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ACWR NEWS

ACWR Prepares for Conference 2003

"Religious Archives: A Sacred Trust"

We have been receiving numerous inquiries about our next Conference. If you haven't already marked your calendar, now is the time to do so.

ACWR Fourth Triennial Conference September 25 – 28, 2003 Holiday Inn Southwest & Viking Conference Center 10709 Watson Road St. Louis, Missouri



Site Hostess

Conference materials, including registration forms and hotel information, will be ready for mailing to ACWR members by the end of January 2003. Rosemary Meiman, site hostess for the Conference, assisted by Pauline Ingram, OP, is working on the

accommodations and planning tours to places of interest. Conference participants will have a hard time choosing from among the possibilities under consideration:

- ➤ The old Cathedral and its museum
- > The riverfront
- > The Arch with the museum under the Arch
- > The new Cathedral
- > The RSCJ-Ursuline Archives
- > Grant's Farm with its beautiful grounds
- The estate of August Busch, owner of Busch Brewery.

Speakers are preparing to address a variety of issues that will be helpful and interesting for attendees. For example, Daniel J. Ward, OSB, who holds degrees in both Canon Law and Civil Law and is presently Executive Director of the Legal Resource Center for Religious in Silver Spring, MD, will invite archivists to consider the following matters:

- Privacy Rights of Present and Past Members
- Balancing Privacy and History: what to keep and not to keep
- Policies of Access
- Whose collection is it and what belongs in the collection?

For those who are looking for some basic archival information, experienced archivist, Blaithin Sullivan, CSJ, will present "Basic Components of Archival Management". A Sister of St. Joseph of Boston, Blaithin has been active locally, regionally, and nationally in archival organizations and is a past Chair of the Archivists of Religious Collections, a section of the Society of American Archivists.

Letter from the President

Dear Members of ACWR.



During the Annual Meeting of the Society of American Archivists held in Birmingham, AL in August 2002, ACWR held its Annual Business Meeting as an Associated Organization of SAA.

It was a special privilege for me to become the President of ACWR at that time, following in the footsteps of some very generous and dedicated leaders. I especially want to thank Edna McKeever, CSJ for her energetic and effective presidency during the past year and to recognize her previous years of service as Vice President, Secretary, and member of the Election Committee. She continues to spend herself as immediate Past President and Co-Chair of the Program Committee for Conference 2003.

I look forward to working with Katherine Misbauer, SL, who was inducted as Vice President/President-Elect. Katherine has assumed responsibility for this issue of the ACWR Newsletter in the absence of the Executive Secretary whose task it has been to plan each issue.

We said farewell to Kathryn Callahan, CSC who completed her three-year term as a Board member, having served as Vice President, President and immediate Past President. Generously sharing her organizational skills. Kate led us through the details of revising the ACWR Bylaws, Board Policies and Procedures, and the development of an Employee Handbook. Both she and Edna worked hard to reestablish communication with LCWR, traveling to regional meetings to speak about the need for trained archivists for congregational repositories. Other ACWR Board members assisted with this project, including Elvira Kelley, OSF. Elvira leaves the Board after four years of service as Secretary, having faithfully recorded the minutes and seen to their timely distribution.

Our new Board Secretary is Vicki Cravens, OSU who joined us in Birmingham. We welcome her and our new Member-at-Large, Rosemary Meiman, OSU. Rosemary and Pauline Ingram, OP, our Treasurer, are serving as site coordinators for Conference 2003. More information about the Conference can be found elsewhere in this Newsletter.

To date we have been unable to find someone for the position of Executive Secretary at the National Office. If you can help in this matter, let us hear from you.

By the time you read this letter we will have observed the first anniversary of the September 11, 2001 tragedy. That day many of us found ourselves saying, "it seems like only yesterday", as we virtually revisited the scenes with the survivors and prayed for peace in our world. In the midst of this human tragedy, archivists and historians face monumental challenges in documenting and preserving with sensitivity the plethora of artifacts, records and eyewitness accounts.

These events can also serve as reminders to us, archivists for congregations of women religious, of the need for professional training to protect, insofar as is humanly possible, the legacies of religious communities entrusted to our care.

