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## The Board of the Archives of the Episcopal Church

### MEMBERSHIP

The Rt. Rev. Scott Field Bailey (West Texas) 1997  
Dr. James G. Carson (Chicago) 2000  
Dr. Mary S. Donovan (New York) 2000  
Mr. Mark J. Duffy, *Archivist (ex officio)*  
Dr. David B. Gracy, II (Texas) 1997, *Vice-Chair*  
Ms. Victoria Hill (Washington) 2000, *Secretary*  
Ms. Margaret D. Lewis (Washington) 2000  
The Very Rev. Durstan R. McDonald (Texas) (*ex officio*)  
The Rt. Rev. James H. Ottley (Panama) 1997, *Chair*  
The Rev. Edward W. Rodman (Massachusetts) 2000  
Dr. Barbara Smith, (Alaska) 1997  
The Rev. Frank E. Sugeno (Texas) 1997  
The Rt. Rev. Don A. Wimberly (Lexington) 2000  
The Rev. J. Robert Wright (New York) 1997

### SUMMARY OF THE BOARD'S WORK

The purpose of the Board is to set policy for the Archives regarding the organization of the historical records, the management of contemporary records, and access to the holdings of the Archives. The Board oversees the work of the Archivist of the Episcopal Church.

The full Board met twice in the past triennium as did the Executive Committee of the Board. Board meetings were held at the Archives of the Episcopal Church in Austin, Texas. The Executive Committee met at the Episcopal Church Center in New York. The Board reviewed the Archivist's reports on regular operations as well as work in progress on a variety of objectives set at the beginning of the triennium. Special emphasis was placed on the development of written standards and internal management controls, electronic archives resources, facility planning, security of copyright, records management at church headquarters, and an archive of church publications.

The most significant achievement of the past triennium was the completion of a searchable index to the resolutions of General Convention since 1976. The Archives has a responsibility and a goal to make its holdings and the records of the church as widely available as possible. This task will require it to be an advocate for archival standards for electronic records. New work of the last triennium in the area of records management, indexing, and cataloging places the Archives on a path that supports the church's evolving information network.

The Board and the Executive Committee gave their attention to shoring up procedural guidelines to advance access while protecting privacy and confidentiality. Bishop Bailey and the Archivist

participated on an advisory committee that prepared an extensive report on copyright and intellectual property issues for the presiding officers. The Archives has a continuing interest in this issue as a means to obtaining a complete and authentic record of the church's published statements and documents.

In a similar vein the Board expressed its support for the Archivist's interest in developing a collection that represents the wide variety of communities and ministries that comprise our church. Thus, we have marked the growth of the Archives in new ways, but not without pressing further on the limited capacity of our physical structures. The Board has been alert to the need for additional space since the mid-1980s. The extension of records retention and management controls at the Church Center compounds the dimension of the problem. A priority in this triennium has been to arrive at an informed picture of our ability to carry out our future mission in the current building. We have begun deliberating the alternatives implied in a detailed in-house study that indicates that little more than three years remain before we must take decisive action. Mindful of these constraints, the Board endorses the direction that the Archives is taking to expand remote on-line access to its archival resources and to be a visible resource in consultation with the dioceses and congregations.

### **REPORT OF THE ARCHIVIST TO THE 72ND GENERAL CONVENTION (JANUARY 6, 1997)**

The purpose of the church's archival program is to secure an authentic record of the mission and ministries of our community and to bring that information to bear in service, celebration, and reflection. The recorded roll of the past is hardly the only source of remembrance. But records in a variety of forms are still the most palpable and reliable testament of the formulations that we use to express anew the meaning of the Christian life.

Archives support the text of our stories through a chorus of voices that constitute the Episcopal melting pot. With a nod to organizational and cultural influences, we appraise and select documentation that preserve textual continuity and support future research. It is a paradox that, while we intentionally create certain archival records (e.g., certificates, testimonials, and photo images) as outward symbols of our belonging, most historical records are mere by-products of the shared human enterprise. At one level, therefore, we are alert to the content of formal expressions of the gathered church. We follow the development of new ministry and initiatives, voices of prophetic leadership, and the playing out of diverse stories. At a further level, however, we have this paleographic charge to observe the informal contexts in which we create, transmit, and store the imprint of these expressions of our faith.

