

# The Diocesan Archives

*What you always wanted to  
know ...*

*...but were afraid to ask.*



# What is the Archives?

**PEOPLE**

**A PLACE**

**A COLLECTION**

**AN INSTITUTION**



# *What is the Archives?*

*PEOPLE ...*

*Archivist:*

**Lorraine Slopek**

*Archives*

*Committee Chair:*

**Rev. Richard Walsh**

*Archivist Emeritus:*

**Dr. Brian Cuthbertson**



*What is the Archives?*

# **THE ARCHIVES COMMITTEE**

(Canon 24)

**The Archivist**

**The Executive Secretary of Synod**

**The Registrar**

**-- and 8 other appointed members  
(archivists and clergy)**



# The Archives Space





# The Archives Space: R. V. Harris Room:



1/23/2007

# The Archives Space: The vault



1/23/2007

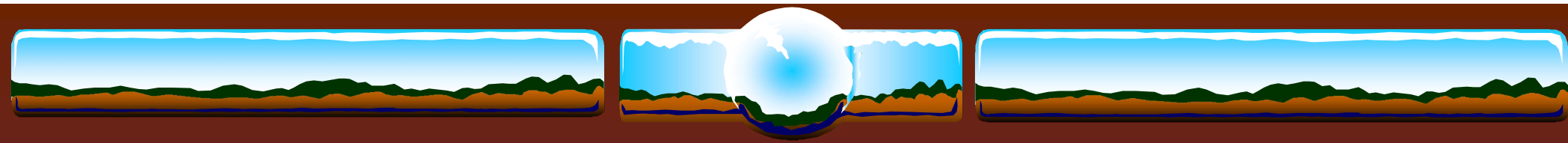


## *The Archives offsite space*

**“Synod shall secure a place of deposit for the archival records of the Diocese.”**







# The Archives Collection

**MANUSCRIPT RECORDS**

**REFERENCE COLLECTION**

**PHOTOGRAPHS**

**CARTOGRAPHIC**

**ARTIFACTS**



# The Archives Mandate

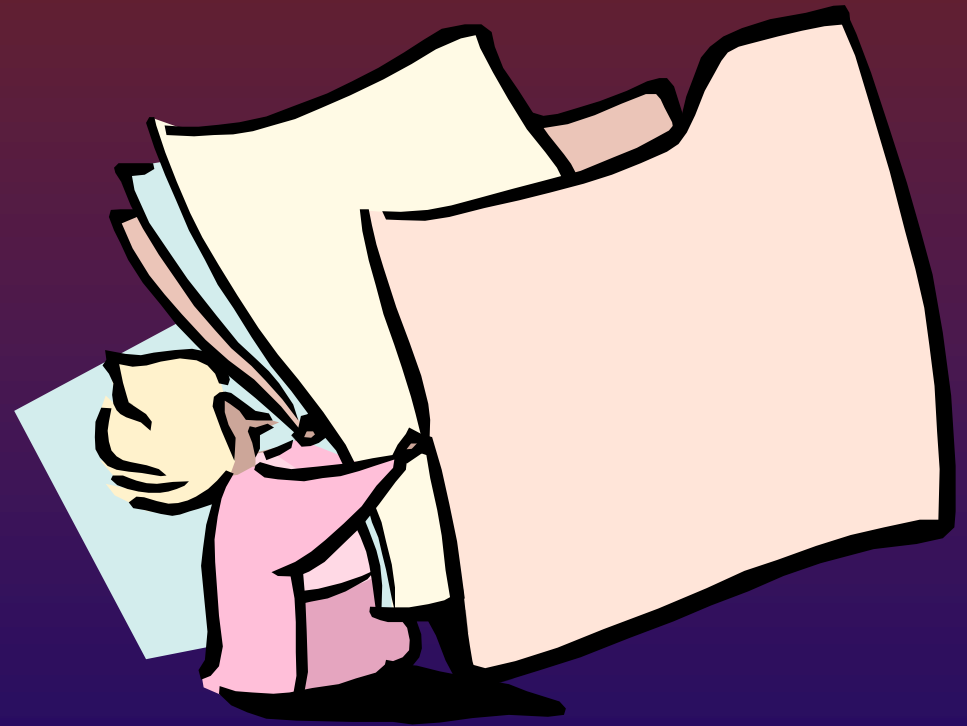
- ❖ TO COLLECT
- ❖ TO PRESERVE
- ❖ TO PROVIDE ACCESS TO

-- ALL THE NON-CURRENT RECORDS OF CONTINUING VALUE OF THE DIOCESE, including its parishes, its officers and agencies, committees and organizations.



# The Archivist's job

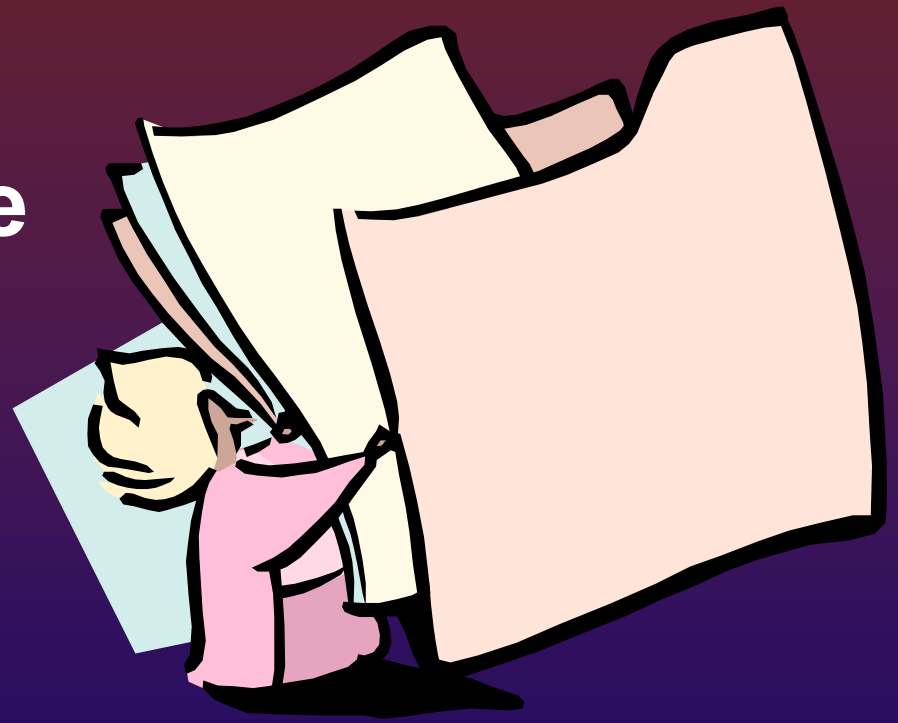
- ❖ Accession
- ❖ Description
- ❖ Arrangement
- ❖ Preservation
- ❖ Access - research
  - retrieval of information





# The Archivist's job, *cont'd* ...

- ❖ Administration/budget
- ❖ Assessing needs of the collection
- ❖ Preservation strategy
- ❖ Policies/ procedures
- ❖ Disaster/Emergency preparedness





# Real Life

- ❖ **SORTING, WRITING, NUMBERING**
- ❖ **CLEANING, REPAIRING DOCUMENTS**
- ❖ **BOXING, LABELLING, SHELVING**
- ❖ **ORDERING SUPPLIES, BUDGETING**
- ❖ **DATA ENTRY**
- ❖ **ANSWERING REQUESTS: EMAIL, PHONE**
- ❖ **DESIGNING FORMS, PAMPHLETS**
- ❖ **MEETINGS, CONFERENCES, WORKSHOPS**
- ❖ **WRITING PROPOSALS, REPORTS**

ACCESSION RECORD

Anglican Diocesan Archives, Halifax, N.S.

Accession No.: 1-2002 Accession Date: Feb 2002  
Archivist: L.S. Date Received: Jan 24, 2002  
 Transfer  Donation  Purchase / \$  Parish Deposit   
Received from: Andy Morash, parish Administrator  
Address, telephone, Email, etc.: authorized by Parish Council Jan 22, 2002. In Response to Parish Records Survey.  
Acknowledged?:  description list sent out to Rector

Title, Imaterial, Responsibility/Creator/Author, and general dates:

Parish of St. Peter's, Eastern Passage : -  
1867 - 2001; Parish registers.

Contents: Marriages 1870-2001 ; Baptisms:  
1867-1968.

Extent: 21 cm textual [5 books].

Custodial history: (early baptisms include Cole Harbour  
Condition: St. Andrew's.) Early books delicate.

