

**THE BOARD OF THE ARCHIVES OF THE EPISCOPAL CHURCH**

<http://episcopalarchives.org>

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|  |                          |
|--|--------------------------|
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| The Reverend Canon Robert G. Carroon, <i>Secretary</i> | Connecticut, 2009        |
| The Right Reverend John Neil Alexander                 | Atlanta, 2009            |
| The Right Reverend Joe Burnett                         | Omaha, 2012              |
| The Reverend Daniel Cabellero                          | Milwaukee, 2012          |
| Ms. Winnie Crapson                                     | Kansas, 2012             |
| Mr. Mark J. Duffy, <i>Canonical Archivist</i>          | Texas, <i>ex officio</i> |
| Ms. Jeannette Huey                                     | Missouri, 2009           |
| The Reverend Canon John Kitagawa                       | Arizona, 2009            |
| Robert Royce, Esq.                                     | East Carolina, 2012      |
| The Hon. Byron Rushing                                 | Massachusetts, 2012      |

**SUMMARY OF WORK**

The Board of the Archives acts as steward of the church's historical archives and records. Its work is to oversee the activities of the church archives and bring them into alignment with the broader goals and mission priorities of the General Convention. In recent triennia this assignment has kept the Board keenly attentive to matters of infrastructure as the Archives evolves into the kind of resource that offers sustaining strength to the church as it lives into its future. The primary task of the Archives Board has been to shepherd the process and the staff through the arduous process of acquiring a permanent home and building for the church archives. Very much related to that bricks and mortar reality, however, has been the Board's oversight of the progress being made to create a digital repository of permanent data and electronic records for The Episcopal Church. Most of the activity of the Archives' operation has taken its cue from these two signal developments, both of which promise to bridge the church across the contemporary divide that challenges its institutional memory and identity.

**PROGRESS REPORT ON A NEW ARCHIVAL REPOSITORY**

The Board's last report to Convention was marked by the announcement that the Archives Strategy Committee had been established by the Executive Council to initiate a feasibility study and a final plan for selecting a future site for the Archives. This decision was precipitated by a realization in 2005 that space limitations and diverging priorities made it too difficult to remain on the campus of the Seminary of the Southwest. An eighteen-month study ensued beginning in 2006 at which time the Committee entertained over a half-dozen site assessments across the country. The Committee's report drew from the Board's envisioning process and laid out four recommendations. One of these was that a new building owned by The Episcopal Church was in the best interest of the whole church, as it would support a solid historical and records program for the General Convention without compromising that program or pushing off a financial burden on the future church.

Key elements of the 2007 report have guided the Board and the Strategy Committee since they were articulated and are worth repeating here.

*A broad consensus emerged across the several study groups and constituencies that the Church must own its Archives and locate them in a place of optimal future value. The current location of the Archives in Austin offers at least as many (or even more) potential advantages as any other urban center in the U.S. for the Church Archives—especially because it has been rooted in this community since 1960.*

*The Project's goal of sustainability is based on theological and practical considerations that complement the Church's teaching and resources. The possibility of constructing a new facility in the core of downtown Austin creates opportunities for sustainable church development that will lessen, if not completely unburden, the future church of high maintenance and operating costs, thus enabling the church to free resources for other mission opportunities.*

*The bricks and mortar of Archives is but the enclosure for a research center that will promote The Episcopal Church's mission, story and visibility in the wider community. It is a limited and diminished vision that sees the current need as a storage problem. A central repository will make it possible to explore fully the digital and communications tools that can be used to capture and re-tell in compelling ways the central themes of The Episcopal Church's work in the world.*

*The Archives and Mission Research Center must be supported by leadership across the church and be funded by a coordinated strategy of church-wide giving. The Archives holds the evidence of our spiritual culture and the assets of a community with an international reach. It should be a gathering place appropriate for study, discernment and institutional conversation, of fellowship and contemplation by Episcopalians and of invitation to others to observe and remember. This is an opportunity for The Episcopal Church to create a commons around its cultural heritage.*

Having received the site selection committee's first report in January 2007, the Executive Council asked for a second review and site examination of the finalist sites: Austin, Cambridge, Indianapolis and Philadelphia. In October, the Archives Strategy Committee reported again to Council that the Austin site made the most sense in terms of designing a building that would meet all of the criteria and the recommendations of the Board and Committee. With this review in hand, negotiations began with the seller of a prime downtown Austin site; and at the time of this report due diligence review is underway to complete the purchase of what will be the centerpiece of a development with revenue-generating operations. A coherent and coordinated fund raising strategy is still being formulated that makes sense of the project as well as The Episcopal Church in a tough economic environment.

#### **PURSuing MISSION IN THE DIGITAL DIMENSION**

The difficult path of the Archives building project contrasts with the success of the other major initiatives of the program in the area of digital archives. After a previous triennium of under-funding, the Archives has restored new content to its Internet repository of the church's official teachings, statements and events. Details on these resources are found in the Archivist's report to the Board, but two projects have been particularly exciting from the standpoint of the Board's involvement.

