ARCC
Archival Resources for Catholic Collections
RELIGIOUS COMMUNITY
ARCHIVE CHECKLIST

This checklist is designed to help a community review some of the basic elements of an archives program. The document is divided into sections that focus on: physical space, technology, personnel, and records (vital and community). It can be used to help evaluate the current status of your archives program.

Physical Space

Location of archives:

☐ Basement

☐ Above Ground

☐ Attic

☐ Off site, stand-alone structure

☐ Other

Is there separate workspace for staff and storage space for the materials?　　YES　　　NO

Are the archives spaces capable of being locked?

Workspace	YES	NO
Storage space	YES	NO

Who has access to the space? _____

Do the workspace and/or storage space have climate control?

Workspace	YES	NO	
Type:	HAVAC	Window AC	Other: _____
Storage space	YES	NO	
Type:	HAVAC	Window AC	Other: _____

What types of containers are used to house your records: (Check all that apply)

☐Archival boxes: Hollinger and/or acid-free banker boxes

☐Commercial banker boxes or other types

What type of shelving is used to store your records? (Check all that apply)

☐File Cabinets

☐Ranges of wooden shelves

☐Ranges of metal shelves

☐Metal cabinets

☐Book cases

☐Card catalog

☐Map cabinets

Technology

Is there a dedicated computer(s) for archives work?	YES	NO
Is the computer(s) connected to:		
Internet	YES	NO
Organizational network	YES	NO
Is there a printer?	YES	NO
Is there a scanner?	YES	NO
Are there archival software programs in use?	YES	NO
Are there organizational databases in use?	YES	NO

Personnel

Do you have dedicated personnel to care for your archives?   YES   NO

If yes, how many people work in the archives?
    ☐One
    ☐Two or more

Is there an Archivist or Director of Archives?   YES   NO
    If yes, is that person:
        ☐Member of a religious community

        ☐Lay person
    Who does that person report to?
        ☐ Member of religious leadership team

        ☐ Administrative staff of community

        ☐ No formal reporting structure

    Does that person have a formal job description that is current?   YES   NO

    Is the position (based on a 35-40 hour week):

        ☐Full-time
        ☐Part-time
        ☐One-quarter time
        ☐Volunteer
    What is the Archivist's or Director's educational background?

        ☐Graduate degree: library science, public history, humanities

        ☐Archival certification

        ☐Training at nationally recognized programs: National Archives, Georgia Archives, Western Archives Institute

        ☐Workshops on a national or regional level or archival conferences, online courses

Please list additional staff positions below:

	Position title	FT/PT/ Volunteer	Professional training Y/N?	Community member/Lay person
1				
2				
3				
4				

Records

Which of the following **vital records** are in your archives? (Check all that apply)

☐ Constitutions and/or Directory

☐ Minutes of community leadership team meetings

☐ Minutes of the community acting as a deliberative body

☐ Administrative files of community leaders

☐ Personnel files of active, deceased or withdrawn members

☐ Annals or Chronicles or periodic summaries of activities

☐ Renewal committee (1964-1980) documents, surveys, minutes, administrative files

☐ Annual financial audits or ledgers

☐ Legal agreements and property deeds

Which of the following types of **community activity documentation** are in your archives? (Check all that apply)

☐Sponsored institutional records, legal documents, letters/correspondence, programs, history

☐Individual community members files, letters/correspondence, diaries, creative works, photos

☐Committee minutes

☐Department files: Vocation, Formation, Mission, Education, Social Justice, Advancement/Development

☐Ministry records, schools, hospitals, charitable institutions, community   minutes, records, publications, photographs, film, slides, audio

☐Community publications, internal and external

☐Photographs, slides, films, audio recordings, oral histories

☐Reference materials – written histories

Are there lists, finding aids, databases or indexes for any of these groups of documents?

YES   NO

For those communities desiring further information, ARCC urges you to consult our website www.archivalrcc.org or use our google group archivalrcc to raise issues that can be addressed by the broader archival community.

To be included in the google group, contact archivalrcc@gmail.com

Thank you!