

# Collection Policy

## For the Archives of the Episcopal Diocese of Long Island

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### MISSION STATEMENT

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The Archives of the Episcopal Diocese of Long Island strives to provide **access** to the members of its community and all others who have an interest in our history and faith. We aim to **preserve** the history of our Diocese and its faith in order to continue to effectively serve and educate the community.

### PURPOSE OF POLICY

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The purpose of this policy is to act as a guidance tool for archivists of the Episcopal Diocese of Long Island, as well as being a framework for our acquisitions, preservation, and organization. It will serve to help inform the public of our selection criteria as well as the scope of our collection.

### USER COMMUNITY

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The Archives of the Episcopal Diocese of Long Island is open for all research regardless of religious affiliation or geographical location. The collection is developed to support the mission of the Episcopal faith, as well as the Diocesan staff and all parish communities under our diocese.

## THE COLLECTION

### RESPONSIBILITY FOR COLLECTION DEVELOPMENT

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As appointed by the Bishop and the Board of Trustee, the Head Archivist is responsible for selection decisions as laid out by this policy. The Head Archivist will then delegate the responsibilities of the archives processing procedures amongst the staff.

### SCOPE/SELECTION CRITERIA

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The archives consist of collections regarding the following subjects: Bishop's Office, Closed Parishes, Open Parishes, Legal, Publications, and Miscellaneous Episcopal Foundation/Organization. For all materials selected, different criteria are kept in mind and made at the discretion of the Head Archivist and the Board of Trustees as to what is seen as essential or important. Criteria can include but are not limited to relevance to episcopal history, legal necessities, personnel documentation, space available in the archive, etc...

Reference will be made to [Canon 5](#)

#### BISHOP'S OFFICE

This collection includes documentation that has been created in the office of the Bishop since the creation of the Episcopal Diocese of Long Island in 1869 after its break away from the Episcopal Diocese of New York. Records are kept of administrative files primarily consisting of correspondence between existing parishes and all bishops starting with Bishop Littlejohn in 1969, and selective ones from the current bishop. Parish financial records that have been submitted to the Bishop's office are also included in this collection such as audits and parochial reports. A subgroup also kept in this collection are past and present serving clergy personnel files details ordination records, whether they are canonically residences, resumes, and history of positions held in this diocese.

#### CLOSED PARISHES

When a parish belonging to our diocese closes their materials are brought to the Archives for long term storage and preservation. The most important records kept and processed from these collections are the registers which include reports of baptism, confirmations, marriages, burials, and church service. Other materials found in these collections are photos and publications regarding people, property, and/or events that

reference each particular parish. Financial and real estate records are also preserved in accordance with local and federal tax laws. Lastly, only essential historical records such as written histories, incorporation papers, publications such as service pamphlets, important correspondence detailing significant events of the parish, and other organizations in association with the particular parish are kept in order to compile an understanding of the parish's history.

### OPEN PARISHES

The Archives holds a variety of different and miscellaneous materials of parishes that are still in existence. We do this for various reasons, one being that certain records deemed important enough are submitted to us from different sources including Diocesan staff and parish clergy. Another reason we have particular records can be if a parish is unable to properly and safely house their records for reasons such as lack of space and/or poor conditions. Examples of the records kept include but are not limited to incorporation paper, deeds, By-Laws, incident reports, court cases, registers, and any materials that are in poor condition and in need of conservation.

### LEGAL

Legal records that are a part of our collection tend to be primarily restricted to public access. Though the collections can include Property records such as sale and purchase materials, mortgage notes, Insurance policies, deeds, bonds, and surveys of property. Other materials preserved are correspondences detailing legal proceedings and official court case records.

### PUBLICATION

Since the formation of the Episcopal diocese of Long Island different publications have been produced in reference to the episcopal faith and our diocese in particular. Examples of these publications that the archives collect are *Tiding Magazine*, the annual Diocesan Convention Journals, *Spirit of Mission*.

### MISC. FOUNDATION/ORGANIZATION

Records are kept of significant foundations and organizations that have formed under the Episcopal Diocese of Long Island. This includes records of Schools such St. Mary's School and St. Paul's School. Others included under this scope are materials regarding the Church Charities Foundations and the various hospitals, orphanages and nursing homes under their foundation.

## CHRONOLOGICAL FOCUS

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This Archives focuses mainly on the time period starting from the formation of the Episcopal Diocese of Long Island in 1869. Though we do have materials predating this going back to when our diocese was still a part of the Episcopal Diocese of New York.

## GIFTS

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Gifts to the archives should be given with an understanding that the EDLI Archives has the complete authority to decide the materials access level.

## WEEDING

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Weeding is the act of removing unnecessary files from the active records in order to utilize space and allow for a more efficient retrieval of records. During the initial processing procedure, materials that are considered out of scope with our collection are removed and discarded. Materials are commonly deaccessioned on the series or item level in accordance with the Records Retention Schedule published by The Archives of the Episcopal Church, DFMS, July of 2017 in *Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions*.

## PROCESS FOR POLICY REVISION

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This Policy will be considered for revision every five years. Collection needs will be assessed and discussed amongst the archivist team on how best to support the growing collection.