

POLICY STATEMENT

Example

ARCHIVES POLICY STATEMENT OF [NAME OF PARISH]

The purpose of the Archives of [PARISH NAME] is to identify, collect, preserve, and organize historical materials and official records of [PARISH NAME].

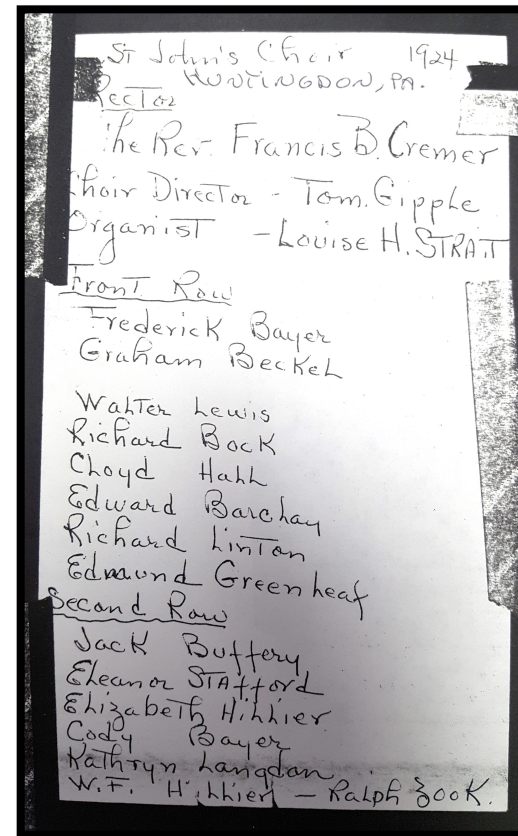
The Vestry of [PARISH NAME] commits itself to providing the support and resources necessary to implement this purpose. An appointed Archivist or Archive Committee will follow archival policies and procedures.



Identifying records/objects to keep

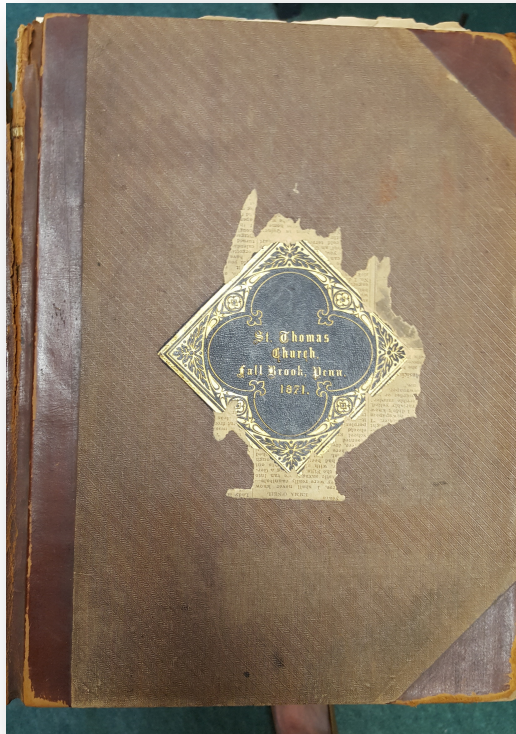


St. John's Episcopal Church, Huntingdon PA
Rector, Choir Director, Organist and Choir
1924

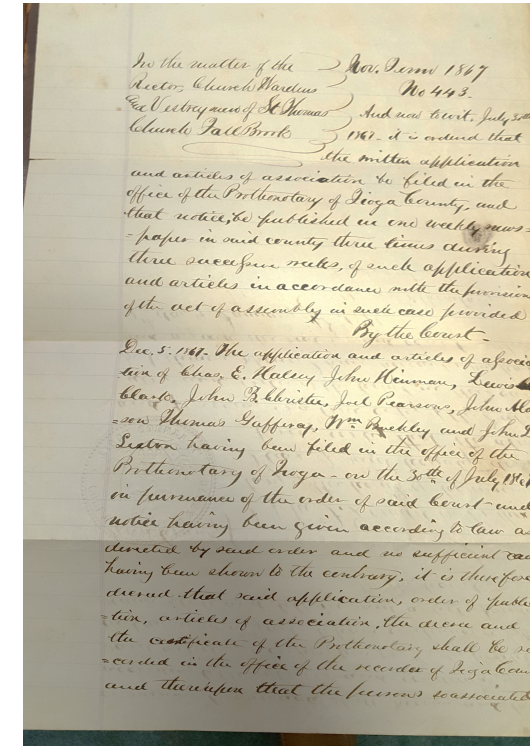
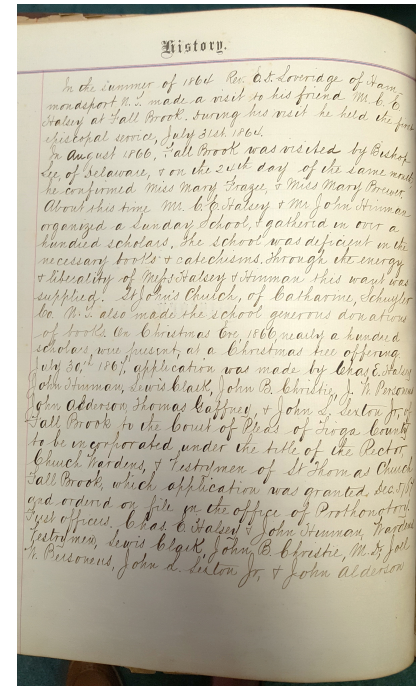


St. John's 1924 Choir
Back of Photo

Identifying Records to Keep



St. Thomas Church (Closed)
Fall Brook, Penn. 1871
Parish Register



The St. Thomas Church Parish Register contains a handwritten history from the beginning of their ministry. Tucked inside of the Parish Register are several loose letters referring to legal matters, personal correspondence, and other matters.

