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# The Board of the Archives of the Episcopal Church

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## A. MEMBERSHIP

The Right Reverend Scott Field Bailey, *Chair*, San Antonio, TX (1991)  
 The Right Reverend Duncan M. Gray, *Vice-Chair*, Jackson, MS (1991)  
 The Right Reverend James H. Ottley, Balboa, Panama (1994)  
 The Reverend Donald Hungerford, *Treasurer*, Odessa, TX (1994)  
 The Reverend Frank E. Sugeno, Austin, TX (1991)  
 The Reverend J. Robert Wright, New York, NY (1991)  
 Dr. David B. Gracy, Austin, TX (1991)  
 Mrs. Frances Swinford Barr, Lexington, KY (1994)  
 Mrs. Barbara Smith, Anchorage, AK (1991)  
 The Very Reverend Durstan McDonald, Austin, TX (ex officio)  
 Mr. Mark J. Duffy, Archivist, Austin, TX (ex officio)

## B. SUMMARY OF THE BOARD'S WORK

The purpose of the Board is to set policy for the Archives regarding the records and historical collections of the Episcopal Church, to elect the Archivist of the Episcopal Church, and to set forth the terms and conditions with regard to the work of the Archivist.

The full Board met twice in the past triennium as did the Executive Committee of the Board. The meetings were held at the Archives of the Episcopal Church in Austin, Texas. The Board reviewed progress made on all three of its major goals for the past triennium: the selection and appointment of a new Archivist, the computerization of the Archives, and the employment of a professional staff.

The most significant accomplishment of the past triennium was the completion of the work of the Search Committee for a new Archivist, which was chaired by the Right

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Reverend Duncan M. Gray. The Committee received a number of applications, interviewed qualified candidates and finally recommended a single candidate. The Board unanimously elected Mark J. Duffy Archivist of the Episcopal Church at its first meeting of the triennium in 1992.

Mr. Duffy holds a masters degree in history and archives administration and is a Certified Archivist. He has established and directed archival programs at the Diocese of Massachusetts (where he was also the historiographer) and at the City of Boston, where he served as the first City Archivist. Most recently, Mr. Duffy was Associate Curator of Records Administration and Planning at the Harvard University Archives.

In association with the new Archivist, the Board was able to meet its other goals of computerizing the Archives and upgrading other staff positions to professional appointments. The automated catalog project was also completed in the past triennium and is discussed in the Archivist's report below. In addition, the Board adopted new statements on public access policy, records management policy, and the mission of the Archives.

At its last meeting of the triennium, the Board devoted considerable time to the question of how racism, sexism, and other forms of discrimination affect its work. The discussion was held in the context of the 1991 General Convention's resolution on the subject (A085). The Board examined the profile of its membership and its program in an attempt to understand how it could be made more sensitive to the way in which discrimination unconsciously affects it. The discussion centered around the challenge of how the Board could become a forum to educate its members about cultural differences. The Board resolved to continue the discussion in the next triennium and requested the Archivist to explore the issue within the historical programs of the Archives.

### C. FINANCIAL REPORT, 1991-1993

	1992	1993	1994 <i>Projected</i>	Total <i>Projected</i>
<i>Income</i>				
General Convention Expense	\$221,287	\$213,579	\$227,643	\$662,509
Program and Recovery	<u>35,000</u>	<u>73,039</u>	<u>101,363</u>	<u>209,402</u>
	\$256,287	\$286,618	\$329,006	\$871,911
<i>Expense</i>				
Salaries and Benefits	\$216,851	\$209,766	\$214,494	\$641,111
Rent and Facilities (Austin)	23,540	30,270	37,464	91,274
Operations	14,005	10,089	23,305	47,399
Records Management (New York)	<u>1,891</u>	<u>36,493</u>	<u>53,743</u>	<u>92,127</u>
	\$256,287	\$286,618	\$329,006	\$871,911

**D. PROPOSED RESOLUTIONS**

**Resolution #A010**

Amend Canon I.5: Of the Archives

*Resolved*, the House of \_\_\_\_ concurring, **That Canon I.5 be amended to read as follows:**

1 **CANON 5**

2 **Of the Archives of the Episcopal Church**

3 **Sec. 1.** There shall be an Archives of the Episcopal Church, the purpose of which shall  
 4 be to preserve by safekeeping, to arrange and to make available the records of the  
 5 General Convention, ~~and of the Executive Council, and the Domestic and Foreign~~  
 6 *Missionary Society*, and other important records and memorabilia of the life and work  
 7 of the Church, *and to carry out a program of records management* so as to further the  
 8 historical dimension of the mission of the Church.

9 *Sec. 2. For purposes of this Canon, records are defined as all fixed evidential*  
 10 *information regardless of method, media, format or characteristics of the recording*  
 11 *process, which have been created, received or gathered by the Church, its officers, agents*  
 12 *or employees in pursuance of the legal, business and administrative function and the*  
 13 *programmatic mission of the Church. Records include all original materials used to*  
 14 *capture information, notwithstanding the place or conditions of creation, or the formality*  
 15 *or informality of the characteristics of the record. The records and archives of the*  
 16 *Church are not limited by the medium in which they are kept and include such formats*  
 17 *as paper records, electronic records, printed records and publications, photo-reproduced*  
 18 *images, and machine-readable tapes, film and disks.*

[Section 2 is new; all subsequent sections are renumbered accordingly.]

