

ABSTRACT OF ANNUAL REPORT  
THE CHURCH ARCHIVES COMMITTEE, SAA  
1973

The Committee this year, observes the 20th anniversary of its establishment. During this time, it has chalked up excellent achievements on the basis of its objectives. Part of its success is due to the enthusiasm and organization of the 26 member Committee, into four standing sub-committees and ad hoc task forces.

The sub-committees and task forces are: on publications, finance and foundations, public relations and promotions, symposia and workshops, social justice, liaison with interdenominational cooperative archives, and on bibliography. Regular reports on church archival activities are also rendered to the **AMERICAN ARCHIVIST**.


Concretely, the Committee is continuing its plans to produce a **GUIDE TO CHURCH RECORDS REPOSITORIES** and a **MANUAL FOR CHURCH ARCHIVES**. Funds and manpower have prevented early implementation. We hope that both projects will be included in the Society's budgets for 1974 and subsequently.

The greatest services rendered by the Committee are: church archives have gained greater respectability; isolation of individual church archivists who often serve only on a part-time basis has been reduced; counsel and advice is regularly offered to new workers; participation in the annual meetings of the Society because of the special sessions provided and open Committee meetings has increased noticeably.

The Committee continues to wrestle with the following: understaffing and diversified responsibilities of church archivists; increasing financial restrictions; diversified and decentralized operations; the inability for the Committee and its sub-committees to meet during the course of the year for planning and implementation; the restructuring and reorganization of the Society itself, affecting the Committee's publicational programs and plans.

A word of gratitude and appreciation is due the Society officers and Council for helpful and concerned support. We confidently look to the future that the church archivists, perhaps one of the largest single groups within the Society will increasingly become involved in Society membership and service.

Respectfully submitted,

  
Aug. R. Suelflow, Chairman  
Church Archives Committee  
Society of American Archivists  
19 September 1973

REPORT OF THE SUB-COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

September 1, 1973

During the past year this sub-committee prepared "A Bibliography on Public Relations and Promotion" and mailed a copy to selected archivists (those having holdings) listed in A Preliminary Guide to Church Records Repositories.

The committee also prepared and mailed to the same group "A Public Relations and Promotion Questionnaire." 282 questionnaires were sent out with self-addressed stamped return envelopes. Of the 114 replies, 11 reported they no longer had any archival holdings. The others answered the questions in varying degrees.

The results of the questionnaire indicate:

1. Some church archives are multi-purpose in that they serve the denomination and/or the diocese and/or the parish.
2. A large majority (75) have such small holdings that less than 2 full-time persons are employed to staff the archives. Only 28 archives reported having two or more full-time employees or equivalent.
3. 41 archivists attend no archives-related meetings such as SAA, or other national or regional organizations.
4. 42 do not participate in civic or professional organizations or speak to civic or church groups.
5. 30 do no scholarly research or writing.
6. 38 have had no experience or training for directing their archives.
7. Services to patrons are varied, with the number of patrons per day being generally less than 5.
8. The procedures followed to obtain official records range from an official denominational program to nothing or haphazard.
9. The procurement of non-official records also varies from well outlined programs, personal visits, purchase and other promotion to a happy accident or no program.
10. 66 do not maintain a record management program.
11. All except 8 of the archives have produced some type of finding aids.
12. 36 have no display facilities.
13. All except 27 carry on activities to acquaint the public and researchers with their archives, such as tours, publications, workshops, etc.
14. 50 have not produced any publications or brochures to describe their holdings.
15. The evaluation made by the archivists of their public image towards the general public, scholars and denomination leaders indicates a total of: good - 121, fair - 51, and poor - 42.
16. There were many who stated that a good image helped to improve their archives.
17. Many indicated they are concerned with their staff presenting a good public image;

18. Many favorable reports were given of activities of the past year which helped to improve the image of the archives. Some reported that nothing had been done.

A more detailed summary of the questionnaire than that given above has been compiled. Members of the sub-committee have examined the summary, and consultations have been held regarding the answers given, from which we make the following recommendations:

1. A GUIDE. Contact with church archivists is important. They need to receive materials which will assist and encourage them in their assignments. To make such contact a new up-to-date guide needs to be compiled and issued. It is suggested that the Society of American Archivists compile a guide which will include names and addresses of archivists and archives of states, businesses, universities, and churches. A specific guideline would have to be followed to list those which really are archives and not just a file drawer or two with a few papers in it. If the SAA were to issue such a list the Church Archives Committee could supplement it with a roster of church archivists who would not be in the guide because they had only minor holdings or no holdings but who wished to be identified as church archivists. If SAA does not desire to produce such a guide, then the Church Records Committee should issue a guide of church archivists.

2. A MANUAL. The Society of American Archivists should be encouraged to issue a manual which could be used generally by any type of archives, establishing basic fundamentals which would help the untrained person to develop an archives. The manual should include details on organization, processing, types of materials, housing, etc. The Church Archives Committee could then issue a supplement aimed specifically at helping those involved with a church archives, written in terms that an untrained archivist could understand.

3. BROCHURES. A brochure describing an archives, its policies and holdings, is one of the best means for helping others to know about the archives, and provides a better status to the archives. Church archivists should be encouraged to produce such brochures. Copies of brochures issued by some archives could be mailed to church archivists as samples and as encouragement for their own development. Such distribution would probably be helpful only to those who had meaningful archives.

4. TRAINING. Inasmuch as many church archivists have not attended any training courses or archives-related meetings, it is recommended that they be encouraged to do so. They should receive brochures describing available courses such as those given at American University and other universities, those detailing the annual meeting of SAA, of regional meetings, etc., and be encouraged to attend if possible.

5. CHURCH LEADERS. It has been suggested that leaders of denominations be encouraged to: 1. appoint archivists who will be interested in and who will actively promote the development of a church archives; and 2. provide adequate funds for their archives. However, the proper contact with church leaders as far as archival activities is concerned, is through archivists listed in the guide. If church archivists can be encouraged to better promote their archives through the recommendations made herein, we would expect them to make further contact with their leaders for support and finances.

6. THE AMERICAN ARCHIVIST. Church archivists need to be encouraged to subscribe to The American Archivist, and to read it. Brochures advertising this publication should be mailed to them.

7. VISITS. Visits to other church archives, or other types of archives, can be very beneficial to an archivist and should be encouraged. Organizational structures can be studied, and procedures observed for acquisition, processing, preserving, serving, etc. The annual SAA meetings or regional meetings provide excellent opportunities for such tours.

Report of the Sub-Committee on Public Relations and Promotion -- 3

Inasmuch as most of the above suggestions are related to the production of an up-to-date guide, the sub-committee urges that this be produced at the earliest possible date. The sub-committee would then be in a position to assist in carrying out the above recommendations.

Respectfully submitted,

SUB-COMMITTEE ON PUBLIC RELATIONS AND  
PROMOTION  
Church Archives Committee, SAA

  
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Earl E. Olson  
Sub-Committee Chairman

SUMMARY OF THE QUESTIONNAIRE ON PUBLIC RELATIONS AND PROMOTION  
 Sub-committee on Public Relations and Promotion, SAA

March, 1973

Questionnaires were sent to all archives listed in "A Preliminary Guide to Church Records Repositories" which had archival holdings. 282 questionnaires were sent, with self-addressed stamped return envelopes and a copy of the bibliography. 114 returns had been received by March 9. 11 returns reported no archival holdings. The others were divided into two groups -- Group 1: 75 returns - those indicating a staff of less than two-full time persons). Group 2: 28 returns - those indicating a staff of two or more persons.

		Group 1	Group 2
A 4. THIS ARCHIVES SERVES THE	Denomination . . . . .	32	13
	Diocese . . . . .	37	10
	Parish . . . . .	7	2
	Other . . . . .	10	10
B 1. NUMBER OF EMPLOYEES ON STAFF	Less than one . . . . .	42	
	One . . . . .	16	
	Between 1 and 2 . . . . .	7	
	2 to 5 . . . . .		17
	6 to 10 . . . . .		5
	Over 10 . . . . .		6
2. ARCHIVAL RELATED MEETINGS ATTENDED	Society of American Archivists . . . . .	7	15
	Other national organizations . . . . .	1	6
	Regional/denominational meetings . . . . .	27	12
	None . . . . .	35	6
3. PARTICIPATION IN CIVIC-OR PROFESSIONAL ORGANIZATIONS, or SPEAKING TO CIVIC OR CHURCH GROUPS	Yes . . . . .	26	21
	No . . . . .	37	5
4. STAFF DO SCHOLARLY RESEARCH or WRITING	Yes . . . . .	35	25
	No . . . . .	28	2
5. ARCHIVAL TRAINING OF ADMINISTRATIVE HEAD OF ARCHIVES	Archives courses . . . . .	17	14
	History courses . . . . .	3	3
	National organization meetings . . . . .	0	3
	Experience . . . . .	10	9
	None . . . . .	33	5
C 1. No. PATRONS PER DAY	None . . . . .	26	5
	1 to 5 . . . . .	21	16
	6 and over . . . . .	1	4
2. VISITORS TO SEE DISPLAYS, ETC. PER DAY	None . . . . .	32	8
	1 to 5 . . . . .	13	9
	6 and over . . . . .	3	7
3. PHONE CALLS AND MAIL REQUESTS PER DAY	None . . . . .	22	2
	1 to 5 . . . . .	25	18
	6 and over . . . . .	0	7
4. MAXIMUM TIME TO RESEARCH REQUEST	No set time . . . . .	31	13
	30 minutes or less . . . . .	0	5
	30 min. to 1 hour . . . . .	1	7
	Over 1 hour . . . . .	5	3

		Group 1	Group 2
C 5. AVERAGE TIME TO ANSWER A REQUEST	No set time . . . . .	10	2
	30 min. or less . . . . .	8	9
	30 min. to 1 hour . . . . .	8	2
	Over 1 hour . . . . .	10	4
6. PROCESS GENEALOGICAL REQUESTS	Yes . . . . .	9	7
	No . . . . .	24	9
	Some . . . . .	22	12

D 1. PROCEDURES FOLLOWED TO OBTAIN OFFICIAL RECORDS OF DENOMINATION

Official denomination policies direct that records be filed in the archives.  
 Agreements are made with units, and records sent in as per agreement.  
 Requests are made by letter, telephone, personal contact, field trips.  
 Encouragement given to deposit records in special meetings, publicity, questionnaire.  
 Archives is placed on lists to receive materials.  
 Microfilm or photo copies are made for deposit in archives.  
 Active records are retired after specific number of years and come to the archives.  
 Inquiries are referred to the local unit which has the records.  
 Nothing, or very little, is done to procure records.  
 Haphazard.

2. PROGRAMS TO OBTAIN NEW COLLECTIONS OR ADD OTHER THAN OFFICIAL RECORDS

Develop programs to collect specific types of records.  
 Purchase or exchange.  
 Personal visits to individuals; correspondence; field trips.  
 Encourage leaders and key individuals to support donations to the archives.  
 Participation in historical or other organizations.  
 Announce in meetings.  
 Publicity in periodicals, guides, etc. -- keep it before the people.  
 Make persons aware that archives is ready and willing to accept materials.  
 Let people know documents will be protected in a controlled atmosphere.  
 Word of mouth encourages depositing records.  
 Request records no longer needed or wanted.  
 Depend on voluntary donations.  
 Happy accident.  
 No program.

