



SISTERS OF ST. JOSEPH
OF CARONDELET

Carondelet Consolidated Archive

Types of Materials Your Province Contact Will Transfer

- Province Committee Meeting Minutes
- Correspondence, Memos, Emails
- Speeches, Lectures, Awards, Presentations
- Articles, Essays, and other Published Works
- Creative Works such as Art, Poetry, Writing
- Province Policies and Procedures
- Legal Docs: Articles of Incorporation, Bylaws, Contracts, Land Docs
- Province Reports, Surveys, Studies
- Printed Materials (by or about your committee): Fliers, Pamphlets, Brochures, Newsletters, Articles
- Photographs
- Audio-visual recordings (ex. audio tapes, films, videos, etc.)
- Ministerial involvements

The Carondelet Consolidated Archive is the North American repository for three provinces of the congregation of the Sisters of St. Joseph of Carondelet (CSJ). The archives include collections from the congregational office and the provinces of Albany, Los Angeles (including Hawai'i & Japan), and St. Louis.



Why Transfer Materials to the Consolidated Archive?

Your committee's donations to the Archive are **vital** to the collective memory of the Congregation. In future years, researchers can use them to study & understand such topics as: the history of the sisters; history of the congregation; how your various ministries and apostolic initiatives exemplify our charism; and your experiences as a vowed sister. Our facility is temperature and climate-controlled for long-term preservation.

How to Transfer Materials to the Consolidated Archive

Transferring your office and/or committee records is **simple** and begins with a phone call or email to your local province archive liaison. They will assist with a review of your files, identifying those that are inactive, and preparing them for transfer to the Carondelet Consolidated Archive. Upon arrival in St. Louis, the materials will be organized and stored in archival enclosures. Personal records and more recent Province Committee files may remain at their respective Province until a later time, as determined by province leadership and their local province archive liaison's record retention schedule.



SISTERS OF ST. JOSEPH
OF CARONDELET

Contact Us

CARONDELET CONSOLIDATED ARCHIVE
6400 MINNESOTA AVE.
ST. LOUIS, MO 63111
314-678-0320
archivist@csjcarondelet.org



Mission Statement

The mission of the Carondelet Consolidated Archive of the Sisters of the St. Joseph of Carondelet (CSJ) is to preserve and share the history, spirit, and memory of the congregation. The archive is established to identify, collect, arrange, preserve, and make available to qualified researchers official and non-current administrative records and other historical materials relating to the governance, ministries, and members of the congregation.

Research Information

The Carondelet Consolidated Archive is located on the grounds of the St. Louis Province Motherhouse. CSJ members and staff can contact the director for assistance with reference questions and research. On-site research is available by appointment only, Monday through Friday. Please visit our website for links to our Access Policy and User Agreement, as well as other forms/policies.

VISIT US ONLINE:

<https://csjcarondelet.org/about-us/carondelet-consolidated-archive/>

