

Appendices to the Religious Archives Survey 2010

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Appendix I: List of respondents

Note: This list of respondents to the Religious Archives Survey includes organisations submitting negative returns as they did not hold, or had not deposited, any archives. Another eight organisations indicated that they did not wish for any publicity and 13 sent in late returns. Information from the latter could not be included in the published results but, where permission has been given, details of their historical records will be added to the National Register of Archives.

Buddhist

Atisha Kadampa Buddhist Centre, Darlington
Birmingham Buddhist Vihara
Bodhisattva Buddhist Centre
Buddhapadipa Temple
Buddhist Publishing Group
Cambridge Buddhist Centre, Cambridge
Clear Vision Trust
Croydon Buddhist Centre
Dharmachakra Archives, Cambridge
Edinburgh Theravada Buddhist Group
Friends of the Western Buddhist Order, Norwich
Glasgow Theravada Buddhist Group
London Buddhist Centre
Maitrikara Centre, Brighton
Marpa House, Ashdon

Christian: Anglican

All Saints Educational Trust
Belfast Cathedral
Birmingham Cathedral
Bristol Cathedral
Bradford Cathedral
Broken Rites
Canterbury Cathedral
Carlisle Cathedral
Cathedral Church of St John the Divine (Oban)
Cathedrals Plus
Chelmsford Cathedral
Chester Cathedral Library

Chetham's Library
Children's Society
Christ Church Oxford
Church Housing Trust
Church of England Evangelical Council
Church Society
Church Times
Church Union
College of Readers
Community of All Hallows
Community of St Denys
Community of St Francis
Community of St Peter, Horbury
Community of the Holy Name
Community of the Sacred Passion
Community of the Servants of the Will of God
Confraternity of the Blessed Sacrament
Crosslinks
Derby Cathedral
Dromore Cathedral
Elland Society
English Clergy Association
Evangelical Alliance
Exeter Cathedral Archives
Forward in Faith
Gloucester Cathedral
Guildford Cathedral
Keswick Convention Trust
Keychange Charity
Liverpool Cathedral
Manchester Cathedral
Marshall's Charity
Mothers' Union
Newcastle Cathedral
Newton Trust
Nikaeon Club
Parish Clerks, Worshipful Company of
Pilsdon Community
Portsmouth Cathedral
Pusey House
Reform
Revd Dr George Richards Charity
Ridley Hall

Rochester Cathedral
Royal Martyr Church Union
Rural Theology Association
Sheffield Cathedral
Shrine of Our Lady of Walsingham
Simeon's Trustees
Sisters of Bethany, Southsea
Society of Faith
Society of St Francis
Society of St. Francis, Third Order
Society of the Precious Blood
Society of the Sacred Mission
Society for Promoting Christian Knowledge (SPCK)
St Columb's Cathedral, Londonderry
St George's Chapel Archive, Windsor
St John's College, Nottingham
St John's Guild
St John The Divine Cathedral, Oban
St Margaret's Convent, Uckfield
St Mary's Abbey, West Malling
St Michael's Convent, Richmond
St. Paul's Cathedral
St Peter's Home Sisterhood
St Peter's Saltley Trust
Wakefield Cathedral
Wells Cathedral
Westminster Abbey
Worcester Cathedral

Christian: Nonconformist

Ashwell United Reformed Church
Association of Teetotalers in Methodism
Baptist Missionary Society (BMS) World Mission
Bookham Baptist Church
Bootham School
Centre for the Study of World Christianity,
University of Edinburgh
Christadelphian Magazine and Publishing
Association Ltd
Church of England (Continuing)
Donald Gee Centre for Pentecostal and
Charismatic Renewal

Dr John Ward Trust
Ealing Trinity Church Methodist Circuit
Eastbourne College
Edgehill College
Epworth Old Rectory
Evangelical Presbyterian Church in England and Wales
Evangelical Lutheran Church of England/ Westfield
House of Theological Studies
Evangelical Fellowship of Congregational Churches
Fellowship of Independent Evangelical Churches Ltd
Fernley Hartley Trust
General Conference of the New Church
Grace Baptist Mission
Harris Manchester College
Henry Martyn Centre for Mission Studies
Huguenot Library
Independent Methodist Archives Resource Centre
John Rylands University Library
Kendal and Sedbergh area meeting
Leighton Park School
Lutheran Church in Great Britain
Mainstream
Methodist Chapel Aid Ltd
Methodist Youth Activities Ltd
Moravian Church Archive and Library
National Church Association
Nazarene Theological College
Norwegian Church and Seamen's Mission
The Park School
Particular Baptist Fund
Pennar Community Church (formerly Bethany
Baptist)
Pilots (United Reformed Church Youth Organisation)
Plymouth Methodist Central Hall
Oxford Brookes University
Reformed Presbyterian Church of Scotland
Quaker Homeless Action
Quakers and Business Group
Salt and Light Ministries
Salvation Army International Heritage Centre
Scottish Baptist College
Scottish Baptist History Archive
Scottish Church History Society

Sidcot School
Society of Friends of St Andrews Jerusalem
Spectrum Engage
Stansted Hall: Arthur Findlay College
Strict Baptist Historical Society
Union of Welsh Independent Churches
United Reformed Church Caravan Fellowship
United Reformed Church History Society
Wesley College, Bristol
Wesley House, Cambridge
Wesley Historical Society in Ireland
Westminster and Cheshunt College Library
World Methodist Historical Society (British Section)
Wycliffe Centre

Christian: Roman Catholic

Adorers of the Sacred Heart of Jesus of Montmartre,
Order of St Benedict
Aid to the Church in Need, Scotland
Aid to the Church in Need, UK
Archdiocese of Glasgow
Archdiocese of Liverpool, Liverpool Metropolitan
Cathedral
Archives of the British Province of the Society
of Jesus, London
Arundel Cathedral Church of Our Lady and
St Philip Howard
Assumption Convent, London
Augustinian Recollects
Bar Convent, York
Belmont Abbey, Hereford
Benedictine Abbey, Curzon Park South, Chester
Benedictine Monastery, Largs
Birmingham Archdiocesan Archives
Brentwood Diocesan Archives
Brentwood Ursulines
Campion Hall, Oxford
Canonesses of Saint Augustine, Congregation
of Our Lady
Canonesses of the Holy Sepulchre, Colchester
Cardinal Tomas O’Fiaich Memorial Library
Carmelite Friars, East Finchley, London

Carmelite Monastery, Dolgellau
Carmelite Monastery, London
Carmelite Monastery, Ware Park
Carmelite Third Order
Catholic Association
Catholic Association of Performing Arts (formerly
Catholic Stage Guild)
Catholic Bishops' Conference of England and Wales
Catholic Medical Association (formerly Guild of
Catholic Doctors)
Catholic Missionary Society
Congregation of Our Lady of the Missions,
UK Province
Convent of Notre Dame (Company of Mary, Our
Lady), Cobham
Convent of Our Lady of Providence, Alton
Convent of the Holy Child Jesus, Oxford
Daughters of Charity of St Vincent de Paul,
Provincial House
Daughters of Jesus, Rickmansworth
Daughters of Mary and Joseph
Daughters of the Heart of Mary, London
Daughters of Wisdom Great Britain and Ireland
Provincial Archives
De La Salle Brothers, Oxford
Diocesan Archives, Norwich
Diocese of Arundel and Brighton Archives
Diocese of Clifton
Diocese of Hexham and Newcastle
Diocese of Middlesbrough
Diocese of Shrewsbury Curial Offices
Diocese of Wrexham
Dominican Missionary Sisters of the Sacred Heart of
Jesus, Crawley
Douai Abbey
Faithful Companions of Jesus, Provincialate, Salford
Faithful Companions of Jesus, Generalate, Broadstairs
Franciscan Missionaries of the Divine Motherhood,
Ladywell Convent, Godalming
Franciscan Sisters of St Mary of the Angels
Grail Society
HCPT – The Pilgrimage Trust
Holy Ghost Fathers, Bromley

Institute of the Blessed Virgin Mary, Loreto
Convent, Llandudno
Institute of Our Lady of Mercy Archive, London
Josephites, St George's College, Addlestone
Knights of St. Columba
Little Company of Mary, Ealing, London
Little Company of Mary Generalate, Tooting Bec
Medical Mission Sisters, London
Medical Missionaries of Mary, Ealing, London
Missionaries of the Poor Supporters Association
Missionary Sisters of the Sacred Heart, Honor Oak
Oakford Dominican Sisters
Pastoral Research Centre, Taunton
Pluscarden Abbey, Elgin
Pontifical Institute of the Religious Teachers, Convent
of St Lucy, Alton
Poor Servants of the Mother of God, Central Archive
Prison Advice and Care Trust
Roman Catholic Bishopric of the Forces
Sacred Heart Convent, Rearsby
Sacred Heart Fathers and Brothers of Betharram
Sacred Heart of Mary Convent, Upminster
Salesian Provincial Office, Bolton
Salesian Sisters, London
Salford Diocesan Archives
Salvatorian Sisters, Divine Saviour Convent, Bristol
Scalabrini Fathers, Henley
Scottish Catholic Archives
Servite Sisters (Servants of Mary), St. Joseph's
Priory, Dorking
Salvatorian Sisters, Divine Saviour Convent, Bristol
Servite Friars, Province of the Isles, Tyrone
Servite Secular Institute
Sisters of Charity of Our Lady of Evron, Stockport
Sisters of Charity and Mary, Plympton
Sisters of Christian Retreat, East Molesey
Society of Jesus, British Province
Sisters of Jesus and Mary, Felixstowe
Sisters of Nazareth General Archive, London
Sisters of Providence of Ruille-sur-Loire
Sisters of Saviour and Blessed Virgin, Villeneuve
d'Ascq, France
Sisters of the Poor Child Jesus, Southam

