

Title: Archivists for Congregations of Women Religious (ACWR) Collection

Dates: 1988-2013

Creator: ACWR

Summary/Abstract:

This collection spans the entire history of ACWR from just an idea exchanged between fellow women religious archivists in the late 1980s to a fully established and vibrant organization in the present day. It encompasses nearly every step of the organization's journey from documentation of its triennial conferences to a complete collection of its biannual newsletters.

Quantity/Physical Description: 7.5 linear feet

Language(s): English

Preferred Citation:

(Box Number, Folder Number), ACWR Collection, ACWR National Office, Mt. St. Joseph, Ohio

Acquisition:

Initially created in the first National Office based in Trinity College, Washington, DC, it was moved to its current location in 2007

Related Material:

Archives of the Sisters of Saint Joseph of Brentwood, New York

Processing Information:

The collection was already organized in archival folders and Hollinger boxes by subject. My task was to condense similar files and add boxes where there was little room left for future additions.

Processed by: Veronica Buchanan, Summer 2013.

Arrangement: The collection is arranged in five series:

- Series I Board, Employees, History, and Finances
- Series II Correspondence, Membership, and Publications
- Series III Committees, Connections, and Projects
- Series IV Conferences
- Series V Audio/Visual Aides and Website

Biographical/Historical Note:

The Archivists for Congregations of Women Religious (ACWR) came into being September 1, 1990. This was a result of discussions held at the Society of American Archivists meeting in 1989 which identified the need for a professional organization for archivists of congregations of Catholic sisters. From its inception, ACWR has had ties with the Society of American Archivists (SAA), the Leadership Conference of Women Religious (LCWR), and the History of Women Religious (HWR).

A task force, under the direction of S. Rosalie McQuaide, CSJP, oversaw the creation of a structure for the new organization and the election of its first officers who assumed their responsibilities in fall, 1992. A national office has existed since 1993, first in Pittsburgh under the direction of S. Patricia Hodge, RSM, and later at Trinity College in Washington, D.C.

Beginning in 1994, the ACWR has sponsored triennial conferences. The first was held at St. Mary's Center in Monroe, Michigan, followed by one at the motherhouse of the Dominican Sisters in Sinsinawa, Wisconsin. The 2000 conference was held in the Cleveland, Ohio area, in 2003 in the St. Louis area, and in 2006 in the Cincinnati, Ohio area. Each one has provided an enriching opportunity for members and friends of ACWR to learn, share, and grow in their professional competence and in their ability to approach their work as a sacred ministry.

Scope and Content

Series I, Board, Employees, History, and Finances, includes minutes and reports to the ACWR board, employee handbooks and evaluations, early correspondence as well as a compilation of recollections from members of the ad-hoc ACWR committee, and various financial records including tax exemption information and Treasurer's reports. This series also contains guidelines and protocols for incoming board members as well as the ACWR President.

Series II, Correspondence, Membership, and Publications, contains correspondence from the ACWR committee, National Office, and ACWR Presidents, membership directories, and publications including the biannual newsletter, brochures, past publications including one entitled "How'd You Do That", and guidelines for newsletter writing and production.

Series III, Committees, Connections, and Projects, details the many committees appointed through the years on such topics as By-Laws, Education, and Records Management, connections between ACWR and other organizations including SAA (Society of American Archivists) and WRA (Women Religious Archivists), and past projects completed either by ACWR leadership or members including a guide to records management and mentoring program.

Series IV, Conferences, documents in fine detail the planning, preparation, and entire conference experience from speakers' presentations to participant's evaluations of each triennial ACWR conference beginning in 1994. Some speaker presentations and conference keynote addresses are available in both paper and electronic formats.

Series V, Audio/Visual Aides and Website, includes a collection of photos that have already been each assigned an individual number. They are then organized in volumes by year. Both electronic and paper copies of this collection are available as well as an index. Also included in this series is a collection of photos of the ACWR Board from 2002 to the present along with both paper and electronic copies of past versions of the ACWR website. A separate donation of material from the Archives of the Sisters of the Holy Names of Jesus and Mary was added in 2013. Collected by Rosemarie Kasper, SNJM, it encompasses a separate album of photos and documents from early ACWR meetings, events and conferences between 1990 and 1994.