19 **Sec. 23(a).** There shall be a Board of the Archives which shall consist of the Archivist  
 20 (ex officio, with vote), the Dean of the Episcopal Seminary of the Southwest (ex officio,  
 21 with vote), and ~~nine (9) twelve (12) appointed persons, three (3) of whom shall be~~  
 22 ~~Bishops, and six (6) shall be Clerical or Lay members. three (3) of whom shall be~~  
 23 ~~Clergy, and six (6) of whom shall be Lay Persons.~~ All appointed Members of the Board  
 24 shall serve terms beginning with the close of the General Convention at which their  
 25 appointments are confirmed and ending with the close of the second regular  
 26 Convention thereafter.

[Paragraphs (b) through (h) of Section 3 remain the same.]

27 **Sec. 34.** There shall be an Archivist of the Episcopal Church, whose duty shall be to  
 28 manage the Archives, *records, and related information resources* of the Church at the  
 29 direction of the Board.

[Section 5—formerly Section 4—remains the same.]

EXPLANATION

The proposed resolution to amend the Canon on the Archives clarifies the scope of responsibilities of the Board of the Archives in a period of unprecedented technological change. The Board's concerns on this topic are fully expressed in the planning document which is appended. The revised sections define the meaning of recorded information in the modern setting and establish the Archives' authority for managing them in a professional way. The membership of the Board is constituted as a joint committee of the General Convention, and for purposes of achieving a faithful representation, its membership should be consistent with similar Convention committees.

**Resolution #A011**

Disposition of Diocesan Records

1 *Resolved*, the House of \_\_\_\_\_ concurring, That the General Convention urge the  
2 individual dioceses to make provision for the preservation and care of their  
3 permanent records, using local resources and those that are available to the dioceses  
4 through the Archives of the Episcopal Church, and, where outside institutional  
5 repositories are used for depositing Church records, that the Dioceses consult with the  
6 Archivist of the Episcopal Church to secure a favorable deposit agreement that  
7 guarantees access, preservation and the permanent custody of the records by the  
8 Episcopal Church; and be it further

9 *Resolved*, That in those instances where any diocese or congregation is unable to  
10 provide for the security or preservation of its permanent records, the General  
11 Convention direct that such collections, or permanent security copies thereof, shall be  
12 deposited in the Archives of the Episcopal Church, where they shall be preserved and  
13 made available to the Diocese and the research community.

EXPLANATION

In recent years, many dioceses have turned to institutions in the public and private sectors to deposit their archives and historical collections. These arrangements can be designed to protect the future interests of the diocese. In a number of cases, however, dioceses have entered into arrangements that do not offer sufficient guarantees or professionally acceptable terms. This resolution makes explicit the canonical authority of the Church's official archival agency to document the full dimension of the Episcopal Church's history, which the Board recognizes is largely the journey in faith of the dioceses and congregations. The resolution confirms a national role for the Archives and thus brings its collection policy into conformity with other national religious denominations. The General Convention's approval of this policy will strengthen the Archives' ability to obtain private and public funding to develop archival preservation programs for the entire Church body. (See also the Appendix to this report.)

**E. OBJECTIVES AND GOALS FOR THE NEW TRIENNIUM**

At its last meeting of the triennium, the Board endorsed a planning report prepared for it by the new Archivist. This document sets out clearly a direction that will bring the Church's Archives closer to the high level of professionalism and service that we should expect from it. The Board commends this important document to the General Convention for its consideration and comment. (See Appendix below.)

**F. PROPOSED BUDGET FOR THE COMING TRIENNIUM, 1995-1997**

Triennial Budget for the Archives (General Convention Expense)  
and Records Management (Program)

	1995	1996	1997	Total
Salaries and Benefits	\$294,009	\$299,889	\$305,887	\$899,785
Rent and Facilities (Austin)	37,463	38,212	38,977	114,652
Operations	21,175	21,598	22,031	64,804
Records Management (New York)	55,873	56,991	58,130	170,994
Information Resource Center	0	0	0	0
Recovery: General Management	<u>(37,463)</u>	<u>(38,212)</u>	<u>(38,977)</u>	<u>(114,652)</u>
<b>Total</b>	<b>\$371,057</b>	<b>\$378,478</b>	<b>\$386,048</b>	<b>\$1,135,583</b>

Triennial Budget for the Board of the Archives

	1995	1996	1997	Total
Full Board Meeting	\$9,600	\$9,600	\$ 0	\$19,200
Executive Committee	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>12,000</u>
<b>Total</b>	<b>\$13,600</b>	<b>\$13,600</b>	<b>\$4,000</b>	<b>\$31,200</b>

**G. PROPOSED RESOLUTION FOR BUDGET APPROPRIATIONS**

**Resolution #A012**

- 1     *Resolved*, the House of \_\_\_\_\_ concurring, and in accordance with Title I, Canon 5,
- 2     Section 4, **That the 71st General Convention appropriate \$899,785 for salaries**
- 3     **and benefits for the staff of the Archives of the Episcopal Church for the**
- 4     **triennium 1995-1997; the division of these funds between the General Convention**
- 5     **Budget and the Program Development Budget shall be determined by the Joint**
- 6     **Standing Committee on Program, Budget and Finance; and be it further**

1 *Resolved*, in accordance with Title I, Canon 5, Section 4, **That the 71st General**  
2 **Convention appropriate \$235,798 for the operating and records management**  
3 **expenses of the Archives of the Episcopal Church for the triennium 1995-1997;**  
4 **the division of these funds between the General Convention Budget and the**  
5 **Program Development Budget shall be determined by the Joint Standing**  
6 **Committee on Program, Budget and Finance; and be it further**

