

ARCHIVES

Federation of Sisters of Saint Joseph  
United States of America

April, 1978

Initial Survey of Archival Records

Name Sister Margaret Quinn Congregation Brentwood  
Address 284 East Main Street  
Smithtown, N.Y. 11787  
Position in the Federation Chairperson of Archivists/Historians Ad Hoc  
Committee of the Federation, 1976-1977

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

Correspondence; Minutes of Meetings at Philadelphia, May, 1976 and Orlando,  
March, 1977; Questionnaires and Responses; Records of the Committee's  
sessions at the Summer Institute at LaGrange, July, 1976.

Please give the inclusive dates of the records described above.

1976-1977

Initial Survey of Records, contd.

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

Archivists/ Historians Committee:

Correspondence with Sr. Isabel

Meeting, May 22, 1976: Minutes,

Questionnaire, Responses

1976 Summer Institute: Report

Responses to Questionnaire, 1976

Meeting at Orlando, March 26, 1977

Lists of CSJ Archivists in USA

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

1 cubic foot

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

The records of the Committee's work and its final Report were given

to Sister M. Isabel Concannon, Program Director, at the conclusion of

the Summer Institute, August 1, 1976

Signature Sister Margaret Quinn Date May 19, 1978

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