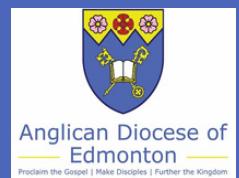


Diocesan Archives Summary Sheet



Diocesan Archives Agreement

The Anglican Diocese of Edmonton has a long-standing agreement with the Provincial Archives of Alberta. Diocesan and parish records are prepared at the parish/diocesan level then sent to the Provincial Archives for cataloguing and storage.

This is a mutually beneficial agreement. The diocese does not have space to store archival records so all diocesan and parish records are kept in ideal archival conditions and still made accessible for our access. The Archives then has access to our important historical records which are catalogued and made available to the wider community for many years to come.

Please contact churched@edmonton.anglican.ca for more information

Records To Be Archived and Submission Requirements

1. Registers and Vestry Books - Include Baptismal, Confirmation, Marriage, Burial, and Service Registers (Vestry Books).

Register Submission Requirements: Locate all parish registers and arrange chronologically. On a slip of paper or post-it note, record the outside dates of entries in each register and place inside register. e.g. *St. Swithin's Anglican Church: Marriage Register: June 1936 to April 1947*

2. Meeting Minutes and Reports for all groups/committees including:

- **Congregational (Annual or Semi-Annual Congregation Meetings)**
- **Vestry, Corporation, and all other committees (building, stewardship, etc.)**
- **Parish groups (ACW, Sunday school, small groups, etc.)**

Records should include membership lists and annual (not monthly) financial statements and any other notes or correspondence regarding the group's activities.

Minutes and Reports Submission Requirements: Arrange chronologically by type (vestry in one set, then building committee, etc.) and put into binder/s. On a slip of paper or post-it note, record the outside dates of entries. e.g. *St. Swithin's Anglican Church: Vestry Minutes: January 1985 through December 1986*

3. Service Leaflets and Newsletters - Include items that have parish announcements. Items that are just an order of service should not be archived.

Leaflet and Newsletter Submission Requirements: Sort by year, open flat, and place in binder/s or folder/s chronologically. Newsletters should include volume numbers where applicable.

(Continued on next page)

Diocesan Archives Summary Sheet (page 2)

4. Legal, Insurance, and Other Documents - Also may include incorporation, dedication, and consecration documents. Inclusion of references to meetings or other circumstances leading to, or explaining the reason for, the legal document is helpful.

Legal and Other Document Submission Requirements: Arrange chronologically by type and put into binder/s or folder/s. On a slip of paper or post-it note, record the outside dates of entries. *e.g. St. Swithin's Anglican: Insurance: January-December 1991*

5. Architectural Plans - Include paintings and drawings of buildings. You might want to make photocopies of plans you could possibly need again. Commercial photocopy companies often have equipment capable of copying large sizes. This way the original cannot go missing (as has happened when originals are borrowed back from the Archives).

Architectural Plans Submission Requirements: Clearly date all plans (*e.g. plans for rectory, St. Swithin's Anglican Church, Maple Ridge*). Add additional notes as may be helpful (*e.g. see Church Committee minutes, June 1976*)

6. Cemetery, Columbarium, or Memorial Garden Records

Memorial Submission Requirements: Send original registers or photocopies of each entry or page.

7. Photographs - Include photos of the parish, buildings, clergy, lay leaders, parish groups, confirmations classes, special events, etc. For events, you may wish to deposit only a few representative photos and keep the rest at the parish.

Photograph Submission Requirements: Identify location, date, names of people pictured, and names of events on the back of the photo using a very soft (3B) pencil. Photos are only of value when they includes names and dates.

8. Papers and/or Correspondence - Include clergy, staff, parish officers, or long-term parishioners notes with references to church activities. May include diaries, calendars of events, sermon preparation notes, general correspondence, etc.

Papers and Correspondence Submission Requirements: Sort chronologically by individual and insert into binder/s or folder/s.

9. Parish Histories - May include hand-written, typed, or printed items.

Parish History Submission Requirements: If prepared for a special occasion, include the date and name of the occasion. If not a "formal" printed history, please be sure the information is DATED and clearly includes the name/s of the WRITER/s.

All items must be prepared prior to sending to the Provincial Archives

Please contact churched@edmonton.anglican.ca for more information