7 *Resolved*, **That there be appropriated from the General Convention Budget**  
8 **\$31,200 for meetings of the Board of Archives of the Episcopal Church for the**  
9 **triennium 1995-1997.**

## H. REPORT OF THE ARCHIVIST

### REPORT OF THE ARCHIVIST TO THE 71st GENERAL CONVENTION March 1, 1994

This triennium marked the beginning of a period of transition for the Archives. Dr. V. Nelle Bellamy spent much of the past five years steering the Archives to a point where it could shoulder the full responsibility of a major denominational archives. We are pleased to report that in several important areas the goals of the past triennium have or will be met. The most important of these are the conversion of our catalog to an automated system and the review of the Church's policies on records management. The Board and the Archivist have also taken pains to recruit a more highly trained professional staff. In the fall of 1992, this writer assumed the position of Archivist and took advantage of the window of freedom that occurs early in any new appointment. The following report and the Appendix may be viewed, therefore, as the prologue to a new conception of our institutional mission and priorities.

## I. ARCHIVES AND COLLECTION MANAGEMENT

### A. Arrangement and Description of Archival Records

An intensive and painstaking part of archival work is organizing records for research. Processing records requires discovering their provenance, analyzing their permanent value, determining a logical or inherent order, and preparing a set of written descriptions that allow the staff and others to locate information quickly. Tremendous changes will occur in this area as we begin to modify the way we process records in an electronic environment.

A major effort in this triennium was the selection of an automated cataloging system and the creation of fully cataloged entries (with multiple indexing terms) for over 300 archival collections. The principle benefit of this project is that the Archives can begin a progressive movement to modernize its administrative controls over the archival collections. The Archives is now using the professional standard for electronic information exchange (the MARCame format), which will allow us to deliver the catalog remotely to users who have access to on-line network services. With the capable assistance of the

Business Systems Office, we have taken the next step in this process by converting to a computer network environment with remote connection to the Episcopal Church Center.

We have also used our automated systems to create searchable data bases for several major collections, including detailed descriptive inventories of the preservation microfilm collection [1,820 reels of film] and the 328 titles in the collection of Anglican and Episcopal Church periodicals. Inventories were also prepared for 70 cubic feet of processed records [approximately 125,000 documents]. The following is a partial list of newly processed collections:

- RG15       Records of the Registrar of the General Convention, 1795-1991.
- RG134     Records of the Girls' Friendly Society in the United States of America, 1879-1969.
- RG165     Records of the Committee on Indian Work, 1969-1980.
- RG263     Papers of the Reverend Sister Rachel Hosmer, 1934-1987.
- RG264     Papers of the Reverend Augustus Reginald Hoare, 1897-1920.
- RG265     Papers of the Reverend Leslie J. A. Lang, 1907-1983.
- RG267     Records of the Office of Pastoral Development, 1968-1989.
- RG268     Records of the General Convention: House of Bishops Committee on Pastoral Development.
- RG269     Records of the Bishop of Southwest Florida, the Right Reverend John Durham Wing, 1907-1950.
- RG271     Papers of Deaconess Evelyn M. Ashcroft, 1946-1969.
- RG272     Records of the Associated Parishes, 1946-1970.
- RG273     Records of the General Convention: President of the House of Deputies, Clifford Morehouse, 1961-1969.
- RG274     Papers of the Bishop of New York, the Right Reverend William T. Manning, 1902-1949.
- RG275     Papers of the Missionary Bishop of Yung-Kwei, the Right Reverend Andrew Tsu, 1928-1972.
- RG276     Papers of the Missionary Bishop of Shanghai, the Right Reverend William P. Roberts, 1914-1966.
- RG279     Records of the Episcopal Church Women, 1978-1991.
- RG282     Papers of the Bishop of Arkansas, the Right Reverend James Ridout Winchester, 1867-1961.
- RG284     Papers of William Anthony Clebsch, 1941-1966.
- RG285     Records of the Conference on the Religious Life, 1948-1991.
- RG287     Records of the Steering Committee of the China Oral History Project, Interviews, 1978-1992.
- RG288     Records of the National Center for the Diaconate, Deaconess Biographical Files, [1875]-1988.

## B. Preservation

The thrust of the preservation effort in the Archives has been in microfilming special collections. Forty-nine collections were microfilmed between 1991 and 1993, which produced 298 reels of film. Positive copies for use by researchers have been processed on

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168 reels of film. The master or preservation copy has been set aside for duplication and security and placed in the environmentally controlled vault which the Archives rents from the Austin History Center. Examination will be made in the coming triennium to determine the future direction of the microfilming program, especially in relation to preservation of Episcopal Church records held by congregations and dioceses.

The Archives does not have a program or strategy at this time to deal with the rapid deterioration of manuscripts and rare books that are in need of conservation treatment. Unlike most library collections, the Archives' collections are by definition unique and irreplaceable. We anticipate having to take preventative conservation measures in the next triennium. The necessary but costly intervention of restoring damaged items awaits consideration in a more opportune future.

