

St. Paul's Cathedral
Archives Policies

Recognizing the importance of its official records and other items documenting its history, and of conserving space and staff time by selecting out materials of long-term value from the mass of material that may properly be discarded, the Dean and Chapter have established the St. Paul's Cathedral Archives, under the direction of a Cathedral Archivist appointed by and responsible to the Dean.

All clergy and staff with administrative responsibilities are requested to take appropriate notice of the following policies governing the Archives:

1. The records produced or received by offices, and by clergy and staff acting in an administrative capacity, as well as the records of the Cathedral and its predecessors in its possession as of the date of the adoption of these policies, are the property of St. Paul's Cathedral.
2. The person in charge of the office where records accumulate shall determine when such records cease to have current administrative value. Such records may then be transferred either to a temporary storage area or directly to the Cathedral Archives. The Archivist will then determine which records may have long-term legal, fiscal or historical value. In accordance with current law, diocesan records schedules, standard archival practice and the potential historical interest of the records, the Archivist will select, organize and preserve those of long-term value and discard those unsuitable for preservation.
3. At the time of transfer the Archivist will work with the office transferring the records to determine and special restrictions or conditions of access. It is understood that, in the absence of specific restrictions, all materials held in the Cathedral Archives may be made available to researchers inside or outside the Cathedral.
4. The Archivist will provide staff with regularly updated inventories of and finding aids to the contents of the Cathedral Archives. The office of origin or the Dean or his/her representative may withdraw records at any time. The Archivist shall keep a running record of all materials withdrawn.
5. Until further notice, access to the following records will be restricted and not made directly available to outside researchers absent instructions from the Dean:
 - (a) Personnel records.

(b) Sacramental records volumes whose latest entry is less than 72 years old.

(c) Vestry and Chapter minutes whose latest entry is less than 40 years old.

6. Routine requests for evidence in sacramental records volumes (baptisms, confirmations, marriages, deaths) will continue to be handled by staff from card files in the office. Other requests for historical information should be directed to the Archivist. Requests for information in restricted records should also come to the Archivist, who will determine, after consultation, whether such information can and should be provided.

7. Materials in the Cathedral Archives may not leave the Cathedral complex except as needed for specialized conservation, photoreproduction, or through loans to responsible institutions. In the event that materials are to be microfilmed for any purpose, by written agreement the master copy of the microfilm and all rights over its content and use must remain with the Cathedral.

8. Access to materials in the Cathedral Archives is available to all clergy, staff and members of St. Paul's Cathedral. Such materials may also be made available to qualified researchers on application to the Cathedral Archivist. Researchers must agree to abide by the rules and regulations of the Cathedral Archives. Permission to use the materials does not imply permission to publish, which must be sought separately.

9. Space permitting, the Cathedral Archivist may arrange to hold the records of organizations associated with the Cathedral. Such records will be held on a depository basis, on terms agreed upon in writing at the time they are deposited. Such materials will remain the property of the originating organization unless accompanied by deed of gift.

10. The Dean and Chapter may make provision for appropriate space, capital equipment, materials and other costs of maintaining the Cathedral Archives in annual or capital budgets. The Dean may approve any fee schedule for services provided to outside researchers.

11. The Dean, in consultation with the Archivist, may from time to time approve such further regulations and directives as may be appropriate.

Approved by Chapter on 29 October 2002