

## **ARCHIVAL POLICIES**

### **Revision Dates:**

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2<sup>nd</sup> REVISION: September 29, 2004 – Acquisition Policy; approved by the Archives Committee.

3<sup>rd</sup> REVISION: November 17, 2004 -- Preservation Strategy; approved by the Archives Committee.

4<sup>th</sup> REVISION: January 19, 2005 – Access Policy; approved by the Archives Committee.

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# PART 1

## Definitions

**“Diocesan Archives” or “Archives”:**

- a. The physical location of the Archives of the Diocese of Nova Scotia and Prince Edward Island.
- b. The archival records of the Diocese of Nova Scotia and Prince Edward Island.

**“Archives Committee”:**

The committee of those persons appointed to oversee all matters concerning the operation of the Archives and the care and custody of the archives collection and to make recommendations related to those matters, in accordance with Canon 24.

**“Archivist”:**

The person appointed to be Diocesan Archivist in accordance with Canon 23. The Archivist reports to Diocesan Council, Diocesan Synod and serves as a member of the Archives Committee.

**“Archival records”:**

- a. Records deposited in the Archives.
- b. Non-current records of the Diocese deemed to be of enduring archival value (legal, intrinsic, historical or informational value) to the Diocese, the Church and the Anglican community; Records designated by the Diocesan “Records Classification System and Retention Schedule” for archival retention.

**“Non-current”**

The state of records that are no longer in current use, that is, inactive. Records deposited in the Archives are non-current, meaning no longer active or semi-active.

**The following definitions are made with reference to the Archives’ Access Policy governing requests for copies of parish records.**

**“First party requestor”:** A person requesting a photocopy or certified document of a record containing his/her own personal information; the person named in the record.

**“Second party requestor”:** A spouse, parent or legal guardian, child or sibling of the person named in the record.

**“Third party requestor”:** A person not immediately related to the person named in the record.

**The following definitions are made with reference to permissions to photocopy Diocesan records.**

**“...clergy or authorized member of the Parish Corporation...” :** the Rector, incumbent, or “priest-in-charge” of the parish, or a church member authorized by the latter to do so in his/her absence.

**“Parish Corporation”:** The Rector, Churchwardens and other members of the Parish Council.

## **PART 2**

### **ARCHIVES MANDATE**

**The Archives of the Diocese of Nova Scotia and Prince Edward Island** (hereafter “the Archives”) will acquire, arrange, describe, preserve and make available non-current (non-active and non-semi-active) records of continuing value to the Diocese, its parishes, officers, agencies, committees and organizations excepting those records canonically required to be kept in the custody of the Registrar of the Diocese. The Archives will preserve and maintain intellectual and physical control of the records in its custody and develop policies, procedures and guidelines to achieve this mandate.

The Archives derives its mandate from Canons 23 and 24 (REVISION NO. 194 - 1991 NEW) approved by the Synod of the Diocese.

#### **I. The Archivist**

Under Canon 23, the Bishop appoints, at pleasure, an Archivist for the Diocese to be the custodian of all archival records, that is, non-current records of continuing value to the Diocese, including its parishes, its officers and agencies, committees and organizations except those records canonically required to be kept in the custody of the Registrar of the Diocese.

1. In consultation with the Archives Committee, the Executive Secretary of Synod and the Registrar, the Archivist shall make recommendations to the appropriate authorities regarding all aspects of the management and preservation of archival records.
2. The Synod shall secure a place of deposit for the archival records of the Diocese.
3. The Archivist shall report to Synod on the services, acquisitions and activities of the Archives.

#### **II. The Archives Committee**

Under Canon 24, there shall be a committee of Synod known as the “Archives Committee”, consisting of:

- Eight persons appointed by the Appointments Committee of Synod,
- The Diocesan Archivist,
- The Diocesan Registrar and
- The Executive Secretary of Synod (the Executive Secretary of Synod is responsible for records of Synod).

The purpose and objectives of the Archives Committee are:

1. To make recommendations for the management and development of archival activities within the Diocese in order to ensure the archival retention of records of enduring value to the Diocese,
2. To recommend policies and procedures for a continuing program of records management of the current records of Synod, its officers and committees and of parishes, regions and institutions of the Diocese,
3. To oversee the archival needs, both physical and operational, of the Diocese and to recommend such measures as may be deemed advisable to advance the preservation and use of records of enduring value,
4. To provide access to the intellectual content of its collection while observing and enforcing confidentiality/privacy policies and restrictions on access policies of the General Synod Archives, the Primate, the Archives of the Ecclesiastical Province of Canada and the Diocesan Synod
5. To restrict physical access to original records where their condition requires it in accordance with the Diocesan Archives’ preservation policy and strategy.

