



## The Archival Spirit, April 2001      DOCUMENT MISSING TEXT

Newsletter of the Archivists of Religious Collections Section, Society of American Archivists

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### From the Chair Annual Con-flections

By Mark J. Duffy

The profession is held together by a constant flow of sustaining activity--dialogues and projects that shape identity. The Annual Meeting in Denver was another chapter in that progressive effort, and a number of individuals stepped forward to play a part. The Annual Meeting brought news of ongoing projects in continuing education, web site management and program planning. We elected a new member of the Steering Committee in the ebullient person of Lucinda Glenn Rand who will bring both common sense and uncommon intelligence to the Section for years to come.

By wide agreement, the best of the meeting was the nearly hour long, small group discussions on two topics: *Description of the Web: Selection, Design, and Managing Electronic Records: Policies and Organizational Standards*. Members of the section were particularly interested in discussing strategies of mid-size nonprofit organizations with respect to creating and managing in the electronic environment. The networking was evidently beneficial. The Steering Committee has endorsed the format of direct conversation by planning several moderated dialogues for the Washington meeting. The topics for that meeting will be documenting the worship experience, community anniversaries, and human sexuality issues. Apart from their informational value, these colloquia are incubators for Section projects and other program proposals.

A number of projects have emerged from these sessions and from the Steering Committee's meeting. Robert Johnson Lally will head up an effort this year to revise the membership directory (a most useful tool on my bookshelf!), and adapt it for Web publication. Tim Driscoll continues as our Web Coordinator and has committed to the directory and just about anything else we press on him in this now vital form of communication. Christine Taylor promises to add an educational resource page which will fulfill a commitment of the Section to the NFACE initiative. Good things are happening. We continue, however, to have a problem attracting help with the paper newsletter. If you have any time to give to the group working in this area (Glenn Rand, Perzynska, Duffy), *please* contact one of us.

Many thanks to those individuals who go the extra mile to help the Section and their friends in small ways. Dale Patterson organized a pleasant and well attended diversion at SAA with the Ecumenical Reception. Norman Dizon of the Seattle Archdiocesan Archives helped rescue this edition with his software skills. Elisabeth Wittman accepted her recall from waivers to take on the task of Program planning. In all these small ways, we re-connect the community, and we are thankful for the energy of our Section's members. Finally, we honor the memory of Bro. Dennis Sennet who more than occasionally dispensed his engaging wit and wisdom to the Section. Vive l'archiviste!

### ICA/SKR Meeting in Seville

The XIV International Council on Archives Congress, *The Archives of the New Millennium in the Information Society*

was held on September 21 to 26, 2000 in Seville, Spain and was attended by almost 2500 archivists from around the world. The Congress was opened ceremonially by the King of Spain, and besides holding presentations related to the main theme, the purpose of the congress was the General Assembly Session. The XIV General Assembly of ICA gathered during three days: September 22, 23 and 26, and approved several changes to the constitution and section reports and made recommendations on the membership. These recommendations concerned the electronic records and information technology, standardization, education of archivists around the world, development of the profession, and protection of the archival heritage. A report of the Section on Archives of Churches and Religious Denominations (SKR) for the last four years was also presented to the General Assembly, and the section held its business meeting on September 19, 2000. The next ICA congress will take place in 2004 in Vienna, Austria.

The ICA/SKR business meeting and conference, *Challenges in the Professional Management of Church Archives*, were held on September 19 and 20, during the time devoted for seminars of ICA at the Palacios de Exposiciones y Congresos in Seville. Forty five members of the section and observers attended these events. Both the conference and business meeting of SKR were organized with the gracious cooperation and partial sponsorship of Spanish church archivists in Seville. As planned, Don Carlos Amigo Vallejo, Catholic archbishop of Sevilla, opened the conference, and the keynote address was presented by Dr. Pedro Rubio Merino, archivist of the Cathedral of Sevilla and noted church historian. The conference included other speakers from Spain, Germany and the Netherlands. Lively discussion followed each of the presentations.