The first was the successful launch of the exhibit *Church Awakens: African Americans and the Struggle for Justice*. Several years in the making, this online exhibit is growing into the authorized home for the biographies, events, still photographs and recorded voices of those who watched, waited and finally took action as the church stood still in the face of the nation's enslavement and repression of our black brothers and sisters in Christ. The exhibit is a growing storehouse of remembrance that will match our continuing efforts as we seek repentance and changed behavior in all matters affected by race and injustice.

A second project is an online catalog of archival holdings—a tool that seems long overdue but has been delayed by the need to shore up the internal operations and seek cost-effective approaches to sustain. The Internet and open source software have finally made it possible for the Archives to operate its own catalog system without being dependent on costly outside vendors. As of this report, the staff has adopted a web-based system that will be launched in test mode sometime before the General Convention. This is a tremendous advance and opens up the Archives to greater exposure and wider use. The challenge is the increasing expectation on electronic document delivery that far exceeds our capacity at this time. This is an evolving area, however, and the Board is as excited as the staff in generating wider interest in The Episcopal Church's history.

**FINANCIAL REPORT FOR THE 2007-2009 TRIENNIUM  
Archives/Records Management Expenses**

|                                   | 2007              | 2008              | 2009              | Total               |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|
|                                   |                   | <i>Estimated</i>  | <i>Projected</i>  | <i>Projected</i>    |
| Salaries and Benefits (estimated) | \$ 481,673        | \$ 663,066        | \$ 688,094        | \$1,832,833         |
| Rent, Facilities, Storage         | 61,798            | 63,800            | 58,000            | 183,598             |
| Operations                        | 90,231            | 58,000            | 56,846            | 205,077             |
| Information Services              | 81,666            | 45,000            | 52,000            | 178,666             |
| <b>Total</b>                      | <b>\$ 715,368</b> | <b>\$ 829,866</b> | <b>\$ 854,940</b> | <b>\$ 2,400,174</b> |

**Board of the Archives Expenses**

|                        | 2007      | 2008      | 2009             | Total            |
|------------------------|-----------|-----------|------------------|------------------|
|                        |           |           | <i>Projected</i> | <i>Projected</i> |
| Non-Staff/Consultants  |           |           |                  |                  |
| Administrative         | \$ 0      | \$ 935    | \$ 5,000         | \$ 5,935         |
| Full Board Meetings    | 7,620     | 10,460    | 7,000            | 25,080           |
| Sub-Committee Meetings |           | —         |                  |                  |
| Actual/Projected       | \$ 7,620  | \$ 11,395 | \$ 12,000        | \$ 31,015        |
| Budgeted               | \$ 15,000 | \$ 15,000 | \$ 12,000        | \$ 42,000        |

**GOALS AND OBJECTIVES FOR THE 2010-2012 TRIENNIUM**

Despite the hard work of creating and funding a building program, the Board is very positive about the role of the Archives in supporting the mission of the General Convention by: (1) creating an innovative records and archives program that strengthens the institutional church's information infrastructure and (2) pursuing its primary task of advancing an understanding of The Episcopal Church's historical identity and blend of traditions.

The Board will continue to monitor and be involved as necessary with the Archives Strategy Committee in the re-location of the Archives in the next triennium. This will be a monumental task that will call for staff leadership and the dedication of our many volunteers and friends. The Board is committed to supporting the online presence of the Archives with many new deployments including the unveiling of the Archives catalog and an Episcopal text center.

The Board of Archives engaged in a new round of advocacy to press for the adoption by Executive Council of a records retention and electronic communication policy for the offices of The Episcopal Church Center. Having first requested a policy in 2004, the Board has again alerted the Church Center administration of its corporate responsibility and the need to plan carefully for the preservation of digital records. Corporate reporting regulations have made it imprudent for the Church Center administration to ignore this matter any longer. A draft policy and an implementation strategy were prepared by staff in 2008 for Board and administration review. The Board will be take note of progress in this area of management.

**BUDGET APPROPRIATION, 2010 B 2012 TRIENNIUM**

**Archives and Records Management**

|   | <i>2010</i>        | <i>2011</i>        | <i>2012</i>        | <i>Total</i>       |
|---|--------------------|--------------------|--------------------|--------------------|
| Salaries and Benefits                     | \$ 754,945         | 762,495            | \$770,120          | \$2,287,560        |
| Rent, Facilities, Storage                 | 65,626             | 66,073             | 66,530             | 198,229            |
| Operations                                | 84,998             | 86,447             | 87,929             | 259,374            |
| Gen. Conv. Leg. Research/Digital Archives | 82,020             | 83,440             | 84,893             | 250,353            |
| E-Records Management/ECC                  | 150,000            | 20,000             | 20,000             | 190,000            |
| <b>Total</b>                              | <b>\$1,137,589</b> | <b>\$1,018,455</b> | <b>\$1,029,472</b> | <b>\$3,185,516</b> |