Sisters of the Sacred Hearts of Jesus and
Mary (SSHJM)
Society of Catholic Artists
Society of the Sacred Heart, London
Special Projects In Christian Missionary
Areas (SPICMA)
St Augustine's Abbey, Ramsgate
St Clare's Convent, Liverpool
St Cuthbert's College, Ushaw
St Dominic's Convent, Stone (English Dominican
Congregation of St Catherine of Siena)
St Edmund's College, Cambridge
St George's Cathedral, Southwark
St Joseph's Hospice Association
St Margaret's Children and Family Care Society,
Glasgow
St Marie's Cathedral, Sheffield
St Mary's Cathedral, Wrexham
St Mary of the Angels Franciscan Friary, Franciscan
International Study Centre, Canterbury
St Mary's Abbey, Colwich
St Mary's Convent, Birmingham
St Mary's Metropolitan Cathedral, Edinburgh
St Mirin's Cathedral, Paisley
Stonyhurst College, Clitheroe
Union of Catholic Mothers
Union of Irish Ursulines, Brecon
Union of Sisters of Mary, Birmingham
Westminster Diocesan Archives
Worth Abbey, Crawley
Xaverian Brothers, Twickenham
Young Christian Workers

Other Christian churches and denominations, interdenominational and ecumenical organisations

Action of Churches Together in Scotland
Biblelands
British Orthodox Church within The Coptic Orthodox
Patriarchate of Alexandria
British Transport Christian Fellowship

Christian Aid
Christian Endeavour Union of Great Britain and
Ireland Inc
Christian Medical Fellowship
Church and Community Work Trust: Avec Resources
Churches Together in Britain and Ireland
Churches Together in England
Creation Science Movement
Crosslinks (formerly Bible Churchman's Missionary
Society)
Ecclesiological Society (formerly St Paul's
Ecclesiological Society)
Ecumenical Patriarchate, Archdiocese of Parishes of
Russian Tradition in Western Europe, Deanery of GB
and Ireland
Eritrean Orthodox Church
European Christian Mission
Evangelical Protestant Society
Faith Mission and the Faith Mission Bible College
Greater World Christian Spiritualist Association
International Christian College
International Miners' Association
Interserve Scotland
Interserve England
Iona Community
Lawyers Christian Fellowship
Lay Witness Movement
Leprosy Mission International
Medical Service Ministries
Memo (Message on the Move)
National Council of YMCAs
Open Air Mission
Post Office and Telecommunications Christian
Association Trust Ltd
Railway Mission
Russian Orthodox Church outside Russia
Scripture Union England and Wales
Soldiers' and Airmen's Scripture Readers Association
St Michael's College, Llandaff
St Seraphim of Sarov Podvorie and Parish
Swedenborg Society
The Evangelisation Society (TES)
Victoria Institute

World Outreach
YMCA Scotland
Zambesi Mission

Hindu

Gurjar Hindu Union (GHU) Ltd, Crawley
Krishna Yoga Mandir, Enfield
Oxford Centre for Hindu Studies
Shree Gujarati Hindu Centre

Jewish

South London Liberal Synagogue
Anglo Jewish Association
Archives of Spanish and Portuguese Jews
Congregation London
Beis Nadvorne Synagogue
Belsize Square Synagogue
Beth Shalom Reform Synagogue
Birmingham Progressive Synagogue
Blackpool Reform Jewish Congregation
Board of Deputies of British Jews
Bristol Hebrew Congregation
Bushey and District Synagogue
Czech Memorial Scrolls Trust
Ealing Liberal Jewish Congregation
Ealing Synagogue
Eastbourne Hebrew Congregation
Elstree Liberal Jewish Synagogue
Exeter Hebrew Congregation
Federation of Jewish Services
Harrogate Hebrew Congregation
Hartley Library, University of Southampton
Hull Jewish Archive
Jewish Care Scotland
Jewish Education Bureau
Jewish Memorial Council
Jewish Military Museum
Jewish Representative Council of Greater Manchester
Jewish Vegetarian Society
Kahal Chasidim Synagogue, Salford
Leicester Hebrew Congregation

Liverpool Old Hebrew Congregation
Luton Hebrew Congregation
Manchester Beth Din
Manchester Reform Synagogue
Merseyside Jewish Representative Council
Montagu Centre, Liberal Judaism
Movement for Reform Judaism
Newcastle Reform Synagogue
North Salford Synagogue
Office of the Chief Rabbi
Plymouth Hebrew Congregation
Romford District Affiliated Synagogue
Scottish Jewish Archives Centre
Sinai Synagogue, Leeds
Society for Jewish Study
South London Liberal Synagogue
South Tottenham Synagogue
Southgate Progressive Synagogue
Southport Jewish Representative Council
St Albans Masorti Synagogue
St John's Wood Liberal Jewish Synagogue
Sumei Hapass, Leeds
United Synagogue, Glasgow
Welwyn Garden City Synagogue
Woodford Liberal Synagogue

Muslim

Association of Muslim Researchers
Bilal Mosque, Huddersfield
East London Mosque
Hastings Mosque
Jamia Islamia Mosque and Community
Centre, Glasgow
Kingston Mosque/Muslim Association
Madni Mosque, Blackburn
Madrasa Taleem Ul Islam, Glasgow
Muslim Community Centre, Woking
Wycombe Islamic Mission and Mosque Trust Ltd

Sikh

Medway Towns Gurdwara Sabha Ltd
Nanak Sar Sikh Welfare Trust

Other faiths

Baha'i Council for Scotland
Council of British Druid Orders
Museum of Witchcraft
Rastafari Heritage
Young Indian Vegetarians (Jains)

Interfaith

Alister Hardy Trust and Religious Experience
Research Centre
BBC Written Archives Centre
Inform – Information Network Focus On Religious
Movements
International Association for Religious Freedom
L'Arche
University of Aberdeen Special Libraries and Archives,
Library and Historic Collections

Secularist

British Humanist Association, c/o Bishopsgate
Institute
Center for Inquiry, New York
Humanist Reference Library, South Place
Ethical Society
Rationalist Association, c/o Bishopsgate Institute

Appendix II: Organisations not included in the survey

Organisations not normally included in the scope of the Religious Archives Survey

1) Religious bodies whose archives are controlled by ecclesiastical or state legislation and whose place of deposit is therefore known or predictable, or whose archives have already been surveyed including:

- a) central, diocesan and parish records of the Church of England
- b) central, diocesan and parish records of the Church in Wales
- c) central, diocesan and parish records of the Church of Ireland for Northern Ireland
- d) central, diocesan and parish records of the Episcopal Church in Scotland
- e) central, presbytery and kirk session records of the Church of Scotland
- f) central records of the Roman Catholic bishops' conferences of England, Wales, Scotland and Ireland (for Northern Ireland) and parish records of the Roman Catholic Church.

2) Nonconformist religious bodies whose records above local level are held or deposited in accordance with centralised guidance or arrangements:

Central records of the Methodist, United Reformed Church, Congregational, Unitarian and Baptist churches and of the Society of Friends and Salvation Army; also the central records of the United Reformed Church, Congregational, Calvinistic Methodist (Presbyterian), Baptist and Wesleyan Methodist bodies in Wales and of the Methodist Church in Ireland; the Free Church of Scotland and United Free Church of Scotland.

Methodist circuit records.

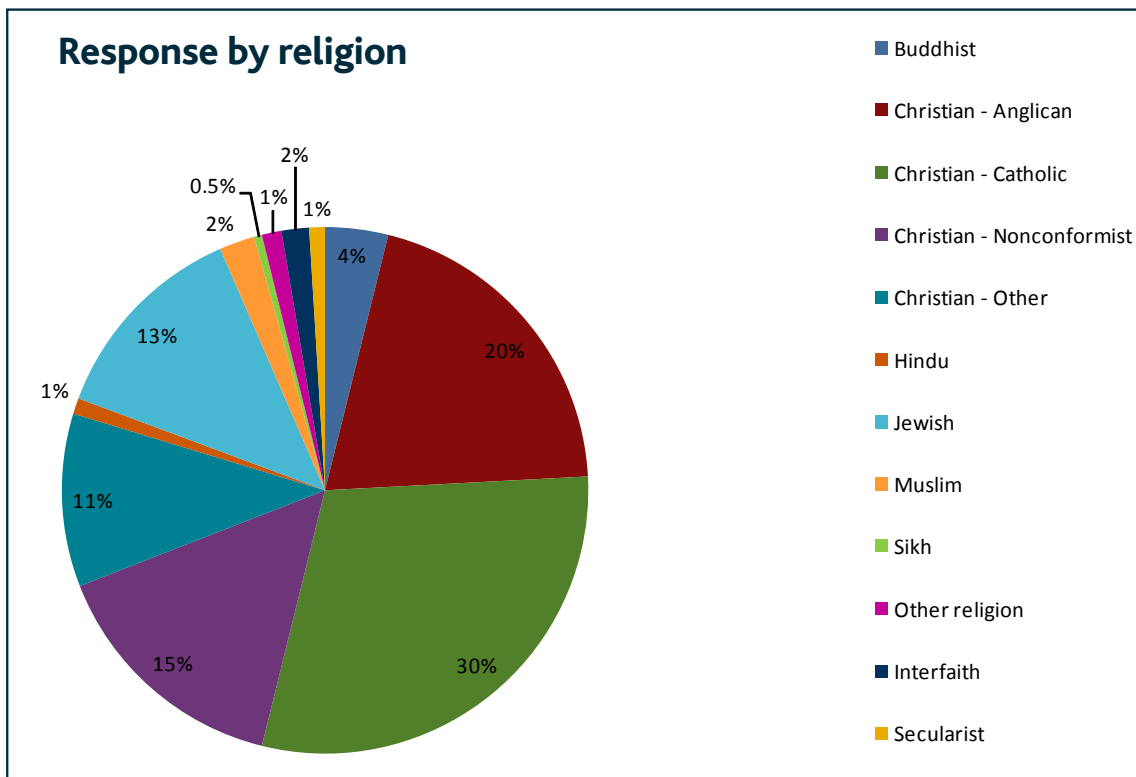
3) Records of individual Nonconformist chapels, churches and meetings of the Methodist, United Reformed Church, Unitarian and Baptist churches and the Society of Friends (including individual places of worship of predecessor bodies) which are very numerous and where such material is already well represented in the National Register of Archives.

