

The Board of the Archives of the Episcopal Church

Membership

Mr. Newland F. Smith, III, <i>Chair</i>	Chicago, 2012
The Rev. Jennifer Baskerville Burrows, <i>Vice-Chair</i>	Chicago, 2015
Ms. Jeannette Huey, <i>Secretary</i>	Missouri, 2015
Ms. Patricia Abrams	Chicago, 2015
The Rt. Rev. J. Neil Alexander	Atlanta, 2015
The Rt. Rev. David Alvarez	Puerto Rico, 2015
The Rt. Rev. Joe Burnett:	Maryland, 2012
Mr. Mark J. Duffy, <i>Canonical Archivist</i>	Texas, <i>ex officio</i>
Mr. A. Donald Evans	South Carolina, 2015
The Rev. J. D. Godwin	Dallas, 2015
Mr. Lawrence R. Hitt, II	Colorado, 2012
The Hon. Byron Rushing	Massachusetts, 2012

Summary of Work

The Board of Archives directs the Church's archives and records program and the Canonical Archivist who is charged to manage and care for current and future historical assets of the General Convention, the DFMS, and the wider Episcopal Church. The Board approves and recommends policy to the Executive Council and establishes goals for the Archives that strengthen the mission priorities of the General Convention. In this triennium, the Board gave considerable attention to what is essential and what is possible for an archival facility for The Episcopal Church within the current structures and economic realities. The Board is particularly excited even in these difficult budgetary times by the progress reported by an accomplished staff to develop baseline requirements and open-source technologies for a Church-wide digital repository to acquire electronic records of permanent value to The Episcopal Church.

Progress Report on a New Archival Repository

Since the Board's last report to Convention, the key elements of the Archives Strategy Committee's 2007 report continue to guide the work of the Archives Board, the Archives Strategy Committee, and the Executive Council and hence bear repeating:

- 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 Project's goal of sustainability is based on theological and practical considerations that complement the Church's teaching and resources.
- 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.
- 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.

After an intensive seven-month period of due diligence, The Episcopal Church completed the purchase of a city block (Block 87) in downtown Austin adjacent to St. David's Episcopal Church. The Archives Strategy Committee in its October 2009 report to the Executive Council made four recommendations, one of which called for, "a flexible, task-oriented structure to oversee both the funding development and the construction/land development" and asked for a budget of \$525,000 for the comprehensive campaign and project development.

The Executive Council opted instead to reassign the Convention funding for Archives to support the Mission Funding Office and to establish an advisory committee to the Standing Committee on Finances for Mission rather than re-appoint the Strategy Committee. These decisions resulted in two years of delay in moving the Archives Project forward. Over the course of three years of fund-raising by the Mission Funding Office, no progress was made in identifying potential major donors. Staff changes in the Mission Funding Office occurred in February 2011, and by mid-July a new Interim Director of Mission Funding had been appointed. Meanwhile, the Austin property is generating net income as a parking lot each month, which is being used to pay interest and reduce principal on the DFMS line of credit.

In January 2011 the third iteration of the Archives Strategy Committee met and began to review the decisions of the past two years in light of reduced circumstances. The Board and Council's Strategy Committee have approved a new case statement for the campaign for the Episcopal Archives and Mission Research Center, "Many Voices: One Church." The Board has also affirmed the Strategy Committee's plan to have a regional fund raising presence in Austin in coordination with the new Mission Funding staff in New York in order to identify donors and cultivate gifts from across the Church. The Board supports the Strategy Committee's request for an Archives Project Budget of \$730,000 to implement regional fund raising work and support the Archives staff in project administration in the next triennium.

The delays and confusion of the recent triennium have led several observers on Executive Council, the Board and its leadership to consider strengthening the Board's ability to guide the Project with wide but manageable input and decision making authority. At its September meeting, the Board authorized an investigation of the needed steps for obtaining 501(c)(3) recognition under the Internal Revenue Code of 1986 as authorized in the third resolve of the General Convention Resolution 2006-A143, "Relocation of The Archives of the Episcopal Church."