3. PROCURE ARTICLES OR BOOKS BY SEARCHERS USING THE ARCHIVES	Yes . . . . .	43	26
	No . . . . .	18	1
4. MAINTAIN A RECORD MANAGEMENT PROGRAM	Yes . . . . .	9	11
	No . . . . .	51	15
5. TYPES OF FINDING AIDS PRODUCED	Card catalog . . . . .	38	22
	Registers . . . . .	13	3
	Guides . . . . .	12	9
	Indexes . . . . .	10	4
	Inventory . . . . .	1	8
	None . . . . .	6	2
6. FACILITIES FOR DISPLAYS	Exhibit hall . . . . .	5	3
	Several cases . . . . .	12	5
	Two cases . . . . .	3	3
	One case . . . . .	3	5
	None . . . . .	29	7

		Group 1	Group 2	
D 7. ACTIVITIES TO ACQUAINT PUBLIC AND RESEARCHERS WITH ARCHIVES	Tours . . . . .	17	17	
	Open House . . . . .	6	6	
	Workshop/orientation courses . . . . .	4	7	
	Publications/news releases . . . . .	18	9	
	Correspondence . . . . .	0	6	
	Meetings . . . . .	2	4	
	Personal contact/ word of mouth . . . . .	4	4	
	None . . . . .	23	4	
E 1. PUBLICATIONS DESCRIBING THE ARCHIVES, ITS HOLDINGS, ACTIVITIES AND SERVICES	Annual reports . . . . .	9	10	
	Brochure . . . . .	0	10	
	Newsletter . . . . .	4	4	
	Periodical articles . . . . .	3	4	
	None . . . . .	40	10	
2. PUBLICATIONS ARE MADE AVAILABLE BY OR AT	Direct mailing . . . . .	3	10	
	SAA . . . . .	1	0	
	Other . . . . .	1	1	
3. NEWS RELEASES OR ARTICLES ARE ISSUED THROUGH	Radio . . . . .	1	3	
	TV . . . . .	0	2	
	Newspapers . . . . .	11	12	
	Periodicals . . . . .	12	16	
	Other . . . . .	7	6	
	None . . . . .	17	3	
4. ASSISTANCE FROM PUBLIC INFORMATION DEPARTMENT	None . . . . .	6	2	
	Yes . . . . .	16	16	
	No . . . . .	10	2	
F 1. EVALUATION OF PUBLIC IMAGE OF ARCHIVES TO	General Public . . . . .	Good . . . . .	15	11
		Fair . . . . .	7	7
		Poor . . . . .	21	5
	Scholars . . . . .	Good . . . . .	20	20
		Fair . . . . .	20	5
		Poor . . . . .	8	0
	Denomination leaders . . . . .	Good . . . . .	36	19
		Fair . . . . .	8	4
		Poor . . . . .	8	0

2. CONTRIBUTIONS OF A GOOD IMAGE TO IMPROVING THE ARCHIVES

Procurement of collections and at the moment considerable attention is being given to basic financial needs. For the first time policies are being worked out for management, etc.

Procurement of collections grows; requests increase; no budget increase--decrease instead.

Has attracted gifts of funds and collections.

People frequently ask if we are interested in materials they have.

Procurement of collections--our budget is very small.

General urging of congregations to deposit historical material in archives.

The fact that our collection is nearly in order has helped greatly in increased budget and material offered.

The archives have been built up from nothing in 1958 to a considerable collection in excellent quarters in our new (built 1963) library, but we've run out of room already.

Steady inflow of denominational materials.

F 2. cont.

Image among scholars improves as they discover the value of our holdings.

Yes, we get regular gifts of materials.

Yes, we have individuals who donate historical material relating to our diocese.

Definitely in donations and in bestowal of documents and books.

Churches and associations are willing to contribute their records and the Indiana

Baptist Association has contributed money for binding their publications.

Mainly procurement of collections.

Has helped significantly in procuring resources, obtaining requests for reference and research services.

If church officials have confidence in the archives, we get more and quicker.

Has helped greatly to procure records from individuals.

Records deposited as a result of good will and confidence.

Manuscripts, books, etc., received from persons aware of our services and our care in use of donated materials.

New collections.

Increased budget; new acquisitions; increased space.

Newspaper articles have led to increased and varied donations to our archives.

Has encouraged deposit of minutes, manuscript collections, etc.

Our newsletter has caused many associations and churches to send us items.

Personal collections of materials have been placed here as a result of news releases about other collections we have received.

A good image helps justify the request for budget increases.

Yes, archivist was named full-time in May 1972. Program and budget was approved.

Several grants received because of innovative efforts in history.

Our denomination is aware of our facilities and of the importance of preserving history and tends to seek us out.

A beautiful room and ample space, also ample budget.

Improved facilities for handling have helped more than anything.

New building five years ago--good will and confidence inspired the contribution.

Loyalty remains denominationally, though the E & R denomination has passed out of existence; budget is declining on the top denominational level; statewide denominational support in neighboring region is increasing.

More sympathetic understanding.

Word gets around.

For our use--good files available.

Professional competence is helpful in explaining program to prospective donors.

Patient efforts at meeting of church leaders, responding to their needs, showing them that we can use our material to their satisfaction.

Requests from the church administration receive top priority.

Church leaders are in full support of the archives program.

More interest in part of hierarchy and priests. These lead to an awareness of saving historical materials and sending them to archives.

Greater use for church histories.

Not at all.

We are less interested in an image than in providing resources.

Local officials do not understand the value of archives.

In no way.

Funds and budgets are still limited.

Very small budget and very little space; church people don't seem very interested;

I spin wheels, keep wondering how to do things better.

Not known

Not applicable

No

Not possible to assess at the moment.



F 3. HOW THE STAFF HAS BEEN TRAINED TO PRESENT A GOOD PUBLIC IMAGE:

We review staff work to insure completeness and accuracy. This often means further research and re-writing correspondence to be sent inquirer.

In the same way we train all library assistants to deal with patrons. It is our purpose to assist wherever there is need, within reason.

Trained in many phases of Meth. Church work.

Public relations seminars.

Conversations with archivist

We're constantly working on staff training in this area.

Meetings are held to train our personnel to meet the public, to become better informed on their duties; staff are chosen with this in mind.

Part of general training of library staff for dealing with the patrons.

They try to be as helpful as possible to persons wanting information.

I have a part-time aid who does present a good image who is really interested in historical documents, records and research.

The staff consists of a clergyman of our diocese.

46 years in the Episcopal ministry, myself.

Yes, we do requested research as a public service from our official records only.

Long years of public service and dealing with the history of our denomination.

Image of helpful congenial worker.

This has been pretty much a one-person operation.

Just experience, work, and interest.

Expressed willingness to help researchers.

We try always to give the best service we can. Practically all requests come by mail, only occasionally by telephone. We try to give specific answers, or to suggest other sources.

Until this year, from 1963 had a secretary, but have none now. The archivist receives requests, answers those he can, works constantly at improving the collection and building files pertinent to the Methodist Church in South Carolina.

We continually stress being helpful in every possible way to researchers, genealogists, donors and all others using our archives.

We must know the total program and be prepared to give guided tours at all times.

We keep working at it.

Personally.

We work closely together and discuss priorities.

Be polite.

Cheerful and efficient rendering of service.

An atmosphere of cordiality has always been encouraged; staff are asked to stop any current activity in order to greet visitors and discover their interests and instruct when necessary in the use of available finding aids, etc.

Just good Christians.

They are simply efficient and courteous.

This is stressed always. We are here to serve the N. C. Baptists first; the university and the general public in that order.

We have very little contact with the general public.

No training other than the ability of the archivist, and common sense.

There is no staff.

No training.

It has not.

Nothing has been done specially. The chancery staff is trained to project a good public image to those who visit the chancery or phone us.

In no way.

Not designed to attract public use.

Does not apply.

No.

No comment, since we have no professional staff.

No training, especially, but our people seem to have such qualities.

No training except reading articles.

3. cont.

It hasn't but previous missionary experience of the archivist increases scope of interests.

No specific training to paid staff. Docents in museum undergo training.

The only staff persons have been persons with many years experience in public relations--no training has been given.

4. WHAT HAS BEEN DONE DURING THE PAST YEAR TO IMPROVE THE IMAGE OF THE ARCHIVES:

A substantial increase in collections--regular scheduled hours and encouragement to students and scholars who have sought help. The curator is scheduled to attend the archives institute, Emory University, 1973.

Classifying and cataloging.

Reclassification of archives; much personal correspondence with researchers who use our manuscript collections.

With closing of former headquarters, duplicate copies of records were lodged at Pa. Hist. Society and Library Co. of Phila.

A card catalog of vital statistics of all meetings that ever have been in N.E. is in process. A chart of this information will be added to the guide as soon as possible.

Notification of additions to the archives through the diocesan magazine.

More work is being done in re to cross reference of material.

Publication of our Select Bibliographic Guide has helped a great deal.

We've received TV coverage because of the governor's transfer of his papers to us while still in office.

Constant attention is given to improvement.

Continual reorganization of files.

Indexed one collection and now indexing another large collection of outstanding Baptist leader. Have had several featured articles in Southwestern News and in state denominational papers.

A printed brochure about the collection; our first exhibit at the Baptist State Convention in the Fall; and the distribution of our Preliminary Inventory of Baptist Church Records in the Collection.

The employment of a person to work on the archives has helped improve the image.

Appointment of first archivist for province archives in May 1972.

Establishment of a fieldwork program with greatly improved funding for travel.

Cleaned up the place.

We are in the midst of building The Bentley Historical Library, our new home.

Program for expansion is under way.

Associate with LDS/New Orleans.

A brand new room, beautifully panelled.

Built new cabinet space - new folders.

Planning of workshop in April 1973.

More formal organization, more space and equipment.

An excellent historical symposium and workshop sponsored by outside agency and reproduction of one issue of our quarterly four times the size of the normal issue; greater rapport with denominational headquarters.

Be available for various requests of services--making our depository available to house materials. Pick up the material whenever possible.

Open houses, special displays.

Work, and anticipating requests.

Speeches to local groups.

Student orientation tours always include a visit to the Quaker Collection. There is a special seminar, required of all history majors, which gives each student a chance to work with original manuscripts.

Full-time archivist; longer open hours; slideproject to show progress and history of the archives--fifty years old in November.

F 4. cont.

Helping those who request help--it must have some effect, because requests continue to increase--three today; one letter re a church history, one long-distance call re a church history, and a visit by a district superintendent seeking help on one of his churches. The image grows most by word of mouth, apparently

Cultivation of denominational leaders.

We have presented a historical paper to a ministerial meeting in appreciation for this support and interest.

More reports and requests (reminders) for information regarding parishes and workers--especially regarding the earlier days of our church's activity in the northwest.

Answered questionnaire from LCA Secretary's office; this one must be a follow-up. Being a young synod, our work to date has been simply to collect items from events as they occur, and preserve what we have.

Prompt and genial service.

An effort has been made to cooperate with state historical and archival agencies, as well as to take an interest in several civic organizations.

Nothing except to issue on time the conference history book.

Nothing--most of what has been done in the past has been through published books by the commission on historical works.

We have no plans to be anything but a denominational archive. We all seek constantly to keep our local church historians active.

Just maintaining them--they are under lock and key, so I must be present as they use the material.

No conscious effort in this direction.

Don't have much time to work at this in a concentrated way.

Nothing during the immediately past year.

Very little.

Nothing

Ugh!

