

The ARC

Manual of the
International Pentecostal Holiness Church
Archives & Research Center



Revised August 2010



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Archives is a collection of people . . . God's people.

PURPOSE

The purpose of our Archives is to keep aglow the light of Christ shining through men and women in our history, into people of today, and leaving an afterglow of His faithfulness as a heritage for generations yet to come.

The International Pentecostal Holiness Church Archives and Research Center is called to preserve historical records, to keep alive experiences, happenings, wisdom, and decisions of our church people. The purpose is practical because we make available this valuable information for use by church administrators, publishers, authors, scholars, students, and family members.

The children of Abraham were taught to say:

“Our father was an Armanean who wandered . . . “
Deut 26:5

This story was told for many years. But God commanded that the story be committed to writing. This helps explain why so many Christians journey to Israel. First and foremost because there is a written account that has been preserved about the acts of God in the land of Abraham.

In Old Testament times and in the apostolic age, chosen servants were guided to reduce to writing and thus to a permanent form, God’s word for the church. In due time the Jewish people lost not only their ark, their temple, but their land itself. Yet they preserved their heritage in the sacred writings of the Law and the prophets.

When we think about the preservation of scripture, we should also not forget the work of the scribes, these anonymous and faithful laborers who in the so-called ‘Dark Ages’, when civilization in the classical sense was threatened on all sides, and when it was impossible to multiply the books as we now do by the printing press, preserved scriptures by copying the manuscripts faithfully.

Footsteps Along the Way

According to the *Minutes of the Fourth General Conference of the Pentecostal Holiness Church* (Roanoke, Virginia, May 3-11, 1921), former Pentecostal Holiness Church General Superintendent G.F. Taylor was appointed archivist in 1921. Here is the way it was published in the minutes (p. 29):

On motion, the office of archivist of the church was created, and on motion, G.F. Taylor was appointed to this office.

Rev. Taylor would follow this with an editorial (*Pentecostal Holiness Advocate* – July 14, 1921, p. 1) calling for valuable historical materials to be forwarded to Franklin Springs. In a later editorial (*Pentecostal Holiness Advocate* – June 12, 1930, p. 1) he mentions an archivist appointed in the 1929 general conference and then goes on to say:

There should be built within the Publishing House a fireproof vault, and our records deposited there. Personally, I have a few records that I have collected through the past years; and when the church builds such a vault I shall be glad to turn over all my personal files for deposit there, but I do not care to do it until I have the assurance that they will be preserved.

In the same piece Taylor said that “the historian can’t write without records; and alas! the greater part (perhaps 99.9 per cent) of our early records have been destroyed.” Why does that matter? One of four reasons given was: “There are now thousands of our members who do not know anything of the early days ...”

One of the next important developments would not materialize until the establishing of Archives at Emmanuel College in Franklin Springs, Georgia by Miss Dorothy Poteat around 1960. These Archives still exist.

The next effort was in 1964. A Commission on History and Archives was appointed--Dr. Vinson Synan, Dorothy Poteat, Rev. James Butler and Dr. Harold Paul. In their "spare" time they sent out forms for biographical information and received a good response from ministers in many conferences. This information was stored. It now is an important part of our history that we would have missed without the perseverance of these pioneers. The efforts of this commission are praiseworthy and appreciated.

IPHC appointed Miss Dorothy Poteat National Archivist in the 1960s. (*Pentecostal Holiness Advocate* 5-15-65) In 1982 Bishop Leon Stewart appointed Dr. Vinson Synan, Dr. Charles E. Jones (Consultant), Mrs. Margaret Muse Oden, and Mrs. LaDonna Scott to discuss and establish an official Archives for the Pentecostal Holiness Church at the International Headquarters in Oklahoma City, Oklahoma. Margaret Muse Oden was appointed National Archivist. Agnus Robinson and Doris Moore are among those who later made lasting contributions in this capacity.

In January 1983, the first step was taken through an open door of service, another arm of the Church extended through which God's love flows. Policies and guidelines were written and approved by the General Board of Administration. Contacts were made which began the "collection of our people" to become the Archives that we share to the glory of God. Subsequent minor changes were approved by the General Executive Board.

The 1996 installation of a library vault at the Global Ministry Center was a major step forward in the IPHC Archives CPA project proposed by Dr. Harold D. Hunter.

C - Collection

P - Preservation

A - Access

Dr. Hunter also published the first Pentecostal Archives web and led the way in digitizing the collection in addition to establishing an electronic database.

This revised manual was approved by the Executive Committee of the Council of Bishops and the Council of Bishops in 2010.

STRUCTURE

The IPHC Archives & Research Center is owned and operated by IPHC Ministries.

The Archives and Research Center is structured to be an effective part of the International Pentecostal Holiness Church worldwide in all her varied languages. The heartbeat of the Church internationally is monitored, recorded and preserved by way of archival records.

General Conference - Conferences - Local Churches

Responsible to the General Superintendent's Office and the Executive Committee of the Council of Bishops, it is important that the Archives and Research Center is rooted in each conference worldwide.

The General Superintendent recommends the appointment of Director of the Archives and Research Center at the Global Ministries Center (GMC). The Executive Committee of the Council of Bishop approves the Director's appointment.

Then, working in harmony with the International Archives and Research Center, each Conference Superintendent and his/her Executive Council appoints a Conference Archivist whose duties are described in "Guidelines" (see exhibit "A").

The Conference Executive Council and the Conference Archivist will encourage and assist local churches within each conference to appoint local church historians (see "Guidelines," exhibit "B").

In this way our entire Church benefits from the histories and records being kept and they will more accurately be preserved.

On a regular schedule, both the Conferences and local Churches will transfer approved archival materials to IPHC Archives and Research Center in Oklahoma City, Oklahoma.

The Archives and Research Center

Codes for books in the Archives and Research Center will be determined by the Library of Congress.

Codes for IPHC departments in the GMC will be adapted from a GMC accounting list. These codes need to be used as ascension numbers in order to transfer papers in addition to providing the core identity of materials entered into the Library Master database.

