

**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**

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

RG 9.1	Archdeacons
RG 9.2	Assistants for Administration
RG 9.3	Christian Educators
RG 9.4	Ministry to Minority Communities
RG 9.5	Ministry to the Deaf
RG 9.6	Campus/College Ministry
RG 9.7	Hospital Ministry
RG 9.8	Youth Ministry
RG 9.10.1	Communications Office
RG 9.10.2	Diocesan Periodical/Newspaper
RG 9.10.3	Photograph Files (prints and negatives)
RG 9.10.4	Audio-Visual Records
RG 9.10.5	Diocesan Publications Series
RG 9-B	Records of the Diocesan Camps and Conference Center
RG 10	RECORDS OF THE CATHEDRAL CHURCH OF THE DIOCESE
RG 11	RECORDS OF THE PARISHES AND MISSIONS OF THE DIOCESE
RG 11-A	Records of Closed Parishes and Missions
RG 11-B	Records (Deposited) of Active Parishes, Missions and Congregations Architectural Plans and Drawings
RG 12	PAPERS AND COLLECTIONS OF CLERGY AND LAITY OF THE DIOCESE
RG 12-A	Papers of Clergy
RG 12-B	Papers of Laity
RG 13	RECORDS OF DIOCESAN ORGANIZATIONS
RG 13-A	Extant Organizations
RG 13-A.1	The Episcopal Church Women and Antecedent Organizations
RG 13-A.2	The Church Periodical Club
RG 13-A.3	The Diocesan Altar Guild
RG 13-B	Defunct Organizations
RG 13-B.1	The Fleur de Lis Society Camp Lawrence
RG 14	RECORDS OF ANCILLARY EPISCOPAL ORGANIZATIONS (Separately Incorporated Bodies)
RG 14-A	Extant Organizations
RG 14-A.1	The Episcopal Charitable Society
RG 14-A.2	The Trustees of Donations
RG 14-A.3	The Episcopal City Mission
RG 14-B	Defunct Organizations
	The Society for the Relief of Widows and Orphans of Clergymen of the Episcopal Church
RG 15	RECORDS OF RELATED JURISDICTIONS
RG 15.1	Journals of Separated Dioceses
RG 15.2	Journals of General Convention of PECUSA
RG 15.3	Records of the Province
RG 16	RECORDS INTERNAL TO THE DIOCESAN ARCHIVES
	Operational Records
RG 16-A.1	Accessions Register
RG 16-A.2	Collection Management Control Files
RG 16-A.3	Deeds of Gift/Deposit Agreements
RG 16-A.4	Researchers' Forms of Consent
RG 16-A.5	Reference (Look-up) Files
RG 16-A.6	Registers/Inventories/Finding Aids
RG 16-A.7	Operations Manual
RG 16-A.8	Retention and Disposition Schedules
RG 16-B	Records of the Archivist
RG 16-B.1	Annual Reports
RG 16-B.2	Correspondence
RG 16-B.3	Subject Files

II. SPECIAL COLLECTIONS

RG 20	AUDIO AND VISUAL RECORDS
	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)**

Last update January 6, 2003

URL http://www.episcopalarchives.org/class_scheme.html