



February 25, 2014

Dear ACWR Members,

Enclosed below are some questions from new ACWR member Charlene Martin regarding records retention policies and some clarification/utilization of the policies outlined in the 2000 ACWR Records Management guide:

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Hello everyone, I am very happy to have joined this group!

I am a lay person who was hired last year to work as archivist for a Franciscan Community archive for which materials were mostly only collected, not managed via retention rules as dictated by the Community and standard congregation records retention policies. I must first start with identifying what the applicable rules are before I proceed any further. I am hoping to learn from you all, as experienced archivists of established Congregational Archives.

I was fortunate in having someone share the *2000 ACWR Subcommittee Record Management Guide* with me, but I still have questions.

In a general sense, I'd like to learn what record groups and series you derived from your Community organizational chart, and which state and federal laws you've integrated into the rules that govern what is passed on to the Archive.

I have some specific questions:

Should I or should I not retain contracts re: Sisters donating portions of their wages to the ministries where they worked (in some cases, as administrators in a hospital)? There is financial data particular to specific Sisters included in these contracts. A further complication is that since this hospital was a sponsored ministry, the Congregation was a business partner (in a sense) before they withdrew from the partnership. When they withdrew, most business/financial records were transferred to the remaining secular owner of the hospital, but some were not – so I have an incomplete run of these records.

Record Group: Hospital

Series: Legal Papers

Series: History

Series: Corporation Minutes 1979-1991

Series: Pension Agreement Contracts, Hospital and Sisters – contains financial data

Series: Sisters' Services (salary donations) to Hospital, Contracts and Corres. 1944-1992 – contains financial data

My congregational administration/ministers aren't certain what should be retained in the archive after the retention period in their offices. I am using the *ACWR Subcommittee 2000 Record Management Guide* and *A Divine Legacy: Record Keeping for Religious Congregations/Orders* by *Franciscan Friars of Atonement*. Do you use either resource?

I am also wondering if I am reading the ACWR schedule correctly, for example: Specifically regarding medical records, are they kept 5 yrs after a Sister's death in the administrative/ministers office, but then disposed of except for a short summary of illnesses which goes to the Archive? Is it true that financial records for individuals are kept with the administrators/ministers per state/federal law and canon law, and those records that do not fall within either category are thereafter shredded? Can you refer me to which Canon Laws would apply to individual financial records?

Please send your responses to [cmartin@sosf.org](mailto:cmartin@sosf.org) . Thanks for your time

Charlene Martin

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This is also a reminder to submit the **revised** ballot to Jane Frances Behlmann, CSJ at [jbehlmann@csjsl.org](mailto:jbehlmann@csjsl.org) by March 5. Thanks for taking part in our election process!!

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Veronica Buchanan  
ACWR Executive Secretary