*SPZ*  
*Christina Hedberg*



BUILDING ADDITION PROJECT

THE HISTORICAL FOUNDATION  
OF THE PRESBYTERIAN AND REFORMED CHURCHES  
MONTREAT, NORTH CAROLINA 28757  
(704) 669-7061

January 9, 1979

Sr. Rita Bergamini, SP  
4800 37th Avenue, SW  
Seattle, Washington 98126

Dear Sr. Rita,

Here are the minutes of the Religious Archives Committee and the Executive Committee of October 3 - 4, 1978.

If you were fortunate enough to have been able to meet with us in Nashville, you should read over these minutes carefully because you will be asked to approve them at the next Annual Meeting. Please let me know as soon as possible if you find any egregious errors in them or if your address has been changed since the list was made up.

If you were unable to be with us, there are a couple of things you need to know about.

First, the Committee on Committees of the Society of American Archivists recommended to the Society an extensive committee restructure plan, which was approved. So, as of next October, the Religious Archives Committee will become the Religious Archives Affinity Group. This change is discussed in the Minutes on page two.

Secondly, the new NHPRC Guide to Archives and Manuscripts Collections is just out, and as members of the Religious Archives Committee, you should examine it carefully to see if it will meet our need for a Religious Archives Directory. Your comments about this will be most welcome at our meeting next October in Chicago.

Praying the Lord's richest blessings upon you and your work for Him during the New Year,

I remain sincerely yours,

Lannae Graham  
Secretary, Religious Archives Committee

MINUTES OF THE RELIGIOUS ARCHIVES COMMITTEE  
OF THE SOCIETY OF AMERICAN ARCHIVISTS  
October 3 - 4, 1978

The Religious Archives Committee of the Society of American Archivists met in the Southern Baptist Sunday School Board Building in Nashville, Tennessee on October 3, 1978 at 10 AM.

Chairman Lynn E. May, Jr. called the meeting to order and welcomed the Committee members to the home of the Southern Baptist Historical Commission. He then asked Brooks Little to open with prayer.

There were 34 members and 16 guests present.

78-1 On motion of Joel Lundeen and second of Walter Daib, the Committee approved the minutes of the 1977 meeting as duplicated and distributed.

Edwin Schell gave the report of the Subcommittee on Bibliography. He requested that Committee members who have entries to submit for the forthcoming supplement to "Church Archives in the United States and Canada: A Bibliography" get them in to him by December 15, 1978. The Subcommittee has set January 31, 1979 as a deadline for completion of the supplement.

John Woodard gave the report of the Subcommittee on Education and Training. He reported that this Subcommittee has been working on their fourth objective, which is "To compile a list of specialists and their topics in the form of a 'speakers bureau' for potential use at ... regional conferences," and handed out the list they have compiled. The list has also been sent to regional archival organizations with the recommendation that they consider seminars on Religious Archives when they plan their programs.

Nancy Nell Stanley gave the report of the Subcommittee on Finance and Foundations. This Subcommittee did a survey of budget planning for Religious Archives this year, and the report included a breakdown of the responses to the survey. The Subcommittee has also compiled a source list for grants for Religious Archives.

Robert Shuster gave the report of the Ad Hoc Subcommittee on World Mission Archives. In this first year of its existence, the Subcommittee has been working on a survey of world mission agencies to determine which agencies have records where and which ones need advice about how to keep or establish an archives. The survey is in process, and the Subcommittee will report on the results and make any suitable recommendations at the next Annual Meeting.

Lynn E. May, Jr. gave the report of the Executive Committee. At the last Annual Meeting, John Kinney, Archivist of Alaska, asked us to urge the Library of Congress to process the Orthodox Church Collection. This was referred to the Executive Committee, and Dr. May wrote to the Library last year on behalf of the Religious Archives Committee, telling them of our concern in this matter. [Dr. May reported that he had not heard whether or not the Library of Congress had indeed begun processing the collection. On Thursday afternoon, however, I (Lannae Graham, Secretary) met Mr. Kinney at one of the sessions I was attending. He said he had received word that L.C. had begun microfilming the collection.] Dr. May also reported that the SAA Program Committee had responded to the Executive Committee's proposals by including two religious archives program

features in the 1978 program.

Dr. May then gave the report of the SAA Reporter, Don Yost, who was unable to attend the meeting this year. He reported he had had a good supply of news to submit this year. He would like comments from members of the Religious Archives Committee about the value of acquisition listings in the News Notes. The new editorial staff of the American Archivist is considering omitting them.

There was some discussion of the value of these listings, and the members of the Committee felt that they do have value and should be continued in the News Notes.

78-2 On motion of Edwin Schell and second of John Woodard the Committee voted unanimously to ask Chairman Lynn May to communicate to Tom Weir our feeling that the acquisitions notes in the News Notes of the American Archivist do have value and should be continued.

Dr. May introduced the new reporter for the American Archivist, John W. V. Smith.

Dr. May reported on the SAA Committee restructure plan. Under this plan, the Religious Archives Committee would become the Religious Archives Affinity Group. There was some discussion about exactly what this change would mean in terms of our position within the Society. Dr. May expressed his opinion that it would be primarily a name change.

Dr. May had received a letter from the World Council of Churches office in Geneva, Switzerland, relating the situation of their archives. They have over 13,000 boxes of materials, and no one to organize them. They asked the Religious Archives Committee for help. Dr. May asked for comments from the members of the Committee. Dr. V. Nelle Bellamy felt that the WCC should ask their member denominations for special donations to help preserve these records. Others suggested that the WCC should investigate the availability of grant money for such a project. Dr. May recommended referring this matter to the World Mission Archives Subcommittee [which at a subsequent lunch meeting referred it to the Executive Committee].

The formal meeting of the Committee was then suspended while we had a brief program on microfilm programs in Religious Archives. We heard from William B. Miller of the Presbyterian Historical Society in Philadelphia; William Beal of the United Methodist Commission on Archives and History in Lake Junaluska, North Carolina; Ronald Tonks of the Southern Baptist Historical Commission in Nashville; and Marvin Williams of the Tennessee State Library and Archives, also in Nashville. They each discussed the microfilm programs their respective institutions have; how they have developed, and what they hope to do in the future. Their presentations were both helpful and interesting.

The Committee met again after lunch. Dr. May introduced our Staff Liason with the SAA office in Chicago, Deborah Risteen.

August R. Suelflow gave the report of the Public Relations and Promotion Subcommittee. This subcommittee recommended that each Religious Archives Institution should send other members of the Religious Archives Committee samples of their public relations resources.

78-3 On motion of August Suelflow and second of Sister M. Concetta Waller, the Committee voted to ask the Executive Committee to consider for the

program at the 1979 meeting, a panel on public relations in religious archives.

Dr. Suelflow then gave a presentation of the first draft of the Religious Archives Manual he is writing as a part of the SAA Basic Manual Series. He said that in line with the other already published manuals in this series, the manual is aimed at beginning archivists. He asked that members of the Committee send him copies of special forms they use in their institutions so that he can include them either in the text or its appendices.

After a ten minute break, the Committee discussed the forthcoming National Historical Publication and Records Commission's Guide to Archives and Manuscript Repositories. This Committee has been hoping that the Guide would include listings by type of repository, as well as geographically, so that this would also serve as a guide to Religious Archives. Apparently, the NHPRC has run short on funds, and this will not be the case. The Committee as a whole agreed that we do need a guide to Religious Archives, but some members questioned whether we ought to try to compile a guide ourselves just now, since there is a possibility that such an index to the Guide to Archives and Manuscripts Repositories will be added when funds are available.

78-4 On motion of Walter Daib and second of John W. V. Smith, the Committee voted to refer the matter of the Religious Archives Directory to the Executive Committee.

Chairman Lynn May asked for suggestions from the Committee for program ideas for our 1979 meeting. Two suggestions were brought forward: funding and grants (private and federal), and archival accreditation and certification and how it would affect religious archives.

The Chairman then introduced Sr. Evangeline Thomas who told us of the work of the Leadership Conference of Women Religious in holding workshops on how to establish and maintain archives for Roman Catholic womens' religious orders. She described an extremely well planned and organized program that will be of great benefit to Roman Catholic archivists for a long time to come, as well as a fine example for other denominations to follow.

Following an excellent slide presentation by the Southern Baptist Historical Commission about their work there in Nashville, the meeting was adjourned until noon on October 4, 1978.

On adjournment, many of the members of the Committee participated in tours of the Archives of the Historical Commission, SBC; the Disciples of Christ Historical Society; and the Upper Room Chapel and Museum.

The meeting of the Religious Archives Committee of the Society of American Archivists reconvened at the Southern Baptist Sunday School Board Cafeteria at noon on October 4, 1978. Chairman Lynn May called the meeting to order.

He asked for a continuation of the previous day's discussion of program ideas for the 1979 annual meeting. Several more ideas were presented: the wider uses of congregational records and/or general uses of religious archives; a presentation of the work being done on the National Council of Churches Records at the Presbyterian Historical Society in Philadelphia; tours of the religious archives in the Chicago area; world mission archives (problems and

potential); sociological uses of religious archives; and the Mid-west China Center in St. Paul. Someone also suggested that it would be nice to have another time for subcommittee meetings besides lunchtime.

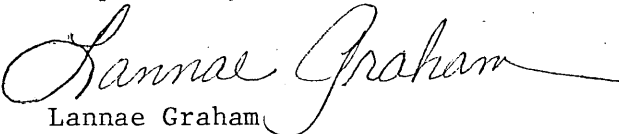
78-5 On motion of Edwin Schell and second of John Woodard, the Committee voted to submit a budget request of \$100 to the SAA Council.

Chairman May reported that Tom Weir, the editor of the News Notes in the American Archivist, suggested that religious archives report their policies on access in the News Notes. Dr. May also said that the Executive Committee would examine the NHPRC Guide very carefully to see if it meets the needs of our Committee.

Dr. August Suelflow reported that the dedication of the new building addition at the Concordia Historical Institute will be February 11, 1979, and he would welcome the presence of any of the members of the Religious Archives Committee who are able to come.

Dr. May closed the meeting with thanks to all who attended and David McWhirter expressed the sentiments of the Committee members in thanking Lynn May and the staff of the Southern Baptist Historical Commission and the Southern Baptist Sunday School Board for the lovely arrangements we enjoyed at this year's meeting.

Respectfully submitted,



Lannae Graham  
Secretary



MINUTES OF THE EXECUTIVE COMMITTEE OF THE RELIGIOUS ARCHIVES COMMITTEE  
OF THE SOCIETY OF AMERICAN ARCHIVISTS  
October 4, 1978

The Executive Committee of the Religious Archives Committee of the Society of American Archivists met in the cafeteria of the Southern Baptist Sunday School Board Building following the adjournment of the meeting of the Religious Archives Committee, on Wednesday, October 4, 1978.

There were seven members present: Lynn E. May, Chairman; Lannae Graham, Secretary; Edwin Schell, Chairman, Bibliography Subcommittee; Nancy Nell Stanley, Chairman, Finance and Foundations Subcommittee; August R. Suelflow, Chairman, Public Relations and Promotion Subcommittee; John R. Woodard, Chairman, Education and Training Subcommittee; and Robert Shuster, Chairman, World Mission Archives Subcommittee. Joel Lundeen, Archivist of the Lutheran Church in America was also present.

The first order of business was the matter of the World Council of Churches archival material. The Committee agreed that we have no resources to offer them financial assistance, as their letter implies we might. Dr. Suelflow suggested that we offer them the expertise of our Subcommittee on Finance and Foundations, who may be able to help them find out what grant funds may be available. He also suggested that we suggest to them that they look for an already existing archival institution in which to deposit the collection.

