

Office Copy; Please browse and return to table

## **All Saints' Anglican Archival Project**

**By Susan Cargill**

**Report for:**

**All Saints' Anglican Church Archives Project**

**Supervising Professor: Professor J. Struthers, Trent University.**

**Trent Centre for Community-Based Education**

Department(s): Canadian Studies

Course code: CAST 477

Course name: Studies in Canadian Social Policy

Term: Fall/Winter

Academic year: 2000-01

Date of project submission: April 2001

Project ID: 257

**Call number: 026.283 CAR**

**All Saints' Anglican  
Archival Project**

End of Project Outline

Susan Cargill

for  
Jim Struthers

HIS/CAST 477

April 10/01

Contents

*All Saints' Anglican Church Archives - Finding-aid*

Outline of Activities  
Observations & Critique  
Relevance to Social Policy

Work Log

Archival Policy  
Accession Information sheet - example  
Recommendations

List of Resources

# All Saints' Anglican Church - Parish Archives Finding Aid

## Contents

### Manuscript Collection

- Fond 11: Parish Business
- Fond 12: Parish Financial Records
- Fond 13: Lay People
- Fond 14: Parish Organizations
- Fond 15: Clergy Papers
- Fond 16: Church Property
- Fond 17: Other Parochial Projects
- Fond 18: Parish Bulletins

### Material Objects Collection

- Fond 21: Artifacts

### Photographic Collection

- Fond 31: black and white    Fond 33: cross-referenced photographs    Fond 32: Colour Prints
- Fond 34: mounted and framed works

### Architectural Collection

- Fond 41:

### Library Collection

- Fond 51: Books
- Fond 52: Prayer books
- Fond 53: Church and Home
- Fond 54: Archival Information
- Fond 55: Educational Material

### Newspaper Collection

- Fond 61: Originals, clippings

Finding Aid put together by Susan Cargill, contracted through the TCCBE, and in consultation with Elwood Jones and the *St John's Peterborough Parish Archives General Guide*.

March 2001

11-1	Annual Vestry minutes and reports
11-1-1	1948-1988*, 1991, 1999 (*excluding 1949)
11-1-2	Jan. 28, 1985, minutes
11-1-3	Vestry book, 1934-?
11-2	Parish Publications
11-2-1	Pictorial Record, 1988 (2 copies)
11-2-2	newsletters, 1962
11-2-3	newsletters
11-2-4	circulars, mis.
11-2-5	Social Issues
11-2-6	Heralds, 1953-1954, 75th Anniversary
11-2-7	Parish Magazine, 1929, 1930, 1931
11-2-8	Herald
11-3	Nominating Committee
11-3-1	papers, 1994
11-3-2	Reports, 1970, 1976, 1985
11-4	Advisory Board
11-4-1	minutes, newsletters, information, 1965-70
11-4-2	minutes, June 1984
11-4-3	papers, 1985-1986
11-4-4	papers, 1983-1984
11-4-5	papers, 1982
11-4-6	papers, 1981
11-4-7	papers, 1980-1979
11-4-8	papers, 1978
11-4-9	papers, 1976-1977
11-4-10	papers, 1975
11-4-11	papers, 1974
11-4-12	papers, 1973
11-4-13	papers, 1972
11-4-14	papers, 1899
11-5	Parish Lists
11-5-1	Aug. 1981
11-5-2	1983-1989
11-5-3	1979
11-6	Memorials
11-6-1	Valley City
11-6-2	Memorials and Bequests
11-7	Parish Service Company
11-8	Parochial returns
11-9	Garishment, letters
11-10	Telecare
11-11	Wardnes
11-11-1	diocesan assessment and outreach
11-11-2	Clergy and staff stipends

- 11-12 stencils
- 11-13 Guest book, 1985-89
- 11-14 Addressograph, Farrington Inc.
- 11-15 'Changing Times at All Saints', 1969
- 11-16 Archdeaconary files
- 11-16-1 Induction and ordination services
- 11-16-2 mandates of induction
- 11-17 service register, 1904-1912(?)
- 11-18 Record of services, 1922-?
- 11-19 membership cards, donation envelopes, cheque book - 1972
- 11-20 Gestner Publications (separate box)