As a result of countless hours of volunteer work by members of the strategy committees and the Archivist, and the contracted services of a project management team including, contractors, attorneys, and architects, The Episcopal Church has developed a compelling conceptual design for an Archives and Mission Research Center that will also satisfy city planning requirements. The project promises to be sustainable in that the Church has an ownership interest, an appreciating asset, and an ongoing revenue stream to support operations. The challenge for the leadership of The Episcopal Church remains to organize a coordinated comprehensive fund raising campaign. The new Chief Operating Officer met with key parties in December 2011 and inspired the group to hold steady with our original vision in the hope that we can fully explore the potential of the Austin plan or at least the best alternative to it. Throughout this effort, the Board has been acutely sensitive to the difficult environment of external and internal pressures that test the Church's capacity and argue for flexibility and resourcefulness. The Board continues to discern a path that is flexible and faithful to the Archives' importance and role in claiming the Church's identity.

Other Highlights

The Archivist's report that follows captures the highlights of the many archives and records programs underway to support the management of vital and historical information Churchwide. The Board recognizes a few of these as outstanding accomplishments in the triennium.

DFMS Records Retention Policy

The Board recommended and Executive Council adopted a comprehensive policy on record keeping and retention, which includes special provisions for securing electronic records. Supported by management, these policies will secure the administrative, governance, and historical records for the Church, especially the virtual formats of digital media.

Digital Archives of the Episcopal Church

New additions to the Digital Archives include the *Acts of Convention 2009*, the *Blue Book* reports and several digitization projects including work with Standing Commissions and Committees that will bear fruit in the coming years. The Digital Archives fills the information requests of many thousands of Episcopalians each year.

General Convention and Governance

The Board fully endorses the Archives' research role on behalf of the legislative process and its scrupulous editorial work on the Constitution and Canons within the Secretariat. This triennium, the staff created several web accessible archives and research libraries for a half dozen interim bodies covering areas of liturgy, canons, structure, anti-racism, and policy. More telling in terms of return on investment is the many thousands of dollars that the Church has saved by the considerable litigation support performed by the Archives staff on behalf of the continuing dioceses and Title IV matters.

The Catherine Deahl Fellows Bequest

The Board expresses deep appreciation for the gift of \$346,397 from the estate of Catherine Fellows in memory of her mother, missionary Catherine Deahl. Ms. Fellows maintained a long research relationship with the Director as she prepared a manuscript on American missionaries in China. The Board designated these trust funds for the preservation and educational use of the Church's archives in the area of foreign mission.

Financial Report for the 2010-2012 Triennium

Archives/Records Management Expenses

	2010	2011 <i>estimated</i>	2012 <i>projected</i>	<i>Total projected</i>
Salaries and Benefits	593,536	653,376	673,052	1,919,964
Rent, Facilities, Storage	58,000	59,000	60,000	177,000
Digital Information Services	2,210	72,553	85,033	159,796
Operations	68,020	93,159	91,052	252,231
Total	\$ 721,766	\$ 878,088	\$ 909,137	\$ 2,508,991

Board of the Archives Expenses

	2010	2011 <i>estimated</i>	2012 <i>projected</i>	<i>Total projected</i>
Administrative	0	725	725	1,450
Board Meetings	5,648	14,456	10,195	30,299
Total	\$ 5,648	\$ 15,181	\$ 10,920	\$ 31,749

Goals and Objectives for the 2010-2012 Triennium

The Archives Board is prepared to take a stronger, more prominent role in directing the future course of the Building Project rather than relying as we have on layers of detached committees. In some respects, the lack of progress of the past triennium could not have been avoided as we felt the impact of the economic downturn and the inadequate staffing and funding in the DFMS fundraising office. Our primary goal of this next three years is to work directly with new DFMS management and professional consultants and specialists to move the Building Project forward to the new stage. If our efforts to develop a structure in Austin are not fruitful, the Board will pursue alternatives mindful of the high professional requirements and service criteria that have guided the Project. In support of this goal, the Board has begun to investigate how it might restructure itself into a more agile governance unit of General Convention and the DFMS.

A second major area of concern that comes before every meeting of the Board is the precarious state of the Church's electronic records and communications. The team of professionals working in the Church Archives has equipped us with the knowledge, skills, and even some of the low-cost open-source tools that can help us capture and preserve data in permanent archival formats. The Board will continue to advise them on how to implement this priority goal for Church-wide advantage. Advanced information technology will be essential to secure electronic records of the DFMS, General Convention and the canonical filings of the dioceses and parishes. We will watch this work closely and advocate to resources to secure these information assets for future use.

The Board recognizes its responsibility to oversee the work of the Canonical Archivist and to be as supportive as possible to the goals and many projects undertaken by the curators of The Episcopal Church's archives. We have a particular interest in using the variety of our experiences and involvements to enhance the diversity and depth of the historical collections. To that end, the Board will be more active and intentional in assisting with acquisitions and collection development.