Conservation: Have in acid-free buffered boxes. 1867-pages

Restrictions on access: must be individually support + repaired

Accrual:

Location: MG 3 / VOL. 5 / Described:   
(Series 16)  
Item nos 14-18. Labelled:

Real Life

Parish  
deposit

ACCESSION  
DESCRIPTION

--First hand  
observation

# Real Life

## Parish Records

## ITEM DESCRIPTION

(database +  
printed finding  
aid)

### Parish Records: Diocesan Archives Holdings List 29-Sep-06

Records held by the Anglican Diocesan Archives, Halifax, N.S.-- for :

Parish of Eastern Passage, St. Peter

**CONGREGATIONS:** Eastern Passage, St. Peter; Cow Bay, Christ Church. [Early records include Cole Harbour, St. Andrew's]

→ Register -- Baptisms and burials Archive Retrieval No:  
Series 16/ Vol. 5/ Item# 1  
St. Peter, Eastern Passage  
2.5 cm text. (1 book legal size + loose pages in file folder, soft book inserted.)  
- Baptisms, 1868-1919 ; Burials, 1886-1893; 1904-1951.

**FILM DATE:** 1982                      **ORIGINALS AT:** Anglican Diocesan Archives, Halifax, NS  
**FILM REEL:**                              **FILM HELD AT:** NSARM  
**ACCN:**                                      **FILMED BY:** (PANS) NSARM

→ Register -- Baptisms Archive Retrieval No:  
Series 16/ Vol. 5/ Item# 2  
St. Peter, Eastern Passage  
1 cm text (1 book lettersize)  
- Baptisms, 1919-1926.

**FILM DATE:** 1982                      **ORIGINALS AT:** Anglican Diocesan Archives, Halifax, NS  
**FILM REEL:**                              **FILM HELD AT:** NSARM  
**ACCN:**                                      **FILMED BY:** (PANS) NSARM

→ Minute Book. Archive Retrieval No:  
Series 16/ Vol. 5/ Item# 3  
St. Peter, Eastern Passage  
2.5 cm text. (1 book legal size + loose pages in file folder)  
- Vestry Minutes, 1889-1947.

**FILM DATE:** not filmed                      **ORIGINALS AT:** Anglican Diocesan Archives, Halifax, NS  
**FILM REEL:**                              **FILM HELD AT:**  
**ACCN:**                                      **FILMED BY:**



*And let's not forget ...*  
**RECORDS MANAGEMENT**



- ❖ **Gather current information**
- ❖ **Make recommendations**
- ❖ **Collaborate with Synod Office**
- ❖ **Create guidelines for the parishes**





# The Archives Committee's Job

- ❖ Liaise with local research institutions and the General Synod Archives, the Anglican Archivists Network.
- ❖ Contribute to and foster historical awareness
- ❖ Collect and implement current standards in archival procedures



# The Archives Committee's Job *cont'd*

- ❖ Write and approve policy
- ❖ Assess needs of the Diocese
- ❖ Make decisions and choose priorities for archival work
- ❖ Make recommendations to Synod for actions that will fulfill its mandate
- ❖ Volunteer research, preliminary description, genealogy



# *Archives Committee* **THINK TANK**

**HERITAGE COMMUNITY, ARCHIVAL KNOWLEDGE  
CURRENT STANDARDS**

**Create Archives  
policies and  
procedures,  
reports,  
guidelines**

**THINK TANK**

**Determine  
Parish +  
Synod  
records'  
Archival  
needs**

**PARISH/DIOCESAN EXPERIENCE  
Historical background, Anglican priorities**



# RECORD KEEPING

*Why do we keep  
records?*



RECORD KEEPING

# WHY DOES THE CHURCH KEEP RECORDS?

*“You are my witnesses”*

*(Isaiah 43:10)*

## ***BEARING WITNESS***

**to the life, ministry and  
growth of the Church**

***“You are my witnesses”***

*(Isaiah 43:10)*

- ❖ **Church work – Outreach, Christian education, Mission**
- ❖ **The Sacraments – Individuals’ lives in Christ, “Vital statistics”**
- ❖ **Records of services, offerings**



RECORD KEEPING

***“You are my witnesses”***

*(Isaiah 43:10)*

❖ Correspondence

***COMMUNICATION MAKES  
COMMUNITY***

❖ Taking minutes

***MINUTES ADD UP TO CENTURIES***



RECORD KEEPING

*“You are my witnesses”*

***ORGANIZATIONAL EFFICIENCY:***

- ❖ COMMUNICATIONS
- ❖ GOVERNANCE
- ❖ STEWARDSHIP
- ❖ CORPORATE ACCOUNTABILITY
- ❖ HUMAN RELATIONS





RECORD KEEPING

***“You are my witnesses”***

- ❖ What do we mean by “Continuing value” ?
  - The Church must continue, so the records must continue.

***If Joy is the business of heaven,  
we are in the business of  
recording that joy!***



RECORD KEEPING

*“You are my witnesses”*

**It is not just about  
history; it is about  
where we are now, --  
*and where we are  
going.***



# RECORD KEEPING

*Why do we “keep”  
records?*



*because WE CAN ... ?*

**“Western  
Civilization”  
has always written  
things down:  
(Sumerian cuneiform)**



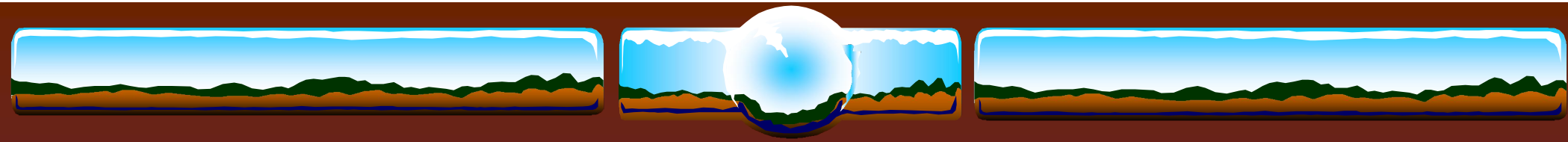


*because WE ALWAYS DID ... ?*

**Ancient cultures used pictograms,  
hieroglyphs ...**

**From clay ...**





*... to paper ...*



## *...To paper-making ...*

*Paper-making grew in volume but the technology has basically remained the same for about 3,000 years.*

*The Bible was hand copied or block printed until Gutenberg invented moveable type (c. 1450).*

1/23/2007





# ***PAPER IS ORGANIC:***

- ❖ **Vellum and parchment—  
animal skins**
- ❖ **Papyrus**
- ❖ **Cotton and linen**
- ❖ **Wood pulp**





# Paper is like people

- ❖ It breathes
- ❖ It responds to stimuli
- ❖ It eats (absorbs chemicals) or gets eaten
- ❖ It is weakened by extreme changes
- ❖ It is injured by over-handling or neglect, and ...

***-- IT MULTIPLIES!!***



*Instead of writing, some indigenous cultures used:*

**Symbolic artwork**

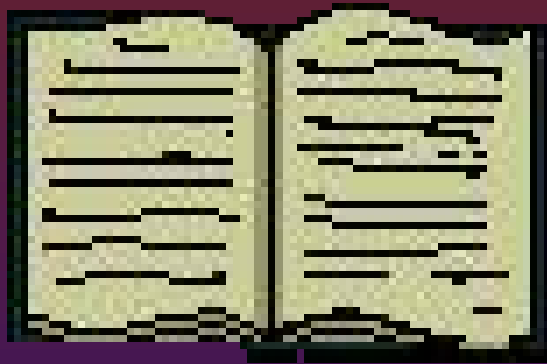
**Oral history – telling stories**

**Dreams – visiting ancestors**

*(Why couldn't we be like that?)*



# Why did we keep written records?



**KNOWLEDGE**

**PHILOSOPHY**

**RELIGION – *the Bible***

**COMMUNICATION**

***Gutenberg Press* → *Reformation***

**ACCOUNTABILITY**



Why did we keep written records?