The Archives endeavors to capture both the content and the context of the contemporary archival record. Something remarkable has changed the pace and urgency of this goal. The archival landscape today is dramatically altered by the computer and the rapid conversion to electronic record keeping systems. Electronic records now account for most of the creation and maintenance of significant historical information in organizational environments. Though we may still be retaining paper copies as insurance, the standardization of data exchange and transfer have brought us quickly to the point where we acknowledge that the electronic record is an *authentic* archival record.

Assured access to our information resources is the corporate function that is today in most need of greater management and careful thinking. The church is making enormous investments of financial and human capital in these resources. Users across the church's research spectrum have already achieved the sophistication necessary to tap computerized information resources. The archives of the future will be entirely dependent on rigorous appraisal and the implementation of a corporate information policy. These are issues that the Archives has begun to tackle in the past triennium and that we hope will find some resolution in the next.

**I. Reference and Public Services**

The Archives has had positive results from our efforts to publicize the holdings and services to local church networks. The number of assisted-research inquiries reached a new plateau of sustained activity, rising by 31 percent from 1993 to 1994. Increased use is evident among headquarters staff and national church leadership. These "administrative" inquiries, which originate from within national church units, accounted for just 2 percent of use in 1992 but a remarkable 18 percent in 1995. A large number of the "contemporary" inquiries originate from local church officials and members who seek background information on existing programs, publications, reports, and policies. The following table indicates counts for assisted research and consultations that require staff time to search and report on findings.

<i>Type of Research</i>	<i>1994</i>	<i>1995</i>	<i>1996</i>
Historical	401	540	510
Administrative	138	161	106
Contemporary	109	101	88
Consultations	98	106	132
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<i>Total</i>	<i>746</i>	<i>908</i>	<i>836</i>

The Archives processed 2,490 inquiries (avg. 830/year) in the three year period 1994-1996, which compares to the previous triennial of 490 inquires on average per year. We continue to supply our traditional audience of historical researchers who account for approximately 60 percent of all use in 1996. Consultations on a variety of issues relating to records, archives, intellectual property, privacy, etc., have continued to edge steadily upward. Approximately one-third of each year's total consultations includes dioceses, parishes, and local organizations. The Archives provided significant consulting assistance to the dioceses of Kansas, Maine, Maryland, Pennsylvania, Pittsburgh, Texas, West Missouri, and West Texas.

A score of the individuals who visit the use the Archives each year conduct research that leads to a publication on some aspect of Episcopal Church history. A consistently strong area of focus is the Episcopal Church's foreign missionary work. Studies were made of our presence in China, Cuba, the Dominican Republic, Haiti, Japan, and the Philippines. The Archives is pleased to have provided material support to several of these efforts. The following is a sample of topics published or in preparation between 1994 and 1996:

- Article, Hunter College. Episcopal Women Workers in the Intermountain West.
- Article, Independent Research. Civil Rights Movement and the Episcopal Church.
- Article, Independent Research. Mission, Chapel Cars, and Historic Preservation.

