

REPORT OF THE ARCHIVIST AND RECORDS MANAGER

2025

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 of Olympia.

<http://archives.ecww.org>



It has been another exciting year for the archives. The archives continue to make progress in creating better access for increasing findability, but also becoming more active within the profession than in the past.

The work has started on the processing and appraisal of records of the now closed St. James in Sedro-Woolley. Additionally, the records for the former Church of Saviour have been completed, and they are being cataloged into ArchivesSpace. An initial survey has been conducted on the papers of former Archdeacon Gen Grewell.

The archives continue to recatalog the archival collections using the ArchivesSpace database. Progress is slow, but many of the archival collections are very large and will take time to catalog. The benefit is that this has led to collections being reprocessed, which means revisiting old collections and revising them to make them more accessible and to preserve their contents. This will involve creating new finding aids that adhere to current archival standards, *Describing Archives: a Content Standard* (DACS). While working with digital files, I have also taken the time to organize and delete duplicate files to free up space and make the collections more accessible. These collections are then added to the ArchivesSpace database. By reorganizing these collections, they are now more easily findable and accessible.

The archives continue to utilize its digital asset management database, Preservica. Adding records to the database has slowed in order to update the metadata and to correct spelling errors. As reference requests are answered, those records are digitized and added to Preservica. Work is also being done to make some of those records available to the public – a timeline for this is not yet known.

I remain actively involved within the Diocese. I have advised several congregations this year and assisted with the retention of records and what needs to be shredded. One example is my visit to Christ Church in

Seattle in late September, where I collaborated with the church to provide information on managing their collection and advising on digitization strategy. In March, I presented at the Congregational Leadership Conference on digitization from paper to digital. At Convene in May, I presented on emergency planning. Both presentations were well-received and attended. This year has also been spent researching and working on a history of the Church of the Advent, which was closed by Bishop Bayne in 1958. While this is a work in progress, it has been a fascinating journey.

Work in the St. Mark's Cathedral Archives continues and would not be possible without the support of the Dean and the Cathedral staff – I extend my thanks and appreciation to them. Since becoming the archivist at St. Mark's, progress continues to be made, and collections are becoming more organized. The work at St. Mark's Cathedral could not have been accomplished without the help of Victoria Rincon, a former intern who now volunteers at St. Mark's. She has worked on processing collections and gained valuable experience working in archives.

I remain actively engaged in the archival profession. I remain involved with the National Heritage Responders. I have been particularly active with the Society of American Archivists. I have completed my term as co-chair of the Society of American Archivists (SAA) 2025 Program Committee. This year's program was a success and was well attended. In addition, I remain active with the Society of American Archivists Crisis, Disaster, and Tragedy Response Working Group.

I have also published three articles this year. The first article, published in the [January/February issue of Archival Outlook](#), discussed losing all my data and the re-cataloging of the archival collection. The next article was co-written with John Bence, co-chair of the 2025 SAA Program Committee, about the SAA annual meeting in the [May/June issue of Archival Outlook](#). The final article was published in the [Journal of Digital Media Management](#) in June and is my first peer-reviewed article. The publisher asked me to write an article for the journal that expands on how I utilize the digital asset management database Preservica for archival reference, based on a presentation I gave at the Northwest Archivists' annual meeting, which took place in May 2024 in Spokane. I have also submitted two additional articles for potential publication.

For more information about the Archives and Records Management Program, for reference, or for recordkeeping assistance, please give me a call, send me an email, or visit the Archives web page at <http://www.ecww.org/departments/archives>.

I'm looking forward to hearing from you!

Respectfully submitted,

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