

# **Constitution and Canons**

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## **CANON 24 DIOCESAN ARCHIVES**

The Diocese shall maintain an archive of records pertaining to its history, to the functioning of Synod, Church Society, parishes and congregations, and to individuals connected with the Church. The Archivist shall collect, catalogue, preserve, maintain and make available these records.

1. The Diocesan Archivist shall be appointed by the Bishop.
2. The Diocesan Archivist shall maintain the Archives in keeping with standards set out by professional bodies such as the Canadian Council of Archives.
3. The Diocesan Archivist shall collect and catalogue archival material pertaining to every level of diocesan activity.
4. Synod, Diocesan Boards and Committees, parishes and congregations shall deposit with the Archives all non-current material such as minute books, civil registers, correspondence, plans and photographs. If the Archivist deems the material not to be pertinent to the Archives, or to have no archival value, the Archivist shall so advise the would be depositor and shall return the material to him or her on request.
5. The Diocesan Archivist shall apply each year to Synod or to the Diocesan Executive Council for funds to maintain and operate the Archives.
6. The Diocesan Archivist shall be authorised to make and sign applications to outside organisations for funding for the improvement and operation of the Archives.
7. The Diocesan Archivist shall submit a written report to each Session of Synod on the operation of the Diocesan Archives.
8. The Diocesan Archivist shall maintain liaison with the General Synod Archivist and with the Provincial and National Anglican Archivists' networks.

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**Diocese of Quebec**

Constitution: Approved 1st reading Synod 1997, Adopted Synod 1999  
Canons: Amended by Synod 2009