**Board of the Archives**

|                       | <i>2010</i>     | <i>2011</i>     | <i>2012</i>     | <i>Total</i>    |
|-----------------------|-----------------|-----------------|-----------------|-----------------|
| Non-Staff/Consultants | \$ 0            | \$ 0            | \$ 0            | \$ 0            |
| Administrative        | 1,000           | 1,000           | 1,000           | 3,000           |
| Full Board Meetings   | 12,000          | 12,000          | 9,000           | 33,000          |
| Executive Committee   | 2,000           | 2,000           | 2,000           | 6,000           |
|                       | <u>\$15,000</u> | <u>\$15,000</u> | <u>\$12,000</u> | <u>\$42,000</u> |

**REPORT OF THE ARCHIVIST**

The past triennium has been one of anticipation—a tremendous girding for something new and yet not completely recognizable. The long period of discernment on the future location and shape of the Church Archives has given way to a rhythm of uncertain preparations that the staff has unconsciously absorbed into the background of its daily work. Interestingly, the undercurrent of uncertainty, which is now well over eight years old, has freed the staff to think very creatively and economically about those activities that will bring the greatest advantage to the future church as it undergoes its own large scale transitions. Our attention then has been to find practical ways of injecting memory, knowledge and wisdom back into a loose, but organized system that has a long and amazing story of changing lives and making a difference in the world.

In search of a new way to conceive of the Archives’ mission in the early 1990s, the Board adopted the theme of Episcopal and Anglican identity as being at the heart of its service to the church. So much of the church’s conversation sounded in those years like a collection of monologues as individuals fought for space to pin down a certain interpretation of traditional teaching and identity. Few Episcopalians were reading American religious history or took the occasion to reexamine and appreciate the somewhat radical adjustments that the post-Second World War church made to restore credibility and faithfulness in light of historic wrongs of exclusion and inequality. Memory of church history has become an overly personal rather than a collective narrative, and the Episcopal identity has been sidelined by a concept of tradition that has no liveliness or unity with the real story of the Anglican and Episcopal Church in the Americas. One is struck by A.M. Allchin’s warning in *The Living Presence of the Past: the Dynamic of Christian Tradition* that as Christians we are especially endangered in our faith if we lose our understanding and sense of the presence of the past as well as the pastness of the past in our daily existence. This mission of reclaiming identity and our institutional memory continues to be central to the work of the Archives.

Much time has been devoted in re-training staff and re-starting programs in the Digital Archives that were halted in 2004. This has been a major accomplishment, although we are now eager in entering the last year of the triennium to begin new work rather than playing catch up. We have been challenged to recruit and maintain a good staff that is adept at the promising new technologies. Competitive salaries are needed to match a skilled workforce. We must offer our curatorial staff the chance to sharpen their skills, meet with other information specialists and in general practice their skills with the emerging tools of the Internet, Web 2.0 and preservation media. Our sights are now set on how we can extend what we have learned about digital archiving to web archiving and electronic records management in a way that helps the dioceses and parishes that are now turning to these questions of “digital persistence”—our ability to find, retrieve and authenticate web and electronic documents in the future. These are

exciting times to be an archivist!

### RESEARCH SERVICES

The Archives continued in the triennium to transition to electronic forms of information delivery and research service. The shift to electronic mail and digital services has been reflected in a decrease in the number of individuals who telephone or write to the Archives for assistance. At the same time, those who do inquire by e-mail typically request research reports and/or assistance accompanied by electronic document delivery. Inquiries from our primary users in the General Convention and DFMS offices, as well as national church organizations, still comprise an average of slightly more than 60 percent of our in-depth research inquiries, which annually numbered 783 (2006); 524 (2007); and 584 (2008). In addition, the staff responded to a fairly steady flow of inquires for consultation on various aspects of records and archives: 185 (2006); 324 (2007); and 206 (2008).

The Archives provided extensive research support to the programs and mission of the DFMS, the House of Bishops Legal Committee, Diocesan Chancellors, various legal counsel, several standing commissions of General Convention and Executive Council. Litigation research, especially in 2007, supported The Episcopal Church in judicial proceedings involving the Dioceses of Fort Worth, San Joaquin, Quincy, Springfield, Central Florida, Colorado, Pittsburgh, San Diego and Virginia among others. Our ability to conduct this level of research across jurisdictions of the church underlines the ongoing need for procuring a wider representation of the church's archival records—whether in paper or electronic form—for long term access as a vital institutional resource

By far, the greatest impact of the Archives research services is measured by the consistently high number of individuals who access the Digital Archives and the Archives web site. Individual IP addresses (representing individual users with automated search bots removed) totaled 51,225 (2006); 55,000 (2007); and 61,307 (2008). In 2008 alone, over 463,185 web pages were successfully retrieved (again with search engines removed). These figures are quite small compared to the casual browsing that occurs on most web sites. We know from analyzing transactional reports, however, that more than 71,681 of these 2008 visits were specific database requests of the Digital Archives. A large number of new users and visits to the site were generated by the African American historical web exhibit, which accounted for 233,433 page visits.

The success of the Digital Archives encourages us to plan for the development of new electronic information resources that will integrate information stored and preserved by the Archives. The appeal of *The Acts of Convention* database has led the Archives into work that has commenced with the writing of this report to post-authenticated versions of the official reports to the General Convention (The Blue Book), which will connect users to the thinking and context behind many of the Resolutions of General Convention. As we transfer information services to the web, we free up staff time for consulting, educational projects and outreach. The increasing popularity of the Archives web site demonstrates the value-added return on these digital assets as resources for a healthy, informed Episcopal Church leadership and community.