Subject Terms

Persons/Families

Rosalie McQuaide, CSJP
Emma Cecilia Busam, OSU
Evangeline Thomas, CSJ
Anne Courtney, SC
Dolores Liptak, RSM
Rosemarie Kasper, SNJM

Organizations/Corporate Names

Society of American Archivists—SAA (Organization)
Women Religious Archivists—WRA (Organization)

Subjects (General)

Monastic and religious life of women--History
Monasticism and religious orders for women—History
Women--United States—History
Women--United States--History--Sources
Congregational archives
Manuscripts—Repositories
Archives--United States

Collection Inventory

Series I		ACWR Board, Employees, History, and Finances	
<i>Board</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	List of People in Official Positions; ACWR Board; Election Committee; Ad-hoc Committee	1989-2013
	2	Suggested Procedures for Installation / Qualifications of New Officers; Treasurer's Responsibilities	1995,2000
	3	Board Meeting Participation Protocols; Staff Evaluation	1995, n.d.
	4	Duties and Activities of President	1994-2005
2	4	Resource Material; Catholic Library Association Newsletter Volume 10 Number 1	1989
	5	Resource Material; Pontifical Commission Circular Letter " The Pastoral Function of Church Archives"	1997
6	3	Board Meeting Agendas	1995-2013
	4	Executive Secretary Reports to the ACWR Board	1993-2006
	5	Executive Secretary Reports to the ACWR Board	2007-2013
	7	Elections Information; Member Questionnaire; Correspondence; Election Results	1991-2000, n.d.
	8	Elections Information; Correspondence; Nomination and Election Ballots; Election Process / Results	2001-2014
7	3	Articles of Incorporation; Drafts; Correspondence; Invoices	1993
	4	Sister Evangeline Thomas, CSJ--Eulogy; Reflections; Articles	1982,1991
	5	Bylaws with Diskette	1994-2007
	7	Notes on Procedures	1997-2008
10	1	Minutes 1990	1990
	2	Minutes 1991	1991
	3	Minutes 1992	1992
	4	Minutes 1993	1993
	5	Minutes 1994	1994
	6	Minutes 1995	1995
	7	Minutes 1996	1996
	8	Minutes 1997	1997
	9	Minutes 1998	1998
	10	Minutes 1999	1999
	11	Minutes 2000	2000
	12	Minutes 2001	2001
	13	Minutes 2002	2002
	14	Minutes 2003	2003
	15	Minutes 2004	2004
	16	Minutes 2005	2005
	17	Minutes 2006	2006
	18	Minutes 2007	2007
	19	Minutes 2008	2008
	20	Minutes 2009	2009

	21	Minutes 2010	2010
	22	Minutes 2011	2011
	23	Minutes 2012	2012
	24	Minutes 2013	2013
15	CD02	Board Meeting; May 17, 2003; ACWR Conference; September 25-28, 2003	2003
<i>Employees</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	5	Executive Secretary Job Description and Contractual Statements	1992,1995,2002, n.d.
	6	Employee Handbook; Correspondence	2001,2006,2007
6	6	Executive Secretary Annual Performance Evaluation	2008-2012
<i>History</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	1	History / Formation of ACWR	1989-1990
	2	History / Formation of ACWR	1990-2000
<i>Finances</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	1	Financial / Treasurer's Annual Report; Budgets; Correspondence; Financial Statements	1990-2000
	2	Financial Statements; Budgets; Transaction/ Register/ General Ledger/ Trial Balance Report; Institutional Investors Income Fund Statements	2001-2003
	3	Financial / Treasurer's Annual Report	2004-2006
	4	Financial / Treasurer's Annual Report; Budgets	2003-2009
	5	Bank Statements	2000-2010
	6	Financial Resolutions	1995,1997,2001
	7	Certificate of Deposit Information	1995-1997
	8	Employee (Executive Secretary) Salary Information	2001-2005
	9	Institutional Investors Income Fund; Investment Objectives; Check Copies; Investment Statements; New Account Form; Chronology of ACWR Investment Funds	1998, 2001-2012
15	1	Employee Tax Information; Work Logs	2000-2010
	2	Income and Expense Summaries; Treasurer's Annual Report	2010-2014
	3	Tax Exemption Information	1994-2004
	4	Employer Identification Number	1992-1994
	5	Bank Statements; Transaction Register; Withholding Tax Register	2009, 2011-2013
Series II		ACWR Correspondence, Membership, and Publications	
<i>Correspondence</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	6	External Requests for Information to ACWR National Office	1994,2001-2002
	7	Requests Received at ACWR National Office	2013
13	1	Correspondence	1989-1990
	2	Correspondence	1991
	3	Correspondence	1992-1993
	4	Correspondence	1994-1995

