

	<b>Zion Lutheran Church ARCHIVE GUIDE</b>	<b>SOP # 9</b>	
		<b>Revision #</b>	
		<b>Implementation Date</b>	//
<b>Page # 1</b>	<b>1 of 21</b>	<b>Last Reviewed/Update Date</b>	//
<b>SOP Owner</b>	<b>Pastors/Church Historian</b>	<b>Approval</b>	//

## **Standard Operating Procedure**

### **1. Purpose**

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This SOP is intended to give unambiguous instructions for proper performance of Archivist duties in the church archives.

### **2. Scope**

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This SOP is relevant to the activities of the Zion Lutheran Church full/part-time, temporary, and volunteer staff members working in the church archives.

### **3. Responsibilities**

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The congregation has the primary responsibility for its archives mainly because they are the property of the congregation. The Church Historian can only assume a limited responsibility as advisor to the congregations. Specific responsibility for maintaining a congregation's records belongs with the pastor and others involved in the creation of those records.

Zion's constitution includes the following element relative to records:

*C9.12. The pastor of this congregation:*

*a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation.*

*b. shall submit a summary of such statistics annually to the synod.*

In addition to recorded pastoral acts and compilations of parochial data, there are many other historical records that need attention and preservation. To administer the congregation archives, to assist the pastor, and to oversee and perhaps to conduct archival work of the congregation, it may be useful to appoint an archives committee. Zion's Constitution provides for committees such as an archives committee to be established as needed. The Church Historian, directly responsible to the congregation council and pastor, should be concerned primarily with providing continuous care of records as they move from active to archival status. Archival work carried out by the Church Historian should be performed in full cooperation with the pastor and others who create records of the congregation. See Appendix A: Job description: Church Historian.

If the congregation is the result of a merger or consolidation of congregations, the resulting congregation becomes responsible for maintaining the records of all predecessors. If the congregation disbands, the records become the responsibility and property of the synod and are deposited in the appropriate synodical/regional archives.

#### **4. General Information**

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Zion archives the primary records needed to identify its past. Today documents that provide evidence of the past are produced in a variety of formats from paper to electronic. These materials require protection and preservation to prevent the loss of the congregation's history that would occur if the material was neglected.

Archives have been called the collective memory of an organization. In order to preserve the entire history of the Evangelical Lutheran Church Zion, well maintained and accessible archives are needed.

Zion's archives stand as a resource for American Lutheran history and as evidence for the wider history of Christian life and mission in the world.

## 5. Procedures

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### Archival Materials

Archival materials are those that hold historical and evidential value for the congregation. Usually these documents answer the who, what, when, where and (if possible) the why of the history of the congregation. The official papers, correspondence, and other parish records created or received by the congregation and its officers and organizations belong to the congregation. All such material qualifies for archival preservation. Records should not be thought of as the property of the pastor or any other individual member who maintains or produces them.

To keep track of records transferred into archival custody, creating accession records is advised. An accession record maintains the provenance, by recording who produced the records, their inclusive dates, the amount of materials, date received and the person responsible for the transfer of materials to the archives. If records are donated to the archives from private sources, a Deed of Gift should be created that assigns all copyrights, as well as literary and property rights in the materials, to the congregation. The form can be adapted to specific donor requests by adding or changing some sections. Both the donor and the congregation's representative (the Church Historian or a church officer) should sign and date the agreement, with a copy of the signed agreement given to the donor. For smaller donations, such as a single photo or bulletin, a simple dated letter or acknowledgement and thank you naming the item donated may suffice.

### What should be Preserved?

Records created and maintained today will become the historical records of tomorrow. These records may have administrative, fiscal, legal, and evidential value. While some records retain these values, many do not. Generally, there are three categories of records that must, should or could be retained by the archives:

- A. Records and documents that **must** be preserved and filed systematically in the archives:
  1. Copies of the articles of incorporation, all constitutions and all by-laws and amendments of such documents, of the congregation and its organizations. Note: Each version should be dated.
  2. The list of charter members and all accessions, transfers, and releases of members thereafter.
  3. The parish registers record the ministerial acts, especially for baptisms, confirmations, marriages, burials, etc.
  4. The minutes of the meetings of the congregation, Congregation Council, committees, and organizations.
  5. A dated, annual list of all members of the congregation.
  6. A dated, annual list of all the names of officers and members of boards and committees.

