

Saint Martin's Lutheran Church
State of the Archives
Wednesday, December 6, 2023

Just to let you know the state of the archives at St. Martins (from my workplace)

- Access to the archives space is available to anyone with the “OJ” key using the Schlage/Best security key-way. I believe this includes most staff as well as a number of volunteers.
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- Content of the existing (***Charles Oertly Memorial***) archives space includes
 - Paper documentation of the congregation since before it's founding
 - Photographs of various stages of congregational life
 - Copies of the Echo and service bulletins from 1960
 - The echo stopped approximately 1990
 - Carousel slides (digitized). New found
 - Old radio recordings of church services
- In addition the archives spaces houses museum items including
 - Crosses removed for A/C renovation work
 - Paintings removed for A/C renovation work
 - Memorial plaques
- My workspace on the third floor consists of a storage closet with limited workspace capability. Access to this space is mostly music staff or persons with the “SS” key using the Schlage/Best key-way. This space generally 71-87 degrees at 68 to 80 percent humidity. When I open the door. the room does stabilize to more tolerable temperature and humidity level.
- There is a NAS (Network Attached Storage) drive I had purchased which is located in the computer room. This drive supports a 500GB drive and contains copies of all currently scanned slides, pictures, cassettes. Due to a Windows security limitation, the church's current Windows-10 computers are unable to access the information. There is a work-around but I feel that the current IT service provider would not want the work-around to continue. I am looking into replacing this device.
 - I have purchased a Buffalo LinkStation 210 which is connected to the network. Files are being copied from the existing NAS drive to the LinkStation. When that completes, staff and others will have read-only access to the files.
 - After working for a week to copy the files from the “old” NAS drive to the “new” NAS drive, all files are available. This includes backups of scanned files and working files. To access the drive enter:
 - At the COMMAND space (lower-left corner) enter “[\\LS210D901\share](#)” (press enter)
 - At the login prompt enter
 - USERID = “smlc_user” (not case sensitive)
 - PASSSSWORD = “History” (case sensitive)
 - Access to the files is READ-ONLY.
 - If there are access errors, please let me know the filename(s) and the error(s) so I can correct them

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According to the document **A Brief Guide for Archives of Congregations_2011.pdf**

“... HOW SHOULD MATERIALS BE PRESERVED?”

Location

The archives should be located in a locked, fireproof room, area, or filing cabinet that is least affected by extremes of light, heat, dryness or humidity. The ideal storage environment has a temperature of 67 degrees Fahrenheit, plus or minus 2 degrees, with relative humidity of 47% plus or minus 2 percent. If this ideal cannot be met, an area that can maintain conditions close to these, with minimal fluctuations is best.

I previously purchased a EXTECH Temperature and Humidity recording device to record conditions in the current archives space. Additionally there is a ACURITE temperature and humidity device located at the door. This has been registering temperature of 70-72F and humidity of 67-68%.

Items scanned so far include

1. Cassette tapes – Service cassettes
 1. Weddings
 2. Funerals
 3. Ordinations
 4. General church services
 1. Baptisms
 2. Confirmations
 3. Joining membership
2. Slides
 1. 11th Street Church
 1. Pagaents
 2. Procession from the 1th street church to the present church
 2. Construction of the present building
 1. Nave Transept
 2. Corner stone
 3. Projected music song slides
3. Paper documents
 1. Letter to Germany requesting funds
 2. Early church (St. Martin's) formation documents

Items to be done

1. Remaining paper documents (boxes 1870 to present)
2. Printed “ECHO” newsletters (4-drawer filing cabinet)
 1. Joining
 2. Births, Weddings, Deaths

