

Repository Working Group Symposium Series 1  
November 12, 2020  
Registration Survey at a Glance

Total respondents: 305

**Q3 What is your religious community or affiliation?**

Women religious	160	Education	36
Men religious	29	Diocese/Archdiocese	28
Public Archives	3	Religious organization	8
Society/Association	4	Other	37

**Q4 – Q5 What city, state/province is your archive located in?**

Canada	34
Europe	13
Australia	2
USA	246
Unspecified	10

**Q9 What is your most pressing concern at present?**

Digital preservation	59	Time	11
Digitization	44	Funding	11
Records management	36	Transfer	9
Future	29	Consolidation	7
Space	17	Staff	7
Moving	15	Cataloguing	7
Community	14	Collaborative	
Location	13	Archives	5
Resources	11	Legal	3

Q9 What is your most pressing concern at present?

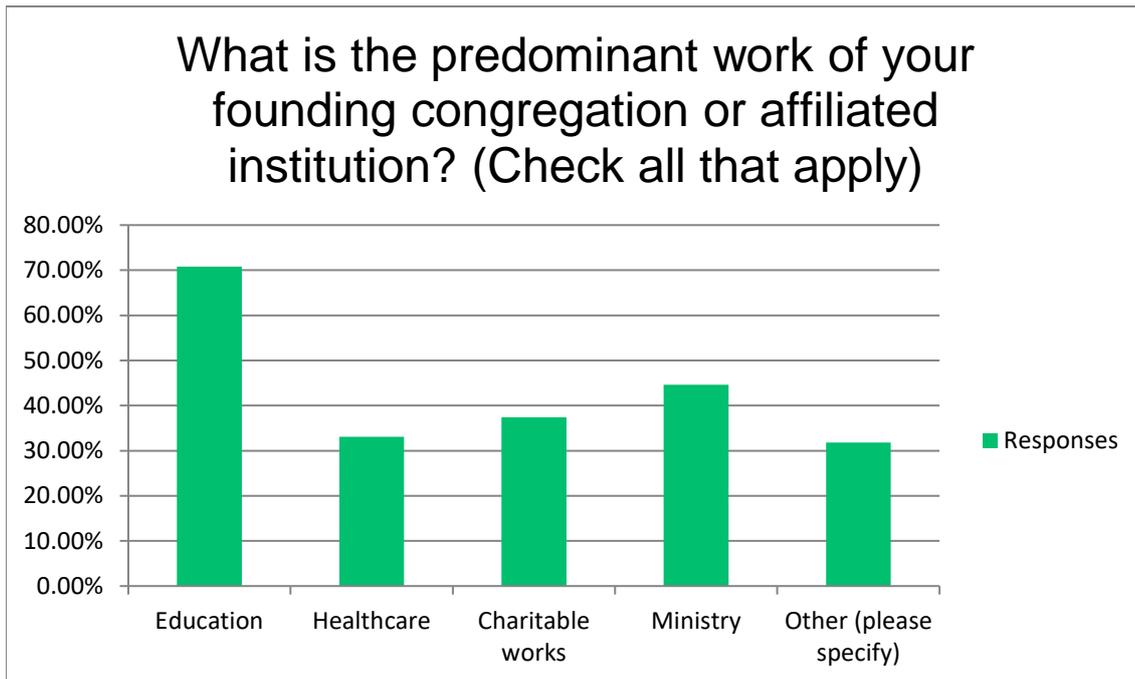
None limited staffing items find place support Making sure Learning issues research office  
Preparing collaborative Preserving ministry better available keep helping Organization  
able WORK Determining RESOURCES weeding records management artifacts  
management religious congregations N store make close plan smaller  
space Lack religious Also communities want  
repository concerns digital file materials holdings  
collection another archives Preparing collection  
future one records starting will story move program  
congregation consolidation preservation Trying access  
Processing organizing archival materials information Deciding  
Digitization saved Funding together Digitizing new documents potential house  
things Preparing archives Finding need place go options institutions Maintaining staff  
physical Catalogued locate archives Catholic future disposition location Lack space know

## Archival Resources for Catholic Collections Symposium Series

### What is the predominant work of your founding congregation or affiliated institution?

Answer Choices

- Education
- Healthcare
- Charitable works
- Ministry
- Other (please specify)



' (Check all that apply)

Responses

70.82% 216

33.11% 101

37.38% 114

44.59% 136

31.80% 97

**Answered 305**

**Skipped 0**

## **Question 6 Other Responses**

Social justice

Mixed variety of ministries

Prayer

Library

I am a historian who writes about women religious

Social Support networks

Diocese

presence

Household management

denominational office

Orphans and widowed-poor

Parish ministry, refugee work, social services ,

Governance

Missionary work

social justice work

Library and Museum

Prayer

Social Justice

Genesis Farm

Refuges and schools

We have a mission in Peru and we were in Africa for 40 years.