7. All official correspondence (i.e., concerning congregational, rather than personal, matters).
  8. Copies of the reports of all the church's official committees, commissions, societies, and organizations.
  9. Copies of all calls extended to rostered leaders and appointments to teachers and other church workers that are accepted by them. Calls and appointments that have been declined should not be preserved.
  10. Records of any disciplinary actions.
  11. Printed materials including the Sunday bulletins, congregational newsletters, letters to the council or general membership, orders of service, and programs for special events.
  12. The records of parish, weekday, vacation, and Sunday schools.
  13. The non-current treasurers' records, such as annual reports and audits.
  14. Copies of the deeds and descriptions of the church properties, titles, leases, surveys, etc.
  15. All contracts for the construction of congregational buildings, and facilities, as well as contracts negotiated for special services. All plans, specifications, blueprints, and drawings should be included.
  16. Mortgages should be retained even after they have been retired. It is advisable to use copies for mortgage-burning ceremonies.
  17. Photographs or other graphic depictions of the congregation's building(s), pastors, organizations, activities, and events.
  18. Other media items: sound or video recordings of worship services, special events, musical presentations, and activities.
  19. Histories of the congregation.
- B. Additional materials created by, for, or about the congregation provide additional documentary evidence and should be preserved:
1. Source materials, such as original returns of surveys or questionnaires.
  2. Statistical and comparative summaries on finance, attendance, and membership, particularly copies of reports submitted to the synod office or ELCA units and organizations.
  3. Local newspaper articles or histories that include information on the congregation.
  4. Synod minutes that include parochial reports of the congregation.
  5. A chronological account of the major events and activities of a congregation.
  6. Unpublished studies, theses, or dissertations about the congregation by students or other researchers.

C. Supplemental information **could be maintained**, for reference purposes, if space permits:

1. Histories of: Zion and predecessor church bodies; and related neighboring congregations.
2. Biographical information gathered from various resources on persons from the congregation.
3. Museum pieces (such as carvings, stained-glass windows, old vestments, and altarware) also should be preserved, although congregations may need to be guided by considerations of space in deciding w
4. hat objects are kept. Often if still usable, it is best to donate them to a congregation in need of them, although records of such gifts should be preserved.

## **How Should Materials Be Preserved?**

### Location

The archives should be in a locked, fireproof room, area, or filing cabinet that is least affected by extremes of light, heat, dryness, or humidity. The ideal storage environment has a temperature of 67 degrees Fahrenheit, plus or minus 2 degrees, with relative humidity of 47% plus or minus 2 percent. If this ideal cannot be met, an area that can maintain conditions close to these, with minimal fluctuations, is best.

### Storage Containers

Archival materials should be placed into archival file folders or envelopes made of acid-free or lignin-free paper. Folders form the primary support for preserving the documents. If open shelves are used, folders are placed in acid-free boxes, or document cases, available in sizes to fit standard letter- and legal-size paper, pamphlets and oversized materials such as parish registers. Document cases protect records from direct light and dirt. (Note: Acid free folders and boxes are available from manufacturers who specialize in archival products.)

### Care for Records

When placing materials into folders and document cases, all fastening devices -- metal paper clips and staples, rubber bands, and string -- should be removed. These items may be a source of deterioration.

Materials should not be folded to fit into containers. Oversize materials, such as blueprints, confirmation photographs, and other large items should be stored flat if possible. Map cases would be advisable if a large number of such items need preservation. Do not try to unroll items, since brittleness may cause documents to crack.

Water, chemical sprays, adhesives, and lamination cause irrevocable damage to paper and photographs. Cleaning or repair of documents requires special techniques and restoration work should only be undertaken by professionals. When records have become severely damaged or deteriorated, carefully place items into folders and containers and seek professional advice. The axiom, "when in doubt, do nothing," should apply until a professional can assess what is needed to stabilize or restore damaged documents. Costs of such treatments are expensive and special budgeting or fund raising might be needed to complete such work.

Documents should not be marked with permanent ink. If any marks are made for identification purposes, use pencil. Another axiom is the "rule of reversibility:" only do things to the documents that can be reversed, such as erasing a pencil notation.

