

ARCHIVES

Federation of Sisters of Saint Joseph
United States of America

April, 1978

Initial Survey of Archival Records

Name Sister Dorothy Glosser Congregation Sisters of St. Joseph
of Cleveland
Address 3430 Rocky River Drive
Cleveland, Ohio
Position in the Federation ?

Please describe the general contents and kind (correspondence, diary, Minutes, photographs, tape recording, published material, etc.) of the records:

Financial Records - Ledger 1872-1893

History of Sisters of St. Joseph of Cleveland - Unpublished

Correspondence - Legal, Diocesan, Community

Chapters of affairs and of elections Minutes - 1949-present

Council meetings - Minutes - 1922-1973

General Assemblies - Reports, pictures, resolutions

Photos - All Mothers General and many of the early members

All living members photographed in 1973

Snapshots - Individuals, group, events

Papers and reports of Mothers General

Reception and profession records - 1873-1978

List of all sisters from foundation to the present time

Personal records - Living - Deceased - Withdrawals

Community bulletins - 1946-1978

Please give the inclusive dates of the records described above.

Records of all schools and other ministries

Initial Survey of Records, contd.

Please list the subject categories of the records described above. A listing of the file folder labels might suffice.

Please indicate the total volume of these records, using the following criteria as guide:

Records Center Carton	15x12x10	1.0	cubic feet
File Drawer, letter size	26x12x10	1.8	cubic feet
File Drawer, legal size	26x15x10	2.25	cubic feet
12 inches of 3 x 5 card file		.10	cubic feet
12 inches of 5 x 8 card file		.25	cubic feet

File Drawers, legal size Between 15 and 20 cubic feet

I am working at organization of record groups which will be in cartons.

If the records of your office or committee are not now in your keeping, please tell their present location and other details about them.

Most of the data of the administration 1973-1977 are still in

general offices. All financial records except original ledger

are in Treasurer's office.

Signature _____ Date _____

Please return this Survey to: Sister Margaret Quinn
Saint Joseph Convent
Brentwood, New York 11717