Budget Appropriation, 2013–2015 Triennium

Archives, Records and Information Management

	2013	2014	2015	Total
Salaries and Benefits (est.)	692,661	713,440	\$734,844	\$2,140,945
Rent	69,000	69,000	69,000	207,000
Operations	93,699	93,699	93,699	281,097
General Convention/Digital Information Services	50,977	50,977	50,977	152,931
Churchwide E-Archiving Systems	73,333	73,333	73,333	219,999
Total	\$ 979,670	\$ 1,000,449	\$ 1,021,853	\$ 3,001,972

Board of the Archives

	2013	2014	2015	Total
Non-Staff/Consultants	0	0	0	0
Board Meetings	12,000	12,000	9,000	33,000
	\$ 12,000	\$ 12,000	\$ 9,000	\$ 33,000

Report of the Archivist

Research in the Archives this triennium has aptly paralleled the interests and themes that dominate conversation about change in and around the Church. Some questions focus on re-discovering the well springs of Episcopal identity in worship, polity, social service, and global involvement as a historically sensitive way of creating new tools for directing change. Alternately, other questions arrive framed in the anxieties of the cultural environment and reflect impatience with past accretions of practices perceived to hamstring new and urgent reforms. Both approaches carry the past as a prologue to the ensuing debates. Not completely lost is the subtle difference between using the legacy story to shape a hopeful mission future, and using the past to exercise leverage over the present unsettled state of ecclesiastical affairs. These are not trivial concerns as we believe the Church's changing attitude towards its own past will have a direct bearing on how it ultimately stewards the treasure of its archives and historical collections.

This triennial report is submitted at a time when the Archives has completed a period of adjustment during which we reconstituted key positions within the curatorial staff and examined our strengths in light of the evolving Church and its mission in these challenging times. The twenty-three percent budget reduction taken at the last General Convention profoundly affected the Archives as it did other departments. Most inimical was the unfavorable impact and sudden halt to progress on a new archives building. Monies allocated by Convention for the building project were re-designated by Executive Council and management to support an implausible and inexperienced fund raising office that could not produce results. In this triennium, the Archivist has funneled energy into a maintaining a focused message on the need for a unified, sustainable solution. Still, we acknowledge the effects of reduced staff and finances and a gnawing ambivalence of Church leadership and institutions to take on the complexity of buildings and construction. The prospect of regaining momentum in an adverse climate of economic and organizational stress is clouded and doubt outweighs vision for creating a revenue generating property in downtown Austin.

All parties acknowledge the acute need for securing better space to support the Archives' mission. In recent decades, the Church has pared away numerous resource centers and special libraries that supplied organizational memory to ministries and leadership in The Episcopal Church. Today, we have a very few internal or external entities that can substitute for the services of the Church Archives. It exists because The Episcopal Church needs its history and the ecclesiastical and civil claims that are supported by the documentary record. Poor physical housing of archives can be accommodated only up to a point before the quality of the holdings and the administrative services are severely compromised. Impaired physical functionality directly undermines the Archives' ability to sustain the Church's institutional memory.

The ambivalence that has settled on the building project will break open into something new, which leaves the curators to ponder how the Archives can strengthen its role as a Churchwide steward of identity. After a long period of recruitment and training, we can report that the Archives entered the last year of the triennium in a much better place that it began. By the end of 2011, the staff had moved beyond a maintenance mode to re-conceptualizing new information systems to meet the expanding digital communication of a networked Church. The building dilemma will eventually find a satisfactory outcome. Our priority is to keep the archives in optimal shape in order that the new repository can be fully recognized as a tremendous gift to the future Church.

Research Services

The recruitment of a new Research Archivist was an opportunity to reshape the Archives' research services. The emphasis in recent years has been to deliver a polished research product to Church leadership in the General Convention, the Domestic and Foreign Missionary Society, the dioceses, and affiliated organizations. Use of the Archives by these primary stakeholders was heavy throughout the post-Convention period in the topical areas of litigation support, structure and governance, liturgy, racism, domestic poverty, and various public policy issues.

The Archives fields approximately a thousand reference and contact questions annually. Statistics show that 70% of all users of the Archives self-identify as Episcopalians – a low estimate as we do not require that this information be given. The in-depth institutional research, some of which can take several days to research and package, is the most measurable. Feedback indicates it is also the most well regarded service. For the recent three-year period, research reports amounted to 648 (2009), 560 (2010) and 582 (2011). Since General Convention 2009, the Archives has had to close its Reading Room one day a week (Fridays), and now requires a formal appointment to visit as space and staff limitations have combined to curtail our availability for easy on-site use.