4) Local records of other major churches with significant structures at regional and national level which have generated records of greater significance at these higher levels.

5) Student religious organisations at individual higher educational establishments as these are unlikely to have long traditions of record-keeping.

6) Records of new religious movements which have no significant administrative centres in the United Kingdom.

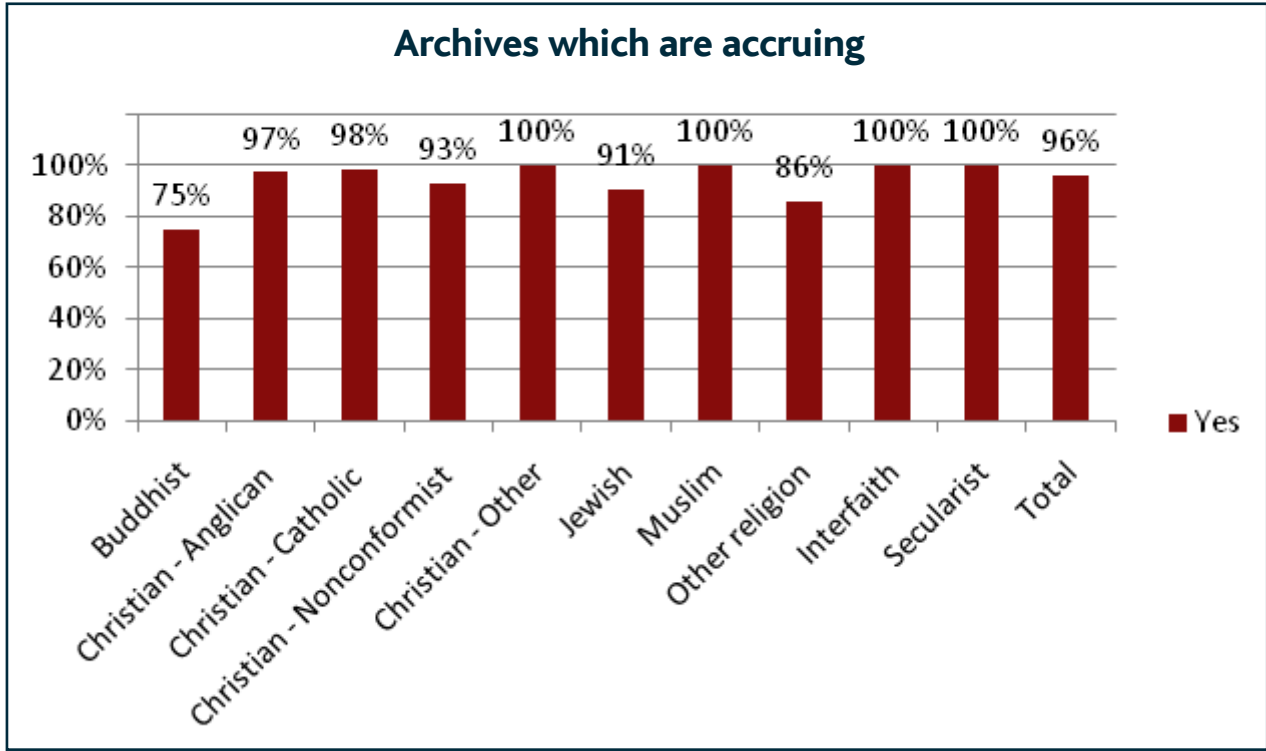
Appendix III: Tables of results



Response by religion	
Buddhist	4%
Christian – Anglican	20%
Christian – Catholic	30%
Christian – Nonconformist	15%
Christian – Other	11%
Hindu	1%
Jewish	13%
Muslim	2%
Sikh	0.5%
Other religion	1%
Interfaith	2%
Secularist	1%

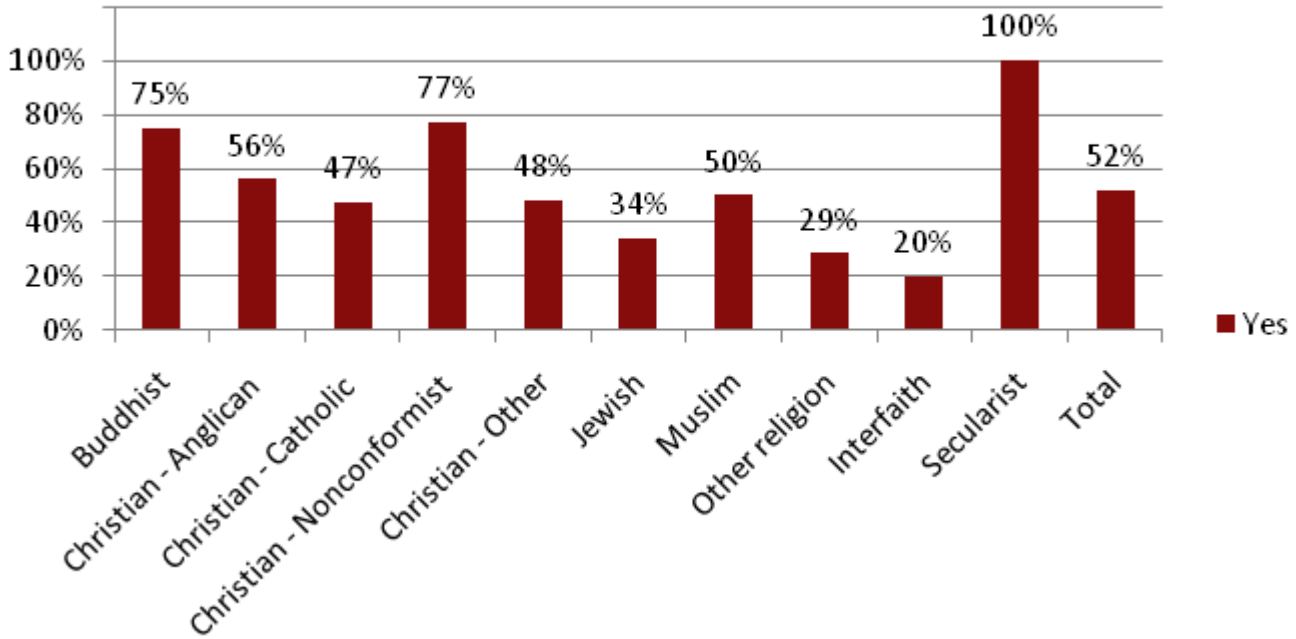


Organisations holding archives	Yes	No
Buddhist	19%	81%
Christian – Anglican	79%	21%
Christian – Catholic	90%	10%
Christian – Nonconformist	76%	24%
Christian – Other	70%	30%
Jewish	62%	38%
Muslim	22%	78%
Other religion	55%	45%
Interfaith	71%	29%
Secularist	100%	0%
Total	74%	26%



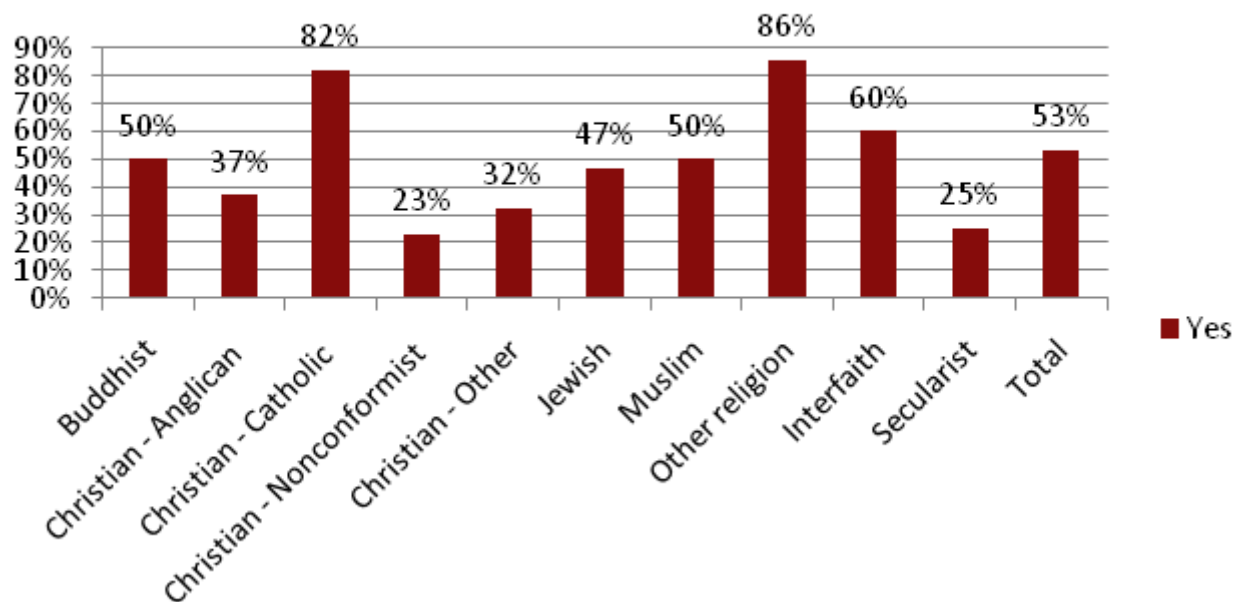
Archives which are accruing	Yes	No
Buddhist	75%	25%
Christian – Anglican	97%	3%
Christian – Catholic	98%	2%
Christian – Nonconformist	93%	7%
Christian – Other	100%	0%
Jewish	91%	9%
Muslim	100%	0%
Other religion	86%	14%
Interfaith	100%	0%
Secularist	100%	0%
Total	96%	4%