It was pointed out that if the World Council is going to keep the collection itself and assume responsibility for its care, they should properly go to their member denominations to solicit support for an archival program.

Dr. May then asked for suggestions from the members of the Executive Committee who are familiar with the Chicago area about where the Religious Archives Committee might meet during the 1979 meeting of the SAA.

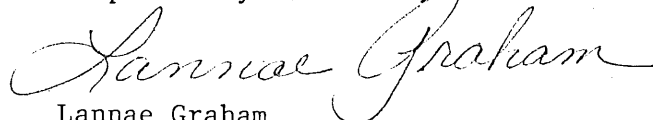
Some of the suggestions were: the Chicago Temple (Methodist), the University of Chicago, the Archives of the Lutheran Church in America, the Moody Institute, and the Museum of Natural History. It was also suggested that the Committee meet at 10:30 AM so the subcommittees would have time to meet at 9:30 AM.

Dr. Suelflow requested that Dr. May send a letter to the Subcommittee Chairmen in January to remind them to get going.

It was mentioned that the Mission Library Collection at Union Theological Seminary in New York may not be being taken care of as it ought to be. Since no one present had been to visit the Collection recently, to see if this is true, Joel Lundeen said that as he would have to make a trip to New York City in December anyway, he would drop by to check it out, and let us know of his findings.

There being no further business, Chairman May adjourned the meeting until next year.

Respectfully submitted,



Lannae Graham  
Secretary



# THE ARCHIVAL SPIRIT

## NEWSLETTER OF THE RELIGIOUS ARCHIVES SECTION

Number 1.

March 1986

### LETTER FROM THE EDITOR

On behalf of the Steering Committee and the members of the Religious Archives Section of the SAA, I would like to take this time to formally thank my predecessor, Sharon Bishop Laist, for her time and dedication in editing THE ARCHIVAL SPIRIT from its inception in 1983. Sharon has accepted an archival post at The Ford Foundation in New York. We wish her all the best in her new assignment.

Having completed my PhD in history from NYU this past May, I have just joined the archives staff at the American Bible Society while teaching at The Cooper Union in New York. As an archivist, I have worked at Seton Hall University and The United Nations. Being a newcomer to the Religious Archives Section of the SAA, I hope to have the opportunity to get to meet many of you at the upcoming meetings.

### EDITORIAL POLICY

The ARCHIVAL SPIRIT will include information on accessions, staff changes, book reviews, upcoming publications, press releases, projects in progress, "People in the News", minutes & agenda of meetings, "Archives Calendar" listing upcoming workshops, seminars, meetings, and section member activities, as well as articles of interest to the profession.

Deadlines for submitting items for upcoming issues are 30 May and 30 September. Please send all material for publication to:

Lorraine Coons  
American Bible Society  
Archives - 9th Floor  
1865 Broadway  
New York, NY 10023

For any questions concerning publication, please contact me at (212) 581-7400, ext. 495 or 496.



HAPPY SPRING !!!

RELIGIOUS ARCHIVES PRESENTATIONS  
AT SAA MEETING

Several religious archivists presented papers at the recent SAA meeting in Austin. Their topics and sessions again underscore the remarkable diversity, talent, and creativity found in the section, and the positive contributions religious archivists are capable of making to the profession. Presenters included:

Philip C. Bantin, Marquette University Archives, "Catholic Indian Mission Records Project: Implications for the Study of Indian-White Relations and Native American History and Culture";

Robert Shuster, Wheaton College, "Reaching Undergraduates," in a session concerning expanding archival use;

Irwin M. Berent, Norfolk VA, "Conducting A Jewish Community Records Survey," discussing his 1984 project to conduct a Jewish community records survey of West Rogers Park, Chicago, for the Chicago Jewish Archives;

Mark J. Duffy, Episcopal Diocese of Massachusetts, "Laying Foundations: The Nature and Purpose of a Records Survey in a Denominational Context," concerning his work with Boston area parishes;


Susan M. Eltscher, American Baptist Historical Society, "Problems, Prospects, and Products of a National Denominational Records Survey," examining a national records survey currently in progress at that institution;

William C. Beal, United Methodist Church, "The Emergence of Methodist Archives," which discussed several denominational mergers and their effects on the Methodist archival program;

Thomas Wilsted, Salvation Army Archives and Research Center, "The Archivist's Image in Fiction and Reality," which dealt with the question of the archivist's image, as reflected in popular fiction; and

V. Nelle Bellamy, Episcopal Church, U.S.A., "Records Management Practices for Religious Denominations" reviewing the growth of her records management efforts.





MEETINGS

Minutes of SAA Religious Archives Section Meeting

The Religious Archives Section of the Society of American Archivists assembled in Texas Ballroom III of the Hyatt Regency Hotel, Austin, Texas, at 1:05 PM, Tuesday, October 29, 1985.

Sixty-five persons signed the Register.

1 In the absence of H. Douglas Wright, Chair of the Section, Sr. Mary Ellen Gleason, Vice Chair/Chair Elect, presided and asked the Rev. William Beal to open the meeting with prayer.

2 Sr. Mary Ellen announced that Mr. Wright has resigned and that according to the By-Laws of the Section she assumes the position of Chair for the unexpired term of one year. She then introduced Linda Henry, Council member, who is liaison with this Section.

3 The Agenda as proposed by the Chair was approved.

4 Minutes of the Section meeting held on 8/31/84 were approved.

5 Joel Alvis, Chair of the Program Committee, announced two sessions of this SAA Convention, 47 and 57, are designed to appeal to Religious Archivists. He asked for program proposals for 1986 and 1987.

6 Christine Ardern, Chair of the Confidentiality Committee, made her report of progress and left her files with the Chair. Having left the Religious Archives field she has resigned from this Section and that Committee.

7 Charles Rehkopf read the report of Fred Heuser as Chair of the Publications Committee. This dealt with the evaluation of the Bibliography matter, the proposed Glossary and the abortive evaluation of the Basic Manual. Copy of the report is on file with the Secretary.

8 Irwin Berent spoke informally of the state of Jewish Archives.

9 There was no report by the Committee on Long Range Planning.

10 Ron Watt said there is no report by the Committee on World Mission Archives. However, Tom Wilsted said he has had some conversation with interested persons and will communicate with the Committee.

11 Tom Wilsted presented the report of the Nominating Committee:  
Steering Committee: one year - Joel Alvis , Denis Sennett  
two year - Lannae Graham , Russell Gasero  
Vice Chair/Chair Elect: Lannae Graham , Peter Wosh

In his report Wilsted made note of the fact that John Treanor has resigned as an elected member of the Steering Committee and therefore the nominations for a term of one year.

There being no further nominations the Chair appointed Tellers and asked that ballots be cast first for the position of Vice Chair/Chair-Elect.

The Tellers reported the election of Peter Wosh as Vice Chair/Chair-Elect. Ballots were then cast for two members of the Steering Committee. The Tellers reported the election of Lannae Graham to the Steering Committee for a term of two years and of Denis Sennett for a term of one year.

12 Sr. Mary Ellen then declared the persons elected properly installed.

13 Sharon Iaist, editor of the newsletter ARCHIVAL SPIRIT, spoke of plans for forthcoming issues. She asked for contributions. A special issue is proposed for article(s) on the history of this Committee/PAG/Section in celebration of the 50th anniversary of SAA. An article is proposed on the Certification proposals for Archivists.

14 The Chair announced that proposals for SAA programs in 1986 need to be submitted by November 15.

15 The Chair distributed copies of the Goals and Objectives of this Section that had been adopted in 1983 and asked for discussion. Sr. Felicitas Powers opined we might do a better job integrating new members. Br. Denis Sennett suggested the title "Religious Archivists" be changed to "Archivists of Religious Institutions". This seemed to be met with little enthusiasm. Nelle Bellamy noted we are caught in semantics.

16 Elizabeth Wittman made an appeal for program suggestions for the 1986 Section meeting.

17 James O'Toole asked whether Council of SAA had considered the 1984 suggestions for future scheduling. Linda Henry said she did not have her file with her and unable to respond. However, some dates and places are always under contract. Chicago in August, 1986; New York City in 1987.

18 There was discussion concerning the proposed Certification of Archivists. What do we want it to be? What do we want it to do? Communicate with Paul McCarthy.

19 David Gray, Diocese of Bismark, North Dakota, said that the Diocese has prepared a Manual for Records Management in Schools and Parishes.

20 Robert Wiederanders spoke of the recent Conference of Archivists of the three Lutheran churches planning to merge. A Steering Committee has been named to prepare a guide for the Archives of the Lutheran Church which emerges.

21 There being no further business, at 2PM attention turned to the Program "We Have Been Discovered".

Dr. V. Nelle Bellamy, Archivist of the Episcopal Church, Austin, spoke of the Archives and Historical Collections on deposit in the Library of the Episcopal Theological Seminary of the Southwest. She distributed copies of her triennial report to the General Convention.

Kennon Garofalo, Archivist of the Catholic Archives of Texas, spoke of that collection, now on deposit in the Chancery Office in Austin.

The meeting adjourned at 3PM.

Charles F. Rehkopf

Officers of the Religious Archives Section:

Vice Chair/Chair-Elect	Sr. Mary Ellen Gleason	term expires 1986
Chair	Sr. Mary Ellen Gleason	term expires 1987
Secretary	Charles F. Rehkopf	term expires 1986
Vice Chair/Chair-Elect	Peter J. Wosh	term expires 1987
Chair	Peter J. Wosh	term expires 1989
Steering Committee	Denis Sennett	term expires 1986
	Lannae Graham	term expires 1987
Immediate Past President	Thomas Wilsted	term expires 1987



Minutes of SAA Religious Archives Section  
Steering Committee Meeting  
Hyatt Regency Hotel  
October 31, 1985 at 11:30 AM

Present: Sr. Mary Ellen Gleason-Chair, Peter Wosh-Vice Chair/Chair-Elect, Charles Rehkopf-Secretary, Kurt Bodling, Denis Sennett, Lannae Graham.

The Chair announced that Sharon Bishop Laist has agreed to continue as Editor of the ARCHIVAL SPIRIT. The Chair will call SAA Office about some mailing which goes to Institutional Members instead of individuals. Some individuals apparently never see communications.

Since Douglas Wright has resigned as Chair, Thomas Wilsted will assume the role of immediate Past Chair and will chair the Committee on Nominations.

There was discussion of the 1986 SAA Program in Chicago in which emphasis is to be given to the 50th anniversary of the organization. Joel Alvis is working on programs for the Sessions. It is suggested this Section do something with its own history: Church Archives Committee, Religious Archives Professional Affinity Group, Religious Archives Section. August Suelflow and Nelle Bellamy are to be asked to write their reflections of this history which Denis Sennett promises to edit and publish by August. MSS are due April 1.

Christine Ardern having resigned as Chair of the Confidentiality Committee, Kurt Bodling has agreed to assume this responsibility. Her files are to be transferred to him.

Lannae Graham has agreed to Chair the Publications Committee. Sharon Laist will continue as Editor. Will John Woodard continue as reporter for the AMERICAN ARCHIVIST? The Chair will ascertain this.

Beth Yakel having resigned as Chair of Intersectional Cooperation, should this be continued? Agreed to ad hoc it if interest develops.

Agreed to drop the Long Range Planning Committee.

The proposed Glossary is not completed. There is question as to its value to the general public. Assigned to the Publications Committee and the text is available on request.

Denis Sennett agreed to study the matter of a World Missions Conference and report to the Steering Committee.