	5	Correspondence	1996-1997
	6	Correspondence	1998-2000
	7	Correspondence	2001-2005
	8	Correspondence	2006
	9	Correspondence	2007
	10	Correspondence	2008
	11	Correspondence	2009
	12	Correspondence	2010
	13	Correspondence	2011
14	1	Correspondence	2012
	2	Correspondence	2013
<i>Membership</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
11	1	Membership Directory	1991-1992
	2	Membership Directory	1994
	3	Membership Directory	1996
	4	Membership Directory	1997
	5	Membership Directory	1998
	6	Membership Directory	1999
	7	Membership Directory	2000
	8	Membership Directory	2001
	9	Membership Directory	2003
	10	Membership Directory	2002-2003
	11	Membership Directory	2003-2004
	12	Membership Directory	2004-2005
	13	Membership Directory	2005-2006
	14	Membership Directory	2006-2007
	15	Membership Directory	2007-2008
	16	Membership Directory	2008-2009
	17	Membership Directory	2009-2010
	18	Membership Directory	2010-2011
	19	Membership Directory	2011-2012
	20	Membership Directory	2012-2013
	21	Membership Renewal Forms	1996-2013
15	CD05	Membership Directory 2005-2007; Membership Renewal Form	2005-2007
<i>Publications</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
12	1	Newsletters; Vols. 1 - 12	1991-2001
	2	"How'd You Do That" Publication	1997-1998
	3	Production Editor Job Announcement; Content Plan; Style Sheets; SAA Publication on Newsletter Production	1993-1995, n.d.
	4	Newsletters; Vols. 13 - 24	2002-2013
2	2	External Publications / Articles featuring ACWR; Individual Member Features; ACWR History	1991-2011
	3	Brochures; Archivist' Prayer by Anne Courtney, SC; Sample ACWR Envelopes and Letterhead / Stationary	1996, 1997, 2013, n.d.

Series III		ACWR Committees, Connections, Projects	
<i>Committees</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	10	Ad Hoc Committee for / ACWR Committee; Correspondence and Minutes (Initial Formation Committee prior to creation of ACWR Board)	1990-1992
	11	Bylaws Committee; Correspondence, Drafts of Bylaws	1993,1995
	12	Task Force Committee on Records Management; Correspondence, PowerPoint Presentation (paper copy)	1998-2000
8	1	Election Committee; Ballots; Correspondence; Member List; Minutes	1991-1993
	2	Election Committee; Ballots; Correspondence; Member List; Minutes	1994-2000
	3	Committee on Internships; Correspondence; Membership List; Summarized Responses from Committee	1992-1994
	4	Education Committee; Correspondence; Survey Results	1999
<i>Connections</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	6	Official Catholic Directory; Correspondence and Directory Entry Copies	1994-2013
8	5	ACWR / LCWR	1990-2004
	6	ACWR / WRA (Women Religious Archivists) Roundtables	1991-2000
	7	ACWR / SAA October 1988 - December 1991	1988-1991
	8	ACWR / SAA February 1992 - September 2002	1992-2002
<i>Projects</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	1	Mentoring Program; Mentoring Experiences; List of Mentors and Focuses	1994,2006-2011
3	1	Library Project; Correspondence	1992
	2	Repository Project; Correspondence; Topics for Repository Proposal	1995-1997, 2001
	3	Heritage Project (U.S. Catholic Documentary); Announcement to ACWR Members; Correspondence; Meeting Agenda	1997-1998
	4	Heritage Project (U.S. Catholic Documentary); PowerPoint Presentations (Hard Copy); Committee Report; Press Release	1997-1998
	5	"Preserving Our Cultural Heritage Through Archives" Program; Programs; Handouts; Booklet	1998/07/24-29
	6	"Preserving Our Cultural Heritage Through Archives" Program; PowerPoint Presentation (Hard Copy); Keynote Address	1998/07/24-29
	7	Record Management Guide (X-reference with Committee on Records Management)	2000
Series IV		ACWR Conferences	
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	1	Conference; Monroe, Michigan; Planning; List of Participants; Program; Session Topics and Presentations; Correspondence	1994