Access in person to the public



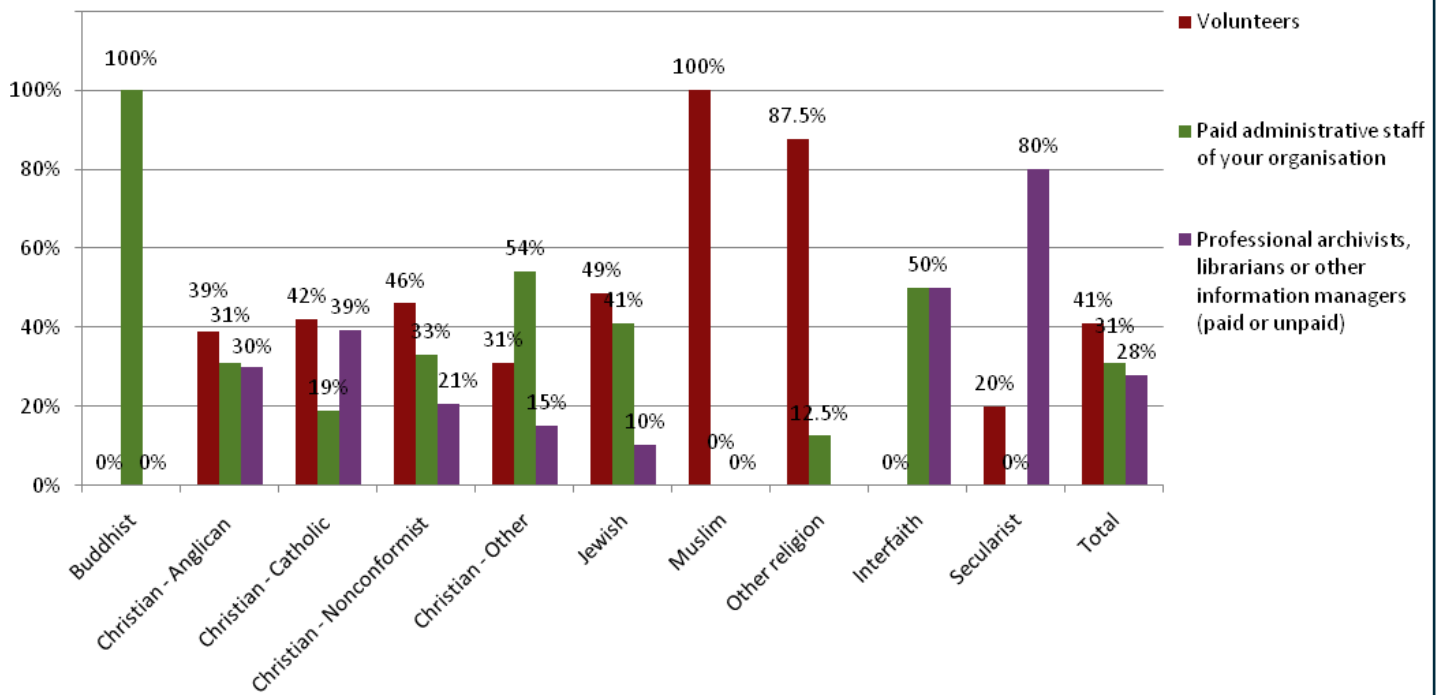
Access in person to the public	Yes	No
Buddhist	75%	25%
Christian – Anglican	56%	44%
Christian – Catholic	47%	53%
Christian – Nonconformist	77%	23%
Christian – Other	48%	52%
Jewish	34%	66%
Muslim	50%	50%
Other religion	29%	71%
Interfaith	20%	80%
Secularist	100%	0%
Total	52%	48%

Material included in languages other than English

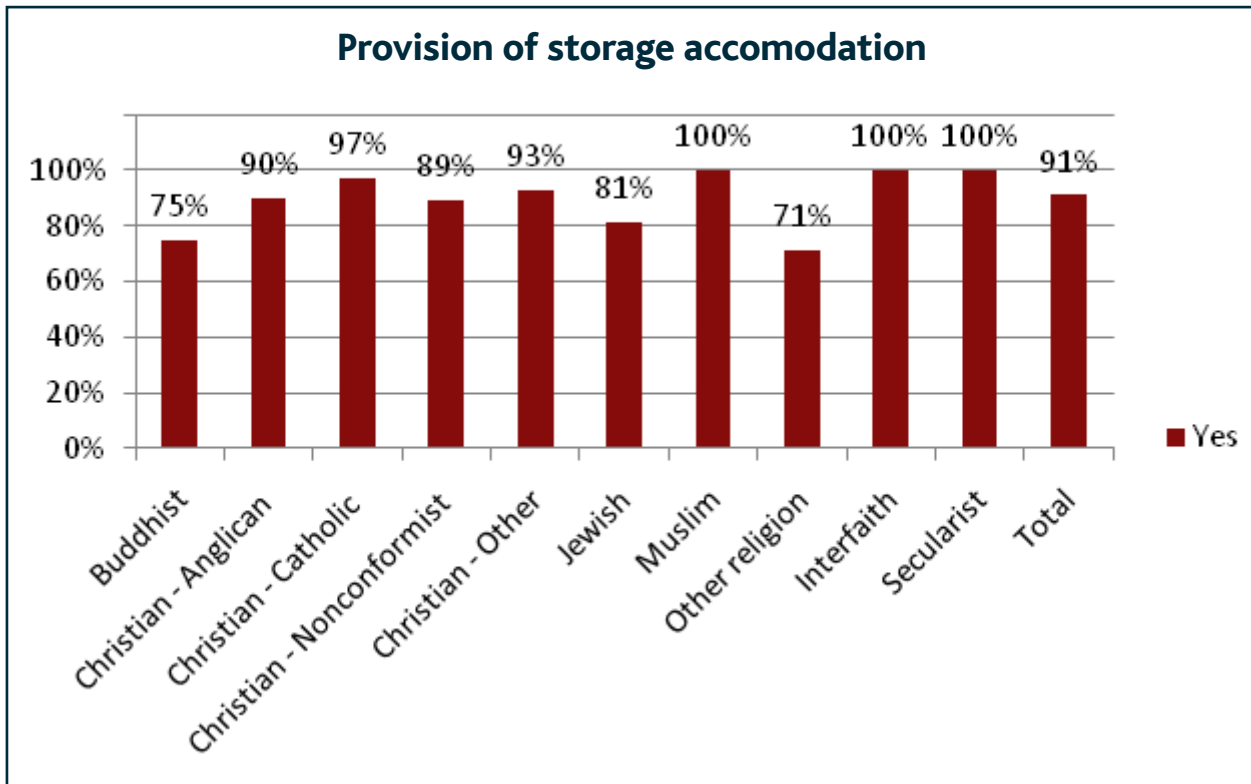


Material included in languages other than English	Yes	No
Buddhist	50%	50%
Christian – Anglican	37%	63%
Christian – Catholic	82%	18%
Christian – Nonconformist	23%	77%
Christian – Other	32%	68%
Jewish	47%	53%
Muslim	50%	50%
Other religion	86%	14%
Interfaith	60%	40%
Secularist	25%	75%
Total	53%	47%