Photographs, negatives, slides, audio and video recordings, and artifacts should be filed separately from paper documents. Negatives should be stored separately from associated prints. These items have chemical properties that are more active or unstable compared to paper, so extra care in providing appropriate sleeves, folders and boxes is important as well as storing them in a location without temperature and humidity extremes.

If scrapbooks are to be assembled for anniversaries or other historical observances, be aware that most adhesives will permanently damage original documents and photographs. A scrapbook cannot be considered a means to permanently preserve materials, but rather serve as a memento for a specific occasion. Whenever possible, use only duplicates or copies to compile a scrapbook, so that when it is used during special occasions you will not be endangering the original documents to theft, vandalism, etc.

Records should be inspected periodically for atmospheric and vermin damage, and adequate safeguards and protective measures should be taken if evidence of such damage is found.

Under normal circumstances, vital records such as minutes, membership records and ministerial acts should not be removed from the church premises, except for restoration or microfilming. In certain cases, ELCA synodical/regional archives may be willing to store records for congregations.

## **Arrangements and Description**

Two major archival principles govern the method of organizing materials: provenance and original order.

**Arrangement according to provenance** is when records are organized according to the group or person that created the records. Within an archive,

materials are arranged into what are known as record groups, each representing a record creating entity. In a congregation, some record creating entities include:

- the congregation as a whole,
- the pastor,
- officers,
- congregation council,
- committees,
- and organizations.

Subgroups may be used for greater clarity. For example, the record group, "Christian Education," might have subgroups for each department, Sunday School, Adult and Confirmation. Past and present organizational charts of the congregation would be the best place to start when establishing appropriate record groups.

Under each record group will be one or more groupings of functionally related records, referred to as record series. Record series are often identified by general titles such as: correspondence, reports, minutes, and subject files. An example in a typical congregation would be as follows:

**Record Group:** Church Council

**Record Series:**

1. Council Rosters
2. Minutes
3. Correspondence
4. Reports

A record series is identified as such and is arranged in this manner at the time records are received into the archives.

The second archival principle, **retention of the original order of records**, means preserving the records in the order and filing scheme in which the records were created. Records should **not** be reorganized alphabetically by subject, name, or other systems. Original order must be maintained except in cases where records are inaccessible due to their arrangement or if they are not arranged at all. When this occurs, records should be arranged into record series by type (minutes, correspondence) in chronological order under the appropriate record group.

Once materials are arranged by **record group** and **record series**, guides to the records, or finding aids, can be prepared. Each record series has its own finding aid. Basic to the finding aid is a folder-by-folder listing of materials, with inclusive dates. Also included are brief historical background notes and a description that highlights what cannot be easily understood by looking through the folder listing. For example, the finding aid for correspondence by the pastor to the

congregation may include a brief biographical sketch of the pastor, as well as the circumstances related to the creation of the records. The description may denote what subject matter the letters comprise, how they are arranged and whether there is correspondence missing.

Historical notes might also include the starting date of the group involved, name changes, function of the group and major changes in its authority, objectives, or activities. A description indicates completeness of materials, reasons for missing items, notes on arrangement (alphabetical, chronological, etc.) and other information as needed. The finding aid/guide repeats the provenance information recorded in the accession record and the name of the person who processed the records and wrote the finding aid.

### **Electronic Records**

The least complicated way to retain information found in electronic form is to store paper copies of narrative sources such as correspondence, reports, and minutes. Parish membership lists and other data that are updated often should be printed and dated regularly. Creating a records schedule would avoid gaps in this information gathering.

With the use of computers and related devices, archivists now face the challenge of preservation and accessibility of electronic or machine-readable records. Common electronic records storage media, such as computer hard drives, tapes, and disks, are susceptible to damage and obsolescence and cannot be considered permanent archival storage. Data in these media is software and hardware dependent. For electronic records to remain viable, the data must be migrated to newer software programs using the latest hardware. Therefore, to maintain records in an electronic form, there must be a commitment to update continually as you convert to the newest technology. Migrating data to new systems may not be an archival activity, but if the records have long-term, historical value, and a choice is made not to continue to store them in an electronic form, then appropriate actions must be taken to retain the records or information for historical purposes.