**12 Parish Financial Records**

- 12-1 cash summary forms, blank
- 12-2 Journal, 1907-1910
- 12-3 Cashbook, 1930
- 12-3-1 financial statements, 1949-1954 (oversized, stored separately)
- 12-4 Cashbook (or ledger?), 1955-1957
- 12-4-1 Cashbook, 1957-1960
- 12-5 Appraisal, 1970
- 12-6 Cashbook (or ledger?), 1971
- 12-7 Bank books, 1972-1974
- 12-8 receipts, 1974, 1975
- 12-8-1 receipts, 1975
- 12-8-2 receipts, 1975
- 12-9 Bank statements, Dec. 1974 - Nov. 1975
- 12-9-1 Bank cheques, 1974
- 12-10 Receipts and tax forms, 1976
- 12-10-1 Receipts, Sunday
- 12-10-2 Tax forms, 1975
- 12-11 Debt Retirement Plan, 1977
- 12-12-1 Insurance and appraisal, 1977-1978
- 12-12-2 Insurance - Church Building (Ecclesiastical Policy)
- 12-12-3 Insurance, active policies prior to 1981
- 12-12-4 Appraisal, 1970
- 12-12-5 Insurance Papers, 1973-1978
- 12-13 Receipt books, 1980-1994 (8)
- 12-14 Financial statements, Dec. 1974, Nov. 1975 (2), Feb. 1976, Aug. 1976 (2), Dec. 1984
- 12-15 Terrace Accounts, 1989-1995
- 12-16 *cheque stubs, account statements, 1976: permanently removed from archives*
- 12-17 ledger books, 1983-1994 (2 boxes)
- 12-18 Heating Committee, 1981
- 12-19 bankbook #5484, 1954 (removed to artifact collection)
- 12-20 papers, 1976
- 12-21 papers, 1977
- 12-22 financial record book, 1972, 1977
- 12-23 UI information pamphlet, 1977

12-24 papers, 1978  
12-25 tax papers, 1975-77

**13 Lay People**

13-1 Doug McGregor, Loan Fund Treasurer  
13-2 Geneieve Johnston  
13-3 Jesse I Maranamy  
13-4 Ruth (Brockwell) Carmicheal

13-5 Agnes Moore  
13-5-1 Order Choir  
13-5-2 Annual Reports  
13-5-3 papers  
13-5-4 newspaper articles, copies (originals removed to newspaper collection)  
13-5-5 photographs (photographic collection)  
13-5-6 (artifact collection)

13-6 Shirley Dale  
13-6-1 file no.1  
13-6-2 file no.2  
13-6-3 file no.3

13-7 Barb Burbidge  
13-7-1 papers  
13-7-2 papers

13-8 Mary Rye  
13-8-1 Church Home, 1902  
13-8-2 Church Home, 1903  
13-8-3 Church Home, 1904  
13-8-4 Diocesan Chronicle  
13-8-5 'Pictures for archives', (10 pictures and explanations removed to photographic collection)

13-9 Mary Roberts  
13-10 Mary -?  
13-11 Mr. R Raine  
13-12 Lily Rosebush, (newspaper article removed to newspaper collection)  
13-13 Alice and Frank Thompson, 2 sports teams badges (removed to artifact collection)

13-14 Viola Wilkinson - Secretary files  
13-14-1 papers  
13-14-2 Our Church Family - 1993, 1995  
13-14-3 Annual Reports for 1957

13-15 Janet Davidson (2 newspaper articles removed to newspaper collection) (14 photographs removed to photographic collection)  
13-16 Sarah Moore - Last Will and Testament, 1949  
13-17 Mary Eva Dawson - registered Estate papers, citation  
13-18 ? - Marriage documents

**14 Parish Organizations**

14-1 Canonical Committee  
14-2 Christian Education Committee  
14-3 Deanery Clerics, 1986  
14-4 Men's Union, 1893  
14-5 Choir

14-6 Sunday School  
 14-6-1 booklets, students'  
 14-6-2 booklet, students'  
 14-7 Boy Scouts  
 14-8 Bible Class  
 14-9 Channel Guild, 1904-1955

14-10 Parish Guild  
 14-10-1 papers, year unknown  
 14-10-2 financial records  
 14-10-3 papers, 1962  
 14-10-4 minutes, 1959, 1961  
 14-10-5 papers, 1963  
 14-10-6 papers, 1964  
 14-10-7 papers, 1965  
 14-10-8 papers, 1966  
 14-10-9 papers, 1967  
 14-10-10 papers, 1968