- Article, Missouri School for the Diaconate. Ecclesiology of the Rt. Rev. John Henry Hobart.
- Article, National Chung Cheng University of Taiwan. St. Hilda's School in Wuchang, China.
- Article, Princeton University. The Rev. Samuel Shoemaker and the Oxford Group Movement.
- Article, University of Pennsylvania. Dr. Josiah C. McCracken and St. John's Medical School in China.
- Article, Weber State University. Women Missionaries to Utah 1880-1920.
- Article, Williams College. History of the Episcopal Mission to Blacks in Pittsburgh.
- Article, Diocese of Arkansas. Episcopal Ministry to African-Americans in Arkansas 1903-1939.
- Dissertation, University of San Diego. The Lectionary of the 1979 Book of Common Prayer.
- Dissertation, University of Texas at Austin. West Indian Immigrant Workers in Cuba.
- Monograph, Church of England. Annotated Bibliography of Foreign Editions of the Prayer Book.
- Monograph, Episcopal Theological Seminary of the Southwest. Biography of the Most Rev. John E. Hines.
- Monograph, Fudan University Center of American Studies, Shanghai. Biography of the Rev. F. L. Potts.
- Monograph, Iglesia Episcopal Dominicana. History of the Church in the Dominican Republic.
- Monograph, Independent Research. African American Struggle for Recognition in the Episcopal Church.
- Monograph, Independent Research. History of the Episcopal Mission to Taiwan.
- Monograph, Independent Research. Missionary to China: B. Woodward Lanphear.
- Monograph, Rikkyo University, Tokyo. History of Rikkyo (St. Paul's) University.
- Monograph, Rutgers University. Early Protestant Activities in Cuba and Puerto Rico.
- Monograph, Yamaguchi College of Arts, Japan. Influence of Episcopal Missionaries to Japan.
- Video publication, Episcopal Church Legacy Fund. Profile of the Most Rev. John E. Hines.

## II. Status of Archival Holdings

### *Acquisitions*

We have moved forward with renewed energy to document a wide and representative sample of the church's legacy. First, we have made important new acquisitions in mainstream areas of official church life, especially in regards to liturgical reform, the proceedings of General Convention and its Interim Bodies, and recognized affiliated agencies of the church. Records management accounts for a large part of our success with institutional documentation. Secondly, we are actively seeking to document areas of church life that flourish apart from the institutional status quo, especially in social ministry, minority communities, the politics of human sexuality, women in ministry, and innovative ministries of the laity. A third and increasingly vital part of our acquisition work is the development of our collection of documents in print: the grey literature of in-house publications and local church imprints. These printed records include reports, white papers, guidelines, pastoral letters, study documents, and similar public statements that form a corpus of the Church's teaching. This material is a formidable historical resource that we will explore in connection with our function as an information resource center.

Since 1994, the Archives has acquired new material at a rate that departs from recent practice. In the reporting period 1994-1996, the Archives selected 429 cubic feet of new material - more than twice the annual intake of the recent past. Archival material flowed in from the following sources: 47 percent from the General Convention and the DFMS; 41 percent documenting dioceses,

congregations, and church organizations; and 12 percent from private individuals. A highly selective sample from the 277 new acquisitions follows. The Archivist gratefully acknowledges the gifts of those individuals, families, and organizations who have entrusted the preservation of these and other materials to the national Church Archives.

- Microfilm Edition of the Papers of The Reverend Alexander Crummell, 1842-1898
- Records of the Court for the Trial of a Bishop in the Matter of Walter C. Righter, 1995-1996
- Records of Enablement, Inc., 1971-1994
- Minutes of the Episcopal Church and Reformed Episcopal Church Joint Meetings, 1988-1993.
- Records of the Episcopal Church Women, 1985-1991
- Photo Transparency Images, Dedication of the Episcopal Seminary of the Caribbean, 1962
- Records of the Evangelical Education Society, 1874-1994
- Photo Transparency Images, Executive Council: Mission Information Office, 1978-1990
- Records of the Sessions of the General Convention, 1967-1990
- Papers of the Rev. Charles Jarvis Harriman on Moral Rearmament, 1924-1929
- Scrapbook of Amelia Ives on the Niobrara Missionary District, 1875-1911
- Records of the Chair of the Joint Nominating Committee to Elect a Presiding Bishop, 1983-1985
- Memoirs of the Rt. Rev. Girault Jones, *Recollections of the Church in Louisiana*, 1980
- Papers of The Reverend Daisuke Kitagawa, 1939-1969
- Periodical Publication of The Living Church, Inc., vols. 210-212, 1994-1996
- Records of the Mid-Atlantic Training Conference, 1963-1991
- Papers of Dorothy Ann Miller, 1927-1978
- Papers of the Right Reverend Benjamin Moore and Clement Clark Moore, 1837-1874
- Records of the National Aids Memorial, Inc., 1987-1994
- Records of the National Steering Committee for Human Sexuality Dialogues, 1993
- Papers of the Reverend Samuel Shoemaker, 1912-1963
- Papers of the Reverend Bonnell Spencer, OHC, 1926-1996
- Records of the Standing Commission on Constitution and Canons, Papers of Fred Scribner, 1964-1994
- Records of the Standing Liturgical Commission: Papers of Dupuy Bateman II, 1957-1966
- Papers of the Right Reverend A. Ervine Swift, 1915-1982
- Thesis of the Rev. Carlos Tomayo, *History of the Episcopal Church in Cuba from 1871-1898*, 1994
- Correspondence of the Reverend Beverly D. Tucker, 1953-1992
- Papers of The Reverend Canon Edward N. West, 1930-1990