For those records that are only useful in data form, a strict schedule of refreshing the data, including transferring to new software and hardware is necessary. Information on the data contents (metadata) should be retained for continuing access. Also, saving files in more universal formats will allow for easier conversions to newer technologies as they become available.

Also of interest for the historical record is a means to ensure that short-term storage, through back-up copies is done regularly and copies are stored in another building, if possible. Data loss can occur for a variety of reasons during active use or in storage. Adequate back-up will ensure that a high percentage of data can be restored for current activities. This is an archival issue since many



records needed for on-going business may also hold historical value. The congregation should become involved in creating a "Business Continuity Plan," which would also benefit the archival record in the long-term.

**Microfilming, Digital imaging, Reformatting.** The information below is a brief introduction to microfilming and should not be considered a complete guide.

When records are deteriorating and further damage results from using them, a cost-effective and accepted method of preserving the information, if not the actual paper, is microfilming.

Ensuring that archival quality film is produced is extremely important. Most commercial microfilm companies do not do this kind of filming. It is recommended that the congregation seek outside assistance before entering into such projects.

Records must be appropriately prepared before filming so that they are filmed in a logical sequence with introductory title and contents pages at the beginning of the film, and frequent "targets" to indicate the start of a new record series, volume, or folder.

Archival film, which is silver-based film, must be used and it is further subjected to tests for contrast, density, and clarity, according to American National Standards Institute (ANSI) standards. The original negative should be stored under environmentally controlled conditions and is only used to make additional copies. Only positive copies are used for reference purposes.

The ELCA churchwide archives can store the original negatives of microfilm for congregations who choose to have their records filmed. Synodical/regional archives may also offer this service to the congregation.

Digital imaging is used to capture the image of archival materials through electronic means. Using scanning or digital cameras, a quality image of the original is created, which can be further enhanced electronically. The question is whether the scanned images will continue to be retrievable with technological change. Metadata indicating how the data is stored, the contents and other technological information is needed, so that it may be migrated to new software and hardware as technology changes.

In addition, newer technology makes it possible to transfer audio and video recordings and motion picture film to digital formats. It is important to have quality control over these procedures just as it would be for microfilming or scanning paper-based records. In all instances, the originals should not be discarded except if they are disintegrating, and the information is no longer accessible. As technology advances, it may be possible to reformat the originals again with an improved result. Also, some items may still have values as artifacts that could be used in special exhibits or anniversary celebrations.

Additional information and assistance is available from the churchwide archives or from your synodical/regional archives.

### **Cooperation With Others**

Because a congregation is related to the rest of the ELCA, as well as to its community in which it is located, working with others is an important element of any archival program. It is a means by which to obtain assistance and information and make the story of your congregation known to others.

The Church Historian should report significant historical events to the synod archivist or other appropriate synod staff and deposit copies of certain materials with the synod archivist. Among the items to be deposited in the synod archives are:

1. Histories of the congregation, or copies of manuscript histories, if available.
2. Special orders of service prepared for ordinations, installations, groundbreakings, dedications, re-dedications, and anniversaries.
3. Special bulletins or newsletters. (Synod archives cannot maintain sets of Sunday bulletins.)
4. Biographical material pertaining to pastors, teachers, church officers, or prominent lay persons.
5. Local or regional Lutheran periodicals and serials.
6. Photographs of churches, schools, pastors, teachers, and staff members, identified with names and dates.
7. Positive copies of microfilmed records of congregations.

The ELCA Archives in Chicago collects congregational histories, special bulletins, biographical information, photographs, positive reference copies of congregational records on microfilm and for storage, original camera negatives. Other items are accepted on a selective basis.

Local and state historical or genealogical societies are interested in obtaining printed congregational histories and positive copies of congregational records on microfilm.

Pastors may desire to keep personal copies of some of the materials described above. They should be allowed to do so, provided original copies are retained in church files.

### **Using the Archives**

Anyone with a legitimate purpose should be permitted to use the archives. Discretion should be exercised, however, where personal information is involved. Policies on its use should be established by the congregation council, upon

recommendation and consultation with the Church Historian or archives committee. If records are to be used for research, the person doing so should use the documents under supervision, copying what information is needed, but not removing ledgers, files or individual documents from the church office or archives. Researchers must be cautioned that the copyright to both unpublished and printed materials in the archives is owned by the congregation. Whenever records are cited in published works, credit and congregational ownership should be indicated.