As each of us looks after the day-to-day affairs in our respective archival repositories, let us remember that as members of ACWR we need not work in isolation, that we are a network committed to helping and supporting one another, sharing ideas and opportunities for professional development. May you be blessed in all that you do!

Sincerely, Susan Nowalis, RSM President, ACWR

ACWR BUDGET SUMMERY

July 1, 2001 through June 30, 2002 By Pauline Ingram, OP, Treasurer

Income/Expense Report

INCOME Membership Dues Donations Interest TOTAL INCOME	\$ 9,390 470 2,218 \$12,078	125% of Budget
<u>EXPENSES</u>		
Board		
Board Meetings	\$ 565	
Board Travel	4,229	
Other Expenses	195	
Total Board	\$ 4,989	96% of Budget
Executive Secretary		
Salary	\$ 4,478	
Related Taxes.Mcare	<u>492</u>	
Total ExSec	\$ 4,970	91% of Budget
Office Expenses		
Computer	\$ 955	
Newsletter-2-issues	1,155	
Printing-Directory	355	
Printing-Bylaws	402	
Printing-Brochures	299	
Supplies/Postage	185	
Election Expenses	40	
Total Office	\$ 3,391	119.18% of
		Budget
TOTAL EXPENSES	\$13,349	98.96% of
	,-	Budget

ACWR Account Balances Report June 30,2002

Checking Account Balance	\$ 485.88
Savings Account Balance	30,888.09
TOTAL ASSETS	\$31,373.97
LIABILITIES	0.00
OVERALL TOTAL	\$31,373.97

The ACWR budget figures for Fiscal Year 2001-2002 were well planned by previous ACWR treasurer, Joann Kessler, OSU, as is evidenced by the Budget Summary Figures. With increased membership, income from dues was over the budgeted amount, as was the interest from the ACWR savings account. In addition, many generous donations were received from members along with their regular dues.

During the Fiscal Year 2001-2002 Board members absorbed some costs related to ACWR ministry that would ordinarily be taken from ACWR funds. Telephone costs, postage, travel expenses, and copier cost totaled over \$400. Trinity College, location of the ACWR National Office, has contributed office space and utilities, and ACWR is grateful for its generosity.

Fiscal Year 2002-2003 will be challenging since ACWR has no Executive Secretary at the National Office. The Executive Secretary's duties have been absorbed by the Board members, and thus expenses will have to be dealt with in relation to what is involved in each job handled.

One thing that can be counted on is the steady membership of ACWR and the generosity of its members. Already donations have surpassed budget.

General Editor – Dolores Liptak, RSM

Content & Production Editor – Katherine Misbauer, SL

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ACWR Meets at SAA Conference in Birmingham

The annual business meeting of the Archivists for Congregations of Women Religious was held during the 66th Annual Meeting of the Society of American Archivists on August 23, 2002, in Birmingham, AL. President Edna McKeever, CSJ called the meeting to order and introduced present and outgoing Board Members. She encouraged members to offer themselves for service on the Board, updated the membership on the status of the National Office without an Executive Secretary and the duties of the Office that Board members have assumed until a replacement can be found.

Reports were given by Secretary Elvira Kelley, OSF; Treasurer, Pauline Ingram, OP; and Vice President Susan Nowalis, RSM on behalf of the Executive Secretary. Prior to the induction of the new officers, Edna thanked outgoing Board members, Kathryn Callahan, CSC and Elvira Kelly, OSF for their years of service on the Board. The Board officers inducted were Susan Nowalis, RSM, President; Katherine Misbauer, SL, Vice President; and Vicki Cravens, OSU, Secretary. Rosemary Meiman, OSU was introduced as the new Board Member-at-Large.



L-R: Rosemary Meiman, OSU, Vickie Cravens, OSU, Susan Nowalis, RSM, Katherine Misbauer, SL, Edna McKeever, CSJ, Pauline Ingram, OP

Patricia Bauch, OP, professor of education at the University of Alabama in Tuscaloosa, addressed the ACWR gathering on "Archival Treasures from a Researcher's Perspective." From her personal experience as a researcher, she highlighted what

archivists need to preserve to be of service to researchers. She gave several examples: her own research on Ellen Gates Star, co-foundress of Hull House; the Sinsinawa Dominican Anti-Racist Project; and a report on her visit to the University of Alabama Archives Special Collections Section. A stimulating discussion followed Pat's presentation.