	2	Conference; Monroe, Michigan; Survey for Participants and Resulting ACWR Newsletter Article; Financial Reports; Overview by Patricia Hodge, RSM; Schedule; Questionnaire; Thoughts from Beatrice Weisner, SNJM; Sample Attendee Folder and Contents	1994
	3	Conference; Sinisawa, Wisconsin; Planning; Program; Presentations; Eucharist Celebration Program; List of Participants; Keynote Addresses	1997
	4	Conference; Sinisawa, Wisconsin; Registration Form; Evaluation Results and Summary; Conference Budget/Financial Information; Correspondence	1997
	5	Conference; Cleveland, Ohio; Pre-Conference Workshop Announcement; Evaluation Summary; Registration Form; Invoices	2000
	6	Conference; Cleveland, Ohio; Program; Liturgy Program; List of Participants; Conference Financial Report; Correspondence; Keynote Address	2000
	7	Conference; St. Louis, Missouri; Planning; Program; List of Participants; Holiday Inn Contract; Correspondence	2003
	8	Conference; St. Louis, Missouri; Registration Forms; Keynote Address; Financial Reports; Invoices; Evaluation Summary	2003
	9	Conference; Ft. Mitchell, Kentucky; Program; List of Participants; Registration Forms; Drawbridge Inn Contract; Correspondence	2006
	10	Conference; Ft. Mitchell, Kentucky; Handouts; Speaker Information; Presentations; Evaluation Form	2006
6	1	Conference; Milwaukee, Wisconsin; Conference Planning; Conference Attendance Survey; Registration Forms; Conference Preview; Speakers Information; Correspondence	2009
	2	Conference; Milwaukee, Wisconsin; Budget; Folder Contents; Evaluation Form and Summary; Financial Report; Keynote Address; Presentations	2009
9	1	Conference; New Orleans, Louisiana; Planning; Keynote Address; Sample Conference Folder Contents; Scholarship Program; Registration Information	2012
	2	Conference; New Orleans, Louisiana; Attendance Surveys; Estimated Budget and Invoices; Evaluation Results; Correspondence; List of Participants	2012
	3	Conference; New Orleans, Louisiana; Speaker Information and Request Forms	2012
	4	Conference; New Orleans, Louisiana; Conference Check Copies (Restricted)	2012
	5	Conference; New Orleans, Louisiana; Conference Folder; Presentations	2012
15	CD03	Conference; St. Louis, Missouri; PowerPoint Presentation created by Jane Reilly	2003
	CD08	Conference; Milwaukee, Wisconsin; Panel on Merging, Moving, and Closing Archives; Malachy McCarthy's Presentation Material	2009
	CD09	Conference; Milwaukee, Wisconsin; Panel on Merging, Moving, and Closing Archives; Malachy McCarthy's Presentation Material	2009
	CD13	Conference; New Orleans, Louisiana	2012

Series V		Audio / Visual Aides and Website	
<i>Audio / Visual Aides</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
A	1	Photos; Album #1; Photo Collection no. 001 to 007.04-3	1989-1993
	2	Photos; Album #2; Photo Collection no. 007.04-3 to 009.12	1993-1995
	3	Photos; Album #3; Photo Collection no. 010 to 013.02	1995-1999
	4	Photos; Album #4; Photo Collection no. 013.03 to 017	1999-2005
	5	Photos; ACWR Board / Officers	2003-2013
	6	Photos; Inventory of Photo Collection	1989-2007
	7	Photos; First ACWR Meeting; Formation of Ad-Hoc Committee; ACWR Meetings; Women's History Conference; Conference; Monroe, Michigan; Miscellaneous Candida	1990-1994
7	8	Logo / Art Work	1993
15	CD01	Digital Copy of Photo Collection no. 001 to 017	1989-2005
	CD04	Photos; May 2003 - November 2005; (x-reference: Conference: St. Louis, Missouri)	2003-2005
	CD10	Conference; Milwaukee, Wisconsin	2009
	CD11	Conference; Milwaukee, Wisconsin	2009
<i>Website</i>			
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	9	Website Printout April 19, 2007	2007
15	CD06	Website	2007
	CD07	Website	2008
	CD12	Website	2010-2012