Administration of the archives

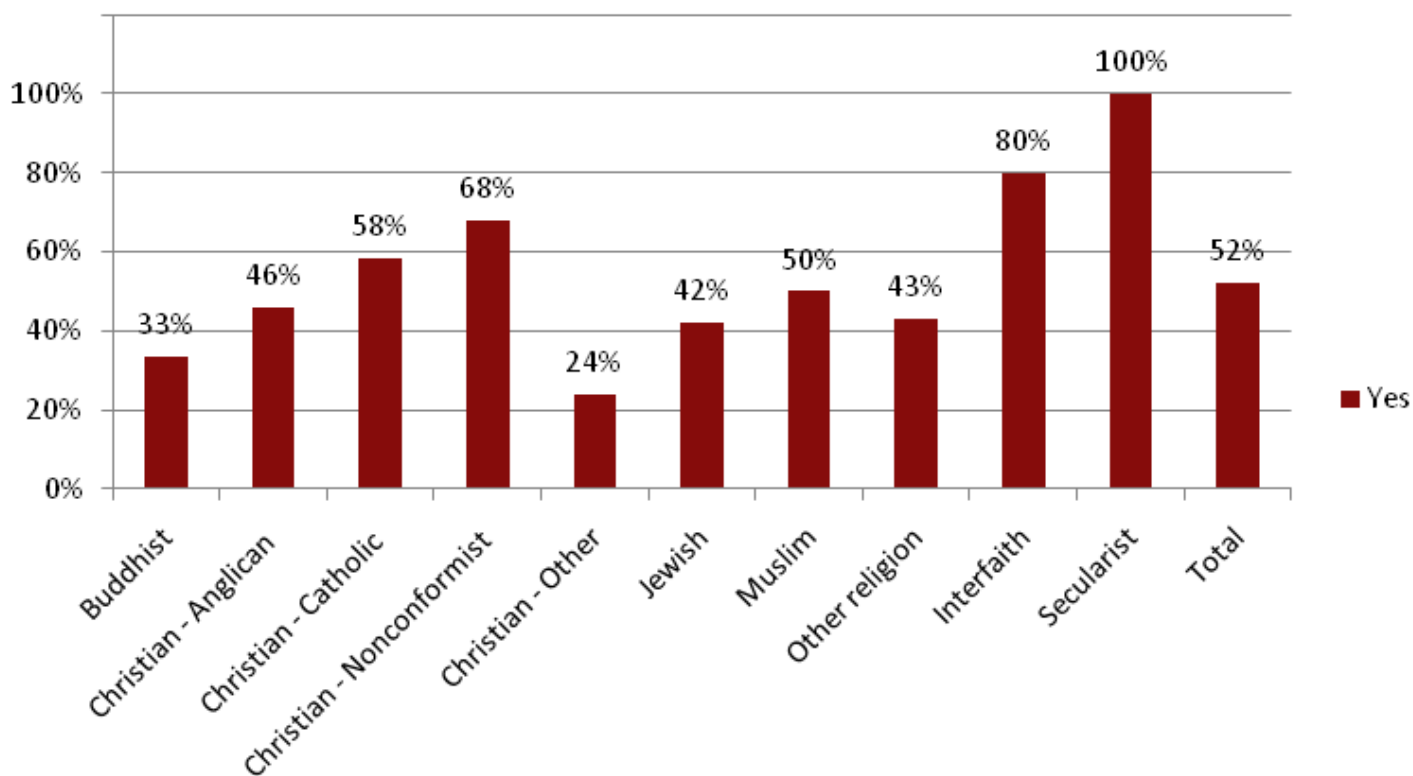


Administration of the archives	Volunteers	Paid administrative staff of your organisation	Professional archivists, librarians or other information managers (paid or unpaid)
Buddhist	0%	100%	0%
Christian – Anglican	39%	31%	30%
Christian – Catholic	42%	19%	39%
Christian – Nonconformist	46%	33%	21%
Christian – Other	31%	54%	15%
Jewish	49%	41%	10%
Muslim	100%	0%	0%
Other religion	87.5%	12.5%	0%
Interfaith	0%	50%	50%
Secularist	20%	0%	80%
Total	41%	31%	28%



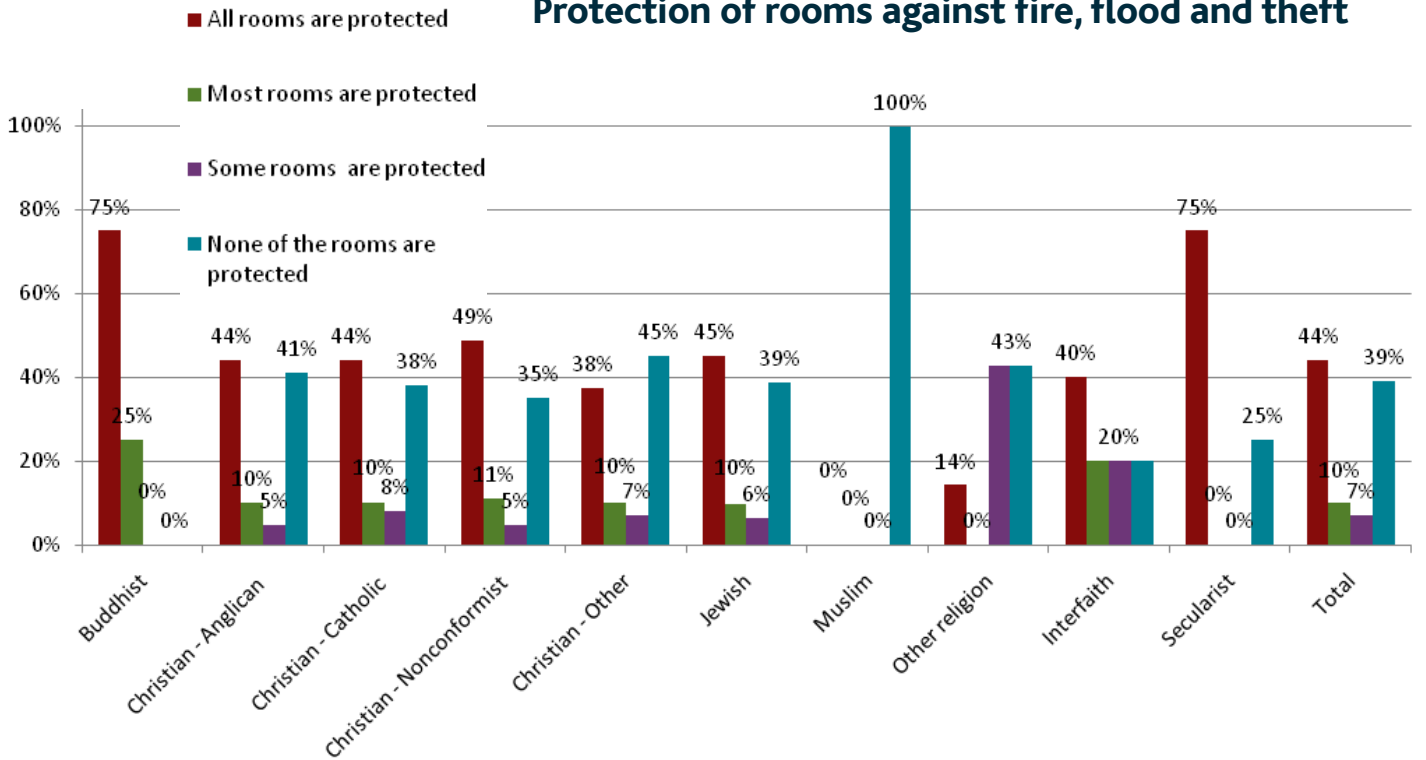
Provision of storage accomodation	Yes	No
Buddhist	75%	25%
Christian – Anglican	90%	10%
Christian – Catholic	97%	3%
Christian – Nonconformist	89%	11%
Christian – Other	93%	7%
Jewish	81%	19%
Muslim	100%	0%
Other religion	71%	29%
Interfaith	100%	0%
Secularist	100%	0%
Total	91%	9%

Provision of separate room for consultation of archives



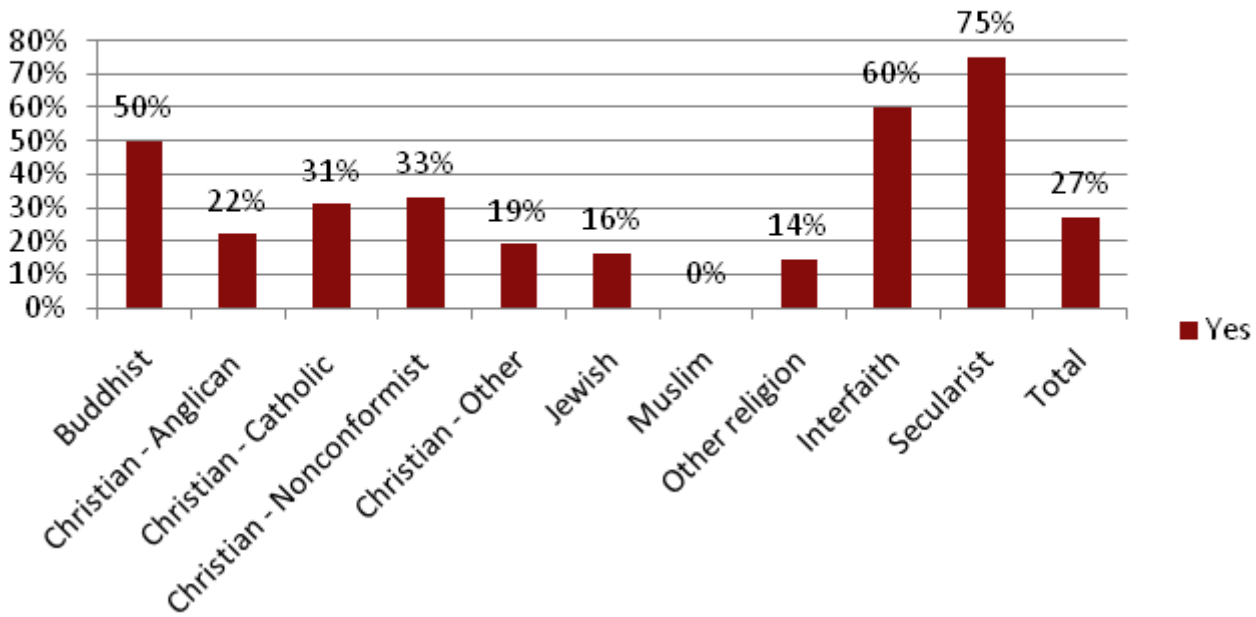
Provision of separate room for consultation of archives	Yes	No
Buddhist	33%	67%
Christian – Anglican	46%	54%
Christian – Catholic	58%	42%
Christian – Nonconformist	68%	32%
Christian – Other	24%	76%
Jewish	42%	58%
Muslim	50%	50%
Other religion	43%	57%
Interfaith	80%	20%
Secularist	100%	0%
Total	52%	48%

