

REPORT OF THE ARCHIVIST AND RECORDS MANAGER

December 2014

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>



2014 has brought us closer to achieving some of our major goals. One of the most exciting projects is the development of the Archives database. This database will make it possible for members of our diocesan congregations – as well as the general public – to search the Archives’ collections – allowing access on a much broader scale than previously possible.

Last year I reported that the microfilming and digitization of our Refugee Resettlement Ministry files was finally underway and I am pleased to report that funding has been obtained to allow this project to continue and that it should be completed within two years.

As staff becomes more aware of the availability of the digital archives for the preservation of diocesan electronic documents, the service continues to expand, allowing us to access and maintain our electronic documents in their original format .

Social media best practices and guidelines have also been updated to reflect current usage. These guidelines can be accessed directly from the Archives web page at:

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

This year the Archives was honored to receive the papers of Peter Hallock, Canon Precenter of St. Mark’s Cathedral, who served the Cathedral for 40 years as Organist and Choirmaster, and who passed away in May of this year. The papers are currently being processed and their availability will be announced at a future date.

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.

After a brief hiatus, I will again be writing a column for the clergy spouse/partner online newsletter, *A La Mode* and making contributions to the diocesan blog and the diocesan app.

I would also like to draw your attention once again to the website of the Episcopal Archivists, <http://episcopalarchivists.org/>, a group of professional Episcopal Church archivists that works to promote and assist in the preservation of the documentary heritage of the Church. Other professional associations in which I continue to participate and learn from include: Seattle Area Archivists, Northwest Archivists, and the Society of American Archivists. This year at the Society of American Archivists annual meeting in Washington, DC, I took part in a panel presentation along with archivists from the Anglican Church of Canada, the Catholic Archdiocese of Chicago, Gonzaga University and the Catholic Diocese of Wilmington.

And, finally, I continue to fulfill my day-to-day duties managing our diocesan archives, providing archival reference service; and providing records management assistance to staff and congregations.

For more information about the Archives go to the Archives page on the diocesan web site at: <http://www.ecww.org/departments/archives>.

Respectfully submitted by,



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