

The Board of the Archives of the Episcopal Church

MEMBERSHIP

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The Rev. Dr. R. Girard Carroon (Connecticut) 2003, *secretary*
Dr. James G. Carson (Chicago) 2000
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Mr. Mark J. Duffy, *archivist (ex officio)*
Ms. Victoria Hill (Washington) 2000
Dr. David Holmes (Southern Virginia) 2003
The Rev. John Kitagawa (Maryland) 2003
Ms. Margaret D. Lewis (Washington) 2000, *vice chair*
The Rt. Rev. Larry E. Maze (Arkansas) 2003
The Very Rev. Durstan R. McDonald (Texas) (*ex officio*)
The Rt. Rev. James H. Ottley (Panama) 2003, *chair*
The Rev. Canon Edward W. Rodman (Massachusetts) 2000
The Rt. Rev. Don A. Wimberly (Texas) 2000

SUMMARY OF THE BOARD'S WORK

The purpose of the Board is to provide general direction for the Church Archives and to establish policies for its care and management. The Board oversees the work of the Canonical Archivist and represents the interests of the Archives in other venues of church life. In the past triennium, the full Board held two meetings at the Archives in Austin. The Executive Committee met three additional times in Austin and at the Episcopal Church Center.

In order to conduct more effective planning and evaluation, the Board reorganized itself into two committees in addition to the Executive Committee: Development and Facilities. The Facilities Planning Committee has responsibility for organizing discussion and consultation with other church bodies on physical plant requirements for the Archives. In this triennium the committee has worked with the director to evaluate the adequacy of current space proposals and to investigate viable options to accommodate future paper, multi-media, and electronic records storage. The Development Committee completed a review of several matters on the acquisition of national church publications and electronic records and recommended new policy initiatives for submission to General Convention. It has discussed and made recommendations to establish a Friends group to support funding of conservation and preservation efforts that cannot be carried by the General Convention budget.

The Board was occupied in securing the resources to support the program of archives and records management in the aftermath of budget reductions at the 1997 General Convention. With aid from the new administration, supplementary funding was secured from the Executive Council. This funding will permit the Archives to staff a records management program in New York and to convert the Archives' historical data on the resolutions of General Convention to the Internet. The Board reviewed and helped shape the Archivist's budgetary and programmatic goals for the Archives. The professional and technical

services staff participates in the formulation of these goals and the result is a highly productive team.

The Board deliberated and accepted the Archivist’s proposal of an important new policy document that specifies the scope for acquiring new archival material in the future. This acquisitions policy, together with a formal report on the state of the Archives facilities in Austin brought the Board into some intensive discussions of how to move forward to procure good storage and attractive space to showcase the church’s archives. The Archives has grown into a mature program since 1958, when it moved from Philadelphia to the new Episcopal Seminary of the Southwest in Austin. Both institutions have outgrown the present library building. The current building is not available for purchase by the Archives, and the Seminary needs more space for its library. The time has come for the Board to give priority consideration to obtaining suitable space to preserve and access the church’s archives. We have decided, therefore, to seek the participation of the Executive Council in establishing a permanent home for the national Church Archives in an appropriately designed facility. With this step away from tenancy, the church will assume a new commitment to the stewardship of its cultural heritage that is more like the experience of other major faith groups. We see in this future home not only a utilitarian value, but also a symbol of and for the Episcopal Church that identifies our community as one of living traditions, of renewal in an historic identity, and of unity in its diversity.

FINANCIAL REPORT FOR THE 1998-2000 TRIENNIUM

	1998	1999 Projected	2000 Projected	Total
Income				
General Convention				
Funding	\$382,373	\$421,904	\$527,912	1,332,189
Executive Council Funding	0	0	170,000	170,000
Expense				
Salaries and Benefits (estimated)		\$288,954	\$314,275	\$401,104
\$1,004,333				
Rent and Facilities (Austin)	43,126	46,521	46,422	136,069
Operations	42,902	55,116	63,101	161,119
Information Services	7,391	5,992	182,056	195,439
Total	\$382,373	\$421,904	\$692,683	\$1,496,960