Archive - providing access to records in our holdings and answering reference inquiries.

Mission preaching, retreat work, overseas missionary work

Missionary work

Archdiocesan administration

Government archives

Monastic/Contemplative

Missions

regional records preservation and genealogical society

Missionary

Archives and records management

Justice Advocacy, Housing

Archives & Preservation

I work in the Federal government but I am attending on my personal time out of interest

Institutional Records repository

Parish

foreign mission - Pakistan

Parish work

Retreats, Ecology, foreign missions, parish ministry, learning centers

diverse ministries

We have Sisters in many diverse ministries

social justice

Work with Immigrants and Refugees

Pastoral care of migrants and refugees

Orphan care, Social Justice

work with blind children and adults

Retreat and parish ministry

Provide enduring global access to Catholic resources

Hospitality and Spirituality

Archives & Records

Digitizing Service

Diocese

Religious Organization

Preaching

"The vocation of the Friars Minor is to do all things poorly."

Missionary- all of the above

Elder Care

Monastic Life

The GTOffers the Doctor of Philosophy degree and the Master of Arts degree in theology and religious studies in cooperation with its member seminaries.

We, the Catholic Diocese of St Petersburg, are a joyful community of disciples proclaiming the Good News and inviting all people to encounter the love and mercy of Jesus Christ.

All of the above; we are an "ad gentes" international / intercultural Missionary Congregation.

Diocesan administration

Social Justice

Monastic life

monastic life

County-wide archives

First Evangelization (Missionary)

General council

Monastic Community - Benedictine

Diocesan Administration

Domestic Services

social work

It is a Mission Diocese erected to serve the Native American nations in our area, two statelines, two time zones, size of Illinois.

History

US government records; grant support to US state and NGO archives and collections.

Supporting leaders of male religious institutions

Social Services (orphanages & homes for the elderly)

Social Work

social services, parish ministry

Social services

Missionary work in other countries

Parishes, Retreat Centers

Social Ministry Social Justice

Government Records

Now more individual ministries--counseling, environmental/earth care/immigration/ charitable work/ spiritual direction, etc.

Social services

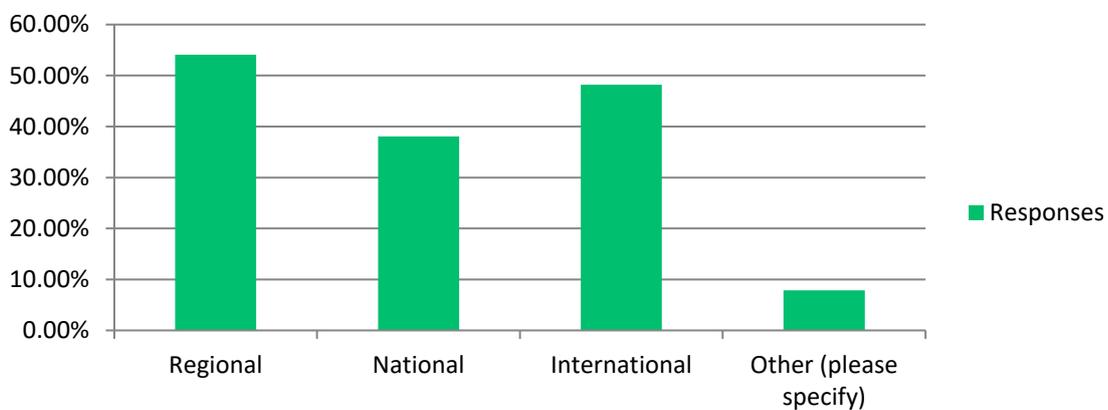
## Archival Resources for Catholic Collections Symposium Series

