

## REPORT OF THE ARCHIVIST AND RECORDS MANAGER

November 2013

The Archivist and Records Manager is the official custodian of diocesan records and responsible for the direction and implementation of the Archives and Records Management Program of the Diocese.

<http://www.ecww.org/departments/archives>



2013 has been another busy year for the Archives. One major project that has been completed is the revision of the *Archives and Records Management Program: Policies and Procedures Manual*, which can be found on the Archives web page at: <http://www.ecww.org/departments/archives>. A new and important part of this manual is the recently developed social media best practices section that is included as an addendum to the Internet Use Policy.

Another project that is finally underway is the microfilming and scanning of case files from our Refugee Resettlement Ministry. The first film and CD copies of these records for the years 2000 – 2008 were delivered last week and plans are in place to make preservation copies of earlier files as funds allow.

Another major accomplishment this year is the development and introduction of a digital archives for diocesan electronic documents. With the kind and invaluable assistance of Internet Strategist, Kerry Allman, the Archives now has the ability to store and retrieve born digital diocesan records in their original electronic format.

Several new access points for archival collections have also been developed making the location and retrieval of books, artifacts, architectural drawings, framed art work, and over-size materials much easier.

The Diocese of Olympia Archives – with me as its representative - is also a founding member of the Seattle Heritage Emergency Response Network (SHERN) which has recently been established to provide mutual assistance among cultural institutions during times of emergency.

I continue to write a column for the clergy spouse/partner online newsletter, *A La Mode*; to work with other archivists to publicize the importance of preserving our documentary heritage through groups

such as Episcopal Archivists, <http://episcopalarchivists.org/>, Seattle Area Archivists and the Society of American Archivists; to provide archival reference service; to manage our diocesan archives; and to provide tours of Diocesan House. I also maintain an archives exhibit at Diocesan House. This year's exhibits have featured *Bishops' Books* and currently shows off our parish cookbook collection with a display entitled, *What's Cooking?*

In addition, I participate in the diocesan blog, making a monthly contribution and also make regular announcements on the diocesan app. Earlier blog posts from my Archives blog, *ARCHIVES IN ACTION*, can still be found on the diocesan web site under the Bishop's Staff blog.

For more information about the Archives go to the Archives page on the diocesan web site at: <http://www.ecww.org/departments/archives>.

Respectfully submitted by,



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