### C. Collection Development

Acquisition of new collections into the Archives was severely hampered by the lack of adequate storage in the Austin depository. Additional space has been procured in the Church Center, but the area is not environmentally protected and secure. We continue to stretch existing physical space in order to accommodate a professionally sound collection policy. In the reporting period 1992-1993, the Archives accessioned 121 cubic feet of permanent archival material in the following categories: 56 cubic feet of official records of the Domestic and Foreign Missionary Society and the General Convention (36 collections); 35 cubic feet of records of dioceses, congregations and agencies (40 collections); and 30 cubic feet of personal papers of individuals (38 collections). Significant new collections of note include:

- 92.38 Records of the Diocese of Missouri: *Episcopal Witness*, 1894-1946.
- 92.42 Archives of the National Center for the Diaconate, c. 1890-1950.
- 92.52 Papers of the Right Reverend Walter Dennis, 1965-1984.
- 92.56 Papers of the Reverend William Green: The Anglican Orthodox-Consultation, 1976-1992.
- 92.67 Oral History Interview Transcript of the Most Reverend John Maury Allin, 1986.
- 93.01 Records of the Office of the Treasurer, 1942-1991.
- 93.15 Personal Papers of the Reverend Page Bigelow, 1970-1987.
- 93.16 Records of the Governing Board of Examining Chaplains, 1987-1990.
- 93.18 Personal Papers of the Reverend William B. Spofford, Sr., 1922-1957.
- 93.26 Document of Samuel Seabury, Testimonial to the Archbishop of Canterbury, 1783.
- 93.29 Records of the Secretary of the House of Bishops, 1967-1993.
- 93.30 Audio Recordings of the Division of Radio and Television, 1967-1993.
- 93.34 Records of the Department of Christian Social Relations, Division of Christian Citizenship, 1963-1966.
- 93.39 Archives of the National Episcopal Historians Association, 1981-1990.
- 93.47 Records of Province VII, 1969-1990.

We are pleased to report that the Archives has begun once again to acquire publications for its supporting reference collection. Published works are being selected to augment existing collections of monographs and serial journals, rare books, pamphlets and tracts, diocesan and congregational publications, and imprints of Church publishing houses. The collection policy is limited, however, to acquiring works published by or directly related to the Episcopal Church. The Archives added 210 volumes to the collection in the period 1992-1993. These materials have greatly enhanced the staff's ability to answer inquiries more thoroughly and intelligently.

D. Research and Public Services

The Archives showed a continuing increase in the number of users of the collections. Aggregate totals for 1991-1993 indicate 1,492 requests for information that required research assistance by the staff: 485 in 1991; 462 in 1992; and 525 in 1993. This total compares favorably to the 1,002 inquiries of the previous triennium.

Beginning in January 1993, statistics were kept on the profile of our users. This data has a number of valuable uses, such as guiding the selection of new acquisitions and identifying an audience for outreach programs. Among the new statistical measurements in this triennium is the count of administrative inquiries from Church leadership. These numbers reflect new research use, and we expect both the percentage (18%) and the total number (93) to increase dramatically as records management services are expanded. Of the research from within the Church, 30 percent is from lay persons and 12 percent from clergy; 88 percent of our reference use is by telephone or letter; and 40 percent of our major research visitors reside in three Southwestern states. Statistics on major research and reference use are kept as follows:

Inquiry Type	Clergy	Lay	Staff	Outside	Total	Percent
<b>Historical</b>	49	88	17	111	265	50
<b>Administrative</b>	6	24	59	4	93	18
<b>Biographical</b>	0	15	0	53	68	13
<b>Current Info.</b>	9	31	1	58	99	19
<b>1993</b>	64	158	77	226	525	100

We have identified a total of 37 individuals who visited the archives from 1991-1993 and conducted extensive research in the collections. This is research that will result in doctoral or monographic publication and that directly concerns some aspect of the history of the Episcopal Church. We are particularly pleased to have assisted in the research for major works by D. Elwood Dunn (University of the South), *A History of the Episcopal Church in Liberia*, and David L. Holmes (College of William and Mary), *A Brief History of the Episcopal Church*. A topical sample of works in progress offers insight to the variety of ways that the archival collections are being explored.

Dissertation, Episcopal Seminary of the Southwest, Episcopalian Missionaries in China, 1835-1900

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- Dissertation, Harvard Divinity School, The Episcopal Church's Relationship With the Russian Orthodox Catholic Church, 1860-1940
- Dissertation, Johns Hopkins University, Attitudes Towards Death and Dying in Colonial Virginia
- Dissertation, Yale University, Anglo-Catholicism and Social Action in the Episcopal Church
- Dissertation, University of Notre Dame, Christian Initiation in the Book of Common Prayer
- Dissertation and journal article, Concordia Seminary, Samuel M. Shoemaker's Influence on William Wilson's Twelve Step Spiritual Recovery Program
- Monograph, Austin College, American Missionaries in Shanghai, China, during the Civil War
- Monograph, Baylor University, K.H. Ting and St. John's University, Shanghai
- Monograph, Cuttington University College in Liberia, History of the College
- Monograph, Diocese of Panama, The Early History of the Church in Panama
- Monograph, Houston Museum of Natural Science, Missionary Work among the Oglala and Brule Sioux
- Monograph, The University of the South, Documentary History of the Episcopal Church
- Monograph, University of the Philippines, American Women in the Philippines, 1900-1940
- Monograph, Yale Divinity School, History of the Book of Common Prayer
- Journal article, Biola University, Mission Activity in the Philippines and the Willard Straight Agricultural and Industrial School
- Journal article, Episcopal Seminary of the Southwest, Lives of the Church Laity
- Electronic publication, University of Alaska, Native Americans in the Allakaket Area

## II. RECORDS AND INFORMATION MANAGEMENT

Recognizing its responsibility to the contemporary records of the Church, the Archives has taken a more visible role in records and information management. Three major projects were initiated in 1993 that will likely carry over to the next triennium.