### What geographic region is served by your founding congregation, or collections held

Answer Choices

- Regional
- National
- International
- Other (please specify)

What geographic region is served by your founding congregation, or collections held by your affiliated institution? (Check all that apply)



| by your affiliated institution? (Check all that apply)

Responses

54.10% 165

38.03% 116

48.20% 147

7.87% 24

**Answered 305**

**Skipped 0**

## **Question 7 Other Responses**

Central and Northern Illinois

Peru

Local

Mostly Buffalo, Pittsburgh, Syracuse, Hastings-on-the-Hudson and Hawaii

University

The state of Vermont

The Congregation has missions in Selma, Alabama, and in Brazil.

Dioceses of Springfield, Worcester, and Fall River, Massachusetts.

Diocese of Providence, Rhode Island

We work with Archives in the U.S.A.

Chicago, IL and Colorado - mostly in Pueblo diocese

The Diocese of St. Petersburg FL is one of 7 diocese in this state.

New York City

Dominican University is open to students internationally, while its affiliate founders, the Sinsinawa Dominicans, are regional.

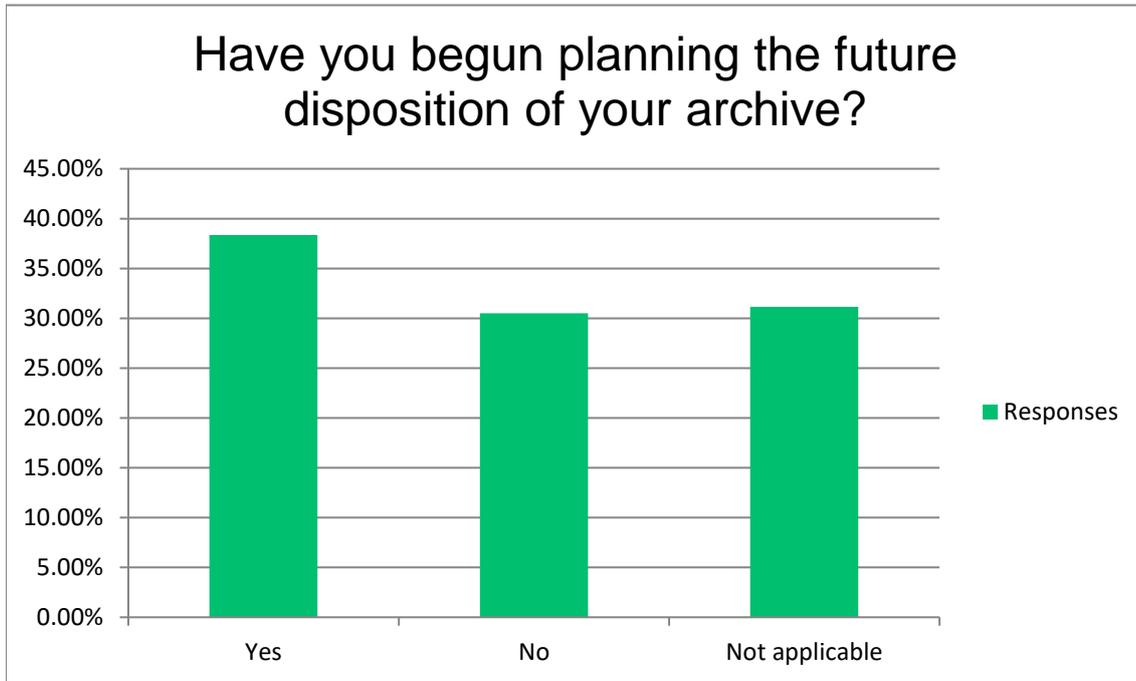
Jamaica, West Indies; Bolivia; and Brazil

State

Archival Resources for Catholic Collections Symposium Series  
**Have you begun planning the future disposition of your archive?**

Answer Choices	Response
Yes	38.36%
No	30.49%
Not applicable	31.15%

Answered  
Skipped



es

117

93

95

**305**

**0**

## **Archival Resources for Catholic Collections Symposium Series**

### **What is your most pressing concern at present?**

Responses

Preparing the archives for deposition when the province comes to completion.

preservation

Downsizing heritage room and deciding what artifacts do we keep or give away

Staffing/finances

Consolidating and organizing files from our merged communities

space and access

Artifacts to be saved

organizing print and digital and weeding

Digitizing

Don't have one pressing concern other than the need for monetary resources

How parish communities are represented in the archives

Backlog

Getting the ball rolling! I will be starting my position in December and will be focusing on getting policy documents together and determining the mission of our archive.

relocation of archival collection

Adapting to visitors with covid restrictions. Creating online content to share and connect with an aging community.

