

ARCHIVES ROOM

DO NOT
REMOVE

Finding Documents

in the

DIOCESAN ARCHIVES

Finding Documents in the Diocesan Archives

The materials in this Archives are grouped in what is known as "Records Groups." The intention is to put together all the materials produced by the same source. So, for example, imagine that the Diocese has a formal process for the deployment of deacons. There might be a committee, a staff person, a newsletter, and a series of regular diaconal reports to the committee. All of that would form a single "records group." Because there are logical groupings within that group, it would have sub-groups for those various functions. However, even those sub-groups might be sub-divided. A staff person would probably have correspondence, publications, a budget, published articles, etc. So, the staff person would have sub-sub-groups. Still, all of those various materials relating to the deployment of deacons would be in the same group (and, box or boxes).

The records group system of the Archives of the Diocese of California provides a place to locate the materials produced by individuals and groups which are known to have existed, or can be assumed to have existed. At present, not all of the records groups actually contain materials; it is merely that there is a logical place to put any materials which are recovered. Thus, while the records of Bishop Kip are understood to have been destroyed, should any be found and donated there is a logical place for them within the system. Thus, the fact that one sees a title in the records group listing does not mean that there are any records of that person or group.

There are two methods for locating records. One should try "Method One" (locator cards) first. If that is not successful, then "Method Two" (the records group listing) might be tried.

Method One-- Locator cards

Just inside the door of the Archives storage room, on the left side, is a small metal cabinet with two drawers; it holds 3 X 5 note cards. They are "locator cards" and at the top of each card is the name of a person or

group. Lower on each card, in the middle of the card, is a records group number, where materials relating to that person or group are located. Each organization, or person, within the Diocese has several cards--based on both the specific name of the person, the group, or the function of the group. So, there are multiple cards for each group of records.

To use this method for locating desired records, simply look in the alphabetical cards for the person, or group for which you are looking. If you find a card with the entry you are seeking, look at the Records Group notation. Using that notation, you should be able to locate the proper box of records, since the box labels indicate the number of the Records Group contained.

Method Two-- Records Group listing

Following the step-by-step process which follows, it is possible to find a particular category of document. Within some categories the files are well-organized, other categories presently have no organization. Because the Diocesan Archives were irregularly maintained, and totally disorganized for many years, the organizational tasks are great and time-consuming.

1. First, it is necessary to determine which office, or organization created the item being sought.
2. Look at the two page "Records Groups Summary," and determine which group of records includes the office or organization which created the record.
3. The left-hand column contains the number of the Records Group you have identified as most likely.
4. The pages which follow the "Records Group Summary" are the "Records Groups: Details."
5. Find page with the number of the Records Group in which the item is likely to be located.

6. Look through that Records Group to find the particular sub-group within which your item is likely to be located.
7. If you remove a document or a file folder, you must mark a "locator card" and put it in the place from which you remove the material. In an archives, the location of a document may be significant, because it indicates how it is related in time, and in use, to other materials. So, it is important that any item which is removed is later put back exactly where it was originally located. The "locator card" is the only way to be sure where it should be returned.

NOTE: Finding the records of committees may be difficult. At various times there are, or have been, committees of the Diocesan Corporation (Records Group 2), the Diocesan Convention (Records Group 3), the Diocesan Council (Records Group 5), the Diocese as a whole (Records Group 9), the Episcopal Church Women (Records Group 10), general campaigns of the Diocese (Records Group 15), and Diocesan-sponsored events (Records Group 16). So, it is important to determine who, or what, constituted (or, established) the particular committee. In short, the proper question to ask yourself is "What major group set up this committee?" If you are not sure, then it is necessary to look in a wide variety of possible major groups which might have set up the committee.

