

ARCHIVES AND HISTORY COMPILATION  
ANNUAL REPORT 2021  
Susan Cooper, Archivist

The National Church encourages every diocese, congregation and organization in the Episcopal Church to collect, preserve and organize its records and to share its history and encourages us to join the National Episcopal Historians and Archivists which we have for a nominal cost of \$35 annually. The Grace Archivist, Susan Cooper used their book, *Archives for Congregations; A practical Guide to Developing Church Archives*, 2<sup>nd</sup> edition. The Vestry approved this work IN 2015.

From 2015 – 2019, the archives paper documents were organized and being prepared for preservation or scanning depending on the importance of the document. Photos were parsed by year when we were able to determine a date. Progress was being made to identify events and individuals and that subject and identification of people in the picture.

In March 2020 the church closed and this ministry was slowed down. As for all ministries, storage space at Grace is limited and recently archived papers, photos, reports, incunabula and albums were moved to unsuitable cabinets. Architectural plans reside in boxes on top of a cabinet without protection. Boxes of financial materials and church papers have been left in front of storage units obstructing access.

If we are fortunate enough to open again we will need to find suitable space to accommodate archives and I am recommending a reevaluation of storage at Grace. It appears that 40-50% of items in all storage areas can be returned to owners or discarded. The National Archives recommends keeping two years of financial reports. All other years can be documented by the annual summary or report. Other plans include eliminating Diocesan materials by offering them to either the Diocesan Library or the Diocesan Office.

I want to thank Marge Kosek has been helping since 2015. A shout out to former parishioner Gladys Alford who worked with us for a year during the sorting phase. Barbara Preas and Jan DeRoth Handed over their well document photo albums. We have received archival gifts from Dwayne Lawrence. Dwayne still has a set of architectural drawings loaned to him for envisioning the future expansion of Grace's physical plant.

The families of deceased parishioners have given archives the Grace papers from their time at Grace which helps to identify a time period and ad to the collection. Marilyn Jordan's files contributed a rich array of information.

THE HISTORY OF GRACE IN THE DESERT

Our history is in the process of being updated and written for the website. Resources currently reside in the writing file in Susan's possession, duplicates of most of these documents are in archives. Those documents include the following:

- A founding of Grace file.
- A 20th Anniversary Bulletin for the 20th Anniversary of Grace
- The Story of Grace written in 2011 for a Gala Celebration and Silent Auction.
- Gala swag 2012 Photo Calendar presented to participants is also being mined for history.
- Clergy time line being created by Susan Cooper

- 2013-2021 documentation of Fr. Shannon's tenure at Grace.
- On November 15, 2014 Grace celebrated 25 years and those documents are available for this more comprehensive history as well.
- The Covid years have been recorded on line or shared electronically.

Written progress on the History of Grace is about 50% accomplished. Once it is complete the task will be to illustrate it from the photo archives.