

REPORT OF THE ARCHIVIST AND RECORDS MANAGER

2015

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>



This year has witnessed continued growth in reference requests for information and for consulting visits to congregations. High on the reference request list is the location of financial and property information – particularly information relating to the terms of endowments and to property lines and ownership. The vital nature of this type of documentation is what prompts me to encourage all congregations to deposit copies of these documents with the Archives for safekeeping. Among popular consulting topics is, of course, basic archives and records management advice on what records to keep, how long to keep them and the most appropriate way to either store or discard them. I am also frequently asked to speak on historical topics of interest to congregations – and this I am always happy to do.

As reported previously, the microfilming and digitization of our Refugee Resettlement Ministry files is progressing. Years 1996 through 2008 have been completed and 1990 through 1995 will soon be ready. At this point I'd like to acknowledge the efforts of current Archives volunteer, Kathleen Jordan and also of diocesan receptionist, Matt Koski, whose help in preparing these records for digitization is much appreciated.

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. The 2015 revision is now complete. In conjunction with the plan I coordinate CPR instruction and walk-throughs of the House evacuation plan, indicating the location of emergency utility shut-offs, supplies and equipment.

I also offer historical tours of Diocesan House. These tours are available by appointment to both Church members and to outside groups. The history of Diocesan House and of John and Eliza Leary who built it is fascinating and relates directly to the history and growth of the Episcopal Church in the Northwest. With that in mind, I hope to be able to offer a virtual tour of Diocesan House on the Archives web page in the near future.

There are many other resources available on the Archives web page, including our social media best practices and guidelines which were updated last year to reflect current usage.

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/>, a group of professional Episcopal Church archivists working to promote and assist in the preservation of the documentary heritage of the Church.

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 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. This year at the Society of American Archivists annual meeting in Cleveland, OH, I had the honor of being the recipient of the Sister M. Claude Lane, O.P. Memorial Award, given "in recognition of distinguished service in the advancement of religious archives."

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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