*WE ALL WANT TO*

**TESTIFY**



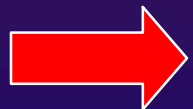
*IT SEEMED LIKE A GOOD IDEA AT THE TIME...*

**Gutenberg's Press** (c. 1450)

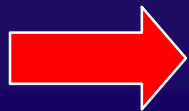
*The printed word is power*



**Faster communications makes power  
accountable, *BUT...***



*Industrialization, trade:*



*Increased need for paper...*



# WHOA -- *WHA' HOPPEN?*

*Faster  
communications*



**COMPUTER  
Technology  
INFORMATION  
HIGHWAY**

2006 – *Progress?*

**MORE PAPER**

**LESS TIME**

.... *Or not.*



**Acidic paper -- Wood pulp**

**Charles Fenerty of  
Halifax made the first paper  
from wood pulp (newsprint)  
in  
1838.**



**Acidic paper -- Wood pulp**

**1838**





# Wood pulp paper

The **ACIDS** in wood pulp paper cause it to:

- ❖ Become brittle
- ❖ React with air and light
- ❖ Tear, crease and warp easily
- ❖ Turn brown
- ❖ **AND** crumble to dust in  
80 -100 years

loss of  
information



# FORTUNATELY:

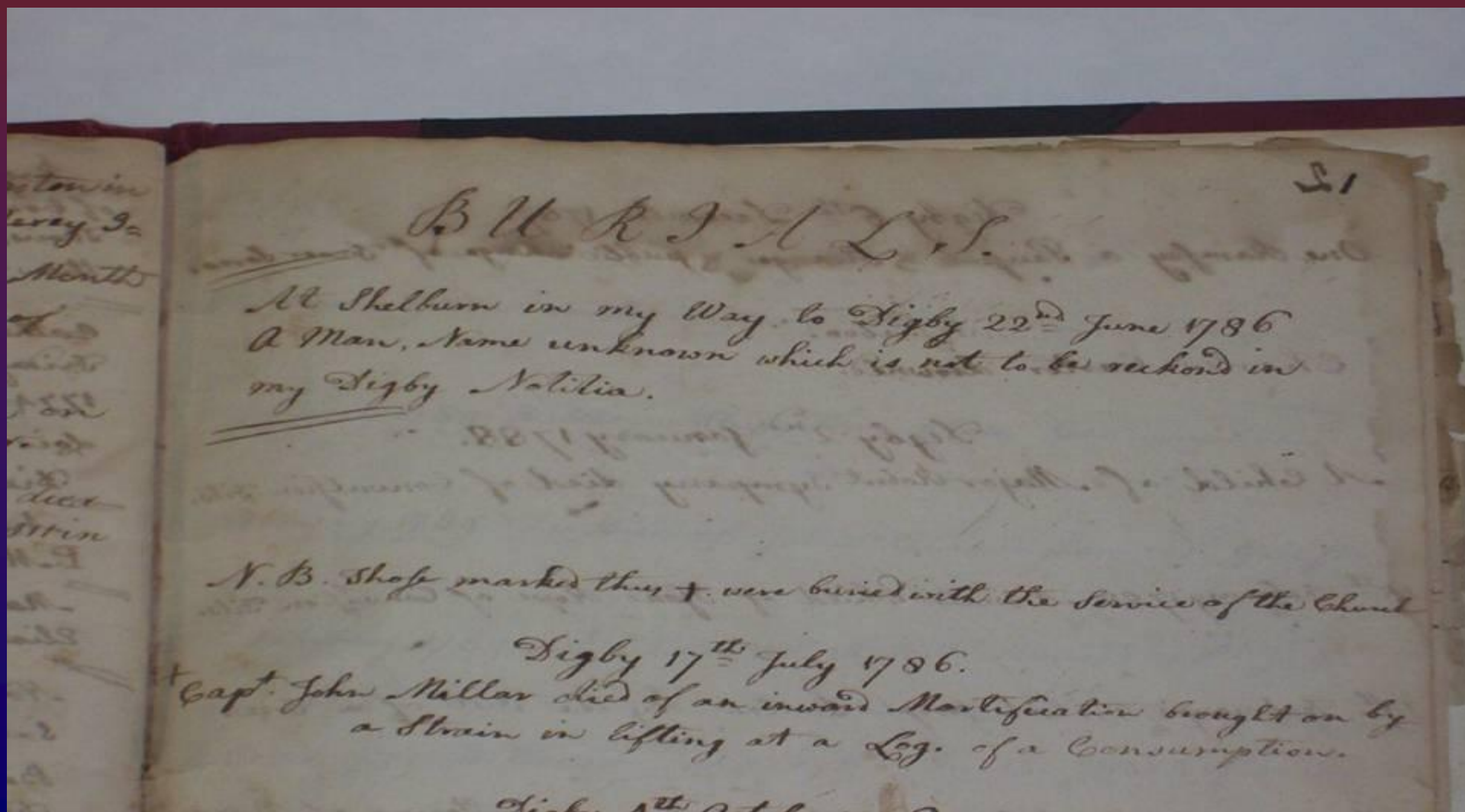
The Church continued to use cotton rag paper and low acid papers much longer than industry did.

Rag paper, parchment and vellum are a preservation challenge -- but will *last longer* than acidic paper or digital media – if stored properly.