Discussion of the 1986 Meeting in Chicago, August 26-30. The Section should plan the Open House as a Get-acquainted session with the Steering Committee as the host. Distribute brochures and leaflets at this session. Wosh agreed to write a description of the Section for distribution. Possible agenda items for the 1986 Section Meeting include: reports; election of a Secretary and one member of the Steering Committee; effect(s) of the Certification proposal on Religious Archivists (ask Linda Henry for this). Program suggestions include: future new technologies (Bodling to interview an outside participant); local repositories (ask Wiederanders to follow up on this); any ideas from Alvis that have not gotten into SAA Session programs.

Sennett suggested the By-Laws be studied for possible revision. Terms of elected members of the Steering Committee are not delineated. Should there be Standing Committees, and if so should they be named in the document?

The Chair appointed Rehkopf, Suelflow and Sr. Pat Kelly, CSJ, to form the By-Laws Committee since two of them wrote the present document. A report is expected by the Steering Committee by February 1, 1986.

The meeting adjourned at 12:52 PM.



Charles F. Rehkopf



ARCHIVISTS OF RELIGIOUS INSTITUTIONS  
CONDUCT NEEDS ASSESSMENT SURVEY



Religious archivists in the New York area are benefitting from a needs assessment survey recently completed by a National Historical Publications and Records Commission (NHPRC) fellow. The Archivists of Religious Institutions (ARI), a group of over seventy New York metropolitan area religious archivists, were selected to receive a fellow in 1985 as part of a new NHPRC grant program. Claire McCurdy, who formerly worked at the Papers of William Livingston at NYU and the Ford Foundation Archives, was selected as the fellow and is dividing her time between the Friars of the Atonement Archives in Garrison, the Salvation Army Archives, and Archives of the YMCA of Greater New York. Part of her assignment involved developing and conducting a needs assessment survey for ARI members. The results are now in, providing a solid base of information on the archival services and facilities ARI members provide to their institutions and outlining the areas for which they would like to obtain technical assistance.

Arrangement, description and conservation proved the areas of greatest concern. ARI members also expressed interest in establishing oral history programs, and developing cooperative volunteer and internship projects. Additional findings included:

- \* ARI archival programs have been established recently, with over 50% dating from the 1970s. Staffs are small and most archivists have attempted to gain some formal training.
- \* Relatively few ARI members belong to SAA and MARAC, and those who do rarely attend conventions owing to cost.
- \* The median size of archives was reported as 2500 cu. ft. and 700 l.f. Over half reported closed stacks, some processing space and separate telephone facilities. One room often served multiple purposes, however.
- \* While over 25% of the archivists used computers, little standardization in hardware or software appeared. A general interest in obtaining information on software packages, computer training and computer applications prevailed.
- \* Over 60% of the respondents reported a trained head archivist, an archival policy statement and a separate budget line.
- \* A broad range of material, including traditional manuscripts, audiovisuals, photographs, books, journals, newspapers, and artifacts, reposed in most collections.
- \* Over 60% of institutions responding were accessible to the public, and had drafted access, research room and publication policies. While many do not keep research statistics, respondents estimated an average of 129 requests annually.

The ARI Steering Committee is now evaluating the results of this survey and attempting to use it as a planning tool for furthering religious archival efforts in the New York area.

Submitted by: Claire McCurdy



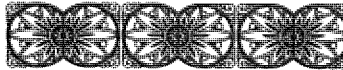
## NOMINATING COMMITTEE SEEKS CANDIDATES



At the next meeting of the Religious Archives Section, we will elect the Secretary of the section and one member of the Steering Committee, both of whom will serve from 1986-1988. The Nominating Committee seeks the names of qualified individuals who are members of the Religious Archives Section. Members of the Nominating Committee are: Russell Gasero, Reformed Church in America; Sr. Catherine Markey, Diocese of Little Rock; and Thomas Wilsted, Salvation Army Archives and Research Center, Chair.

Please send the names of potential nominees to:  
Thomas Wilsted, Chair  
Nominating Committee, Religious Archives Section  
The Salvation Army Archives  
145 West 15th Street  
New York, NY 10011

Please ensure that the person you are suggesting is willing to run for office. Nominations should reach the committee chair by May 30, 1986.



## RELIGIOUS ARCHIVES WORKSHOP TO BE HELD

A Religious Archives Workshop will be held from June 8 through June 12 at St. John's Provincial Seminary, Plymouth, Michigan. The workshop co-ordinators and leaders will be James M. O'Toole, Archivist, Archdiocese of Boston and Elizabeth Yakel, Archdiocese of Detroit. Topics will include all basic archival functions as well as special topics such as Canon and Civil Law, writing grant proposals, microfilming, and collection development. There will be a hands-on arrangement and description exercises as well as visits to selected archives in the area.

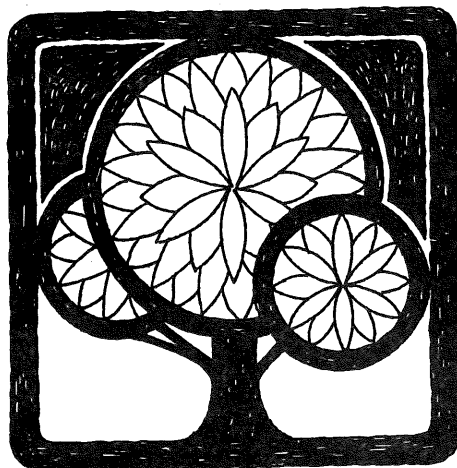
The cost of the workshop will be approximately \$350.00 including lodging and most meals. Enrollment will be limited to 50 people. For more information contact Elizabeth Yakel, Archives, Archdiocese of Detroit, 1234 Washington Blvd., Detroit, MI 48226 or call (313) 237-5846.



#### GRAHAM NAMED SAA REPORTER

Lannae Graham, Publication Sub-Committee chair for the Religious Archives Section, is the new reporter for the "News Notes" Section of the American Archivist. Please place Lannae on your mailing lists for newsletters, brochures, and other information regarding people, events, and accessions of interest to religious archivists. Her mailing address is: Ministry Archives, 7777 S. Lewis, Tulsa OK, 74171.

John R. Woodard, former "News Notes" reporter, now "retired," would like to express his appreciation for those faithful who, for over a decade, have sent in information, newsletters, reports, etc. for inclusion in the American Archivist.



#### CONFERENCE ON ARCHIVES AND HISTORY HELD

The Concordia Historical Institute held its Eighteenth Conference on Archives and History from November 13 through 15 at its headquarters in St. Louis. Over eighty archivists and historians, most of them from the Lutheran Church - Missouri Synod, gathered for the meeting.

Presentations included a paper by Religious Archives Section Chair, Sr. Mary Ellen Gleason, on "State and Denominational Archives Today", and talks by Rev. E. L. Stuempfig, a Lutheran pastor from Marengo, Iowa on "Tracing Family Roots in Europe", and Dr. Glen Gildemeister from Northern Illinois University on "The Computer in an Archives Situation".

The next Conference, which meets every other year is planned for November, 1987 at the Institute's St. Louis headquarters located on the campus of Concordia Seminary.



PUBLICATIONS

BOOK REVIEW

Records Management for Parishes and Schools. Compiled by David P. Gray, Archivist, Diocese of Bismarck. (North Dakota: Assumption Abbey Press, 1985) pp. 44.

The concept of records management has been slow in reaching the world of religious archives. Although many of us have noted and agonized over the existence of non-current records in closets, halls, etc., we have mainly been preoccupied with preserving, organizing and making our more "historical" records available. For those of us dealing with the paper explosion of central administrative office records, control of off-site parish records is even more of a struggle. Out of 'site', though, does not mean out of mind.

Records Management for Parishes and Schools is a boon to anyone who feels at all responsible for parish records. Although it is designed for Catholic parishes in the Diocese of Bismarck, I believe it can be easily adapted to other denominations, especially those without large regional or national ties.

The manual is designed for use by parishes and church-centered schools. Mr. Gray begins by providing a brief, general introduction to archives and the basics of beginning a parish archival program. He goes on to provide listings for hundreds of types of records. The more general categories include sacramental, administrative, personnel, financial, cemetery, and published documents. Reaction to this list by parishes can cause horror as the realization strikes home of how much material which should have been saved, has been instead permanently lost.

Guidelines as to how long and why records should be saved are also included. While one may quibble over or disagree with some of Mr. Gray's suggestions, it has been a monumental achievement to assemble such a project.

I do have a few words of caution to dioceses or individual parishes who wish to simply implement this manual in its entirety. If you are outside the state of North Dakota, ask an attorney to examine the document. State laws vary, especially in the area of school records where some states have separate record-keeping requirements for disabled students which are much more stringent than for other pupils. Other areas where states may vary are charitable gaming laws and cemetery records.

There are two omissions from this work. First, Gray does not mention actual state record-keeping requirements. Many states have identified

specific types of data which must be included in some records including cemetery and school records. Secondly, scattered parishes do receive Federal funds from many different agencies to provide senior citizens' lunches or various types of aid to families. Each federal granting agency has its own record-keeping and data-collecting requirements. Furthermore, an occasional parish may be dealing with some form of case files which are subject to the Freedom of Information Act (FOIA) and the Family Right to Privacy Act. Parishes administering federal funds are rare, but by-and-large are ignorant of larger record-keeping concerns.

Mr. Gray's manual is an essential reference work for almost any religious archive that has come in contact with parish church or parochial school records. The manual is practical and usable, either for preserving records on the parish level or aid in planning for centralization.

Beth Yakel  
Archdiocese of Detroit



#### RECENT PUBLICATIONS

The Concordia Historical Institute announces publication of the 17th volume in its series called ARCHIVES AND HISTORY. The book contains the essays, reports and minutes of the 17th Conference on Archives and History held at the Institute in St. Louis in November 1983.

Featured in the book are papers including : "Black Lutheran Heritage and History Autobiographically Reviewed" by the late Dr. de Witt Robinson; "Some Principles of Archival Work: To Make Things Easier" by Dr. August R. Suelflow, Director of the Concordia Historical Institute; and "Colleges as History Centers, Collectors of Resources and Service Agencies" by Dr. Glenn Offermann of Concordia College.

Non-Lutherans will also be interested in this book which includes papers by Dr. M. J. Madaj, Roman Catholic Archdiocesan Archivist of Chicago, "Church Records: Their Confidentiality and Accessibility", Dr. James A. Lynch from the Church of the Brethren, "Themes and Trends in Modern Archives from the Perspective of the Brethren"; and Mr. Noel R. Barton, Genealogical Society of Utah, "Microfilming Program of the Genealogical Society of Utah".

ARCHIVES AND HISTORY contains 23 historical, technical and devotional papers, plus the minutes of the Conference. It is available from the Concordia Historical Institute, 801 De Mun Avenue, St. Louis, MO 63105 for \$8.00, plus \$1.50 for postage and handling.

## CATHOLIC DIOCESAN ARCHIVISTS MEET

Fr. Leonard Blair (Detroit) succeeded James O'Toole (Boston) as President of the Association of Catholic Diocesan Archivists at their annual meeting in October. Other officers include: Harry Culkin (Brooklyn), Vice President/President Elect; Sr. M. Felicitas Powers (Baltimore) Secretary/Treasurer; and Sr. Catherine Markey (Little Rock), James O'Toole (Boston), Sr. Catherine Louise La Costa (San Diego), and Fr. Edmund Hussey (Cincinnati), Board Members. One significant development in diocesan archives concerns the appointment of Archbishop Edmund C. Szoka (Detroit) as Episcopal Moderator to the group. Archbishop Szoka will serve as liaison person between the group and the National Conference of Catholic Bishops and will be writing all Diocesan Bishops in the United States, encouraging them to establish archival programs and participate in the Association.