Online Research

Wide use of the Archives is made through the Digital Archives and the Archives Website (<http://episcopalarchives.org>). While we experienced a considerable delay in posting new information to the website, the existing historical data continued to attract an important number of individuals who query the online archives for specific information. The number of unique URL hosts (or individual users) served by the Archives Website has remained encouraging: 83,060 (2009), 64,452 (2010) and 71,304 (2011). On average, about 49% of the content is taken from the Digital Archives and a remarkable 25% of content is drawn from the Archives' exhibit on African-American Episcopalians.

The Archives uses the Digital Archives to anticipate questions from audiences who share similar information interests. We describe in the section on Digital Archives below three websites the curators constructed to assist CCABs with their triennial assignments. The websites allowed the staff to prepare broad thematic responses rather than customizing individual replies. Web-based delivery formats are early experiments in using Internet technology to collect and disseminate locally created electronic data in systematic ways.

Legal Research

The Archives gave priority in this reporting period to providing litigation research support. Time-sensitive research was conducted for legal counsel involved in the recovery of assets for several reconstituted dioceses and for a half dozen other dioceses with departing congregations. Other requests concerned Title IV discovery and investigation. These requests required researching the historical relationship of parishes to the parent bodies in order to demonstrate an unbroken record of affiliation to The Episcopal Church. Digitization made the work more efficient, but also required close attention to authenticate documents for later depositions. Apart from the higher quality of information that a knowledgeable staff can produce, the Archives saved the DFMS and the dioceses substantial sums in legal research costs. That is not to say there were no costs, but these were absorbed by letting other tasks fall aside to free up staff time. Since late 2008, the Archives could have easily employed one full time professional staff person for 6 months of legal research and one full time support staff person for 2 months in litigation support.

Digital Archives

Progress in developing the Digital Archives was also severely delayed by the budgetary impact and the related loss of experienced staff. By late 2011, the Archives had recruited a new Digital Archivist and reestablished the gains of previous triennia. The impact was nonetheless profound in terms of the limited offerings we could make to the Church through the Archives Website in this reporting cycle. It bears mention that the technology and expertise needed for today's information management of archives and records require specialized skill sets and professional commitments that are not easily obtained, especially for organizations in turmoil. The staff engaged the following digital archives projects in this reporting cycle.

Reports to General Convention (The Blue Book), 1976–2009

A new information resource added to the Digital Archives in the triennium is the compilation of official reports of the standing commissions, committees, agencies and boards of the General Convention. Gathered every three years in the "Blue Book," the reports contain the summary thinking of the Church in deliberation. As a single searchable data set they are historically impressive. The Digital Archive contains 370 searchable PDF reports spanning the contemporary period and enhanced with topical indexing that will aid users in locating content.

The Acts of Convention 2009

The Acts database is an authenticated archive of the resolutions of the General Convention. Staff improved the 2009 *Acts* by adding a new text field entitled "Source Documents," which attaches to the resolution any text endorsed or authorized by General Convention as an official statement. Online publication of the 2009 data was much delayed until the end of 2011 by the loss of staff and key institutional knowledge in the General Convention Office. The curators repaired numerous errors by conducting a full resolution audit. The *Acts* database stands as the authentic version of the Convention's actions.

Resolution 2009-C056 to Study Liturgies for Blessings

The Archives collaborated in this triennium with the Standing Commission on Liturgy and Music to host a Digital Archive (<http://www.episcopalarchives.org/SCLM/>) of historical materials that stakeholders have used to study liturgical precedents and discussions of same gender blessings. The curators gathered and prepared liturgical resources from the Archives and other disparate locations. The site contains commitment liturgies, official statements of the Church, diocesan reports, writings of acknowledged authorities, and the work of the Commission itself. This collaboration

between SCLM and the Archives is a model for using existing primary sources to build new resources in digital versions for future re-interpretation.

Resolution 2009-A143: Responding to the Church's Call on Racism.