### ACQUISITION OF RECORDS AND ARCHIVES

Our ability to vigorously pursue archival materials has been hampered by the limitations of our storage situation. Every incoming container must now be matched by one that is sent into remote storage, thereby making it less likely to be used and susceptible to the damage that comes from non-archival storage conditions and handling. Important materials are kept in the Archives stacks as we separate less important archival records for off-site storage. The influx of historical records from the Church Center renovation and the most recent staff reorganization at the headquarters accelerated the intake of official Society records. The space available to us in the New York Records Center was completely filled by these physical reorganizations. The Archives now rents space from three off-site facilities in addition to the Records Center and the Austin repository.

In the three-year reporting period 2006-2008, the Archives received a total of 631 cubic feet (319 individual accessions) of new record material. The Archives thanks all the private donors and church organizations that entrust their archives to The Episcopal Church. The following partial selection of notable new acquisitions, listed in order of receipt, demonstrates the extraordinary range of personal and organizational materials that have been acquired in

the reporting period 2006-2008:

- Biographical Collection: Alexander Crummell. Original Photographs, 1877, .01 cu.ft.
- Records of The Episcopal Church Women, Province V, 1993-1995, .2 cu.ft.
- Papers and Collections of the Rev. David E. Sumner, 1985-1999, 2006, 1 cu.ft.
- Records of the President of the House of Deputies, the Very Rev. George Werner, 2003-2006, .5 cu.ft.
- Archives' Prayer Book and Liturgy Collection, 1824-1961, 1.2 cu.ft.
- Records of the Episcopal Conference of the Deaf, 1859-2002, 19 cu.ft.
- Records of the Standing Commission on Liturgy and Music, 1994-2000, .3 cu.ft.
- Papers of Josephine Bumstead, c.1909-1927, .1 cu.ft.
- Papers of the Right Reverend Rogers Israel, 1881-ca.1928, .3 cu.ft.
- Electronic Records of the Office of the Presiding Bishop, Frank Griswold, c.1997-2006, 33 optical disks *Western Michigan Churchman*, 1914-1966, .35 cu.ft.
- Papers of Arthur Jones Allen and Netta Powell Allen, ca. 1930-1975, 2 cu.ft.
- Registration Forms for Conscientious Objectors, 2005-2006, 2007, .01 cu.ft.
- Records of Recovery Ministries, 1980-2006, 5 cu.ft.
- Collections on the Reverend Solomon Napoleon Jacobs, .1 cu.ft.
- Personal Papers of the Reverend Thomas Logan, 1908-2007, 4.7 cu.ft.
- Der Kirchenbote*, Serial Publication of the Church German Society, 1886-1890, .1 cu.ft.
- Collections of Leome Culmer on the Reverend John Edwin Culmer, 1928-2005, .25 cu.ft.
- Oficio Provisionales de la Iglesia Episcopal Mexicana Ó Iglesia de Jesus*, 1901, .1 cu.ft.
- Papers of Maggie Woolverton, 1982-1989, 2 cu.ft.
- Domestic and Foreign Missionary Society. Trust Fund Committee, 1906-1990, 41 cu.ft.
- Records of the Black Ministries Office, 1982-2001, 10.5 cu.ft.
- Records of the Native American Ministries Office, 1969-2001, 68 cu.ft.
- Records of the Registrar of Conscientious Objectors, 1951-2008, 2 cu.ft.
- Records of the Hispanic Ministries Office. 1979-1987, 13 cu.ft.
- Records of the Indian and Native American Affairs Desk, 1979-1984, 2 cu.ft.
- Domestic and Foreign Missionary Society. Finance Office. Ghetto Loan Files, 1969-1975, 5 cu.ft.
- Domestic and Foreign Missionary Society: American Churches in Europe (ACIE), 1919-1958, 2 cu.ft.
- Records of the American Church Building Fund Commission., 1880-1969, 3 cu.ft.
- Records of the Episcopal News Service. Photo Library Collection, 1989-1992, 19 cu.ft.
- Papers of the Rev. Samuel Orr Capers and Family, 1919-1945, 3.5 cu.ft.
- Papers of the Right Reverend George W. Barrett. 1938-1970, .6 cu.ft.
- General Convention. Records of the House of Bishops. Official Roll, 1925-2004, 1 cu.ft.

#### **ACCESS TO ARCHIVAL HOLDINGS**

Access to archives requires physical organization to make them retrievable, compact and durably housed, as well as intellectual organization in terms of indexing, cataloging and inventory controls. In the reporting period 2006-2008, the emphasis has been by necessity on improving the intellectual controls with a view towards expanding digital access. The most important initiative is a very big assignment to convert our catalog and older array of systems into a single online catalog. Investing in a new catalog has meant revisiting our systems in order to standardize entries, streamline data gathering and flow processes and design user interfaces that fit our expectations for client-friendly use. As with our other digital applications, the Archives has chosen an open source software system (ARCHON) for this application. Accessioning systems, classification systems, indexing language and finding aid content are all being reviewed to make this a long term investment for the Archives. This exciting project has a goal of being launched in its inaugural version by the time the church gathers in Anaheim.

