



# THE ARCHIVAL SPIRIT

Newsletter of the Archivists of Religious Collections Section

## From the Chair . . .

### Summary of NEARI Workshop

'Twas a great day for our NEARI members who met at the Boston CSJ Archives! Not only was the program worthwhile but the weather was magnificent. Participants were able to enjoy a walk around the property during the luncheon break while they chatted with a few other archivists whom they either had not seen for some time or whom they were meeting for the first time. There was sufficient time also for the folks to visit the archives and, for those interested, to watch as Sister Blaithin gave a demonstration of the ARCS program.

The morning presenter was Joseph W. Constance, librarian at St. Anselm College, New Hampshire. Joe has been a friend of NEARI from our beginnings and some of you may remember that five years ago he was one of the first to introduce us to the future of computers in the archives. At that time Joe was archivist at Boston College. Now, as librarian at St. Anselm's, Joe shared his knowledge of copyright law with us and pointed out some of the implications for archivists. He underlined the fact that our understanding of the "fair use" of documents is our greatest concern — the *amount* of duplication is usually the problem that ends up in court. Joe's emphasis was on the fact that one doesn't have to be an expert on copyright laws; normally just good common sense is our guide.

We were warned that our *deed of gift form* should have a statement that

indicates that the archives has been given the ownership to the copyright of the document. If we duplicate a document for a researcher, the copy should have a stamp indicating our copyright ownership. Of great concern today, of course, is the area of electronic records. Since whole books can be put *on line* there are many infractions of the rule and students/researchers can be tempted to illegally use this information. Joe did warn us very strongly against copying software. We may have paid for the software which gives us the *use* of the product but not the *rights* to it.

Our afternoon guest speaker was Rev. Kevin McKenna who flew in from Atlanta, Georgia, where he had just attended a national conference for canon lawyers. As Chancellor for the diocese of Rochester, Father McKenna has had extensive experience in the handling of confidential records and knows the problems existing between the *right to privacy* and the *right to know*. Father McKenna pointed out that the Church has always based its teachings, its encyclicals, on human rights, the dignity of the human person, the understanding that no one is permitted to violate the privacy of another person.

Emphasis was placed on the need to have very specific access policies. The right of access must be balanced with the right of privacy. One of the striking examples used to illustrate this policy is the tension that exists on the information which is recorded on baptismal records when the individual may have been adopted, married before, dispensed from religious vows, etc. Who

should be allowed to see those baptismal records? This brought up the question: Are there times, therefore, when the archivist ought to do the research in order to maintain the confidentiality of the information even though research is not ordinarily the work of the archivist?

Our speaker reiterated strongly the need to develop strong internal policies that are clear and consistently followed. We need to state not only *who* has access, but *what* records should be kept, *how long* should records be kept, what records can be *destroyed*, and *who* decides when/ what files ought to be destroyed. Our policy statement should be reviewed by legal counsel and should have the signed, dated approval of our congregational leadership.

A book highly recommended by Father McKenna was *Confidentiality in the United States - Legal and Canonical* published in 1988 by the Canon Law Society of America, Washington, DC.

Sister Blaithin Sullivan

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# ARCS NEWS

## Archivists of Religious Collections Section

### 1994 ARCS Election Results

The 1994 ballot by mail resulted in the election of Chris Taylor, Archdiocese of Seattle, to the Steering Committee. However, there was a tie for Secretary and a run-off election was conducted at the annual business meeting. As a result of this run-off election, Mark Thiel, Marquette University, was elected Secretary, and was immediately enlisted to take the business meeting minutes!

Thank you to all candidates, nominators and voters! We could not have done it without you! 1994 ARCS Nominating Committee: Elisabeth Wittman, Chair; and members Sharon B. Laist and Susan M. Mitchem.

