

**SAMPLE CLASSIFICATION SCHEME FOR THE ARRANGEMENT  
OF DIOCESAN ARCHIVES OF THE EPISCOPAL CHURCH**

The Archives of the Episcopal Church USA  
November 2002

**RG Number**    **RECORD GROUP**  
                    **Record sub-group**  
                            Record sub-group  
                                    Record Series

**I. Diocesan Organizational Archives**

**RG 1**            **RECORDS OF THE EPISCOPATE**  
**RG 1-A**        **Records of the Diocesan Bishops**  
**RG 1-A.1**      Papers of the Ordinary  
                            Personal and Family Papers  
                            Records of Episcopate and the Office of the Bishop  
                            Records Relating to Other Affiliations

**RG 1-B**        **Records of the Suffragan Bishops**

**RG 1-C**        **Official Acts of the Bishops**  
                            Confirmations  
                            Parochial Reports  
                            Lay Readers Licenses  
                            Licensed Lay Persons  
                            Postulant/Candidate/Deacon Personnel Files  
                            Re-Marriage Records [Confidential]  
                            Certificates of Consecration of Church Buildings

**RG 1-C.1**     Clergy Files and Transactions [Confidential]  
                            Letters Dimissory  
                            Renunciations  
                            Depositions  
                            Institutions  
                            Receptions  
                            Non-parochial Reports  
                            Chaplain's Reports  
                            Clerical Changes  
                            Deployment Files

**RG 1-D**        **Records of the Canon to the Ordinary**

**RG 1-E**        **Records and Papers of Other (Non-jurisdictional) Bishops**

**RG 2**            **RECORDS OF THE DIOCESAN CONVENTION/COUNCIL**

**RG 2-A**        **Records of the Secretary of Convention/Registrar/Recording Secretary**  
                            Official Publications: Journal of Diocesan Convention  
                            Lay Delegate Certification Forms  
                            Ballots and Voting Records  
                            Parish Filings  
                            Correspondence Files  
                            Statistical Data

**RG 2-B**        **Records of Convention Committees, Standing (Extant)**  
**RG 2-B.1**      The Executive Committee  
**RG 2-B.2**      The Diocesan Finance Committee  
**RG 2-B.3**      The Program and Budget Committee  
**RG 2-B.4**      The Communications Committee

**RG 2-C**        **Records of Convention Commissions**  
**RG 2-C.1**      The Commission on Ministry  
**RG 2-C.2**      The Ecumenical Commission

**RG 2-D**        **Records of Canonical Committees of Convention**  
**RG 2-D.1**      The Committee on the Dispatch of Business  
**RG 2-D.2**      The Committee on Qualifications  
**RG 2-D.3**      The Committee on the Admission of Parishes and Missions  
**RG 2-D.4**      The Committee on Constitution and Canons