Diocese of California

ARCHIVES

RECORDS GROUPS SUMMARY

Records group
and/or sub-
designation

- 1 RECORDS OF THE EPISCOPACY
- 2 RECORDS OF THE DIOCESAN CORPORATION
- 3 RECORDS OF THE DIOCESAN CONVENTION
- 4 RECORDS OF THE STANDING COMMITTEE
- 5 RECORDS OF THE DIOCESAN COUNCIL
- 6 RECORDS OF THE CHANCELLOR
- 7 RECORDS OF DIOCESAN FINANCES
- 8 RECORDS OF THE DIOCESAN STAFF
- 9 RECORDS OF DIOCESAN DEPARTMENTS, COMMITTEES,
COMMISSIONS, TASK FORCES, ETC.
- 10 RECORDS OF THE WOMEN'S ORGANIZATION
- 11 RECORDS RELATING TO THE ORDAINED
MINISTRY
- 12 GENERAL DIOCESAN PUBLICATION
- 13 DEANERIES, PARISHES AND MISSIONS
- 14 RECORDS OF DIOCESAN INSTITUTIONS
- 15 RECORDS OF DIOCESAN CAMPAIGNS
- 16 RECORDS OF DIOCESAN-SPONSORED EVENTS
- 17 RECORDS OF THE ARCHIVES AND ITS ADMINISTRA-
TION
- 18 ARCHITECTURAL MATERIALS

19	PHOTOGRAPHIC AND ILLUSTRATION COLLECTION
20	CHARTS AND MAPS
21	DATA FROM PUBLIC MEDIA
22	ARTIFACTS AND EPHEMERA
23	BOOK COLLECTION

Diocese of California

ARCHIVES

RECORDS GROUPS: Details

Records group
and/or sub-
designation

- 1 RECORDS OF THE EPISCOPACY
- 1-A Sub-group A - The Corporation Sole
- 1-B Sub-group B - The Diocesan Bishops
 - 1-B.1 Series 1 - Bishop Kip
 - 1-B.2 Series 2 - Bishop Nichols
 - 1-B.3 Series 3 - Bishop Parsons
 - 1-B.4 Series 4 - Bishop Block
 - 1-B.5 Series 5 - Bishop Pike
 - 1-B.6 Series 6 - Bishop Myers
 - 1-B.7 Series 7 - Bishop Swing
 - 1-B.7.a Sub-group a - Office Records
 - 1-B.7.a.1 1. Calendar
 - 1-B.7.a.2 2. Notes of conversations
 - 1-B.7.b Sub-group b - Publications for
Diocesan Purposes
 - 1-B.7.b.1 1. Diocesan/clergy directories
 - 1-B.7.b.2 2. Newsletter to clergy and other
leaders
 - 1-B.7.b.3 3. Pastoral letters
 - 1-B.7.c Sub-group c - Diocesan Committees,
Commissions, etc.

- 1-B.7.d Sub-group d - Relations with
Diocesan Institutions
- 1-B.7.e Sub-group e - Episcopal Church files
 - 1-B.7.e.1 1. Presiding Bishop
 - 1-B.7.e.2 2. General Convention
 - 1-B.7.e.3 3. National committees and
commissions (official agencies)
 - 1-B.7.e.4 4. Province VIII
 - 1-B.7.e.5 5. Associations and organizations
(unofficial bodies)
- 1-B.7.f Sub-group f - General Correspondence
Files
 - 1-B.7.f.1 1. Individuals
 - 1-B.7.f.2 2. Organizations
- 1-B.7.g Sub-group g - Public presentations
 - 1-B.7.g.1 1. Sermons and notes
 - 1-B.7.g.2 2. Other spiritual addresses
 - 1-B.7.g.3 3. Public presentations
- 1-B.7.h Sub-group h - " Writings"
 - 1-B.7.h.1 1. Articles
 - 1-B.7.h.2 2. Interviews
 - 1-B.7.h.3 3. Diaries
 - 1-B.7.h.4 4. Books
- 1-B.7.i Sub-group i - General topic files

(Materials on a common theme, which
appear for the perusal and guidance of
of the Bishop in formulating state-
ments, policies, appointments, and
other actions in relation to a common
theme. Such files involve materials

from, about and to and from a variety of individuals and organizations, all with a common theme.)