The group also heard a presentation from David Gray concerning his Records Management for Parishes and Schools book, and toured the Catholic Archives of Texas.

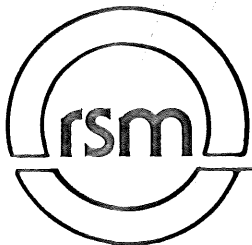
## The Society of American Archivists

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Sisters of Mercy of the Union

Office of Archives

November 29, 1979

To: Members of the Religious Archives Affinity Group, SAA

From: Sister Felicitas Powers, Chairman

Re: Minutes and Reports for the 1979 Meeting and Plans for the 1980 Meeting

Enclosed are minutes from the 1979 annual meeting. Please address any additions and/or corrections to me and I shall forward them to Lannae Graham, secretary.

Also enclosed is an "idea sheet" to aid the Steering Committee in planning the best use of our time together in Cincinnati in 1980. We urgently request that you give this serious thought and return the paper by the date noted. Since we are a group in transition, it is all the more important that each member of our group express opinions and wishes.

We are all most appreciative of the fine leadership given us by the former chairman of the Religious Archives Committee, Lynn E. May, Jr., especially as we struggled with the restructuring dictated by the SAA Council, and found ourselves transformed from a Committee to a Professional Affinity Group!

Because of our large membership (175) and the cost of postage and copying, the sub-committee reports are not being mailed out, but will be available from Lannae Graham, upon request. It is also possible that we will only be able to mail one copy of the minutes and accompanying material per institution. If this turns out to be the case, we hope that those institutions affected will be able to make copies of this material available to each of their people who are members of this Affinity Group.

*Sister Felicitas Powers*

IDEAS FOR RELIGIOUS ARCHIVES AFFINITY GROUP MEETING ... CINCINNATI, 1980

1. Would you prefer that the Religious Archives Affinity Group meet for:  
 1/2 day                       full day  
If full day:  begin day before SAA     skip other Affinity Group meeting
2. With whatever time we are allotted, would you like to spend some of it in small groups according to types of institutions we represent?  
 yes                       no
3. Which types of groups do you think appropriate? (Check your recommendations.)  
 Large denominational or institutional archives  
 Diocesan archives  
 Religious community archives  
 Small denominational archives  
Other \_\_\_\_\_  
\_\_\_\_\_
4. Should the basic training of religious archivists, desired by some members of our Affinity Group, be part of our AG meeting, or should we aim for a slot for this in the general program?  
 on general program  
 use part of Affinity Group time
5. Should we have a general session of our Affinity Group other than a short business meeting?  
 yes                       no
6. If the answer to the above is yes, suggest topics:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Should we attempt to regroup into groups according to special interests/needs of members of our Affinity Group?  
 yes                       no
8. If yes, what types on interests/needs do you think appropriate?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Which of the following sub-committees, if any, do you think we ought to retain?  
 Executive (Steering)     Finance and Foundations  
 Public Relations and Promotion     Education and Training  
(Bibliography and World Missions are completing their projects this year.)

What ideas might you have for a completely new structure?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Return to Sr. M. Felicitas Powers, RSM  
1000 Kentsdale Drive  
Potomac, Maryland 20854

Use other side for further comments.

MINUTES OF THE RELIGIOUS ARCHIVES PROFESSIONAL AFFINITY GROUP  
OF THE SOCIETY OF AMERICAN ARCHIVISTS  
September 25, 1979

The Religious Archives Professional Affinity Group\* of the Society of American Archivists met in the Palmer House Hotel in Chicago, Illinois, on September 25, 1979, at 1 PM.

Convenor Lynn E. May, Jr. called the meeting to order and asked the Reverend William Beal to open the meeting with prayer.

There were seventy-five members of the group present, along with several guests.

Mr. May reviewed the requirements of the action by the Council of the Society of American Archivists, taken last year, which abolished all the former committees of the Society, and created Standing Committees, Task Forces, and Professional Affinity Groups\*. The former Religious Archives Committee is now one of the latter. Mr. May had been asked to serve as the convenor of the new Religious Archives Affinity Group, and he lead the discussion regarding what procedures we should follow to start the new group.

Mr. May asked a former chairman of the Religious Archives Committee, Dr. August Suelflow, to review the previous activities and purposes of the Religious Archives Committee, for the benefit of the many first-time members at this meeting.

Following this, we heard reports from the subcommittees, beginning with the World Mission Archives Ad Hoc Subcommittee. Its chairman, Robert Shuster, said that the subcommittee was in the process of completing a survey of foreign mission sending agencies in the United States and Canada, and that the subcommittee expected to complete this task and report back to the Affinity Group next year, regarding possible courses of action for those agencies which have indicated a willingness to receive help in establishing an archives.

John W. V. Smith gave the report of the Subcommittee on Finance and Foundations, in the absence of its chairman, Nancy Nell Stanley. He indicated that there would be a session the following day on Funding for Religious Archives, and encouraged everyone to attend.

As the Reporter for the Religious Archives News Notes for the American Archivist, Mr. Smith also encouraged everyone to send him whatever news they have about their institutions.

In the absence of the chairman of the Bibliography Subcommittee, Ed Schell, Lynn May gave their report for him. He said that the Religious Archives Bibliography is nearing completion, and there is a possibility that it will be published in the American Archivist.

August Suelflow gave the report of the Subcommittee on Public Relations and Promotion. His subcommittee recommended that it be continued in whatever new structure the members of the Affinity Group devise for us all. He listed the subcommittee's objectives, and suggested some topics for discussion dealing with public relataions and promotion, for future meetings of the Affinity Group.

\* The day after this meeting, SAA Council voted to delete "Professional" from the Affinity Group names, so we are now the Religious Archives Affinity Group.



The Education and Training subcommittee had no report.

After a five-minute break, we discussed possible new structures for the Religious Archives Professional Affinity Group.

79-1 Nelle Bellamy moved, and Gerald Gillette seconded that we accept the definition of qualifications for potential members of the Religious Archives Professional Affinity Group as given to us by SAA Council.

After discussion, by common consent, this motion was referred to the new officers of the Religious Archives Professional Affinity Group.

79-2 Sr. Felicitas Powers moved, and many seconded, that we continue the current subcommittees of the Religious Archives Committee as sub-groups of the Religious Archives Professional Affinity Group.

After much discussion, August Suelflow proposed an ammendment to the motion, which was seconded by Robert Wiederanders, which is as follows:

and that a Steering Committee be appointed or elected to actively solicit recommendations from the Religious Archives Professional Affinity Group membership, and review the current structure and submit any proposed changes to the Religious Archives Professional Affinity Group next year.

The motion was unanimously approved as amended.

79-3 Brother Denis Sennett moved and Robert Wiederanders seconded that the sub-groups elect one person each to be on the Steering Committee.

This motion was carried unanimously.

79-4 Joel Lundeen moved, and Gerald Gillette seconded that we refer the suggested activities list to the Steering Committee so they may decide the areas of concern and action for each sub-group.

The motion was carried unanimously.

Mr. May asked for suggestions for the program for next year, some of which were as follows:

- that the Education and Training sub-group develop a seminar for next year on Religious Archives basics.
- the relationship of genealogists to religious archives.
- longer program time for the Affinity Groups.
- local congregational records and their wider uses.
- how to face up to and stare down the computer age.

We then moved on to the election of officers for the new Affinity Group.

Nominations were opened for the office of Chairman, and the following people were nominated:

Sr. Felicitas Powers  
 Br. Denis Sennett  
 Mr. James O'Toole

79-5 It was moved and seconded that the nominations for the office of Chairman be closed.

Mr. O'Toole thanked the person who nominated him, but said that due to a heavy schedule for the coming year he would not be able to serve, and so withdrew his name from nomination.

The vote was taken by a show of hands, and Sr. Felicitas Powers was elected Chairman of the Religious Archives Professional Affinity Group.

Nominations were then opened for the office of Vice-Chairman, and the following people were nominated:

Br. Denis Sennett  
 Dr. August Suelflow  
 Mr. Robert Wiederanders  
 Mr. Thomas Wilsted

79-6 It was moved and seconded that the nominations be closed.

The vote was taken by a show of hands, and Dr. August Suelflow was elected Vice-Chairman of the Religious Archives Professional Affinity Group.

It was agreed by common consent that the Vice-Chairman would serve on the Steering Committee.

Nominations were then opened for the office of Secretary, and it being an extremely popular and glamorous office, only one person was nominated:

Lannae Graham

79-7 It was moved and seconded that the nominations for the office of Secretary be closed.

The vote was taken, and Lannae Graham was unanimously elected to the office of Secretary of the Religious Archives Professional Affinity Group.

Nominations were opened for the office of Reporter for the American Archivist, and one person was nominated:

John W. V. Smith

79-8 It was moved and seconded that the nominations for the office of Reporter for the American Archivist be closed.

The vote was taken, and John W. V. Smith was unanimously elected Reporter for the American Archivist of the Religious Archives Professional Affinity Group.

79-9 Robert Wiederanders moved and August Suelflow seconded that the immediate past Chairman of the Religious Archives Committee (Lynn E. May, Jr.) be included in the Steering Committee.

Lynn May reminded everyone of the program elements on Religious Archives this year:

Funding for Religious Archives

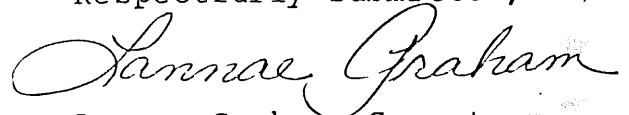
Catholic Archives

drop-in-room for Starting a Religious Archives

a movie on documents in Sr. Rita Bergamini's archives on Mother Joseph, a Washington state pioneer, whose statue, along with one of the Presbyterian missionary to the Northwest, Marcus Whitman, is in Washington, D. C., representing Washington state.

The meeting was then adjourned to the meetings of sub-groups.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lannae Graham". The signature is written in dark ink and is positioned above the typed name.

Lannae Graham, Secretary

BALLOT

RELIGIOUS ARCHIVES SECTION

Vice-Chair/Chair-Elect

Vote For One

\_\_\_\_\_ Lannae Graham

\_\_\_\_\_ Bro. Denis Sennett

Biographical Information - Nominees for Vice-Chair/Chair-Elect

**Lannae Graham** states that she has "been an archivist since 1974, which was a long, long time ago in a galaxy far, far away. I worked as Archivist and Museum Curator for the Historical Foundation of the Presbyterian and Reformed Churches from 1974 to 1980; then as Ministry Archivist for the Oral Roberts Ministry from 1981 to 1987; and, finally, as Reference Archivist for the Billy Graham Center Archives at Wheaton College, 1987-. I've been a member of SAA and of the Religious Archives Section (in all its various incarnations) since 1974 and have served on the Steering Committee and as Secretary.

As far as archival training goes, like most archivists of my generation, I'm a hybrid; I've been trained at the National Archives, the North Carolina Department of Archives and History, and at the Ohio Historical Society, as well as at about a million seminars at meetings of regional archival organizations and SAA. My undergraduate degree is a B.A. from the University of California at Santa Cruz (1973), in history, with special studies in the Scottish Reformation and Nineteenth Century American Revivals.

I just turned 36, my favorite color is blue, and my idea of a favorite vacation would be where all the airline connections work as they should and my luggage arrives at the same place I do."