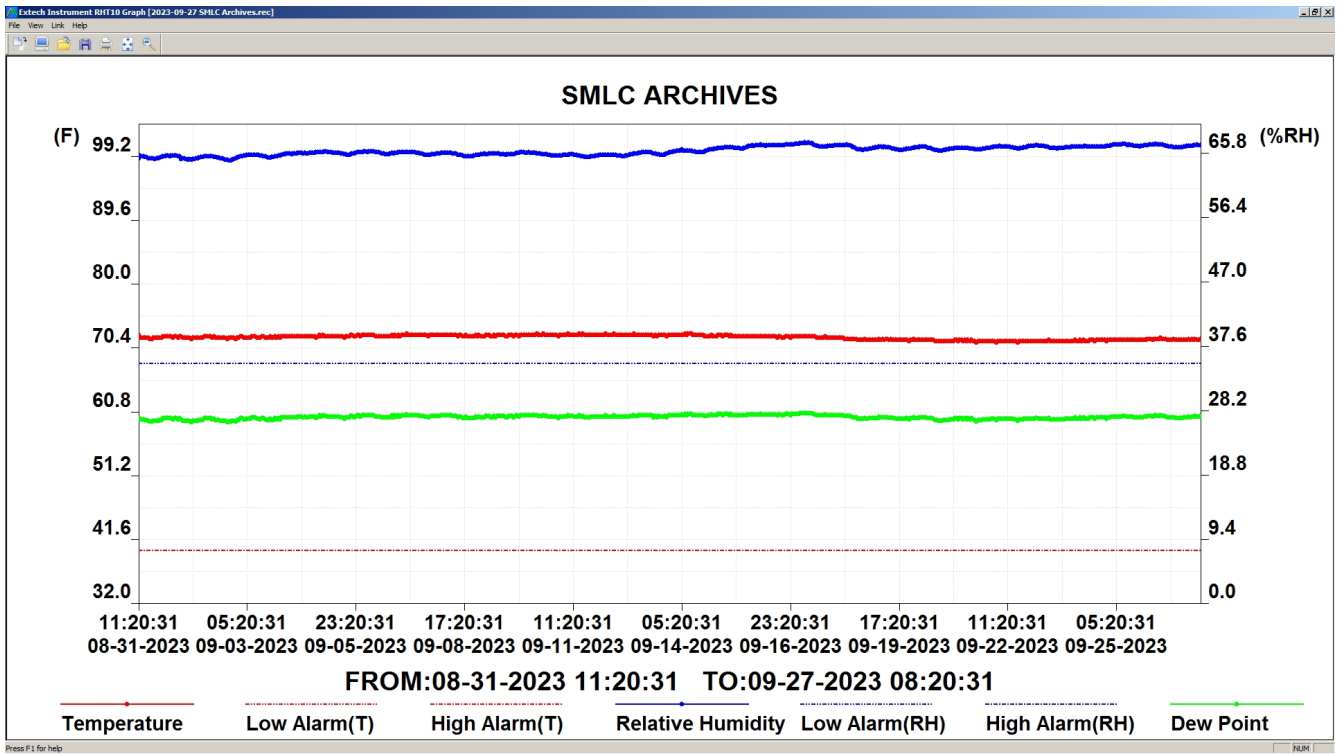
- 3. Recipes
- 3. Service bulletins (4-drawer filing cabinet)
- 4. VHS recordings
- 5. Reel-to-Reel recordings
- 6. 1950's? Radio recordings

Recordings – Service cassette to MP3

Number of recording columns	36
Number of tapes processed	219
Number of files exported (MP3)	214
Last date updated	12/06/23
MP3 Recording time	258:14:22 (Hours:Minutes:Seconds)
MP3 Data bytes	26,173,688,930
MP3 Bytes/minute	348
MP3 Bytes/Minute STDEV (+/-)	232
# Services	175
# Baptism	22
# Confirmation	2
# Joining	5
# Wedding Service	7
# Funeral Service	25
# Ordination Service	2
# School	2
# MISC	5
# COMMERCIAL	1



Radio recording disc



Data from my EXTECH temperature/humidity data logger.





Resources and References

Brief_Guide_for_Archives_of_Congregations.pdf
Digital Archives Scanning Standards.pdf
Environmental Control for Museums and Archives, TB-600.pdf
Environmental Monitoring and Control - Syracuse University Libraries.pdf
hal_mhc_rms_bp_for_digitizing_125527_7.pdf
hal_mhc_rms_bp_for_reproduction_125530_7.pdf
Microfilm -v- Digital Preservation.pdf
National Archives launches file scanning software _ Guardian Government Computing _ Guardian Professional.pdf
nara1571.pdf
NSCC Museum Collection Care - Environment - Relative Humidity & Temperature.pdf
NSCC Publications - How temperature and relative humidity affect collection deterioration rates.pdf
Realistic Preservation Environment.pdf
Scanning _ University Archives _ Michigan State University.pdf
Scanning Documents in the Research Rooms.pdf
Scanning Documents.pdf
Scanning _ Archival Scan Formats.pdf
Slide And Negative Formats And Sizes - 35mm, 120, 240, medim format, large format, contact sheet...pdf
Taking a Byte Out of the Archives _ Making Technology Work for You.pdf

ELCA publications

A Brief Guide for Archives of Congregations_2011.pdf
AAFCS_Archiving_Document_Oct_2011.pdf
Collection_Development_Statement.pdf
CongregationRecordsManagement2010.pdf
Work of a Congregational Archivist.pdf