### **PRESERVATION STRATEGY STATEMENT**

In accordance with its Mandate, the Diocesan Archives will strive to ensure the preservation of its archival holdings through a commitment to the principle of preservation management and the adoption of a Preservation Management Program.

## **PART 3** **POLICIES**

### **A. ACQUISITION POLICY**

#### **POLICY STATEMENT**

It is the policy of the Diocesan Archives to acquire all non-current records of continuing value to the Diocese, including its parishes, its officers and agencies, committees and organizations except those records canonically required to be kept in the custody of the Registrar of the Diocese.

#### **POLICY OBJECTIVE**

The objective of this policy is to provide a guideline for the acquisition of records of the Diocese of Nova Scotia and Prince Edward Island, its parishes, organizations, clergy and parishioners.

#### **POLICY APPLICATION**

This policy applies to the Diocesan Archivist, the Diocesan Archives Committee and persons or organizations making deposits of archival material to the Archives.

#### **POLICY DIRECTIVES**

The acquisition of records by the Diocesan Archives will be guided by the following directives:

1. The Archives will acquire for permanent retention:
  - All records of archival value created by Diocesan Synod and Diocesan Administration.
  - All records of archival value created by the Parishes of the Diocese, including, but not limited to, their registers, financial ledgers and annual reports, their minutes of Parish Council and congregational meetings, records of Sunday Schools, church groups and committees.
  - The records of Diocesan clergy, significant laypersons, institutions and societies; Parish and church histories, clerical and lay biographies and related publications may be acquired.
  - Records of institutions, societies, organizations and clubs of Diocesan Deaneries and Parishes may be acquired.
  - Originals or copies of Diocesan publications, and the complete runs of out of print Diocesan, Deanery and Parish publications may be acquired.
  - Photographs, maps and architectural plans may be acquired.
  - Oral histories concerning any aspect of the Diocese's history may be acquired.
2. Parish records created for baptisms, confirmations, marriages and burials; and other vital church records, will be accepted for preservation only.
3. The acquisition of library material will be limited to publications having a direct relevance to the past, present and future life of the Diocese.
4. Prayer Books and Bibles will be acquired only if they are of historical significance to the Diocese.
5. Artifacts will not be collected or accepted.
6. The Archives will not accept records that may be hazardous to or compromise the holdings or the health and safety of Archives staff and researchers. All possible efforts should be made to preserve the originals; after treatment or reformatting, these records will be reconsidered for deposit.

The Diocesan Archives will provide, upon request, information and advice to the parish to help arrange for the recovery treatment of damaged records.

7. All accessions may be subject to archival appraisal, which may result in the return or other disposition of some or all of the accession. All accessions will be arranged and described according to current archival practice.
8. All records deposited in the Archives must be accompanied by as much contextual information as possible.

#### OTHER RELATED POLICIES

Diocesan Archives Mandate  
Diocesan Access Policy  
Diocesan Preservation Policy  
Diocesan Preservation and Conservation Procedures

#### POLICY REVIEW

This policy will be reviewed bi-annually by the Diocesan Archives Committee.

#### POLICY ENQUIRIES

Questions concerning this policy should be directed in the first instance to the Diocesan Archivist.

## **B. ACCESS POLICY**

### POLICY STATEMENT

It is the policy of the Diocesan Archives to control access to the records of the Diocese and its parishes in order to balance access to the archival holdings, by researchers and others, with the protection of privacy of individuals.

### POLICY OBJECTIVE

The objective of this policy is to provide comprehensive guidelines for the release of information in Diocesan and parish records held by the Diocesan Archives and by other archives and historical societies.

### POLICY DIRECTIVES

Access to the records held by the Diocesan Archives and access to Diocesan or parish records held in other institutions will be guided by the following directives:

1. Access to holdings at the Diocesan Archives will be governed by the availability of staff.
2. Requests to view closed material must be made in writing to the Bishop of the Diocese through the Archivist. The request must include the purpose of the request.
3. *Researchers wishing to view open material may do so by appointment only, and only in the presence of the Archivist or delegated staff. All researchers must observe care and handling regulations developed for the preservation of the records and any other guidelines that the Archivist might impose for the protection of the records*
4. All microfilm copies of Anglican Church records are open to the public for viewing, except those that are restricted for protection of privacy of personal identifying information. Specific microfilm reels of Parish Records which contain records that are less than 100 years old are closed to the public. The original manuscript Parish Records, for which microfilm copies are available for viewing at the Nova Scotia Archives (NSA) or other archival institutions, are not available for use by researchers at the Diocesan Archives.
5. Un-catalogued archival materials shall not be made available, except by prior arrangement with the Archivist. Researchers using un-catalogued records must not disturb original order and may be subject to additional restrictions imposed by the Diocesan Archivist.
6. Anglican Church records held by the Nova Scotia Archives are open to the public for viewing, but may not be photocopied in printed form, scanned, or downloaded as a digital file to a digital storage device. (NSA Policy)
  - a. In special circumstances, with permission from the parish in question, a researcher may request a letter of permission from the Diocesan Archivist to photocopy or save digital copies of single pages of Anglican parish records 100 years old or more. Permission will be given ONLY IF it can be established by the Diocesan Archivist that this is necessary to their work, and that "Protection of Privacy" restrictive policies governing the use of the copied records will be observed.
  - b. The letter of permission will cover only those records specifically named in the letter and permission will not be acted on until a copy of the letter is filed with Nova Scotia Archives.
  - c. Other research institutions in this diocese holding Anglican Church Records must agree to follow the same policies and procedures used by the Diocesan Archives when providing public access to Anglican Church records.
7. Anglican Church Parish Records held by the Diocesan Archives are the legal property of each Parish Corporation and therefore are not open for public research. Authorized researchers may be given access to specific unrestricted records, with permission from the parish, under the direct supervision of the Diocesan Archivist, by appointment only.

- a. Requests from the public to the Diocesan Archivist for certified copies of Baptism, Confirmation, Marriage and Burial records less than 100 years old **are directed to the parish clergy for verification of identity and entitlement. Only the Parish Clergy, or personnel authorized by the clergy, can issue a legal certified document.**
- b. Requests for a photocopy or digital copy of a single record less than 100 years old at the time of the request are subject to the following guidelines:
- A first party individual (the person named in the record) *must produce identification and fill out a photocopy request form* to obtain a photocopy of his/her record of any date.
  - A second party individual (legal next of kin, a spouse, parent or legal guardian, child or sibling of the person named in the record.) must produce identification, fill out a photocopy request form AND bring, or have sent prior to obtaining a photocopy, written permission from the individual(s) named in the record, *if still living, or from the individual's next of kin.*
  - A third party individual (a person not immediately related to the person named in the record) must produce identification, fill out a photocopy request form *AND bring written permission from the individual(s) named in the record, if still living, or from the individual's next of kin.*
- c. Requests for a photocopy from the Diocesan Archives of a single record **less than 100 years old at the time of the request** shall be subject to the following additional guideline:
- Persons requesting a photocopy must *bring, or have sent, prior to obtaining a photocopy, written permission in the form of a certified letter (or direct email), signed by the clergy or authorized member of the Parish Corporation of the parish from which the record originated.*
- d. All procedures under **directives No. 6 and No. 7** must be repeated for each request for a photocopy of a record of a specific individual.
8. The following procedural guidelines are based on the **Diocesan Administrative Policies and Procedures 2.2.4 and 2.2.5:**
- a. Photocopying or scanning of large volumes of Anglican records is **not permitted under any circumstances**, except by the Diocesan Archivist in rare circumstances for internal use (Parish and Diocesan) or for preservation purposes.
- b. Rectors may charge a fee, at the parish's discretion, of \$10.00 for searches to complete certificates of baptisms, confirmations, marriages and burials, \$15.00 for a photocopy certified with the Parish stamp and signed by the Rector, and \$20-25 for a new formal certificate copied verbatim by hand from the original register and stamped with the Parish stamp.
- c. **Genealogical research will not be done at the Diocesan Archives; researchers doing family history will be referred to the microfilm of parish records held at the Nova Scotia Archives and at other designated institutions.**
- d. **COPIES OF MICROFILM REELS:** The Nova Scotia Archives (NSA), Halifax, Nova Scotia; the Beaton Institute of Cape Breton Studies, Sydney, Nova Scotia and the Public Archives and Records Office of PEI (PARO), Charlottetown, PEI are permitted to obtain microfilm copies of Anglican Church records, under the following conditions:
- 1) That the **duplicate microfilm reels** of Diocesan or parish records **will** be used for research purposes only within that institution and not loaned, sold, leased or reproduced.
  - 2) That all requests for copies of microfilm reels be sent in writing to the Bishop. On approval, a letter will be sent to the archives holding the negative authorizing the provision of copies.
  - 3) That all copies of microfilm reels will be duplicated by the archives holding the negative, and that any fees incurred are the responsibility of the requesting institution.
  - 4) Permission to obtain copies of microfilm **reels** may be granted to research institutions other than the three named above under the following conditions:
    - That, in addition to and/or in accompaniment with the request for a letter of permission from the Diocesan Bishop, the requesting institution submit to the

Diocesan Archives a written Access Policy and Procedure document that complies with the Diocesan Archives' policy with regard to permitting microfilm printouts and photocopies to the public.