14-11 ACW Deanery - newsletter 1984, Executive List 1983-84

14-12 Women's Church Year  
 14-12-1 papers  
 14-12-2 Journal, 1913-1942  
 14-12-3 Record Book, starting 1931-?  
 14-12-4 Journal, 1946-48  
 14-12-5 Cashbook, 1955-57  
 14-12-6 The Canadian Date Book, 1956-58  
 14-12-7 Ledger, 1958-61  
 14-12-8 Treasurer's Record, Church Year 1956  
 14-12-9 Treasurer's Record, Church Year 1960

14-13 W.A. - Girls Auxillary  
 14-13-1 2 G.A. material patches/crests (white with navy blue) - removed to artifact collection  
 14-13-2 envelope with W.A. stamps (removed to artifact collection)  
 14-13-3 exercise book, 1949  
 14-13-4 black-book, records 1949-50  
 14-13-5 black binder, records 1950-?

14-14 W.A. Evening Branch  
 14-14-1 copies of newspaper articles found in booklets  
 14-14-2 record book, 1930-1934  
 14-14-3 record book, 1925-1928  
 14-14-4 black 3-ring binder, 1934-1944(?)  
 14-14-5 loose papers, 1952  
 14-14-6 record book, 1937-1941  
 14-14-7 record book, 1934, 1937  
 14-14-8 minute book, 1942-45  
 14-14-9 Guest book, 1959  
 14-14-10 record book, 1959-1965  
 14-14-11 record book, 1959-1967  
 14-14-12 W.A. confederation booklet, 1967  
 14-14-13 black 3-ring binder - *These Twenty-five Years*, 1916-1941  
 14-14-14 minute book, 1946-?  
 14-14-15 papers, 1967  
 14-14-16 2 pins (removed to artifact collection)

- 14-14-17 bank books and receipt books
- 14-14-18 booklets
  
- 14-15 W.A. Afternoon Branch
- 14-15-1 record book, 1940-50
- 14-15-2 papers
- 14-15-3 Master Ring Book, papers 1956-59
- 14-15-4 Record book, 1949-54
- 14-15-5 Record Book, 1959-62
- 14-15-6 Record book, 1964-68
- 14-15-7 Record book, 1955-57
- 14-15-8 Record book, 1968-70
- 14-15-9 papers - Social Service
- 14-15-10 annual reports, various
- 14-15-11 annual Reports, various
- 14-15-12 papers
- 14-15-13 record book, 1958-?
- 14-15-14 Guest book
  
- 14-16 woven cross, yellow (removed to artifact collection)

**15 Clergy Papers**

- 15-1 Barry, Milton J. - the Reverend Canon, Rector
- 15-1-1 parish correspondence
- 15-1-2 papers, 1989 (photo)
- 15-1-3 papers, 1988
- 15-1-4 papers, 1987
- 15-1-5 papers, 1991
- 15-1-6 papers, 1990
- 15-1-7 newsletters, Christmas 1986-89
- 15-1-8 newsletters, 1982-86
- 15-1-9 'Faith In Action', pamphlets
- 15-1-10 letters of donation to Restoration Fund
- 15-1-11 United Way campaign, 1987
- 15-1-12 1983-84
- 15-1-13 1985
- 15-1-14 1986
- 15-1-15 1986, Regional Dean
- 15-1-16 confirmation
  
- 15-2 McKean, R.K. - Rector and Archdeacon
- 15-2-1 newsletters
- 15-2-2 pension committee, 1976
- 15-3 joint Noon Day Services with Knox United
- 15-2-4 Restoration Fund
  
- 15-3 Micheal Wright, Rector
- 15-3-1 booklet
- 15-3-2 two pamphlets, small

**16 Church Property**

- 16-1-1 Restoration Fund
- 16-1-2 papers
- 16-1-3 restoration - ceiling fans, outside shed, laneway posts
- 16-1-4 restoration - Church building, 1979
- 16-1-5 papers - Westmount Engineering submissions, Nov. 1983, purchase orders and transmittal