The codes which follow will be the basis for the GMC approach to archiving electronic records. One addition will be for Extension Loan Fund. It is the prerogative of administrators in question to create subfolders as needed. If this project succeeds, it will minimize the amount of scanning that would follow the next quadrennium. In order to move an archival document(s) to its proper location, one must use Explorer or "My Computer" to transfer from a hard-drive to j:\archives\department (e.g. j:\archives\gso). Security considerations prohibit the use of features like "save as" in an application like MS Word to accomplish this task.

FUND 100 FUND

DIVISION	000	GLOBAL MINISTRY CENTER DIVISION
Section	000	GMC General
Dept	00000	GMC General
Section	010	Income Allocation
Dept	0100A	Tithe Allocation
Dept	0110A	Global Outreach Offering
Section	070	Benefit Programs
Dept	0710A	Ministers Family Benefit
Dept	0720A	Retirement Plan - Defined Benefit
Dept	0730A	Retirement Plan - 403(b) Tax Sheltered Annuity
DIVISION	100	GENERAL SUPERINTENDENT DIVISION
Section	100	General Superintendent's Office General
Dept	1000A	General Superintendent's Office
Dept	1000P	General Superintendent's Office

Section	110	Administrative Services
Dept	1110A	Accounting Services
Dept	1110P	Accounting Services
Dept	1120A	Human Resources
Dept	1120P	Human Resources
Dept	1130A	Network Services
Dept	1130P	Network Services
Dept	1140A	Operations Management
Dept	1140P	Operations Management

Section	120	Communication Services
Dept	1210A	Communcation Services
Dept	1210P	Communcation Services
Dept	1220A	Research and Statistics
Dept	1220P	Research and Statistics

Section	030	Governance
Dept	0310A	Executive Committee
Dept	0320A	Council of Bishops
Dept	0340A	Finance Committee
Dept	0360A	Ministries Cabinet
Dept	0380A	General Conference
Dept	0390A	World Pentecostal Holiness Fellowship

Section	160	Ministerial Services
Dept	1610A	Clergy Development/WIN
Dept	1610P	Clergy Development/WIN
Dept	1620A	Superintendent and Conference Development

Section	170	Other Services
Dept	1710A	Archives
Dept	1710P	Archives
Dept	1720A	Ministers Wives Fellowship

DIVISION 200 DISCIPLESHIP MINISTRIES DIVISION

Section 200 Discipleship Ministries General

Dept 2000A Discipleship Ministries

Dept 2000P Discipleship Ministries

Section 210 Children's Ministries

Dept 2110A Children's Ministries

Dept 2110P Children's Ministries

Section 220 Church Institutions

Dept 2210A Church Institutions

Section 230 Men's Ministries

Dept 2310A Men's Ministries

Dept 2310P Men's Ministries

Dept 2320A DRUSA Administration

Dept 2330A DRUSA Responses

Section 240 Royal Rangers

Dept 2410A Royal Rangers

Dept 2410P Royal Rangers

Dept 2420A Camporama

Section 250 Women's Ministries

Dept 2510A Women's Ministries

Dept 2510P Women's Ministries

Dept 2520A Girl's Ministries

Dept 2520P Girl's Ministries

Dept 2530A Power Chic's

Section 260 Youth Ministries

Dept 2610A Youth Ministries

Dept 2610P Youth Ministries

Dept 2620A Youth Quest

Section	290	Other Discipleship Ministries
Dept	2910A	Sunday School/Small Group Min
Dept	2920A	Family Ministries
Dept	2930A	Senior Adult Ministries
Dept	2940A	Singles Ministries
DIVISION	300	EVANGELISM USA MINISTRIES DIVISION
Section	300	Evangelism USA General
Dept	3000A	Evangelism USA Dept
Dept	3000P	Evangelism USA Dept
Section	310	Chaplains Ministries
Dept	3110A	Chaplains Ministries
Dept	3110P	Chaplains Ministries
Section	320	City Quest
Dept	3210A	Church Development - Admin
Dept	3210P	Church Development - Personnel
Dept	3220A	Church Multiplication - Admin
Dept	3220P	Church Multiplication - Personnel
Section	330	Partner Ministries
Dept	3310A	M-25
Section	340	Spanish Language Ministries
Dept	3410A	Hispanic Ministries
Dept	3410P	Hispanic Ministries
Dept	3420A	INE
Dept	3420P	INE
Section	350	Other Intercultural Ministries
Dept	3510A	African American Ministries
Dept	3510P	African American Ministries
Dept	3520A	Korean Ministries
Dept	3530A	Philippino Ministries

DIVISION	400	WORLD MISSIONS MINISTRIES DIVISION
Section	400	World Missions General
Dept	4000A	World Missions Ministries Dept
Dept	4000P	World Missions Ministries Dept
Dept	4010A	Missions Vehicles
Section	410	Missionaries
Dept	4110C	Field Missionaries
Dept	4120A	International Missionary Program
Section	420	People to People
Dept	4210A	People to People Dept
Dept	4210P	People to People Dept
Section	430	TEAMS
Dept	4310A	TEAMS Dept
Section	440	Coffee House Ministry
Dept	4410A	Coffee House Ministry

PERSONNEL

1. Director of the Archives and Research Center

JOB DESCRIPTION

NAME:

TITLE: Director of Archives

SUMMARY DESCRIPTION

To collect and preserve historical records and to keep alive experiences, happenings, wisdom, decisions of our church for the purpose of making this vital and valuable information available for use and research by church administrators, authors, scholars and students. Thus obeying and fulfilling God's command to tell of God's mighty works from one generation to another (Psalm 145:4, Joshua 4:21-24, Jeremiah 6:16).

I. Responsibilities

- a) Through correspondence, writing for publications, producing brochures, and by personal contacts help people to know what Archives are and to recognize the important role Archives play in the progress of the church today.
- b) Devise and establish the means for acquisition and retention of archival materials throughout the entire church.
- c) Establish (and continually update) suitable methods for preserving and restoring (when possible) old documents, papers, photographs, etc.
- d) Corresponding with donors, possible donors, and with families who want to donate papers of deceased loved ones.
- e) To acquire oral history from as many people as we can reach. This will require working with and training volunteers throughout the church who will be able to get the oral history from pioneers in their own localities.
- f) Writing and producing materials to keep informed those who are interested in IPHC history.