### ARCS 1995 Nominations

The 1995 ARCS Nominating Committee is chaired by Elisabeth Wittman, immediate past chair of the section, with Yvonne Fettweis (The First Church of Christ, Scientist) and Sister Catherine Markey (Diocese of Little Rock) appointed members. Nomination forms were distributed at the section business meeting in Indianapolis. However, all members are encouraged to send in their nominations. In 1995 we will be electing persons to two positions: Vice Chair/Chair Elect and Steering Committee Member at Large. We ask that nominations be sent in no later than March 31, 1995 to: Elisabeth Wittman, Evangelical Lutheran Church in America, 8765 W. Higgins Rd., Chicago, IL 60631. (Confidentiality for nominators will be given.)

The 1995 ballot will be conducted during the section business meeting at the annual SAA meeting in Washington, DC. Anyone who cannot attend the annual meeting may request an absentee ballot in order to vote, as provided in the section By-Laws.

### Nominating Committee, 1994-1995

#### Chair:

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### Business Meeting September 9, 1994

Business meeting minutes of the Archivists of Religious Collections Section of the Society of American Archivists.

The Archivists of Religious Collections Section (ARCS) of the Society of American Archivists held its annual business meeting from 1:30 pm to 3:00 pm at the Weston Hotel, Indianapolis. Approximately 45 members were in attendance. Russell L. Gasero (Reformed Church, New Brunswick, NJ), chair of ARCS, presided. He opened the business meeting with a welcome greeting and prayer.

First order of business was election of new officers for steering committee-at-large and secretary for the section. Chris Taylor was elected as steering committee-at-large and Mark Thiel as secretary.

Beth Yakel spoke about the liaisonship with SAA. She said that it is always nice to be back. Every section, round-table, etc. has a council liaison. She is the one we work through if we have something to take up with Council. Exciting things are going on in the Society. A task force on sections and roundtables — their report is almost out and the section's role will be strengthened. As for the strategic plan — things that are in line with that will receive funding.

Beth also spoke of Edie Hedlin's talk to group last year, encouraging us to our participate on a wider scale. Please make yourself known to council — contact Brenda Banks if you'd like an appointment to a committee. Look at a list and think about your skills and think what you can share with the Society — you won't be turned down.

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## To Mentor or Not To Mentor . . .

To mentor or not to mentor. That is the question.

In the past year, we have heard about the Mentoring Program sponsored by the Membership Committee of the Society of American Archivists. It is a formal program to give more experienced archivists an avenue to pass on their knowledge of archival work to other archivists. What we don't realize is that we members of the Archivists of Religious Collections Section are experienced as mentors and have had an informal mentoring program for many years!

We mentor whenever we:

- recommend an article or book
- respond to a query about a successful project
- encourage participation in a program or committee
- suggest attendance at a workshop
- act as a liaison between fellow archivists
- "bounce" ideas off one another
- welcome new archivists to the Section

This is what the mentoring program is meant to be. The Mentoring Program is *not* meant to establish technical or in-house training for an individual new to the profession.

Once you decide to join the Mentoring Program, a mentor and mentee are matched as closely as possible to their field of interest. Mentees are not only those new to the archival profession. Experienced archivists can also join the program as a mentee and will be matched with a mentor who is a professional archivist. SAA provides guidelines and it is the responsibility of the individuals to agree on the extent of their relationship. While the mentor and mentee should plan to be in contact for at least two years, an extension of the relationship depends solely on the wishes of the participants.

We get from the profession what we give to it. What better way to continue the growth of archivists in religious collections repositories than to assist one another as mentor and mentees.

If you have any questions or would like an application, contact Debbie Mills, Membership Services, Society of American Archivists (312) 922-0140.

To mentor or not to mentor. That is the question. Won't you consider it now?

Loretta Greene

## Can You Believe This?

"Incomparable!" A word one reserves for rare individuals who make extraordinary achievements. This is the precise word to use in describing the contributions of Glenn Alfred Toomey to the writing, collecting, and preserving of East Tennessee Baptist local church and associational history.

Although Toomey served for 35 years as director of missions for two East Tennessee Baptist associations, Jefferson County and Nolachucky, history was always on his mind and in his work as evidenced by the sheer volume of his personal writings (1942-1993):

- He published 16 books, mostly church or associational histories.
- He compiled 41 typed manuscripts on the historical development and statistical records of every Baptist association in East Tennessee, covering 3,802 churches and filling 6,198 single-spaced typed pages. (The Historical Commission, SBC, has placed this entire project on micro-film.)
- By 1993 he had completed 10 unpublished manuscripts, mainly histories of churches.
- In 1993 he was conducting 33 ongoing history projects, primarily histories of churches.