- forms, Apr.10/84 - Nov. 1984
- 16-1-6 papers - Westmount Transmittal, Nov. 1984-85
  - 16-1-7 papers - Upper Canada Constuction
  - 16-1-8 papers - contracts, official copies
  - 16-1-9 Special Vestry
  - 16-1-10 receipts, 1985
  - 16-1-11 contracts, various
  - 16-1-12 Insurance Adjustor correspondence
  - 16-1-13 Insurance claims and settlements - Bertlett and Leonard, T.Leonard, adjustor
  - 16-1-14 correspondence
  - 16-1-15 Restoration Committee, minutes, Jan. 1984-Feb. 1985
  - 16-1-16 letters, personal donations (separate box)
  
  - 16-2 reccomendation(s)
  
  - 16-3-1 Property Committee
  - 16-3-2 Property Committee, 1952-58
  
  - 16-4-1 Organ Re-dedication
  - 16-4-2 Organ purchase papers, 1985
  
  - 16-5 proposed renovations, 1970-71
  
  - 16-6 Choir Room, scope of loss
  
  - 16-7-1 Parish Hall and Terraces expansion, 1964
  - 16-7-2 Parish Hall, new and renovations, 1972-76
  - 16-7-3 Parish Hall, new and renovations, 1972
  
  - 16-8-1 Church Building, renovations prior to Nov. 1983
  
  - 16-9 official property records, 1890-1929
  
  - 16-10 Agreement of Purchase and Sale, 1959
  
  - 16-11 building permit receipt, 1964
  
  - 16-12 rental property correspondence,
  
  - 17 Other Parochial Projects**
  - 17-1 Anniversaries
  - 17-1-1 50th Anniversry, 1902-52
  - 17-1-2 60th Anniverary (newspaper article removed to newspaper collection and photo removed to photographic collection)
  - 17-1-3 Knox United, 50th Anniversy, 1910-1960
  - 17-1-4 75th Anniversary, All Saints' 1902-1977
  
  - 17-2 AIM, Anglicans In Mission
  - 17-2-1 forms
  
  - 17-3 Boat People
  
  - 17-4 Walkathon
  
  - 17-5 All Saints' Archive material (newspaper articles removed to newspaper collection)

<b>18</b>	<b>Parish Bulletins</b>
18-1	1987-1991
18-2	bulletin (one page)
18-3	1990
18-4	1989
18-5	1988
18-6	1987
18-7	Bulletin material
18-8	1986
18-9	1985
18-10	1984
18-11	1983
18-12	1981
18-13	1980
18-14	1979
18-15	1978
18-16	1977
18-17	1976
18-18	1975
18-19	1974
18-20	1973
18-21	1972
18-22	1971
18-23	1970
18-24	1969, 1968, 1967
18-25	Bulletins and special services, 1954-1966

### **Material Objects Collection**

#### **21 Artifacts**

### **Photographic Collection**

#### **31 black and white prints**

#### **32 colour prints**

#### **33 cross-referenced photographs**

#### **34 mounted and framed works**

- 34-1 CPL. G.J. Stewart, burial photo and four medals, plus information paper, separate
- 34-2 large picture of Jesus and children, on steps at open door
- 34-3 Men and Boys Choir - black and white
- 34-4 Women and Men's Choir - black and white
- 34-5 All Saints' A.A. Juvenile Church League Champions, 1927-8
- 34-6 Peterborough Community Church Hockey League, Atom 'D' Champions, 1979

#### **35 negatives**

### **Architectural Collection**

#### **41**

### **Library Collection**

- 51 Books**  
51-1 Constitution and Canons  
51-2 Expository Thought on the Gospel  
51-3 Exposition of the Thrity-nine Articles of the Church of England

- 52 Prayer Books**  
52-1 Common Prayer Hymn Book (small, red)  
52-2 Common Prayer Book (medium, black)

- 53 Church and Home**  
53-1 1902, Jan.-Dec.  
53-2 1902, Jan.-Dec.  
53-3 1903  
53-4 1902

**54 Archival Information**

**55 Educational Material**

**Newspaper Collection**

- 61 Originals, clippings**

## Outline of Activities

### First Semester:

First semester consisted primarily of familiarizing myself with the collection of archives at All Saints' and researching archival principles in order to approach the collection properly. I also spent hours doing primary organization that would not jeopardize the context of the material and that prepared it for accessioning. This involved some weeding of the collection, such as multiple copies of printed materials, for example parish bulletins.