The business meeting of the Section included the SKR President's Report, delivered by Dr. Helmut Baier, on the last four years activities of the section; election of the President, Secretary, and Steering Committee of the Section; and discussion of the present and future issues of the section. The issues of better communication among members of the section, and stronger ties with the ICA President and Executive Committee, as well as with the other sections' members, were discussed. In attendance were SKR members and observers from Germany, Hungary, Madagascar, Mexico, the Netherlands, New Zealand, the Philippines, Portugal, Spain, Venezuela, and the United States. Dr. Helmut Baier from the Lutheran Church Archives in Bavaria was reelected the President of the Section; Jan van Haastrecht from the Netherlands Reformed Church, the Vice-President; Kinga Perzynska, the Secretary; and Dr. Michael Hausler, from the Social Services Agency of the Protestant Church in Germany, the Vice-Secretary. Several members of the Steering Committee were reelected and three new members were added. The Steering Committee presently includes 14 members from Hungary, Germany, Hungary, Israel, the Netherlands, Russia, and the U.S.A.

This was the largest gathering of the section since its establishment in 1996. The two hours devoted to the business meeting appeared not to be enough time for the exchange of information and further discussions. Church archives visits and social gatherings followed. The Steering Committee meeting was held on September 23, and its work was concentrated on the improvement of communication between the Committee and membership, finances of the section, and future programs. The Committee decided that the Secretary and Vice-Secretary will produce the SKR newsletter that is going to be sent to the membership twice a year: in May and in September. The Committee accepted the invitation of the Orthodox Church archivists to meet in St. Petersburg, Russia, in June 2001. Dr. Herbert Wurster, the archivist from the Catholic diocese of Passau in Germany and a new member of the Committee, will prepare a proposal for bylaws of the Section to be discussed at the meeting in St. Petersburg. The Committee will also finalize the production of an informational brochure of the Section that will be distributed in five languages around the world.

For more information on the ICA/SKR contact:

Dr. Helmut Baier, Chair of the ICA/SKR

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Kinga Perzynska

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## **Nominations for Officers and Steering Committee Sought**

The Nominating and Election Committee for the Archivists of Religious Collections Section (ARCS) is seeking candidates for three positions: Vice Chair/Chair Elect, At-Large Member of the Steering Committee and Secretary.

The total length of the term for **Vice Chair/Chair Elect** is six years: two years as a Vice Chair, two years as Chair, two years as immediate past Chair and the Nominating and Election Committee Chair. As a member of the Steering Committee, the Vice Chair serves in an advisory capacity to the Chair, assists with the planning of the Annual Meeting, and may be assigned special responsibilities by the Chair. The Vice-Chair presides in the Chair's absence or inability to serve. The Chair presides at all meetings of the Section and of its Steering Committee. The Chair also serves as a liaison with the SAA in general, its Council, and other Sections, appoints committees as the need arises, and renders reports to the Section membership, the Council, and

the SAA membership on matters deemed pertinent or identified by the officers and the Steering Committee.

The term for the position of **At-Large Member of the Steering Committee** is two years. As a member of the Steering Committee, at-large members serve in an advisory capacity to the Chair, assist with the planning of the Annual Meeting, and may be assigned specific responsibilities by the Chair in different committees.

The term for **Secretary** is two years. The Secretary records the proceeding of the annual meeting, minutes of Steering Committee meetings, and may be assigned other responsibilities by the Chair.

The term for these three positions begins at the end of the Business meeting in 2001. Please send a nomination form by April 1, 2001 to: Kinga Perzynska (Catholic Archives of Texas, P.O. Box 13124, Austin, TX 78711; Fax: 512-476-3715; cat@onr.com) postmarked April 1, 2001. All persons nominated will be contacted prior to being placed on the ballot.

Nominees will need to submit biographical information and answer a question developed by the Nominating Committee by April 15, 2001. In addition to Kinga Perzynska, Chair, the 1999/2000 Nominating Committee includes: Robert Johnson-Lalor, Archdiocese of Boston Archives; and Sr. Mary Serbacki, OSF, Sisters of St. Francis of Holy Name Province Archives.

Please provide the following information to the Nominating Committee:

- 1) Name of nominee
- 2) Position: (Vice-Chair/Chair Elect; Member of at Large Steering Committee; Secretary)
- 3) Address and institutional affiliation of nominee:
- 4) Daytime telephone number of nominee and email address of nominee:
- 5) Is the individual aware of the nomination? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6) Name of person making nomination:
- 7) E-mail address and daytime telephone number of person making nomination:

Please send a nomination form by April 1, 2001 to: Kinga Perzynska (Catholic Archives of Texas, P.O. Box 13124, Austin, TX 78711; Fax: 512-476-3715; cat@onr.com) and postmarked April 1, 2001. All persons nominated will be contacted prior to being placed on the ballot.