GOALS AND OBJECTIVES FOR THE 2001-2003 TRIENNIUM

Working with the Archivist, the Board has recommended a planning process that remains true to the historical mission of the Archives while also responding to the specific priorities of the Executive Council and our constituencies within the broader church. A new planning document adopted in 1999 organizes the objectives of the Archives under five primary goals: 1) communicating to the wider church by expanding access to the Archives’ store of contemporary information resources; 2) developing the infrastructure to

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capture and deliver electronic records to a wider church and public audience; 3) supporting national and local ministries with guidelines for records and information management; 4) exploring the historical dimension of the Episcopal Church in ways that honor diversity and educate for mission; and 5) establishing plans for a permanent and visible archival repository for the Episcopal Church.

BUDGET APPROPRIATION—ARCHIVES AND RECORDS MANAGEMENT

	2001	2002	2003	Total
Salaries and Benefits (estimated)	\$424,406	\$437,139	\$450,253	\$1,311,798
Rent and Facilities (Austin)	48,900	49,472	53,490	151,862
Operations	74,820	78,330	86,240	239,390
Information Services	120,000	120,000	100,000	340,000
Total	\$668,126	\$684,941	\$689,983	\$2,043,050

BUDGET APPROPRIATION—BOARD OF THE ARCHIVES

	2001	2002	2003	Total
Non-Staff/Consultants	\$10,000	0	0	\$10,000
Administrative	1,000	1,030	1,060	3,090
Full Board Meetings	9,373	9,654	9,943	28,970
Sub-Committee Meetings	4,120	4,243	4,370	12,733
Total	\$24,493	\$14,927	\$15,373	\$54,793

REPORT OF THE ARCHIVIST

The Church Archives in Perspective

Modernity calls the archivist to reconcile past experience with the newness of events. We in the Archives track a church that, from our vantage point, seems in constant motion. As it adapts to a more complex and interrelated world, the church periodically repairs in search of its spiritual and organizational constants. Institutional change is a more meaningful passage when we are mindful of the essential symbolic connections to the historical community, which is our spiritual home. It is because we are agents of a larger and sacred community, that we can transform our accumulated memories into institutional wisdom, our personal moral sense into lasting cultural ethic, and our private interests into faithful commitments to each other.

As a symbolic and effective vehicle of information, the church Archives has a small, but not trivial, part in the transformative processes that are at work within the Episcopal Church today. The church's historical and contemporary resources have been instrumental in enriching the perspective of many local and national ministries by equipping individuals with knowledge of what has been tried before, gained, lost, or simply left behind for good measure. In this last triennium, the Archives has grown in service to the church by expanding access to our shared experience through reference and research, acquisitions, consulting, and, increasingly, as a general resource on the Episcopal faith and community. It has

also been, however, a period for testing our own ability to strengthen church-wide goals of communication and education.

The new technologies of recordation, record keeping, and information access have caused a rapid and ground-shifting change in archives and records management. The change has altered the archivists' focus from the old to the leading edge of information gathering and dissemination. A redirection of program is essential to address electronic forms of data capture, preservation, and communication. New priorities raise competing claims on the attention and energy of personnel. Procuring the resources to meet these claims has been a difficult aspect of our work in part because the communication and educational mission of the Archives is not well integrated into the national church's strategic planning process. The Archives continues, however, to expand services to clients throughout the church and to generate a solid foundation for new initiatives that will meet the demands of future use.

Three initiatives are especially important to highlight in this report. The first is a continuing responsibility for improving records and information management in the national church offices. The records management aspect of the Archives' work received a considerable boost with the Executive Council's approval of funding. As the Archives continues to gain a firmer grasp on contemporary information, we hope to improve communication within and between the Church Center and local churches. We expect that this new assignment will allow the Archives to capture, preserve, and distribute better information and to make a strong contribution to the evolving transition to electronic record formats.

A second major project came with funding in May 1998 to move forward with a new installment of *The Acts of Convention, 1976-1997* for Internet access. This publication should be completed by the time this report is printed. The online version of this resource has been much anticipated by church members. The ongoing success of this project will demonstrate the value of moving more of the Archives' services and resources to an online environment. To that end we have developed specific strategies to deliver educational content in searchable electronic form and to preserve an authentic electronic record for future accessibility as new systems of Internet data encoding evolve.

