

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>



This year's report will be a little different from past years. Yes, it will recount the Archives' activities for 2021-2022, but it will also serve as my farewell letter to you – the people of the Diocese of Olympia – for after 28 years as your Archivist and Records Manager, I retired in April of this year. It was a difficult decision, as I knew that I'd miss the job that has given me so much pleasure and satisfaction for so many years and that I'd miss all of you who have been my friends and colleagues, but in the end, I believe it was the right decision for me. The decision was also made somewhat easier by the fact that I have such an able and accomplished successor, Mr. Erik Bauer, who appeared on the scene at just the right moment, allowing me to feel that I was leaving the Archives in good and capable hands. Now for the report.

Last year we were still suffering from the effects of the global pandemic which prevented a full return to 'business as usual.' This year has seen a lessening of the health crisis but the effect on 'business as usual' is undoubtedly permanent. The pandemic accelerated changes that were already well underway, specifically the emphasis on virtual work and the virtual environment. As I said in last year's report: *For the Archives, this has accentuated more than ever, the need for the digitization of archival materials and the ability to access them online....virtual work is here to stay and ... the Archives needs to be able to function in the new environment.*

To that end, several large digitization projects were carried out including the digitization of the Archives' collection of architectural drawings and the parish registers of closed churches. See the 2021 [Report](#) for more information on these collections. Updated digitization of our Board of Directors, Diocesan Council, and Standing Committee agendas and minutes was also completed along with the digitization of congregations' Articles of Incorporation and By-Laws. Our digital archives is becoming more important all the time and is currently being streamlined and made more accessible. Once again, I'd like to mention the image project featuring our bishops and churches which can be accessed via the Archives web page <https://archives.ecww.org> and the webinars on

the Archives and on Diocesan House which are still available for viewing through the diocesan website – or directly on YouTube.

The biggest accomplishment, however, was the installation of Archives Space, an *information management system for managing and providing web access to archives, manuscripts, and digital objects*. This was the primary project I had in mind when Erik Bauer came to work in the Archives, and I will let him provide you with an update.

The work of establishing the St. Mark's Cathedral Archives also continues and is now under Erik's supervision. On a personal note, I have to say that the creation of an on-site archives for the Cathedral has been a long-standing wish on my part and I want to thank the Dean and the Cathedral staff for making it possible.

And now, as I turn over the last half of this report to Erik Bauer, your new Archivist and Records Manager, I would like to emphasize once again the importance of archives, of *Keeping Archives – Keeping Faith*, of maintaining the record of our work and faith in the Diocese of Olympia. Thank you for your support over the last 28 years.

Respectfully submitted,



Diane Wells, MA MLS, CA (Certified Archivist)

Archivist and Records Manager, Retired

The year 2022 has been a time of transitions for the Diocesan Archives. After 28 years, Diane Wells retired as the Archivist and Records Manager and her accomplishments will have a lasting impact on the Archives and the Diocese. I had the privilege to work with Diane for several months and she was a great mentor who took the time to share her knowledge of the Archives and the Diocese. My goal is to continuing building on the solid foundation that Diane created. As Diane noted in her 2021 Annual Report about the changes that the pandemic has created in terms of virtual work, “for the Archives, this has accentuated more than ever, the need for the digitization of archival materials and the ability to access them online....virtual work is here to stay and ... the Archives needs to be able to function in the new environment.” To assist with this, the Archives has purchased an overhead scanner that will allow for larger documents and photographs to be scanned more easily. One of the historically significant projects currently being digitized is *The Minidoka Churchmen*, which was a bulletin published at the Minidoka Internment Camp during World War II.

Other digitization projects include the Standing Committee Minutes, and property files of the mission and parishes among others. I have also started to create a digital asset management database for digitized materials where staff can search for and download files as they need them. This is a work in progress and will evolve as needs and priorities changes over time.

Although I am new to the Diocese, I have made it a priority to engage with congregations about how I can help with their Archives and records management. Since I started in April, I have made several in-person (and Zoom) visits. I enjoy visiting with the wider Diocesan community and I am always available for consultations.

The work of establishing 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. I have almost completed sorting all the files in the Archive and have been working on organizing the vestry records. I have drafted various policies for the Archives that will be submitted for approval in the coming year and I have been simplifying how the records are organized to ensure better access and findability. The work at St. Mark's Cathedral could not be accomplished without the help of interns from the University of Washington iSchool. Eve Kausch interned during the Spring quarter and continued into the summer. Eve worked on the facilities and property records and the Cathedral's school records. I am grateful for the work Eve accomplished.

Volunteer Emily DiPaulo is currently working with me in the diocesan Archives. Emily, 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 - 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