



# *Diocesan Archives Newsletter*

## **2010-2011 – A Summary:**

In the last two years, the Diocesan Archives has been fully engaged in preparing our records for moving safely while maintaining security in both temporary and long-term storage. This has involved much unusual physical work and also the ongoing intellectual work of describing new additions to the record collection. Fortunately we have managed concurrently to keep up with parish and Synod office research and retrieval of information in a timely manner, and focused other research on projects for our 2010 Anniversary celebrations.

In the fall of 2010 the Archivist also began working with the St. John's, Lunenburg Heritage Committee to initiate long-term projects to preserve their parish records collection. We have continued our involvement with the development and implementation of broader issues in preservation and record-keeping practices, through the Anglican Archives Network and the Provincial and National Councils of Archives.

As we follow the progress of our Diocesan Property Redevelopment and adjust to working in temporary offices, we keep planning ahead to a time when the records of this diocese are reunited in a superior permanent vault and office within the new Synod office complex in 2012.

## **July to December – 2010**

As of July/August 2010, your Diocesan Archives collection of records has been safely moved and arranged in retrievable order in our two large offsite storage lockers at ATCAN Self-storage on Brunswick Street in Halifax. From there we have been walking (or driving) records to and from the temporary Quinpool Road office to answer parish requests, and it has worked very well. We chose ATCAN because it is a dry, clean, well-ventilated and secure facility with continual access.

The Synod office has also stored its semi-active records in the same building, along with moving supplies and other packed articles of value, ready for the second move.

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## **A Permanent Home for the Diocesan Archives:**

In January of 2011 we began to solidify the design for a permanent on-site space for the Archives in conjunction with the Property Redevelopment Committee and architects of Shannex, the builders of our offices at "Parkland at the Gardens" next to All Saints Cathedral. We first determined the exact space available for the Archives vault and the precise physical volume of our collection. We found that we could not fit the entire collection into the new vault if we used the ordinary "fixed-aisle" shelving that we have now.

Due to the diligence of Blair King of "Spacesaver Systems Maritime" we rapidly created a design for High-density Compact Mobile Shelving that will fit the space. It will hold our entire Diocesan Archives collection of records together and give us an additional 140 linear metres of shelf space for future acquisitions and semi-active records, thus solving the Diocesan Office's records storage problems and eliminating off site storage costs for all time.

## **The New Shelving Benefits:**

Compact mobile shelving has the capacity to hold double the volume of records in the *same* floor space and provides the records with the best protection from dust, light and air pollutants. The carriages (rows)



slide on tracks to expose only one aisle at a time for records retrieval.

We have chosen a “manual assist” system to avoid the possibility of electrical breakdowns. Both the Archives office and the new vault will have temperature and humidity control, plus a filtered ventilation system, so the whole Archives will be a safe and healthy place for people to work.

For more detailed information on this shelving, contact the Archivist at: [archives@nspeidiocese.ca](mailto:archives@nspeidiocese.ca) or visit the Spacesaver website: [www.spacesaver.ca](http://www.spacesaver.ca)

## Benefits to the Diocese:

We have the oldest collection of English Church records (next to our own St. Paul's Archives) in North America, and they are as significant to many in the Anglican Communion, at home and abroad, as they are to us. Our Archives now holds 80% of the parish records in our diocese, comprising more than a third of the entire collection.

This one-time investment in the “HDC” mobile shelving will make it possible to preserve and sustain custodianship of all our records of enduring value, save the Diocese money in the long-term and provide better services to the parishes and an ample place of deposit for the future.

The unit we have designed will cost \$45,000 in total. In August 2011 we contracted “Spacesavers” and made our first payment of one-third, made possible by a grant of \$15,000 from the Anglican Foundation of Canada. We have received \$500 from the Parish of St. John's, Truro and \$2,341 from anonymous contributors.

We will need to raise another \$27,500 in the next eight months (\$13,000 by March 2012, the rest by July 2012.)

**Anyone wishing to contribute to the “Archives Shelving Fund” may send cash, cheque or money order to:**

**Archives Shelving Fund  
C/O Peter Flemming  
Diocese of NS and PEI  
6017 Quinpool Road  
Halifax, NS B3K 5J6**

**Please make cheques payable to: “Diocese of NS and PEI”.**

**Income tax receipts will be issued for contributions of \$10 or more. We will provide plaques of memorials and dedications.**

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## Anglican Archives Network:

### Digitization Project

The Diocese of Quebec has purchased a photographic digitization machine (in 2010) that rapidly captures pages of bound volumes and organizes the images with indexing software. They will present their pilot project report and manual to the Anglican Diocesan Archivists in November 2011. Other Dioceses and the General Synod Archives will take turns borrowing the machine over the next ten years. The Archives Committee is planning some digitization projects, such as the Diocesan Yearbooks. Since digitization is still only of benefit in providing an “access tool” and not recommended as a permanent preservation format, it is not as urgent for us. Unlike some other dioceses, all of our parish records have been microfilmed.

### Truth and Reconciliation Commission

Over the past three years Anglican Archivists have been discerning policies and making recommendations for standards and procedures in gathering and providing access to the masses of recorded information gathered about and for former students of “Residential Schools”.

The “TRC” will have six meetings in Atlantic Canada this fall, leading up to the third National Event in Halifax on October 26-29 at the World Trade and Convention Centre. The Archivist will provide support to Nancy Hurn, our General Synod Archivist, while she is here for the event.

### Church Register Book Marks

At our meetings over the past few years we have learned that there is a wide variance from diocese to diocese in the way that registers are used, kept and preserved. The “Book Mark” enclosed with this newsletter is a summary and a guideline, which we believe covers the areas of practice in need of review by all Anglicans in charge of church records. It is printed on Acid-free paper and is, therefore, safe to place in your most current register!

*Diocesan Archives Committee, October 2011.*