

# Guide to submitting materials to the Archives

Archive contact information – TaraDawn Knull 414-944-6031  
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**Archives Mission** – The School Sisters of St. Francis Archives collects, preserves, and provides access to the non-current records of enduring value which give evidence of the life, work, ministry, and administration of the School Sisters of St. Francis.

**Who** can submit materials to the archive? ANYONE! Sisters, Associates, SSSF staff, families of Sisters, anyone!

**When** can you submit materials to the archive? ANYTIME the archive is open. Sisters may donate personal papers and/or materials at any time during their lives. Generally, the archive is staffed all day on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be available under special circumstances. We ask that you please call or email before coming to us to confirm that someone will be in the room when you arrive.

**What** can be submitted to the archive?

Papers and written materials

Autobiographies

Diaries and Journals

Birth and Sacramental records

Academic records and diplomas / certificates

Articles written BY or ABOUT the sister or the SSSF

- Newspaper articles will be photocopied and the originals thrown away due to the acidity and rapid deterioration of newspaper. If you would like to retain the original inform the archive staff as you submit them

Books written BY or ABOUT the sister or the SSSF

Theses or dissertations

Musical compositions

Poetry

Awards (See note below in Artifacts section)

Significant correspondence

- For email / digital correspondence you wish to submit, please print and / or download to a clearly marked thumb drive

Parish bulletins about a sister

Jubilee bulletins etc..

Passports

Mission-related work and professional papers

Anything else you find significant

## Photographs

Clear quality photos of significant events – single (doubles will be disposed of)  
Photographs illustrating life and work on mission and / or in community life  
Immediate family photos

- With the sister clearly in the photo. Please see below for more information on photographs.

## Physical items (not paper / printed)

Select artifacts will be accepted that demonstrate the daily life and administration of the SSSF, such as but not limited to: instruments of worship, habits, ephemera, relics, and items pertaining to mission, community life and convent operation

Artifacts will be considered based on their uniqueness, condition, provenance, and suitability for preservation by the archivist

Due to space constraints in the Archives not all awards can be kept. Significant awards may be preserved in the Archives while others will be scanned, photocopied and / or photographed for the sisters personal file and the award returned to the sister or her family.

## What to do before submitting materials to the archive

- Do not change the format of any materials, such as lamination, encapsulation, transferring digital records to a different medium (unless you have spoken to the Archivist and have received direction), adding glue or tape to affix materials, framing or mating materials. Keep the materials as you have stored them or used them.
- **LABEL and DATE** photographs, including names of persons pictured, location, and/or the event or reason photograph was taken.  
IN PENCIL – NO INK OR MARKER – these contain acid and will, in time, damage photographs. All this information will help future researchers find appropriate materials and add context to the historical record of our organization. **Should a pencil not work** on photographs please contact the archive and we will assist you with an acid-free alternative.
- **LABEL and DATE** and other records (paper, digital, etc...) that do not include that information clearly. This may include noting who created the material and for what purpose. If providing newspaper or article clippings, try and include the name of the publication and the date.

The Archives requests that all papers, photographs, letters, diaries, journals, and other documents found among a sister's effects after her death be sent directly to the Archives. **UNLESS OTHERWISE SPECIFIED BY THE SISTER PRIOR TO HER PASSING.** Sisters may also donate personal papers and/or materials at any time during their lives. All material will be considered. The final decision will be the sole discretion of the archivist.

## Materials NOT accepted

- Photocopies of materials donated to other repositories
- Irreparably damaged or infested material
  - The archivist can and will help you make this determination if needed
- Materials in which the ownership and/or rights are in question or disputed
- Reproduced photographs or other images used for decoration or aesthetic purposes for which the archives hold the original
- Drivers licenses, credit cards, any other identifying financial info
- Medical records
- Social security cards / Medical ID cards
- Extended family photographs without the sister or records

The Archives generally will not accept records or materials related to the extended family of a particular sister, except for family histories authored by a member of the SSSF. The Archivist will provide recommendations and assistance for appropriate institutions, such as local historical societies or public libraries for these to be transferred.

-No photos of former students without the sister – class photos will be added to those specific school's file.

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## Artwork

Artwork will be accepted in the main archive, and we will be responsible for transferring it to the Art Archive, the official repository of artwork created by the SSSF. Any specific art questions should be directed to Valerie Christell.

Art Archive contact information – Valerie Christell – [vchristell@sssf.org](mailto:vchristell@sssf.org)

Should assistance be needed in bringing materials to the archie please contact – Your health advocate

The Archives cannot be a storage place for things you would like to be given to someone after your passing. Please let your executor know what things are and to whom they will be sent. (LABEL, LABEL, LABEL! DATE, DATE, DATE! 😊)

*June 2026*