

ARCHIVES

Federation of Sisters of Saint Joseph
United States of America

April, 1978

Initial Survey of Archival Records

Name SISTER CLAIRE COYNE Congregation SISTERS OF ST. JOSEPH OF
CARONEELET
Address 11999 Chalon Road (LOS ANGELES PROVINCE)
LOS ANGELES, CALIFORNIA 90049
Position in the Federation Congregational member

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

The current holdings of the Los Angeles Province of the Sisters of St. Joseph
can be divided into A. Historical and B. Administrative groups.

A. The historical records include:

The Profession Book, a public document
Necrology of the Sisters dating from 1874
The Carondelet Annual 1924-1952
The Carondelet Tower 1953 --
Diaries - Sister Monica Corrigan 1870 -- Sister John Berchmans Hartwich -- 1876
Brief memoirs of some sisters
Brief histories of convents and foundations
Published histories
Albums and memorabilia of convents and institutions that have closed
Copies of Constitutions, Spiritual Directories, Book of Customs, Formulary
Photographs (not catalogued)
Miscellaneous tapes, slides, film: Trek of the Seven Sisters -(Helen Hayes)

B. The administrative records include:

Provincial Council and Corporation Minutes
General Chapters
Provincial Chapters
Correspondence -- provincial superior with Superior general, sisters, ecclestical figures, etc.
Annual reports from houses of the province
Meetings -- organizations
Membership Card File - deceased -- withdrawn

Please give the inclusive dates of the records described above.

1870- 1974 Deceased sisters and some current materials 1978

Initial Survey of Records, contd.

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

<u>HISTORICAL DATA</u>	<u>Secretariats</u>
<u>RECEPTION _ PROFESSION (TEMPORARY)</u>	<u>Houses of the Congregation in the L.A.</u>
<u>PROFESSION (FINAL)</u>	<u>Province by diocese</u>
<u>GENERAL CHAPTERS</u>	<u>Meetings - Organizations</u>
<u>PROVINCIAL CHAPTERS</u>	<u>Photographs</u>
<u>CORRESPONDENCE - PROVINCIAL</u>	<u>Tapes - Slides</u>
<u>CORRESPONDENCE - GENERALATE</u>	<u>Published Histories</u>
<u>Deceased Sisters</u>	
<u>Withdrawn Sisters</u>	
<u>Formation</u>	

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

Six fire proof files - letter size Two files 5 x 8 card file

Present working room and office are in the same room 16x14x9.

Proposed Renovation: large work room -- vault -- display room -- and office.
Renovation is in progress. Will probably be finished in the fall of this year.

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

Financial data in a vault in the treasure'ss office in this same location.

that is in the same building as the archives.

Signature Sister Claire Coyne Date May 16, 1978

Provincial Archivist
 Please return this Survey to:

Sister Margaret Quinn
 Saint Joseph Convent
 Brentwood, New York 11717