

## CANON 28

### ARCHIVES AND ARCHIVIST

1. Synod shall provide a secure place of deposit for the archival records of the Diocese
2. There shall be an Archivist of the Diocese who shall be appointed by the Bishop, and remain in office during the pleasure of the Bishop
3. The Archivist shall be assisted in the duties of the office by a committee appointed by the Bishop for this purpose. Members of this committee shall include persons with archival and historical knowledge and experience and shall, in particular, concern themselves with the establishment of policy in the areas of access, acquisitions and preservation.
4. The expense necessary for the purposes of this Canon shall be provided for in the diocesan budget.
5. It shall be the duty of the Archivist, subject to the provisions of Section 6 of Canon 5:
  - (a) To establish and administer a continuing program for the management of current records created by Synod, its officers, committees and groups, and by diocesan bodies, clergy and parishes and, in consultation with diocesan officials, to select non-current records of historical interest for transfer to the Archives.
  - (b) To appraise and acquire for purposes of preservation and research; manuscripts, private papers, printed documents, audio-visual materials and other documentation relating to the history of the Diocese of Rupert's Land.
  - (c) To accession, arrange and describe the holdings of the diocesan Archives according to archival principles and in the case of composite units of records and private papers to prepare more detailed finding aids.
  - (d) To provide research and reference service for diocesan office staff and to answer enquiries relating to archival holdings and the history of the Diocese.
  - (e) To prepare exhibits and present addresses at meetings and on special occasions in order to encourage support of the archival program and to promote an interest in Anglican church history in Manitoba.
  - (f) To advise parishes, organizations and institutions within the Diocese concerning the collection and conservation of their records.
  - (g) To be a member of appropriate archival and historical associations and to be a liaison with other diocesan, provincial and General Synod archivists.
  - (h) To advise on access to archival records and to implement such regulations relating to access as may be deemed appropriate.
  - (i) To report to Diocesan Council and to Synod on the services, acquisitions and activities of the Archives.