Director of Archives

- g) Attend meetings for archivists, learn and fellowship with others in this field of ministry. Also, inform others about our organization. Share God's goodness among people of all denominations.
- h) Attend, and when possible have a display at conventions, conferences, etc, to inform more graphically the practical use of archives materials and to encourage participation.
- i) Work in cooperation with others who have archives collections--in our own church and outside our denomination. Always maintain good public relations.
- j) Devise and work out ways to help local churches, conferences, heads of general departments to keep current records for history and to set up a regular schedule of transfer to Archives at the GMC.
- k) Encourage the use of our Reading Room and continually seek out ways to improve the effectiveness of Archives to all people.
- l) Interact with IPHC conferences and local church archivists.

II. Reporting

- a) To the General Superintendent, the Executive Committee of the Council of Bishops, and the Council of Bishops.

JOB DESCRIPTION

NAME:

TITLE: Inventory Control Clerk/ Assistant to the Director

SUMMARY DESCRIPTION

Keep inventory of all archival materials, properly record, file and store and to perform secretarial duties, assisting the Director when called upon.

I. Responsibilities:

- a) Assist in identifying, assessing, evaluating all materials received.
- b) Scan documents that benefit from the ready access of computer programs.
- c) Microfilm records that are deemed to be of permanent value.
- d) Inventory archival materials on network software
- e) Properly store materials in acid-free boxes, laminate, seal, etc.
- f) Photocopy materials as requested by patrons of the IPHC Archives and Research Center.
- g) Assist local and non-residential patrons as needed.
- h) Provide help for the IPHC Archives and Research Director with a range of projects, especially the production of products and communicating with donors.
- i) Give assistance to the Director as needed.

II. Reporting

- a) To the Director
- b) Volunteers are of value to the Archives and Research Center. We are blessed when people donate their skills to help with indexing, filing, serving, clipping, etc.

POLICIES

Good stewardship requires our setting guidelines for all researchers. However, if a legitimate problem arises, the researcher may inquire as to possible exceptions.

Following are the policies regarding access and use of the I.P.H.C. Archives and Research Center which have been established and approved by the Executive Committee of the Council of Bishops.

STEWARDSHIP REQUIREMENTS FOR READING ROOM IN THE IPHC ARCHIVES AND RESEARCH CENTER

1. Archive Collections are housed in a "closed" area. No patrons may enter this area unattended.
2. No smoking is permitted on the IPHC GMC campus nor in the buildings.
3. No food or drink is permitted in the reading area.
4. Fountain pens are not permitted in the reading area. Please use pencil only.
5. No document, file, pictures, or other material belonging to the collections of the IPHC Archives may leave the reading area without express permission from the Director of Archives.
6. Archive materials must not be marked, cut, torn, folded, soiled, disarranged, or in any way damaged.
7. The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The IPHC Archives reserves the right to refuse to accept a copying order, if in its judgement; fulfillment of the order would involve violation of copyright law.
8. The infringement on any of the above policies may result in the withdrawal of the researcher's privileges of access to the IPHC Archives.

RESPONSIBILITY OF RESEARCHER

1. Legal Responsibilities of the Researcher:

The researcher is responsible for complying with the laws of copyright, libel, privacy, and literary property rights involved in copying, quoting, or otherwise using materials in the IPHC Archives and Research Center. Be aware that certain unpublished manuscripts may have restrictions placed on their use as a matter of common law copyright.

2. Special restrictions by the IPHC Archives and Research Center or donor of a collection:

- a. Certain documents and collections may have restrictions placed on their use by the IPHC Archives when there is a threat to the preservation of the materials. Such collections might be closed until encapsulated, digitized or microfilmed. They may also be determined to be too fragile for photocopying. The Archives may also close a collection until it has been processed into the Finding Aids (Library Master).
- b. Certain documents and collections may have copyright or other restrictions imposed by the donor or depositor of a collection. These restrictions may vary greatly. A researcher can obtain information about such restrictions from the IPHC Archives Director.

3. Confidentiality of certain official church records:

Unpublished minutes, correspondence, studies, manuscripts, audio recordings and other records produced by the official agencies and offices of the International Pentecostal Holiness Church may have a schedule of restrictions placed on their access. No collection or document will be classified as closed or confidential without the assignment of a date or method for which these restrictions may be eased.

- a. All office files are considered restricted for a period not less than fifteen years from the date of origin. Access may be granted by obtaining permission from the office whose files are in question.
- b. The papers of a General Superintendent may be closed until the General Superintendent's death and until the Archives has processed the papers into its Finding Aids.

- c. Certain files, file series, or record groups may be closed due to the confidentiality of the records. Examples of these would include the records and minutes of the Executive Committee of the Council of Bishops, Council of Bishops, Finance Committee, General Board of Administration, General Executive Board, and Planning & Budgetary Committee (PBC). If a researcher desires access to these materials, the researcher must make the request in writing to the respective church bodies through the general superintendent.

4. Privacy restrictions:

- a. Due to the Privacy Act of 1974, any and all personnel files, medical forms, employment applications or other privileged information granted to the International Pentecostal Holiness Church by any individual person will be closed until that person's death. When the person's death cannot be verified, the Archives will regard a period of seventy-five years as sufficient time for the restriction of such information.
- b. No researcher is permitted to use the resources of the IPHC Archives to compile or update any mailing list or directory without first obtaining the written permission of the General Superintendent of the International Pentecostal Holiness Church.

5. Special restrictions regarding use:

Access to materials in the IPHC Archive & Research Center does not necessarily constitute permission to publish, quote, or otherwise cite such material in the classroom, in publication or in any other form.

- a. Such use of any published or unpublished materials in the IPHC Archives is restricted when the well being of friends and members of the International Pentecostal Holiness Church who are located in potentially hostile political environments might be jeopardized. For example, the researcher is not permitted to so use photographs or materials which could personally identify friends of the church of mainland China. Similar restrictions may exist for materials relating to certain areas of Africa, the Middle East, and the Caribbean. The Archives can provide current information regarding such restrictions to the researcher.

- b. Should the researcher encounter any unpublished material in the IPHC Archives having regard to any private, personal, or ethical misconduct, then the researcher shall not be permitted to use this material without first obtaining permission of the General Superintendent of the International Pentecostal Holiness Church. If the researcher encounters such materials, it must be understood that any personally identifying information is to be kept in the strictest confidence.

