

RESOLUTION

No. 29-1

ORIGINATOR: The Standing Committee on Canons

SUBJECT: Canon 4. The Archives of the Diocese

RESOLVED, that the existing Canon 4., The Registrar and Historiographer, of the Canons of The Diocese of West Tennessee be replaced in its entirety with the following Canon 4., The Archives of the Diocese:

CANON 4. THE ARCHIVES OF THE DIOCESE

Sec. 1. There shall be an Archives of the Diocese, the purpose of which shall be to preserve by safekeeping, to arrange and to make available the records of the Diocese, the Bishop and Council, and other important records and memorabilia of the life and work of the Church, and to carry out a program of records management, so as to further the historical dimension of the mission of the Church.

Sec. 2. For purposes of this Canon, records are defined as all fixed evidential information regardless of method, media, format or characteristics of the recording process, which have been created, received or gathered by the Diocese, its officers, agents or employees in pursuance of the legal, business and administrative function and the programmatic mission of the Diocese. Records include all original materials used to capture information, without regard to the informality of the characteristics of the record to be retained. The records and archives of the Church are not limited by the medium in which they are kept and include, but are not limited to, such formats as paper records, electronic records, printed records and publications, photo-reproduced images, and machine-readable tapes, film and disks.

Sec. 3. There shall be an Archivist, Historiographer and Registrar elected by the Convention upon nomination by the Bishop. Respectively, each serves a term of one year and may be re-elected for successive one year terms. The expenses of these various offices shall be provided for in the annual budget.

Sec. 4. The Archivist shall have the duty to manage the Archives, records and related information resources of the Diocese at the direction of the Bishop and in accordance with the records management program adopted by the Bishop and Council.

Sec. 5. (a) The Registrar shall have the duty to receive all journals, files, papers, reports, and other documents or articles that are, or shall become, the property of the Diocese, and to transmit the same to the Archives of the Diocese as determined by the Archivist.

(b) It shall also be the duty of the said Registrar to maintain suitable records of the ordinations and consecrations of all the Clergy of the Diocese, designating accurately the time and place of the same, with the names of the consecrating Bishops, and to have the same authenticated in the fullest manner practicable; and to take care for the similar record and authentication of all future ordinations and consecrations in the Diocese. Due notice of time and place of such ordinations and consecrations shall be given by the Bishop to the Registrar; and thereupon it shall be the duty of the Registrar to attend such ordinations and consecrations, either in person or by deputy.

(c) It shall be the duty of the Registrar to continue the List of Ordinations and keep a list of the Clergy in regular standing in the Diocese and to provide annually information to the Recorder of The Episcopal Church as provided for by Canon.

(c) It shall be the duty of the Secretary of Convention, within thirty days after the adjournment of the Annual Convention, to deliver to the Registrar the manuscript minutes of the Convention, together with the journals, files, papers, reports, and all other documents of the Convention.

(d) In the case of a vacancy in the office of Registrar, the Bishop shall appoint a Registrar, who shall hold office until the next Annual Convention.

Sec. 6. The Historiographer shall have the duty to distill and record from the historic records of the Diocese an ongoing annual historical record. To accomplish this duty, the Historiographer will be given ready access to archival and other historical materials of the Diocese and of the parent Diocese of Tennessee which may be housed in other archives and are pertinent to the completion of this duty. Said record shall include at a minimum a report concerning each congregation noting clergy changes and other matters of significance at both the local diocesan and larger Episcopal Church levels that impact the ongoing mission and ministry of the Diocese. This annual historical record will be recorded and made available electronically to the Diocese with an electronic and hard copy provided to the Archives of the Diocese for file.

EXPLANATION

Substitution of this Canon 4 brings the diocesan canons in line with the same positions as defined in the Constitution and Canons of The Episcopal Church.

