

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://www.ecww.org/departments/archives>



Well here we are in 2021 and still in the midst of the global pandemic caused by COVID-19*, and once again our Diocesan Convention will be held virtually. Though the COVID situation has eased somewhat, allowing many of us to return to our offices on a limited basis, emphasis has continued to be on virtual work with a plethora of Zoom meetings! For the Archives, this has accentuated more than ever, the need for the digitization of archival materials and the ability to access them online.

Last year, I noted the difficulty of performing archival and records management work via computer from my home office. That situation has been mitigated somewhat this year by being able to come into the diocesan office two days a week. However, it has become obvious, regardless of the status of the pandemic, that virtual work is here to stay and that the Archives needs to be able to function in the new environment.

With that in mind, digitization projects that were begun in 2020 have been completed in 2021. The biggest of these is the digitization of our collection of architectural drawings. This has been a massive project allowing computer access to more than 2000 sheets of architectural plans, blueprints, and specifications relating to our parishes, missions, camps, and diocesan held property.

Another project that has been completed is the digitization of the parish registers of closed churches that are held in the Archives. As public access to these registers is restricted, digitization is primarily for the purpose of preservation which is extremely important for these irreplaceable sacramental records.

A project that is currently underway is the continued digitization of our Board of Directors, Diocesan Council, and Standing Committee agendas and minutes. These had previously been scanned through 2005 but are now being brought up to date.

The image project, featuring our bishops and our churches, referred to in last year's report has been expanded and can be found on the Archives webpage at: <https://archives.ecww.org/bishops-in-the-diocese-of-olympia/> and <https://archives.ecww.org/churches-in-the-diocese-of-olympia/> and the

webinars produced last year on the Archives and on Diocesan House are still available for viewing through the diocesan website – or directly on YouTube.

This year I was also able to make in-person (and Zoom) visits to several congregations interested in improving their archives and record management programs. This is a part of my job that I particularly enjoy, and I am always available for such consultations.

The work of establishing the St. Mark's Cathedral Archives continues apace. Under my supervision, an intern, Alexa Minasian, from the University of Washington performed the initial records sort and set up the framework for the Archives. She was followed by volunteer archivist, Mia Jaeggli, who worked this summer to refine the Archives' organization, putting a variety of policies and procedures in place. Another volunteer archivist is currently being sought to work on-site with volunteers from the Cathedral to continue the work.

Two other volunteers, Duncan King and Lindsay Squires, are currently working with me in the diocesan Archives. Over the years, I've had many interns and volunteers – like Alexa, Mia, Duncan, and Lindsay - assist in the Archives. They, along with the many volunteers in our parishes and missions, make a significant contribution to the on-going viability of archives at all levels and I would like to recognize and thank them for their service.

For more information about the Archives and Records Management Program, for reference, or recordkeeping assistance - just 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 by,



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*Coronavirus Disease 2019