At the national level, the Archives has begun to appraise over 2,500 cubic feet of non-current records at Episcopal Church Center. These records date primarily from the last twenty years and are stored in basements and elsewhere with minimum intellectual or physical control. The Administration and Finance Department has been particularly helpful in assisting the Archivist to secure important series of corporate records, including such major series as: Trust Fund and Estate Records (1906-1993); Overseas and Domestic Missions—Personnel Files (1950-1991); Church Leadership Biographical Files (1947-1981); Overseas Missions—Real Estate Records (1906-1968); and Corporate Records of Seabury Press (1962-1983). As of the end of 1993, the Archives has inventoried in excess of 680 cubic feet of inactive records. These records have been placed in a managed records center and can now be quickly located for administrative research use.

At the parochial level, the Archivist has drafted standards for congregations on records management entitled *Records Management for Parishes: Accounting and Common Business Records*, which will appear as an appendix to the planned revision of the 1979

*Accounting Manual for Parishes.* The new manual includes legal and administrative guidelines relating to records disposition and, particularly helpful, a general retention schedule for over 115 series of congregational records.

A very important initiative has been undertaken by the Archives in the area of information management entitled the *General Convention Legislative Index Project*. The project is a response to the 1988 General Convention resolution requesting computerized access to past legislative actions of Convention. The Archives is currently developing an automated search and retrieval system using both free text and controlled indexing structures. The index will offer access to the legislative business of the last six Conventions and, eventually, to all past actions of the General Convention. We have worked closely with the Business Systems Office of the Church Center to select and develop a program that can be widely distributed and adapted to other applications. The project is a model for similar efforts in information management that the Archives will pursue to distribute core documents of the Episcopal Church. The value of the Archives' participation in these projects is to introduce professional standards for indexing and structuring data. The goal is to make each new application permanently useful to the Church regardless of how the technology or information may change in the future.

### III. STAFF AND FACILITIES

Faced with near capacity storage, the Archives has remodeled a section of stack area that will allow for two years' growth in the collections. This space will not accommodate, however, any new material from the headquarters. An area has been set aside in the Episcopal Church Center for records storage, albeit in a non-archival basement environment. The storage situation grows more acute and the options for temporary relief are few. The Church's historical collections are at risk. It can no longer postpone a solution that will secure a safe and proper place for the Episcopal Church Archives.

The Archives has been propelled into a new role within the Church by virtue of a work force that is for the first time professionally trained. The Canonical Archivist was assisted by the Assistant Archivist for Collection Management, Mr. Donald W. Firsching; and by the Special Assistant Archivist for Research and Public Services, Ms. Andrea Matlak. Ms. Sylvia Baker has served as Technical Assistant in charge of microfilming and project support functions. Mrs. May Lofgreen provided loyal support to the Archives during the transition of leadership. She retired as Administrative Deputy in 1993 after sixteen years of distinguished service to the Church. The Archivist wishes to express his gratitude to the staff and the Archives Board, particularly its chairman, the Right Reverend Scott Field Bailey, for their insights and encouragement during this period of change in the life of the Archives.

Respectfully submitted,  
Mark J. Duffy  
Archivist

March 1, 1994

Scott Field Bailey  
Bishop of West Texas (Retired)  
Chair, Board of the Archives

**APPENDIX**

**THE ADMINISTRATION AND CARE OF OUR HISTORICAL RESOURCES:  
ARCHIVES, RECORDS AND INFORMATION MANAGEMENT FOR  
THE EPISCOPAL CHURCH**

**INTRODUCTION**

This document is a statement of the goals and objectives for the Archives of the Episcopal Church for the next triennium and beyond. It contains the broad outline of a planning strategy to bring the Archives fully into the mainstream of the Church's operations. It also establishes the requirements of a national program that will adequately document the changing historical character of the Church. The central theme of this planning process is best expressed in the concept of a Church Archives that is neither confined to one period of our past nor located in one place. The history of our faith is made and interpreted in the present; it is apprehended in diverse forms of experience in the many venues of our spiritual home. This report brings attention to bear upon the proper place of the Archives in a community of vital and constant transition.

**HISTORICAL BACKGROUND**

The Archives of the Episcopal Church is charged under Canon I.5 with responsibility for selecting and preserving the Church's records in order that we may properly affirm the historical dimension of our denominational life. The General Convention recognized its responsibility in this area as early as 1804, when it adopted the first canon on the preservation of records. Between 1820 and 1922, the Convention made seven separate attempts to establish an archives, creating joint commissions, requesting studies and appointing custodial officers. Each of these attempts failed, however, principally because the Convention was unable to provide a permanent location and a sustainable source of program funding. In desperate need of care, the oldest historical collections were placed on deposit with the New York Historical Society in 1930. The archives were further attenuated in 1940 when the General Convention relinquished custody of its contemporary session records to the Church Historical Society, which was a separate corporation then located in Philadelphia.

The dispersal of the archives took place just before the consolidation of the national church offices at the Church Mission House in New York City. The effect was to remove archival custody from the appropriate channels of institutional accountability and control. The primary custodians of the archives continued to create records in departments under the National (later Executive) Council and the corporate offices of the Domestic and Foreign Missionary Society. The institutional need for archival management became centered at the headquarters, where makeshift attempts were made at records management and departmental collections. The older archived records that were placed with the Historical Society were not well funded and largely ignored.

