

**FRANCISCAN SISTERS OF PERPETUAL ADORATION
ARCHIVES
POLICY STATEMENT
June 12, 1992
Revision - March 1, 1998
Update – July 31, 2019**

INTRODUCTION

Two recent circular letters from The Pontifical Commission for the Cultural Heritage of the Church:

The Cultural Heritage of the Church and Religious Families, April 10, 1994 and
The Pastoral Function of Church Archives, February 2, 1997

point to the high significance with which the Church views " 'the importance and the necessity to conserve, evaluate and enhance the artistic and historic heritage of the Church' for our present day and for the future."

The Archives of the Franciscan Sisters of Perpetual Adoration or FSPA Archives are the official repository for all non-current documents and materials in any form, made or received by the congregation in the pursuit of its religious and legal obligations and in the transaction of its business. These documents and materials reflect the internal development of the congregation, the conducting of its affairs as a corporation, the individual and personal lives of its members, the people they serve and those with whom they serve in their apostolic work and the mission of the community's various ministries.

Current materials and records of living members are filed in the offices of the Congregational Secretary and Mission Councilors as designated by the Leadership Team.

LOCATION

The FSPA Archives are housed in the Generalate of the Franciscan Sisters of Perpetual Adoration, 912 Market Street, La Crosse, Wisconsin 54601-8800.

PURPOSE

The purpose of the FSPA Archives is to preserve, protect and make available to the community the records and materials which pertain to the origin, history, spirit, and growth of the congregation.

The Archives are a source of information for those researching the history and contributions of women religious in the Church and in the world and for families seeking genealogical data.

CLASSIFICATION OF RECORDS

PAST ADMINISTRATIVE RECORDS

These include the minutes, official papers and correspondence of the following individuals/groups:

- Reverend Mothers/Presidents
- Mother Assistants/Vice Presidents
- Corporate Members
- Mission Councilors
- General Chapters/Assemblies
- General Council/General Administrative Board/
General Board/Leadership Council
- Generalate Staff/Generalate Directors
- FSPA appointed (Assembly or Leadership Council)
committees/task forces
- FSPA workshops
- Internal institutions
- Local Communities

HISTORICAL RECORDS

These are the documents and papers describing the origin and development of the congregation, provinces and regions, the ministries and accomplishments of the Sisters and the relationship of the congregation to the Church and to other institutions or organizations. Diaries and annals of St. Rose Convent and local communities belong to this category.

PERSONAL RECORDS

The records of deceased and former members are filed in the archival repository and are confidential.

The records of living members are filed in the office of the Congregational Secretary.

FINANCIAL RECORDS

Those records that are needed for current legal and business purposes are retained in the Finance Office of the congregation and are confidential.

Retired financial records of significant historical value are preserved in the archival repository. They are restricted or semi-restricted depending on the age and nature of the records.

PERSONAL MANUSCRIPTS

These include such items as notebooks, creative writings, letters, art work, journals and diaries.

Passports may be filed in the Archives upon their expiration or at the time of death.

PUBLISHED MATERIALS

These include:

Prayer/spiritual/music books, magazines and pamphlets of significance to the congregation, to Franciscans or to religious life in general.

Books, bibliographies of scholarly articles, other articles and music compositions written by members of the congregation.

Master/doctoral theses of community members.

FSPA community publications

Provincial and regional publications

Publications of generalate offices and spirituality centers

CDs

DVDs

ORAL HISTORY COLLECTION

This includes:

Tape recordings

Audio cassettes + transcriptions

Videos

Films

CDs & DVDs

PHOTOGRAPHIC COLLECTION

This includes:

Photographs

Slides

of individual members, community activities and events, places of significance to the congregation, ministries of the congregation and of individual Sisters and sponsored institutions and programs.

MEMORABILIA AND MUSEUM ITEMS

A few of these items such as plaques and certificates related to significant ministry are retained in the archives. Most are located in the Heritage collection.

SCRAPBOOKS

These are of newspaper clippings and magazine articles and those made for special community events or by individual missions or Sisters.

OLD BOOKS

These include books that are valuable because of their antiquity and/or their relation to the congregation, religious life or the Church.

RELICS:

Most of the relics are located in the original Maria Angelorum altar and in reliquaries mounted on the wall in the upper south sacristy known as the Relics Chapel. Others are found in altars in the north and south balconies of Maria Angelorum. The records authenticating those relics are preserved in the archival repository as are relics not displayed elsewhere.

AVAILABILITY OF RECORDS

The President of the FSPA Congregation has unrestricted access to all congregational records. She may grant similar access to the FSPA Vice President(s), Mission Councilors and others. Her permission is required for access to the restricted files by others.

Qualified researchers, whether they are members of the congregation or not, may request to use the archives. On approval of the Archivist, they may have access to unrestricted material. The following is a list of restricted documents and materials.

Administrative records are closed for fifty years after the creation of these papers. Personal correspondence is closed for fifty years following the death of the correspondent.

Documents donated to the congregation are subject to restrictions on their availability which the donor may have imposed. (See forms: CONSENT AGREEMENT – PERSONAL ARCHIVAL MATERIALS and CONSENT AGREEMENT – ORAL HISTORY)

On the recommendation of the Archivist and for good cause, the President may grant individual exemption to these restrictions on availability of records.

The number of people seeking information concerning deceased Sisters for family trees, genealogies or family books is increasing steadily. Records such as the Sister's identification card with biographical data, mission card and obituary are considered public records. The family history and the Sister's autobiography, unless they contain internal congregational affairs, are likewise considered public records. If there is any question or concern on the part of the Archivist about releasing some of the information, the Archivist is to consult with the Congregational Secretary or FSPA President who will then make the final decision.