Elvira Kelly, OSF four years of service as ACWR Secretary and Kathryn Callahan, CSC completed three years as ACWR Board Vice President, President, and immediate Past President.

The Society of American Archivists 66th Annual Conference held at the Birmingham Sheraton Hotel, August 19 – 25, had a record number of attendees. One of the most popular sessions was the six-part series entitled, "Archives Unplugged". It consisted of fundamental instruction in basic areas of Archival practice. The topics attracted both new and experienced archivists and were well received. Many ACWR members chose to attend these sessions.

A highlight of the Conference was a special plenary session, "Witness to History: Archivists and the World Trade Center Disaster." Three archivists from New York spoke of their experiences that day, how it affected them as archivists, their archives and the New York City archival community, and showed their attempts to record the event. A fourth speaker was a Birmingham doctor attending a medical conference who responded with other medical personnel to treat survivors.

ACWR at SAA Continued from page 4



Patricia Bauch, OP, professor of education at the University in Tuscaloosa addressed the ACWR gathering on "Archival Treasures from a Researcher's Perspective"

Another highlight of the Conference was the opening session that featured Rev. Fred Shuttlesworth who discussed his perspective of the American Civil Rights Movement and the importance of the documentary record in "keeping the dream alive". As one of the giants of the Movement, along with Martin Luther King, Jr. and Ralph Abernathy, and a frequent target of bombing attacks, Rev.

Shuttlesworth spoke of God's hand protecting him. With a clever play on words he called on archivists to be activists.

During the Conference, participants had the opportunity to visit the Civil Rights Institute, a museum whose permanent exhibitions are a self-directed journey through Birmingham's civil rights movement and human rights struggles. In the words of Steve Hensen, SAA President, "Those who lived during the period reflected in the Institute's collections cannot help but come to a more profound understanding of the times and their meaning; those too young to have experienced it directly will learn valuable life-long lessons and why the universal struggle for human rights must continue unabated."

Conference 2003 Continued from page 1

Dr. Charles Nolan, Archivist for the Archdiocese of New Orleans, and a member of ACWR, will present the topic of "Records Management of Religious Communities".

For archivists concerned about storage of colored slides and transparencies, James Reilly, Director of the Image Permanence at the Rochester Institute of Technology, Rochester, NY, will address issues related to "Storage Management of Colored Slides and Transparencies and Environmental Assessment Technology".

These are just a few samples of the exciting program offerings planned. There are many more wonderful presenters and topics scheduled, too numerous to be included in this article. Watch for more details in the Conference mailing.

What's New in Archival Resources?

Among the many professional resources on display at the SAA Booth during the August Conference, Sample Forms for Archival and Records Management Programs was a sellout before the Conference ended. This publication, a joint project by ARMA International and the Society of American Archivists, contains nearly 200 sample forms and policies used in records management and archival programs. The forms have been standardized and made generic so that they can be used as is, either individually or as a compilation selected for inclusion in your own institution's organizational manual. Camera-ready originals can be photocopied, distributed, and completed. Also, a compact disc (CD) includes these same forms in rich text format (rft), portable document format (pdf), and in Microsoft Word 97. The CD is compatible with Windows 95, 98, 2000, and NT and Macintosh operating systems. They may be purchased from SAA. Cost for SAA members is \$28; Non-members, \$40. If you are not an SAA member and are interested in purchasing a copy, contact ACWR President, Susan Nowalis, RSM at 570-675-2131 or e-mail susanrsm@epix.net for further information.

MERCY ARCHIVISTS MEET IN DETROIT

By Paula Diann Marlin, RSM, Archivist Institute of the Sisters of Mercy of the Americas

During the triennial Mercy Regional Archivists Network (MRAN) Conference, April 25 –28, 2002, eighteen archivists and five guests shared foundation histories and biographies of Mercy. The Detroit Regional Community's newly designed Heritage Room in Farmington Hills demonstrated what can be done with the wealth of material contained in a regional community archives.

During the first one hundred years in the United States, early Sisters of Mercy established numerous foundations. Later reconfigurations caused many community histories to be interwoven. Shared archive projects can provide diverse ways to keep all these histories accurate and alive.

