

REPORT OF THE ARCHIVIST AND RECORDS MANAGER

2019

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>



People of the Way: Our Year of Pilgrimage, Listening, and Obedience is the theme of this year's Diocesan Convention – and in keeping with the theme, the Archives will be offering an exhibit depicting the path we've traveled during the past year. In a departure from my usual practice, the photos used in this year's exhibit will not be taken from the Archives but from our recent publications – the content of which has not yet made the journey from current files to their permanent archival home. This is a good example of how today's story will become tomorrow's history.

2019 has seen the continuation of projects begun in 2017 and 2018 – principally the creation of a new functional retention schedule for the diocese and the revision of our Archives and Records Management Manual. My hope is to have this finished by the end of this year.

In May I attended the annual Northwest Archivists meeting and repeated the presentation I offered last year at the Society of American Archivists on the development of the Seattle Heritage Emergency Response Network – of which I am an officer.

This year I am also fortunate to have a new volunteer, Sorn Jessen, who is working with me on an image project which I hope to launch next year.

In addition, I am currently working on a project to update our filing system and make our current diocesan files more easily accessible to diocesan staff.

I continue to answer reference questions daily and to provide research services as requested. I also continue my consultations with congregations desiring to improve their archives and records management programs. I'm always happy to make on-site visits to congregations and to help in any way I can to make it easier to keep, protect and access a congregation's important records.

There are also many resources available online, including the Archives web page www.ecww.org/departments/archives; the Archives of the Episcopal Church www.episcopalarchives.org and the Episcopal Archivists <http://episcopalarchivists.org>.

For more information about the Archives and Records Management Program – or for a tour of Diocesan House - 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,



Diane Wells, CA (Certified Archivist)

Archivist and Records Manager

dwells@ecww.org

206-325-4200 ext. 2023