# DAMAGE and CONSERVATION

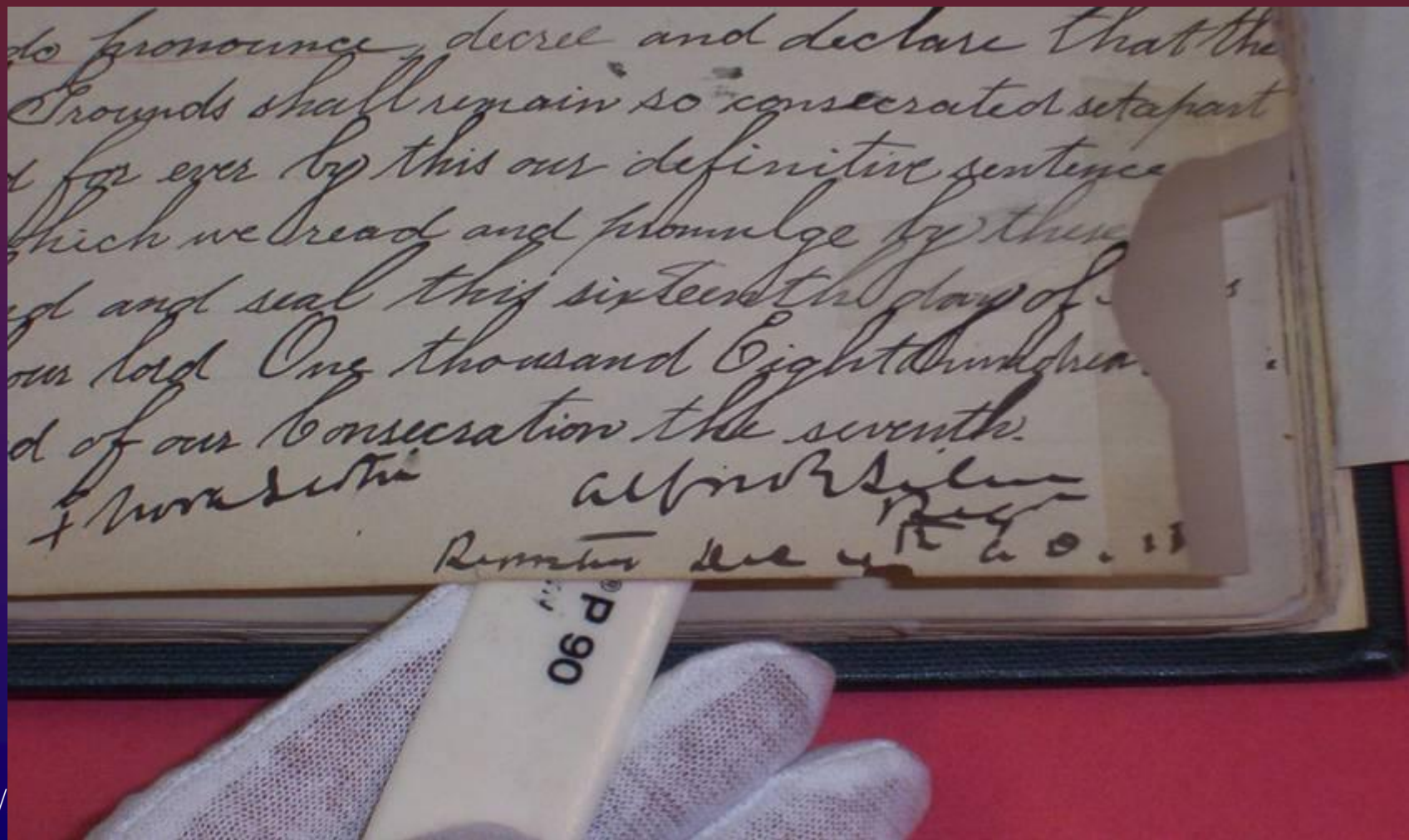
## WATER DAMAGE, INK MIGRATION



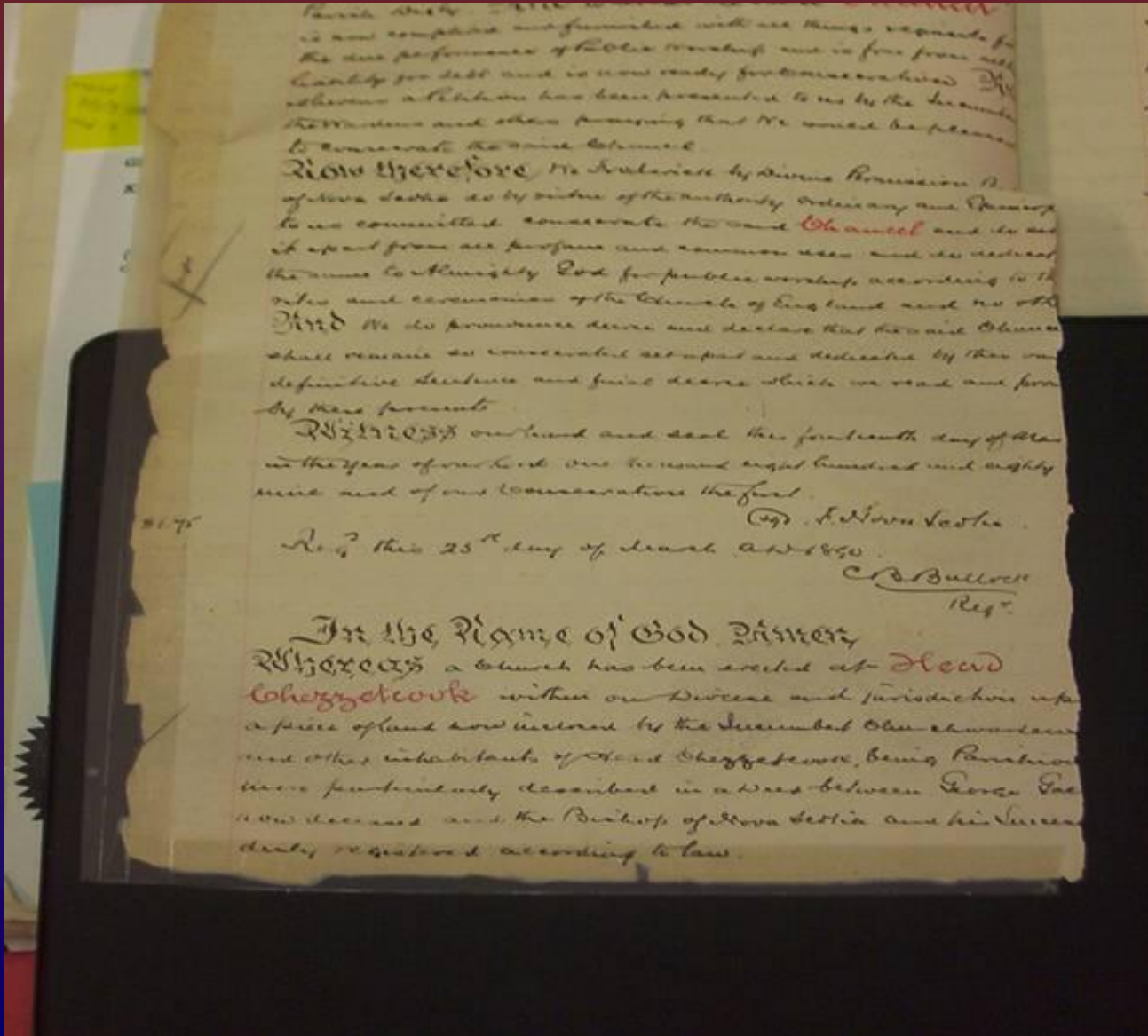


# DAMAGE and CONSERVATION

## BRITTLING, BREAKAGE

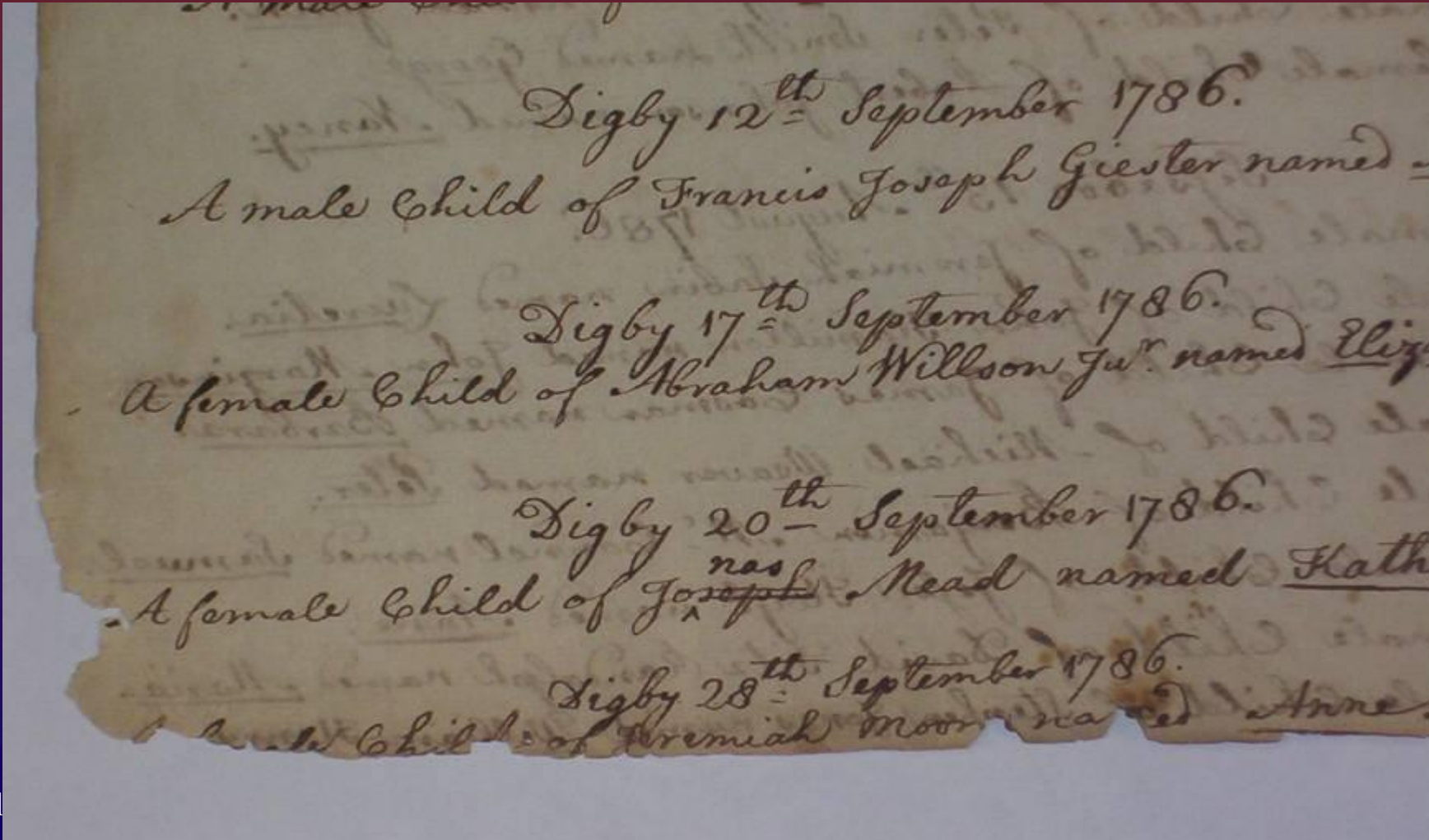


# CRUMBLING EDGES, CRACKING AT SPINE





# Dry over-handled edges, ink migration (rag, 220 yrs old)



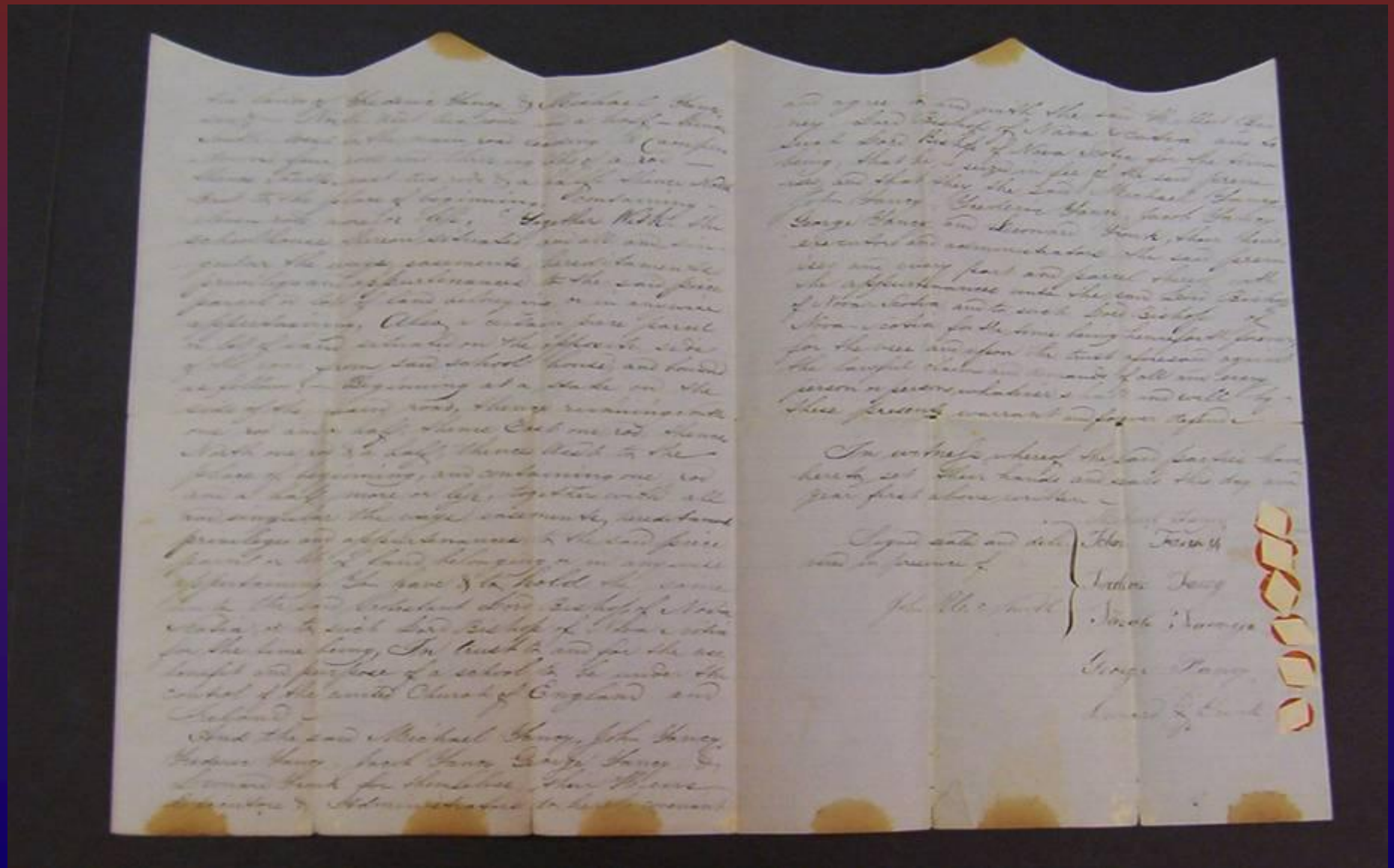
Digby 12<sup>th</sup> September 1786.  
A male Child of Francis Joseph Giester named -

Digby 17<sup>th</sup> September 1786.  
A female Child of Abraham Willson Jun<sup>r</sup> named Eliza

