

The Archives of the Episcopal Church Diocesan Journals and Records – Deposit Guidelines

General Convention recognizes the diocesan journals as a critical piece of information on the state of the Episcopal Church in all its jurisdictions. Canons require its annual publication and deposit in the Church's central Archives (see Canon I.6.5(a)).¹ The following guidelines will make it possible for the Archives to receive journals in whatever format they are published (paper, electronic copy, web publication) and ensure they are accessible and readable in the future.

What are the minimum elements required to include in a Journal of Diocesan Convention?

Canon I.6.5(a) states that jurisdictions must publish and send to the HoD and Archives "*records in paper or electronic format as may show the state of the Church in that jurisdiction,*" including and especially a published "Journal of Convention" of the jurisdiction. A minimum record of what is required to show the "state of the Church in that jurisdiction" comprises:

- Official Acts of the Bishop (Canon III.12.3(c))
- Bishop's address (Canon III.12.3(d))
- Minutes/proceedings of annual convention with resolutions adopted (Canon I.6.5(a))
- Clergy list, including postulants and candidates (Canon III.12.3(d))
- Parochial statistics and reports (Canon I.6.1, I.6.3)
- Ministry and mission reports to Convention (Canon I.6.2-3)
- Annual financial report and budgets (Canon I.4.6(i); I.7.1(i))

On the basis of tradition and historical use, we urge that diocese include or attach to their journal:

- Updated Constitution and Canons
- Clergy and Diocesan organizations directory

Procedures for Transferring Journals and Official Publications to the Archives

The following recommendations cover acceptable file formats, file naming standards, and contact information that will ensure safe deliver to the Archives.

- 1. Paper copies.** If your diocese publishes the annual journal (including the directory, the diocesan canons, etc.) in print, then the Archives will continue to accept the canonically required 2 copies for the permanent holdings. Paper copies may be sent to the Archives via regular US mail (address below).
- 2. Acceptable formats for electronic copies.** Because electronic documents are created using proprietary software, the Archives cannot guarantee that these documents will always be readable in the future. Therefore, we ask dioceses to send both: (1) a copy of

¹Canon I.6.5(a): *It shall be the duty of the Secretary of the Convention of every jurisdiction to forward to the Secretary of the House of Deputies, immediately upon publication, two copies of the Journals of the Convention of the jurisdiction, together with episcopal charges, statements, and such other records in paper or electronic format as may show the state of the Church in that jurisdiction, and two copies to the Archives of the Church in a common format as prescribed by the Archivist of the Church.* See also the following canons on diocesan filings: Canons I.1.1(c); I.4.6(i); I.6.1; I.6.3; I.6.4; I.6.5(a); I.7.1(i); I.9.11; III.12.3(d); IV.19.30(d).

your electronic journal in its native format, i.e., the format used to create it (MS Word, Adobe Illustrator, etc.), and (2) a copy in PDF format. *The Archives will work with any diocese that requires assistance transferring electronic copies to us.*

3. **New editions/Updated versions/Errata.** Any and every time you correct an error or publish a new version of an already published edition, the Archives would like to receive the updated versions. Please send all updates to the Archives following the same transfer procedures outlined in this document.
4. **Electronic File Naming.** If your journal or other publication is comprised of multiple electronic files, *it is highly recommend* that each file is properly labeled with the convention year, diocese, and journal section name. Use lower case letters, follow the list of diocesan abbreviations (*see Appendix 1*), and use the underscore character _ to connect parts of the file name.

Example, using Diocese of Alabama (dio_al):

2010_dio_al_directory
2010_dio_al_c_and_c
2010_dio_al_journal
2010_dio_al_bp_address
2010_dio_al_minutes
2010_dio_al_resolution
2010_dio_al_pre-conv
2010_dio_al_budget

5. **Delivery of Electronic Records to Archives.** The Archives will accept electronic files via (1) **email**, and (2) **removable media**. If sending by **email**, please send to: archives@episcopalarchives.org. Use a standard subject line such as: “**Diocese of [name]_ Convention Journal**”.

Acceptable removable media includes CD-R, DVD-R, or an external USB (“thumb”) drive. Please do not label directly onto CDs or DVDs using permanent marker or pen. Instead, label CD envelopes with the name of your diocese, media contents, and year(s). Please send the Archives a courtesy email archives@episcopalarchives.org to alert us to the arrival of media by mail.

