

The Archivist and Records Manager is the official custodian of diocesan records and is responsible for the direction and implementation of the Archives and Records Management Program of the Diocese of Olympia.

<http://archives.ecww.org>



It has been an exciting year for the archives. The archives continue to make progress in creating better access for increasing findability, but also becoming more active within the profession that in the past.

The archives continue to utilize its digital asset management database, Preservica. As reference requests are answered, those records are digitized and added to Preservica. Starting from August 2023, the average time was just over seven minutes, leading to a 27% decrease in response time when compared to before using Preservica. Factors that led to this decrease were creating a digitization roadmap, improving how reference questions are tracked, and the searchability of Preservica.

This year, the archives have started to re-catalog the archives through the use of the database ArchivesSpace. This will be an ongoing project as many of the archival collections are very large and will take time to catalog. The benefit is this has led to collections being reprocessed, which means going back to old collections and reworking them in order to make them more accessible and to preserve their contents. Among the collections that have been reprocessed include St. Andrew's House, Cursillo, Underhill House, and Camp of the Holy Spirit, among other collections. I have also taken time to organize and delete duplicate digital files to free up space and make the collections more accessible. These collections are then added to the archives database ArchivesSpace. By reorganizing these collections, they are now more findable and can be more easily accessible. In addition, the Rev. Dr. Dennis Tierney donated his papers as the Diocesan Property Manager. That collection has been processed and a finding aid has been created.

I continue to be active within the Diocese. I made several visits to congregations this year and assisted with how to start an archive to help with what records to keep and what needs to be shredded. In addition, for this year's Convention, I will present what records to keep and the basics of preserving them.

Work at the St. Mark's Cathedral Archives continues and would not be possible without the support of the Dean and the Cathedral staff – they have my thanks and appreciation. Since becoming the archivist at St. Mark's, over ten collections have been organized and are to archival standards. To name a few, Cathedral Associates Collection, Mission Commission Records, Guild of St. Simeon and St. Anna (SAGE) Records, St. Mark's Verger's Records, and St. Mark's Personnel Files Records, among others. They have

also been cataloged into ArchivesSpace. The work at St. Mark's Cathedral could not have been accomplished without the help of Sara Hruska, who interned at Diocesan House and St. Mark's. She worked to process a collection and gained valuable experience working in archives.

Sara Hruska, a library student at the University of Washington iSchool, started as an intern in January. She is learning about appraisal, arrangement and description of archival collections. She also learned how to use Preservica and add digital files. Diocesan House volunteer Emily DiPaulo has moved on, and I wish her well. Emily, along with the many volunteers in our parishes and missions, make a significant contribution to the ongoing viability of Archives at all levels, and I would like to recognize and thank them for their service.

I continue to be active in the archival profession. In August 2024, I was asked to co-chair the Society of American Archivists 2025 Program Committee. I have been working with the other co-chair and committee members to create a solid program for next year's annual meeting. In addition, I was appointed to the Society of American Archivists Crisis, Disaster, and Tragedy Response Working Group. The Working Group

maintains and updates SAA's Documenting in Times of Crisis: A Resource Kit; develops and provides immediate and ongoing resources and response assistance to archivists, allied cultural heritage professionals, and their communities in times of tragedies, disasters, or other crises; and builds partnerships with organizations focused on relief efforts and cultural stewardship and preservation.

In late September of 2024, I spent a week in The Hague, Netherlands, attending the Leadership course for Cultural Heritage Stewards in Challenging Circumstances. The course is a partnership between the Smithsonian Cultural Rescue Initiative and Cultural Emergency Response (CER). The course looks to expand the skills of emerging leaders working in the field of cultural heritage disaster preparedness and response. The approach emphasizes critical thinking and collaborative learning. It delivers content on communication, resource mobilization, and strategic planning. I was the only person from the U.S. the other participants came from Vietnam, Bhutan, India, Jordan, Iraq, the Philippines, Ukraine, Senegal, Cameroon, Trinidad and Tobago, Barbados, and Haiti.

For more information about the Archives and Records Management Program, for reference, or for recordkeeping assistance - give me a call, send me an email, or go to the Archives web page at <http://www.ecww.org/departments/archives>

I'm looking forward to hearing from you!

Respectfully submitted,

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