In contrast, the physical organization of archives has suffered severely from inadequate space. Overcrowded conditions take a toll as much of the organizational work of the records occurs in the area of large scale inventory controls and preparation of time consuming lists for items that are sent off site. The staff completed processing (detailed arrangement and cataloging) of only 65 cubic feet of material between 2006 and 2008 (compared to 537 in the previous period). Notably, the Samuel Orr Capers collection was processed with the assistance of a gift from a

family descendent, Dr. Cheney Crow. The Archives also processed over 36 cubic feet of unsorted, mixed records and printed materials, 16 of which were left to the Archives by the Historical Society of The Episcopal Church. Formal finding aids or inventories were completed for the following archival holdings.

*Papers of the Right Reverend Walter Righter, 1995-1999, 3 cu.ft.*

After serving as Bishop in the Diocese of Iowa for sixteen years, Righter presided as acting assistant bishop in the Diocese of Newark from 1989 to 1991. The first installment of Bishop Righter's personal papers span the years 1995-1999 and document the public's response to and support of his controversial trial in 1996. The archive includes correspondence, manuscripts and audio-visual material of Righter's interviews.

*Records of the Episcopal Conference of the Deaf (ECD), 1886-2005, 19 cu. ft.*

Founded in 1881, the Episcopal Conference of the Deaf is a church membership organization that was originally open to clergy only until 1961 when provision was made for lay members. Evidence of the organization's service and mission are found in the Conference's serial publications (1886-1988), board minutes, correspondence, reports and ECD convention proceedings.

*General Convention. Informal Records Published for the Session, 1954-2006, 6 cu. ft.*

The Archives staff has actively collected unofficial published material generated specifically for the Convention bishops, deputies and visitors. The material includes news and advocacy statements, election data including biographies of candidates, committee reports and directories, church organizational brochures, public policy statements and legislative commentary.

*Documents in Print: Episcopal Church Publications Collection, 1835-1985, 19 cu. ft.*

The Archives recognizes its role as the repository for The Episcopal Church's official published statements and printed documents. Added to similar organized holdings, this collection helps to create the most comprehensive gathering of the church's public expression of its mission and program. Four other collections of like material await arrangement and cataloging by the curatorial staff with the aim of making the inventory available on line. The collection is used in historical research as well as copyright permissions and releases.

*Records of General Convention, 1940-1991, 37.25 cu. ft.*

These records document the triennial meetings of the General Convention from 1964 to 1991, as well as the activities of the General Convention Secretarial office from 1940 to 1989, including records of the General Convention Treasurer. The material includes legislative session records, committee files and reports, financial records, jurisdictional records and publications.

*Personal Papers of The Rev. Samuel Orr Capers, 1790-1962 (bulk 1919-1945), 4.5 cu. ft.*

The collection documents Capers' life and work, (1910-1984) and the extended Capers Family, 1790-1940. Capers was notably the fourth in a line of ordained clergy. His father, William Theodotus Capers, was consecrated Bishop Coadjutor of West Texas in 1914, his grandfather, Ellison Capers, served as the Seventh Bishop of South Carolina (1894-1908) and his great-grandfather, William Capers, was a Methodist Church bishop. The archive includes correspondence, sermons, journals, photographs, books and artifacts.

*Records of the Registrar of Conscientious Objectors and Official Registrations, 1962-2008, 1 cu.ft.*

The official filings and register of Conscientious Objectors has been maintained by The Episcopal Church since 1940. In addition to counseling and resource services, the Registrar has been charged by General Convention with keeping a register for purposes of providing evidence of a true declaration of conscience. The Archives acts as the permanent custodian to safeguard these records.

## RECORDS ADMINISTRATION

The Records Management Office provides guidance in the selection, arrangement, retention and final disposition of official records created by the DFMS offices and the General Convention. The office experienced a staff change, but continues to be a highly productive unit, assisting Church Center staff and working with the Austin staff to obtain a leaner and more organized record. Early in the reporting period 2006-2008, considerable effort went into recovery work from the rapid influx of records after the renovation of headquarters. This was not complete before a second wave of Church Center documentation was upended due to the reorganization of the program staff. It would appear that the two events have squeezed most of the inactive records from the office storage areas of the building. The past few years have produced a backlog of thousands of cubic feet of new material that await retention review and cataloging in the years ahead.

For the staff, the most important project of the triennium was the preparation of a records retention policy for records and electronic communication of the DFMS. Several factors contributed to bringing a new proposal forward after a first attempt in 2004 languished. Paper as the primary form of record keeping at The Episcopal Church Center came to an end with the change in administrations. Correspondence is now dominated by electronic mail, statistics are gathered in ever changing databases, and staff are now “archiving” common unstructured documents rather than printing them. These changes raise questions as to when a text becomes a “record,” and the decision process for keeping or disposing of these electronic documents and databases. Best corporate practices for accountability, e-discovery and risk management now assume policies and practices that accommodate the electronic environment. Sarbanes-Oxley regulations, Federal Rules of Civil Procedure and the Internal Revenue Service all address the central role of e-records in the operation of business and fiduciary responsibility to produce an auditable record of finances and key business operations. It is time for the DFMS to rethink how it manages its recorded information as part of its overall technology and communications strategy.

