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|  | Designed by Natalie C. Smith | What the Archives Wants from You…  M:\My Pictures\Archives Logo\logo variant 6 large.jpg |
| The Dominican Sisters - Grand Rapids Archives have been the official repository for materials about the origin, history and growth of the Grand Rapids Dominican Congregation of Our Lady of the Sacred Heart and its ministries since 1877.  Special collections include materials about Marywood Academy, Holy Rosary Academy, Aquinas College and other ministries of the congregation primarily in Michigan, New Mexico, Peru, Honduras and Canada. These collections include documents, audio-visual recordings, books, artifacts and artwork. | M:\My Pictures\Archives Logo\Logo variant 3.jpg  Dominican Sisters - Grand Rapids Archives  2025 Fulton St. E  Grand Rapids, MI, 49503 |  |

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| Collection Policy The criteria for collecting documents, artifacts, photographs and books for the archives of the Dominican Sisters - Grand Rapids is the object’s relationship with the Sisters themselves and the history of the Congregation. The question: “**Is it by, for or about the story and mission of the Sisters?**” is asked before considering acquisition. Another criterion is the ability to preserve the item. If it cannot be properly cared for, it is not acquired. Yet a third criterion is that of its unique, enduring quality and intrinsic worth. **Items that do not meet these specifications are not kept by the archives.**  If you have questions about a specific item, please do not hesitate to ask the archives. | * Approximately 12 quality photos of you (labeled!)   + Headshot   + In ministry (multiple as appropriate for different roles)   + Throughout life   + Group photos   + Historically significant photos * Articles or books by or about you or the congregation * Annals/Christmas letters * Dissertation * Awards * Autobiography/Resume * Homilies * Oral histories * Correspondence of significance related to life in congregation * Original art   + Paintings/drawings/prints   + Music   + Poetry   + Photography   + Sculpture   + Textile art * Education records   + Certificates   + Diplomas   + School records   + Transcripts  Items to Save or Send to the Archives NOW | What NOT to Send to the Archives  * Photos   + Of scenery   + Containing no sisters   + Which are blurry, out of focus, over/under exposed, seriously damaged or in which faces are too small to identify * Books, relics, devotional objects * Personal correspondence   + Thank you notes   + Greeting cards   + Postcards * Hobbies, stamps, foreign money * Souvenirs of travel * Items you want the archives to store for you temporarily   **Contact**  Director of Archives  Mary Navarre, OP  616.514.3313  mnavarre@grdominicans.org |