In the event that documents are subpoenaed from the FSPA Archives, the President of the congregation with the assistance of the Congregational Secretary and legal counsel will handle the matter.

Archival materials are usually protected by the Articles and Bylaws of an organization, its legislative ordinances, executive directives and approved

policies. Religious profession records and some school and hospital records are considered public records and are subject to public law.

MAINTAINING ARCHIVAL MATERIALS

SOURCES

All administrative, historical and pertinent records and materials of the general administration, provinces, regions, sponsored institutions, convents, schools and various apostolates and ministries in which the Sisters were or are engaged are sources from which materials are drawn for the archives. The diaries and annals of St. Rose Convent, local communities and individual Sisters are valuable sources of congregational history. Therefore, they are kept faithfully.

PRESERVATION AND DESCRIPTION

All records are kept in acid free folders and containers, acid free albums or acid free storage boxes in the repository where humidity and temperature are maintained at the levels recommended for preservation. The computer in the steam plant can monitor the humidity and temperature when the Archivist is out of town. Records are arranged and organized according to a specifically designed system for the FSPA Archives for easy accessibility and retrieval. The indices for the various types of materials are retained both in printed and computerized forms.

RETIREMENT OF RECORDS

ADMINISTRATIVE PAPERS

Materials and records are kept for one term of office for reference and are submitted at the end of each term to the Congregational Secretary who then forwards them to the archives.

These include:

official papers and correspondence generated and received by the President, Vice President(s), Corporate Members and Mission Councilors, minutes and agenda materials from such bodies as General Council, Assemblies, Leadership Council meetings and appointed committees and task forces, minutes and agenda materials of the Generalate Directors' meetings and the official papers and correspondence generated and received in each department, minutes and official papers of the Local Communities as requested by the President and Leadership Council, minutes and agenda materials of board meetings and official papers including correspondence from internal institutions such as St. Rose Convent, Villa St. Joseph and FSPA spirituality centers and minutes and agenda materials of board meetings and other official papers from the sponsored institutions until November 2018 when the transfer of sponsorship occurred.

INSTITUTION/HOUSE/SCHOOL RECORDS

When an institution or an established house is closed, all records relating to the congregation are sent to the archives where they will be processed and relevant materials retained so that the history of the place may be preproperly preserved.

It is the responsibility of the Sister who is on individual assignment to see that her ministry in that particular place is documented in the Archives by means of a diary, the annals or some other appropriate manner.

RECORDS OF MEMBERS

Upon the death or withdrawal of a Sister, the Congregational Secretary sends to the Archives the Sister's personal file and all her records.

The archivist is consulted regarding the disposition of the deceased Sister's personal effects that may be of archival value such as letters, diaries, journals, notebooks, writings and memorabilia. It would be helpful if the Sisters would either mark an item(s) as archival material or inform someone that she wishes an item(s) to become archival material(s). (See form: CONSENT AGREEMENT – PERSONAL ARCHIVAL MATERIALS)

Whenever a Sister publishes any material, a copy is deposited in the archives for preservation.

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Accessioning of Records

Congregation Documents and Materials

Documents and materials received in the FSPA Archives from the Congregational Secretary, a local community, or an individual Sister will be entered into the database designed for accessioning and description.

All documents and materials are entered into the General Index unless they are preserved in a Sister's individual file, in newspaper albums, in the books and publications collections or in photographs and slides collections. In addition to the General Index, there are specific indices for all documents, oversized boxes and files, books, publications, videos, audio cassettes, CDs, DVDs, photographs, slides and the Sister Thea Bowman Collection.

Submitting Materials to the Archives

As previously stated, all administrative documents and materials are submitted to the Congregational Secretary who in turn forwards them to the FSPA Archives. Many other materials as listed in the Classification of Records are submitted directly to the Archives.

Interest in preserving the treasures of the past by individual Sisters and others is appreciated. To ensure that items given to the Archives are valuable as archival material, it is necessary to observe the following procedure for labeling:

Newspaper clipping

Name of the newspaper
Date- month, day and year
City where published

Magazine article

Name of the magazine
Date-month, day and year
Volume, number, page(s)

Photograph

Names of the people in order
Occasion or activity
Date
Place

On all documents, it is imperative that the year is indicated.

Making Records Available Guidelines for Researchers

All researchers, Sisters or other individuals are to read these guidelines.

Permission to use the FSPA Archives is obtained from the Archivist or the Congregational Secretary or President.

Each researcher is required to fill out a form stating the purpose of the research and the records to be consulted. (See Forms)

A time for doing the research is arranged between the researcher and the Archivist.

The use of certain materials is restricted by statute, office of origin, or by a request of the donor. The researcher may quote from those restricted documents only with the permission of the Congregational Secretary or President and with due reference to the source. That is:

FSPA Archives

912 Market St.

La Crosse, WI 54601-4782

Document _____

As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased, or used in anyway without the consent of the author.

The researcher must assume full responsibility for conforming to the laws of libel and literary property rights which may be involved in the use of manuscripts and other archival materials.

No one may enter the respository except authorized persons. Ordinarily, the archivist brings the requested material to the research room.

Records are to be handled with care; they are not to be traced over or marked. No carbon, ink, or ballpont pens are permitted in the research room. Pencils are provided.

If permission is given for reproduction, the process is done by the Archivist at an established cost per sheet or page. The reproduction may not be further reproduced or transferred elsewhere without prior permission in writing from the Archivsit or Congregational Secretary. Permission to Reproduce does not constitute permission to publish it.

If permission is given for the use of material for publication, a copy of the publication is presented to the FSPA Archives. A thesis or dissertation is considered a publication.

No book, document, manuscript or items may be removed from the Archives.