Toomey entered a new phase of history work in February 1990 when he was named

the first archivist for the Center for Baptist Studies at the Stephens-Burnett Memorial Library of Carson-Newman College in Jefferson City, Tennessee. Here, he held this part-time position, without salary, until late 1993.

When he began his volunteer service as archivist, the collection had only a few thousand books and archival materials; when he recently retired from the role, the collection included more than 34,000 items. The high respect of East Tennessee Baptists for his DOM career and for his historical credentials enhanced his ability to acquire materials.

Toomey has donated his personal archives to Carson-Newman's Baptist collection. At the beginning of the 1993-94 school year, Carson-Newman employed Sue Lynn McGuire, a professional librarian/archivist, to direct the collection of the Center for Baptist Studies.

Toomey currently serves as a trustee of Harrison-Chilhowee Baptist Academy, Seymour, Tennessee, for the Tennessee Baptist Convention.

Toomey's career clearly illustrates several key points:

1. Baptist history can provide a meaningful avocation.
2. Directors of missions occupy a unique position for understanding and promoting the history of churches in their associations.
3. Voluntarism in Baptist life can assume significant dimensions when applied to writing, collecting, and preserving Baptist history.
4. Ordained pastors, DOM's, and convention leaders who fully integrate their church, associational, and denominational history into their ministry will gain a serious edge in understanding the people, issues, events, and challenges with which they deal.

Charles Deweese in *Baptist Heritage Update*, Vol. 10, No. 3, Fall 1994.

## Minutes

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Nancy McGovern spoke about the 1995 Program. Papers are due on October 7. You'll know by December 9th whether your proposal is accepted. There is no fee for proposals for next year. Suggestions: cut across traditional boundaries and open communications. Nancy is based in Washington, DC and can help with speakers.

Loretta Greene spoke on the membership committee and the Sister M. Claude Lane Award. The 1994 recipient was Sister Anne Cecilia. It was a unanimous nomination. The chairperson for 1995 is Bill Summers. Loretta will rotate off and is looking for a replacement member. It is a 3 year term. The senior member on the committee is the chairperson. Forms are in *Archival Outlook* and *Archival Spirit* and are going out to regional organizations.

**SAA Membership Committee:** Maygene Daniels said, volunteer! Its good to have representation from our section (if not this year, maybe for next year). A 3 year term is open for one ombudsman for the membership, to give ideas and proposals, and to tell about membership in SAA. Our resources are regionals, former members, and registrants who don't join. "Key contact program": The contact is to be regionally located to help others see the benefits of the society.

**Mentoring Program:** some are already involved. There are some misconceptions about it. Mentoring is not meant for technical support but for professional development. There are four pairs of mentors/mentees identified in our section already. The program looks to match individuals with similar repository types. You really don't have to be experienced to participate if anyone is interested contact Loretta Greene. You can also be matched with someone in a dissimilar repository, if that is your choice. Contribute to each other's professional development.

Russ announced that the new brochures are available and that he wrote a portion of it. Yvonne spoke about the new brochures and warmly thanked those who contributed to the brochure—it made the editor's job that much easier. She also spoke of the newsletter.

**Keynote address.** In his rousing address to the section, "Conceiving the Next Generation: Growing into the 21st Century," the Chair shared his vision on the future use of information technology in society and its application and impact for archivists of religious collections. He noted that archives provide a foundation for the future and that preserving memory and enlightened remembrance are an essential task for archivists.

**Organizing a regional association:** Sister Blathin Sullivan (Sisters of St. Joseph, Boston) presented her report on organizing the New England Archivists for Religious Institutions (NEARI), now a five year old regional association with 107 members. She stated that initially the need for such an association was challenged by the general regional association. Members of NEARI conceded that technically, the work of archives in religious collections is similar to that for secular archives. However, members see the need for their specialized group based on their distinctive perspective towards the profession. They view archives as MINISTRY and STEWARDSHIP rather than just a conventional profession. (Emphasis added by secretary.)