Digby 20<sup>th</sup> September 1786.  
A female Child of Joseph <sup>nas</sup> Mead named Kath

Digby 28<sup>th</sup> September 1786.  
A female Child of Premiah Moor named Anne

# Grease from wax seal





**A parish register --  
Acidic paper --  
with:  
Tape damage  
Acidification  
Brittling  
Water +  
mildew**





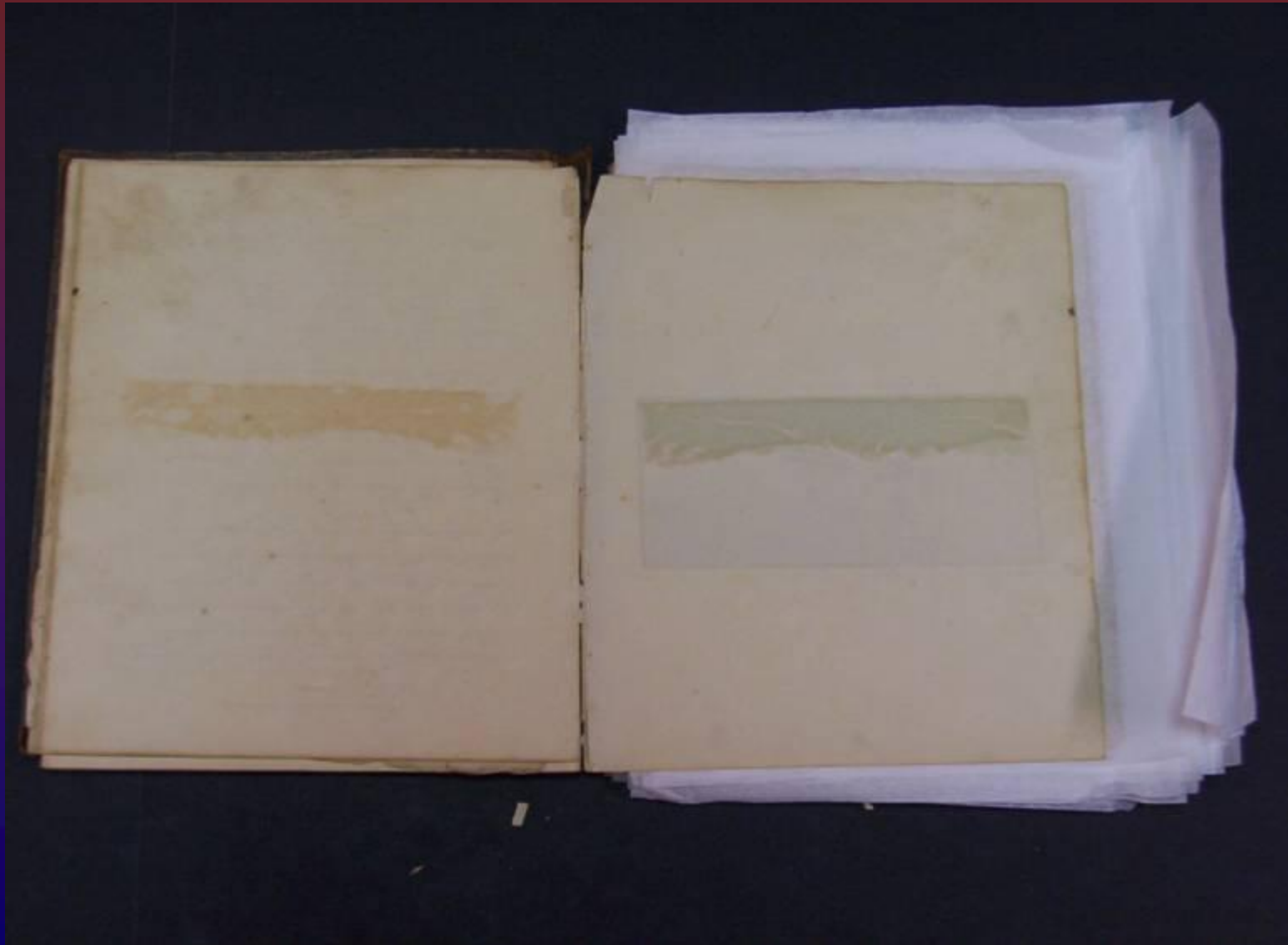
# *How do we preserve records?*

- ❖ **ACID – FREE ENCLOSURE** with
- ❖ **CALCIUM CARBONATE BUFFER**
- ❖ **CREATE STABLE MICRO-ENVIRONMENT**
- ❖ **REDUCE EXPOSURE TO AIR and LIGHT**
- ❖ **REDUCE HANDLING**
- ❖ **CONSERVATION TREATMENT**