## **Models and Resources Committee**

### **To All Members of the Archivists of Religious Collections Section of SAA**

The Models and Resources Committee is beginning to gather materials from ARCS members that relate to our educational outreach activities. In particular, we are looking for copies of curricula, manuals, hand-outs, and other teaching materials you have prepared for your constituencies. These workshops would relate to archives, records management, historical preservation, material culture, anniversary and other celebrations, writing local history, etc. The result will be a directory of our resources list by region, denomination, and type.

Please take moment to gather your materials and send them to:

Christine Taylor  
Archdiocese of Seattle Models and Resources Committee  
910 Marion Street  
Seattle, WA 98104

If you have any questions, please give me a call at 206-382-4857.

## **Brother Denis Sennet, S.A., Noted Graymoor Archivist, Dies**

Funeral services will be held at Graymoor for Brother Denis Sennett, S.A, archivist of the Franciscan Friars of the Atonement at Graymoor, who died at Rosary Hill Nursing Home, Hawthorne, NY on November 17, 2000. He was 67 years old. Brother Denis was born James Sennett in Hannibal, NY on March 17, 1933, where he attended elementary and high school. He entered the Franciscan Friars of the Atonement in 1951, professing his first vows in 1955 and final vows in 1961. In 1959, he was assigned to the Friars House in Rome. In 1964, he entered into pastoral ministry at St. Anthony's in Hereford, Texas.

He returned to Graymoor in 1967 and was appointed Brothers Vocation Director. In 1973, he became director of the Graymoor Book Store and remained in charge of it until he was appointed Administrator of the Graymoor Ecumenical Institute.

in 1977. In 1977, Bro. Denis began his training in archival theory. He was the archivist of the Franciscan Friars of the Atonement until his death. In addition to serving as archivist of the Franciscan Friars of the Atonement, Bro. Denis was the archivist of St. Patrick's Cathedral in New York City.

For many years, Bro. Denis was the archivist for the Catholic Near East Welfare Association located in Vatican City and New York City. He recently completed a survey of all their records around the world, including the Congregation for Oriental Churches. He was a member of the Board of Trustees of the Alice Curtis Desmond-Hamilton Fish Library in Garrison, NY which recently set up internships in his name for students interested in archival work in the library sciences. He was the author of the book, **A Divine Legacy: Record Keeping for Religious Congregations/Orders 1995**, and won numerous honors for his work in his field, including the award from the Society of American Archivists for his contributions to archivists in religious institutions. In 1998, the Vatican honored Bro. Denis by naming him a member of the Knights of the Equestrian Order of the Holy Sepulchre of Jerusalem.

Many will remember Denis as a long-time advocate for religious archives, as well as a sponsor of innumerable workshops geared toward beginning archivists in religious repositories. He was a long-time secretary of MARAC, very active in SAA and one of the really fun and appropriately iconoclastic people in the profession. He will be missed.

## **Developing and Implementing an Electronic Records Policy**

*By Margery Sly*

Using the Presbyterian Historical Society's pilot policy as a basis, the group discussed several issues. These included the need to educate both ourselves as archivists and records creators; the importance of having an interim policy, even if it is just having staff print out static word processing documents; the challenge of communicating the need for long-term preservation to those who are convinced that technology can do everything and anything; to know the culture of your own institution as you plan; to be proactive and involved at the time systems are developed to build in preservation options if needed; the need for metadata and authentication; addressing reference implications; and the challenges of appraisal.

## **Annual Business Meeting Minutes**

**August 31, 2000**

**Officers Present:** Mark Duffy, Chair; Dale Patterson, Vice-Chair/Chair-Elect; Kinga Perzynska, Past Chair/Nominating-Elections Committee Chair; Diane Wells, Secretary; Robert-Johnson-Lally, Steering Committee At-Large.

**Members Present:** 50

The Archivists of Religious Collections Section of the Society of American Archivists met Thursday, August 31, 2000 at the Adams Mark Hotel, Denver, Colorado.

The general meeting was opened at 8:05 AM by the Chair.

