

entitled "The Canadian Unitarian-Universalist Record Survey," which appeared in the summer 1990 issue of *Archivaria*. Copies may be obtained from: The Archives Committee, c/o The Universalist Unitarian Church of Halifax, 5500 Inglis Street, Halifax, N.S., B3H 1J8.

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Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors, and Archivists. JAMES O'TOOLE. Chicago: Association of Catholic Diocesan Archivists, 1991. vi, 85 p.

In the past fifteen years the Roman Catholic Church in the United States has become more aware of its history and its records and the need to preserve them. Increased awareness of history and archives led to the preparation of this guide, a manual of suggested standards for implementation in diocesan archives prepared by James O'Toole, former archivist of the Archdiocese of Boston and now Professor of History and Archival Methods at the University of Massachusetts, Boston campus.

Professor O'Toole explains, in a clear and succinct style, the essential elements of any archival program: planning; records surveys and identification; appraisal and acquisition; records management; arrangement and description; reference services; access; physical preservation; and outreach. The author also examines the uses of automation in archives, funding programs and matters unique to Catholic diocesan archives, for example, the Canon Law provisions that have a direct bearing on the organization and operation of an archival program.

The manual includes an annotated bibliography and a series of useful appendixes in which the author has reproduced Canon Law Codes for archives, Association of Catholic Diocesan Archivists' statements and guidelines on access and use of sacramental records, and sample documents on collection policy, donations, and mission statements. Sensitive to the unique aspects of Catholic diocesan archives, Professor O'Toole has prepared a useful, informative, and up-to-date handbook of particular interest to those in the religious or church archives field.

Two Hundred Years of Catholic Record Keeping in America: Current Issues and Responsibilities. FREDERICK J. STIELOW, JOHN J. TREANOR, and TIMOTHY A. SLAVIN, eds. Chicago: Association of Catholic Diocesan Archivists, 1990. iv, 113 p.

This publication consists of a selection of the proceedings of a conference held in 1990 to mark the bicentennial of the first Catholic diocese established in the United States. Co-sponsored by the Association of Catholic Diocesan Archivists (ACDA), the Archdiocese of Chicago, and Catholic University of America, the conference itself attracted over eighty archivists, historians, diocesan chancellors, and interested individuals.

The published proceedings of the conference cover a wide range of theoretical and practical matters affecting archives in general and diocesan archives in particular, including papers on the concept of diocesan archives, Catholic archivists and their

responsibilities, the use of automated systems and technology, documentation strategy, appraisal, records preservation, the research uses of clergy personnel records, and tribunal case files.

All in all, these proceedings are uniformly readable and represent a useful mixture of papers on various matters of interest not only to those who work in broadly defined "religious" archives, but also to those in secular institutions who are concerned with the more traditional problems facing modern archives and archivists.

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