In 2009 General Convention extended the Church's commitment to anti-racism and asked each diocese to name a Day of Repentance, to observe that event by holding a Service of Repentance, and to begin a study of the ways in which each diocese benefitted from the institution of slavery and the segregation and discrimination that was its legacy. The curators assisted the Executive Council's Committee on Anti-Racism in documenting these responses. The Archives has contacted each diocese and created an online register of diocesan responses, including many of the primary study documents requested by General Convention. The resources gathered from these contacts will become a permanent part of the Archives' electronic holdings in its Afro-Anglican Archives.

Episcopal Church Digital Repository.

The curators have conducted a first research phase on several open-source software solutions for the development of a digital repository. The digital repository will serve the church-wide community by creating a vehicle by which dioceses and parishes can directly deposit their permanent electronic records (e.g., Journals, annual reports, publications, etc.) with the Archives. As of this report, potential repository software has been selected and the curators have begun training in the specifics of repository software management in a test environment. This is a very exciting program that will directly aid dioceses and parishes in preserving historical data and "e-filing" appropriate documents as required by the canons, but the project is contingent on funding (see the Archiving Electronic Records section below).

Policies Website and Portal.

At the request of the Executive Council's Standing Committee on Governance and Administration for Mission, the Archives compiled an authoritative report on existing policies, guidelines and formal practices of the Domestic and Foreign Missionary Society. This thirty-year retrospective made it possible, utilizing collaborative software at the DFMS headquarters, to post a central library of current policy information. The curators were instrumental in designing the software interface and populating the content of a new intranet site that will bring central operational documents to each employee's desktop.

The Episcopal Text Center

The Archives continued to pursue its long range goal to develop an electronic Episcopal Text Center – a selective historical resource of key digital records on important concepts and movements within The Episcopal Church. Work began with the preparation of unique primary materials for digital scanning, creation of metadata descriptions, and vendor selection. The acquisition of digital copies – which may come to replace the originals in many cases – underscores the importance for the Archives to develop a robust digital repository to which we can entrust long-term preservation of large data sets even as we make them available online. The following list describes some of the projects underway in this reporting cycle.

Ecclesiastical Trial Court Records

Although digitization began on this project and was delayed, the Archives is committed to digitization and creating electronic access to this material, which will be a valuable aid to chancellors and canon lawyers.

The Witness

No longer in publication, this periodical was a key Episcopal voice of social justice ministry for half a century. As the repository for the magazine, the Archives completed a partial digitization with hopes of future funding for Web publication.

Episcopal Church Clerical Directories

The directories from 1875 to 2006 have been scanned to archival standards. Publication awaits database development and funding. The historical value of the archive is clearly demonstrated by daily research use of the paper copies.

Journals of General Convention

The complete set of Journals from 1786 have been scanned and authenticated. Processing and online publication of these volumes await funding and an upgrade of the Archives Website.

Archives Oral History Collection.

This collection is a set of unique personal testimonies and reflections on ministry and mission. The fragile physical state of the original tape recordings requires that we begin digital conversion for preservation. The first round of digital reformatting in 2011 included: 52 taped interviews (1974–1975) by John Shelby Spong with and about Presiding Bishop John Hines; 102 recordings from the archive of the Episcopal Women’s History Project; 18 oral histories on the development of the 1979 Book of Common Prayer, and 16 interviews of missionaries conducted at the *Everyone, Everywhere 2008* conference.

Acquisition of Records and Archives

Cultivating relationships with donors in a de-centralized organization of volunteer leaders and diverse networks is a logistical management challenge. Increasingly, the important conversations are taking place in electronic spaces that individuals are not saving in a permanent format. In place of a full-fledged digital repository, the Archives published and distributed guidelines for the retention of electronic mail. For general electronic text files and data sets, however, we are still entirely dependent on the recordkeeping skills of our donors and manual systems of data transfer.

The Archives accessioned approximately 593 cubic feet into the Austin repository in the reporting period: 95 (2009), 158 (2010), and 340 (2011). Formal acquisition of electronic records from private donors was approximately 1 terabyte: 303 GB (2009), 208 GB (2010) and 490 GB (2011). A small sample of the diversity and importance of donations to the Church Archives for the period 2009–2011 follows:

