

The Archivist and Records Manager is the official custodian of diocesan records and is responsible for the direction and implementation of the Archives and Records Management Program of the Diocese of Olympia.

<http://archives.ecww.org>



October is Archives Month when archives look to raise awareness and promote collections to the public. The Diocesan archives have a wealth of information and materials that document the rich history of the Diocese and its congregations, ministries, and institutions.

Preserving our documentary heritage and administering the care of our records is what our Archives and Records Management Program is all about. This year, the archives established a digital asset management database using the software Preservica. Materials continue to be digitized; one focus area has been Diocesan trusts and endowments. The records of the now-closed church St. Luke's in Elma was completed. Several of the collections were reorganized, and new finding aids were created. The collections redone include the Children's Education Foundation, Church Periodical Club, and the Church Supply Corporation, to name a few. By reorganizing these collections, they are now more findable and can be more easily accessible. New collections have come into the archives, including the papers of retired Archdeacon Gen Grewell, and papers from Diocesan Property Manager Rev. Dr. Dennis Tierney.

I continue to be active within the Diocese. I made several visits to congregations this year and assisted with how to start an archive to assist with what records to keep and what needs to be shredded. In addition, I presented at this year's Convene on the topic of how to create an emergency plan. The presentation was well attended, and I enjoyed answering audience questions.

Work at the St. Mark's Cathedral Archives continues and would not be possible without the support of the Dean and the Cathedral staff – they have my thanks and appreciation. Since becoming the archivist at St. Mark's, over fifteen collections have been organized and are to archival standards. The work at St. Mark's Cathedral could not have been accomplished without the help of two volunteers. Shaye Nadeem Anis from the University of Washington iSchool and Wesley Sonheim recently graduated from the University of Wisconsin-Madison. The work that they have accomplished has been tremendous and has

helped to expedite the amount of collections being finished. I am grateful for the work Shaye and Wesley have accomplished.

Victoria Rincon, a library student at the University of Washington iSchool, started as an intern in October. She is learning about appraisal, arrangement and description of archival collections. She is also learning how to use Preservica and is adding digital files. Diocesan House volunteer Emily DiPaulo continues to work with me in the Diocesan Archives when she can. Emily, along with the many volunteers in our parishes and missions, make a significant contribution to the ongoing viability of Archives at all levels, and I would like to recognize and thank them for their service.

I continue to be active in the archival profession. In June, I was inducted into the National Heritage Responders (NHR). NHR is a volunteer network of around 115 people in cultural heritage conservation from around the US. NHR assists individuals and institutions in figuring out how to save important objects and buildings after disasters. In August, I was appointed to the 2024 Society of American Archivist Program Committee. While serving on the committee, we decided not to have a theme to have a wider variety of proposals. I look forward to attending the meeting next year to see how my work helped to make an impact. I continue to take continue to attend workshops and continuing education classes to keep up with the changes happening in the profession. I also assisted the Diocese of Arizona, where they have a new archivist, and I have provided advice and resources to help them in their new role.

For more information about the Archives and Records Management Program, for reference, or recordkeeping assistance - give me a call, send me an email, or go to the Archives web page at: <http://www.ecww.org/departments/archives>

I'm looking forward to hearing from you!

Respectfully submitted,

Erik R. Bauer, MA MLIS

Archivist & Records Manager

ebauer@ecww.org

206-325-4200 ext. 2023