**Collection Schema for Archives**

The documents, photographs, artifacts and other materials of the archives are organized in the following collections or “buckets”:

1. **Foundational Documents**
	1. Foundational documents
2. Ceremonials
3. Corporate Papers
4. Customaries
5. Policies and Procedures
6. Registries of entrants and profession
	1. Historical records and written histories of the congregation in booklets and manuscripts
		1. Early correspondence with Dominican Order
		2. Early correspondence with Holy See
7. **Government**
8. Areas/Clusters
9. Circular Letters of Prioresses
10. Constitutions
11. Council Meeting Minutes
12. Corporate Responsibility
13. Board of Trustee Minutes
14. General Assemblies
15. General Chapters
16. Chapters of Affairs
17. Leadership Teams
18. Ministry Subsidy
19. Prioress’ Papers
20. Visitations
21. **Membership**
	1. Scholarly and Creative Works of Members
		1. Doctoral dissertations of the members
		2. Publications
		3. Sketchbooks, greeting cards, poetry, unfinished art
	2. Life Development
		1. Initial
		2. Ongoing formation
	3. Oral Histories and Transcripts of Talks by/about Sisters
	4. Deceased members (& drop files of living members)
	5. Lists, e.g., Registries, Necrology
	6. Prioresses personal papers
	7. Former Members
		1. Remembering committee
		2. Records of former members
22. **Associate Life**
23. Policies
24. Associates (about and obituaries)
25. Advisory Board
26. Newsletters
27. Publications
28. **Ministries/Works/Institutions**
	1. Annals from Missions
		1. Domestic parishes (within USA)
		2. International Missions
29. Chimbote, Peru
30. Eastern Europe and Russia
31. Guatemala
32. San Pedro Sula, Honduras
	* 1. Christmas letters of Sisters to families and friends
		2. Houses and Apartments by state and city
		3. Correspondence with Missions
	1. Central Committees and Task Forces
33. Alternative Forms of Relationship
34. Care of Earth
35. Grounds
36. Healing Racism
37. Hispanic
38. Human Trafficking
39. Justice and Peace
	1. Peacemakers
40. Project Reach Out
	1. Sponsored Institutions and Properties
41. Aquinata Hall
42. Aquinas College
43. Dominican Land Corporation
44. Dominican Center
	1. Art Gallery
	2. Bookstore
45. Holy Rosary Academy
46. House of Studies
47. Marywood Motherhouse
	1. Chapels
48. Marywood Chapel & Sunday Assembly
49. Aquinata Hall Chapel
50. Marywood Health Center
51. Marywood Academy (formerly Sacred Heart Academy)
52. Marywood Health Center
53. Nazareth Hospital
54. Properties
55. Construction
56. Renovation
57. Vacation
58. Sale of
59. St. John’s Home for Children
	1. Ledgers and Accounts
	2. Ministries
60. Education
	1. Partners in Parenting
	2. Word/ESL a.k.a. Home Work Assistance/English as a Second Language (HASD/ESL)
	3. Workshop Way
61. Health Care
	1. Feldenkrais
62. Food Service
63. Music
64. **Special Events and Celebrations**
	1. Anniversaries
	2. Dominican Days
	3. Galas
	4. Jubilees
	5. Professions
	6. Significant Events, e.g. Essexville Accident
65. **Publications (of the Congregation)**
66. Annual Reports
67. Community Ways
68. Computer News
69. Contacts
70. Correspondence re: publications
71. Dominican Futures
72. InWord
73. JustWord
74. Mission and Ministry
75. News and Notes
76. Rapport
77. Reaching Out
78. Tessera
79. Touching In
80. Vocational Brochures
81. **Campus Departments**
	1. Human Resources
	2. Physical Plant
	3. Finance
82. **Mission Advancement**
83. Development
84. Donations and fundraising
85. Wills and Bequests
86. **Dominicana and Dominican Groups**
	1. Collaboration with Other Dominican Congregations
		1. Dominican Education (DEA)
		2. Dominican Sisters Conference (DSC)
	2. Dominican Leadership Conference (DLC)
	3. Dominican Federation
	4. Dominican Alliance
	5. Histories of the Dominican Order
	6. Dominican Friars
	7. Dominican Laity
87. **Church (Ecclesial Connections)**
88. Bishops of Grand Rapids
89. Diocesan and Archdiocesan Contacts
90. Global collaboration, UISG, LCWR
91. Holy See - Congregation for Institutes of Consecrated Life and Societies of Apostolic Life (CICLSAL)
92. **The Heritage Collection (3 Dimensional Artifacts)**
	1. Objects, statues, crucifixes connected to the congregation’s history
	2. Awards/Plaques/Honors
	3. Art works, painting, framed photographs, bas reliefs, sculpture by or about the members or the congregation; audio recordings, e.g., records, CDs by the Sisters
	4. Maps, blueprints, posters
	5. Information regarding heritage collection items
93. **Images**
	1. Printed photos of members, building, events and activities of the congregation
	2. Slides
	3. Albums, scrapbooks
	4. Digitized holdings
94. **Library**
	1. Books by and/or about DSGR
	2. Prayer books used by DSGR
	3. Theology/religious studies influential in the lives of DSGR
	4. Audiovisual
		1. Oral histories
		2. Films
		3. DVDs
		4. VHS tapes
95. **Administrative**