In 1960, the Church Historical Society brought together the several historical collections and moved them to the Episcopal Seminary of the Southwest in Austin, Texas.

Many older records from the 19th century were shipped to Austin in 1962, when the headquarters were relocated from the Mission House on Park Avenue South to the new Episcopal Church Center on Second Avenue. Acquisitions grew considerably in the next decade, although space was limited from the beginning. Sizeable grants were made by the Executive Council and other bodies for special projects, but the archival program suffered as a whole from inadequate funding. The archivist maintained a part-time position in the Archives and was supported by a faculty appointment at the seminary.

As early as 1979 the Archivist, V. Nelle Bellamy, warned in her annual report that the Archives facility was approaching full capacity. A feasibility study was funded the following year by a \$12,000 grant from the General Convention. The Historical Society proposed to build a fully equipped archival repository on the campus with an archival program jointly administered by the Episcopal Seminary of the Southwest. The plan failed to delineate the several institutional layers of authority, however, and thus failed to win the backing of either the General Convention or the Seminary. Recognizing the need to restore a relationship to the national Church, the Archivist brought about the difficult but necessary transition of returning the Archives to the control of the General Convention in 1985.

The shortage of space in Austin had resulted in a dramatic decline in collection growth after 1979. By the early 1990s important historical collections were being turned away. Other collections, such as the diocesan newspaper collection which dated back to the early 19th century, were deaccessioned. Concurrently, between 1981 and 1985 a massive amount of unappraised non-current records, mostly falling into the period of 1940 to 1980, were discarded during wholesale house cleaning at the Episcopal Church Center. In addition, the ability to conduct any type of institutional research was severely hampered by the closing of the Division of Research and Field Study in 1967 and the dismissal of professional staff from the Information (Sherrill) Research Center in the mid-1970s.

It is important to state for the record that core documentation on the Office of the Presiding Bishop, the Executive Council and its program units, and to a lesser extent the General Convention, as well as administrative records documenting the incumbencies of Henry Knox Sherrill, Arthur Lichtenberger, John Hines and John Allin, were irretrievably lost to the Church during the early 1980s. The value of the records of this period can only be matched in historical importance by those of the first quarter century of the Church's founding. They contain evidence of a fundamental reformulation in the Church's sense of national identity. The destruction of this documentation represents, therefore, a profound loss to the Church's heritage and an unparalleled lapse in its historical stewardship.

#### **STATEMENT OF CURRENT NEED**

The distance the Church has travelled to reclaim the documentary evidence of its denominational history has been short in comparison to the difficult miles that lie ahead. Important decisions must soon be made to find adequate facilities for the Archives and to modernize the records and information management program. The challenges are complex. The world of documentation has changed dramatically since 1985, when the basements of the Church Center began to fill with paper files. Today the paper record is largely computer generated, and consequently the historical record is being transformed to an ephemeral physical format. This transformation heightens concern for how the Archives

will approach questions of appraisal, ownership, copyright protection, access and preservation.

The concept of an archives as a receiving agent for what has been recorded and left behind for history is no longer valid. Our attention is drawn to a more active engagement with those in the Church who are creating new program methodologies and administrative tools. In the future our role will be focused on advising record creators, auditing the recording process, and anticipating user demands for information.

The salient fact of the past two decades is that documentary resources are no longer limited to the traditional formats of text and pictorial images. Throughout the Church, individuals have made the transition to record-keeping formats that are highly efficient in operation, that make use of virtual rather than actual data, and that are preferably and primarily accessible by way of the same technology used to create the data. Electronic methods are now routinely used by parishes, dioceses and affiliated agencies. These users tap into an unmediated flow of communication that operates on a highly sophisticated set of background assumptions regarding the validity of the source, the unhindered distribution and reproduction of information, and the legitimacy of the end user's application of the data. The transition has blurred old assumptions of what constitutes a record and how it is used. Technology has created records in the form of information imbedded in machine-readable code, and the records are inextricably tied to the code for their meaning and evidential character.

Although as a society we have maximized our capacity to distribute information, the pathways by which we communicate messages have become more complex and bewildering. Without a systematic or "big picture" approach, traditional communication links can atrophy, diminishing the opportunity for systematic exchange of messages across institutional church boundaries. We recognize within the Church today a palpable call for the national Church to establish leadership by enabling a shared experience of diocesan and parish ministries. The Church Center has been asked by several resolutions of General Convention since 1988 to develop communication channels that effectively and faithfully process information in *both* directions: by gathering information into the Church Center and redirecting it back to other pews and stations.

Change throughout the institutional Church has serious implications for the Archives and Records Management Program. The membership and the institution continue to communicate, formally and informally, through traditional recorded formats: publications, statistical report forms, proceedings, correspondence, etc. Augmenting these familiar routes, however, are the numerous applications of word and data processing: requests for electronic transfer of data, electronic mail, distributed copies of Society works on electronic networks, on-line versions of policy material, mailing lists, program operations, etc. These requests must be answered within a framework of professional information management. The Trinity Forum, QUEST, ECUNET and the St. Louis Symposium are in very different ways examples of non-traditional forums being used to exchange information successfully in ways that exceed our present capacity to document.

Through the Business Systems Office the Church Center has begun, particularly in this triennium, to rebuild systematically the electronic infrastructure that was first installed in the late 1980s. The national Church Archives was not involved in the first wave of automation that was introduced on a department-by-department level. As a result, significant opportunities were lost in the design and recapture of electronic data. Several

"electronic archives," such as the annual parochial and diocesan reports, have already been identified as unrecoverable.