Participating for informational purposes.

Downsizing, organizing and preparing archival materials and researching for a future repository

Downsizing, organizing and preparing archival materials and researching for a future repository.

Preparing the archive for transition.

money

Digitization of information

Hoping the Federation will want to keep the story of our Congregations together

Moving all of our former archives (from existing provinces before a merger) to a new Heritage Center and repository.

How to file information. Is it the latest information at the front of the file or at the back of the information in the file folder.

Making sure material doesn't get thrown out!

Ensuring capture and preservation of digital content. Also focusing on creating a better records management program. Fiscal concerns in what is sure to be an austere environment.

Where to locate the archives when no longer able to do so at the Motherhouse.

lack of adequate staffing

Organizing information

Making sure the archives are catalogued and the catalogues are easily interpreted

I have the potential to be helping out and possibly be receiving some materials from local religious groups that are in the beginning stages of closure.

Cleaning out things not needed to be kept --- especially what artifacts should be kept and also getting things into record groups.

learning more about possibilities

I am a recent graduate from a Masters of Archival Studies program. I am not currently employed but hope to one day work for a Catholic archives, which is why I signed up for this symposium. I hope that's okay!

audiovisual materials

The amount of materials that need to be entered into a database management system.

Creating storyboards for a garden that will be on our former mother house site. It will open in the fall of 2021.

Determining what exactly is in our archive, putting that in order (cataloguing, digitalizing etc.) and making it available to scholars. Just that!!

negotiations with the university to which this archive should go

Locating archives and other resources relevant to my research.

The future placement of our Province archives.

Preparing the collection for future move and choosing the best digital program.

Chapter Preparation

Continued consolidation of material from three sites. Records management

To learn about repositories in case we would have to join one.

Supporting Catholic repositories in the Toronto area - we've long been affiliated with several religious orders, and I would like more information to be able to support them as their archives and organizations transition.

space

Deaccession of religious artifacts, culturally relevant description of religious art and artifacts

Where we can locate our Archives in the Future, We are in discussion with several Franciscan Communities about a possible shared site but there is no clear plan.

The religious institutes in Australia coming to completion are concerned about a future repository for their archives.

Kinds of materials being preserved; choosing a repository

Finding a location where access will be guaranteed.

Cataloguing the large amount of items that has been sent to us. This school is two hundred years old and has never had an archives. We have items from as far back as the late 1800's and have only begun to handle it all

How to make collections accessible to researchers. How to deal with digital materials.

Where to put the archives when our community gets smaller and we have no one to do this ministry.

What will happen to the collections in the future--to date, our planning is barely begun

Learning more about records retention policies and implementation in religious communities

Getting all the material we have organized into a unified collection which will enable future researchers to use the materials easily and to their benefit. Also to find a place to house this collection.

What to keep

Preparing archives for transfer, including appropriate legal arrangements.

Helping

Acquiring newly produced materials for the archives (raising awareness and receiving the donations from the Administration)

Convert tapes to digital format. Printed books to digital.

Planning the details of a move/disposition of the archives, "tips for success," etc.

Getting things filed and knowing what is in our archives. I'm relatively new at this position.

organizing the past. culling files. identifying photos.

the setting up of the digital repository for the institution, inviting faculty to participate actively.

Organizing the archives for a community coming to completion and where to house the archives

We are coming to completion and need to have a plan.

Deciding what to keep for long term preservation.

just looking to see how I can support efforts

How to finance a joint Archive for all Benedictine Federations in the United States.

How to approach consolidation

Preparing our archives for an eventual transfer to a collaborative repository.

Digitizing documents and photos and appropriate cataloguing for legacy and future research

Learning about other resources than the ones I already know of!

Preparation for moving

COVID 19.

Collection Management software. NAMPUS united 5 provinces into an national archive. There were no archival standards or organization in the original provinces.

Space. And archivist after I retire.

