

## **Canon B-4: ARCHIVES**

### *Place of Deposit:*

1. a) The Synod shall provide a secure place of deposit for the archival records of the Diocese.
- b) The archives shall be the place of deposit of all non-current Diocesan and parochial records which have been determined by the Archivist to be of significant archival value.
- c) Section 1. a) may be set aside if the Heritage Committee is satisfied that the records are held in a secure manner, and in a place in which they will not deteriorate or be damaged by the environment.

### *Heritage Committee:*

2. a) The archives shall be administered by the Archivist under the direction of the Heritage Committee, subject to the authority of the Executive Committee.
- b) The Heritage Committee shall consist of:
  - (a) the Bishop, who shall serve as Chair;
  - (ii) the Treasurer of Synod;
  - (iii) the archivist;
  - (iv) such members as may be appointed by the Bishop, and who shall remain in office during the pleasure of the Bishop.

### *Appointment of the Archivist:*

3. The archivist shall be appointed by the Bishop and remain in office during the pleasure of the Bishop.

### *Duties of the Archivist:*

4. The Archivist shall:
  - a) provide aid and support to the Heritage Committee in stimulating and sustaining an interest in, and appreciation of, the history of the Diocese; and
  - b) preserve all diocesan archival materials of historical value, and arrange and describe them according to standard archival principles.

*Duties of Archivist and Chair of Heritage Committee:*

5. The Archivist and the chair of the Heritage Committee shall:
  - a) provide access to the archives,
  - b) assist researchers in the use of the archives,
  - c) answer mail, telephone and personal enquiries, and
  - d) conduct research as requested by the Diocese, its officers, and parishes.