**Discussion.** The chair announced the recent publication of two new books: *Spreading the Word: The Bible Business in Nineteenth Century America* by Peter Wosh (American Bible Society, New York) and *Starting an Archives* by Beth Yakel (Ann Arbor, MI), former section member. He also announced the retirement of Rev. August Suelflow (Concordia Historical Society, St. Louis, MO) an active section member for many years. Brother Roy Godwin (Alexian Brothers, Elk Grove Village, IL) announced the availability of copies of his new access policy, which was written in concert with his institution's corporate counsel.

**Task Force on Institutional Evaluation:** Brent G. Thompson (Church of Jesus Christ of Latter Day Saints, Salt Lake City, UT) reported on two survey instruments currently under development by the task

force. The first is intended for the compilation of systematic census data about repositories while the second is being designed as an internal self-evaluation tool.

Respectfully submitted,  
Yvonne C. Fettweis and Mark G. Thiel,  
Secretary

## Guide Published!

*Guide to the Spanish and Mexican Manuscript Collection at the Catholic Archives of Texas* (Catholic Archives of Texas (CAT): Austin, 1994) compiled by Dedra S. McDonald and edited by Kinga Perzynska is the final product of the National Historical Publications and Records Commission funded project to preserve and describe the Spanish and Mexican manuscript collection created by the Texas Knights of Columbus Historical Commission for the writing of *Our Catholic Heritage in Texas* by Carlos Castañeda in 1936-1958 and stored at CAT in Austin.

The bulk of the collection consists of photostatic copies of records held in archival repositories in Spain and Mexico, among them Archivo General de Indias in Seville, Spain and the Archivo General de México City, the Archivo de la Biblioteca Pública del Estado de Jalisco; the Archivo del Ayuntamiento de Matamoros; the Archivo del Colegio de la Santa Cruz de Querétaro; the Archivo de Guadalajara; the Archivo del Colegio de Nuestra Señora de Guadalupe de Zacatecas; the Archivo de San Francisco el Grande; and the Archivo del Museo Nacional, Departamento de Biblioteca Nacional. Original records in the collection include over 800 documents from Nuestra Señora de Guadalupe del Paso del Rio del Norte, today known as the Juárez Cathedral in Ciudad Juárez, Chihuahua, Mexico. Rare documents in the collection include a 1663 Papal Bull

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## Institute Director Announces Retirement

Dr. August R. Suelflow, Director of Concordia Historical Institute since 1948, has announced that he plans to retire as Director in order to devote his time to research and writing projects, chiefly a major biography of Dr. C. F. W. Walther. The retirement will become effective when a successor has accepted the director's position.

Dr. Suelflow has been researching the life of Dr. Walther, first president of The Lutheran Church—Missouri Synod, for many years. In 1987 he undertook a research trip to Saxony where Walther was born and began his ministry, a territory then still part of East Germany. The biography is scheduled to be published prior to the 150th anniversary of the Missouri Synod in 1997.

Other research projects in which Dr. Suelflow has been engaged include a history of the development of the Missouri Synod's polity and structure and a biographical directory of the graduates of Concordia Seminary, St. Louis—now numbering more than 10,000. A popular history of the "Old Lutheran" immigration is also on his retirement agenda.

During Dr. Suelflow's tenure as director, the Institute has developed into the largest resource center on Lutheran history in North America. Its historical library, archives and museum collections contain a vast treasure store that documents the rich confessional and Gospel-centered heritage of Lutheranism in America. These resources serve the church, its leader, congregations, pastors and teachers by pointing to its theological foundation and spiritual life as the sound bases from which to move forward into the 21st century.

Speaking at a dinner in September 1993, honoring Dr. Suelflow's 45 years of service to the Synod, Dr. Harold M. Olsen, Springfield, IL, commended Dr. Suelflow as a "dedicated archivist and

historian" whose "important historical insights" had greatly benefitted the Synod when Dr. Suelflow served on several synodical committees dealing with the structure of the church. Long interested in the polity and structure of the Synod, Dr. Suelflow was research director for the Synodical Survey Commission from 1959 to 1962. He also served as secretary of the Committee for Reorganization (1969–1975) and on the Task Force on Structure (1975–1979).