Preparing archives for move to regional repository

None.

What to eventually do with our archives. We are 4 communities that have come together as one. We have a lot of archives.

Where are religious records kept and the differences between various religions and churches.

Finding the best option for the archives

We need to find a place for our archives since we will be selling our buildings that house them now.

Inventory of existing materials, digitizing and starting electronic records management

Deciding what will be passed on.

The cost of future disposition.

Proper care of the materials

Determining a permanent location for the archives.

Digitizing, organizing/cleaning out an archive that was neglected for 20+ years

Finding a place to archive our combined Archives--we are a Congregation of six former communities.

Digitization

creation of policies for the archive

I need to be out of my office in two weeks.

Necessary time frames

Preserving the records of communities into the future.

Where our archives will be housed as we come to completion.

assimilation and organization of archival materials, and digitization of the materials

what happens to the archive long term with an aging congregation

Storage and updating of the Archives

Organization of our archives

using Access to Memory as a catalog for our archives collection. How to insert digital pictures into AtoM.

Change in structure of congregation and how that impacts the archives moving forward.

Finding a suitable repository and igniting a discussion with Sisters of Charity Communities about a potential collaborative program.

Ensuring that our archives programme continues to receive funding and support during this difficult and financially challenging time.

Lack of interest in digitizing historical records at too many institutions.

To ready the Archives with the proper folders, etc... for transfer

Preparing to send to a repository

Working with individuals on-site due to health concerns brought on by the Covid virus.

I am just interested to learn as I am finishing graduate school for Art History and am interested in archives and working for religious institutions.

Trying to catalogue closed collections and deciding what to archive and what to dispose of

Managing collections responsibly with limited resources.

Understanding other archival material available

Getting the archives catalogued in early stages of thinking of future

Budget Cuts; Processing Backlog Collections; Being able to provide access to records with limited staffing

Planning for what to do with our archives as we move towards completion of our U.S. Unit.

Preservation into the future

Documenting newspaper articles about the university not contained in digital databases.

I just started a few months ago and I would like to make the archive more user friendly by incorporating a solution such as ArchivesSpace so that it is searchable online and there is a way to store digital items.

Cataloging and digitization

Maintaining researcher access to historical religious records, especially for family historians who are a major constituent of our archive.

Learning more about issues and solutions in archive management.

Transfer of ownership and management of the archives to an outside entity.

How to work with emails that are used for decision making

Space issues as more churches close and we have limited space as it is.

professionally - staying relevant to users

Employment in archiving

Access

What to keep, what to digitized, and what to do with the physical items, some are very large. We have never had a trained archivist work with our collection as we are a very small community.

Finding the appropriate place for our Archvial collection in the near future.

Affordable preservation and access.

Too much work - not enough staff!

Information on issues in the consolidation of religious archives.

Determining funding resources as we relocate our Archives.

We are completely renovating our two-floor repository building. With this we are modernizing and broadening our mission statement with the possibility of expanding the collection.

Where to house our Archives once our Motherhouse is sold and redeveloped

Are there collections that I can safely get rid of; in particular, many linear feet for hospitals that we no longer own?

Where can our archives go when we're no longer around in 25 years?

Prioritizing what are the most critical things to preserve if (or when) our archives are consolidated with another archive.

To prepare our archives/artifacts for location in another institution

Looking for information.

Determining funding sources for moving our archives.

Eight congregations came together to form the Dominican Sisters of Peace. We still have four motherhouses with archives stored at each site. Our primary site is in Columbus, OH. WHAT IS THE BEST WAY TO PRESERVE ARCHIVES GOING INTO THE FUTURE? WHAT IS THE BEST PROGRAM TO USE TO ALLOW PEOPLE TO ACCESS INFORMATION? WHAT ARE OTHER RELIGIOUS CONGREGATIONS THINKING ABOUT WHEN IT COMES TO A COMMON SITE FOR A CHARISM FAMILY?

co-locating collections... lessons learned

collection management

space considerations and storage

Organization of 8 Founding Congregation Archives so items can be located.

We are trying to organize the archives of 8 different religious congregations. More than 1000 years of history in at least 1000 boxes!

Collections Organization

Collective arrangement and description of the Dominican archives as preparation for consolidation.

Physical arrangement of institutional records.

