

***What to save***

- A. Records that document the **founding** and **substantive activities** of the parish.
- B. Records that have **informational value**; that is, those that **shed light on persons, things, or events.**
- **Perform an inventory** of sacred vessels, vestments, historical objects, fine arts and digital records owned by the parish along with supportive documentation of purchase, donation, appraisal or cultural significance. These items may not be sold, taken, given away or alienated without the Bishop's approval. [Canon Law]
  - **Sacramental records** – write or print legibly; Search your parish records first before referring to the diocesan archives.
  - **Annual reports**
  - **Board/Parish Council meeting minutes and reports**
  - **Annual financial reports**
  - **Correspondence of significant importance initiated at the parish level. E.g. to the Bishop.**
  - **Brochures, posters and newsletters significant to the parish. [keep a sampling.]**
  - **Pictorial directories**
  - **Articles of Incorporation or other legal transactions**
  - **Documents issued by political entities**
  - **Certificates**
  - **Artifacts** – commemorative items, vestments, sacred vessels, church furnishings

**Media [identify date, event, people, location**

– use #1 or soft lead pencil, no magic marker, no ball point, no sticky labels]

- **Photos** – of significant events/people, never house in adhesive or magnetic books, use mylar sleeve
- **Videos**
- **Tapes** – oral histories
- **Scrapbooks** – no scotch tape, no black pages
- **News clippings** – identify source and date; copy newsprint,

***How to store holdings***

**AVOID TECHNIQUES THAT ARE NOT REVERSIBLE.**

**Place fragile ledgers in “rare book” boxes.**

**Don't repair tears with tape, glue or other adhesives – they stain and leave a residue.**

**Remove staples, paperclips, rubber bands.**

**Avoid sticky notes**

**Mark in pencil the contents on the folder, a cover page, or box.**

**Location – Store in an interior closet, stable temperature and humidity.**

- **avoid basement, garage, attic;**
- **no food, drink or smoking;**
- **avoid sunlight/fluorescent lights; store away from dust, dirt, air pollutants.**
- **Use acid-free boxes, folders**

**DISASTER-flood, fire, wind. Consult the Diocesan Archivist within 24 hours. If there is water damage, freeze the item until you can address the damage.**

**DIGITAL ARCHIVES: Create an archive sub-file within your digital filing system.**

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**Available for parish consultation.**