Guest speaker, Marcia Kimball, OSU, demonstrated the ARCAT (Archives Catalog) program that she developed specifically for archives of religious congregations. Based on Microsoft Access, it accommodates Record Groups and Series as well as details and functions as a "Finding Aid."

Roman Godzak, Archivist of the Detroit Archdiocese, presented projects designed to bring "undiscovered truths" from the archives to a wider audience in interesting formats with visual appeal.

Presenter, Jeanne Reichart, RSM, (Rochester) spoke on the Circular Letter from The Pontifical Commission for the Cultural Heritage of the Church: "The Pastoral Function of Church Archives." She emphasized the parts that were directed to religious communities showing that "historical memory constitutes an integral part of the life of every community," and stressed the important role that archivists play in "preserving and promoting the history of evangelization in proclaiming the gospel."

Susan Nowalis, RSM (Dallas) facilitated a Networking session explaining the relationships among SAA/ACWR/WRA/LCWR* and the important connection between the Archivist and the Regional Community Leadership.



L-R Front Row

Marianne Cosgrave (Dublin, Ireland); Marilyn Gouailhardou, RSM (Burlingame, CA); Pauline Fox, RSM (Cedar Rapids, IA); Mary Jeremy Buckman, RSM (St. Louis, MO); Jeanne Reichart, RSM (Rochester, NY); Mary Innocent Dolan, RSM (Watchung, NJ); Gertrude Myrick, RSM (Burlington, VT); Susan Nowalis, RSM (Dallas, PA); Marsha Kimball, OSU – Speaker from New York – Topic: Computer Program

L-R Second Row

Elaine Charters, RSM (Cincinnati, OH); Mary Berding, RSM (Cincinnati, OH); Margaret Hughes, RSM (Buffalo, NY); Paula Diane Marlin, RSM (Baltimore, MD and Institute); Irene Burns, RSM (Cedar Rapids, IA); Elizabeth O'Hara, RSM (Watchung, NJ); Mary Andrew Ray, RSM (Belmont, NC); Ellen Marie Robarge, RSM (New York); Katherine Doyle, RSM (Auburn, CA0; Michaeline Lewandowski, RSM (Detroit, MI); Patricia Hodge, RSM (Pittsburgh, PA); Dolores Liptak, RSM (West Hartford, CT); Mary Agatha Smith, RSM (Albany, NY); Mary Ann Brady, RSM (Cincinnati, OH); Joan Freney, RSM (Merion, PA)

Names not used in this picture:

Judith Klei, RSM (Cincinnati, OH); Angela Perry, RSM (New York); Shelia Carney, RSM (Institute Leadership)

* My apology to any Sister who has been misnamed. Please send me the correction.

Sr. Mary Jeremy Buckman, RSM Sisters of Mercy 2039 North Geyer Road St. Louis, MO 63131-3399

Continues on page 7

Mercy Archivists Meet in Detroit Continued from page 6

Patricia Hodge, RSM (Pittsburgh) described the NYPAW archives which documents the collaborative efforts of the Leadership Teams of Buffalo, Erie, Pittsburgh, and Rochester. Marianne Cosgrave, Archivist for the Sisters of Mercy of Ireland, representing Mercy International Centre, explained the latest request in regard to the Heritage Life Records project at MIC and how Irish law impacts it.

Marilyn Gouailhardou, RSM, (Burlingame) chaired the business meeting which touched on topics including: updating the Mercy Archivist Directory; the strengthening of MRAN; the durability of electronic records; retention schedules; collection of chronicles; and the protection of precious documents.

Michaeline Lewandowski (Detroit), Marilyn Gouailhardou (Burlingame), Jeanne Reichart (Rochester), and the Detroit Mercy Center staff were commended for outstanding planning and hospitality. Mary Andrew Ray, RSM (NC) will host the next MRAN Conference in 2004 in Belmont, NC.

- * SAA -Society of American Archivists
- * ACWR- Archivists of Congregations of Women Religious
- * WRA Women Religious Archives Roundtable
- * LCWR Leadership Conference of Women Religious

The Book Corner By Dolores Liptak, RSM

Some good things are happening in the field of publishing these days. This is well illustrated in the recent work <u>Dominicans at Home in a Young Nation: 1786-1865</u>, Volume I, edited by Mary Nona McGreal, OP (Editions du Signe, 2001, printed in Italy; ISBN 2-7468-05340).