- 1-B.7.j Sub-group j - Clergy files
- 1-B.7.j.1 Series 1 - Letters Dimissory-- Out
- 1-B.7.j.2 Series 2 - Letters Dimissory-- In
- 1-B.7.j.3 Series 3 - Files on individual clergy

- 1-C Sub-group C - Bishops without jurisdiction
- 1-C.1 Series 1 - Bishop Shires
- 1-C.2 Series 2 - Bishop Millard

- 2 RECORDS OF THE DIOCESAN CORPORATION
- 3 RECORDS OF THE DIOCESAN CONVENTION

- 3-A Sub-group A - Journals of Convention
- 3-B Sub-group B - Records of the Secretary
- 3-C Sub-group C - Committees of Convention
- 3-C.1 Series 1 - Extant Committees
- 3-C.1.a Sub-group a - Committee on Canons
- 3-C.2 Series 2 - Defunct Committees
- 3-C.2.a Sub-group a - Episcopal Nominating Committee (1966)
- 3-C.2.b Sub-group b - Election Process Committee (1979)
- 3-C.2.c Sub-group c - Special Committee on the Renewal and Restructure of the Diocese [1978-1979]; Continuing Committee on Structures and Boundaries
- 3-C.2.d Sub-group d - Commission 2000

3-C.2.e Sub-group e - Committee on the
Revision of the Manual
of the Diocese

3-D Sub-group D - Canons

4 RECORDS OF THE STANDING COMMITTEE

5 RECORDS OF THE DIOCESAN COUNCIL

5-A Sub-group A - Minutes

5-B Sub-group B - Committees

5-B.1 Series 1 - Extant committees

5-B.1.a Sub-group a - Program and Budget

5-B.2 Series 2 - Defunct committees

5-B.2.a Sub-group a - Joint Committee of
Diocesan Council and
Cathedral Trustees on
the Cathedral Master
Plan

5-B.2.b Sub-group b - Strategy Committee
[1954]