A third and perhaps more dramatic undertaking in this last triennium has been the evaluation and planning for a permanent archives building for the Episcopal Church. Since the first study in 1979, we have known that the current facility on the grounds of the Seminary of the Southwest is woefully inadequate to support an archival program of national stature. We have far outgrown our site, and while the seminary has been a gracious host, it cannot divert its resources or attention to advance the goals of a General Convention agency. We have used the triennium to examine options and evaluate our program's direction. Our future depends on creating a new kind of space adequate to the requirements of a professional archives and information services program.

The national church Archives is caught in the same tension between change and stability that affects virtually every aspect of church life. Moreover, it has the responsibility to document that process and to make our historical conversation an educational tool of the faithful. The 1999 Zacchaeus report speaks eloquently of the need to hold up the symbols and conventions of church identity and to find "ways to facilitate new links and exchanges of information among congregations without trying to control such occasions." Achieving

the right blend of historical stewardship and unhindered access to contemporary information is not without some tension and awkwardness. But these two directions are indispensable for the archives of a modern church. We continue, therefore, to transform ourselves piecemeal into a program that can capture and communicate the best traditions and innovations in our community's life.

Information Services to the Church

A very considerable portion of the work of the Archives is responding to the reference and research needs of church members, staff, and the general public. Important studies were completed in the last triennium for Standing Committees, diocesan delegates, and Executive Council members and officers. The Archives has expanded its communication with various networks and ministries, and as it does so, it generates further demand for the kind of ready reference and historical research at which the staff excels. We have seen steady growth in this area, but this last triennium has proved to be a watershed as individuals make easier and instant contact with the Archives through the World Wide Web and electronic mail. The table below enumerates reference inquiries that require substantive response. Five year old figures (1994) are provided for comparative purposes.

	1999	1998	1997	1994
Type of Research				
Historical	779	550	617	318
Administrative	159	87	119	138
Contemporary	562	267	164	192
Total	1500	904	900	648

Two observations are in order. The dramatic increase to 1500 inquiries in 1999 is directly attributable to the launching of the Archives' website <http://www.EpiscopalArchives.org> and to a link that was installed in the spring of that year on the main Web page of the Episcopal Church Center. Second, one should note that the bulk of these new questions falls into the category of contemporary questions. These include both specific and sweepingly general queries on such topics as the church's public statements, its polity and composition, its worship and liturgical traditions, and attempts to be in contact with other networks of ministry. The Archives has gained a solid reputation for giving reliable and accurate information of this contemporary type. The increase also signals a full plate for our amazingly efficient and personable Research Archivist. The volume argues, however, for off-loading as much of our reference questions to an on-line environment from which members can extract information directly.

A second observation is that an element of evangelism enters into our public services in ways that enhance our sense of mission. We are frequently called upon to supply context, provide educational materials, and establish contacts for those newly interested in the Episcopal Church. Two inquiries illustrate how this service extends beyond our borders. The Archives conducted in-depth research into missionary papers and administrative records on behalf of the Episcopal Church of Liberia and Christian Church of China to aid individuals seeking to recover church assets in the form of lease payments or seized property. In both instances, the documents produced by the Archives proved successful in supporting the litigant's claims. More commonly, we are asked questions by the public about who we are as a church: our positions, theology, and other traditions.

The Archives conducts parish and diocesan consultations on such topics as records management, celebrating parish history, keeping church archives, copyright, historic preservation of buildings and artifacts, and acquisition of new materials. In addition to the research contacts, we recorded 239 consultations in 1997, 393 in 1998 and 423 in 1999. The Archives gave consulting services to 31 different dioceses in this three year period; several of these extend beyond one year.

The following publications were produced in the past triennium based on research in the Church Archives. This sample illustrates the scholarly value of the holdings.