**RG 2-E**        **Records of Diocesan Convocations**

<b>RG 2-D.4</b>	The Committee on Constitution and Canons
<b>RG 2-E</b>	<b>Records of Diocesan Convocations</b>
<b>RG 3</b>	<b>RECORDS OF THE TREASURER/BUSINESS ADMINISTRATOR</b>
<b>RG 3-A</b>	<b>Financial Records</b>
	Audit Papers/Financial Statements Books of Account and Reconciliations Special Accounts Payroll Registers and Journals Budget Papers and Supporting Documents
<b>RG 3-B</b>	<b>Legal Records</b>
	Property Instruments Bequest and Estate Papers Contracts (loans, trusts, etc.) Insurance Records Copyrights Pensions Records
<b>RG 3-C</b>	<b>General Business Records</b>
	Diocesan Property Files Parish Correspondence and Transaction Files Parish Property Files General Subject Files Trust Fund Records: Register and Legacy/Trust Files Personnel Records and Files Diocesan Advance Fund Files Venture in Mission Fund Files Episcopal Housing Corporation Development Office/Fund-raising Files Statistical Reports and Data
<b>RG 3-D</b>	<b>Personnel/Human Resources Office</b>
	Personnel Records and Files Medical Health Payment Reports Pension Plan and Enrollment Records
<b>RG 4</b>	<b>RECORDS OF THE CHANCELLOR</b>
<b>RG 5</b>	<b>RECORDS OF THE REGISTRAR-HISTORIOGRAPHER</b>
	Episcopal Register Clippings Scrapbooks Vertical Files
<b>RG 6</b>	<b>RECORDS OF THE STANDING COMMITTEE</b>
<b>RG 6-A</b>	<b>Official Acts</b>
	Annual Reports Minutes and Addenda Postulant/Candidate Records Applications for Parish/Mission Status Testimonials of Election to the Episcopate, Approved and Declined Consents and Declinations to Episcopal Ordinations and Consecrations
<b>RG 6-A.1</b>	<b>Parish, Mission and Congregation Filings</b>
	Constitutions/Bylaws Property/Real Estate Transactions Loans and Encumbrances
<b>RG 6-A.2</b>	<b>Records of Ecclesiastical Presentments and Trials</b>
<b>RG 6-B</b>	<b>Sub-committees of the Standing Committee</b>
<b>RG 7</b>	<b>RECORDS OF THE DIOCESAN COUNCIL/EXECUTIVE COMMITTEE</b>
<b>RG 7-A</b>	<b>Records of the Secretary of Council</b>
<b>RG 7-B</b>	<b>Records of the Committees of Diocesan Council</b>
	Executive Committee Administration/Finance, etc.
<b>RG 7-C</b>	<b>Records of Defunct Council Departments/Archdeaonries, etc.</b>
<b>RG 8</b>	<b>RECORDS OF AD-HOC, SPECIAL, AND BISHOP'S ADVISORY COMMITTEES OF THE DIOCESE</b>
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<b>RG 9</b>	<b>Administrative Officers and Program Staff:</b>
<b>RG 9.1</b>	Archdeacons
<b>RG 9.2</b>	Assistants for Administration
<b>RG 9.3</b>	Christian Educators
<b>RG 9.4</b>	Ministry to Minority Communities

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<b>RG 9.2</b>	Assistants for Administration
<b>RG 9.3</b>	Christian Educators
<b>RG 9.4</b>	Ministry to Minority Communities
<b>RG 9.5</b>	Ministry to the Deaf
<b>RG 9.6</b>	Campus/College Ministry
<b>RG 9.7</b>	Hospital Ministry
<b>RG 9.8</b>	Youth Ministry
<b>RG 9.10.1</b>	Communications Office
<b>RG 9.10.2</b>	Diocesan Periodical/Newspaper
<b>RG 9.10.3</b>	Photograph Files (prints and negatives)
<b>RG 9.10.4</b>	Audio-Visual Records
<b>RG 9.10.5</b>	Diocesan Publications Series
<b>RG 9-B</b>	<b>Records of the Diocesan Camps and Conference Center</b>
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<b>RG 11-B</b>	Records (Deposited) of Active Parishes, Missions and Congregations Architectural Plans and Drawings
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<b>RG 13-A.2</b>	The Church Periodical Club
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	The Society for the Relief of Widows and Orphans of Clergymen of the Episcopal Church
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	Operational Records
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<b>RG 16-A.3</b>	Deeds of Gift/Deposit Agreements
<b>RG 16-A.4</b>	Researchers' Forms of Consent
<b>RG 16-A.5</b>	Reference (Look-up) Files
<b>RG 16-A.6</b>	Registers/Inventories/Finding Aids
<b>RG 16-A.7</b>	Operations Manual
<b>RG 16-A.8</b>	Retention and Disposition Schedules
<b>RG 16-B</b>	Records of the Archivist
<b>RG 16-B.1</b>	Annual Reports
<b>RG 16-B.2</b>	Correspondence
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## II. SPECIAL COLLECTIONS

<b>RG 20</b>	<b>AUDIO AND VISUAL RECORDS</b>
	Photographic Collection
	Machine Readable Records
	Moving Pictures/Films
	Transparency Slides

Machine Readable Records  
Moving Pictures/Films  
Transparency Slides

- RG 21**      **ARTIFACT COLLECTION**
- RG 22**      **PARISH HISTORY COLLECTION [an artificial collection]**  
Parish Vertical Files  
Published Histories
- RG 23**      **BIOGRAPHICAL COLLECTION [an artificial collection]**
- RG 24**      **SCRAPBOOK COLLECTION (unidentified authors)**

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Last update January 6, 2003

URL [http://www.episcopalarchives.org/class\\_scheme.html](http://www.episcopalarchives.org/class_scheme.html)