6 RECORDS OF THE CHANCELLOR

6-A Sub-group A - Property Records

6-B Sub-group B - Wills and bequests

7 RECORDS OF DIOCESAN FINANCES

7-A Sub-group A - Diocesan Treasurer

7-B Sub-group B - The Comptroller

7-C Sub-group C - Department of Finance

7-C.1 Series 1 - Minutes

7-C.2 Series 2 - Correspondence

8 RECORDS OF THE DIOCESAN STAFF

8-A Sub-group A - Archdeacons

8-A.1 Series 1 - A. W. Noel Porter

8-A.2 Series 2 - W. R. H. Hodgkin

8-B Sub-group B - Diocesan Executive Officer

8-B.1 Series 1 - George Hunt

8-B.2 Series 2 - Victor Wei

8-B.3 Series 3 - Michael Hansen

8-C Sub-group C - Mission Officer

Series 1 - Michael Hansen

Series 2 - Catherine Roskam

Series 3 - Ruth Eller

8-D Sub-group D - Christian Education

8-D.1 Series 1 - Avis Harvey

8-E Sub-group E - Office of Planned Giving

9 RECORDS OF DIOCESAN DEPARTMENTS, COMMITTEES,
COMMISSIONS, TASK FORCES, ETC.

9-A Sub-group A - Extant organizations

9-A.1 Series 1 - Alcoholism, Drug Abuse
and Chemical Dependency,
Commission on

9-A.2 Series 2 - Altar Guild

9-A.3 Series 3 - Bay Area Committee-- Epis-
copal Asian Strategy Task
Force

9-A.3.a Sub-group a - General

9-A.3.b Sub-group b - Minutes

9-A.3.c Sub-group c - Finances

9-A.3.d Sub-group d - Correspondence

9-A.3.e Sub-group e - Newsletter

9-A.3.f Sub-group f - Projects

9-A.4 Series 4 - Camps and Conferences,
Department of

9-A.5 Series 5 - Campus Ministry,
Department of

9-A.6 Series 6 - Church Architecture and
Furnishings, Commission on

9-A.7 Series 7 - Church Pension Fund,
Commission on

9-A.8 Series 8 - Ecumenical Affairs,
Commission on

9-A.9 Series 9 - Education, Department of

9-A.9.a Sub-group a - General

9-A.9.b Sub-group b - Division of Schools

9-a.9.c Sub-group c - Audio-visual Center

9-A.10 Series 10 - Elders, Department of

9-A.11 Series 11 - Ethnic Ministries,
Commission on

9-A.12 Series 12 - Evangelism and Church
Growth, Commission on

9-A.13 Series 13 - Latino Ministries
Commission

9-A.13.a Sub-group a - General

9-A.13.b Sub-group b - Minutes

9-A.13.c Sub-group c - Finances

9-A.13.d Sub-group d - Correspondence

9-A.13.e Sub-group e - Newsletter

9-A.13.f Sub-group f - Projects

9-A.14 Series 14 - Hunger, Commission on

9-A.15	Series 15 - Liturgy and Music, Commission on
9-A.16	Series 16 - Marriage
9-A.17	Series 17 - (Vacant)
9-A.18	Series 18 - Missions, Department of
9-A.19	Series 19 - Peace and Justice, Commission on
9-A.20	Series 20 - One Hundred Fiftieth Anniversary Committee
9-A.21	Series 21 - (Vacant)
9-A.22	Series 22 - Social Ministries, Department of
9-A.23	Series 23 - Stewardship, Department of
9-A.24	Series 24 - World Mission, Department of
9-A.25	Series 25 - Youth and young Adult Ministries, Department of
9-B	Sub-group B- Defunct Organizations
9-B.1	Series 1 - Futures Planning Council
9-B.2	Series 2 - Joint Commission for the Ac- tion Study of the Diocese
9-B.3	Series 3 - Refugee Resettlement
9-B.4	Series 4 - Special Commission for the Establishment of a New Diocese
9-B.5	Series 5 - Media Ministries
9-B.6	Series 6 - Department of Christian Social Relations
9-B.7	Series 7 - Young Adults Association
9-B.8	Series 8 - Sunday School Commission
9-B.9	Series 9 - Task Force on Human Sexuality

- 9-B.10 Series 10 - World Without War Program Committee
- 9-B.11 Series 11 - Women's Auxiliary to the Board of Missions
- 9-B.12 Series 12 - Girls' Friendly Society
- 9-B.13 Series 13 - Strategy Committee of the Diocese of California

10 RECORDS OF THE WOMEN'S ORGANIZATION

11 RECORDS RELATING TO THE ORDAINED MINISTRY

11-A Sub-group A - The Commission on Ministry

11-A.1 Series 1 - Minutes

11-A.2 Series 2 - Publications (processing instructions, etc.)

11-A.3 Series 3 - Files of applicants not ordained

11-B Sub-group B - The Examining Chaplains

11-C Sub-group C - Biographical files of clergy associated with this Diocese

11-D Sub-group D - Bishops' files

12 GENERAL DIOCESAN PUBLICATION

12-A Sub-group A - Records related to publication

12-B Sub-group B - Files of Pacific Churchman

13 DEANERIES, PARISHES AND MISSIONS

13-A Sub-group A - In union with the Diocese

13-A.1 Series 1 - Annual Reports

13-A.2 Series 2 - Deanery Records

13-A.3 Series 3 - Congregational files [arranged by deanery]

- 13-B Sub-group B - No longer in union with the Diocese
- 13-B.1 Series 1 - Annual Reports
- 13-B.2 Series 2 - Deanery Records
- 13-B.3 Series 3 - Congregational files (Created and maintained by the Office of the Bishop)
[Filed alphabetically by city]
- 13-B.4 Series 4 - Congregational records (Created by, and within, the congregations.)
- 13-B.4(a) - St. Barnabas, San Francisco
- 13-B.4(b) - [old] St. John's, Oakland
- 13-B.5 Series 5 - Parish record books

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RECORDS OF DIOCESAN INSTITUTIONS

- 14-A Sub-group A - Extant Organizations
- 14-A.1 Series 1 - Bay Area Seafarer's Service
- 14-A.2 Series 2 - Berkeley Canterbury Foundation
- 14-A.3 Series 3 - Canon Kip Community Center
- 14-A.4 Series 4 - Clausen House
- 14-A.5 Series 5 - Episcopal Homes Foundation
- 14-A.6 Series 6 - Henry Ohlhoff House
- 14-A.7 Series 7 - St. Dorothy's Rest
- 14-A.8 Series 8 - St. Luke's Hospital
- 14-A.9 Series 9 - Senior Resources
- 14-A.10 Series 10 - Stanford Canterbury Foundation
- 14-A.11 Series 11 - El Rancho del Obispo