*The sooner, the better!*

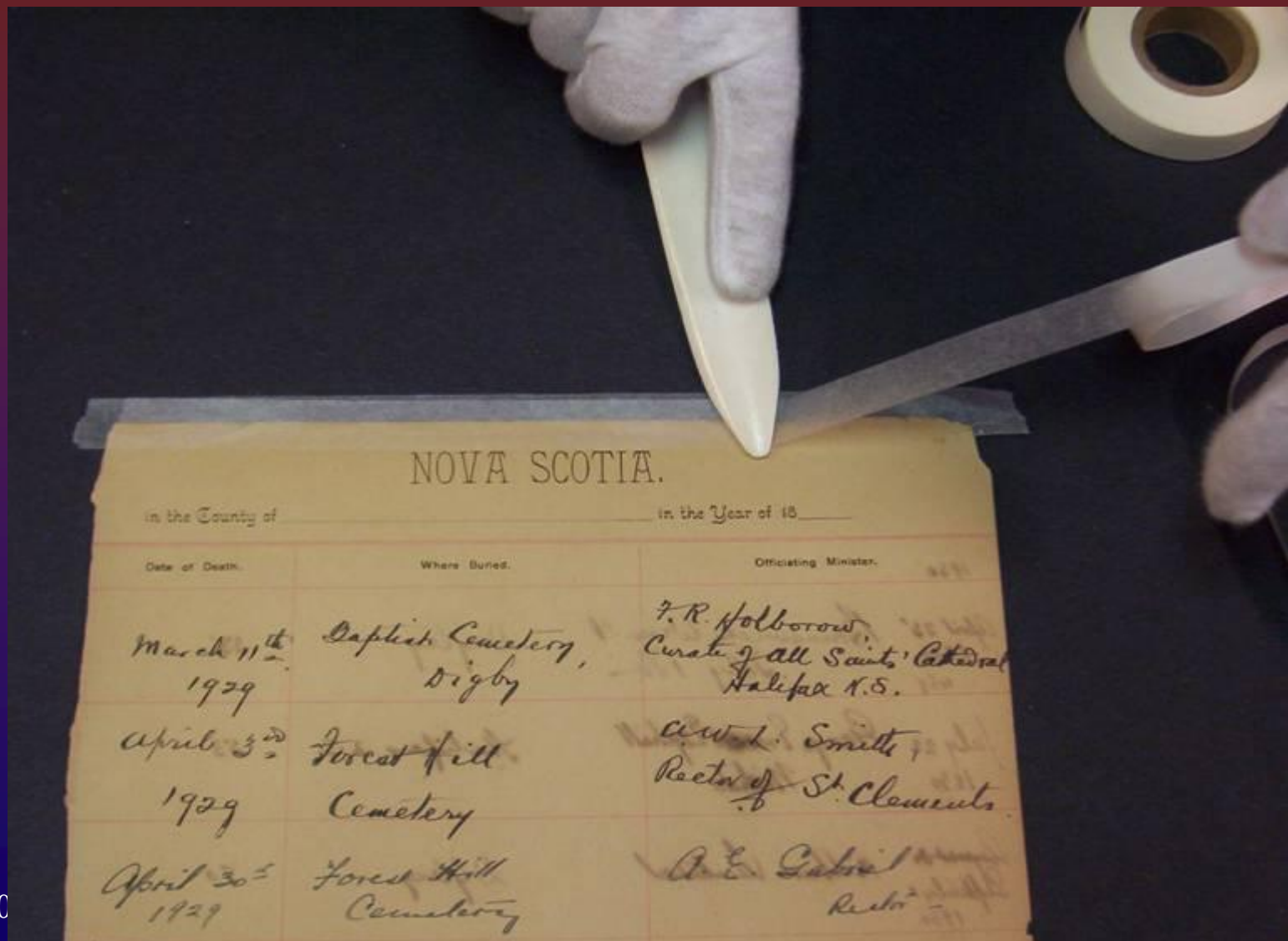


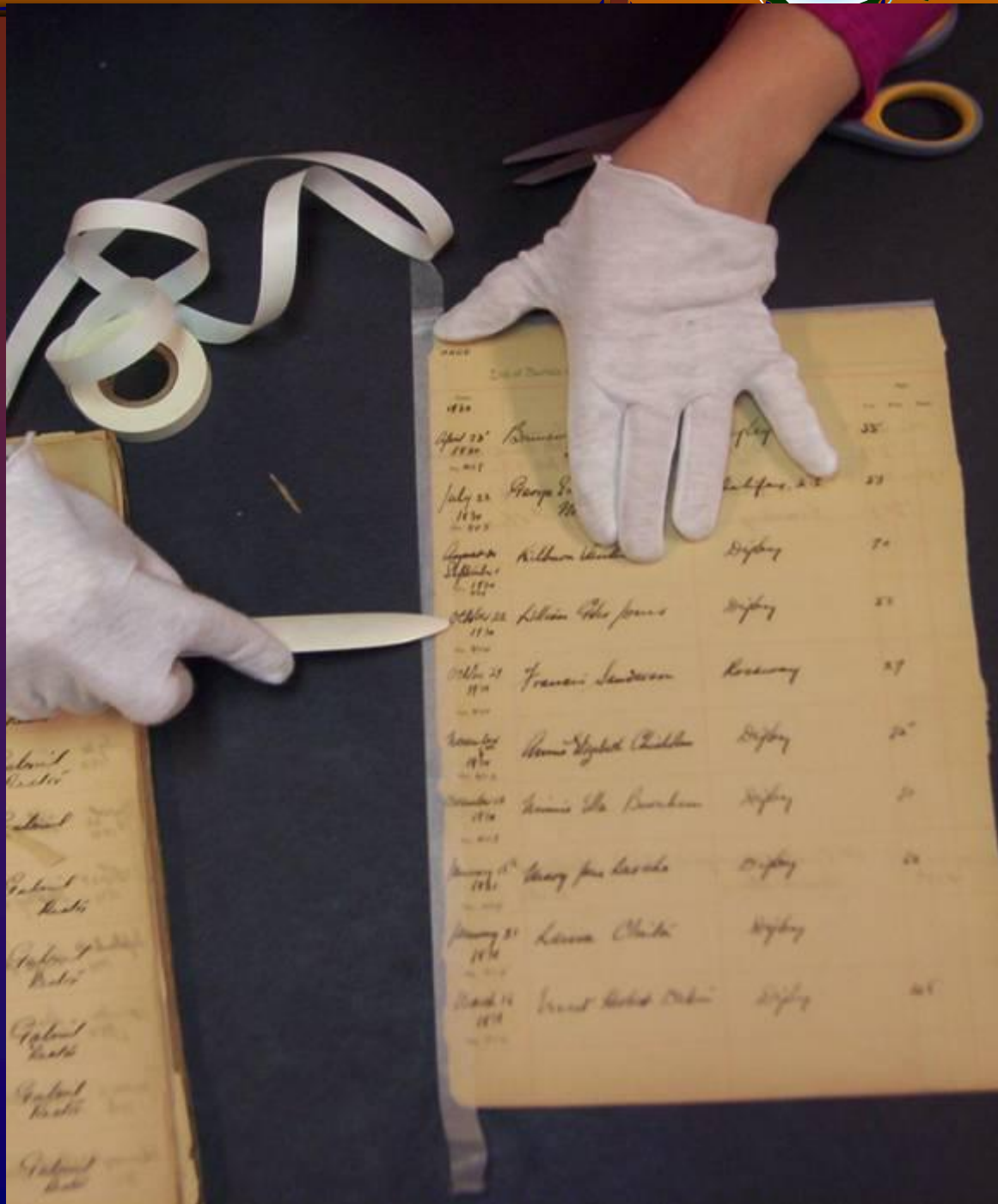
# Interleave pages with buffered paper



Engraving  
pigment  
migrating,  
reacting  
with acid

# Strengthen and repair edges





**Strengthen  
and  
repair  
edges**



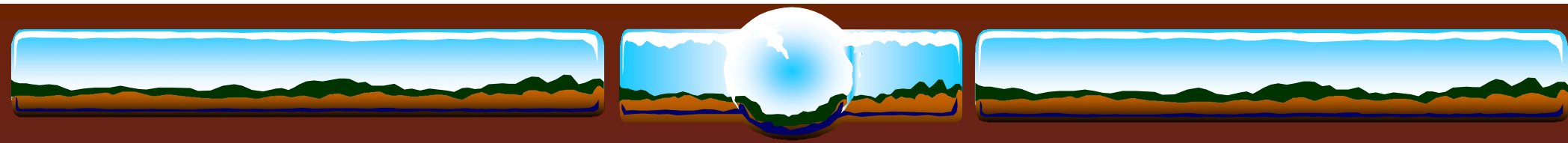
# PRESERVATION + ACCESS

*Why do we preserve our records?*

To provide access to information *for*:

- ❖ Legal and corporate requirements
- ❖ Organizational Effectiveness
- ❖ History – telling an authentic story
- ❖ Supporting all Ministry – and ...

***PRESERVATION IS A MINISTRY***



## **ACCESS: *Providing information for:***

- ❖ **Parish business – certificates, burial records, boundaries, corporate.**
- ❖ **Property and inheritance**
- ❖ **Historical research**
- ❖ **Vital statistics**
- ❖ **Family history – genealogy**
- ❖ **Pictorial history – as photographic prints become rare, ours become more valued.**



# ACCESS policy addresses:

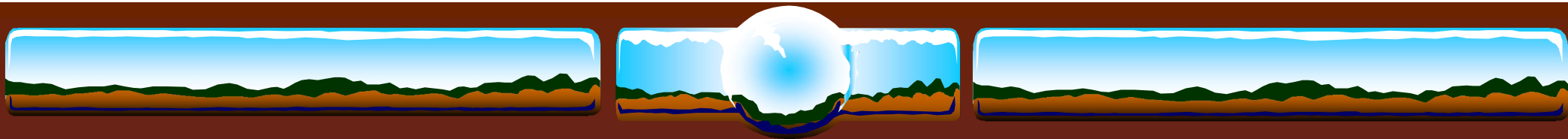
- ❖ Protection of privacy of personal identifying information
- ❖ Illegal use of information
- ❖ Upsurge of genealogy “madness”



## *Facts to remember:*

- ❖ All Anglican parish records are on microfilm at NSARM -- Open to the public for viewing
- ❖ Photocopying from film is not allowed
- ❖ Genealogical research must be done from the microfilm
- ❖ If in doubt – refer to the Diocesan Archivist





# PRESERVATION and ACCESS: a conflict?

Preservation

**Lock it  
away!**

Access

**Expose  
it!**



# ***SOLUTIONS:***

**ARCHIVAL  
PRESERVATION  
OF ORIGINALS**



**REFORMAT,  
CREATE  
ACCESS  
TOOLS**



# PRESERVATION:

- ❖ Protect originals
- ❖ Describe each uniquely
- ❖ Preserve context
- ❖ **MAKE A COPY – “Reformat” --  
MICROFILM and PHOTOCOPY**
- ❖ Create policies that  
**CONTROL ACCESS to contents**



# ACCESS TOOLS

## ❖ RETRIEVAL SYSTEMS:

- ❖ Database catalogues, digitized images and texts
- ❖ Finding aids, indexes.