Through attractive illustrations, excellent graphics, and the appropriate use of original documents, the story of Dominican evangelization and ministry to the New World is told in fascinating, colorful detail. Nowhere is this better conveyed than in the very first chapter of this three-volume study. Entitled "A Prelude: Friars from Spain Preaching Justice" the overall narrative is accompanied by a 16th century map showing the route the Dominicans took from Salamanca to Santo Domingo; a pictograph catechism created by Pedro de Cordoba on general confession; a picture of one Dominican defender of human rights; and a sermon delivered by another, beginning with the words: "...Tell me, with what right, with what justice, do you hold these Indians in such cruel and horrible servitude?" Thus narrative and image serve one another; they combine to impress the reader of Dominican accomplishment.

The same methodology is utilized throughout the book. Chapter five, on the beginnings of the Friars and Sisters on the frontier, is replete with apt quotations, sketches, and pictures. Thus we read a letter written in 1821: "We carry out community life to perfection. No one has a farthing of his own..." or, in 1825 that "The Sisters...give an example, far and wide, of their Christian virtue, and they are doing a splendid job in the education of young ladies..." Trials and triumphs are told directly from archival records or illustrated through sketches, business transactions, or photographs of foundations. Occasionally a statement that reflects a present perspective interrupts the narrative. With regard to the holding of slaves, for example, a bold caption announces: "We come before you, our African-American brothers and sisters, to ask for your forgiveness."

Thus are history, illustration, and theological reflection wisely combined. Thanks to volumes such as these, archival holdings are allowed to prove their worth and may, in fact attract new attention. Congratulations to Sister Mary Nona, and OPUS, her editorial board, for making congregational history come to life.

Archives Promote Outreach By Patricia Hodge, RSM

On April 5-6, 2002, Mercy archivists from the communities of Buffalo, Erie, Pittsburgh, and Rochester met in Erie to review the ten-point document (see SAA's ARCHIVAL OUTLOOK, March 1994, pp. 6-7) that presents general guidelines for the evaluation of archival programs. Edith Langiotti, RSM, hosted the meeting, and Patricia Hodge, RSM, served as organizer and chairperson at the request of the four regional Presidents.

Among the many vital issues that surfaced was the concept of outreach, a theme often addressed in archival literature. The guidelines urge archivists to "identify their constituencies" and to assist such groups in relation to the resources and policies of the parent institution. The statement is one that challenges every ACWR member to make available to all researchers the rich historic data collected and organized over decades and centuries. What better site to learn the history of any organization, religious congregation, program, agency, etc. than the archives of the given institution! The quality of such user-education is strongly influenced by the professional attitudes of the archivist.

In her familiar publication "Starting an Archives" published by the Society of American Archivists in 1992, Elizabeth Yakel describes outreach as "any opportunity that the archivist has to provide service and promote use and awareness of the collections" (p. 53). Some of the more engaging aspects of outreach activity are the many requests received from professional colleagues working on the local, statewide, national, and even international levels. Data collected and recorded by several Mercy archivists of the NYPAW Region (communities of Western New York and Western Pennsylvania) indicate the broad scope of their outreach efforts and service.

A quick review of request forms maintained by Jeanne Reichart, RSM of Rochester and this writer, indicates that far beyond the usual in-house informational requests are the outreach service provided. Requests now involve a (variety of other religious communities and their archivists;

hospitals; elementary and secondary schools; personnel from administration; faculty and staff of local and far-distant universities; public libraries, local bishops and other clergy; editors and staff writers of national and local publications; as well as such media as local television channels, etc.) Still another set of multi-varied requests have come from dedicated genealogists. These have increased tenfold.

Needless to say, archivists who genuinely lend themselves to outreach activity are the source of historic information, which adds accuracy, substance, and credibility to a researcher's completed project.

SAVE THESE DATES!

Future Annual Meetings of the Society of American Archivists

August 18-24, 2003 LOS ANGELES Century Plaza Hotel and Tower

> August 2-8, 2004 BOSTON Boston Park Plaza Hotel

August 13-21, 2005 NEW ORLEANS Riverside Hilton

HWR Sixth Triennial Conference

June 27-30, 2004

KANSAS

Atchison Heritage Conference Center

For information contact:

Carol Coburn

coburnck@mail.avila.edu

Publications, Research, Book ReviewsBy Kate Misbauer, SL

Are you searching for a newsletter that will inform you about research, publications in the field of history of women religious, and archival activities around the country? *History of Women Religious News and Notes* may prove useful to you. Published three times a year, February, June and October, it offers historians, archivists, researchers, and general readers interesting information.