Special Note on Website Publications. If your diocese *only* publishes its Convention journal on your diocesan website, then it is the duty of the Secretary of the Convention, or his/her designee, to contact the Archives with a direct link to the most current published files. The Archives would prefer that a PDF copy of any diocesan journal files that are “published” to diocesan websites be directly transferred to the Archives by the diocese. Please contact the Archives for assistance.

6. **When to Send.** Receipt of the annual journal is requested promptly after its publication. Diocesan journals are open for research upon receipt.

7. Archives Contact Information

Website: <http://www.episcopalarchives.org>

Phone: 512-472-6816

Email: archives@episcopalarchives.org

USPS Mailing address:

Archives of the Episcopal Church

P.O. Box 2247

Austin, TX 78768

UPS/FedEX delivery address:

Archives of the Episcopal Church

606 Rathervue Place, Library Fl. 2

Austin, TX 78705

Doc Date: 11-10-2010,

Rev. 10-23-2012, Rev. 03-16-2016

APPENDIX 1
List of diocesan abbreviations for file naming standards

Diocese	Abbreviation	Diocese	Abbreviation
Alabama	dio_al	Hawaii	dio_hi
Alaska	dio_ak	Idaho	dio_id
Albany	dio_alb	Indianapolis	dio_in
Arizona	dio_az	Iowa	dio_ia
Arkansas	dio_ar	Kansas	dio_ks
Atlanta	dio_atl	Kentucky	dio_ky
Bethlehem	dio_bet	Lexington	dio_lex
California	dio_ca	Long Island	dio_li
Central Florida	dio_cf	Los Angeles	dio_los
Central Gulf Coast	dio_cgc	Louisiana	dio_la
Central New York	dio_cny	Maine	dio_me
Central Pennsylvania	dio_cpa	Maryland	dio_md
Chicago	dio_chi	Massachusetts	dio_ma
Colorado	dio_co	Michigan	dio_mi
Connecticut	dio_ct	Milwaukee	dio_mil
Dallas	dio_dal	Minnesota	dio_mn
Delaware	dio_de	Mississippi	dio_ms
East Carolina	dio_eca	Missouri	dio_mo
East Tennessee	dio_etn	Montana	dio_mt
Eastern Michigan	dio_emi	Navajoland Area Mission	dio_nav
Eastern Oregon	dio_eor	Nebraska	dio_ne
Easton	dio_eas	Nevada	dio_nv
Eau Claire	dio_eau	New Hampshire	dio_nh
El Camino Real	dio_e cr	New Jersey	dio_nj
Florida	dio_fl	New York	dio_ny
Fond Du Lac	dio_fon	Newark	dio_new
Fort Worth	dio_ftw	North Carolina	dio_nc
Georgia	dio_ga	North Dakota	dio_nd

Diocese	Abbreviation	Diocese	Abbreviation
Northern California	dio_nca	Vermont	dio_vt
Northern Indiana	dio_nid	Upper South Carolina	dio_usc
Northern Michigan	dio_nmi	Utah	dio_ut
Northwestern Pennsylvania	dio_npa	Virginia	dio_va
Northwest Texas	dio_nwt	Washington	dio_wa
Ohio	dio_oh	West Missouri	dio_wmo
Oklahoma	dio_ok	West Tennessee	dio_wtn
Olympia	dio_oly	West Texas	dio_wtx
Oregon	dio_or	West Virginia	dio_wva
Pennsylvania	dio_pa	Western Kansas	dio_wks
Pittsburgh	dio_pit	Western Louisiana	dio_wla
Puerto Rico	dio_pr	Western Massachusetts	dio_wma
Quincy	dio_qui	Western Michigan	dio_wmi
Rhode Island	dio_ri	Western New York	dio_wny
Rio Grande	dio_rio	Western North Carolina	dio_wnc
Rochester	dio_roc	Wyoming	dio_wy
San Diego	dio_san		
San Joaquin	dio_joa		
South Carolina	dio_sc		
South Dakota	dio_sd		
Southeast Florida	dio_sef		
Southern Ohio	dio_soh		
Southern Virginia	dio_sva		
Southwest Florida	dio_swf		
Southwestern Virginia	dio_swv		
Spokane	dio_spo		
Springfield	dio_spr		
Tennessee	dio_tn		
Texas	dio_tx		