14-A.12	Series 12 - Sojourn: Episcopal Chaplain- cy, S. F. General Hospital
14-A.13	Series 13 - Episcopal Charities Appeal
14-A.14	Series 14 - Episcopal School for Deacons
14-A.15	Series 15 - Good Samaritan Community Center
14-A.16	Series 16 - (vacant) EPISCOPAL COMMUNITY SERVICES
14-A.17	Series 17 - Centro Hispano Sirviendo el Delta
14-A.18	Series 18 - Episcopal Community of Prison Ministry
14-A.19	Series 19 - Episcopal Ministry to Convalescent Hospitals
14-A.20	Series 20 - The Episcopal Sanctuary
14-B	Sub-group B - "Defunct" organizations
14-B.1	Series 1 - The Armitage Orphanage
14-B.2	Series 2 - The Maria Kip Orphanage
14-B.3	Series 3 - John Tenant Memorial Home
14-B.4	Series 4 - Church Divinity School
14-B.5	Series 5 - Canterbury Association, San Jose
14-B.6	Series 6 - San Jose Hospital
14-B.7	Series 7 - St. Margaret's House
14-B.8	Series 8 - Berkeley Center for Human Interaction
14-B.9	Series 9 - San Rafael Military Academy
14-B.10	Series 10- Community of St. Saviour
14-B.11	Series 11- Order of the Good Shepherd
14-B.12	Series 12- The Parsonage

- 14-B.13 Series 13- The Lay Academy

- 15 RECORDS OF DIOCESAN CAMPAIGNS

- 15-A Sub-group A - Dream of California

- 16 RECORDS OF DIOCESAN-SPONSORED EVENTS

- 16-A Sub-group A - Non-liturgical

- 16-A.1 Series 1 - General Convention, 1949
- 16-A.2 Series 2 - General Convention, 1901
- 16-A.3 Series 3 - Visit of the Archbishop of Canterbury-- Robert Runcie, May 2-3, 1981

- 16-B Sub-group B - Liturgical

- 16-B.1 Series 1 - Cathedral Consecration, 1964
- 16-B.2 Series 2 - Installation, Bishop Myers, 1967
- 16-B.3 Series 3 - Consecration, Bishop Swing, 1979

- 16-B.4 Series 4 - Consecration, Bishop Pike, 1958

- 17 RECORDS OF THE ARCHIVES AND ITS ADMINISTRATION

- 17-A Sub-group A - Records groups listing

- 17-B Sub-group B - Archives legal matters

- 17-B.1 Series 1 - Agreements
- 17-B.2 Series 2 - Legal opinions

- 17-B.3 Series 3 - Canonical matters

- 17-C Sub-group C - Purchasing

- 17-D Sub-group D - Microfilm projects

- 17-D.1 Series 1 - Pacific Churchman/news

- 17-E Sub-group E - Archives Publications
- 17-F Sub-group F - Files of "The Historiographer"
- 17-G Sub-group G - Research requests
- 17-H Sub-group H - Correspondence (non-research)
- 17-I Sub-group I - Congregational services
- 17-J Sub-group J - Management of Diocesan
Records
- 17-J.1 Series 1 - Policies
- 17-J.2 Series 2 - Practices
- 18 ARCHITECTURAL MATERIALS
- 18-A Sub-group A - Extant congregations and
institutions
- 18-A.1 Series 1 - Diocesan House
- 18-B Sub-group B - Defunct congregations and
institutions
- 19 PHOTOGRAPHIC, ILLUSTRATION AND AUDIO-VISUAL
COLLECTION
- 20 CHARTS AND MAPS
- 21 DATA FROM PUBLIC MEDIA
- 22 RECORDS FROM DEFUNCT CONGREGATIONS
- 23 ARTIFACTS AND EPHEMERA
- 24 BOOK COLLECTION