The Chair introduced Amy Wilson, SAA program representative for the 2001 annual meeting to be held in Washington, D.C. who updated the section on procedures for submitting program proposals. The deadline for submission of program proposals is October 6, 2000. More than one proposal may be submitted but they should be listed in order of preference.

The Chair indicated that the section is looking for ideas for sessions and encouraged section members to submit proposals. The Chair also indicated that the "volunteer" forms, which will be passed out during the meeting, include a space for suggestions for program topics.

The business meeting was called to order at 8:15 AM.

### **Opening Remarks of the Chair:**

The Chair noted that it had been a year of planning for the Steering Committee and that plans for the newsletter, the website and the directory were all under consideration.

He then indicated that two members of the Steering Committee, Diane Wells and Tim Driscoll, were on this year's SAA program. Diane participating in session #62, "Big Tasks, Small budgets: Affordable Solutions in Archives Management,"

chaired by ARCS Vice Chair/Chair Elect, Dale Patterson and Tim participating in session #10, "Documenting Diasporas: Complex Archival World of Human Dispersal and Exile."

The Chair then reported on his attendance at the National Forum on Archival Continuing Education (NFACE), funded by the NHPRC, in Atlanta in April, 2000. Representatives from various kinds of archives \_ including many state archives \_ attended. The meeting focused on cross-professional education; identifying best practices; and developing an agenda for continuing archival education. The major point that emerged from the meeting was that there is a need to share information. With this in mind, the current development of a web-based Archives Resource Center that would act as a clearinghouse on continuing education was discussed. See: [www.coshre/are/index.htm](http://www.coshre/are/index.htm)

### **Secretary's Report:**

The Chair called on Diane Wells, Secretary, who passed out copies of the minutes of the previous meeting, published in the November, 1999 issue of the *Archival Spirit*.

**ACTION:** It was moved and seconded that the Minutes of the August 26, 1999 meeting of the Archivists of Religious Collections Section be approved as published. Carried.

### **Nominating/Election Committee Report:**

The Chair called on Kinga Perzynska, Nominating-Elections Committee Chair, who expressed her appreciation to Nominating-Elections Committee members: Robert Johnson-Lally and Sr. Mary Serbacki, OSF. She noted that member, Lucinda Glenn Rand, resigned in November, 1999 but had agreed to run in 2000. She then called for nominations from the floor and passed out election ballots. The candidate for the Steering Committee At-Large position being vacated by Robert Johnson-Lally was Lucinda Glenn Rand.

### **Introduction of Officers:**

The Chair introduced the officers of the ARCS section: Mark Duffy, Chair; Dale Patterson, Vice Chair/Chair Elect; Kinga Perzynska, Past Chair/Chair Nominating-Elections Committee; Diane Wells, Secretary; Robert Johnson-Lally, Steering Committee At-Large.

### **Communications Committee Report:**

The Chair introduced the members of the Communications Committee: Tim Driscoll; Lisa Gibbon; Robert Johnson-Lally; Kinga Perzynska; Robert Schuster; Marjorie Sly; Elizabeth Wittman; and Wesley Wilson. The Chair noted that Kate McGinnis, Chair of the committee had resigned and that a new Chair for the Communications Committee was needed.

Robert Johnson-Lally was called to report on the membership directory. He said that little had been done as few changes had been received. However, he indicated that the directory will be updated this year and noted that Diane Wells had agreed to help on the project. He also reported that an electronic version of the directory may be prepared this year for inclusion on the ARCS website.

Mark Duffy noted that the web site has now been registered and has a new name: [www.saa-arcs.org](http://www.saa-arcs.org)

Mark Duffy then reported on the newsletter. He indicated that editor, Daniel Stokes, has completed his two-year term and while a new editor has not been appointed, the following people have agreed to work on the newsletter: Kinga Perzynska; Lucinda Glenn Rand; Margery Sly; and Mark Duffy. Kinga and Lucinda will gather articles and Margery will serve as Assistant Editor. Mark will assist. Someone is still needed, however, to receive the articles, etc., put them in Page-Maker, and co-ordinate with SAA for publication. Volunteers for this position were requested.