- Article, University of Washington. The Japanese-American Internment
- Article, The Witness. General Convention Special Program
- Article, Indiana University. Episcopal Church Mission and the Lakota People
- Dissertation, University of Athens, Greece. Protestant Missions in Greece
- Dissertation, General Theological Seminary. James O. S. Huntington
- Dissertation, Catholic University. Responses to the Second Vatican Council
- Film, Okara Productions, Inc. Episcopal Church in the Philippines
- Film, Episcopal Women's Caucus. Women at General Convention
- Monograph, University of San Diego. St. Hilda's School, Wuchang, China
- Monograph, Univ. of Maryland/Pacific Union. Philanthropy and Black Education
- Monograph, Sonoma State University. Episcopal Women Missionaries
- Monograph, University of Alaska. Alaska Native Arts and Tradition
- Monograph, University of Colorado. Native-Americans in the Episcopal Church
- Monograph, Iglesia Episcopal Dominicana. History of the Episcopal Church
- Monograph, Notre Dame. Phillips Brooks and William Reed Huntington
- Monograph, University of Pennsylvania. St. John's Medical School, Shanghai
- Monograph, Church Divinity School of the Pacific. St. Margaret's House
- Monograph, Hobart and Smith Colleges. Political Economy of New York City
- Monograph, Chung Cheng University, Taiwan. Missionary David Z.T. Yui
- Monograph, Centre Anglican d'Haïti. Episcopal Church in Haiti
- Monograph, Rio Grande Bible Institute. Mexican Episcopal Church
- Monograph, Independent Researcher. Episcopal Church and Civil Rights
- Monograph, Independent Researcher. Episcopal Church in Japan

Archives and Records

Acquisitions

The Archives continues to benefit from an energetic acquisitions strategy of documenting both institutional and independent expressions of ministry. The high proportion of time devoted in recent years to bringing order to the inactive records of the Episcopal Church Center has made it possible for the Archives to respond far better to inquiries from staff and church leaders. Two corporate accessions are particularly noteworthy. The new Executive Officer, the Rev. Rosemary Sullivan, worked with the Archives to retire the original manuscript proceedings and index of the Executive Council (holdings 1950-1995) to archival care. This large collection has opened numerous avenues of research to the Archives. We have also obtained the first nearly complete record of an administration with the final transfer of office records of Presiding Bishop Edmond Browning. However, sig-

nificant records series of the past administration remain outside of the church's custody, most notably legal proceedings and investigative inquiries. With time, we hope to create a comprehensive historical record of Bishop Browning's inspired if arduous journey in leadership, and for that purpose we will endeavor to preserve the collection from being imprudently filtered for posterity.

Truly exciting news for the Archives is the addition of several very important private collections. Mentioned in order of receipt, these collections document outstanding exemplars of leadership, community ministry, Christian social action, and grass roots ecumenical cooperation. After several years of negotiation, the Archives has acquired the Records of the Episcopal Society for Racial and Cultural Unity (holdings 1950-1980) and the Personal Papers of the Rev. John Morris, a co-founder of ESCRU. This organization forcefully confronted segregation in the church and was a catalyst in turning the tide against the most manifest forms of racism in the church's educational and social institutions. The story of struggle for inclusion and recognition is also documented in a large and varied collection of the Records of Integrity, Inc. (holdings 1976-1999), which includes papers from the local chapters of this advocacy group for gay and lesbian members of the church.

Another prominent acquisition is the deposit of the Records of the North Conway Institute (holdings 1950-1996), an interfaith network of education and public policy advocacy on the issues of substance abuse and alcoholism. The NCI archive, which includes the papers of the founder the Rev. David Works, is an exceptional resource for its coverage of Episcopal leadership working across religious communities for social change through public policy. We gratefully acknowledge the NCI Board for its generous financial contribution to the ongoing work of the Archives.

The personal papers of two presiding bishops came to the Archives in this triennium: one a very rich and full collection of Bishop John Maury Allin's (holdings 1946-1997) correspondence, diaries, addresses, and photographs which will be a pivotal research collection on the church in changing times; and the other a smaller but handsome set of letters and the memoir of Bishop Arthur Lichtenberger (holdings 1951-1970). The last and somewhat emblematic accession of the millennium (as it has come to be celebrated) was the Personal Papers of the Rt. Rev. John Shelby Spong (holdings 1952-1999). The collection, which includes Bishop Spong's correspondence, literary manuscripts and sermons, documents an intellectually rich and spiritually challenging ministry. The papers are like the other collections mentioned here in that they speak of a life's engagement with a fallen world. For the Archives, they embody the church's historic penchant to search out truth by resolving contradictions no matter what controversy may surround that quest.