**Brother Denis Sennett S.A.** has been archivist for the Friars of Atonement Archives since 1977. He received his archival training at the Modern Archives Institute, the Georgia State Archives Institute, and the Rochester Institute of Technology.

Brother Denis has been an active member of the Society of American Archivists and the Religious Archives Section. He served on the section Steering Committee and has participated in a number of sessions, including leadership of the popular "Lone Arranger" workshop.

As a founding member of Archivists of Religious Institutions (ARI), Brother Denis has served as its president since 1979. ARI was formed to provide local programs and information to nearly 75 religious archives in the New York City region. One of its most recent activities included a week-long seminar, "Beyond the Basics: Managing a Small Archives Repository," which was organized by Brother Denis.

In addition, he has served as consultant to a number of religious repositories throughout the East and is currently Secretary of the Mid-Atlantic Regional Archives Conference.

Steering Committee

Vote For One

\_\_\_\_\_ Elizabeth Wittman

\_\_\_\_\_ John Woodard

\_\_\_\_\_

Biographical Information - Nominees for Steering Committee

Elizabeth Wittman is Associate Archivist for the Lutheran Church in America (Chicago). She had previously been Archivist/Head of Special Collections at the University of Illinois at Chicago, Health Sciences Center (1979-1984) and Assistant Archivist at Northwestern University, Evanston, IL (1977-1979.)

She received her B.A. in history from Carthage College, Kenosha, WI and an M.A. in library science from the University of Wisconsin-Madison, including a specialty in archives administration. Recently, she had been pursuing an M.A. in American history until time constraints caused her to put these plans "on hold" for a time.

She has been a member of SAA since 1977 and served on the Program Committee for SAA '86. She has been involved as a member of council, the nominating and local arrangements committees, and development task force of the Midwest Archives Conference. She has also been active in Chicago Area Archivists. She was also, recently, elected to the Board of the Lutheran Historical Conference.

John R. Woodard, Director of the North Carolina Baptist Historical Collection since 1964; former archivist with the N.C. State Department of Archives and History. He was graduated in 1961 from Wake Forest University with a B.A. in history. He has been a member of SAA since 1964 and served as news notes reporter for the Religious Archives Section for many years. He has spoken to local, genealogical, denominational, and other groups on the local and state level. He has been moderator/panel member of two sessions at the SAA annual meetings, at the Society of N.C. Archivists meetings, and at the Southern Baptist Convention Historical Society meetings. He has conducted church history workshops on the local and state level. He is currently serving as news notes editor for the western NC section of the Society of N.C. Archivists. He has taught a course in family and local history in several community colleges. He has written chapters for THE ENCYCLOPEDIA OF RELIGION IN THE SOUTH (1984), RELIGION IN THE SOUTHERN STATES: AN INTRODUCTION, and NORTH CAROLINA RESEARCH: GENEALOGY AND LOCAL HISTORY (1980).

\_\_\_\_\_

Please list the names of section members who should be considered for nomination in future years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Agenda

Religious Archives Section of SAA

Thursday, September 3, 1987

Call to Order

Invocation - John Woodard

"Effective Ways for Archivists to Collaborate with Researchers"

Dr. Robert T. Handy  
Henry Sloane Coffin Professor  
Emeritus of Church History,  
Union Theological Seminary

Roll Call

Approval of Minutes of August 27, 1986 Meeting

Review of Year - Mary Ellen Gleason S.C.

Report from -

Elizabeth Yakel

Bill Sumners

Elections - Thomas Wilsted  
Chair, Nominating Committee

Announcements and Other Business

Concluding Remarks



Society of American Archivists  
RELIGIOUS ARCHIVES SECTION  
Wednesday, August 27, 1986  
Downtown Marriot Hotel, Chicago, Illinois  
1:00 P. M.

The members and visitors of this section assembled in the Los Angeles-Miami Rooms of Hotel Marriot, Chicago, at 1:00 P.M., Wednesday, August 27, 1986. Sixty-seven persons signed the Register and their names are attached.

Sister Mary Ellen Gleason, Chair of the Section, presided and asked Ms. Lannae Graham to open the meeting with prayer. The Agenda for the session was presented and agreed upon.

Minutes of the Section meeting in Austin, Texas, October 29, 1985 were approved as mailed.

Brother Denis Sennett, SA, reported on his survey of the proposed World Missionary Conference. After some consultation a questionnaire was prepared and sent to leaders of 29 denominations in the USA and Canada, (exclusive of Roman Catholic, Lutheran, and Episcopal Churches who were felt to have their own records in order). Responses were had from seven. Responses included: some activity in documentation; no central place for archives; unknown type; no clear mandate to see this through; dealing with congregational rather than hierarchical organizations; little financial support for such a Conference; good idea but just not feasible. Brother Denis discovered the files of a previous survey with much the same result. SAA's members should probably generate an educational program.

Brother Denis recommended the central headquarters of each denomination be encouraged to do the work of collecting its mission archives, that they be encouraged to search and develop, that small repositories be encouraged to set up archival programs.

The report was received.

Kurt Bodling, Chair of the Committee on Confidentiality, has resigned and returned his file to the Section Chair. No report.

Lannae Graham, Chair of the Publications Committee, reported the Editor of the ARCHIVAL SPIRIT has resigned to accept a new position. She hopes to announce a new editor.

Tom Wilsted, Chair of the Committee on Nominations, submitted the following:

Secretary: Charles Rehkopf and Bill Sumners

Steering Committee: Sister Rosalie McQuaide and Brother Denis Sennett

There being no further nominations, the nominations were closed and ballots cast for the two positions.



Charles Rehkopf reported for an ad hoc committee to study and propose amendments to the By-Laws of the Section. He proposed the following, which had met with approval by the Steering Committee:

ARTICLE III, Section "F" - Insert the word "immediate" between "The" and "past" so that this section would read:

The immediate past Chair shall serve as Chair of the Nominating Committee and shall assume other responsibilities as assigned by the chair.

ARTICLE IV STEERING COMMITTEE. Revise the present language to read:

The Steering Committee shall consist of the elected officers and two members of the membership of the Section who are members of the Society of American Archivists who shall serve terms of two years on a rotating basis. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair. The Annual Meeting of the Section shall be planned by the Steering Committee.

ARTICLE V STANDING COMMITTEES. Eliminate the present Section "A" and insert the following:

COMMITTEES. The Chair and/or the Steering Committee may appoint committees as needed, and shall define the role of any committee appointed. The purpose of such committees shall be to provide for more effective areas of work of interest to the members of the Section. Only members of the Society of American Archivists and the Religious Archives Section may be appointed Committee members. Committees shall report to the Annual Meeting.

Each proposal was duly seconded and adopted by voice vote.

The Tellers returned with their report. Charles Rehkopf was re-elected Secretary of the Section and Sister Rosalie McQuaide was elected to the Steering Committee. Each term is for two years, until the 1988 Annual Meeting.

James O'Toole spoke for the Committee on Goals and Priorities, urging these be studied and used.

Linda Henry, Council member and Liaison with this Section, spoke about the proposal for Certification of Archivists. She urged the proposal in the August issue of SAA NEWSLETTER be studied. She announced an open forum at 11:45 on Thursday, and Session #58 "Employers and Certification" on Friday. The purpose of the proposal is to establish standards for the archival profession and for Archivists.

Beth Yakel asked for suggestions for the 1987 Convention Program. Deadline is October 10. Forms were distributed for submission of proposals.

The meeting adjourned at 3PM.

Charles F. Rehkopf  
Secretary

PERSONS IN ATTENDANCE AT THE RELIGIOUS ARCHIVES SECTION  
SOCIETY OF AMERICAN ARCHIVISTS

1 P.M., Wednesday, August 27, 1986

Sister Teresa Eagan, CSJ	Archdiocese of St. Louis, MO
Reverend John W. Bowen, SS	Sulpician Archives, Baltimore, MD
Reverend Paul J. Barry	Archdiocese of Washington
Sister Emma Cecilia Busam, OSU	Maple Mount, KY
Sister Mary Rosella Filley	Ancilla Domini Archives, Donaldson, IN
Sister Mildred Ryan	Congregation of St. Agnes, Fond du Lac, WI
Sister Elaine Wheeler, DC	Daughters of Charity, Albany, NY
Sister Eileen Surles	Cenacle, Chicago, IL
Lanna Graham	Oral Roberts Ministry, Tulsa, OK
Sister Mary Ellen Gleason, SC	Sisters of Charity, Convent Station, NJ
Reverend Neal R. Meany, SJ	Gonzaga University, Spokane, WA
Brother Edward Loch, SM	Chancery, San Antonio, TX
Sister Rosalie McQuaide	Sisters of St. Joseph of Peace, Jersey City, NJ
Bill Summers	Southern Baptist Convention, Nashville, TN
Sister Mary Sabina Collins	Franciscan Sisters, Little Falls, MN
Brother Denis Sennett, SA	Friars of the Atonement, Graymoor, NY
Sister Mary Serbacki, OSF	Sisters of St. Francis, Stella Niagara, NY
Sister Catherine Louise LaCoste	Sisters of St. Joseph of Carondelet, MO
Sister Bonaventure Hill, CSJ	Sisters of St. Joseph, LaGrange, IL
Sister Liberata Pellerin, CSJ	Sisters of St. Joseph, Concordia, KS
Sister M. Campion Kuhn, CSC	Sisters of the Holy Cross, Notre Dame, IN
Sister Evangeline Thomas, CSJ	Sisters of St. Joseph, Salina, KS
Susan Stanley	United Church of Canada
Dr. V. Nalle Bellamy	Episcopal Church, Austin, TX
Keith Stotyn	Provincial Archives of Alberta, Canada
James R. Lynch	Brethren Historical Library and Archives, Elgin, IL
Terry Thompson	Anglican Church of Canada
David P. Gray	Diocese of Bismarck, ND
Mark G. Thiel	Marquette University, Milwaukee, WI
Brother Roy Godwin CFA	Alexian Brothers Health Systems, Elk Grove Village, IL
Sister M. Infanta CSFN	Sisters of the Holy Family of Nazareth, Des Plaines, IL
Sister Mary Adolphine CSFF	Felician Sisters
Michael R. Davis	First Church of Christ Scientist, Boston, MA
James F. Lawson	-----
Sister M. Sylvia Connell RSM	Sisters of Mercy, Scranton, PA
Sister M. Felicitas Powers	Archdiocese of Baltimore, MD
Steve Cooley	(Nazarene) University of Chicago, IL
Sister M. Vera OSEM	Sisters of St. Basil, Philadelphia, PA
Kennon Garofalo	Catholic Archives of Texas, Austin, TX
T. Matthew De Waelsche	Formerly of Catholic Archives of Texas, Austin, TX
Sister Georgia Costin CSC	Sisters of the Holy Cross, Notre Dame, IN
Janette Kirkpatrick	Regis College, Weston, MA
Sister Rita Bergamini SP	Sisters of Providence Archives, Seattle, WA
Sister Loretta Zwolak Greene	Sisters of Providence Archives, Seattle, WA

Thomas Wilsted	Salvation Army Archives, New York, NY
Tim Meagher	Archdiocese of Boston, MA
Brother Bernard Laurinaitis	Marianist Archives, Dayton, OH
Reverend John Wohlrabe, Jr.	Concordia Historical Institute, St. Louis, MO
John Monagle	New Mexico State University, Las Cruces, NM
Reverend Ross F. Hidy	Lutheran History, Berkeley, CA
Reverend Thomas J. Paproski	Archdiocese of Chicago, IL
Kathryn Hammond Baker	Episcopal Diocese of Massachusetts
Russ Gasero	Reformed Church in America, East Brunswick, NJ
John	St. Clement's Parish, Chicago, IL
Paul Rood	Lutheran Church in America, Chicago, IL
Joy Lilyegren	Lutheran Church in America, Chicago, IL
Peter J. Wosh	American Bible Society
Harry M. Culkin	Cathedral College, Douglaston, NY
Sister Catherine Markey	Diocese of Little Rock, AR
Christine L. Kresel	Diocese of Cleveland, OH
James Connelly	Priests of Holy Cross, Notre Dame, IN
Elizabeth Yakel	Archdiocese of Detroit, MI
James M. O'Toole	University of Massachusetts, Boston, MA
Glenn Colliver	Episcopal Diocese of Pennsylvania, Lansdale, PA
Brother J. Richard Rush, FSC	Christian Brothers Conference, Romeoville, IL
Ron Watt	Latter Day Saints Historical Dept., Salt Lake City, UT
Reverend Charles F. Rehkopf	Episcopal Diocese of Missouri, Webster Groves, MO

Society Of American Archivists  
Religious Archives Section  
Bylaws

I. Membership

Membership in the Religious Archives Section of the Society of American Archivists is open to any member of the Society with an interest in the records, archives, or historical collections of churches, synagogues, and other religious institutions and agencies.

