

**DIOCESAN ARCHIVAL POLICIES**  
**(to be appended to Canon 28)**

**Diocesan Archives Access Policy**

1. The Diocesan Archives shall be open on Tuesdays and Thursdays from 10:00 a.m. to 3:00 p.m.
2. Appointments for access to the Archives must be made with the Archivist.
3. Access to the Archives may be given by the Archivist to bona fide historical researchers for the purpose of pursuing their research and shall be restricted to those parts of the collection relevant to their field of inquiry.
4. The Archivist may grant access to the Archives to persons doing research of a genealogical nature provided that such persons apply to the Archivist in writing and set out the precise nature and purpose of the research to be undertaken.
5. The Archives follows the standard ruling of closing material for 30 year, but certain series will be restricted due to sensitive and confidential information.

**Diocesan Archives Acquisition Policy**

1. Pursuant to Canon 28, and subject to the direction of the Registrar under Canon 5, the Diocesan Archives shall collect and preserve the following:
  - (a) Current and non-current records created by Synod and its Council, Officers, committees and groups
  - (b) Records and papers of the Bishop of Rupert's Land
  - (c) Manuscripts, private papers, audio-visual materials, photographs, pictorial materials, electronic records and other material relating to the history of the Diocese;
  - (d) Non-current parochial, congregational and mission records, including registers of baptism, confirmation, marriages and funerals.

Note: Diocesan Archives do not normally collect the following items: artefacts and printed materials, including Bibles, Prayer Books, Altar Books, Communion Vessels, Stoles, Vestments, Altar furnishings, etc. These items may be collected at the discretion of the Archivist if:

- (a) they have connections with historically significant figures in the life of the Diocese, or
- (b) they have histories that associate them with important events, persons, or parishes in the life of the Diocese, or
- (c) they are in themselves rare, unique or unusual items.

(The Archivist reserves the right to accept or reject any or all such items offered to the Diocesan Archives)

## **Diocesan Archives Preservation Policy**

1. All archival material shall be kept in fireproof and secure vaults under the safekeeping of the Archivist and the Diocesan Registrar and shall be stored in acid-free envelopes or file folders in acid-free boxes on steel shelves.
2. The Archivist may consult from time to time with the Conservation staff of the Provincial Archives of Manitoba, the Advisory Services Program of the Association for Manitoba Archives and the Manitoba Heritage Commission Services.