If materials from the archives are to be exhibited in anniversary displays or for other celebrations, materials should be placed in a location safe from theft or vandalism. No writing or adhesives should be applied to the documents. Mats used to frame photographs may be used to secure documents for viewing. Original documents, including photos, should not be left on display indefinitely, since the display area will probably not be environmentally controlled and may be vulnerable to theft.

## **6. References**

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- 1) SOP #6 The Zion's Records Retention Policy
- 2) Church Constitution
- 3) Church Bylaws
- 4) Bergeron, Jeanette. *Manual for South Carolina Religious Archives and Recordkeeping*. Columbia, S.C.: South Carolina State Historical Records Advisory Board, 1999.
- 5) Hunter, Gregory. *Developing and Maintaining Practical Archives: A How-To-Do-It Manual*, 2nd ed. Neal-Schuman Publishers, Inc., 2003.
- 6) Behrnd-Klodt, Menzi L. and Peter J. Wosh, eds. *Privacy & Confidentiality Perspectives: Archivists & Archival Records*. Chicago: Society of American Archivists, 2005.
- 7) Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists, 2005.
- 8) Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago: Society of American Archivists, 1993. Yakel, Elizabeth. *Starting an Archives*. Chicago: Society of American Archivists and Scarecrow Press, Inc., 1994.

## **7. Definitions**

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- 1) SOP: Standing Operating Procedure

## **8 Appendixes**

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- A. Job description: Church Historian
- B. Organization
- C. Process

# Appendix A: Church Historian Job Description

## EVANGELICAL LUTHERAN CHURCH ZION

### JOB DESCRIPTION

**POSITION:** Church Historian

**POSITION SUMMARY:** The church historian shall be responsible for maintaining comprehensive records of the development of the church and working with the pastor, staff, and congregation to educate members and friends about the history of Evangelical Lutheran Church Zion, of Middletown, Maryland and fulfilling the mission of making disciples of Jesus Christ for the transformation of the world.

**SUPERVISION:** The Church Historian falls under the direct supervision of the Pastor(s).

### WORK SCHEDULE:

### DUTIES AND RESPONSIBILITIES:

- The historian will review the historical materials and collections of the congregation to determine what needs to be done to update, preserve and interpret the material of the important events of the church.
- The historian will keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of a “lived out faith” on the larger community.
- Will build a team of interested people who can help with the task and convene meetings of the archives committee as necessary.
- Report regularly to the congregational council on progress, concerns and approval of policies and procedures related to archives and record keeping.
- Enforce an archival policy and procedures developed in consultation with the pastor and council members.
- Undertake research to make the archives as full as possible.
- Act as a resource and respond to inquiries concerning the history and historic personalities associated with the congregation.
- Selects, arranges, and safely stores the historical and archival records of the church.
- Can arrange displays, give talks, provide historical information for anniversaries, new member orientations and prepare articles and brochures.
- Recommend to the pastor annual plan of relevant celebrations for the fiscal year.

- Inform the congregation of historical findings, including regular articles in the newsletter and displays throughout the church.
- At the end of the year the archivists must collect the church records in the possession of the outgoing president, secretary and committee chairpersons.
- Annual budget proposal submitted to the finance committee for the preservation of church records.

**Consent to Criminal Background Search:** Because the position of Church Historian involves interaction with all types of members of the church, the church requires all prospective employees to voluntarily submit to a criminal background check through the State Attorney General's Office. By signing this agreement, the employee specifically consents to said background check and waives any claim against the church for performing said background check.

**Change of Duties:** It is specifically understood by the employee that from time to time, the specific duties of the Church Historian may change, and this agreement shall be modified accordingly.

**Acknowledgement:** By signing this agreement, the employee states that he/she has read the document in its entirety, that he/she understands each and every provision contained herein, and that he consents to be bound by its contents and give the church permission to perform the Criminal Background Check as set forth above.