*Arrangement and Description*

With a few exceptions made for reasons of preservation or confidentiality, records are reviewed, described, and opened to the public upon receipt. Preliminary descriptions, although not satisfactory, are minimally sufficient to guide the staff and most users through boxes of unsorted material. Full archival description maximizes access to individual parts of a collection, saves research time, and promotes preservation. This form of description is labor intensive, however, involving appraisal, physical processing, indexing, and cataloging to archival standards. With the help of student volunteers and part-time assistants, we processed 148 cubic feet of material in the period 1994-1996, far exceeding the goal of 25 cubic feet per year. The following is a list of finding aids created for processed collections:

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*Custodian of the Book of Common Prayer, Prayer Book Collection, 1638-1967, 126 linear feet*  
*Microfilm Collection of Holdings of the Archives, 2,408 reels (48 cubic feet)*  
*Records of the Executive Council: Publicity Department, 1910-1930, Glass Negatives, 2.5 cubic feet*  
*Records of the Executive Council: Overseas Department, Missionary Personnel Records for Cuba (1874-1962), the Dominican Republic (1902-1964), and Haiti (1885-1952), 6.6 cubic feet*  
*Records of the Roanridge Conference and Training Center, 1939-1978, 10 cubic feet*  
*Records of Seabury Press, Publications Collection, 1952-1976, 22 cubic feet*  
*Records of St. Margaret's House, 1908-1966, 2.3 cubic feet*  
*Records of the Trustees of the Board of Foreign Parishes, 1883-1982, 6.5 cubic feet*  
*Records of the Registrar of General Convention, Episcopal Ordinations, 1795-1991, 30 cubic feet*

### *Preservation*

Preservation is a routine part of management of the holdings. Along these lines, improvements were made to the environmental controls and our monitoring equipment, allowing us to fine tune ambient temperature settings. Fragile, acidic paper has been replaced with archival bond in the Society's valuable missionary personnel papers. Microfilming continues to be the principle approach to actively conserving vital historical records. Our in-house filming operation created preservation masters of the complete set of the *Journals of General Convention (1785-1994)*. Sensibility dictates that we follow a mode of preventative maintenance, bolstered by a healthy, if appropriately skeptical, expectation that cost-effective forms of replication will emerge in the future.

### **III. Records Management**

Records management is an essential part of the internal audit system in a corporate setting. Records management is also the beginning of the life cycle of archival enterprise. In 1994, the Board of the Archives secured recognition in the canons for the place of records management with professional oversight and accountability to the General Convention. Since that time, we have established a Records Center at the headquarters and formal guidelines for the orderly retirement and retrieval of corporate and program records.

These management reforms cannot be sustained without real corporate support. For a twenty year period, between 1971 to 1991, the Executive Council addressed the need for records management by funding a "central files" operation. The position required no professional qualifications, independent review, nor substantive relationship to the historical retention aims of the Church Archives. The Archivists' request that the Executive Council fund the vacant position in records management was filled temporarily in 1994, but reassignment has left the position vacant for most of the triennium.