Protection of rooms against fire, flood and theft



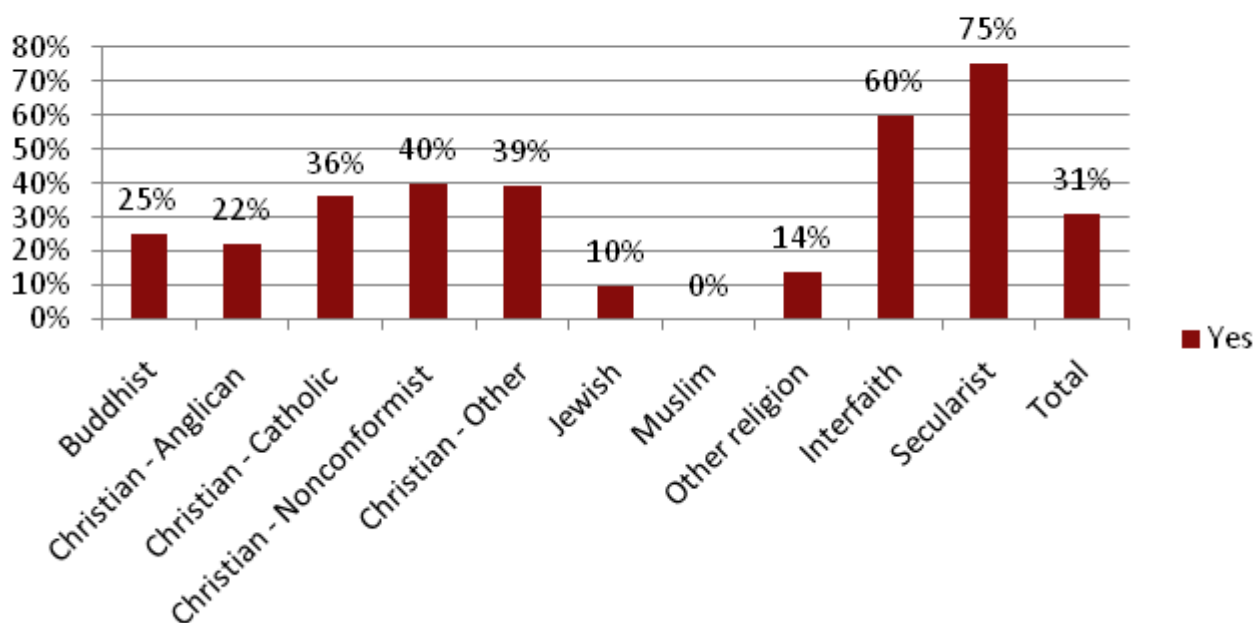
Protection of archives against fire, flood and theft	All rooms are protected	Most rooms are protected	Some rooms are protected	None of the rooms are protected
Buddhist	75%	25%	0%	0%
Christian – Anglican	44%	10%	5%	41%
Christian – Catholic	44%	10%	8%	38%
Christian – Nonconformist	49%	11%	5%	35%
Christian – Other	38%	10%	7%	45%
Jewish	45%	10%	6%	39%
Muslim	0%	0%	0%	100%
Other religion	14%	0%	43%	43%
Interfaith	40%	20%	20%	20%
Secularist	75%	0%	0%	25%
Total	44%	10%	7%	39%

Temperature and humidity levels monitored in storage area



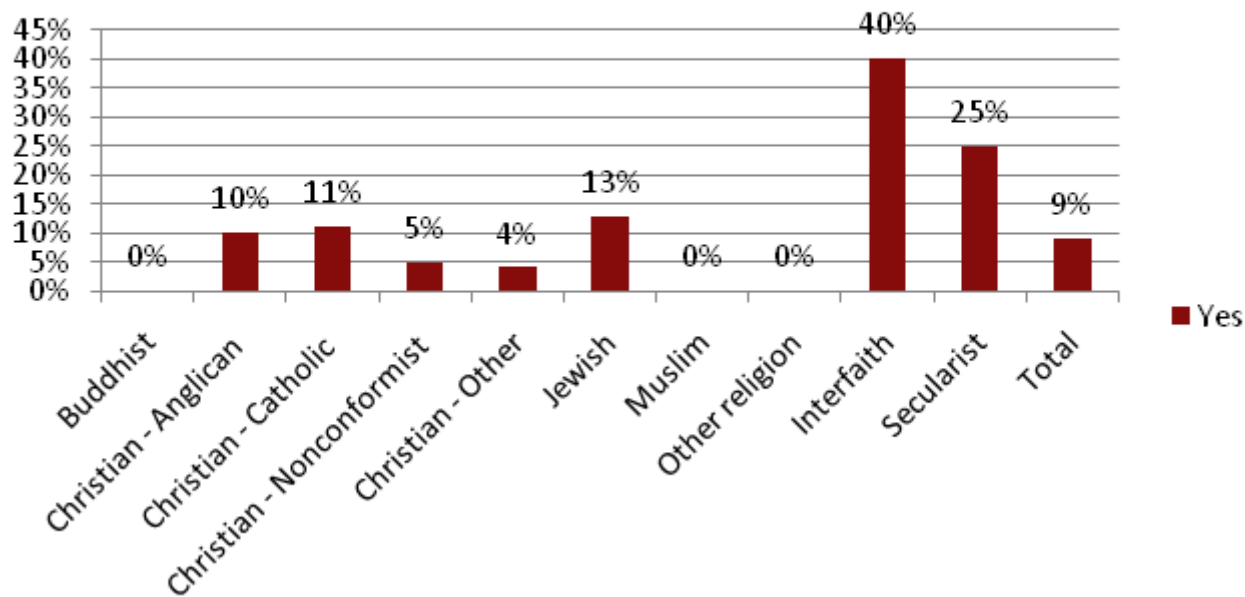
Temperature and humidity levels monitored in storage area	Yes	No
Buddhist	50%	50%
Christian – Anglican	22%	78%
Christian – Catholic	31%	69%
Christian – Nonconformist	33%	67%
Christian – Other	19%	81%
Jewish	16%	84%
Muslim	0%	100%
Other religion	14%	86%
Interfaith	60%	40%
Secularist	75%	25%
Total	27%	73%

Temperature and humidity levels controlled in storage area



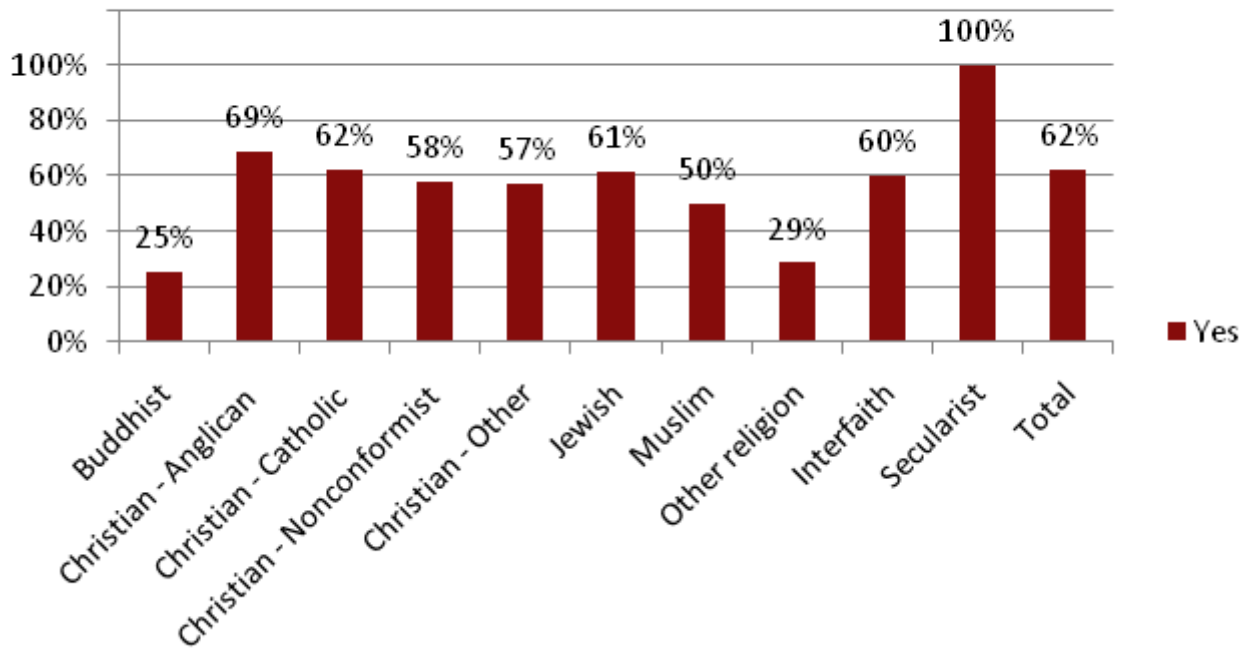
Temperature and humidity levels controlled in storage area	Yes	No
Buddhist	25%	75%
Christian – Anglican	22%	78%
Christian – Catholic	36%	64%
Christian – Nonconformist	40%	60%
Christian – Other	39%	61%
Jewish	10%	90%
Muslim	0%	100%
Other religion	14%	86%
Interfaith	60%	40%
Secularist	75%	25%
Total	31%	69%