When considering application for the use of such material, the General Superintendent will consider the credentials of the researcher, the nature of the project, the relationship of such material to the project and any other factors which may be deemed applicable.

The following is a form to be signed by guest researchers:

I have read and fully understand the policies regarding access and use of the International Pentecostal Holiness Church Archives and agree to comply with them as stated. I understand that an infringement of this policy may be regarded as an infringement of the property rights and copyrights of the International Pentecostal Holiness Church.

Signature of Researcher

Date

Closed and locked files are maintained for sensitive papers. These restricted files can only be opened by special orders of the General Superintendent, the Executive Committee or the Council of Bishops. The restriction is noted on the "Record of Donation" form and signed by the donor. Time of restriction is detailed in the appropriate forms.

Exhibit "A"

GUIDELINES FOR CONFERENCE ARCHIVISTS

1. Keep the record of your conference history on a two-year basis.
2. Conference publications, minutes, ministers' reports, and committee reports are sources of information for your history.
3. It is the story behind the names and events that really make a history. As you jot down things to remember, be sure to include a whole picture - why and how as well as who, what, and when.
4. Include a list of conference officials, staff members, licensed and ordained ministers, and mission workers.
5. Outstanding and interesting events that happen in the lives of conference personnel should be a part of your history.
6. We welcome photographs. Please do not write on the picture and do not use scotch tape. Mount them with mounting corners (available in office supply or variety stores). A small amount of white glue at the corners is an alternative. Black and white pictures last longer than color prints. Please identify people, place, and event for each picture.
7. The history that you compile is more than an album or a scrapbook. It is a collection of people - God's people. So write thoughtfully and prayerfully.
8. Type the manuscript. Sign your name and date it. Send the original to the IPHC Archives and Research Center and keep the duplicate copy for your local records.
9. Mail the manuscript in a large flat envelope. Do not fold. Use cardboard to prevent damage.
10. A film or some type of graphic presentation of your history would be an added highlight at conference.

For further information contact:

IPHC Archives and Research Center
P.O. Box 12609
Oklahoma City, Oklahoma 73157

GUIDELINES FOR LOCAL CHURCH ARCHIVISTS

1. Keep the record of your church history on a yearly basis (January through December).
2. Church bulletins, newsletters, secretaries' minutes are sources of information as you take notes of events for your history.
3. It is the story behind the names and events that really make a history. As you jot down things to remember, be sure to include a whole picture--why and how as well as who, what, and when.
4. Include a list of church officers and staff as well as minister.
5. Outstanding and interesting things that happen in the lives of church people, women's ministries, youth, and Sunday school should be a part of your history.
6. We welcome photographs. Please do not write on the picture and do not use scotch tape. Mount them with mounting corners (available in office supply or variety stores). A small amount of white glue at the corners is an alternative. Black and white pictures last longer than color prints. Please identify people, place, and event for each picture.
7. The history that you compile is more than an album or a scrapbook. It is a collection of people - God's people. So write thoughtfully and prayerfully.
8. Type the manuscript. Sign your name and date it. Send the original to the Archives and Research Center and keep the duplicate copy for your local records.
9. Mail the manuscript in a large flat envelope. Do not fold. Use cardboard to prevent damage.
10. Your church would enjoy having you to share your historical account with them. A family night dinner might be a good time for your presentation.

For further information contact:

IPHC Archives and Research Center
P.O. Box 12609
Oklahoma City, Oklahoma 73157

PROCEDURE

Keeping in mind that "Archives is a Collection of People," we recognize that "people" are the best collectors of archival materials.

So much of our church history is written only in the hearts of those who lived it -- those who were there when it happened. And, a lot of our heritage died there -- untold in the hearts of our people.

One great source of firsthand knowledge is the making of oral history on cassette and video tapes. Personal experiences told by the person who lived them are inspirational as well as a major historical source.

It is important for us to act without delay before the vital grassroots of our heritage is lost.

Receiving and the Acknowledgement of Collections

By way of personal contacts, correspondence, articles in *IPHC Experience*, etc., we let people know that our Archives and Research Center is prepared to preserve and to make available for research these histories, photographs, publications -- the heritage of our Church. We urge the sharing of individual knowledge of our church and church people.

When collections are received, a list is made of the contents. A proper form is signed and dated by the donor and an agent of the Archives and Research Center. Large collections are handled by the form that follows.



International Pentecostal Holiness Church

Archives & Research Center
 Post Office Box 12609, Oklahoma City, OK 73157
 Telephone: (405) 787-7110 * Fax (405) 789-3957

RECEIVING RECORDS

FROM:	DATE:
ADDRESS:	
MATERIALS TRANSMITTED: (BOOKS, RECORDS, PERSONAL PROPERTY)	NO. OF COPIES:
HISTORICAL SIGNIFICANCE:	

Purpose for transmitting materials:

- Release Agreement
 Because I am interested in sharing (as well as preserving) the history of the Pentecostal Holiness Church, I, the undersigned hereby grant and donate as a gift to the Archives & Research Center of the International Pentecostal Holiness Church to use as they see fit any and all property rights in and to the information contained in these materials, including printed or written matter, pictures, tapes, transcripts, or reproduction therefrom. Said materials shall become the sole and exclusive property of the Archives & Research Center of the International Pentecostal Holiness Church. This gift is given irrevocably and without any conditions or restrictions (unless as clearly defined below) or without any expectation of remuneration.

I understand that they will be made available for research according to the policies of the Archives & Research Center. I am assured that it will be handled with responsibility and good stewardship to encourage and to promote greater participation in fellowship with God and His people.

Signature of donor or courier _____

- Book Sales (obtain signature and attach)
- Exchange (On back, nature of)
- Loan (obtain signature and attach)

Purpose of Loan:

- Examination
- View to Purchase
- Study

- Identification
- Exhibition
- Other (Specify) _____

PREVIOUS OWNERS?		
CONDITION: GENERALLY <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR		
DONOR GRANTS; <input type="checkbox"/> UNRESTRICTED USE	<input type="checkbox"/> LIMITED ACCESS	SEALED UNTIL (DATE) <input type="checkbox"/>
CORRESPONDENCE ON THIS <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME	DATE
HOW SHIPPED?	POSTAGE, INSURANCE, & OTHER COSTS?	
RECEIVED BY STAFF:	APPRAISAL ATTACHED (NAME AND DATE)	
PRELIMINARY INVENTORY PREPARED (NAME & DATE)		
COLLECTION ACCESSIONED (NAME & DATE)	INDEX OR CATALOGUE PREPARED (NAME & DATE)	

PLEASE COMPLETE:

Name: _____

Address: _____

City/State: _____

Telephone: _____

The following "Record of Gift" form is used for the file and the location of storage box.