In total the Archives accessioned 438 collections or 898 cubic feet of archival material in the period of 1997 to 1999. The following list illustrates the variety and depth of the documentation selected for permanent preservation in the Church Archives. A very recent installment, for example, is a 38 cubic foot collection of films, stills, In total the Archives accessioned 438 collections or 898 cubic feet of archival material in the and production records of the influential Cathedral Films which was the brainchild of the Rev. James Kempe Friedrich. We wish to thank the donors who have especially in the case of private papers generously entrusted the church with the care of these cultural assets.

Records of the Assembly of Episcopal Hospitals and Chaplains, 1950-1989

Records of the Associated Parishes, 1946-1994.
 Records of Cathedral Films, Inc., c.1970-1985
 Records of The Churchman, Inc., c.1920-1994
 Records of the Standing Committee on Church Music, 1977-1981
 Records of the Church Army. Papers of Howard Galley, 1927-1975
 Records of the Very Reverend David B. Collins, Tape Recordings of General Convention, 1979-1991
 Records of a Committee [to Prepare a Spanish Translation of the Prayer Book], 1944
 Records of the Communications Office, Biographical News Files, c. 1947-1981
 Papers of the Right Reverend William Davidson, c.1951-1995
 Records of the DFMS, Property and Funds in China, c.1900-1955
 Records of the Ecumenical Office, 1953-96
 Records of the Eglise Episcopale D'Haiti, 1965-1999
 Records of Episcopal Women's Action of Boston, Mass., 1974-1981
 Records of the Episcopal Society for Ministry on Aging, c.1974-1999
 Records of the Board of Foreign Parishes, 1883-1992
 Papers of the Reverend Percy Stickney Grant, c.1880-1927
 Records of the Guild of Scholars of the Episcopal Church, 1934-1986
 Audio-Visual Collections. In Fertile Soil, rural ministry motion picture, c.1952
 Papers of the Reverend James Kennedy, 1934-1999
 Papers of the Right Reverend William R. Moody, 1926-1987
 Records of the National Network of Lay Professionals of the Episcopal Church, 1994-1997
 Papers of [Missionary to Ecuador] Charles Pickett, c.1961-67
 Records of St. Margaret's House, 1914-1997
 Records of St. Mary's Hall, Burlington, New Jersey, 1952-1953
 Records of the Standing Commission on Church Music, 1968-1982
 Records of the Standing Commission on Constitutions and Canons, 1959-95
 Records of the Youth Ministries Office, Conscientious Objector Files, 1980-1991

Arrangement and Description

While all unrestricted records received into the Archives are available for research, staff resources allow us to index and fully process only a small portion of the backlog of material. Therefore, every effort is made to arrange and describe records at a level appropriate to their immediate research value, their physical condition and intrinsic worth as documents, and the informational value of the records to the church community. All records are accessioned, catalogued, and indexed at the general (or *fonds*) level, and all official records are described at a folder (subject) level. Several archival holdings receive full processing that results in a standard archival finding aid. The advantage of this level of processing is greater access, less time spent in searching, and less unnecessary handling of fragile documents. Finding aids were created for the following collections in this reporting period.

DFMS. Missionary Photographic Records, 1844-1962, 24 cu. ft. (72 boxes)
 Jenkins Family Papers, 1876-1979, .35 cu. ft. (1 box)
 National Church Publications Collection, 1912-1999, 19 cu. ft. (54 boxes)
 DFMS. Overseas Department. Philippine Records, 18 cu. ft. (54 boxes)

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Records of the Forward Movement. Publications, 1934-1998, 13 cu. ft. (36 boxes)

Records of the Guild of Scholars, 1939-1986, 2 cu. ft. (6 boxes)

Records of Integrity, Inc. 1974-1997, 12 cu. ft. (36 boxes)

Records of the Trustees of the Board of Foreign Parishes, 1883-1986, 6 cu. ft. (17 boxes)

Photographic and Manuscript Scrapbook Collection, 1862-1985, 16 cu. ft.

