



Archives Mission Statement

Type of Policy: Archives

SUBJECT: Archives Mission Statement				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 01

Policy

In order to preserve in perpetuity the charism of the Congregation of the Sisters of St. Joseph in Canada, the Archives keeps records of enduring value of its ministries and missions in Hamilton, London, Peterborough, and Pembroke, from the first foundations to the present day. To do so, it will acquire, appraise, accession, preserve, arrange, describe, promote, and provide access to these materials, including through an outreach program that includes exhibitions, publications, a reference program, and website. Records are acquired either through donation, repatriation, or scheduled transfer under the congregational records management program.

The Archives is also responsible for managing the administrative records of the Archives itself according to the congregational records retention and disposal schedule. The Archives is not responsible for active or inactive records of the congregation which have not been scheduled for transfer to the Archives, and which should remain in their office of origin until disposal.

The consolidated Archives was established in 2012, following amalgamation of the formerly separate congregations in Hamilton, London, Peterborough, and Pembroke. The Congregational Archivist reports directly to the Congregational Leadership Circle, and supervises Archives staff, practicum students, and volunteers.

The holdings include official congregational records such as Council and Corporate meeting minutes, Chapter meeting minutes, committee minutes, business correspondence, contracts, legal opinions, and reports, as well as records of deceased Sisters, and institutions founded and administered by the congregation. These records are in multiple



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formats such as manuscripts, photographs, rare books, audiovisual recordings, artifacts and textiles, and digital files.

Definitions

Active record: A record that is used frequently and kept in the office of origin.

Enduring value: the significance of records based on the information that they contain that justifies their permanent preservation. A record may have a primary value when it is being used on a regular basis, but after it is no longer being frequently used, it may have a secondary value for historians and other researchers, which justifies it being kept permanently.

Inactive record: A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

Office of origin: The office that creates the first, original copy of any record.

Procedure

Access to Archival Materials

The Archives is open to researchers upon appointment. Archives staff will serve records to researchers and remain present during any visit. Original copies of materials may not leave the Archives. The archives conducts research for patrons who are unable to visit the Archives in person for a fee.

Ethics

The Archives manages its collections according to the standards set forth in the Society of American Archivists *Core Values Statement* (2011) and *Code of Ethics for Archivists* (2005, rev. 2012).



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Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Collection Policy
Records Management Policy

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.