### **Models and Resources Committee Report:**

The Chair called on Christine Taylor who reported that the Committee is waiting for the results of the NFACE meeting. She indicated that the Committee's goal is to create an Educational Resource Directory. The Committee will be asking the membership for information on what resources are currently available. The Directory will be available by the end of next year. The recently published *Thesaurus of Catholic Diocesan Terms* produced by ACDA (Association of Catholic Diocesan Archivists) was used as an illustration of the types of resources currently available.

### **SAA Council Liaison Report:**

The Chair called on Dennis Harrison, SAA Council Liaison who asked to be informed of the ARCS leadership changes so he can report them to SAA. He then spoke about various issues which had been discussed by the SAA Council such as: the viability of Denver as a convention site; dues and benefits; and the lawsuits re: the Adams Mark Hotel.

Mark Duffy then noted that a four-page profile of ARCS had been submitted to SAA and is available to interested parties.

### **Sister M. Claude Lane Award Committee Report:**

Mark Duffy reported that no nominations for the Sr. M. Claude Lane Award had been received and that the award would not be given again this year. He indicated that the new Chair of the Committee is William (Bill) Brock of the Presbyterian Historical Society at Montreat, North Carolina. Lisa Gibbons and Elizabeth Wittman are also on the Committee. Discussions are underway with Southwest Archivists about guidelines for the award.

### **International Council on Archives/SKR Program Committee Report:**

The Chair called on Kinga Perzynska who reported on the ICA/Section of Archives of Churches and Religious Denominations which will be holding a pre-conference meeting for the September, 2000 International Congress on Archives meeting in Seville, Spain. The title of the pre-conference will be, *Challenges in the Professional Management of Church Archives*. The meeting will be held from September 19-20, 2000.

Kinga made brochures on the conference available and also provided the following ICA website: [www.ica.org](http://www.ica.org)

### **Report on Elections:**

Kinga Perzynska indicated that the ballots for the Steering Committee At-Large position had been tallied and announced the results. With 34 'yes' votes and 2 abstentions, Lucinda Glenn Rand was elected Steering Committee At-Large. Kinga then thanked Robert Johnson-Lally, for his efforts on behalf of ARCS. She then announced that next year nominations will be needed for the following two positions: Vice Chair and Steering Committee At-Large.

The business meeting was adjourned at 9:15 AM.

The business meeting was followed by a program featuring two simultaneous group discussions on the topics: *Electronic Records Policies: Formulating Organizational Standards*, led by Margery Sly, Presbyterian Historical Society; and *Cataloging and Databases on the Web: Selection, Design, and Management*, led by Dale Patterson, United Methodist Church Archives.

### **Reflections and Recommendations from Discussion Groups:**

Jennifer Peters reported on the following points agreed upon by the "Electronic Records Policies" discussion group:

1. It is necessary to educate an organization about the importance of records management so that it is considered throughout the life cycle of electronic records.
2. The corporate culture of an organization needs to be considered when creating an electronic records management policy.
3. Systems for long-term preservation of electronic records should be built-in "up front" at the time of creation rather than as an afterthought.
4. The difficulty of convincing IT offices that records management principles apply to electronic files as well as to hard copy records continues to be a problem.
5. The authentication of electronic records continues to be problematic.
6. Printing out a hard copy of electronic records is still the most viable option for long-term preservation.

Dale Patterson reported that the "Database" discussion group shared some of the ways the members were using databases on their web sites. A few were putting finding aids online while others were putting up indexes to various publications. It was also suggested that placing documents useful to the organizations' administrative functions was helpful.

### **Announcements:**

Chair, Mark Duffy reminded members that the Steering Committee meeting would take place from 12:20-1:20 PM and that members were welcome to attend. He also noted that the Ecumenical Reception would be held this evening at 5:15 PM at Trinity United Methodist Church and invited all to attend.

The meeting closed at 10:05 AM

Respectfully submitted by:

## **Sr. Claude Lane Award**

Nominations for the 2001 Lane Award are being accepted. The Lane Award recognizes the contributions of an individual the advancement of religious archives with particular emphasis on professionalism.

Please contact any of the following committee members for information:

William Brock: [pcusadoh@montreat.edu](mailto:pcusadoh@montreat.edu)

Lisa Gibbon: [lgibbon@maryknoll.org](mailto:lgibbon@maryknoll.org)

Elisabeth Wittman: [ewittman@elca.org](mailto:ewittman@elca.org)