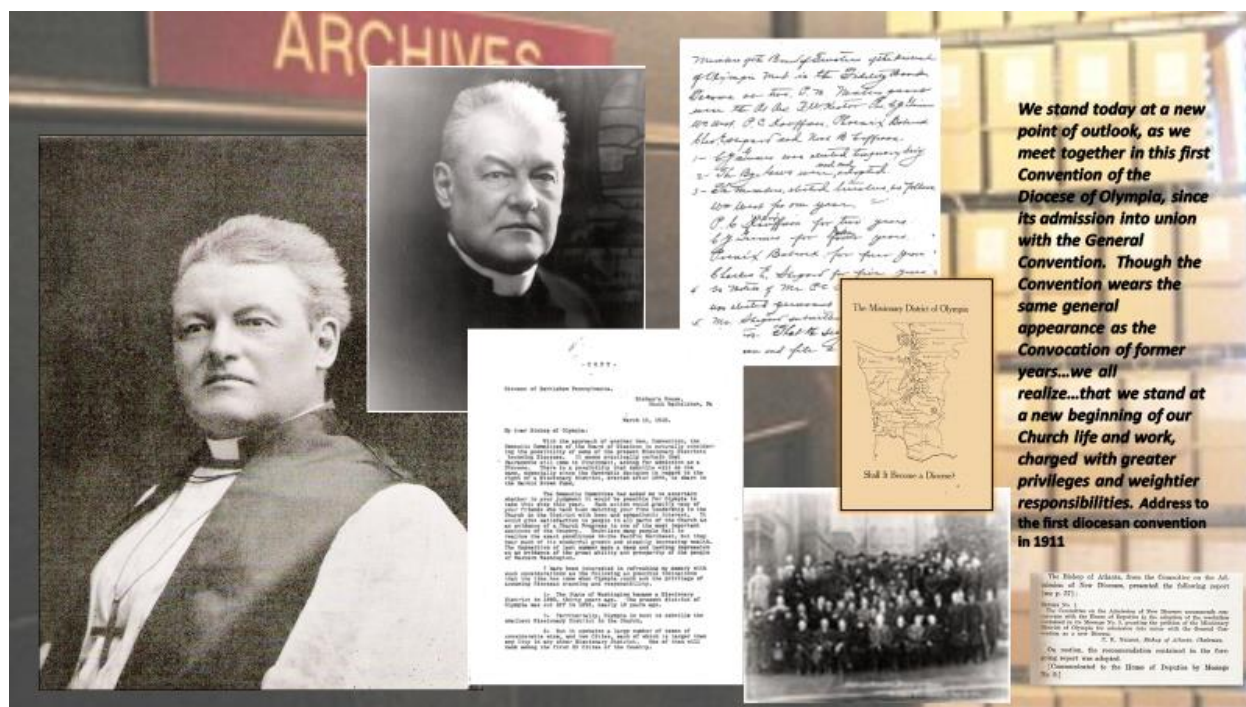


REPORT OF THE ARCHIVIST AND RECORDS MANAGER

2016

The Archivist and Records Manager is the official custodian of diocesan records and is responsible for the direction and implementation of the Archives and Records Management Program of the Diocese.

<http://www.ecww.org/departments/archives>



October is American Archives Month – a time when archives endeavor to raise public awareness and promote the use of the rich and diverse cultural resources in their care. Our diocesan Archives is no different. We have an abundance of archival resources with materials spanning more than 150 years – documenting the step-by-step formation of the Diocese of Olympia, its congregations, ministries and institutions. At this year’s convention, I will be offering a presentation which provides a look at some of these resources but I would also invite you to come and see for yourself.

Preserving our documentary heritage and administering the care of our records is what our Archives and Records Management Program is all about. To that end, 2016 has witnessed another revision of our diocesan records management manual. Keeping up with departmental changes, the creation of new types of records and the elimination of others, makes regular revisions a necessity.

Knowing which records to keep permanently is the first step. Knowing how to keep them is the second. Today, archival storage for permanent records goes far beyond standard acid-free paper, folders & boxes. The Archives is currently meeting these storage demands in two ways: First, storage of electronic

records in our digital archives; and second, the digitization of paper records in order to provide additional protection and access.

In past reports, I have mentioned the digitization of our refugee resettlement case files. This project continues – and will continue until it is finished. The preparation of files for digitization is very time consuming and labor intensive, which is why it takes so long to complete. However, with the help of volunteers, the project is moving along.

Other archival materials are also being prepared for digitization. A photograph project is well underway. The Archives holds thousands of photos and it is my hope to digitize as many as possible and eventually make them available online.

Access is a key archival principle – and in this day and age, access means online access. I am currently exploring various online avenues for making our photographic heritage more available.

Another project that I undertake on a regular basis is the review and revision of the Diocesan House Emergency Plan. I first prepared this plan in 1996 and have updated it regularly ever since. Last year I prepared a 2015 revision. Now the 2016 revision is complete.

Reference requests for information continue to grow. This year – in addition to local requests, I have received requests from as far away as Scotland. In last year's report I wrote about the requests I receive for the location of financial and property information – particularly information relating to the terms of endowments and to property lines and ownership. Again, I would like to emphasize the vital nature of this type of documentation and to encourage all congregations to deposit copies of these documents with the Archives for safekeeping.

My presentation at this year's convention will also include a brief virtual tour of Diocesan House. I plan to make this presentation available on the Archives web page – fulfilling in part my last year's commitment to offering such a tour online.

There are many other resources available on the Archives web page, including our social media best practices and guidelines.

If you have responsibility for archives and/or records management in your congregation, I would encourage you to access the resources available to you through the Archives of the Episcopal Church at www.episcopalarchives.org and to the resources you can find on the website of the Episcopal Archivists, <http://episcopalarchivists.org/>.

This year I was selected to participate in the National Occupational Information Network (O*NET) Data Collection Program, our nation's primary source of occupational information.

I continue to represent The Diocese of Olympia Archives as a founding member of the Seattle Heritage Emergency Response Network (SHERN), established to provide mutual assistance among cultural in the institutions in the Seattle area during times of emergency.

Other professional associations in which I participate and learn from include: Seattle Area Archivists, Northwest Archivists, and the Society of American Archivists.

For more information about the Archives and Records Management Program, give me a call, send me an email or go to the our web page at: <http://www.ecww.org/departments/archives>

Respectfully submitted by,



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