

What is the Diocesan Archives?

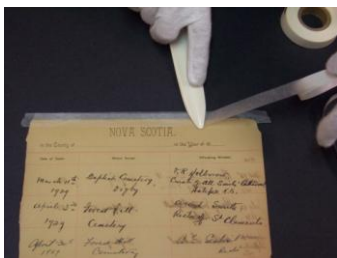
The Diocesan Archives is the official repository for the records of Synod, its officials, clergy, parishes and organizations. As a church community, our records document the participation and responsibilities of its members, and bear witness to the spiritual life and ministry of our Diocese.

Since this Anglican Diocese was the first to be formed in Canada, and contains the oldest Church of England parishes in North America, the records in our collection also bear witness historically to the development of the greater Anglican community and are important to people far beyond our geographical boundaries.

Our collection is now all in one place, under Diocesan control, and its contents are essential for authentic historical information and evidential value.

Where are we?

Your Diocesan Archives is located in the Synod Offices on Martello Street, next to the Cathedral Church of All Saints in Halifax, NS.



What the Diocesan Archives does for the Parishes:

Your Diocesan Archives is mandated by the terms of Canons 23 and 24 to **collect, preserve** and provide **controlled access** to all records of permanent value relating to our diocese. This includes records of its Synod, its clergy, its parishes and its organizations and societies.

Collecting and preserving PARISH RECORDS constitutes a large part of our work.

As of Dec. 2012, thanks to a grant from the Anglican Foundation and generous donations from individuals and parishes, we now have an environmentally controlled, secure, walk-in vault containing a compact mobile shelving system, with extra shelf-space to collect more records in the future.



Although a part of the Archives' work is to provide catalogues and copies for easier access to information, it is equally important that we have this state-of-the-art preservation environment to extend the longevity of the *original* records. It also allows us to properly store all types of media together: paper records, digital and magnetic media, graphics, fragile architectural plans and vellum documents.

WHAT WE DO with the records we receive:

The Archivist applies the same processes to each item:

Accession (first description), **arrangement and description** (more detailed description that locates each record in precise order on the shelf), **preservation** (repairing, cleaning, placing in suitable archival enclosure), and producing **access tools for information retrieval**. (Databases, printed Finding Aids) For example: the scanning of photographs, creating both a backup image file and a digital index to images.

When you need information:

Parish Business is the Archives' No. 1 priority when answering requests. This includes parishioners' requests for Baptism, Confirmation, Marriage and Burial information, copies of legal or property documents, and research for clergy biographies and parish histories. The Archivist will answer these first, usually within a day.

What is the role of the Clergy?

As clergy, your role is critical in ensuring that archival records are carefully recorded, protected when in use and ultimately, transferred to the Archives for permanent preservation.

Clergy Responsibilities:

- Accurate recording of detail
- Completeness of record
- Legibility
- Fire-proof storage and security
- Awareness of policies regarding access to personal information.

The Diocesan Archives



Anglican Church of Canada
**Diocese of Nova Scotia and
 Prince Edward Island**



Diocesan Archives Regular Hours:
Mondays, 1-5 pm,
Wed. and Thurs: 9 am – 5 pm.

Clergy are entrusted to arrange for the transfer of registers to the Archives when the registers are full or when circumstances change, for example at the time of parish amalgamation or church closings.

What should you save?

All primary records of enduring value, including but not limited to:

- **REGISTERS** of baptisms, marriages, confirmations, first communions and burials.
- **DOCUMENTS** such as deeds, grants, consecration decrees and burial plot plans.
- **MINUTES:** Parish and Church Council **minute books**, as well as **Annual Reports** and accompanying documents;
- **LEDGERS:** **The financial journals and cash books of the parish and of groups who raise money for the parish.**
- **PHOTOGRAPHIC prints** and recorded images. **ARCHITECTURAL PLANS, diagrams, maps.**
- **PARISH HISTORIES,** Newsletters and parish magazines.

We do not collect Bibles, Hymn Books, Prayer Books, or artifacts, unless especially memorialized.

The Archives also provides policies and guidelines to assist the parishes with Record-keeping, Material Heritage, general Records Management and Preservation, and Disaster Prevention and Preparedness, available on the Diocesan Website:

<http://www.nspeidiocese.ca>

Under “RESOURCES”, choose “Archives”

Preservation tip: Digital discs and drives *may* last 10-30 years, if stored properly (not proven). **Paper will last 300 years or more.**

So, print out in hard copy all your digital-born official correspondence and general ledgers. At the same time, back them up on a separate storage device to keep at a different location.

What does “Controlled Access” mean?

The Diocesan Archives is not open to the public. Access is reserved for Clergy, Church Wardens, Synod officers and approved researchers. Parish Records in the custody of the Diocesan Archives remain the legal property of the parish corporation, and we limit access to authorized parish personnel.

The microfilm of your parish records is stored at the Nova Scotia Archives, where they follow our restrictive policies. No photocopying is allowed without written permission from the Parish Rector.

To learn more about access and the protection of privacy regarding parish records, please see our “Archives Policies” document on the website or ask for our special report to Diocesan Council of April 2013, “Protection of Privacy and controlled Access to Anglican Parish Records.”

Contact the Archivist, Lorraine Slopek:

Email: archives@nspeidiocese.ca

Direct line to Archives: 902-406-8982

Mailing Address:

Diocesan Archives, Diocese of NS and PEI
 1340 Martello Street, Halifax, N.S. B3H 2Z1