## ❖ REFORMATS:

- ❖ MICROFILM – for public to use
- ❖ PAPER COPY -- for frequent access



# ACCESS TOOLS

**DIGITAL text and scanned image FILES:**

***USE FOR BACKUP AND INFORMATION  
ACCESS ONLY***

**NOT a preservation method**

**NEVER DESTROY THE ORIGINALS!**



*Digital Storage: NOT for preservation –  
why?*

❖ **Computer Discs do NOT have a  
KNOWN life-span**

Estimated: 10-100 YEARS (?)

❖ **PAPER LASTS THE LONGEST**

Known: 80 – 300 – 1,000 years



**Digital Storage: NOT for preservation:**

❖ The technology for **READING** digital files is rapidly changing – both the medium (discs) and the format may become **OBSOLETE**

❖ The original **CONTEXT** can be **LOST** (unless described diligently)

***Physical arrangement tells a story too.***



# ARCHIVES VISION:

## MORE SPACE

- ❖ Space for Parish records, Synod and Bishops' office records to come in.
- ❖ Space for Parish Office records
- ❖ (Church closings, amalgamations).





# ARCHIVES VISION:

## MORE TIME

- ❖ Time to maintain collection
- ❖ Time to provide MORE services to the diocese



# GOALS FOR 2007

**2010 ANNIVERSARY RESEARCH**  
*(Parish histories)*

**CONTROL OF HOLDINGS**  
*(everything described + arranged ...and...)*

**COMPLETE GRANT PROJECTS**

**CONTINUE DAILY ARCHIVAL  
SERVICES to parishes + office**

❖ **COLLECTION  
SAFELY  
MOVED:**

❖ **Apply special  
preservation  
treatment to  
strengthen  
collection**



# LONG-TERM RESULTS

- ❖ MORE ACCESS TOOLS
- ❖ FASTER RETRIEVAL
- ❖ NEW PROJECTS -- REFORMATTING PHOTOGRAPHS, DIGITAL INDEXES
- ❖ ONGOING PRESERVATION
- ❖ PARISH COLLABORATION
- ❖ ORGANIZATIONAL EFFICIENCY



# CHALLENGES in 2007:

- ❖ *Archival work journeys in stages*
  - ***THIS STAGE HAS A TIME LIMIT***
- ❖ **PROPERTY REDEVELOPMENT 2007-2009**
- ❖ **20 LINEAR METRES OF ARCHIVED RECORDS ARE WAITING TO BE DESCRIBED and ARRANGED**



# CHALLENGE:

## ***EVERYTHING IS INCREASING:***

### *The need for:*

- ❖ Storage and work space
- ❖ Retrieval services
- ❖ Developing Guidelines
- ❖ Time to process the holdings

❖ Research requests

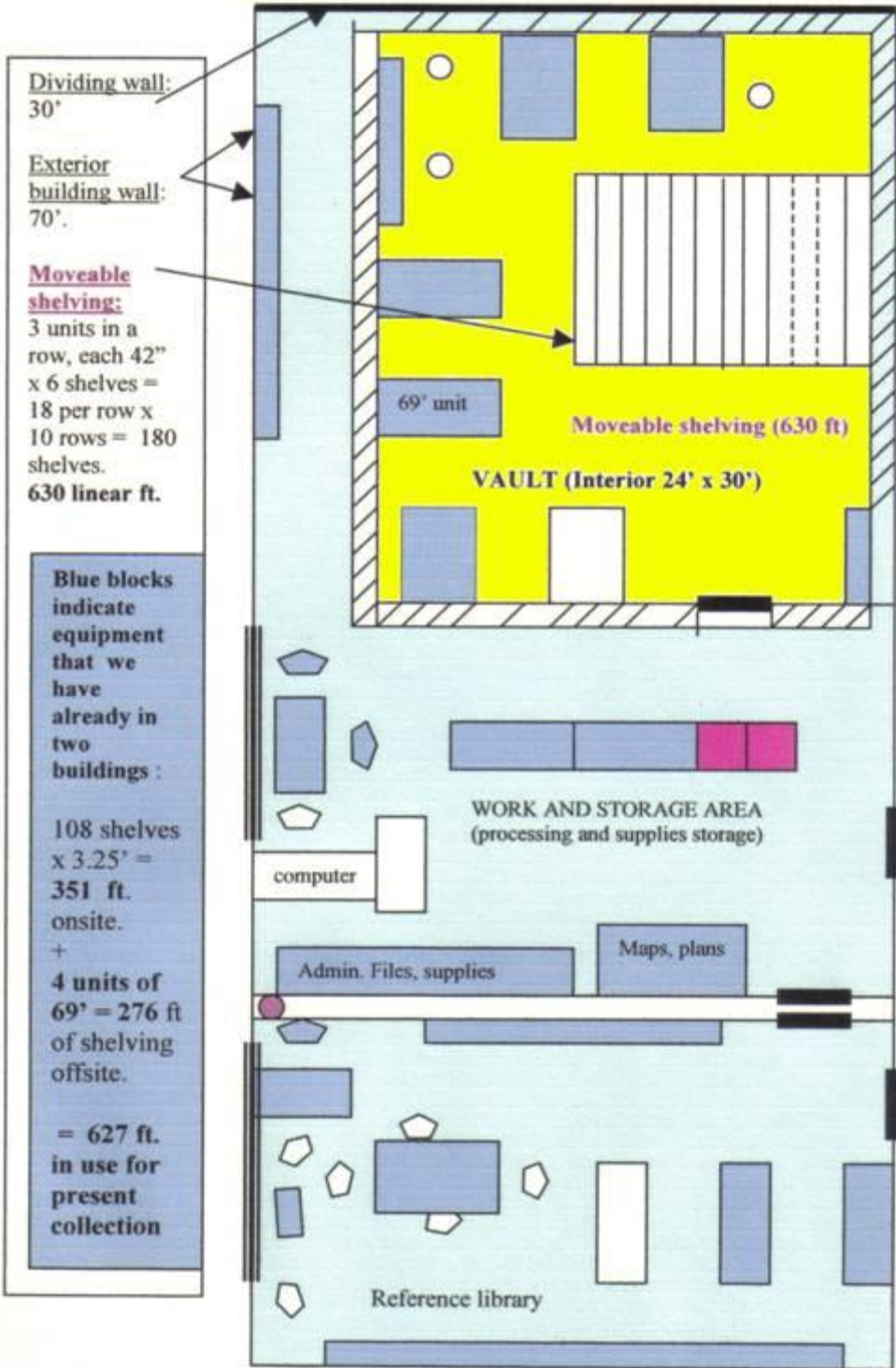
❖ **DEPOSITS**



# CHALLENGE:

The collection is growing!

- ❖ We have 700 linear feet of records.
- ❖ This now occupies 800 sq. feet altogether
- ❖ 240 square feet of this is off site.
- ❖ WE EXPECT 10% increase per year – holdings could double in 5-10 yrs.



# A NEW ARCHIVES SPACE: "phase 2"

## PROPOSED PLAN FOR THE ARCHIVES

3 TIMES LARGER WITH MOVEABLE SHELVING



# A NEW ARCHIVES SPACE

- ❖ A vault 3 times bigger:
- ❖ Moveable shelving
- ❖ Room to triple the collection
- ❖ Not crowded.
- ❖ Not exposed to risk.
- ❖ Moveable shelving can hold 600 linear ft. of records in a space that is only 150 square feet.





# Next Steps: PRIORITIES

**CONSERVATION – strengthen the collection for MOVING:**

- ❖ Repair, buffer, cushion, enclose.

