

[Supplied April 2014]

**Society of the Sacred Heart
England and Wales Provincial Archive
Personal Papers Policy**

Personal papers include (but are not restricted to)

- qualification certificates
- birth certificates
- sacramental certificates
- vow formulae
- personal correspondence
- notebooks/journals/diaries
- unpublished writings – articles, etc.
- lecture/talk notes
- photographs
- artwork
- artefacts
- items relating to individual ministries
- Newspaper clippings about individual rscj

Sisters may deposit personal papers with the Archives (Barat House) at any time. The Archivist will discuss with the Sister any items that may not be considered to have archival value, and these will either be returned to the Sister or disposed of, according to the Sister's wishes.

Upon the death of an rscj, her personal items are sorted by a member of the community or another Sister appointed to carry out this task. During this process the Archivist is happy to answer any enquiries about which items should be sent to the Archives. When the deceased Sister has surviving family members it is normal to offer family photographs and family papers to them in the first instance.

Once personal papers have been sorted they should be sent to the Archives. Items should not be sent by post, as even recorded delivery items can go missing. It is much preferred if items are sent with a Sister or a member of staff. It does not matter if this means that there will be a delay of several weeks before someone is able to bring the items to the Archives.

When personal papers arrive at Barat House they will be appraised by the Archivist who will make decisions about what should be kept and where. As already noted above, where a Sister has deposited her own papers, anything that is not archival will be offered back to the Sister. When a Sister is deceased non-archival items will be disposed of in an appropriate manner.

Once appraised the majority of papers will be archived in the personal papers collection under the Sister's name. The collection is arranged alphabetically by surname. In some cases the Archivist may decide that some of the items should be stored with other collections. Examples of such occasions include (but are not limited to) the following:

- when a Sister has been in possession of personal papers belonging to another Sister – these would be filed under the other Sister's name
- the papers include items relating to the time a Sister worked in a specific place or ministry that already has its own collection – for example, a set of prize-giving leaflets for a Sacred Heart school would be placed in that school's collection and a note made in the catalogue that the items were originally among the Sister's personal papers and have been added to the school collection. However, when a Sister has items that relate to her own time as a student at a Sacred Heart school, these items would be left among her personal papers.

The nature of personal papers means that one Sister's collection can include different media and vastly different sizes of items. As such it is not always appropriate to store all of the items together. The Archivist will wrap and store the items in the most appropriate manner for their long-term preservation, and their location will be indicated in the catalogue record.

Access

Personal papers can include some very personal items e.g. prayer journals. No access is given to the papers of a Sister who is still alive without her granting permission in writing.

Access to the papers of a deceased Sister for research purposes is subject to approval by the Provincial Team. The Archivist will advise the Team as to the content of the collection in order that they can make an informed decision. It

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should be remembered that journals, diaries and correspondence, for example, can contain references to people who are still alive and therefore could bring to light data protection issues.