Without professional staffing for records management, the Archives cannot ensure that the basic historical records of the national church will be retained. In the last triennium alone, over 950 cubic feet of historical records, many dating back to 1920, were saved from random destruction. Other historical records have been lost or destroyed. Apart from the historical issue, we underscore the risks in terms of corporate liability and the costs of information loss and mismanagement. An inefficient flow of information and poor housekeeping impede corporate

communications and undermine our ability to respond confidently to requests for the simplest background information on the national church programs and operations. The lack of records retention policies and professional oversight dismays in light of the recent occurrence of gross malfeasance. Records management is a critical link in a system of internal checks and balances. The importance of this aspect of the Archives mission cannot be overstated and forms the basis for its budgetary request to fill the records management vacancy as part of its appropriation from General Convention.

#### **IV. Information Resource Management**

The Archives has introduced a major improvement in managing our most frequently used information resource, the *Journals of General Convention*. The most significant project of the triennium has been the development of a full-text searchable computer file of Convention resolutions, entitled *The Acts and Resolves of General Convention, 1976-1994*. Designed as an electronic publication, the *Acts* has been through several refinements and is scheduled for completion in 1997. The project was undertaken in response to the Convention's call (1988-A176) for greater access to historical data to support deliberation and processing of new legislation. To this end the Archives has provided pre-meeting and on-site research services to the General Convention in 1994 and will do so again in 1997. A budgetary request has been made to fund the upkeep and distribution of this resource through network services.

Progress has been made to create, monitor, and track copyright of the Society, especially to process rights and permissions and royalty payments. The Archives has begun to create a master register of contemporary Episcopal Church publications. We anticipate enlarging the scope of the registry to include more diocesan and local documents in print. A further extension of this service is preparation for an on-line catalog of the Archives' historical collections and core Church documents and images through Internet searching. The ultimate goal is to provide an on-line document search and delivery service for access to significant electronic resources that have continuing value to the church. It was the expectation at the beginning of the last triennium that this work would be carried out in conjunction with Records Management and the Sherrill Resource Center. The lack of funding has kept this idea from moving beyond the preliminary stage of accumulating extensive internal files and documentation.

The Archives of the Episcopal Church has a vital organizational interest in assuring present and future access to national Church information which is now largely held in the form of electronic records. The proposed triennial budget requests funds for an investment in these new technologies. In making electronic applications available to the wider Church, the Archives is responding to the frequently expressed demand of the local church to provide it with resources that support existing ministry. We are also keeping pace with cognate trends in the archival, library, and information science fields to respond to changing models of patron service. We would expect, therefore, to use our Internet and records management presence to be a link in the Church's national dialogue and an advocate within the Society for the protection of our investment in electronic formats.

#### **V. Facilities and Operations**

Improvements were made to the Austin repository to expand storage capacity. Stacks were reorganized to increase capacity by approximately twenty percent. The Reading Room was moved

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and redecorated, creating additional space for storage and a user-friendly environment for visiting researchers. Long term facility planning took an important step forward with the preparation of an assessment report by the Archivist at the Board's request. The report documents the status of the program within the limitations of existing quarters. Future program requirements, including the implications of growth and technology, form the basis of a set of planning options.

The Archives prepared manuals of policy and uniform practice in the areas of reference services, accessioning, and records management. Attending to a pressing local need, the Archivist published a comprehensive manual on record keeping and retention entitled, *Records Management for Congregations: Common Business and Financial Records*. A similar manual for diocesan records is scheduled for development in 1997 in partnership with several dioceses.

The work of the Archives is ably carried out by a dedicated group in Austin including Donald W. Firsching, who has served since 1992 in the position of Assistant Archivist for Collection Management; our Technical Assistant since 1990, Sylvia Baker; and our newest member, Kathleen Burnside, who has filled the position of Administrative Deputy since 1995. I am grateful to each of these individuals, the part-time assistants and volunteers, the donors and contributors, and to the many throughout this church who as Friends of the Archives support the mission of this national repository.