Organization of the collection

Where to put them as we reach completion.

processing the collection so that we know exactly what we would be trying to find a home for in the future.

We are separate from the Marianist Archives which documents the Marianist order, but we collect material related to the Blessed Virgin Mary. If there are religious orders or congregations with a specific devotion to Mary, we may be able to serve as a permanent repository for their collections.

Access concerns

We need to move our archives due to the pending sale of the Motherhouse.

Location and preservation of current archives in New York

Weeding the collection.

Workspace conditions, time, education on policies, and completing the archives catalog

Keeping the archives in step with current technologies (e.g., digitization)

Continuity! The Scalabrini Fathers maintain an archive as a ministry, & the provincial papers were integrated into it, but that's dissolving & while I'm happy to move with the times I'm not sure this is really the way forward & so want to work to keep the provincial archives the equal of the archives we maintain for scholars.

Relocating all four site collections of archives in one central site

Loss of institutional memory and how to capture increasing diversity of material

Balancing the processing of current and new accessions against the unknown future.

Reviewing transfer agreements and preparing collection, physically and intellectually, for transfer

A repository split between two locations, and digitizing on a shoestring.

School records

Cataloging and Digitization

preservation

As our archives had not been professionally maintained for years, our priority now is to update our collection according to professional archival standards. A long-range goal is to transfer our archives to a collaborative archives.

The future of archives, given the lack of personnel trained as archivists.

We need more space. Our present archives is too small.

Exploring how CRRA can assist religious congregations and other religious institutions in making their resources visible and searchable via the Web

How to record electronic planning and processes and decisions being made and save paper!

where to store and what to store

To prepare the archives for transfer to a collaborative depository.

Assisting local congregations

Space for records, speed at which we process incoming records

Getting our customers tapes digitized before they deteriorate and there are no more machines available for playback. Manufacturers stopped making tape machines almost 20 years ago.

processing backlog

contract with depository

organizing and capturing digital information

Preservation; description, especially to surface hidden collections and groups, e.g. fuller picture of minority persons and women; digitization and dissemination for access

Preparing to move archives to another location on campus and eventually to have it ready to move to a centralized location which will happen in approximately 15-20 years.

Renovating a new space for the collection to get it out of the basement!

Only "brainstorming" at this point as six of the OFM Provinces in the United States are in the process of restructuring our fraternal governance and ministries.

Processing what we have and planning for de-accessioning, even though we don't know what might be wanted in the future, or where it could go

Sorting and cataloging incoming materials.

Cost, space Consolidation of holdings

I am new to archives and recognize we may have to place our items in archives in a repository. Can you please advise me as to how I can start to prepare our materials to be transferred to a repository.

To identify options for future placement

Management of digital records

Archival maintenance--both for the Federation as a whole and for member monasteries as membership ages.

Disposition of the archives of member monasteries upon dissolution of the monastery

How to get leadership and community to start thinking about this question.

I have a keen interest in the long term preservation of Catholic archival collections and am willing to assist in this endeavor however I may be helpful. My position at Notre Dame is not in the Archives per se, but is focused on digital preservation.

Storage space

The fact that many of our offices have gone completely electronic w/o producing any documents with no plan in place for saving historical, administrative, fiscal or legal records. How will the history of this diocese be saved for future generations?

How to manage the archives effectively & professionally at each of our regional levels and at the general level.

I would like to know how I can support religious congregations who may be coming to completion, or who need help with their archives.

Storage capacity of our facility

ongoing study

declining membership numbers - what does that mean for the archival holdings

What will be done with the Sisters physical Archives as the congregation moves into completion and their Convent is closed?

Keeping up with the daily activities. We have volunteers each day who are unable to come during this pandemic. So some piles are growing and staff will have to pick up additional chores.

Funding

Learning what others are doing in a changing environment

Adequate space and funding for both professional management of the archive and standard of storage

Learning more about surrounding Archives and how they are planning for the future.

Merging collections

Completing survey of collection prior to gifting to university

I am working with the organization to inventory and conduct a condition assessment as baseline for donation of the collection to an appropriate institution to ensure long-term care and access.

digital

Lack of space to accommodate growing collections as institutions close

Reorganization of the material into a schema that makes sense.

Finding an appropriate repository for our collection.

ministry

Acquiring records from a land registry office that is closing.