II. Objectives

- A. To provide a forum for the discussion of religious archival matters;
- B. To identify, discuss, and resolve areas of mutual concern and new developments in the areas of religious archives;
- C. To encourage and provide communications among Section members and with the Society in general;
- D. To serve as an advocate for religious archival interests;
- E. To carry out specific functions which may have been assigned to the Section in general or to committees or individuals;
- F. To integrate new members in the field and to develop leadership in the Section as well as in the Society itself;
- G. To recommend to Council actions or positions the Section feels appropriate for the entire Society; and
- H. To suggest program sessions and speakers as well as other activities appropriate for the SAA annual meetings.

III. Officers

- A. The officers of the Religious Archives Section shall be the chair, vice chair, immediate past chair, and secretary.
- B. Only members of the Society of American Archivists and of this Section may serve as officers. The term of office shall be two years. Only the secretary shall be eligible for re-election.



- C. Biennially, there shall be elected a vice chair/chair elect who shall succeed the chair upon completion of the chair's two year term and who shall preside in the chair's absence or inability to serve.
- D. The chair shall preside at all meetings of the Section and of its Steering Committee. In addition, the chair shall also serve as liaison with SAA in general, its Council and other Sections, shall appoint committees as the need arises, and shall render reports to the Section membership, the Council, and the SAA membership on such matters as deemed pertinent or identified by the officers and the Steering Committee.
- E. The secretary shall record the proceedings of the annual meeting, minutes of Steering Committee meetings and perform such other duties as may be assigned by the chair. In the absence of the duly elected secretary, the chair shall appoint a replacement for the annual meeting.
- F. The immediate past chair shall serve as chair of the Nominating Committee and shall assume such other responsibilities as may be assigned by the chair.

#### IV. Steering Committee

The Steering Committee shall consist of the elected officers and two members of the membership of the Section who are members of the Society of American Archivists who shall serve terms of two years on a rotating basis. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair. The Annual Meeting of the Section shall be planned by the Steering Committee.

#### V. Standing Committees

- A. The Chair and/or the Steering Committee may appoint committees as needed, and shall define the role of any committee appointed. The purpose of such committees shall be to provide for more effective areas of work of interest to the members of the Section. Only members of the Society of American Archivists and the Religious Archives Section may be appointed Committee members. Committees shall report to the Annual Meeting.



- B. In the event that a special committee discovers that its task has extended beyond the bounds of Section authority or that it will require a separate budget to carry out its assignments, the committee shall report this to the annual meeting of the Religious Archives Section with the request that the Section approve the formation of a separate task force. The Section may then recommend to the SAA Council that such a task force be formed.

#### VI. Election of Officers

- A. There shall be a Nominating Committee comprised of the immediate past chair and two members appointed by the chair at the close of the annual meeting. The Committee shall propose one or more nominees for each position to be filled. Additional nominations may be made from the floor at the meeting.
- B. Only members of the Society of American Archivists and the Religious Archives Section may be nominated as officers. A majority of votes cast shall be required for election as a Section officer.
- C. Elected officers shall assume office at the conclusion of the annual meeting.

#### VII. Meetings

- A. The Religious Archives Section shall meet annually at time and place of the SAA annual meeting at a time determined by the SAA Program Committee.
- B. Special meetings may be called by the chair with the advice and consent of the Steering Committee. The content and nature of such a meeting shall be determined in advance and shared with the membership.

#### VIII. Amendments

- A. Any member of the Religious Archives Section may propose amendments to these bylaws in writing to the chair at least six months prior to the annual meeting. The chair shall circulate the proposed amendments to the Steering Committee for their consideration. If a majority of the Steering Committee concurs with the proposals, they shall be submitted to the membership at the annual meeting. In that case, a majority vote of those present at the annual meeting shall be necessary to amend the bylaws.





- B. In the event that the majority of the Steering Committee does not approve of the proposed amendments, the petitioner may still present his/her proposals at the annual meeting, which shall then require a two-thirds majority vote for adoption.

IX. Enactment

These bylaws shall become effective immediately upon their adoption by majority vote of the members of the Religious Archives Section at the annual meeting in 1983.

The Chair and Secretary in office at the date of enactment shall continue in office until the expiration of the term for which they were elected. A Vice Chair/Chair Elect shall be nominated and elected at the meeting at which these bylaws are adopted, and shall succeed the Chair upon the expiration of his/her term.

X. Dissolution

The Religious Archives Section, noting failing interest or lack of accomplishing its objectives, may vote to dissolve by a majority. The SAA Council may also dissolve this Section, if in its opinion, it is no longer meeting the specified goals and objectives of the Section.

Revised: August 27, 1986



AGENDA  
CHURCH ARCHIVES COMMITTEE MEETING, SAA  
27 September 1973

- I. CALL TO ORDER
- II. MINUTES OF LAST MEETING (Columbus, Ohio, 2 November 1972)
- III. COMMITTEE COMPOSITION
  - A. Welcome to new members
  - B. Members absent
  - C. Gratitude to President-elect Ham
  - D. Subcommittee appointments
- IV. REPORTS OF SUBCOMMITTEES
  - A. Finance and Foundations (Chairman Little)
  - B. Public Relations and Promotion (Chairman Olson)
  - C. Symposia and Workshops (Chairman Bellamy)
  - D. Executive Committee (Chairman Suelflow)
  - E. AMERICAN ARCHIVIST Reporter (Woodard)
- V. OLD BUSINESS
  - A. Ad hoc Task Forces Reports:
    - 1. Williams: Report on COCU archives
    - 2. Olson: Bibliography on Church Archives
    - 3. Nelson: On Social Justice
  - B. Assignments to Sub-Committees and Task Forces
  - C. Post mortem on formal session
- VI. NEW BUSINESS
  - A. Programming for Toronto (1-4 October 1974)
  - B. Financial Matters
  - C. Observance of Nation's Bicentennial, 1976
  - D. Placement Services
  - E. China Resources Collection at Yale
  - F. Short and Long Range Plans
  - G. Other new business

ARS;ln  
24 September 1973

CHURCH ARCHIVES COMMITTEE, 1973-1974  
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V. REPORTER TO A A

John R. Woodard

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Society of American Archivists, 1973-1974  
Page 2

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REPORT OF THE CHAIRMAN OF THE  
AD HOC COMMITTEE ON SOCIAL JUSTICE OF  
THE CHURCH ARCHIVES COMMITTEE

For the Meeting of Society of American Archivists, 1973, St. Louis

An ad hoc committee to consider whether church archives are guilty of discrimination against women, minority groups, etc., was appointed during the annual meeting of the Society of American Archivists at Columbus, Ohio.

During the past year the chairman of this committee has corresponded with the members of the committee, plus the Chairman of the Church Archives Committee, Dr. August R. Suelflow. This report is based upon responses from those individuals plus conversations with various archivists.

Although the number of responses is not sufficient to present any statistical summary of the situation of church Archives, a picture does begin to emerge which is presumably accurate.

There are several hundred church archives, yet there are only a few professional church archivists. Most of the church archives are managed by volunteers--sometimes a Seminary professor teaching church history, sometimes an interested layperson, sometimes a church administrator, etc. In cases where professional, full-time archivists are employed by a church, the typical situation is one or two archivists and one or more secretaries. Few churches have been able to afford large archives staffs.

The head archivist, who may be male or female, is usually--but not always--an ordained clergyman or at least an informed layperson of the denomination. A major criterion of employment is knowledge of the history, practice, customs, etc., of the denomination. The other employees exhibit much more diversity. In cataloging or secretarial positions, cases are known of Catholics and Jews working in Protestant archives, Protestants in Catholic archives, etc.

The use of members of different denominations as described above came about not because of any legal pressure but because individuals who were capable and available were employed. As far as the legal situation is concerned, it appears that nearly all church archives are excluded from the Equal Employment Opportunity Act of 1972 because they employ fewer than 15 individuals.

Churches should certainly obey the intent as well as the letter of the law, and thus it will be appropriate to consider individually three prevalent types of discrimination: based



on race, sex, and religion.

Race. Various responses mentioned employment of Mexican-Americans, Puerto Ricans, and blacks. It is the feeling of this reporter that not enough information was acquired to determine the overall situation.

Sex. Women are in charge of several church archives on a denominational level. Whether these women receive adequate recompense is extremely difficult to determine because of the generally low level of recompense for all church archivists, and the small number of full time church archivists. There are probably fewer barriers to the employment of women at all levels of church archives than in other archival institutions, with this exception: Some churches require ordination as a qualification for employment, and limit ordination to men. Such a situation is beyond the control of individual archives.

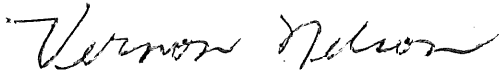
Religion. It has been shown that perhaps contrary to expectation most or at least many church archives do not limit employment to members of their own denomination. However, even if church archives did limit employment to members of their own denomination, this would not necessarily be discrimination, either legally or intellectually. The Equal Employment Opportunity Act of 1972 allows religious organizations to specify religious affiliation as a qualification for employment. Presumably for the state to dictate who a church may employ for its ministers and church servants would be a gross violation of church and state.

#### CONCLUSIONS.

- 1) Legally speaking, it appears that nearly all church archives are excluded from the law of 1972 because they employ less than 15 individuals.
- 2) Legally and logically, it appears that a charge of religious prejudice against a church archives cannot be substantiated, per definition.
- 3) In respect to employment of women, church archives seem to have a good record which will undoubtedly improve as more women are ordained.
- 4) In the area of racial discrimination not enough information is available. A denomination which limited its membership to one race would quite possibly have racially discriminatory employment in its archives. This would seem to be a denominational problem rather than an archives problem.
- 5) Church archives which have employed a diversity of individuals apparently have benefitted from different ways of looking at things.

- 6) There seems to be no need to carry this subject further. If it should be the desire of the Church Archives Committee to do so, it would be useful to include a competent church attorney on a Social Justice Committee.

Respectfully submitted,



Vernon Nelson, Chairman

Other members:

Charles Rehkopf - Approval by  
letter

Marvin Williams, Jr.

Sister Claude Lane - Approval  
by letter