### FINANCIAL REPORT FOR THE 1995-97 TRIENNIUM

	<i>1995 Projected</i>	<i>1996 Projected</i>	<i>1997 Projected</i>	<i>Total Projected</i>
<i>Income</i>				
Canonical Funding	\$43,197	\$65,578	\$96,397	\$105,172
Corporate Funding	38,717	36,704	38,976	114,397
<i>Expenses</i>				
Salaries & Benefits	\$270,299	\$295,428	\$295,428	\$861,155
Rent & Facilities (Austin)	38,717	36,704	38,976	114,397
Operations	51,865	49,723	68,505	170,093
Records Management (ECC)	4,004	4,363	8,168	16,535
Information Services	17,029	16,064	24,296	57,389
Information Resource Center	0	0	0	0
<i>Total</i>	\$381,914	\$402,282	\$435,373	\$1,219,569

### GOALS AND OBJECTIVES FOR THE COMING TRIENNIUM

The Board monitored progress on a strategic planning document adopted at the beginning of the triennium. The document (published in the 1994 *Blue Book Report*) was refined to identify 17 priority objectives and over 40 specific goals that we hope to reach by the end of the century. Progress has been made in the program areas noted above. Further details are provided in the Archivist's report. I



The Board's priorities are in the areas of records management, access to traditional and electronic resources, and outreach. The growing decentralization of the church program lends weight to our call for records management controls. We will redouble our efforts, therefore, to establish retention policies for national church entities and to propose guidelines for diocesan records management. Plans call for the Archives to establish an on-line text center, finding aids, and a newsletter. Standards will be prepared for the processing of archival records and for defining more clearly our strategy for documenting unique forms of ministry and leadership. In connection with the latter goal, the Archives will pursue contacts in the Anglican Communion to strengthen and support the historical dimension of our partnership.

**BUDGET APPROPRIATION (Canonical)**

	1998	1991	2000	Total
<i>Archives and Records Management</i>				
Salaries & Benefits (Austin)	\$304,291	\$313,420	\$322,822	\$940,533
Salaries & Benefits (N.Y.)	57,000	58,710	60,471	176,181
Rent & Facilities (Austin)	47,304	48,413	50,291	146,008
Operations	69,990	71,045	72,757	213,792
Records Management (ECC)	8,413	8,666	8,925	26,004
Information Services	85,000	90,750	91,500	267,250
Information Resource Center	0	0	0	0
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<i>Total</i>	\$571,998	\$591,003	\$606,766	\$1,769,768
 <i>Board of the Archives</i>				
Non-Staff Consultants	0	\$10,000	0	\$10,000
Administrative	500	500	1,000	1,000
Full Board Meeting	8,600	8,600	0	18,200
Executive Committee	4,000	4,000	4,000	12,000
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<i>Total</i>	\$13,100	\$23,100	\$5,000	\$41,200

**Resolution A001 The Board of the Archives Budget Appropriation**

- 1 *Resolved*, the House of \_\_\_\_\_ concurring, and in accordance with Title I, Canon 5, Section 4,
- 2 That the 71st General Convention appropriate \$1,116,714 for salaries and benefits for the staff of
- 3 the Archives of the Episcopal Church, including funding to fill the position of Assistant to the
- 4 Archivist for Records Management, for the triennium 1998-2000; the allocation of these funds
- 5 within the Canonical Budget shall be determined by the Joint Standing Committee on Program,
- 6 Budget and Finance; and be it further
- 7 *Resolved*, in accordance with Title I, Canon 5, Section 4, That the 71st General Convention
- 8 appropriate \$653,054 for the operations, records management and information services expenses
- 9 of the Archives of the Episcopal Church for the triennium 1998-2000; the allocation of these
- 10 funds within the Canonical Budget shall be determined by the Joint Standing Committee on
- 11 Program, Budget and Finance; and be it further
- 12 *Resolved*, That there be appropriated from the Canonical Budget of General Convention \$41,200
- 13 for meetings and expenses of the Board of Archives of the Episcopal Church for the triennium
- 14 1998-2000.