"Under the leadership of the Institute and of men like Dr. Suelflow," said Olsen, "we recognize that we have been blessed very much by God."

Dr. Jerzy Hauptmann, Park College, Parkville, MO, and a member of the Institute Board of Governors, cited Dr. Suelflow's contributions to the church as "theologian, churchman, historian, educator, manager and model representative of the Missouri Synod and its heritage. Dr. Suelflow is always responding to the church's call to service and inspiring others to respond as well," remarked Hauptmann, citing him as "a model we try to follow" and one whose contributions "help us keep close to our foundations."

Dr. Suelflow was a guest lecturer (1952–1969) and is now adjunct professor of church history (1975–) at Concordia Seminary, St. Louis. He also served in the parish as assistant pastor at Mount Olive Lutheran Church, St. Louis, from 1958 to 1975, including two stints as interim pastor during vacancies.

Dr. Suelflow has long been recognized as a pioneer in establishing Lutheran archival programs and in the whole field of religious archives. He was responsible for developing the Institute's Conference on Archives and History into a biennial forum to assist church archivists at the national, regional and local levels. He also strongly believed that historians, librarians, and archivists of various Lutheran church bodies should meet together in order to share ideas and solutions to common problems. To this end, he called for the formation of a "Council on Lutheran History." He was a co-founder of the Lutheran Historical Conference in 1962, and he has served as its President for several terms.

His broad interest in church archives and history moved him to become active in Society of American Archivists, where he was recognized as the representative of ecclesiastical archives to the general archival profession. Having played a leading role in organizing a Religious Archives Committee in the SAA, he was honored as a fellow of the society in 1964 and received the Sister M. Claude Lane Award in 1976 for contributions to church archives. He was designated a Certified Archivist in 1990.

## Archives Grant Received

The Special Collections Center at Seton Hall University Library recently received a \$3,500 grant from the New Jersey Department of Education program for the maintenance and preservation of library materials. The purpose of the grant, developed by Associate Director of Special Collections JoAnn Cotz and Conservation Consultant Janet Koch, is to restore the Bishop Winand Wigger Letterbook. The Letterbook is part of the archives of the Archdiocese of Newark, which are maintained at the University. Wigger, the third bishop of Newark, presided over the diocese from 1881–1901, an era of very rapid growth in the state, in the nation and in the diocese.

The Letterbook contains over 700 tissue copies of the bishop's outgoing correspondence, but its condition has been so fragile that it has been completely unavailable to researchers. The grant will facilitate conservation of the first 75 pages and encapsulation of all 700 and thus enable the entire text to be microfilmed, so that future researchers will be able to use the materials.

*New Jersey Catholic Records Newsletter*, Vol. XIII, No. 3, Spring 1994.

*We want your news!*

## A NOTE FROM THE EDITOR

*We want your news!*

**T**he Editor would very much like to receive your local news or local newsletter, items of special interest in your area, and comments on current or recent projects. This information can be of interest to many. We ask that you send in a paper copy of your news — we find scanning reliable and easy.

Mail your news to:

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**Next deadline for submission of articles is February 28, 1995.**

### Seasons Greetings!

The editor wishes everyone a blessed and merry holiday season and a happy new year!

### Guide

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the collection include a 1663 Papal Bull concerning the establishment of Jesuit missions and missionary colleges in Puebla de los Angeles, today's Puebla, Mexico. The collection also contains original correspondence and records from late Spanish Texas through the Mexican Texas period, notably a letter written by Augustin de Iturbide in 1821 and an emancipation certificate for a slave family in Missouri Territory, 1813. The guide is available free to institutions. Other orders please send \$10.00 for shipping and handling costs to Kinga Perzynska, Catholic Archives of Texas, P.O. Box 13327 Capitol Station, Austin TX 78711, (512) 476-4888, fax: (512) 476-3715.

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## The Society of American Archivists

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