

# CANON V

## Archives

### 1. Definition

In this Canon: “Document” includes data and information in electronic form.

2. The Archives shall be administered by the Archivist.

3. The Archivist shall be appointed by the Council of the General Synod on the recommendation of the Primate.

4. Under the direction of the General Secretary, the Archivist shall:

- a) establish and maintain a records management program for the active records and related documents of the General Synod and its committees, councils, boards and commissions;
- b) collect, arrange, describe, and preserve the permanent records and related documents of the General Synod and its committees, councils, boards and commissions;
- c) collect, arrange, and preserve the official documents of the Primate, the General Secretary and all other officers and employees of the General Synod;
- d) receive, additional to the Archives of the several ecclesiastical provinces, the records of the election, consecration, translation and installation of bishops of The Anglican Church of Canada, and the records of the election and installation of metropolitans;
- e) encourage, co-ordinate and assist, in co-operation with their respective archivists, archival programs in the dioceses, ecclesiastical provinces and related agencies, including religious orders, ecumenical coalitions and theological colleges;
- f) collect, arrange, describe and preserve any other documents, publications, graphic materials (photographs, paintings, posters, etc.), sound recordings, films, videos, and other electronic media pertaining to the history and activities of The Anglican Church of Canada;
- g) co-operate with the Canadian Church Historical Society in promoting interest in the history of The Anglican Church of Canada.