Learning and listening

Making the archives available to the members of our congregation through digital and physical display boards

I am a historian who does research on religious life and would like to keep alert to what is happening with religious archives.

Lack of funding

Collections care education

Finding a home for archives in peril

Digital preservation: Electronic records are all over the place in individual churchwardens' computers. How to get so many volunteers to buy into records management. Also preservation issues, budget for supplies, dedicated space to do the work and to house the records, time needed when I can only volunteer a few hours a month.

not sure I know!

digitizing the collection

Funding

Place for archives

I am interested in learning all I can about archives, including archives for religious groups and institutions and therefore would like to attend. Thank you.

Funding

Lack of space, desire to support congregations in our region with final disposition of their records

Processing Archival Material with limited staff.

Organizing 200+ years of history and preserving and promoting it

We have another generation. What the next generation will do with it.

Funding

digital conversion and preservation

The addition of staff and resources to make more services available.

Public access

Digitization and preservation

Our archive is temperature and humidity controlled, has fire suppression, and has LED lighting.

We are most concerned with providing access, creating and posting finding aids, digitization

Difficult decisions facing Catholic archives and the possible role of digitization in helping organizations make those decisions.

The pace at which discussions are happening: arrangement for the future are very slow to come together and numbers of the congregation are going down quickly.

How best to categorize and preserve our archives

Preserving digital communication

The Marian Library does not hold the Marianist archives--those are housed in San Antonio. But we might be the appropriate repository for collections from other Catholic orders, providing there is a strong connection/charism/devotion to the Blessed Virgin Mary documented in those archives.

See other possibilities in the U.S.A.

intellectual control of our holdings

The diffusion of the archives and archiving digital documents

Preservation issues

Preparing the collection for reposing in a depository when the Province comes to completion.

Digitization of sacramental records and cataloging our vast collection of archives.

We have concerns over lack of space. We are also working on developing a more robust digital records management and preservation plan.

funding to relocate the archives

Organizing and preserving digital content.

money and time. desire to have knowledge of better cataloguing.

Making sure our future home is "up and running" by the time we need it.

My office, the National Historical Publications and Records Commission, provides grants to States and NGOs (including religious NGOs) in the US for projects that preserve and make records publicly accessible.

When we do start planning, what types of materials will be accepted?

None

Trying to create the most comprehensive finding aids for the next archivists to handle these records and providing as much of my knowledge as possible to make the transition as smooth as possible.

Resources.

Legal concerns

How to fund an archives collaborative for women religious

Preparing the collection for future disposition.

Preparing collection for potential disposition (e.g., processing backlog)

Location and on-going management

How to plan for disposition when it is probably 15 years down the road in our case. Our options could be totally different then, so to me it seems premature to commit to anything right now, yet our sisters are anxious to plan for the disposition of our archives.

Organizing, weeding,

The unknown timeline of the sale of our motherhouse and whether or not the archives for our sponsored university will become part of the congregational archives.

Digitization of most relevant documents, books, photos/ and a/v materials (requires a lot of time, money, and manpower)

Lack of storage space

Few on-site research visits

Limited financial resources to implement preservation standards for storage, environmental controls and fire suppression

Limited staff options

Moving our archives into one heritage center

Digital records management

Moving out of our current building.

Arrangement and Description, Records Management

Planning / negotiations around a move to another repository.

Resources - time and money and staff

We have only begun to plan knowing it must move. We have more questions than answers.

Dissolution of my Congregation or their reduced capacity to continue physically hosting the archive collections before I have completed planning their future disposition.

Space; permanence of location and staff.

Who will hold our story for us. We have 48 Sisters left in the community. We have only the necessities of our archives - story of founding, Chapter reports, files for each Sister. We have always been small, but would like our story to be held.

Finding materials to archive

Have broached the idea of putting North American Conventuals archives together. Others refuse to see the handwriting on the wall to work together.

Records management

Want to know more information about the future of archives and religious archives

Where archive will go in the future as the congregation becomes smaller and smaller, type of storage needed, access to in the future and by whom

Accessions, Access, Digitization, and Processing

Once the archives is transferred to the secular institution who is housing it, how will the Charism and sacred nature of the records be carried on by future archivists who are not Catholic.

Budget

Time and resources!

Time and money.