- Portrait of James DeWolf Perry, c. 1930, .1 cf. (Stuart and Sue Feld)
- Records of the House of Deputies President, Pamela Chinnis, c.1975–2000, 4 cf. (Ann Chinnis)
- Personal Papers of Ruth Meyers, 1983–2000, 1.3 cf. (Author)
- Records of the Standing Liturgical Commission, 1985–1997, 1.0 cf. (Ruth Meyers)
- Historical Collections of Peter Carey, c. 1900–2007, .3 cf. (Author)
- Papers of Nigel Auld Renton, 1962–2008, 9.4 cf. (Author)
- Papers of Juan C. McCarthy, Missionary (Cuba), 1866–1931, .01 cf. (John McCarthy)
- Records of Province I, Papers of the Executive Director, 1983–2007, 2.3 cf. (Province I)
- Papers of William White, 1772, 1823, .01 cf. (Episcopal Divinity School)
- Audio Recordings of Edward West, c. 1975, .2 cf. (Seminary of the Southwest)
- Papers of John B. Kelley, Missionary (Costa Rica), 1957–1965, 2009, .1 cf. (Author)
- Papers of Dennis B. A. Berk, Missionary (Zambia), 2003–2006, .3 cf. (Author)
- Memoirs of Caroline Hamlin Sanford, c. 1925, .1 cf. (Charlotte S. Sanford)
- Papers of the William B. Spofford, Jr., 1938–2009, 6.3 cf. (Author)
- Scrapbook of Nancy Roberts, 1967–1977, .25 cf. (Gainor Roberts)
- Records of The Educational Center (St. Louis), 1938–2003, 22 cf. (Author)
- Papers of Frank Sugeno, ca. 1955–1993, 5 cf. (Author)
- Records of the Historical Society of the Episcopal Church, 1925–2007, 7 cf. (Author)
- Scrapbook, Episcopal Church Mission in China, c. 1933–1935, .1 cf. (Charles A. Taylor)
- Records of Louie Crew, “The Anglican Pages” Website, c. 1996–2010, 457 MB (Author)
- Papers of J. Robert Wright, 1963–2011, 40 cf. (Author)
- Papers of William Green, 1951–2011, 32 cf. (Author)
- Papers of John Claypool, 1953–2005, 20 cf. (Ann Claypool Beard)
- Records of the House of Bishops Theology Committee, 1988–2010, 1 cf. (Author)
- Records of The Episcopal Network for Stewardship, 1996–2011, 1 cf. (Thomas Gossen)
- Records of the Center for Hispanic Ministries, 2003–2011, 3 cf. (Author)
- Records of the House of Deputies President, Bonnie Anderson, 2009–2011, 5.61 GB. (Author)
- Records of the Society of St. Margaret, 1873–2006, 55 cf. (Author)
- Records of the Trust Fund Committee, 1976–1998, 13 cf. (DFMS)
- Records of the Presiding Bishop’s Office, 1970–1993, 20 cf. (DFMS)
- Records of the Committees, Commissions Boards and Agencies, 1985–1996, 6 cf. (GC)
- Records of the Treasurer on War Claims and Reparations, 1945–1971, 1 cf. (DFMS)

Archiving Electronic Records

The Archives’ goal is to find inexpensive but effective ways to support a Church-wide electronic records acquisition program. Nearly every deposit of records, from private or organizational donors, is accompanied by unstructured electronic documents, (word processing, spreadsheets, etc.) or semi-structured data sets and collaborative work spaces

(e.g. the General Convention “Extranet”). Born-digital materials are now the *de facto* standard for original records being created by the DFMS staff, but also by many of our private donors.

From an asset management and liability standpoint alone, The Episcopal Church has fallen behind in what is expected of an organization, especially one that has experienced as much litigation as we have in the last two decades. Apart from that baseline requirement, the lack of investment in standard industry tools for intellectual property management presents a stunning lack of diligence in securing the Church’s administrative and organizational knowledge. Currently, there is no centralized mechanism or activity within The Episcopal Church to collect the numerous electronic Journals of Diocesan Conventions/Councils or the electronic annual reports and financial statements required by Canon. The same is true of the minutes and proceedings of all our CCABs, which create documents in the computer “cloud” and have made no provision for archiving the data.

The Archives Board will again submit a budget proposal to procure software management tools. In the meantime, we experiment with low cost, short-term technology solutions based on open-source solutions and systems that can be modeled for parishes and dioceses. By the end of this reporting cycle, the curators have begun research and development on three avenues of electronic records acquisition and preservation: (1) evaluating and implementing preferred low-cost email archiving systems for various platforms, (2) constructing the entry-level infrastructure necessary to qualify the Archives for basic certification as a “Trusted Digital Repository” under the ISO 16363 standard, and (3) customizing open-source software for receiving and managing electronic records as archives for permanent retention and access.