- That a person of authority within the requesting institution verifies the Access Policy and Procedure document as current practice.
- That permission is limited to one research institution per county within the geographical area of the Diocese of NS and PEI.

#### OTHER RELATED POLICIES

Diocesan Archives Mandate

Diocesan Acquisition Policy

Diocesan Preservation Policy

Diocesan Preservation and Conservation Procedures

#### POLICY REVIEW

This policy will be reviewed bi-annually by the Diocesan Archives Committee.

#### POLICY ENQUIRIES

Questions concerning this policy should be directed in the first instance to the Diocesan Archivist.



## **C. PRESERVATION MANAGEMENT POLICY**

### POLICY STATEMENT

It is the policy of the Diocesan Archives to preserve its archival and library holdings through a commitment to the principle of preservation management.

### POLICY OBJECTIVE

The objective of this policy is to provide a framework for policies on specific aspects of preservation management and a comprehensive scheme for the preservation of archival and library holdings. (See also: preservation and conservation procedures, recovery priorities, and disaster preparedness and recovery).

### APPLICATION

This policy refers to all Diocesan staff, researchers and volunteers.

### POLICY DIRECTIVES

1. The Archivist will assess at regular intervals, the condition and needs of the Archives collection and its environment.
2. The Archivist will develop security, storage, handling, preservation and conservation procedures to its holdings according to current accepted standards.
3. The Archivist will maintain the presence of qualified staff in the Archives in order to maintain intellectual control, monitor physical and environmental conditions and ensure controlled access the Archives' holdings.
4. The Archivist will manage funds provided to the Archives with accountability to the entities providing such moneys and to the Archive Committee while adhering to its preservation priorities.
5. The Archivist will develop guidelines and procedures for preservation storage and handling and for Disaster Prevention, Readiness and Recovery to the Diocesan Synod Office, its staff and officers, parishes and clergy, and to diocesan organizations.
6. The preservation and recovery priorities of the Diocesan Archives are as follows (in order of priority):
  - Parish Records (Legal property of the Parish Corporations) -- Registers of Baptism, Confirmation, Marriage and Burial, Service registers (Vestry Books) Minute Books, Ledgers, Property and legal documents, Clergy Documents.
  - Bishops' Records: Bishop's Papers and Registers.
  - Clergy Records: Clergy papers, Clergy manuscripts and personal Registers
  - Bishop's Office Files
  - Records of Synod; Minutes, Convening Circulars, Reports to Synod, Synod Delegates
  - Diocesan Records: Registrar, Property/legal/financial, Minutes of committees and task groups
  - Photographs, graphic images
  - Parish Histories: manuscript, oral, self-published

- Deanery and Regional Records
  - Diocesan Organizations and Institutions
  - Diocesan and Parish Publications (+ published parish histories)
7. The Archivist will update all archival activities to current records management, preservation and administration standards by participating in and contributing to the activities of the Anglican Archivists' Network and by maintaining rapport with guiding institutions, i.e.: General Synod Archives, Archives of the Ecclesiastical Provinces, Nova Scotia Archives (NSA), Council of Nova Scotia Archives (CNSA), The Canadian Council of Archives (CCA), Canadian Conservation Institute (CCI); to be responsible to, and make optimum use of, the resources and recommendations provided by the above.

#### OTHER RELATED POLICIES

Diocesan Archives Mandate  
Diocesan Acquisition Policy  
Diocesan Access Policy  
Diocesan Preservation and Conservation Procedures

#### POLICY REVIEW

This policy will be reviewed bi-annually by the Diocesan Archives Committee.

#### POLICY ENQUIRIES

Questions concerning this policy should be directed in the first instance to the Diocesan Archivist.

## **C.1 – PRESERVATION AND CONSERVATION PROCEDURES**

It is the policy of the Diocesan Archives to follow these preservation and conservation procedures to support the preservation of all archival records.

These procedures are derived from recommendations contained in the “Global Preservation Assessment of the Archives of the Diocese of Nova Scotia and Prince Edward Island” compiled by a conservator in August 2003, and standards and guidelines provided by the Canadian Council of Archives, the General Synod Archives, the Council of Nova Scotia Archives, the Archivist (Preservation Management), NSARM and from other Canadian archival institutions.