Identifying Records to Keep

This document is partial photograph identified as:

Bond
Wardens of
Bangor Church
To
Edward Davies
\$618.72
Sealed on April 8, 1833

payment, well and truly to be made and done, We bind ourselves our successors
in the Wardenship and the Corporation of the said Church for the
time being their _____
Heirs, Executors, and Administrators, and every of them, firmly, by these Presents.

Sealed with our Seal & Dated the *Eighth* day of *April*
in the year of our Lord, one thousand eight hundred and ~~twenty~~ *thirty three*

THE CONDITION OF THIS OBLIGATION IS SUCH
That if the above bounden _____
Wardens or corporation, their successors
Heirs, Executors, Administrators, or any of them, shall and do well and truly pay, or cause
to be paid, unto the above named *Edward Davies*

or to *his* certain Attorney, Heirs, Executors, Administrators, or Assigns, the just
and full sum of *Six hundred and Eighteen dollars and seventy*
two cents like money as aforesaid, One year after the date,
hereof, with lawful interest for the same, from the *24th*
day of *September*, one thousand eight hundred and *thirty two*
without fraud, or further delay; then the above **OBLIGATION** to be void, and of none

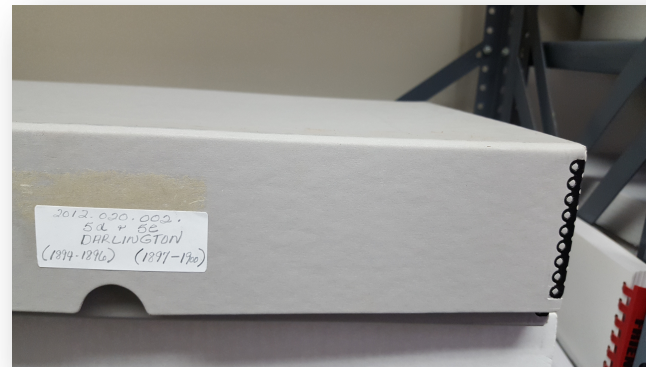
Preservation of Records

Clear photo sleeves 8 x 10

100% cotton gloves

Photograph marking pencil

Staple extractor



Metal-edge Archive Box
Acid-free & Lignin free

*Contains a scrapbook
from Bishop Darlington*

Manila folders

Acid-free & Lignin-free



CLASSIFICATION OF ARCHIVE RECORDS - Example

St. Anne’s Episcopal Cathedral – Archive Classification

2021.001 RECORDS OF THE CATHEDRAL DEAN

2021.002 RECORDS OF THE CATHEDRAL
.01 Parish Registers
 1. 1850-1888
 2. 1889-1899
.02 Charter
.03 History

2021.003 GOVERNANCE
.01 By-Laws
.02 Strategic Plan
.03 Mission Statement

2021.004 COMMITTEES & COMMISSIONS
.01 Environmental Stewardship
.02 Worship

Categories to Consider:

- 1. FINANCE
- 2. MINISTRY
- 3. COMMUNICATIONS
- 4. YOUTH AND YOUNG ADULTS
- 5. ARTIFACTS
- 6. PHOTOGRAPHS

ARCHIVE RESOURCES

Pennsylvania State Archives – *In-person workshops and on-line archive seminars* www.phmc.pa.gov

The National Episcopal Archives – *Records Management For Congregations: An Archives Manual For Episcopal Parishes and Missions* www.episcopalarchives.org

RESOURCES – DEBBIE ROBELEN, EPISCOPAL DIOCESE OF CPA drobelen@diocesecpa.org

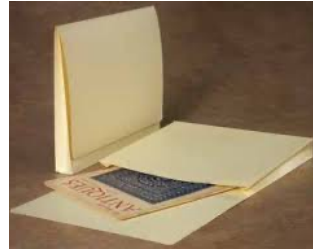
-Publication: *Archives For Congregations: A Practical Guide to Developing a Church Archives Second Edition*” National Episcopal Historians and Archivists (Paperback) – Available to mail per request

-The Episcopal Diocese of CPA Archive Classification Form

-Blank Templates: *Deed of Gift* (form used when an item is given to the parish archives) and *Accession Record* (form used when a new item is added to an existing collection)

- What Should Be Preserved (list form)
- Episcopal Diocese of CPA Sample Archive Holdings List
- Retention Schedule (Parish administrative and financial document retention)
- Locate a Record (an outline of the Episcopal Diocese of CPA Archive area)

ARCHIVE SUPPLIES



Gaylord Archival/Archival Supplies www.gaylord.com

Archival Methods/Archival Storage and Presentation Products www.archivalmethods.com

Art Supply Store www.dickblick.com or www.michaels.com

Scrapbook Supplies www.scrapbook.com/store

(Hobby Shops, Camera Shops, Office Supply Stores)

Supplies – to begin!

#2 pencils NO INK PENS

Photo-marking pencil (Stabilo-All Pencil)

Acid-Free and Lignin-Free File Folders (Folders for long-term storage)

Acid-Free and Lignin-Free Storage Boxes (Boxes that will hold archive folders)

Clear Sleeves to hold photographs (Polypropylene sleeves, acid-free)

Staple Extractor (not a typical staple remover – this tool has a beveled edge to remove staples without damaging the document)

100% Cotton Gloves (protects papers and objects from any substances on your fingers)