

ARCHIVES

Federation of Sisters of Saint Joseph
United States of America

April, 1978

Initial Survey of Archival Records

Name Sister Eunice Carlos Congregation Sisters of Saint Joseph

Address Villa Maria Convent - 819 West Eighth Street, Erie, PA 16502

Position in the Federation A Community Archivist for Erie Motherhouse

(Sister Leonie Shanley is our General Superior and an active member of the Federation.)

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

Dear Sister,

I am using your survey sheet to reply. We are not sure just what type of information you need concerning archives. We are now in the process of expanding our material in the archive room, and have only one file drawer for Federation material at present. Until your letter arrived, we had not filed the Federation under a separate category.

We will have a very simple Archive Manual with job descriptions, code, general outline of material, etc., by the end of the summer, Sister. If this would be of any value to you in your survey, we would be happy to send you a copy. In the meantime, we are grateful for any communications we receive from the Federation. We feel very close to all of you since we had the privilege of hosting the first study team in the United States in 1975.

Please give the inclusive dates of the records described above.

Our records, in a limited fashion, span the years between 1860 and 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>Drop File for Individual Members of Community (living and deceased)</u>	<u>4 file drawers</u>
<u>Religious and Ecclesiastical Superiors</u>	<u>1 file drawer</u>
<u>Community Convents and Schools</u>	<u>1 file drawer</u>
<u>Federation Material</u>	<u>1 file drawer</u>
<u>Community History</u>	<u>1 file drawer</u>
<u>Institutions, etc.</u>	<u>1 file drawer</u>
<u>Drawer for General Superior (current material)</u>	<u>1 file drawer</u>
<u>Diocesan Material</u>	<u>1 file drawer</u>
<u>Pamphlets, brochures, clippings, etc.</u>	<u>In small drawers</u>

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

Records Center Carton	15x12x10	1.0	cubic feet
12 . <u>File Drawer, letter size</u>	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
18.. <u>5 in. by 12 in. by 26 in.</u>			
1 steel cabinet with five shelves			

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

Signature Sister Eunice Carlos Date June 1, 1978

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