Record of Gift

Collection Name _____

Date Received _____

Accession No. _____

Inventory Location _____ Box Location _____

Source of Collection:

Creator of Collection _____

Source of Gift _____

Address _____ Phone _____

_____ Relationship _____

Deed of Gift: yes _____ no _____ church record _____

Description of Collection:

Inclusive Dates _____ Size _____

Restrictions _____

Other Related Materials _____

Content of Collection:

Archives Staff Member

Single items (or very small collections) are acknowledged by this form.

Acknowledgment of Donation

RECEIVED FROM _____

materials regarding _____

to become a permanent part of the Archives and Research Center of the International Pentecostal Holiness Church.

DONOR _____

DATE _____

ARCHIVES AGENT _____

Archives has a provision for materials on loan to the department. The following is the form to be used.

AGREEMENT OF LOAN

BETWEEN

and

THE ARCHIVES AND RESEARCH CENTER OF
THE INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

Date_____

It is agreed that the_____

are deposited with the Archives and Research Center on the following terms:

1. The ownership of the materials remains with

_____.

They may be recalled from the Archives and Research Center only by

_____.

2. They will be made available for examination subject to the rules of the Archives and Research Center.

3. Materials must be used in the area provided and specified by the Archives and Research Center.

Observance of the rules is expected in return for the responsibility assumed by the Archives and Research Center in accepting and preserving these records.

(signed) _____
Archives and Research Center

(signed) _____

Depositor(s)

Content of collection deposited is to be attached to this sheet.

After collections are donated and the proper form signed, a letter expressing appreciation is sent to the donor.

Transferal of Materials -- IPHC Departments at the GMC

With the exception of board minutes, only the immediate past quadrennium files are retained in GMC departmental offices. All others are relocated to Archives. Each GMC department is responsible to microfilm documents that are deemed to be of archival value. Departments will make duplicates of microfilm to be housed in underground vaults operated by Dataplex outside Jackson, Mississippi. Living in tornado alley, it is important to implement such a disaster plan. Also, metal staples and paperclips should be removed from files being moved to Archives.

Papers from a General Superintendent will be forwarded to the Archives and Research Center at a time no later than seven years after the end of his tenure as General Superintendent. The transfer of such papers need not be restricted to this time period should there be common consent between the General Superintendent in question and the sitting Council of Bishops.

All records produced while fulfilling the responsibilities of employment by the IPHC Ministries GMC and its agencies remain the property of the IPHC Ministries. IPHC Ministries personnel should not remove records from their offices when they retire, reach the end of their tenure in that office, or otherwise leave the employment of IPHC Ministries.

Sending records to the Archives & Research Center will be an implicit statement that the records no longer have an administrative value. The records continue to remain the property of IPHC Ministries. However, if at any time archived records are needed to conduct the business of the department, they may be requested from the Archives & Research Center and must sign a release form. In conjunction with the original GMC department in question, the Archives staff may determine that the records have no historical value and may dispose of them.

The following "check-list" is provided to help each department sort out what is considered to be of archival value.

PERMANENTLY VALUABLE RECORDS

RECORDS WHICH DOCUMENT THE:

1. Origins of the Church:

- Charter – Articles of Incorporation – Discipline

2. Distinctive Programs:

- Christian Education
- World Missions
- Evangelism
- Benevolence
- Women's Ministries

3. Policy Documents:

- Minutes
- Correspondence files of key officers – Administrative files of key officers
- Narrative and statistical accounts – State of the Church – Annual report – Annual audits – Historical sketches
- Research and investigative records
- Legal records
- Budget Records, Financial ledgers of final entry

4. Publications and Publicity Materials:

PH *Advocate* – Other periodicals – Church bulletins – Pamphlets –Manuals – Brochures – Flyers – Charts – Posters

5. Internal Management:

- How policies were implemented.
- How programs were carried out.
- What problems were encountered?
- Reports of prayer, praise and victory.

6. Significant Information about Persons, Things, Miracles;

- Biographical information about church people
- Files that relate to important historical personages, episodes or events
- Documented testimonies of deliverance

7. Miscellaneous:

Photographs (identified) – Scrapbooks – Registers – Records of dissolved Congregations – Artifacts

FUNCTIONAL CATEGORIES (Grouped by relative importance)

USUALLY VALUABLE

Addresses
Albums
Autobiographies
Briefs
Brochures
Budgets
Bulletins
Calendars
Catalogs
Diaries
Digests
Directions
Directives
Directories
Dockets

Statutes
Studies
Summaries
Surveys
Synopsis
Testimonials
Wills

OFTEN VALUABLE

Abstracts
Agendas
Agreements
Announcements
Awards

Elections, certificates and
returns
Guides
Handbooks
Histories
Indexes
Interviews
Journals, Research
Legal opinions
Logs
Manuals, policy
Manuals, procedure
Memoirs
Memorials
Messages, official
Minutes
Newsletters
Organizational charts
Platforms
Proceedings
Proclamations
Recollections
Regulations
Reports, annual
Reports, audit
Reports, research
Resolutions
Rolls
Rosters
Rules
Speeches

Books
Cables
Charts
Circulars
Collections
Contracts
Correspondence
Course Outlines
Dispatches
Diagrams
Disk recordings
Documents
Drawings
Files, personnel
Files, research
Filmstrips
Financial Statements
Journals
Ledgers
Letters, personal
Lists
Maps
Memoranda
Motion picture films
Music
Negatives, photograph
Order books
Papers, personal
Pardons
Payroll summary cards
Petitions

OFTEN VALUABLE (Continued)

Photographs
Plans
Poems
Posters
Publications
Recommendations

Registers
Schedules
Scrapbooks
Specifications, building
Subject files
Sermon notes
Tape recordings
Telegrams
Video tapes

USUALLY WITHOUT VALUE

Duplicate
Stencils
Supplies

OFTEN WITHOUT VALUE

Applications
Appointments
Bank statements
Bills, financial
Budget work papers
Cash books
Checks, cancelled
Claims
Day books
Invoices
Outlines
Purchase orders
Receipts
Releases
Sales literature
Shorthand notes
Tickler files
Vouchers
Warrants
Work papers

(Adapted from Society of American Archivists Basic Manual *APPRAISAL AND ACCESSING*, Chicago, 1977)

To make the transfer of departmental papers more orderly, the following detailed information provides step by step procedures.