The Archives must assume a prominent role of historical advocacy and records management in this next phase of systems development. The challenges of historical appraisal and preservation are complicated by the electronic format where evidence on the use, purpose and provenance of data are obscured. The financial, administrative and legal validity of data that can be manipulated outside a controlled audit trail is also tenuous. A credible archival program must be responsive to these concerns as they affect corporate management, prudent oversight of capital and human resources, monitoring of ownership claims, copyright, and legal record-keeping compliance.

#### PROGRAM DEFINITION

The administrative functions of the Archives argue for a full life-cycle approach to the management of the Church's records. The image of the independent historical society, which was appropriately relinquished in 1986, must be replaced by a new vision of custodial responsibility. The Board of the Archives and the Canonical Archivist are committed to the central purpose "to further the historical dimension of the mission of the Church" (Canon I.5.1). The historical function is above compromise. It becomes an empty commitment, however, if it is not coupled with the authority to establish management standards for the capture and reuse of the Church's recorded information, *regardless of physical format or location*.

Through its records management program, the Archives has assumed responsibility to create and capture better records, to ensure delivery of information to the researcher or end user, and to apply appropriate measures to guarantee permanent accessibility of archival records in all formats. A temporary records center has been established and administrative funds have been reassigned as a bridge to future program developments. The program's effectiveness is limited, however, by the lack of on-site professional staff and adequate facilities to establish administrative controls and monitor their implementation. Appraisal is limited to short periods when the professional staff can arrange for a survey team to travel from Austin. Existing records retention schedules are entirely generic and, therefore, little understood and used. Logistical obstacles prevent the records management program from attaining a suitable professional level.

A credible program in archives and records management depends on an exchange of information between the service organization and the user community. Today's technology requires that communication be flexible and open to a world that expects uncomplicated access to and unregulated use of historical and contemporary resources. The Archives must both promote research and protect the institutional Church's historical interests in this changing environment. The role of the Archives is to respond affirmatively to the membership's information needs while exercising prudent concern for the Church's proprietary interests and the integrity of the institutional structures.

### ADMINISTRATIVE REQUIREMENTS AND PROGRAM OBJECTIVES

The Archives has identified several administrative and program functions that should be brought together to achieve a full life-cycle program of archives and records management. By coordinating these elements, the Archives will deliver an in-house and membership-oriented information service that combines access to both contemporary and historical data. A combined information network, clearinghouse and research center should be re-established and coordinated with plans for a fully functioning archival research facility.

#### A. Archives Management and Research Services

The required activities in this area include administration of the archival collections of the institution and the personal records of individuals, selection and acquisition of new material, reference and research services for the institution and the public, and advocacy on behalf of historical issues affecting the church community.

##### **Program Objectives:**

Establish a more formal acquisition strategy for gathering records stored outside of Church headquarters.

Survey and appraise existing archival and record collections in the Church Center and the field offices, including unprocessed collections in the Austin repository, for purposes of improving management and access.

Introduce standards for classification and processing of collections.

Broaden the research function by establishing closer links with church leadership at all levels, including General Convention, the Executive Council and staff, and the dioceses and parishes.

Identify preservation needs and develop a systematic plan for the application of conservation measures.

Develop a supporting library of reference works, works of pastoral or theological importance to the Episcopal Church, published histories, biographies, memoirs, etc.

Establish standards for the management and permanent care of diocesan and congregational archives, provide direct assistance in the preservation of their records, and develop collection policies appropriate to both canonical responsibilities and local conditions.

Use electronic management tools to improve access to the historical collections, facilitate reference use, and enhance reporting controls; link the Church Archives to national database networks through existing on-line research services (e.g., RLIN, OCLC).

Initiate historical programs in education, including historical publications, exhibits, sponsored research and forums, oral history, and other forms of public outreach.

**Priority Recommendations for Action**

- Develop a specific set of plans to locate a modern, centralized archival facility to house the archives and records of the Episcopal Church and to make them available to the Church and the wider community.
- Refine the Archives' collection policy and acquisitions strategy; take action to identify specific areas of contemporary Church history which are in need of better archival documentation.
- Survey and appraise existing record collections in New York, Austin and other field offices, and assess the status and condition of the national Church Archives.
- Draft a processing manual with uniform standards for arranging and describing Episcopal Church records; prepare a processing plan for inactive records in storage in New York and Austin.
- Develop priorities and specific goals for planning in two new program areas: preservation (with emphasis on manuscript collections, photographs, and diocesan archives), and public outreach (with particular emphasis on periodic publication of activities and conference sponsorship on the historical causes and response to forms of discrimination within the Church).
- Identify funding sources and project specifications for a national survey, inventory and assessment of historical resources of the Episcopal Church (diocesan, congregational and affiliated institutions).
- Construct a contingency plan against natural disasters and unforeseen events that could threaten destruction of the historical collections in Austin and New York City; identify vital institutional records for protection against disasters affecting the operational integrity of the corporation.

**B. Records and Electronic Information Management.**

The Archives is required both to carry out the core functions of traditional records management and to extend the application of these techniques to electronic records. These functions include: documentation systems analysis, appraisal, retention and disposition, records center and data library management, and administration of official reports, documents and publications. These functions need to be coordinated with other church bodies that collect, process and distribute information.

**Program Objectives:**

Survey current documentation systems at the Episcopal Church Center; create comprehensive retention schedules and disposition standards to achieve uniform record-keeping practices and to achieve full compliance with legal and administrative requirements.