New work well underway or completed in this reporting period (2006-2008) included the establishment of record keeping systems and retention guidelines for the Human Resources Office, the Presiding Bishops’ Office, the Building Services unit, the Communications office and the former Anglican and Global Relations office. Staff conducted approximately 331 separate office consultations on various matters of retention, documentation systems and data retrieval and management. In 2008 alone, the Records Manager interviewed nearly every program area unit of ECC as part of her role on the reorganization team to coordinate the physical relocation of paper records and the virtual remapping of e-records as positions were changed and business purposes redefined. Twenty-five (25) separate retention schedules have been created or significantly revised to guide disposition practices by departments. In excess of 842 cubic feet of records were accessioned into the headquarters’ Records Center in the three-year reporting period. Approximately 426 cubic feet of records were disposed as obsolete or as previously scheduled for destruction.

## Digital Archives and Access

This triennium saw the restoration of funding for Digital Archives and a very active renewal of this part of our work with the development of new content and wider audiences. The popularity and appeal of the digital offerings are obvious to the staff as we analyze the computer logs and measure user response. Though not technically an “archive,” the 2008 online publication of the exhibit on the African American Church (see more below) received over 200,000 page retrievals in its first six months—far exceeding the number of retrievals of all Digital Archives resources for the same period combined.

Analysis of annual use statistics has shown significant use of our Digital Archives information resources, within the church and throughout the world, yet the Digital Archives are only part of the larger picture of information management, acquisition and publication in the digital age. The extraordinary burst of new work in this reporting period is noteworthy.

*The Acts of Convention 1976-2006 (“The Acts”)* database is a digital archive of the Resolutions of the General Convention. This database has been updated to include the Resolutions of the 2006 General Convention. The Archives adds standard titles, abstracts, citations, searchable topics and subject headings, and historical legislative notes.

*The Resolves of Council, 1976-2006* is a digital archive of the Resolutions of the Executive Council. Council votes for the years 2000-2007 were added, and quality control review of all corporate data, left off in the last triennium, was completed. The content was indexed to meet the same technological currency as *The Acts of Convention* database.

*Diocesan Press Service and Episcopal News Service (ENS), 1962-2006* makes available all of the news releases that have been issued by The Episcopal Church's various communications units since they centralized this news function in 1962. The first phase of the project was completed in 2001 and covered 1976-2000. In this reporting period, the Archives added the most recent content for the period 2001-2006 and the earliest data from 1962-1975. This application is the first complete electronic data archive as its completion will give us a full chronological run of the news releases issued in paper form.

*Reports to General Convention (the Blue Book), 1976-2006* is a work in progress. The triennial reports have been scanned and the raw data organized to create a new document-based digital archive. The goal is to link the Resolutions of General Convention to the supporting CCAB reports. The Archives is currently validating the data and designing a user interface for the electronic version.

*Web Harvesting for an Episcopal Church Digital Repository* is a project that the Archives has devised to begin systematically collecting diocesan and other official data published on the Internet. Our goal in this triennium is to select online diocesan publications for archiving as part of a Web Harvesting Project beginning in the fall of 2008. The concern is to safeguard Internet publications that could be inadvertently replaced by succeeding versions and updates. The project will involve relationship building with dioceses as the Archives paves the way toward their participation in use of a digital repository in the future.

## **DOCUMENTATION PROJECTS AND INFORMATION SERVICES**

### **General Convention Support**

The Archives' staff provided pre-Convention and on-site research support for the fifth consecutive Convention. Reports on approximately 355 Resolutions were prepared giving the history of the Convention's actions and additional background data, reports and historical information as requested by the deputies and bishops. Apart from the legislation, the Archives completed fifty-three research inquiries made at General Convention. Upon our return to Austin, the Archives' staff assisted the General Convention Office in validating the legislative history of approximately thirty complex pieces of legislation for the published minutes of the *Journal*.

### **Constitution and Canons, 2006**

At the request of the General Convention Office, the Archives edited the 2006 edition of the *Constitution and Canons* following General Convention. The Archives involvement in editing the *Constitution and Canons* stems from its interest in maintaining a historically accurate and authentic source document for broad research purposes. This year's edition required updating the text and index as well as making major Title III changes. The Archives introduced open source software solutions (see GC Resolution 2006-A049) to this application by moving the document into a standard XML schema and developing a customized DID (Document Type Definition). In the process, valuable document standards, templates and style sheets were created that will bring down the production cost of 2009 volume.

### **The Afro-Anglican Archives of The Episcopal Church**

After nearly three years of design and research, the Archives launched its permanent web educational resource entitled, *The Church Awakens: African Americans and the Struggle for Justice* in February 2007. The exhibit is an extensive introductory overview of the church's involvement and reaction to enslavement. The exhibit includes a feedback feature, which has already garnered valuable hidden history and reflections. This response component reinforces the Archives' ambition to construct a narrative that incorporates an evolving story and a growing repository of history and remembrance. The Archives also maintains a "futures list" of materials that will one day be included in the exhibit. The curators anticipate the exhibit becoming an important way to link to and publish parts of the archival holdings in the Afro-Anglican Archives of The Episcopal Church.

