



What are ARCHIVES?

Archives are unique, original records which have a continuing and permanent value, for example to fulfill legal requirements or for informational or evidential value.

The Diocesan Archives is the official repository for the records of Synod, its officials, clergy, parishes and organizations. As a church community our records document our members' participation and responsibilities.

The word "archives" is also used to describe the place where these original records are preserved and accessed. The archives of the Diocese of Toronto are housed at the Diocesan Centre.

Some examples of archival records found at the Archives are:

- parish registers
- deeds and building plans
- minutes
- photographs

The recent use of archival records to assist people in proving identity to claim entitled benefits serves to demonstrate how vitally important it is to maintain records.

Is everything worth saving?



The Diocesan Archives has a **collections policy** that guides the selection and retention of records. Parish records play a large part in this policy.



The policy states that certain records should be sent to the Diocesan Archives including **baptism, confirmation, marriage and burial records, minutes of parish vestry, advisory and committees** as well as **property records and some financial records. Photographs, architectural drawings and records of other media** are also accepted.



Archives staff have issued guidelines to assist clergy and are happy to consult and provide information. Specific

guidelines exist for responding to requests for parish records; **parish records retention guidelines, privacy guidelines re: parish directories, a policy on access to parish and diocesan records and a policy on amendments to baptismal records and issuance of amended baptismal certificates.** (All on the website.)

In addition, when a church **closes** there are specific steps to be followed to ensure that archival records get to the Diocesan archives.



What is my role as clergy?

As clergy, your role is critical in ensuring that archival records are carefully recorded and ultimately transferred to the archives for preservation.

Clergy Responsibilities:

- accurate recording of detail
- completeness of record
- legibility

Clergy are expected to arrange for the transfer of registers to the Archives when the registers are full or when circumstances change, for example at the time of parish amalgamation.





Claire and Mary-Anne

When is the Archives open?

The Diocesan Archives is open to the public on Tuesdays and Wednesdays from 9-4. However, archives staff are always happy to assist clergy with records queries and projects.

Give us a call regarding your parish history, your search for building plans, records storage or privacy issues.

We would also be very glad to show you our archives and records facilities, whose resources are fully available to you.

Contact 416-363-6021
www.toronto.anglican.ca

Mary-Anne Nicholls
Archivist/Records Officer
ext. 219
mnicholls@toronto.anglican.ca

Claire Wilton
Archives Assistant
Ext. 218
cwilton@toronto.anglican.ca

Where are the Archives and how does it operate?

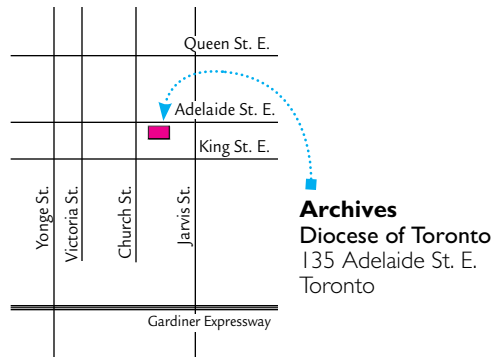
The Diocesan Archives is located in the Diocesan Centre.

Professionally trained staff ensure that the records are arranged, described and housed to current archival standards.

The storage area is specifically equipped to care for records with temperature and humidity controls and a separate fire-suppression system.

Acid-free supplies are regularly used to extend the lifespan of paper records.

Access to the records is controlled both for reasons of privacy and in terms of minimizing the wear and tear on records.



Diocese of Toronto
Anglican Church of Canada

135 Adelaide Street East, Toronto, ON M5C 1L8

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With thanks to the Rev. Ronald Duncan

INFORMATION FOR CLERGY



Diocese of Toronto
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A Guide to Using your
Diocesan Archives