

1. How can the privacy of certain records - formation, Leadership discussions/ decisions - be maintained in an institution not familiar with the congregation's charism?

The community privacy traditions should be discussed and agreed upon with the host institution. The community should also insure that any records of a highly personal nature such as medical records, psychological testing and reports be removed prior to donating /transferring any records. (Carey Pallister)

I think one has to be very careful about sharing sensitive materials with a third party repository. Communities should employ a civil and canon lawyer to assist them where the placement of these materials should reside. Obviously these decisions have to comply with church, state and federal regulations. (Malachy McCarthy)

2. What has been your experience with any kind of access restriction in the women religious records, a private archives, and the staff of a public archival institution that might subscribe to a much more open model of access? How are you ensuring levels of restricted access are honored?

If you are contemplating depositing or donating your collection to another institution, my recommendation is for you to be upfront about your position on access and require that your terms be included in the final negotiated agreement. If the institution is unwilling to work with you on this, then walk away. (Tricia Pyne)

You can take a couple of approaches with this. As an academic archives we want to provide broad access, though some files are restricted: for example, student records are generally permanently restricted, as well as employment files. For the Sisters of the Holy Family, I think currently living sisters' files are restricted, at least until the sister passes. Other approaches could include time-based embargoes, such as restricting series of files for 30 years from their creation or after the death of an individual.

If you're considering donation, and absolutely don't want those files accessed, you could retain and/or destroy them (though the archivist in me cringes at this thought). The risk with excluding those files is that they don't then stand in support or defense of decisions made. Also, I'm not sure if any secular legal guidelines may inform whether or not such records could be destroyed.

Also: for SHF we have noted in the public collection information that files are restricted https://scu-ospace.libraryhost.com/repositories/6/archival_objects/5251

(Nadia Nasr)

3. Who will oversee the Cenacle Sisters archives if and when the community ceases to exist?

This is an issue the Cenacle Sisters like all other communities will review and discern a course of action. Currently a professional archivist and part-time employee is managing the collection and applying archival standards. (Malachy McCarthy)

4. For the Integrated Project Delivery model, what was the first phase? Were consultants hired to get the project model developed before action was started?

Given personal interests, I've been actively involved in facilities management since my hire date in 2006. Although we began conversations in 2014 about a new facility, I had developed a close network of trusted facilities advisors-consultants since 2006. Two key advisors-consultants, who had volunteered an enormous amount of time, belonged to a local parish. One of my advisors-consultants had been vice president of corporate engineering for a multinational corporation with headquarters in St. Louis. He introduced me to the model of Integrated Project Delivery. We were able to hit the ground running when the opportunity to build a new archives presented itself. (David Miros)

5. Speaking of Policies and Procedures - would any religious community have internal archival collection policies that they would be willing to share to assist a new community on thinking through the collection and preservation of their archival material? Or any guidelines that may be recommended in collecting materials and drafting policies?

Our policies, including collection access, are available on our website:

<http://www.stmarys.edu/archives/> under Collections. I also recommend consulting the resources available on the webpage for the Archivists for Congregations of Women Religious: <https://archivistsacwr.org/> and contacting the programs for other religious women archives, including: Daughters of Charity Province of St. Louise: <https://daughtersofcharity.org/our-legacy/> and Mercy Sisters' Mercy Heritage Center: <https://www.sistersofmercy.org/about-us/mercy-heritage-center/contact-the-archives/>

Managing Diocesan Archives and Records, available through the Association for Catholic Diocesan Archivists, might also be of interest: http://diocesanarchivists.org/?page_id=472

(Tricia Pyne)

6. Does anyone have an independent review board that mediates requests for information or research projects?

We don't have an independent review board, but we do have a process in place for researchers that request access to restricted records. It can be found on our website with the Collection Access policy: www.stmarys.edu/archives (Tricia Pyne)

I am not aware that religious archives has any independent review boards. I imagine if that was necessary a community would establish a review board for a specific research project. I have not seen a lot of information about this in the literature. (Malachy McCarthy)