Records of the Retiring Fund for Deaconesses, 1927-1986, 2.35 cu. ft. (7 boxes)

Records of the National Conference of Deaconesses, 1916-1982, .35 cu. ft. (1 box)

This very large amount of processing (113 cubic feet total) is an outgrowth of a changed emphasis in priorities as the Archives emerged from the budget cuts of the 1997 General Convention. Of special note is that for the first time in its history, the Archives completed a comprehensive audit of its archival holdings, both processed and unprocessed, which resulted in the capture of basic data on all collections. This task alone is a major accomplishment for any archives. We are grateful for the dedication of our professional and support staff for the success of the project.

Preservation

Preservation work is expensive and is generally confined to routine re-housing and transfer of deteriorating documents to new paper format. The Archives has initiated several projects, however, to microfilm diocesan journals and newspapers. This activity will be reported on in the next triennium. Microfilm continues to be the most reliable form of preservation, although digital forms of transfer, which are superior for retrieval, will be considered as formats become more “permanent” and less tied to proprietary software systems. The major microfilming project of the triennium was the filming of *The Churchman* (holdings 1832-1968), an Episcopalian publication, now known as the *Human Quest*. The Churchman, Inc. collection was accessioned into the Archives in 1998.

Records Management

The records management program which operates at the Episcopal Church Center has been largely ineffective in meeting the real needs of the organization for an efficient capture and flow of information. A New York position will be filled in March 2000 by a professional archivist and records manager. We are hopeful that the combination of our skills in areas of records and information resource management will make this a vital, contributing function to improving communication in the Church Center. In the last triennium, the Archives accessioned approximately 1,207 cubic feet of business and program records from the offices of Church Center during the 1997-1999 period; 262 cubic feet of obsolete records were destroyed in the three year period. The majority of the material produced in the offices is not archival and will be eliminated with future retention policies and scheduling. In a welcome change from the past, the Archives has worked with the office staff to ensure that most of these records now come to the Archives better organized and ready for immediate retrieval.

Communication and Education

The Archives is best able to serve the church and the public by pursuing the most efficient ways to make information available on demand. As a central office for collecting documentation on and about the church, the Archives is ideally suited to respond to a vari-

ety of historical and contemporary questions. This role is becoming a critical component of our operation as the church seeks ways to fill the gap in communication with meaningful content that can be extracted and interpreted locally. The Archives' director and the Board have attempted to meet this need by planning in two directions: the use of the Internet to deliver and manage content within archival standards; and the exploration of the Sherrill Resource Center as a vehicle for managing data on our church-wide contacts, information resources, publications, and statements.

The Archives' ability to transform itself into an agent of electronic communication is dependent on future budgetary funding. What the Archives hopes to offer in return for this investment is the commitment to create on-line documentation that is reliable in content, authentic in source and citation, and permanently accessible into the future. The Archives has begun encoding *The Acts of Convention, 1976-1997* in a searchable data base that will appear by March 2000 on the Archives website <http://www.EpiscopalArchives.org> with links to it from other Internet sites. Plans are underway to index and create searchable text bases of the news reports, the church canons, past reports of standing commissions (the Blue Book reports), indexes to all national church publications (including Forward Movement and Seabury Press), statements and pastoral letters of the House of Bishops, and key reports and other resources available from dioceses and organizational bodies. We also expect to make the historical collections available in digest or full text form and to create on-line exhibits that will bring some of the church's documentary treasures to a wider audience. While all of this is now technically possible, the commitment in terms of staff is no small matter and will depend on the communications strategy and institutional priorities of the coming triennium.