Records Management--Inventory--Appraisal--Disposition

STEP ONE: RECORDS INVENTORY

DISCOVER: What records are currently being created.
 What records are being stored and where.
 How many records exist?

STEP TWO: RECORDS APPRAISAL

DETERMINE: The importance of a record
 How long the record is needed

STEP THREE: RECORDS DISPOSITION

DECIDE: What to do with accumulation of records.
 Destroy records that no longer serve a purpose.
 Except for board minutes, retain in office only the records
 of past Quadrennium.
 Microfilm important files.
 Transfer to Archives permanently valuable records.

"Why can't we just keep everything or send everything to Archives and let THEM decide what to do?"

One obvious reason for not keeping all records that are created is the amount of space they would require. Another reason is that, in general, only a small portion of records have the permanent value that earns them a place in the Archives. The costs involved in staff time, space, equipment and supplies, microfilming, digitizing, restoration, de-acidify, encapsulate, and other services provided to insure permanency would be very great. Also, much of the information contained in the records is duplicated elsewhere and there is no need to retain every record. Finally, over-retention of records is just as bad as under-retention. It is a disservice to your staff as well as archival staff who must retrieve information from files that contain a great deal of useless records. The Archives strives to preserve an accurate and complete body of records, but not too much! The QUALITY, NOT QUANTITY of records is the measure of a properly constituted Archives. The persons who create and use the records play an instrumental part in appraisal of the quality of records since they are most familiar with them.

STEP ONE: THE RECORDS INVENTORY

For the RECORDS INVENTORY, complete parts 1 and 2 of the RECORDS INVENTORY AND RETENTION SCHEDULE.

1. Title of records series: recall that a "record series" is a body of records arranged under a single filing system or kept together as a unit because it relates to a particular function. A good records series title is based on the activity of the function the records document.

Examples of title of records series:

- ANNUAL REPORTS
 - MINUTES
 - STATED CLERK'S GENERAL CORRESPONDENCE
 - RECORDS RELATING TO (Specific project or event), ETC.
2. Records series description: A good description of a record series will greatly aid you in appraising its value. In this part of the form, you are asked for six things:
 - a. The first paragraph beginning with "Documents relating to" should state what specific operation(s) within your judicatory the records support.
 - b. The second paragraph beginning with "Included are" describes the types of records on file.
 - c. The third paragraph, "Inclusive date of file" should provide the earliest and latest date of documents on file. If the inclusive dates are misleading because of significant gaps in the dates of the records, denote this by two sets of inclusive dates (Example: 1950-1969; 1976-1980, means there are records in the series from 1950 to 1980, with no records for 1970 to 1976.)
 - d. The fourth paragraph, "File is arranged", should specify the order of method of arrangement of documents in the series: alphabetical, chronological, numerical, etc. If the arrangement is alphabetical by name of person, subject or place.
 - e. The fifth paragraph, "Physical format" should describe the physical form of the records, i.e., legal or letter-size folders, 5" X 8" cards, microfilm, bound volumes, computer print-out, etc.

- f. Paragraph six asks for the quantity of records in terms of linear feet or inches, or if bound, the number of volumes.

When you have inventoried all of your records in this manner, the second step, **RECORDS APPRAISAL**, should be a snap!

STEP TWO: THE RECORDS APPRAISAL

After you have catalogued the records, you must make a decision as to how important a records series is and its usefulness to your offices and to the church as a whole. For the RECORDS APPRAISAL, complete parts 3, 4, and 5 of the form. The information recorded in this section will aid you in making a determination of how long the records series should be retained. Keep in mind that any record that is determined NOT to have archival value will eventually be destroyed. The following factors will help you decide upon the value of the records series and how long it should be kept:

1. Reference Rate: Naturally, records that currently receive a great deal of use need to be close at hand. If a record is not being referred to regularly, yet some future reference is anticipated, it could be placed in a holding center; if permanently valuable, moved to the Archives.
2. Retention requirements: the following considerations should enter into your appraisal decision:
 - a. Administrative Need - Will the records be needed to aid you in carrying out current business or future work? As long as a record is needed for these purposes, it has administrative value.
 - b. Legal Purposes - Will the record be needed to fulfill contractual or employee obligations, or state and federal agency requirements? If so, the record has legal value, and should be retained for the required period of time. If in doubt about the legal value of some of your records and the necessary retention periods, consult with your judicatory's lawyer.
 - c. Financial Purposes - Is the record needed to meet obligations to employees or to meet requirements imposed by state and federal tax agencies? (Budgets, Payrolls, audit requirements) These records have fiscal values and should be retained for specified periods.

- d. **Archival Value** - the questionnaire is designed to help you determine historical or archival value, the most difficult value to determine in an appraisal. These are records that have enduring value because they contain information about significant events or because they document the history and development of an organization. Archival records contain the OFFICIAL version of the organization's origins, policies, functions and administrative decisions. Archival records can be used as guides for solving present problems and in avoiding past mistakes. These records are of value to the historian as evidence of what was actually done by an organization.

STEP THREE: THE RECORDS DISPOSITION

In part six of the RECORDS INVENTORY AND RETENTION SCHEDULE, you are requested to designate a cut-off point for the series, and then determine what is to be done with the accumulation of such records.