As well, research included visiting three different archives in the area to get a sense of how items are stored and as well to learn particulars about archival policy. I visited Trent Valley Archives, Peterborough Archives, and St. John's Archives. The most helpful information I attained was, on the practical side, to use file folders numbered according to a chosen schema, that are stored in labelled boxes. On the other side I learned about how archives are approached and why.

Archives, unlike libraries which are interested in who the author of the source is, are interested in who created the item. In this way, when an item is donated by "Bob", it is then accessioned (numbered) as "Bob's" file, regardless of the different items within it. For an example of this refer to the section titled "Lay People" of the *All Saints' Archives Finding Aid*. The fond system of categorizing archives basically rests on the principle of provenance, thus items are identified according to their origin. For example, the provenance for minutes from an Advisory Board meeting would be the Advisory Board.

The finding-aid for All Saints' archives uses the same numbering system that Elwood Jones developed for the archives at St. John's. It is based on a multiple number system where the first number refers to the broad group under which the item falls. For example, Parish Business, Parish Organization, Lay People, Clergy. These groupings were

incredibly helpful to me as I was able to identify material as belonging to one of the groups. Then I gave it a second number, or series, within the broader category such as under Parish Organization, Women's Auxiliary. The third number pertained to sub-series, such as papers, minutes, journals, etc.

#### Second Semester:

Second semester consisted mostly of accessioning the archives and concluded with community involvement. During the first two months I plugged materials and items into the numbering system described. This was a lot of work but straight forward and I am grateful to Elwood for sharing his system. I concentrated on the manuscript collection, deciding to leave the photographic, architectural, and material collections for the archival committee to undertake. For one, Lee French is on the committee and she is a professional conservator and knows how to store these artifacts properly. Also, they are more fun and apt to encourage community involvement.

Once the finding-aid was created and the manuscript collection entirely accounted for, I turned more of my attention to community involvement. I realized that I would not be there indefinitely to continue the project and that others would need to become involved in order that the archives would keep developing and not revert back to the disorganized state they had been in. First of all I presented the project to interested parish members in a talk at the church. During the talk I explained about the TCCBE and how I had come to undertake the project, as well as what I had done, and the interesting artifacts I had found. I also set up an archival display in a case in the front hall of the church which will likely be rotated on an on-going basis by the archival committee. The final activity at the church was a workshop for the archival committee. In the workshop I explained the accessioning system of the finding-aid and we did some accessioning and

locating of material to make sure the system was useable and understood. I also made recommendations which we further discussed such as policy for donations, change of location with better preservation in mind, and materials needed. The committee also discussed where to go from here.

### **Observations and Critique**

The project was over-all a good experience and I think the finding-aid has the potential for use by the Church and the greater Peterborough community. Hopefully the system is workable and user friendly, particularly for those who continue to accession at All Saints', and those who wish to research information in the archives. Time will tell.

As far as this particular project goes, I think that it would have helped the quality of the archives if I had been able to get a clearer grasp as to what to include in the collection and what to weed out right from the outset. I may have included some things that the committee will decide to weed out later. I preferred to be 'safer than sorry' and did not want to throw too much away. However, I am glad that I was able to begin the project right away and stuck to a weekly placement routine.

As far as the TCCBE side of the project, I thought that the initial contract process could have been more straight forward. Perhaps a chart format could be suggested to students when they first receive their package? Additionally, during the project it was important for me to keep in mind the original outline of the project and balance the wants of the host with the expectations of the TCCBE and the instructor. I think that this is an important point for the students involved as some projects may have a tendency to lead them astray. At times I was confused between the wishes of the TCCBE, my instructor and the host. It was interesting to juggle the different expectations which I became more aware of towards the end of the year.

This project was a great opportunity and I think that the TCCBE is an important part of Trent especially in lieu of a co-op program. It is important for students to learn skills outside of the classroom as well. It also helps to integrate Trent within the Peterborough and surrounding communities, in a win-win situation whereby students get to try-out practical application of their skills, and community organizations get work done.

### **Relevance to Social Policy**

The most significant social impact of this project will be felt within the community of All Saint's itself. The development of an archives and a finding-aid means that resources that were previously unattainable, are more readily accessible. It seems that the those most interested in the Church's history are currently members of the parish. In this way elderly people within the community are encouraged to network and tell stories and identify people in photographs. Thus general interest in the Church's history has been fostered by the project. Additionally, there is now a more solid base for a history on the Church to be written. The archives will serve as a part of the resources for such an endeavour.