Planning for Change

The question that emerged in this triennium, and the one that will loom over us in the next, is what kind of permanent facility will the Episcopal Church create to safeguard and preserve its archives. In 1999, the director updated a comprehensive assessment of facilities and needs. The revised Functional Program Assessment is the basis for the Board's decision to seek a more suitable home for the Archives within the next five years, pending the approval of the General Convention. The Episcopal Seminary of the Southwest in Austin has been a good host, but its own institutional needs are considerable. When the Archives was a small historical society collection, the seminary could support our presence on the Austin campus, but it cannot support an administrative records program for a national church. Currently, the Archives rents costly (but not environmentally stable) off-site storage for valuable holdings, while on-site a measurable amount of staff time is squandered moving boxes around the stacks and storage centers in an inharmonious version of musical chairs.

In 1994 the Board of Archives adopted a plan to reactivate our acquisitions strategy, to introduce a records management program for church offices, and to modernize our program of information services to the membership. Each of these has direct impact on the future shape of an archival facility. An important piece of business was accomplished in the last triennium with the establishment of a formal Collection Development and Acquisitions Policy. The endorsement of this policy guides our future growth and informs more precise planning for the kind of building the church will need. The next ambitious steps

will be taken in partnership with the Executive Council and our community of constituents. We will move forward with the knowledge that we are prepared to absorb and shape the changes that will bring modernity fully into the life and work of the Archives of the Episcopal Church.

It is appropriate to acknowledge in this report the contribution of the fine staff, whose talents have made the Archives a welcoming place for our constituents: Michael Abromov, Sylvia Baker, Kathleen Burnside, and Jennifer Peters. Several part-time employees and student interns have also passed through and enriched us by their contributions and spirit. We thank them all, especially Carol Brorsen, who skillfully headed up our major processing effort of the past two years.

RESOLUTIONS

Resolution A014 A Modern Archival Facility for The Episcopal Church

- 1 *Resolved*, the House of _____ concurring, That the Board of the
- 2 Archives of the Episcopal Church evaluate the options that are available in creat-
- 3 ing a suitable archival facility for gathering, safeguarding, and preserving records
- 4 of enduring value to the Episcopal Church’s spiritual and cultural heritage; and
- 5 be it further
- 6 *Resolved*, That the Board enter into partnership with the Executive Council
- 7 and other church-wide constituencies to appoint a project team that will gather
- 8 data, identify resources, and formulate specific plans for purposes of establishing
- 9 a facility that will meet the needs of a modern records and information manage-
- 10 ment program; and be it further
- 11 *Resolved*, That the Board be authorized to work with the project team to
- 12 select an alternative that best meets the needs of the national and local church
- 13 and, with the Executive Council, to initiate actions necessary to create an archival
- 14 facility that will be a center for education, evangelism and service to the church.

Explanation

The Archives of the Episcopal Church is poised to enter a new phase in fulfilling its mission. Since 1983, the Archives has been pressed to find the physical space that could accommodate its unique holdings and support a program of historical research, preservation, and education. In 1997, the Archives surpassed the maximum storage capacity of the current facility. Meanwhile, the Archives has expanded its services to include records management at the headquarters and support to the dioceses, parishes, and church organizations. These and other documentation efforts require the programmatic resources and protected space of a modern repository. Since 1996, the Director of Archives has completed a Functional Program Assessment and a facilities committee of the Board has vetted the criteria and issues surrounding any renovation or new building construction. The Board of the Archives now requests the General Convention’s authorization to establish a working committee to coordinate the project with Executive Council and other church representatives. The goal will be to begin implementing a physical space and location strategy that will bring the greatest advantages to the nation and local church, either at the current site at the Episcopal Theological Seminary of the Southwest or at another host site.

Resolution A015 Deposit of the Church's Published Works in the National Church Archives

- 1 *Resolved*, the House of _____ concurring, That no less than two fair
 2 copies of all published works produced by the national offices and canonical
 3 agencies of the Episcopal Church be deposited in the Archives of the Episcopal
 4 Church where they shall be registered and made immediately accessible to the
 5 broader church and the public; and that the same deposit shall be required of all
 6 statements and works endorsed or recommended by the General Convention and
 7 shall be transmitted to the Archives by the person or body who is the original
 8 author of the resolution; and be it further
 9 *Resolved*, That all dioceses are urged to deposit in the national Church
 10 Archives copies of diocesan publications including the newspapers, periodicals,
 11 studies, reports, and other circulated public statements.