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Establish a records center operation and document retrieval system at the Church Center to ensure security, proper transmittal of retired records, maximum storage utilization, and timely retrieval of non-current records for all administrative departments.

Initiate a program of electronic records management by establishing standards for systems documentation, identifying current inventory of data sets, and working with systems personnel to establish design criteria that ensure retention of an audit trail of both system functionality and end user applications of machine readable records.

Conduct periodic audit and analysis for retention, disposition, and internal security of network data systems, including appraisal and selection criteria for electronic mail, non-current data, and internal transactional records.

Acquisition of project documentation on all new electronic data systems, and designation of a required assessment and approval process for all new on-line applications.

Acquisition, cataloging and appropriate reference use of non-current electronic data in the principal areas of automation: General Convention, Clergy Deployment, Recorder of Ordinations, Parochial Statistics and Office of the Treasurer.

Establish policy, standard in-house practice and monitoring controls to ensure the protection of copyrights and trademarks of published and unpublished records of the Domestic and Foreign Missionary Society, including internal filing and registration and, when advisable, government registration.

Create minimum retention standards for congregational and diocesan records and provide guidelines for parochial administrators.

Develop training programs in document and report management systems, indexed retrieval systems, recording standards, files management, naming conventions and other related practices for Church Center personnel and related officials of General Convention and its interim bodies.

### **Priority Recommendations for Action**

- Make canonical provision for the definition of Church Records and the Archives' responsibility for records management.
- Establish a Record Center and assign personnel to offer document retrieval services to office personnel.
- Complete an inventory and preliminary appraisal of 2000 cubic feet of inactive records held in dead storage at the Church Center.
- Establish an in-house Electronic Records Policy and Review Committee to work with executive staff in implementing new applications and establishing disposition policy.

- Establish retention and access policy and other administrative guidelines for electronic mail and machine readable records; identify conversion needs for non-current records stored in machine readable formats.
- Introduce uniform filing, registration, and monitoring systems for copyright and trademark protection of official church publications for all formats and media.
- Develop a records management manual for Church Center operations; develop department-wide retention schedules for common business and administrative records.
- Establish records management standards for dioceses and congregations.

### **C. Information Resource Center**

The Archives will participate actively in gathering and distributing published documents in print and electronic format on aspects of both historical and contemporary topics with specific reference to the Episcopal Church and its place in the wider Christian community. Documentation on mission, ministry, policy and practice will be registered and cataloged. Links will be developed with the various church units: national, provincial, diocesan, congregational, affiliated agencies, the Anglican Communion, and the ecumenical setting. The Resource Center will operate as a specialized library and information clearinghouse.

#### **Program Objectives:**

Provide on-site and remote access to specialized reference library services, employ professional personnel to develop both traditional and electronic systems, and offer document retrieval and delivery services to the membership through an automated distribution process.

Acquire, publish and distribute a core collection of current documentation *in a variety of textual, pictorial and machine readable formats* that will make available essential information from contemporary sources relating to the Episcopal Church at all levels: national, provincial, diocesan, congregational, and the wider Anglican communion.

Catalog and distribute (by print or electronic reproduction) major church publications; produce cumulative on-line indexes to current and historical data; provide statistical and textual reports from existing electronic resources in publishable form in the national Church.

Introduce and support access to on-line information services with network connection to third party subscription services; connect the Resource Center to church leadership nationally through new and existing network channels.

Support intra-church communication and membership awareness by promoting (to the general membership) the availability of centralized educational resources on contemporary church activities, issues and relationships.

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Create and maintain authority records on Episcopal Church bodies and leadership; develop thesauri of common terms and specialized vocabulary for future indexing applications.

Establish a deposit library relationship with church agencies, episcopal and diocesan officers, communications personnel, and church councils to obtain local literature, reports, official documents and publications of general interest to the Church.

### **Priority Recommendations For Action**

- Re-establish the Sherrill Information Resource Center as a church-wide information clearinghouse with special library collections of documentation produced by national, diocesan, local and related Episcopal Church bodies.
- Create standard thesauri for on-line indexing applications.
- Develop application specifications to publish key historical documents of the Church, including the Journal of General Convention, the Constitution and Canons, and the proceedings of Executive Council.
- Implement a uniform order and purchasing system for printed records to guarantee proper registration and access to national church publications and unrestricted official documents (e.g., reports, minutes, policy statements, etc.).
- Identify an acquisition plan for capturing, cataloging, and retrieving published and printed information resources.
- Develop access systems for processing inquiries and responding effectively.
- Subscribe to and install central on-line data and information research services available through public access (e.g., INTERNET) and commercial networks (e.g., NEXIS, DIALOG, QUEST, etc.).
- Develop tools for measuring program effectiveness, service performance and membership satisfaction.

### **CONCLUSION**

The Board of the Archives has adopted the long-range objectives and specific goals outlined herein. They are intended to impart substance to the stated mission of the Archives and to provide the Archivist with a framework for program development. The recurring call for more responsive church structures is historically a demand for greater accountability. In an open church polity, this appeal implies an infrastructure that can sustain informed and reciprocal communication. The Archives should be a stronger link in that process. Its most basic component is the inquirer, the researcher, the patron; its collections are molded around their expressed and anticipated needs. The Archives is prepared to become the repository of first recourse for those who are in search of information on the contemporary life and history of this Church. For those who will in generosity pass their experience on to others through donations to the collection, the Archives continues its commitment to cultivate new fields of historical inquiry.