### **Procedures to be followed for the conservation of archival records are as follows:**

1. Records are to be cleaned, if necessary, upon accessioning using methods appropriate to the medium in order to support and protect them during processing and subsequent use.
2. Preservation needs will be assessed periodically.
3. Proper archival enclosures and support materials will be used in the archives in order to eliminate, retard or prevent the deterioration of records from exposure to mould, dust, pests, excess dryness or humidity, extreme temperatures, acidic materials and acidic reactions, and over-handling by humans.
4. Environmental conditions within the archives will be monitored and modified if necessary.
5. Documentation will be developed and used to control and document activities in the Archives.
6. Regulations for accessing and handling records will be posted and enforced.
7. Records will be housed in acid-free materials and enclosures specific to each medium.
8. Records will be arranged and described and assigned unique identifiers and finding aids to prevent loss through poor control.
9. There will be security measures and controlled access to all parts of the Archive space.
10. Guidelines for the proper care, handling and storage of parish records will be developed and disseminated to rectors and/or parish administrators to safeguard records held in the parishes. It is hoped that this will increase awareness amongst clergy and parish personnel of the importance of maintaining optimum security and environmental conditions for their parish records and provide them an opportunity to deposit parish records in the archives.
11. A continuous effort will be made to identify the location and condition of parish records not held by the Archives and to update this information periodically.
12. A Disaster Prevention and Preparedness Policy and Disaster Recovery Plan for all records stored within the Diocesan Centre, approved by the Archives Committee, will be published and distributed to Synod Office staff and officers, Cathedral staff and persons regularly using the facility.

## **C. 2 -- DISASTER PREVENTION, PREPAREDNESS AND RECOVERY POLICY**

The Diocesan Archive **Disaster Prevention and Recovery Policy and Plan** is designed to work in conjunction with policies of the Diocesan Synod Office, staff of the Anglican Diocesan Centre and its affiliated corporation and with disaster recovery facilities that are available in the Halifax Regional Metropolitan archives community.

### **Disaster Prevention and Recovery Strategy:**

The Archivist, in consultation and with the approval of the Archives Committee, and in collaboration with Diocesan staff, will:

- Minimize risks by observing the all archive policies and procedures.
- Create and regularly update a Disaster Plan for the Diocesan Archives and its holdings.
- Publish and distribute the Disaster Plan to all involved persons.
- Add floor plans of newly arranged record storage spaces to the Disaster Plan.
- On a regular basis, update Archives shelf lists.
- Document recovery priorities.
- On a regular basis, update Disaster Recovery Procedure Manual, Emergency Contact Lists and Recovery Facilities List.
- Stock and regularly check equipment and supplies on hand for recovery.

A risk assessment will be done periodically to monitor the physical conditions in the Archives and the effectiveness of implementation and enforcement of the Preservation and Disaster Prevention policies.

The value of archived materials, equipment, furniture and archival and conservation supplies within the archive space will be periodically evaluated for insurance purposes. This information will be provided to Diocesan personnel as required.

Compliance with all Archives policies will be adhered to regardless of the location of the archival records.

The following guidelines will be observed at all times:

1. No harmful or flammable substances may be stored in or near the Archives collection.
2. Metal shelving will be used.
3. The lowest shelf will be 4 inches or more above the ground.
4. Metal cabinets may be used in conjunction with the proper enclosures.
5. Media types will be stored separately.
6. The most fragile and/or rare records will be stored in the vault, which has a one-hour heat delay time in an intense fire.
7. No smoke, food or drink, cleansers or harsh chemicals are allowed in the Archives storage areas, on or off-site.
8. Pencils, gloves, proper support and methods of handling must be used when working with original or copies of records.
9. Researchers will always be supervised.
10. Restrictions on access to the materials as outlined in the Access Policy will be enforced.
11. Procedures for handling archival materials will be strictly enforced, and the rules published and distributed to every user.
12. Air circulation within the Archives will be maintained daily. Air temperature and humidity will be monitored inside the vault by use of a thermo-hygrometer. An air filtering system is used daily in the on-site Archives.
13. Fire extinguishers will be inspected annually and will be stored in the most effective location within the archives.
14. Only the Archivist, the Archivist's Assistant, the Registrar and the Diocesan Administrator will have the combination to the archives vault.
15. No one outside of Diocesan Staff will have keys to the rooms and storage areas of the Archives.

*Diocesan Archives Committee of the Diocese of NS and PEI, April 13, 2005*