Collections Management

Online Presence and Archives Catalog

The curatorial staff is of one mind that the Archives’ goal of an online catalog is our most important project of the triennium. The complexity of the project lies in converting legacy data that is up to fifty years old and does not neatly translate to modern systems. The online catalog will be a key information window to complement the Digital Archives and a primary means of cultivating relationships with our users, donors, and other archival repositories of The Episcopal Church. The staff expects to recover our footing in this area and launch a product before General Convention 2012.

Not unrelated to the online catalog is the general accessibility to content through the Archives’ website, which still resides within a “Web 1.0” technology. In light of expected limitations on future funding, the staff conducted an assessment of our communications and marketing strategy. An RFP for implementing an open-source Content Management System (CMS) is in place and will guide an integrated information architecture for the Catalog, the Digital Archives, the Episcopal Text Center, and a portal for a Church-wide Digital Repository. On the basis of the specifications we have in place, the Archives hopes to design and launch a new Website in 2012.

Access to Archival Holdings

The use of interns and part-time professional staff allowed the Archives to achieve a moderate level of success in organizing several collections in the archival holdings. We exceeded the annual goal to process 40 cubic feet by an annual average of 55 cu. ft. The production of formal finding aids, detailed inventories and accretions to existing collections in this reporting period amounted to 21 cu. ft. (2009), 80 cu. ft. (2010), and 64 cu. ft. (2011). Our dependence on off-site storage utilizes a portion of staff resources simply to plan and execute the logistics of everyday inventory placement. This space-related redundancy of effort erodes work flow effectiveness. The staff prepared 210 cubic feet of material for off-site storage. The following finding aids and inventories are noted.

The Ellen Sitgreaves Vail Motter Manuscript Collection, 1827–1886 with later family additions to 1943, 1.3 cu. ft. The collection documents two generations of episcopal leadership in Samuel Bowman and Thomas Hubbard Vail and a wide correspondence with early Church figures.

Records of the Standing Liturgical Commission, 1985–1997, 2 cu. ft. These records from private donors cover liturgical changes in the period of trial usage and the introduction of expansive language.

Records of the Educational Center, 1938–2003, 24 cu. ft. The Archives completed a survey, appraisal and inventory in acquiring this major archive of a diocesan-centered incubator of Christian education curricula used by The Episcopal Church and other denominations.

Personal Papers of the Right Reverend Ian Theodore Douglas, 1984–2010. 25.3 cu. ft. The archive includes the author’s teaching and participation in Church bodies and Lambeth 2008.

The Papers of Nigel A. Renton, 1962–2008, 8.6 cu. ft. Renton’s papers are an example of activist lay ministry and involvement in liturgical reform and Church governance.

Records of the Evangelical Education Society, 1820–1998, 28.65 cu. ft. With national reach and programmatic scope, the archive of the Evangelical Education Society holds a remarkable history of a central theme in Episcopal Church culture.

Archives Liturgy Collection: Hymnals, 1799–1998, 11.35 cu. ft. The collection includes Episcopal hymnals and songbooks purchased and collected from private donations.

The Papers of the Reverend Daisuke Kitagawa, 1923–1970 with later family additions to 1990, 7.75 cu. ft. The author’s writings on civil rights, his reflections on internment and resettlement, and his ministry among Japanese American Episcopalians are now fully organized.

Records of the Cancionero “Songbook” Project, 2006–2011, 6 cu. ft. An ecumenical project team led by the Church’s Hispanic Ministry network created a comprehensive Spanish-language songbook. The Archives has acquired and described both electronic and paper files related to this project.

Records Administration

The Archives is responsible for records retention and archiving for the offices and employees of the Episcopal Church Center and the General Convention. In that capacity, our curator at the headquarters has focused on providing policy-level direction to employees, operational assistance in the organization and retrieval of recorded information, management of electronic files, and the disposition of non-current records. Between 2009 and 2011, the Archives’ Records Management Office received 931 cubic feet of temporary or permanent records for storage in the New York Record Center, and destroyed 519 cubic feet of obsolete material. At this time, the Archives does not have the capacity to archive electronic records, which are stored for a period of time (or destroyed) by the ECC’s technology department.

Archives staff accomplished a management improvement in this reporting period by creating a comprehensive *Records Retention and Management Policy* for the Domestic and Foreign Missionary Society in 2009. This administrative policy was advocated by the Audit Committee and the Archives Board, reviewed by legal counsel, and adopted by Executive Council. Council augmented the policy in 2011 by the addition of a requirements statement entitled *Selection of Software for Records of the DFMS*. These policy tools establish general retention authority for DFMS records and protocols for reporting compliance. The Archives also posted guidelines for capturing e-mail in Outlook systems and a basic “FAQ” document to advise local Church administrators on the retention and archiving of electronic records.