1. Determine how long the record is needed in your office and enter this information in part "a."
 - a. If, at the end of its prescribed period in your office, the record needs to be kept elsewhere for an additional time, indicate this in the other parts. If the record is not useful beyond the time needed in the office, it should be destroyed.
 - b. Transfer to a local holding area - This refers to a space designated on site for storing records that need to be close at hand beyond their usefulness in office storage space, for example, three to five years longer.
 - c. Transfer to holding area - designating time to be retained for periods up to 25 years, after which time the records will be destroyed. There are records of continuing use to an office which do not warrant permanent preservation in the Archives.
 - d. Destroy - Some of the records of temporary value can be destroyed immediately at the end of their prescribed period in the office. Records that are not eventually destroyed are destined for permanent preservation in the Archives.
 - e. Transfer to Archives - records scheduled for permanent retention. These records document the history, organization and functions of your judicatory. Medal staples and paperclips should be removed prior to relocation. Departments are responsible to microfilm files judged to be of archival value.

When you have completed a RECORDS INVENTORY AND RETENTION SCHEDULE for each records series in your office, your Records Management Program is underway. The disposition instructions you formulate will apply to all future accumulations of similar records series, so the RECORDS INVENTORY AND RETENTION SCHEDULES will not have to be completed again except for new record series that are created in your office. To be effective, the disposition instructions in part six should be followed in the future. Plan to make an orderly disposition of your records at regular intervals to open up office records storage, destroy useless records, and place permanently valuable records in the Archives.

1. Title of record series
2. This file contains the following documents:

Documents relating to:

Included are:

Inclusive dates of file:

File is arranged:

Physical format of records:

Quantity:

3. Reference rate - How often are records referred to which are:

1-6 months old _____ 13-24 months old _____
7-12 months old _____ 25 months or older _____

4. Retention requirements - The following requires that the series be kept:

- a. administrative need, _____ years
- b. legal purposes, _____ years
- c. financial purposes, _____ years

5. Questionnaire to aid in determining retention periods:

- a. Is this the official copy of the series? Yes _____ No _____
- b. Is this a vital record? Yes _____ No _____
- c. Is the information in the series ever published or recorded in a summarized report? Yes _____ No _____
- d. Is there a duplication of this series in your office? Yes _____ No _____
- e. Is this series regularly microfilmed? Yes _____ No _____
- f. Does this series have historical or long-term research value?
Yes _____ No _____

6. This office recommends that the file series be cut off at the end of each:

_____calendar year; _____fiscal year; _____other (specify), then

- a. _____ Hold in office for _____months(s), _____year(s); then
- b. _____ Transfer to local holding area, hold _____year(s); then
- c. _____ Transfer to holding area; hold _____year(s); then
- d. _____ Destroy.
- e. _____ Transfer to Archives for permanent retention.

These instructions apply to all prior and future accumulations of this series.

Signature of judicatory official: _____

Date: _____

GUIDELINES FOR HANDLING OF BOXES

Records containers and related supplies:

- a. Use standard archival boxes in transferring your records to Archives. We will make them available to you upon request and furnish cost information. Remove metal staples and paperclips prior to relocation.
- b. Packing and arranging your records for shipment:
- c. Arrangement in boxes - Pack file folders upright in boxes. The records storage boxes are designed to hold legal-size folders spanning the 15-inch dimension or letter-size across the 12-inch dimension.
- d. File arrangement - Preserve the file arrangement that existed before the boxes were packed.
- e. Packing - Pack boxes to capacity. Folders should be packed tightly enough to be snug; yet it should be possible to easily remove folders from the box. When there is not enough material to fill a box, pack wadded paper behind the folders to make them stand erect.
- f. Numbering boxes - Number the boxes in the lower right hand corner on the front end of each box. If more than one box is transferred, label the boxes, "1 of 2, 2 of 2, etc."
- g. Identifying records - Complete in duplicate a **TRANSMITTAL SHEET** for each record series. This sheet should list file folder labels or contain a similar description of the content of the boxes. These sheets **MUST** accompany each transferal of records as unidentified records are useless. The sheets will serve as finding aids for all records your judicatory places in Archives and will make retrieval easier. Keep a copy of each sheet for your records and send the others to Archives.

Labeling boxes - Each box should be clearly labeled as to its contents, according to the directions below:

Archives - Print the label below and label such boxes with the name of the judicatory, the office or sub-unit, the contents and inclusive dates.

THE **ARCHIVES** OF

THE INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

P.O. BOX 12609

OKLAHOMA CITY, OKLAHOMA 73157

Department _____

Head of Department _____

Date (s) _____

Contents of boxes should be clearly and permanently marked directly onto the front ends of boxes.

NOTE: RECORDS DEEMED CONFIDENTIAL SHOULD BE DENOTED AS SUCH ON THE TRANSMITTAL SHEETS AND THE REASON FOR THE RESTRICTION GIVEN.

**THE ARCHIVES AND RESEARCH CENTER OF
THE INTERNATIONAL PENTECOSTAL HOLINESS CHURCH**

Record of Transferal and Receipt

Collection Name _____ Date Received _____ Accession No. _____

Inventory Location _____ Box Location _____

Source of Collection:

Origination Person _____ Office _____ Dpt./Division _____
Transferal Person _____ Office _____ Dpt./Division _____

Appraisal of Collection:

Volume _____ Dates _____ Arrangement _____ Condition _____
Duplicated Information? _____
Other related records? _____
Administrative Value _____ Legal Value _____
Financial Value _____ Informational Value _____
Inherent Value _____
Record still being created _____

Access:

Open _____ Restricted _____ yrs., Closed _____ yrs.

Content of Collection:

Additional Comments:

If an active record is inadvertently transferred to the archives, the record may be returned at the request of the office or at the request of the Archives. The first three months will be considered a probationary period for any record transferal.

Any body of unique records accepted by the archives which is later determined to be of insufficient historical value to be permanently preserved will not be destroyed without the written consent of the office of origination or transferal.

Released to Archives by:

Signature

Date

Received for Archives by:

Signature

Date

SAMPLE

SAMPLE

THE ARCHIVES AND RESEARCH CENTER OF
THE INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

Record of Transferal and Receipt

Collection Name Your office Date Received ARC will fill in Accession No. ARC will fill in

Inventory Location ARC will fill in Box Location ARC will fill in

Source of Collection: List those who created the collection, note years, events

Origination Person Joe Jones Office Your office Dpt./Division _____

Transferal Person Freda Whiffle Office _____ Dpt./Division _____

Appraisal of Collection:

Volume if applicable Dates 1965-1970 Arrangement Year Condition Good

Duplicated Information? Photocopy; also Dept. B will have duplicates of files a-d

Other related records? Personal letters written by Jones while in office, photos of him, etc.