Archives affected by mould or damp in the last five years



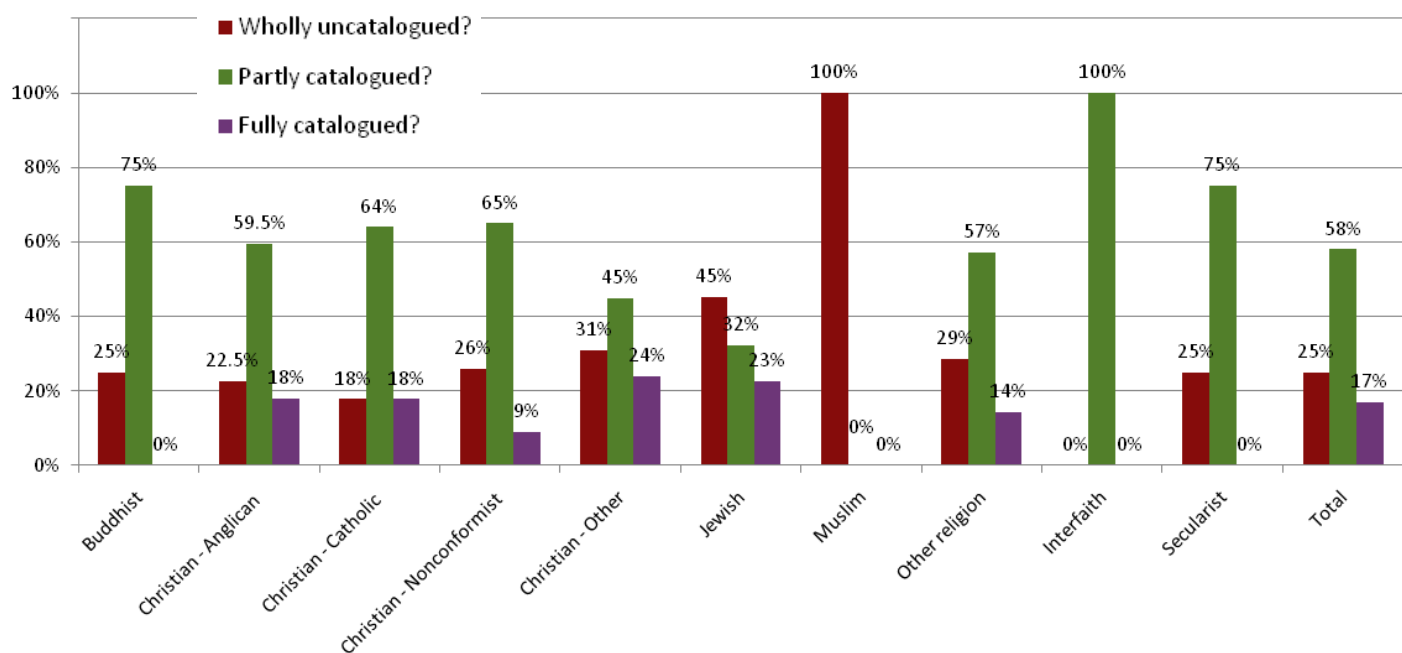
Archives affected by mould or damp in the last five years	Yes	No
Buddhist	0%	100%
Christian – Anglican	10%	90%
Christian – Catholic	11%	89%
Christian – Nonconformist	5%	95%
Christian – Other	4%	96%
Jewish	13%	87%
Muslim	0%	100%
Other religion	0%	100%
Interfaith	40%	60%
Secularist	25%	75%
Total	9%	91%

Expansion space available for archives

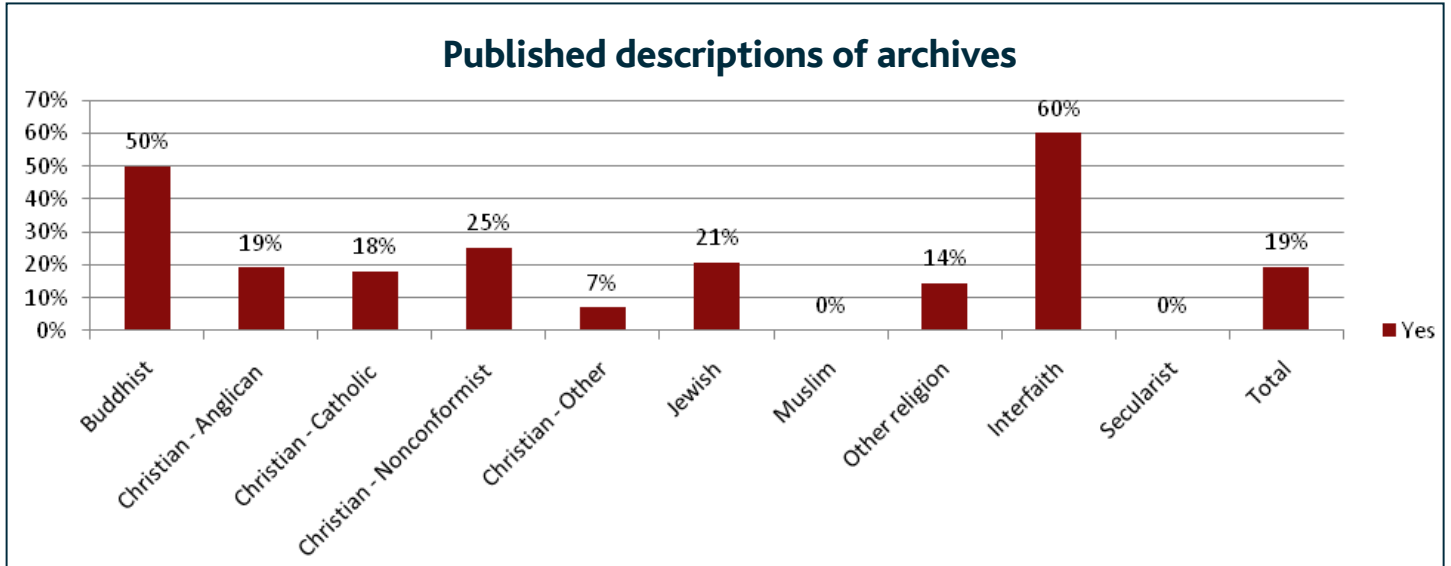


Expansion space for archives	Yes	No
Buddhist	25%	75%
Christian – Anglican	69%	31%
Christian – Catholic	62%	38%
Christian – Nonconformist	58%	42%
Christian – Other	57%	43%
Jewish	61%	39%
Muslim	50%	50%
Other religion	29%	71%
Interfaith	60%	40%
Secularist	100%	0%
Total	62%	38%

Cataloguing of archives



Cataloguing of archives	Wholly uncatalogued?	Partly catalogued?	Fully catalogued?
Buddhist	25%	75%	0%
Christian – Anglican	22.5%	59.5%	18%
Christian – Catholic	18%	64%	18%
Christian – Nonconformist	26%	65%	9%
Christian – Other	31%	45%	24%
Jewish	45%	32%	23%
Muslim	100%	0%	0%
Other religion	29%	57%	14%
Interfaith	0%	100%	0%
Secularist	25%	75%	0%
Total	25%	58%	17%



Published descriptions of archives	Yes	No
Buddhist	50%	50%
Christian – Anglican	19%	81%
Christian – Catholic	18%	82%
Christian – Nonconformist	25%	75%
Christian – Other	7%	93%
Jewish	21%	79%
Muslim	0%	100%
Other religion	14%	86%
Interfaith	60%	40%
Secularist	0%	100%
Total	19%	81%

Appendix IV: Religious Archives Survey questionnaire



Religious Archives Survey 2010



The National Archives

The Religious Archives Group and Society of Archivists in association with The National Archives

The purpose of this survey is to identify significant archives, whether institutional records or papers of individuals and families, held by religious organisations (including charities and educational foundations which are inspired by specific faiths) in order to promote future preservation. The survey covers material generated by religions currently practised within the United Kingdom. The project is being carried out with the assistance of a generous grant from the Pilgrim Trust.

Please note: access to your archives will remain entirely a matter for your own discretion and answering this questionnaire will not in any way affect your ownership or control over the archives in your custody.

If you have any queries, or need help in answering the questions, please contact the project's Resource Discovery Officer:

Claire Muller
Resource Discovery Officer
Archives Sector Development
The National Archives
Kew
TW9 4DU
02083925330 ext. 2603
ras@nationalarchives.gsi.gov.uk

Please ask whoever you consider the most appropriate person to fill in the form or to provide you with the necessary information.

In answering this questionnaire, your institution will fall into at least one of three categories:

- No archives have survived. Please respond to Q. 1 only by answering 'NO'.
- The archives which have survived have been deposited elsewhere with another institution. Please answer Q. 1-2.
- Your institution has retained its archives and historical records. Please answer all questions apart from Q. 2.

If some archives have been deposited and some retained, please answer all questions.

If you find insufficient space in the comment box when answering a question, please continue on a separate piece of paper and attach this when returning the survey.

Your details:

Name and position

Name and address of institution:

Email:

Telephone:

Governing body:

<p>4. Do you allow the general public to consult your archives in person?</p> <p><i>Please mark 'x' in one box</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>5. Are these archives continuing to be added to as material passes out of current use?</p> <p><i>Please mark 'x' in one box</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>6. Do your archives include material written in languages other than English?</p> <p><i>Please mark 'x' in one box</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>If yes, please specify below.</p> <p><i>e.g. Latin, French, Welsh, Gaelic, Pali, Arabic, Farsi</i></p>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	

<p>7. Are your archives administered on your premises by :</p> <p><i>Please mark 'x' in all boxes that apply</i></p>	<p>Volunteers? <input type="checkbox"/></p> <p>Paid administrative staff of your organisation? <input type="checkbox"/></p> <p>Professional archivists, librarians or other information managers (paid or unpaid)? <input type="checkbox"/></p>
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<p>8. Is accommodation provided for the archives in terms of:</p> <p><i>Please mark 'x' in two boxes</i></p>	Yes	No	
	Storage?	<input type="checkbox"/>	<input type="checkbox"/>
	A separate room where they can be consulted?	<input type="checkbox"/>	<input type="checkbox"/>

Please qualify as necessary:

e.g. There is a strong room in which the archives are held but they need to be consulted in the archivist's office/ in the library/ at a desk in the administration manager's office.