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Supervisor

Date

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Reviewer

Date

# Appendix B: Organization

## Record Creating Entities (group or person that created the records)

Position	Documents
Council President	1,4,7,9,15
Pastors	3,7,10
Church office	2,3,5,6,7,11,12,15,17,20,21,23
Treasurer	7,13,16,20,21,25
Committee chairs	6,7,8,17
Call committee chair	7,8

## Documents

Record Group	Record Series
<b>1. RARE BOOKS</b>	<ul style="list-style-type: none"> <li>○ 01 Bibles</li> <li>○ 02 Hymnals</li> <li>○ 03 Lutheran History</li> <li>○ 04 Catechisms</li> <li>○ 04 Prayer &amp; Devotional</li> <li>○ 05 Histories</li> <li>○ 06 Biographies</li> <li>○ 07 Other</li> </ul>
<b>2. MINUTES</b>	<ul style="list-style-type: none"> <li>○ 01 Annual Minutes</li> <li>○ 02 Monthly</li> <li>○ 03 Special</li> <li>○ 04 Endowment Funds</li> <li>○ 05 Needs Proposal</li> </ul>
<b>3. PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>○ 01 Bulletins</li> <li>○ 02 Newsletters</li> <li>○ 03 Annual Reports</li> <li>○ 04 Welcome</li> <li>○ 05 Directories</li> <li>○ 06 Brochures</li> <li>○ 07 Events</li> <li>○ 08 Audits</li> <li>○ 09 Video</li> <li>○ 10 Other</li> </ul>

<b>4. CHURCH COUNCIL</b>	<ul style="list-style-type: none"> <li>○ 01 Leadership</li> <li>○ 02 Communication</li> <li>○ 03 Call Committee</li> <li>○ 04 Church Profile</li> <li>○ 05 Goals Missions</li> </ul>
<b>5. CONGREGATIONAL MEETINGS</b>	<ul style="list-style-type: none"> <li>○ 01 Annual</li> <li>○ 02 Special</li> <li>○ 03 Other</li> </ul>
<b>6. LEGAL DOCUMENTS</b>	<ul style="list-style-type: none"> <li>○ 01 Deeds</li> <li>○ 02 Constitution</li> <li>○ 03 Tax Documents</li> <li>○ 04 Safe Deposit Box</li> <li>○ 05 Wills</li> <li>○ 06 Other</li> </ul>
<b>7. CHURCH BUILDINGS</b>	<ul style="list-style-type: none"> <li>○ 01 Church <ul style="list-style-type: none"> <li>▪ 00 History</li> <li>▪ 01 First Building</li> <li>▪ 02 Second Building</li> <li>▪ 03 Third Building <ul style="list-style-type: none"> <li>• 01 1859-1899</li> <li>• 02 1899-1954</li> <li>• 03 1954-1993</li> <li>• 04 1993 to Present</li> <li>• 05 Steeple</li> <li>• 06 Stain Glass</li> <li>• 07 Plaques</li> <li>• 08 Cornerstone</li> </ul> </li> <li>▪ 04 Organ</li> <li>▪ 05 Anniversaries</li> <li>▪ 06 Paraments</li> <li>▪ 07 Plaques</li> <li>▪ 08 Other</li> </ul> </li> <li>○ 02 Parsonage</li> <li>○ 03 Charges <ul style="list-style-type: none"> <li>▪ 00 Charges by the year</li> <li>▪ 01 Harmony</li> <li>▪ 02 Mt Tabor</li> <li>▪ 03 Early Years</li> </ul> </li> <li>○ 04 Other Properties <ul style="list-style-type: none"> <li>▪ 00 1753 Union Property</li> <li>▪ 01 Bear</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ 01 Butts</li> <li>▪ 02 Green Street (Haupt)</li> <li>▪ 03 Lecture Room</li> <li>▪ 04 Memorial Garden (Bowlus)</li> <li>▪ 05 Rhoderick (Valley Register)</li> <li>▪ 06 Schroyer</li> <li>▪ 07 Youth House (Clothes Closet)</li> <li>▪ 08 Bowlus</li> <li>▪ 09 Other</li> <li>▪ 10 Sexton's House</li> <li>○ 05 Cemetery <ul style="list-style-type: none"> <li>▪ 01 Financials</li> <li>▪ 02 Pictures</li> <li>▪ 03 documents</li> <li>▪ 04 Newspapers</li> <li>▪ 05 Repairs</li> <li>▪ 06 Cemetery Books</li> </ul> </li> </ul>
<b>8. PASTORS</b>	<ul style="list-style-type: none"> <li>○ 00 General</li> <li>○ 01 Pastors</li> <li>○ 02 Associates</li> <li>○ 03 Sons of the Congregation</li> <li>○ 04 Interims/Vicars</li> </ul>
<b>9. STAFF</b>	<ul style="list-style-type: none"> <li>○ 01 Administrative</li> <li>○ 02 Financial Secretary</li> <li>○ 03 Treasurer</li> <li>○ 04 Youth &amp; Family</li> <li>○ 05 Sexton</li> <li>○ 06 Organist</li> <li>○ 07 Choirs <ul style="list-style-type: none"> <li>▪ Adult</li> <li>▪ Handbell</li> <li>▪ Youth</li> </ul> </li> <li>○ 08 Director of Music</li> <li>○ 09 Other</li> </ul>
<b>10. MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>○ 01 Church Records</li> <li>○ 02 Members</li> <li>○ 03 Baptism</li> <li>○ 04 Communion</li> <li>○ 05 Confirmation</li> <li>○ 06 New Members</li> <li>○ 07 Transfer or Remove</li> <li>○ 08 Fifty Year Members</li> </ul>