### **Episcopal Archivists Network**

The Archives maintains a partnership with professional diocesan church archivists to develop tools for the local church on archives and records management. An online “Canonical Record Keeping Database” was completed at the end of 2008 and captures church-wide diocesan canons on the kinds of records that are required for accountability, good governance and historical memory. The database contains abstracts of, and specific references to, records that are required by dioceses and parishes in each jurisdiction except for Provinces V and IX, where we do not have representation or reliable documentation. The group is also active in developing standards, workshop materials and consulting advice on Episcopal Church archives and records. Related to this is the 2008 updated publication of *Records Management for Congregations: a Manual for Episcopal Parishes and Missions*, which includes new sections on electronic records.

### **Anti-Racism Committee Support**

The Archives joined in supporting the response to General Convention Resolution 2006-A123, which called on the church to take steps to research its complicity and the benefit it derived from slavery and its aftermath. The Archives worked with the Anti-Racism Committee and several dioceses to support their research. The staff prepared an educational exhibit on the topic for 2008 Day of Repentance service. The staff also formulated a research guide entitled, “Consulting the Past Through the Archival Record: A Guide for Episcopal Church Research into the Impact of Slavery,” which has been widely distributed.

### **World Mission Conference: *Everyone, Everywhere 2008***

The Archives participated in an exhibit and oral history project in connection with the *Everyone, Everywhere 2008 World Mission Conference*. The Archives interviewed 20 missionaries who have served around the world for periods from 3 to 30 years, including amazing work in Bolivia, Brazil, China, Uganda, Liberia, Ecuador, Guatemala and Panama. A full-length, audience-attended session and interview with video recording featured the members of the Kelly Clark family who spent 20 years in Singapore and the Philippines. As of August 2008, the interviews exist in their original, analog format. Future plans for this collection may allow us to convert them to digital recordings and index them for web viewing.

### **ACKNOWLEDGMENTS**

This triennial report is a very broad brush stroke over these and many other smaller and unnoted accomplishments that add up to one of The Episcopal Church’s most productive and service-oriented national units. The staff is thoroughly acculturated into a project and team-based operation in which every member of the professional and technical staff of the Archives can take credit for the work that is performed in any one area of responsibility. Staff members support each other in a remarkable daily display of caring and commitment to the mission and ministries of The Episcopal Church. These individuals are: Sylvia Baker, Technical Archivist; David Hales, Administrative Deputy; Lauren Kata, Archivist for Digital Access and Collection Management; Corrinne Collett, Records Management and Information Services Archivist; Caroline Higgins, Digital Archivist; and Christian Higgins, Research and Public Services Archivist. Several part-time employees, especially Maribeth Betton, Eleanor Miller, Sarah Dana, Alicia Gostylo and Ymelda Laxton, have made a measurable difference in our work by their intelligence and flexibility. We are thankful for the contributions of all staff. In conclusion, we gratefully acknowledge and give thanks for the direction and support of the Board of Archives and its chair, Bishop Larry Maze, and Vice-chair Newland Smith, who have both also served on the Archives Strategy Committee.

Mark J. Duffy  
Canonical Archivist and Director  
December 30, 2008

RESOLUTIONS

**RESOLUTION A171 ON RECORDS AND ARCHIVES OF THE PROVINCES OF THE EPISCOPAL CHURCH**

1 *Resolved*, the House of \_\_\_\_\_ concurring, That Canon I.9 [Of Provinces] be amended with the addition of new section  
2 10 to read as follows:

3       **Sec. 10.** *The Synod shall give charge for keeping the minutes, journals and other records of its meetings, and shall transmit*  
4 *one copy of its journal to the Secretary of the House of Deputies, and likewise place one copy of its published journal, together*  
5 *with the archives and unpublished inactive records of the province in the official Archives of the General Convention.*

**EXPLANATION**

In establishing the provinces of The Episcopal Church, Canon I.9 did not effectively address the concern for accountability and communication that are basic to organizational units of the church. Unlike the canonical provisions for dioceses, the canons do not currently require the provinces to create a journal of their annual synod, an annual report, directory or other documentation that would assist the church in evaluating and defining the state of its affairs at the provincial level. In keeping with precedent for other bodies of General Convention, the Board of Archives proposes to add requirements for basic record keeping and for the deposit of the abovementioned records with the Secretary of the House of Deputies and the Archives of the church.