Risk Assessment for DFMS E-Records

The Archives has identified a number of DFMS information systems that are at risk to the successful ongoing operation of the organization. Various departments have acquired computer applications that are not maintained as record-keeping systems and operate in cloud computing contexts that lie outside the in-house IT systems of the staff and present formidable dependencies on third parties to archive data for administrative, legal, or historical use. Such dependencies without internal back-up systems present opportunities for permanent data loss and liability costs in the event of litigation or electronic discovery. This evolving state of technology and data management have been noted by the Archivist and brought to the attention of appropriate committees of Executive Council.

Documentation Projects

General Convention 2009

The Archives continued its presence at General Convention as a research office for the Deputies, Bishops and Legislative Committees in their deliberations. The Archives also provides staffing for the back room operations to support workflow as it is affected by document and records management in the three secretariats. This work directly aids the compilation of the *Journal of General Convention* and the published *Constitution and Canons*. The staff expects to continue this presence at the 77th session in Indianapolis.

Constitution and Canons 2009

Working under agreement with the General Convention Secretary, the curators edited and indexed the 2009 edition of the Constitution and Canons. The editing process for this triennium required text validation on Title IV revisions and a complete revision to the index. This is the third edition produced as a joint project of the two offices and is an excellent example of interdepartmental collaboration utilizing specialized staff expertise.

World Mission: Everyone, Everywhere 2011

Oral history is an important way in which the Archives supplements and enhances the written record. As exhibitors and participants, the Archives continued its interviewing program “Every Mission Has a Story” in collecting and audio-recording interviews with domestic and foreign missionaries. Featured stories document mission in Haiti, Tanzania, South India, Hawaii, New York, and South Africa. All interviews have been digitally archived and will be available for inclusion in the Episcopal Text Center.

Acknowledgments

Much more has been accomplished in this triennium than can be reported here. Each year in meetings and countless times by phone, the Board and its Executive Committee give guidance and support to the Archivist and the curatorial staff. Their commitment to this part of our adventure is a remarkable gift to the Church. The current Archives staff is truly the finest and they show admirable commitment in their service for the Church. The individuals responsible for the work represented here include: David Hales (Administrative Deputy), Lauren Kata (Archivist for Digital Access and Collection Management), Corrinne Collett (Records Management and Information Services Archivist), Caroline Higgins (former Digital Archivist), and part-time Special Projects Archivist Maribeth Betton. New staff members who have begun to leave their mark in a short period of time include Sarah Dana (Research Archivist), Jessica Velie (Digital Archivist and Electronic Content Manager), part-time archives specialist Clifford Allen, and archival assistants Ashley Butler, Lisa Cruces, Jonathan Hierholzer, and Andrew Schmitz. We are thankful for the dedication and enthusiasm of these professionals.

We are especially gratefully and acknowledge above all the care and guidance of the Board and most especially to the chairperson for the past triennia, Newland Smith, Deputy from Chicago, who has relentlessly modeled the skills of servant leadership and pastoral concern during his dozen years on the Archives Board.

Mark J. Duffy

Canonical Archivist and Director of Archives

December 26, 2011

Proposed Resolution

Resolution A146 Budget Appropriation for The Archives of the Episcopal Church

Resolved, the House of _____ concurring, That in accordance with Title I, Canon 5, Section 4, the 77th General Convention appropriate approximately \$2,140,945 for salaries and benefits for the staff of The Archives of the Episcopal Church for the triennium 2013-2015; the allocation of these funds within the Canonical budget shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further

Resolved, in accordance with Title I, Canon 5, Section 4, That the 75th General Convention appropriate \$861,027 for operations, site and facility, and information services expenses of The Archives of the Episcopal Church for the triennium 2013-2015; the allocation of these funds within the Canonical budget shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further

Resolved, That there be appropriated from the Canonical budget of General Convention \$33,000 for meetings and expenses of the Board of the Archives of the Episcopal Church for the triennium 2013-2015; and be it further

Resolved, That the recommendation of the Episcopal Archives Strategy Committee of Executive Council to designate \$730,000 for regional fundraising and administrative support for a new Archives facility be appropriated with oversight by the Board of Archives in coordination with the DFMS development office and management.