	<ul style="list-style-type: none"> <li>○ 09 Wedding</li> <li>○ 10 Military</li> <li>○ 11 Deaths</li> <li>○ 12 Genealogy</li> </ul>
<b>11. SUNDAY SCHOOL</b>	<ul style="list-style-type: none"> <li>○ 00 History</li> <li>○ 01 Building</li> <li>○ 02 Leadership</li> <li>○ 03 Classes</li> <li>○ 04 Anniversaries</li> <li>○ 05 Rally Days</li> <li>○ 06 Classrooms</li> <li>○ 07 Events</li> <li>○ 08 Meetings</li> <li>○ 09 Union</li> <li>○ 10 Grow in Faith</li> </ul>
<b>12. COMMITTEES</b>	<ul style="list-style-type: none"> <li>○ Cemetery Board</li> <li>○ Christian Education</li> <li>○ Christian Fellowship</li> <li>○ Evangelism</li> <li>○ Finance</li> <li>○ Historic Preservation</li> <li>○ Music Worship</li> <li>○ Property</li> <li>○ Social Ministry</li> <li>○ Stewardship</li> <li>○ Youth</li> <li>○ Outreach</li> </ul>
<b>13. MINISTRIES</b>	<ul style="list-style-type: none"> <li>○ 01 Presence at Zion</li> <li>○ 02 Presence in our Community</li> <li>○ 03 Presence in our Nation</li> <li>○ 04 Presence in our World</li> </ul>
<b>14. MILESTONES</b>	<ul style="list-style-type: none"> <li>○ 01 Bibles to First Graders</li> <li>○ 02 Blessings of Backpack</li> <li>○ 03 High School</li> <li>○ 04 College Send off</li> <li>○ 05 Mother's Day</li> </ul>
<b>15. IMPORTANT SERMONS &amp; FORUMS</b>	<ul style="list-style-type: none"> <li>○</li> </ul>
<b>16. SYNOD, MAR-LU, SEMINARY</b>	<ul style="list-style-type: none"> <li>○ 01 Synod</li> <li>○ 02 General Synod</li> <li>○ 03 Mar Lu Ridge</li> </ul>

	<ul style="list-style-type: none"> <li>○ 04 Seminaries</li> <li>○ 05 Thrivent</li> <li>○ 06 Other Churches</li> </ul>
<b>17. INVENTORY</b>	○
<b>18. HISTORY</b>	<ul style="list-style-type: none"> <li>○ 01 German Heritage</li> <li>○ 02 Rhoderick's Book</li> <li>○ 03 Lutheran Ministry</li> <li>○ 04 Interviews</li> <li>○ 05 Newspaper Articles</li> </ul>
<b>19. MIDDLETOWN</b>	○
<b>20. OTHER</b>	○

# Appendix C: Process

## A. Steps for bringing materials into the archive collection?

1. Each year the Church Historian should collect from the outgoing Council president, Secretary and Committee Chairpersons any church records.
2. Meet with incoming Council President, Secretary and Committee Chairpersons instructing them on the importance of preserving the year's documents.
3. Meet with the Pastor, office personal reminding them to share any documents that relate to the history of the church.
4. Newspaper articles that relate to the church
5. Any donations from membership should be brought into the church office or meet with the historian to get as many facts as possible about the items being donated.