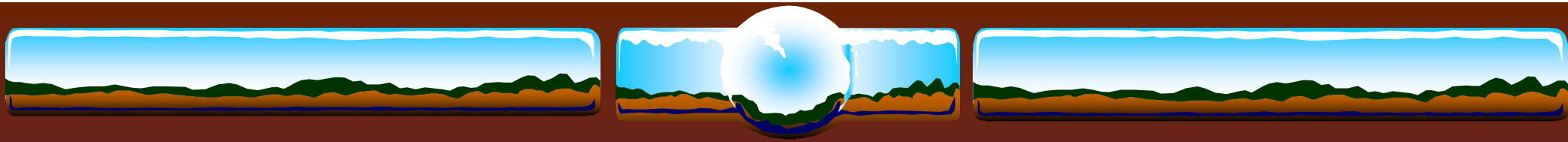
**INTELLECTUAL CONTROL OF HOLDINGS:**

- ❖ Describe and arrange parish deposits and recent accessions



***“THE PRESENT IS THE  
FUTURE’S PAST”***

**But the past is also a  
*present* to the future**



What can You do in the parishes?

***PRESERVATION  
AT THE  
“POINT OF CREATION”***



# What can You do in the parishes?

*Observe regular records management practices.*

**(ORGANIZATIONAL EFFECTIVENESS  
RELIEVES STRESS IN THE LONG RUN)**

*Have a Disaster Plan –  
keep insurance up to date.*



# What can You do in the parishes?

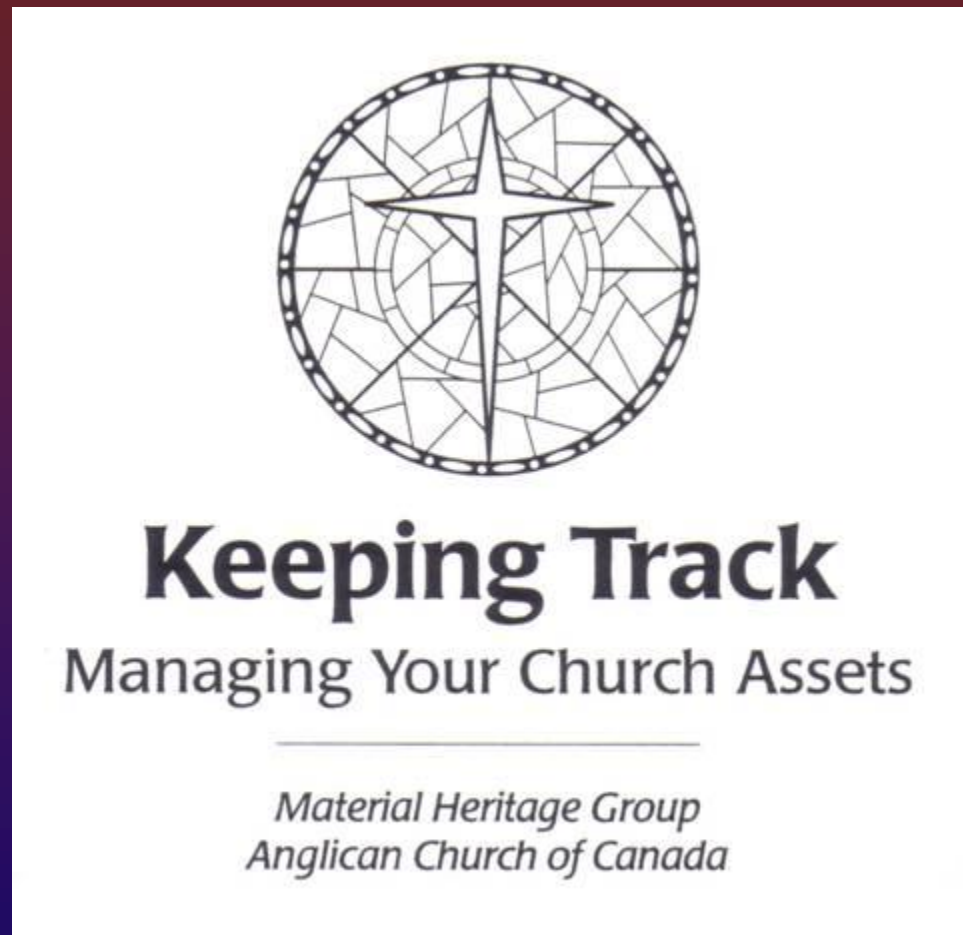
- ❖ **PRINT ALL “DIGITAL BORN” RECORDS OF PERMANENT VALUE**  
**(back up to disc)**
- ❖ **USE ACID FREE PAPER for one permanent file copy**



# What can You do in the parishes?

❖ **DOCUMENT  
MATERIAL  
HERITAGE –**

❖ **Memorials,  
windows,  
artifacts,  
furniture,  
buildings**



**General Synod Archives**  
*Resources Series #2*



# *What can You do in the parishes?*

## DEPOSIT OFFICIAL PARISH RECORDS TO DIOCESAN ARCHIVES



- ❖ Records remain corporate property of the parish after deposit
- ❖ **CLERGY REQUESTS to the Archives ARE FIRST PRIORITY**



# What can You do in the parishes?

- ❖ **ASK QUESTIONS – PRESENT YOUR PRESERVATION PROBLEMS TO THE ARCHIVES**
- ❖ **USE GUIDELINES ON WEBSITE**





# What can You do in the parishes?

## WRITING IN THE REGISTERS:

- ❖ **DON'T WRITE TO THE EDGE of the pages**
- ❖ **Don't rebind or repair without advice**
- ❖ **USE ACID FREE PENS**

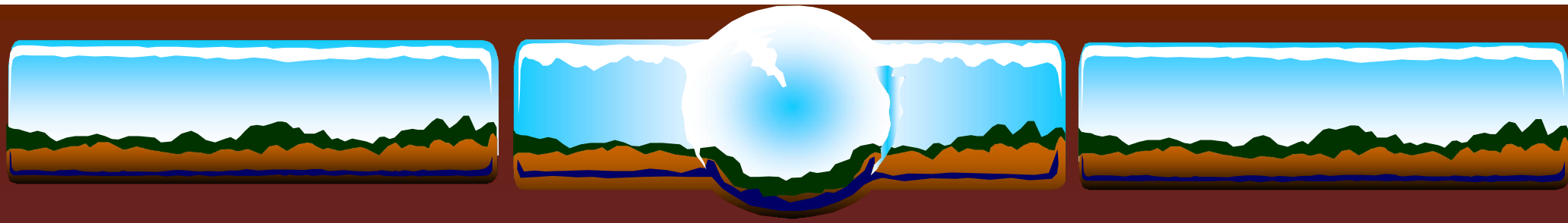


# ACID-FREE PIGMA PENS



**Ink will not fade or migrate**

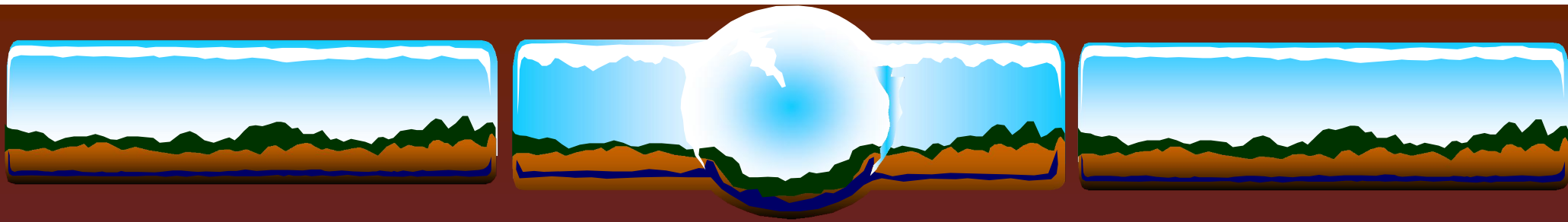
**Available at the BOOK ROOM -- \$7.50+**



**“COUNT IT ALL JOY”**

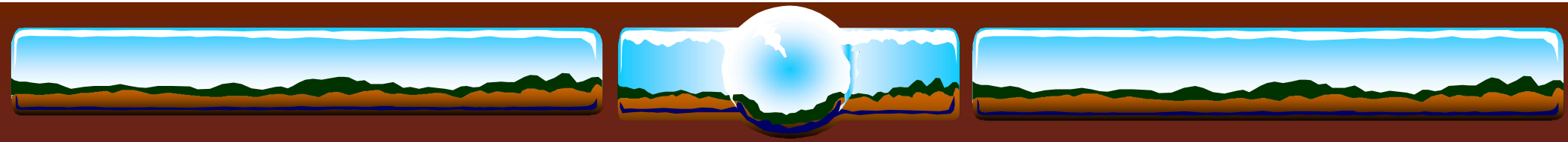
(James 1:2)

*And now for prize-giving ...*



IN WHAT YEAR  
was acidic wood pulp  
paper first invented?

*(HINT: in Halifax to make newsprint)*



# “COUNT IT ALL JOY”

(James 1:2)