

Collection Schema for Archives

(This schema was completed at the time of the move out of the Motherhouse in 2022. At that time, all the material in the entire collection was physically placed on shelves in an order that followed a previous schema. Then this new schema was created to reflect what was actually present. This schema is expected to change again as the majority of the material is not finely processed.)

1) Foundational Documents

A) Histories of the Dominican Sisters of Grand Rapids and some broader/background history (Finding Aid for A – C with exceptions of some material discovered later)

1. Research Material for three major history books (unprocessed)
2. Unpublished Manuscripts and Articles by DSGR (and one academy grad)
3. Unpublished Articles, Unattributed
4. More Specific Histories, unpublished articles
5. Anecdotes
6. Chronologies
7. Lists and Stats
8. Exhibit (informally called the zigzag exhibit)

B) Early Documentation

1. General
2. Ceremonials and Customaries (unprocessed box)

C) Other History Related Material

1. General
2. Regensburg (unprocessed box, some history and some tourism)
3. 1894 Separation (unprocessed, variety of material pulled for Arlene Bachanov)

D) Corporate Minutes (unprocessed)

2) Government

A) Constitutions (Finding Aid)

1. Chronologies/Histories
2. Constitutions
3. Correspondence
4. Constitution Development Process
5. Reference

B) Chapters (Finding Aid, organized by chronologically)

C) By-laws (unprocessed)

D) Prioress' Papers (Finding Aid, organized chronologically)

E) Circular Letters 1913 – 1985 (E-G unprocessed)

F) Periodic Mailings (organized as found, roughly chronological)

G) General Council Minutes

H) Areas/ Clusters

I) Task Forces

3) Membership

A) Lists and Registries

B) Memoirs

C) Personal Files of Members (organized alphabetically by surname)

D) Family Genealogies

E) Postulants and Aspirants

F) Files of Former Members (organized alphabetically by surname)

G) Life Development

H) Creative Works (organized alphabetically by author surname)

I) Doctoral Dissertations (organized alphabetically by surname)

4) Associate Life

5) Ministry/Works/Institutions

A) Mission Lists

B) Annals (organized alphabetically by state first, then by city within the state)

C) Correspondence related to Missions

D) Central Committees and Task Forces

E) Sponsored Institutions and Properties

1. Aquinas College
2. Aquinata Hall
3. Chimbote, Peru
4. Dominican Center/Chapel
5. Holy Rosary Academy
6. House of Studies
7. Marywood Academy
8. Marywood Health Center
9. Marywood Motherhouse
10. Nazareth Hospital/Dominican Land Corp.

F) Other Ministries

1. Education
2. Food Service
3. Health Care
4. Music
5. Prayer and Listening Line
6. Spiritual Companionship

6) Special Events and Celebrations

1. General
2. Diamond Jubilee 1953
3. Centennial 1977

7) Serial Publications (Finding Aid or list, organized chronologically by title)

8) Campus Departments

1. Finance Dept.
2. Drawer AR6 (General)

9) Images

- A) **Sisters** (organized alphabetically by last name)
- B) **By Subject**
- C) **Snapshots**
- D) **Slides**
- E) **Postcards**
- F) **Oversized**
- G) **Albums**

10) **Library** (Books by or about the Sisters or related subjects, approx. 200 vols)

11) **Yearbooks** (full list available)

12) Audiovisual Materials

- A) **Videotapes** (Variety of materials collected over time)
- B) **Audiotapes** (Variety of materials collected over time)
- C) **Transcripts**
- D) **Sets** (Specific Projects)

13) Blueprints

14) Dominican Groups

15) Church

- A) **Other Religious Congregations**
- B) **Dioceses**
- C) **Holy See**