## B. Donations

1. A question to ask is "How does this item relate to the history of the church?" If the questions can't be answered with a definite relationship then the item most likely does not belong in the church archives but maybe the Historical Society of Middletown.
2. Log in all donations.
  - Assigning accession # (follow sequence in accession register),
  - date of the article,
  - description of donated materials,
  - date received,
  - donor's name and address, if needed, and
  - where the document is stored (using numerical system found in the organization chart above.)

If there is no copy of the document, continue to log in accession register as normal. In the column "Location" follow the same procedures of using organization numbers but follow with an "E". This indicates it is an electronic copy. Example below:

Access #	Date	Description	Date rec'd	By Whom	Location
9654	10/13/1995	Father Son Banquet	4/21/2021	Vault	13 01
9653	10/13/1991	YE Certificate of Financial Compliance	4/21/2021	Church office	3 02 E

3. Now that the item is logged in, scan the document. When saving the scanned document, title the document (it should be similar to what is in the description

column of the accession register), following document description include the accession number.

Example 1: the first line on the above diagram would be saved as  
'Father son banquet 9654.pdf'.

Sometimes you might decide you want to include the year.

Example 2:  
'1995 Father Son Banquet 9654.pdf.'

4. File the document in the electronic file system. The electronic file system is set up just like the organization chart. See Appendix B. Move the document to the folder. Some folders will have sub folders.
5. Place the hard copy in the appropriate book in the vault. Again, the books are set up like the organization chart. See Appendix B.
6. If the item is a duplicate of what is already logged and stored, the four-draw file cabinet is set up the same way as the books, following the organization chart in Appendix B.
7. IDEA: Plan an open house. This serves as a way to encourage members to donate historical materials for inclusion in the archives. Encourage the media coverage of the open house.
8. Disposing of Rare Books: See attached "*An Order for the Disposal of Deteriorating Bibles and other Respected Publications.*"

### **C. Collection Storage**

1. Each box will have a list of what is in the container and in the order in which they are placed in the box. The list should include the box number. The items should also be scanned and stored on the archive's computer.
2. Place correspondence and other documents in acid free file folders, plastic sleeves or document boxes.
3. Use only pencil, no pens or markers, when working with archival records and labeling boxes. Labels eventually will dry out and fall off. It's best to mark folders with pencil.
4. Remove all paper clips, pins, staples and rubber bands from documents. Metal fasteners will rust and stain paper, and rubber bands generate sulfuric acid which damages paper. Stainless steel staples and paper or plastic paper clips are okay.
5. Do not use scotch tape or masking tape to mend documents. The tape will eventually leave a permanent mark on the paper. The glue from the tape may become fluid and gummy, seeping onto other records and damaging them as well.
6. Store records away from the light and at a constant temperature and relative humidity.

7. Newspaper clippings should be photocopied on acid free paper and filed in acid free sheet protectors.
8. Store fragile papers in Mylar or polypropylene (inert plastic) sleeves to prevent destruction through handling.
9. Inspect records occasionally for damage due to vermin or atmospheric conditions and take corrective action as needed.
10. Use caution with any small electrical appliances in close proximity to archival documents.
11. Photocopying should be kept to a minimum to prevent damage to book bindings and to the documents being exposed to bright light and the heat.
12. Records should not be removed from the building.
13. Confidential or sensitive material should be stored separately and closed to the researcher. These items may be considered "closed" for a specific period of time to avoid embarrassment or distress to living persons.
14. Food and drink are not permitted near the archives.

**D. Access**

1. The archives shall be made available by appointment only for those who have a genuine interest in the contents of the church's historical materials.
2. The materials may not be borrowed, loaned or taken out of the confined Archive area.
3. Researchers may not use pens with these records, and the records must be handled with the utmost care.
4. Researchers are responsible for determining the copyright limitations of all records used for their publication. The Archives does not own the copyright to all records in its custody.

**E. Fees:**

1. Photocopies: \$0.25 per page
2. Plus, shipping and handling fee