**RESOLUTION A172 AMENDMENTS TO THE CANONS AFFECTING DATA COLLECTION AND RECORDS IN ELECTRONIC FORMATS**

1 *Resolved*, the House of \_\_\_\_\_ concurring, That Canon I.6.5(a) [Of the Mode of Securing an Accurate View of the State  
2 of This Church] be amended as follows:

3       **Sec. 5 (a)** It shall be the duty of the Secretary of the Convention of every jurisdiction to forward to the  
4 Secretary of the House of Deputies, immediately upon publication, two copies of the Journals of the  
5 Convention of the jurisdiction, together with Episcopal charges, statements, and such ~~other papers~~ other  
6 records *in paper or electronic format* as may show the state of the Church in that jurisdiction, and ~~one copy~~ two  
7 copies to the Archives of the Church *in a common format as prescribed by the Archivist of the Church.*

8  
9 And be it further

10  
11 *Resolved*, That Canon I.1.5(f) [Of the General Convention] be amended as follows:

12       **Sec. 5 (f)** It shall be the duty of the secretaries of both Houses, ~~within thirty days after the adjournment of~~  
13 ~~the General Convention,~~ to deliver to the ~~Registrar~~ *Archives of the church*, the manuscript minutes of both  
14 Houses, together with the Journals, files, papers, reports, *electronic records*, and all other documents of either  
15 House *in a manner proscribed by the Archivist.* The ~~manuscript~~ minutes of both Houses shall remain filed until  
16 after the adjournment of the ~~second~~ *first* Convention following that at which such minutes shall have been  
17 taken; *Provided, however,* that any part of such minutes, for any reason unpublished in the Journal, shall remain  
18 filed in the Archives. The Secretary of the House of Deputies shall also deliver to the ~~Registrar,~~ Archives of  
19 the Church, *as proscribed by the Archivist,* when not otherwise expressly directed, all the Journals, files, papers,  
20 reports, and other published, unpublished or electronic documents specified in Canon I.6. The Secretaries  
21 shall require the ~~Registrar~~ *Archivist* to give them receipts for the Journals and other ~~papers~~ *records.*

**EXPLANATION**

Canon I.6.5(a) requires the deposit of the diocesan journal and other annual diocesan reports with the Secretary of the House of Deputies and the Archives. These canonical texts are now being published in multiple electronic formats, as well as, and sometimes to the exclusion of, paper forms. Local authorities are often unaware or ill equipped to create digital archives of these documents for permanent retention. The Board of the Archives recommends these changes in light of changing technological realities in order to secure a historically accurate view of the state of the church. The changes to canonical language are in keeping with usage found in Canon I.1.5(a) and are designed to establish parameters for standard communication formats and exchanging permanent and authentic records in electronic form.

The changes suggested to Canon I.1.5(f) will align the canon to current practice by removing an inordinately lengthy in-office retention period in light of the church's records management program. It also accommodates technology that has compressed the time between creation and retention of electronic records for purposes of timely archiving for future retrieval. Section (a) of the same Canon already requires that the Registrar, "transmit the same [Convention records] to the Archives of the church as prescribed by the Archivist." The Board recommends these revisions to encourage a common set of interchangeable data and communication formats that can be carried forward at minimum cost into future electronic platforms and technologies.

**Resolution A173 Amend Canon I.5.3(a) Board of the Archives Membership**

- 1 *Resolved*, the House of \_\_\_\_\_ concurring, That Canon I.5.3(a) be amended to read as follows:  
2       Sec. 3 (a). There shall be a Board of the Archives which shall consist of the Archivist (*ex officio*, with vote);  
3       ~~the Dean of the Episcopal Seminary of the Southwest (*ex officio*, with vote)~~, and twelve (12) appointed  
4       persons, three (3) of whom shall be Bishops, three (3) of whom shall be Clergy, and six (6) of whom shall be  
5       Lay Persons. All appointed Members of the Board shall serve terms beginning with the close of the General  
6       Convention at which their appointments are confirmed and ending with the close of the second regular  
7       Convention thereafter.

**EXPLANATION**

This Resolution was submitted to General Convention in 2006 but was not considered before adjournment. In 2005, the Archives and the Seminary of the Southwest entered into a new landlord-tenant relationship that was no longer based on a covenant under which the Seminary served as the permanent host and repository of the Archives. As there are other channels for communication, the Board of the Archives believes the new relationship calls for an appropriate adjustment in its *ex officio* membership. For practical reasons the Board also wants to avoid the appearance of a conflict of interest as it deliberates on matters of property and fund raising as part of its future in another Austin location.

**RESOLUTION A174 BUDGET APPROPRIATION FOR THE ARCHIVES OF THE EPISCOPAL CHURCH**

- 1 *Resolved*, the House of \_\_\_\_\_ concurring, That in accordance with Title I, Canon 5, Section 4, the 75th General  
2 Convention appropriate approximately \$2,287,560 for salaries and benefits for the staff of The Archives of The  
3 Episcopal Church for the triennium 2010-2012; the allocation of these funds within the Canonical budget shall be  
4 determined by the Joint Standing Committee on Program, Budget and Finance; and be it further  
5  
6 *Resolved*, That in accordance with Title I, Canon 5, Section 4, That the 75th General Convention appropriate \$897,956  
7 for operations, site and facility, and information services expenses of The Archives of The Episcopal Church for the  
8 triennium 2010-2012; the allocation of these funds within the Canonical budget shall be determined by the Joint  
9 Standing Committee on Program, Budget and Finance; and be it further  
10  
11 *Resolved*, That there be appropriated from the Canonical budget of General Convention \$42,000 for meetings and  
12 expenses of the Board of the Archives of The Episcopal Church for the triennium 2010-2012.