

ARCHIVES

Federation of Sisters of Saint Joseph
United States of America

April, 1978

Initial Survey of Archival Records

Name Sister Margaret Berry, C.S.J. Congregation Sisters of St. Joseph,
Baden, PA
Address St. Joseph Convent
Baden, PA 15005
Position in the Federation Secretary- Treasurer

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

CORRESPONDENCE: Community letters and announcements from the Major Superior.

DIARY: Various histories (since Foundation, 1869). History of the Sisters of Saint Joseph - of every mission in which we taught, including the history of the parish; names of all teachers, their years of service and in what capacity. Also, individual record of each Sister: (a card system) entrance, vows, teaching/nursing/administrative assignments. Various dissertations.

MINUTES: Are filed in the Office of the Secretary General.

PHOTOGRAPHS: are filed in some thirty large albums (1869-1977)

TAPE RECORDINGS: Tape recordings are on file at our CROSSPOINT COMMUNICATIONS CENTER, a media resource center; also on file are numerous slides, films, video tapes, and periodic publications, the latest being "Profiles", depicting apostolic work of our Sisters. This Center opened in 1974.

PUBLISHED MATERIAL: "Salute to the Pioneers" by Sister M. Adele Whaley - 1952
"The Story of a Blueprint" - Sisters of St. Joseph - 1956

Please give the inclusive dates of the records described above.

Research was made, and dates are given with each topic.

Initial Survey of Records, contd.

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

All records are filed alphabetically as to subject, and number some 105 volumes.

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

27 file drawers (letter size) - 26x12x10 = 3120 cu.in. per file or 1.8 cu ft.

OR

27 files x 1.8 cu. ft. = 48.6 cu. ft.

2 - 12 in. of 5 x 8 card files - .25 cu.ft. x 2 = .50 cu. ft.

TOTAL VOLUME: 48.6 cu.ft. + .50 cu.ft. = 49.1 cu.ft.

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

Deeds, minutes, are kept in Office of Secretary General.

Blueprints, etc. are kept in the Office of the Administrator of

Congregational Properties.

Signature Sister Margaret Berry Date June 19, 1978

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