In the latest issue more than nine publications are described as to subject matter and author. Books, articles in history journals, and papers presented at a recent conference in Halifax, Nova Scotia are discussed.

Two books are reviewed. Diana Bates Morrow discusses No Cross, No Crown: Black Nuns in Nineteenth-Century New Orleans by Sister Mary Bernard Deggs. (Editors: Virginia Meacham Gould and Charles E. Nolan.) The second review by Mary Beth Fraser is of One Woman's Journey: Mary Potter, Founder—Little Company of Mary, by Elizabeth A. West, LCM.

Announcements of up-coming meetings, honors received, grants offered, as well as archival activities in locations as far flung as San Francisco, New Orleans, Chicago, and Kansas City are all part of *History of Women Religious News and Notes*.

For addition information contact: Karen M. Kennelly, Editor HWR News and Notes 2311 So. Lindbergh Blvd. St. Louis, MO 63131.



I am currently collecting stories for two anthologies. The first will be stories from any religious women who have or are currently corresponding with a death row inmate (male or female). These stories could include how the correspondence came about, how it has changed you or your ideas about the death penalty or about any other human issues. They may be anecdotes that relate to your correspondence with a death row inmate.

The second will be an anthology of stories gathered by women religious who correspond with women prisoners.

I believe that a collection of stories such as these will be inspirational and informative to the public and, perhaps, motivate others to become involved in social justice issues, especially, prison ministry.

I am also open to any creative ideas for titles for these anthologies. Please send any stories or correspondence to:

Kathleen A. O'Shea 5505 Walnut Level Road Crozet, VA 22932

KATHLEEN A. O'SHEA, a nun for 25 years, is a social worker who does research on female offenders, with an emphasis on women on death row. She is a teacher, writer, activist, and lecturer with a great passion for what she does. She published "Female Offenders: An Annotated Bibliography" in 1997, "Women and the Death Penalty in the United States: 1900 – 1998", and "Women on the Row: Revelations From Both Sides of the Bars", in May 2000. She lives and works at Innisfree Village, a lifetime facility for mentally challenged adults in rural Virginia and is currently working on "Hymns of the Revolution" (a novel based on her memoirs of Chile, 1965-1973).

ACWR NATIONAL OFFICE TRINITY COLLEGE 125 MICHIGAN AVE., NE WASHINGTON, DC 20017

Welcome New Members!

Eunice Ballmann, OSB, Piedmont, OK M. Francis Bernard Butt, IHM, Immaculata, PA Joella Cunnane, RSM, Chicago, IL Mary Joan Dyer, C.PP.S, O'Fallon, MO Marilyn Francoeur, OP, Adrian, MI Donna Hansen, SSL, Woodland Hills, CA Laurian Lasha, OSB, Crookston, MN Patricia T. McGlinn, SNDdeN, Belmont, CA Eillene, P. Primrose, OP, Elkins Park, PA Geraldine Marie Wodarczyk, CSFN, Pittsburgh, PA Rita Beaudoin, SUSC, Fall River, MA Elaine Charters, RSM, Cincinnati, OH Anna Daly, SHCJ, White Plains, NY Kathryn Mary Elliott, Chicago, IL Mary Rita Grady, CSJ, Watertown, MA Mary Kabat, OSF, Green Bay, WI Catherine Marie Lauterwasser, OSU, Philpot, KY Mary Alice O'Brien, RDC, White Plains, NY Rose Marie Rocha, RSM, Cumberland, RI Anne Bockhorst, SC, Mount Saint Joseph, OH Margaret Ann Cox, OP, Springfield, IL Lorraine Delisle, SC, Mount Saint Joseph, OH

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For help contacting these new members, or any ACWR member, please call or write the National Office: telephone: 202-884-9441; email: acwr@juno.com; US mail: ACWR National Office, Trinity College, 125 Michigan Ave, NE, Washington, DC 20017