Administrative Value Some Legal Value Yes

Financial Value _____ Informational Value Yes

Inherent Value Yes

Record still being created The collection is complete from this office; no new records for this subject.

Access:

Open Yes Restricted _____ yrs., Closed _____ yrs.

Content of Collection:

Depending upon the material in the collection, a sheet may be needed for each box.

If simple –

1 - Box correspondence, 1965 - 1970, from Jones about departmental business

2 - Boxes of office files, A-Z on general business (note file G contains historical info, plans on building, etc.)

3 - Boxes of periodical dummies put out by the department in 1969

1 - Box of photographs, certificates, awarded to the department during 1965-1970

Finding Aids

The Archives collections are arranged by categories and are divided into record groups.

Donations are recorded in Library Master. The code depends on the materials.

Items have accession numbers and names written on the reverse side or, in the case of fragile or double sided items, on the protective sleeve or file folder.

The categories are prefaced by general information, when available, about that specific category.

General Format To Be Used Within Each Inventory List:

- Title page listing category number, name and subject title with specific title in parenthesis below. Upper right hand corner of page.

- Biographies or Historical sketch of person or department.

- With larger lists, or before a new category, a "scope and content" listing the various areas the collection covers.

- Cross-references

- Actual listing of materials with accession numbers

Record Storage Boxes

Each box will have affixed to it a form listing the name of the collection and the department and years of the contents.

In larger collections requiring numerous record storage boxes, the boxes will have a number and will reflect the number of boxes in that series.

PROMOTION

It is a good thing to have recorded history -- to know about the people, situations, events that brought about the birth of what has become "today." But, the records of the International Pentecostal Holiness Church have far more value than being documents of history.

Our Archives is a collection of people -- God's People.

Records of these men and women of faith rise as a continual praise to the glory of our Faithful God. This is why the promotional activities of the Archives and Research Center has one main focus--to proclaim His faithfulness to all generations.

Video tape is another means of telling about Archives. Our first film produced is entitled "Archives... A Collection of God's People."

The IPHC Archives web site makes available digital copies of significant historical documents. These documents can be viewed online or downloaded by users around the world at any time of the day.

SERVICES

The International Pentecostal Holiness Church is learning how to use the Archives and Research Center as a worldwide link to bind together in fellowship those of the past with the people, the conferences and local churches of today.

Getting involved with the knowing of our beginnings we then begin to understand the people of God who planted, watered and tended the "Garden of God" in which today we grow, bloom and sow seeds for the next generation.

Other features now available with the installation of a library vault, closed stacks and Reading Room include:

- Space that is fireproof, temperature controlled, and humidity regulated for storage.
- Patron computer for finding aids and storage of vital materials.
- Public scanner for digitizing images.
- Capabilities to make, read, and print microfilm and microfiche.
- Inventories exchange between our Archives and the Archives of other denominations, promoting cooperation, services and fellowship.
- Archives working as a catalyst, fulfilling its purpose and focus -- to bring about fellowship with Jesus Christ and with God's people of all generations.
- Providing material in response to requests received by personal visits, phone calls, faxes, e-mail, electronic forms, etc.

PROJECTIONS

Travel to more than 60 countries convinces one that the concept of a global village is a reality that will gain momentum as the 21st century makes cyberspace technology commonplace.

Over twenty-five years ago I saw a demonstration of how electronic communications could make physical space irrelevant. I watched intently as a scholar logged into a university library in Korea. He was able to browse electronic entries in the library and then call up a particular volume. He could then utilize the full range of computer skills to scan the document for any information needed.

It was troubling to realize that my tax dollars were keeping these university faculty members ahead of what Pentecostal researchers were able to do. As part of a conference known as Brighton '91, I brought together 150 Pentecostal and charismatic scholars from six continents. The expense and logistics proved immense. Another summit of this type is not possible soon and could never be held frequently.

I envision the time that anyone who wishes to do so can log into our holdings in the IPHC Archives & Research Center. The searcher will be able to look for documents according to title, author or subject. Once a document is located, the user can retrieve either an exact reproduction of the original or a copy that is formatted so that its contents can be scanned.

Regardless of a person's location—and often regardless of language--it will be possible to access what the church treasures as part of its story. It will not be necessary to place a long distance call and wait for a reply, much less travel to Oklahoma. Everything one would want could be downloaded electronically and printed on a local printer as needed. In time, more of the collection will be entered on the World Wide Web and DVDs.

While preparing a presentation for the Society for Pentecostal Studies, one of the nineteenth-century documents I needed in order to answer a critical question was available only in Boston and New York. The periodicals are not on microfilm and are too fragile to photocopy or digitize. This is Pentecostal material that should be available to Pentecostal people around the world, but none of us can use them without travelling to Boston or New York.

In contrast to recognized collections like those housed by the Assemblies of God, Church of God, the DuPlessis Center, and Oral Roberts University, the IPHC has not centralized all of its historical documents of value. The IPHC story is often not told because researchers cannot find or access the needed material.

I know that Pentecostal ministers focus on "making history," but the question of how this history will be recorded cannot be avoided. Pentecostals emphasize what God is doing today. But today's "now" is tomorrow's yesterday.

Having attended national conferences hosted by the Society of American Archivists and interacted with Pentecostal archivists, we were the first Pentecostal special collection to embrace an ambitious electronic vision. We were anxious to show the way, but only because the results edified the entire body of Christ. The vacuum was initially filled by mainstream universities that have no holdings specializing in Pentecostalism.

IPHC has a window of opportunity to go boldly where others dare not go. We want the 2011 Centennial Celebration to propel us to "Seize the Future!"

Harold D. Hunter, Ph.D.
Advent 2009

Projections for today's "immediate and necessary" goals include the following:

- Workshops in conference sessions to help local churches and conferences to understand how to keep records, record their history and how to keep their history and transport it to the Archives.
- Availability of Archives to our church at all levels – like films for different occasions available on loan; printed materials on historical events, beginnings, biographies, the power of God performing miracles, inspirational messages, etc.

Archives is a collection of people . . . God's people.