However, researchers from the surrounding community may also be interested in, or able to make use of this archival collection. For instance students involved in social policy projects may be interested in looking at the minutes and journals from the various Women's Auxiliary groups which span from early 1902 to the mid 1900's. Annual Reports and Bulletins also span from the mid 1900's onward. There is also a few specific references, such as one to immigration under the title 'Boat People', listed in the 'Other Parochial Projects' section of the finding-aid.

The following is a list of potential subjects and the relating relevancy within the collection at All Saints':

local history - general

church related - general

community outreach - Other Parochial Projects, such as AIM

Women's church involvement, historical - Parish Organizations

institutional history - general

architectural history - Architectural collection

Christian teachings and children - Sunday School

- Library Collection - educational material.

- choir

In this way the relevancy to social policy, while in the material itself, is also in large part the very project itself which I think has promoted community activity and involvement and interest in history. Perhaps the projects that develop out of the archives, written histories and other research projects, will shed more light on what the collection has to offer.



DATE	TIMES	ACTIVITY	NOTES
Oct 8/00	8:30 - 12:30	familiarizing, organizing	room very warm, not good for preservation. smell of electrical fire, fluorescent light caught on fire, Keith came and took light apart.
Nov 1/00	8:30 - 12:30	sorting, weeding, photocopying newspaper articles, typed out accessioning information sheet	new lights! needed materials: acid-free file folders, photo envelopes
Nov 8/00	10 - 12:30	phone calls - Elwood Jones, re ordering materials and Trent Archives re catalogue -printed copies of accession sheets -discussed formatting of archives with June, Church Librarian.	- can temperature be reduced? - may I order materials?
Nov 14/00	9 - 12	-accessioning, - consideration of series? -conversation with Bernadine Dodge	-uncertainty re accessioning and numbering format -produced a list of questions for a professional archivist -need computer disk and tape measure
Nov 17/00	10 - 12:30	organizing the collection, -weeding -familiarizing	- should I remove binders with metal rings?
Nov 24/00	1:30 - 3:30	Looking through boxes of archives, preparing questions for David	no-one else in Church, quiet Friday afternoon, returned book to library
Nov 29/00	9 - 12:30	weeding through Annual Reports, filing cabinet, restoration donations, etc.	lots to do!
Dec 1/00	9 - 10:30	weeding and organizing	-lots to do -maybe Elwood could come for a visit?

Dec 6/00	10 - 12	-policy work -Barb Brubidge Fond Rector Fond, Advisory Board Fond	-visited Trent Valley Archives Yesterday for an hour, Elwood gave a tour and answered questions -found it very helpful -plan to visit St. John's Archives -materials not in yet
Jan 10/01	9 - 12	-today I began moving archives into proper files and boxes, accessioning! -considered contract revision due next week	-over the holidays, i visited the Peterborough Archives to see how things are physically arranged, also researched archival principles, terminology, and method. -brought information from there to All Saints' -visited Elwood Jones at St. Johns and had tour of archives -ordered archival materials
Jan 12/01	10 - 10:30	-came to meet David but he had a flat tire -looked at Mary Rye's donation to the archives - wonderful contribution -articulated ideas on how to include parish members i.e. workshops	
Jan 17/01	9:30 - 12:30	-organizing by Provenance -met with David -yesterday spent half and hour in conversation with Jim Leonard at Regional Museum, re archives	-lots to do to keep deadlines -spoke with David re discussion of Feb 18 - at home work on : -principles -bibliography -recommendations
Jan 25/01	10:30 - 1:30	accessioning galore! - began finding aid -priority is manuscript collection, photos etc. waiting	
Jan 31/01	9 - 12	accessioning	mouse droppings and nest material found in books

