

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:
 - (i) the Bishop;
 - (ii) the Treasurer of Synod (Amended 1997);
 - (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.

(Enacted 1991)

[formerly Canon 39]