deeds of Gift/Deposit Agreements
 RG 16-A.4 Researchers' Forms of Consent
 RG 16-A.5 Reference (Look-up) Files
 RG 16-A.6 Registers/Inventories/Finding Aids
 RG 16-A.7 Operations Manual
 RG 16-A.8 Retention and Disposition Schedules

RG 16-B Records of the Archivist

RG 16-B.1 Annual Reports
 RG 16-B.2 Correspondence
 RG 16-B.3 Subject Files

II. SPECIAL COLLECTIONS

RG 20 AUDIO AND VISUAL RECORDS

Photographic Collection
 Machine Readable Records
 Moving Pictures/Films
 Transparency Slides

Machine Readable Records
Moving Pictures/Films
Transparency Slides

- RG 21** **ARTIFACT COLLECTION**
- RG 22** **PARISH HISTORY COLLECTION [an artificial collection]**
Parish Vertical Files
Published Histories
- RG 23** **BIOGRAPHICAL COLLECTION [an artificial collection]**
- RG 24** **SCRAPBOOK COLLECTION (unidentified authors)**

Last update January 6, 2003

URL http://www.episcopalarchives.org/class_scheme.html