Feb 8/01	9 - 12	accessioning	homework - contact Lee French - type out finding aid - bring boxes from Brant's
Feb 14/01	9 - 12	accessioning	no boxes - no disk - contacted Lee - ran out of acid free file folders -
Feb 18/01	12 - 2	talk- parish forum of Archives	went well -spoke to Lee about how to proceed from here - finish accessioning and storing - set up a workshop for archival committee
Feb 20/01	9 - 12	accessioning	almost done finding-aid -can i do a history -contract revision pending
Feb 22/01	9:30 - 12:30	accessioning	-close!
Feb 28/01	9 - 12	accessioning -typing up finding aid -brought boxes	feel sick received donation
Mar 7/01	12:30 - 3:30	-typing finding aid -id. on boxes -recommendation lists -work list	headache materials required
Mar 14/01	9 - 12	typing finding aid -general organization -editing finding-aid -accessioning	finding aid - on second draft
Mar 21/01	9 - 12	met with David re contract -set display -considered social policy relevance	workshop date to be determined.
Mar 28/01	9 - 12	Quinte photo for supplies -accessioning, small amount, never ending -social policy relevance	
Apr 4/00	9-12	odds and ends	workshop next Sunday
Apr 8/00	12:30 - 1:30	workshop	went well!
TOTAL HOURS	75		

\* Journal does not account for hours spent in research including reading, discussions, tours and visits to archives, shopping for materials, preparation for three presentations, contract revision, and development of the project outline. In consideration of time spent on these activities it is estimated that I put in over 100 hours but not the estimated 140.

## **All Saint's Anglican Church Archival Policy**

1. When weeding through multiple copies keep 2, when possible.
2. Newspapers - photocopy and replace original with photocopy. Store originals separately.
3. Remove paper-clips, elastics.
4. Remove metal ringed binders, unless part of the archive or if removal damages material.
5. Use pencil when working with archives.
6. Keep a work log.
7. Check with Committee before throwing-away or recycling.
8. Financial Records - donation envelopes to be kept for 2 - 5 years.
  - records such as bills, to be kept for 7 years.
  - tax or insurance papers - indefinitely ?

**All Saints' Anglican Church  
Accession Information**

Acc.# -----

Date of Acc. -----

Accessioned by -----

**Origin of artifact/object** (church, donor,...):

If Donated -----

Donor/Depositor:

Donor Contact Information:

Date Donated/Deposited:

Terms of Donation/Deposit (loan or transfer):  
-----

**Description of Artifact:**

**Description of Damage** (at time of accessioning):

## **Recommendations**

### ***Space***

- temperature not conducive to maintaining artifacts - particularly pictures
- could make current space into supply storage space and use only some of the cupboards in the hockey room for archives? cupboard space could be used more efficiently

### ***Continuing Work***

- set up an archival committee who meet every so often to go over projects and archival maintenance
  - monthly rotation of archive display case
  - donations: new archives to the collection
  - accessioning, (identifying photos)

### ***Policy***

- decide on archival policy
  - what kind of artifacts to accept into the church's collection, which not to accept, and which to send to the diocese
  - how to record donations and change of ownership

### ***Materials***

- binders for photographic storage
- photographic sleeves - individual storage
- log book; visitor and work
- pencils
- gloves
- tape measure
- computer disk

### ***Accessioning***

- priorities = 1. photographs, 2. artifacts, 3. architectural collection

## List of Resources

- Baldwin, Gordon. Looking At Photographs: A Guide to Technical Terms . London: The J. Paul Getty Museum, 1991.
- Caring for Your Collections . (gen.ed.) Arthur W. Shultz. New York: Harry N. Abrams Inc., 1992.
- Coles, Laura M. A Manual for Small Archives . Association of B.C. Archivists. Vancouver. 1988.
- Conservation Concerns: A Guide for Collectors and Curators . (ed.) Konstanze Bachman. New York: Cooper-Hewitt Smithsonian Institution. 1992.
- Dodge, Bernadine. Discussion. Archivist at Trent University. Nov. 10 and 14, 2000.
- Jones, Elwood
- Anson House Fonds*. Finding Aid. Trent Valley Archives. Peterborough.
- Living Tradition - booklet
- Birthday Surprise - booklet
- St. John's Anglican Church, Parish Archives General Guide*.
- Tour of Trent Valley Archives. Dec. 2000.
- Tour of St. John's Archives. Dec. 2000.
- Leonard, Jim. Discussion. Archivist at Peterborough Museum and Archives. Jan. 16, 2001
- Ling, Evelyn R. Archives in the Church of Synagogue Library . 2nd edition. Church and Synagogue Library Ass. Pub., CSLA Guide No.1, 1996.
- Manual on Anglican Diocesan Archives Policy and Collection Management . Produced by the Provincial Synod and Diocesan Archivists of the Anglican Ecclesiastical Province of B.C., 1989.