<p>9. Are all the rooms in which the archives are kept protected against flooding, fire and theft?</p> <p><i>Please mark 'x' in one box</i></p>	All rooms are protected	<input type="checkbox"/>
	Most rooms are protected	<input type="checkbox"/>
	Only some rooms are protected	<input type="checkbox"/>
	None of the rooms are protected	<input type="checkbox"/>

If only some areas are protected, please estimate the proportion of your archives kept in storage areas protected against risk.

e.g. 50% of areas are protected against such risks but the rest of the archives are kept in unsuitable lock-up garages used as outstores.

<p>10. Are temperature and relative humidity levels:</p> <p><i>Please mark 'x' in all boxes that apply</i></p>	Monitored in the storage areas?	<input type="checkbox"/>
	Controlled in the storage areas (e.g. by radiators with thermostats or air conditioning)?	<input type="checkbox"/>

<p>11. Have your archives been affected by mould or damp in the last five years?</p> <p><i>Please mark 'x' in one box</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>12. Do you have expansion space to house additions to your archives for the foreseeable future?</p> <p><i>Please mark 'x' in one box</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
---	--

Please give details:

e.g. Our space for archive storage will run out in 1/3/5 or more years' time.

<p>13. Are your archives:</p> <p><i>Please mark 'x' in one box</i></p>	<p>Wholly un-catalogued? <input type="checkbox"/></p> <p>Partly catalogued? <input type="checkbox"/></p> <p>Fully catalogued? <input type="checkbox"/></p>
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If your archives are catalogued in some way, please specify the format:

e.g. card indexes, word processed or other typed lists, electronic catalogues.

Please tick the box if you would be prepared to send lists or inventories of your archives to the National Register of Archives at the National Archives in London, or, for material relating to Scotland, the National Register of Archives for Scotland at a later date.

Ticking 'yes' will indicate that The National Archives can contact you to arrange the sending of lists.

Yes: am happy to be contacted

No: I do not wish to be contacted

14. Are there published descriptions of your archives?

Please mark 'x' in one box

Yes

No

If there is a published guide please give details below.

If not, we would be grateful if you would send us any short article, leaflet or other description which gives details of your archives (see address at end).

15. Please provide any other comments about current major achievements, challenges or development needs for the preservation or accessibility of your archives in the future.

e.g. 'We organised a major centenary exhibition last year based on material drawn from our archives' or 'we need someone to sort and catalogue the archives', 'some of our material has been damaged by damp and needs to be treated', 'our buildings are unsuitable for the long-term storage of archives'.

Appendix V: Religious Archives Survey covering letter



The National Archives



21 July 2010

Dear Colleague

Religious Archives Survey 2009-10

We are writing to invite your participation in the first comprehensive survey of religious archives ever to be conducted in the United Kingdom. Our constituent countries have a rich and diverse religious history, but the written records tracing its development are at present only partially known. The survey will cover the historical records, in all formats, of all faith communities and of organisations which have their roots in religion. It does not extend to records in current use but covers those which are likely to be of continuing long-term importance.

The survey is a joint initiative of the Religious Archives Group (a voluntary association of individuals responsible for, or users of, religious archives), the Society of Archivists and The National Archives (which maintains the National Register of Archives). It is being substantially funded by the Pilgrim Trust, a national charity.

The survey has been entirely conceived for the 'common good'. It is totally unconnected with any particular political, religious or other viewpoint. The survey is being overseen by an independent project board with an appropriate combination of faith, archival and academic expertise. Its members are listed below.

The survey aims to improve the coverage of religious archives in the National Register of Archives, with a view to promoting the long-term preservation of the records of faith-based communities and organisations. These continue to shape our national heritage and society. The Register already includes several thousand lists of historical records created by religious organisations, but its coverage in this area is uneven and far from complete.

A better knowledge of which religious archives have survived, and where they are located, will benefit the creators and owners of such archives, as well as the wider archival and user communities. In particular, such knowledge should assist the creators and owners to realise the full potential of their archives in advancing the objectives of their own organisations and faith communities. It will also help them to identify opportunities, including collaborative ones, for the improved maintenance of such historical records.

Accordingly, we would be very grateful if you could find time to complete the enclosed questionnaire about those archives you may be responsible for. Any information which you can supply will assist us greatly in mapping out the existence and future needs of

such material. Your reply will not affect your ownership or control over your archives in any way.

A stamped addressed envelope is enclosed for returns on paper but there is also an electronic form on the Religious Archives Group's website for those who would prefer to use it at <http://rylibweb.man.ac.uk/rag2/activities/RAGQuestionnaire.html>.

If you could return the completed questionnaire within a month of despatch it would be appreciated.

Please contact our Resource Discovery Officer (details below) by email, telephone or post if you need further help in filling out the questionnaire.

Yours sincerely,



Dr Clive Field OBE Chair of the Religious Archives Survey Steering Committee
(University of Birmingham)

Committee members:

Professor Humayun Ansari OBE (Royal Holloway, University of London)

Dr Rachel Cosgrave (Lambeth Palace Library)

Dr Norman James (The National Archives)

Jenny Moran (Society of Archivists)

Andrew Nicoll (Scottish Catholic Archives)

Dr Michael Pearson (The National Library of Wales)

Karen Robson (Hartley Library, University of Southampton)

Rosemary Seton (Religious Archives Group)

Claire Muller (Resource Discovery Officer)

Archives Sector Development

The National Archives

Ruskin Avenue

Kew, Richmond TW9 4DU

Email: ras@nationalarchives.gsi.gov.uk

Telephone: 020 8392 5330 x2603.

Unfortunately, we are currently unable to provide the questionnaire in languages other than English. Please notify us if you cannot complete this questionnaire in English.

Appendix VI: Survey of personal papers: survey letter and form



29 May 2010

Dear

The Religious Archives Group, in association with the Society of Archivists, and The National Archives, is currently carrying out a comprehensive survey of religious archives in the United Kingdom with funding from the Pilgrim Trust, a national charity. A description of the project is attached. However, we are conscious that much of the record of religious life in this country is captured not in the official archives of faith organisations, but in the personal papers of religious leaders and other prominent members of faiths practised in the different parts of the UK.

We are therefore writing to ask if you have considered the issue of the future disposition of any personal papers which you have retained. These may be letters written to you, personal diaries, unpublished writings or papers accumulated in the course of your own activities, together with photographs, recordings and other working papers remaining in your possession and ownership (rather than official papers relating to work on behalf of religious bodies or organisations and retained by them as part of their current records or archives). It would also be beneficial if you would tell us whether you would find it helpful if more general guidance was provided about the significance and preservation of religious figures' papers and the options for their future care. This could be provided under the auspices of the Religious Archives Group or your own religious tradition.

We have no wish to interfere in any way with your personal property, affairs or the disposition of papers which you may currently retain. Nor are we acting as collecting agents for individual record offices and other institutions which can provide permanent homes for such papers. However, we do wish to encourage and promote the safe preservation of such material which is likely to form an important body of sources for studying the religious history of the United Kingdom in the future. It is also quite understood that such papers will normally be closed to research while they remain in your custody, or if retained by your family or executors in the future, and that only when deposited with a record office, specialist library or other institution and specifically opened for research are they likely to become more widely available for study.

If you would be kind enough to spare a few minutes to fill in the boxes on the enclosed form, this would greatly assist us in shaping our future guidance and advice in this area. The information will be held at The National Archives in accordance with the principles of the Data Protection Act 1998, which will safeguard your confidentiality. The information will be held for the purposes of assessing and

promoting the preservation of the UK's heritage in the field of religious archives and will not be divulged to third parties beyond the Religious Archives Group, its survey steering committee and The National Archives without first consulting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Clive Field', with a long horizontal stroke extending to the right.

Dr Clive Field OBE, Chair of the Religious Archives Group Steering Committee
(University of Birmingham)

Committee members:

Professor Humayun Ansari OBE (Royal Holloway, University of London)

Dr Rachel Cosgrave (Lambeth Palace Library)

Dr Norman James (The National Archives)

Jenny Moran (Society of Archivists)

Andrew Nicoll (Scottish Catholic Archives)

Dr Michael Pearson (The National Library of Wales)

Karen Robson (Hartley Library, University of Southampton)

Rosemary Seton (Religious Archives Group)



RELIGIOUS ARCHIVES SURVEY 2010: PERSONAL PAPERS

Please tick the following boxes where applicable and return to the following in the pre-paid envelope provided:

Philip Gale
Religious Archives Survey Project
Private Archives Team
c/o Archives Sector Development
The National Archives
Kew
Richmond
TW9 4DU

Your name (block capitals please):

I have already made, or intend to make [delete as appropriate], arrangements for the preservation of my personal papers.

I would welcome further general advice from the Religious Archives Group on its website about the preservation and care of personal papers.

I would welcome general advice from an appropriate official body within my own religious community instead of/ in addition to [delete as appropriate] guidance in published form from the Religious Archives Group about the preservation and care of personal papers.

I would not welcome any further initiatives in respect of personal papers.

Please turn over

Any additional comments or information? Please add below.

Signature:

Thank you very much for your assistance. A reply-paid envelope is enclosed for your convenience.