Explanation

In August 1996, a special Publications Committee, appointed by the Presiding Officers at the request of the Board of the Archives, issued its report on copyrights, trademarks, and publications policies for printed works and symbols of the national church. That committee was comprised of church officials, legal experts, and representatives of publishing entities. This resolution responds to several recommendations of that committee to create a central registry and place of deposit for the national church's published and printed resources. The national Church Archives currently serves as the office of copyrights and permissions for out-of-print publications. It is also the only location in the national church that holds a complete publishing history, including printed statements, policies, circulars, news reports, and program literature. This resolution attempts to formalize that function. It requires the deposit of texts that are central to the church's communication's function, including texts that are officially endorsed by the General Convention, though they may originate from another source. Finally, it urges the dioceses to deposit a copy of their periodical newsletters and other publications for purposes of research access and improved communications.

Resolution A016 Protection of Access to and Archival Preservation of Electronic Records

- 1 *Resolved*, the House of _____ concurring, That the Archives of the Epis-
 2 copal Church be directed to work with technology and communications partners
 3 of the church to protect access to electronic records and automated record keep-
 4 ing systems which represent a significant investment in this church's informa-
 5 tion assets; and that the Archives identify and describe sets of data and develop
 6 standards for the retention and access to electronic records of continuing value;
 7 and be it further
 8 *Resolved*, That in order to ensure archival custody and access to electronic
 9 records of the national church and to provide unbroken custody, authenticity
 10 of source and content, and reliability of data of continuing value, the national
 11 church staff shall (i) consult with the Archives when developing computer appli-
 12 cations and other online resources of statistical, textual, and graphical data; and

- 13 (ii) make provision to migrate legacy files for future use, so that electronic data
14 is preserved and made accessible as record keeping systems; and (iii) create
15 essential (auditable) systems documentation in both machine and human read-
16 able form. Canonical responsibility of the Archives for custody of inactive elec-
17 tronic records of the national church is affirmed.

Explanation

The move in record keeping from personal computer to networked environments and Internet publication has transformed the way in which organizational records are created and accessed. Decisions with lasting impact on future access and preservation of data are being made today: whenever new records are created for a digital environment; when obsolete information platforms and applications are replaced without provision for retaining historical data in supportable legacy files; and when policies and practices are not adopted to manage the data as record keeping systems.

The purpose of this resolution is to provide direction to the Archives in carrying out its canonical responsibility (see Canon I.5.2) in the stewardship of these electronic information assets. Such resources as statistical or financial data on the state of the church, databases on grant awards, text bases of legislative proceedings or news gathering activities, and coded documents designed for Internet publication have a continuing administrative and historical value. Management of such data must be part of a strategy developed from the point of creation to ensure future source authenticity, content reliability, and access. The Archives is being asked to use its information resources to create guidelines and standards for prudent records retention, documentation of computer systems, and migration of electronic records.

Resolution A017 Budget Appropriation for the Archives of The Episcopal Church

- 1 *Resolved*, The House of _____ concurring, That in accordance with Title
2 I, Canon 5, Section 4, the 73rd General Convention appropriate approximately
3 \$1,311,798 for salaries and benefits for the staff of The Archives of the Episcopal
4 Church for the triennium 2001-2003; the allocation of these funds within the
5 Canonical budget shall be determined by the Joint Standing Committee on Pro-
6 gram, Budget and Finance; and be it further,
7 *Resolved*, That in accordance with Title I, Canon 5, Section 4, the 73rd Gen-
8 eral Convention appropriate \$731,252 for operations, records management, and
9 information services expenses of the Archives of the Episcopal Church for the
10 triennium 2001-2003; the allocation of these funds within the Canonical budget
11 shall be determined by the Joint Standing Committee on Program, Budget and
12 Finance; and be it further,
13 *Resolved*, That there be appropriated from the Canonical budget of General
14 Convention \$54,793 for meetings and expenses of the Board of Archives of the
15 Episcopal Church for the triennium 2001-2003.