



Archives Collection Policy

Type of Policy: Archives

SUBJECT: Archives Collection Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	02

Policy

The goal of the Archives is to collect past and present records of congregational members and institutions engaged in work that reflects the charism of the congregation from 1852 to the present. These records reflect the development of the congregation, the conduct of its affairs as a corporation, and the personal lives of its members and those served through its various ministries. It is the goal of the Archives to make these records accessible to the public unless there are restrictions placed on the records by the donor or for reasons of privacy or sensitivity of the records.

All records created by the formerly separate congregations of Hamilton, London, and Pembroke, prior to November 18, 2012, are kept physically and intellectually separate from the records created by the amalgamated congregation. These records, along with the records of the amalgamated congregation, are kept in the consolidated archives in London. The Peterborough archive retains records created prior to November 18, 2012, as well as records of deceased Sisters from Peterborough, temporarily, until this archive is consolidated.

Definitions

Active record: A record that is used frequently and kept in the office of origin.

Semi active record: A record that is not used daily and may be stored off-site.

Inactive record: A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

Procedure

The Archives acquires inactive organizational records through scheduled transfer under a records retention and disposal schedule, or through donation or repatriation. Records that are acquired through transfer or donation, whether from an external donor or from a Sister, are appraised by the Congregational Archivist based on the *Mission Statement* and this *Collections Policy*. The appraisal criteria include:

- Whether the transfer or donation has archival value, that is historic, cultural, evidential, strategic, and informational value, specifically:
 - Whether the records are related to the mission of the congregation
 - Whether the records contain important information about people, buildings, and events related to the congregational history
 - Whether the records contain important information about local, national, or international events, trends, or topics that affected the congregation
 - Whether the records are significant for researchers
 - Whether the records were created by the office or person that transferred or donated them
 - Whether the records reflect the activities of the office or person that created them
 - Whether the records provide evidence of the activities, policies, and administrative structure of the congregation
 - Whether the records give evidence of decision making or precedents set
 - Whether the records give evidence of the impact of decisions, policies, and ministries
 - Whether the records are complete or incomplete
 - Whether the records continue existing record groups, i.e. are accruals
 - The quantity of the transfer or donation and whether it contains originals or duplicates
 - The uniqueness of the records

- Access restrictions on the records
- Privacy concerns attached to the records
- Property rights and cultural protocols attached to the donation, such as Indigenous artifacts
- The physical format of the records and whether they are accessible
- The physical condition of the records and whether conservation is required
- Available resources to process the records including staff, space, and supplies
- Legislation requiring permanent retention or transfer to another organization, such as education records under the *Education Act*
- Relationship of the donor to the congregation
- Whether another collecting repository holds similar records, in which case the Archives will strive not to split collections

The Archives does collect:

Vital business records

Decrees from Rome, including decree for union

Constitutions and bylaws

Charters

Articles of Incorporation

General Council/Congregational Leadership Circle meeting minutes

Corporate meeting minutes

Acts of Chapter including meeting minutes and election records

Assembly meeting minutes

Annals or Chronicles: convents, mission houses, apostolates, and ministries

Committee/commission meeting minutes: advisory, team, working group, planning, foundation

Reports: annual, financial, statistical, actuarial, consultant, ministry

Legal records: legal opinions, contracts, mortgages, deeds, trust agreements, leases, gifts and purchases of property, property sales, appeals and adjudications, depositions, briefs, petitions, estate inventories

Financial records: budgets, audit reports, donations reports, inventories, ledgers, journals

Congregational Leadership correspondence

Correspondence that records decisions taken or concerns issues of importance or has historical value

Records of appointments

Manuals: policy, procedures

Organizational charts

Vocation records

Formation records: novitiate, postulate

Profession records: vow formulas, vow books



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Personal records

Jubilee records

Deceased Sisters' personal files

Sisters' academic records

Sisters' unpublished manuscripts: drama, poetry, fiction, publication drafts, sheet music, academic papers

Sisters' research notes

Diaries and journals pertaining to the Sister's ministries

Memoirs and reminiscences

Personal files of Sisters who have withdrawn from the congregation: secularized, left after temporary vows, left from novitiate or postulate

Institutional records

Records related to institutions founded or administered by the congregation including orphanages, schools, hospitals, retreat centres, and social service agencies. This material includes annals, registers, orphan records, photographs, correspondence, artifacts, ledgers, diaries, newsletters, scrapbooks, yearbooks, and ephemera.

Communication records

Bulletins

Newsletters

Speeches

Ephemera from ministries: pamphlets, brochures, flyers, posters, programs

Website and social media

Directories and lists

Appointments

Multimedia records

Photographs (glass plate, print, negative, transparency (slide), digital)

Videos (Betamax, VHS or other) and film (8 mm, 35 mm, filmstrip or other)

Optical disks (DVDs and CDs)

Audio recordings (cassette, reel-to-reel, vinyl, digital)

Oral histories

Electronic records

Cultural and historical records

Artifacts including relics and textiles

Architectural drawings, building specifications, plans, diagrams, blueprints

Maps

Sisters' artwork

Scrapbooks

News clippings

Time capsule contents

Associate or Companion program records (if under the administration of the congregation)

Published materials

Rare books used by the congregation such as prayer books

Books written by congregational members

Dissertations and theses by congregational members

Handbooks

The Archives does not collect:

Active or semi-active records

Personnel records

Records relating to staff appreciation events, staff awards, or staff newsletters



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Materials relating to other congregations, organizations, or federations of women religious

Diocesan records

Unidentified photographs, including in JPEG format

Records which are “dropped off” without contact information for the donor

Transitory records such as notices of special events or memos to staff

Duplicate copies of committee materials

Preliminary drafts of letters and reports, preference being given to final copies

Publications from outside organizations

Blank forms

Unsolicited flyers and brochures

Photographs of deceased Sisters’ families

Photo albums of trips, holidays, or vacations

Rosaries or medals

Plaques or trophies

Relics lacking certificates of authenticity

Spiritual diaries of Sisters

Electronic records

The *Electronic Records Collection Policy* and the *Preservation Policy* also apply to electronic records.

Deaccessioning

Records which are acquired by the Archives become the permanent property of the Archives unless they are deaccessioned, based upon re-appraisal by the Congregational Archivist. Records of all accessions shall be kept by the Congregational Archivist. Materials may be deaccessioned if:

- materials do not fall under this *Collections* policy or the *Mission Statement*
- materials are damaged and unusable or pose a threat to other materials in the Archives
- materials are duplicates
- materials are in a medium or format which is inaccessible
- materials have little value for researchers
- access restrictions are unreasonable
- authenticity of materials is in question
- materials are more suitable for another repository

It is unethical for employees to receive materials from the archives if these have been deaccessioned.

The Archives reserves the right to make copies of records for preservation, research, and display purposes.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.



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Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Mission Statement

Records Management Policy

Electronic Records Collection Policy

Preservation Policy

Deed of Gift

Transfer Policy

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.