



# LEARNING FROM FAILURE IN THE CPPS ARCHIVES

Sarah Aisenbrey  
CPPS Archivist



Sisters of the  
Precious Blood



# Inventory Process – Clunky Beginnings

- Complicated tracking system
  - *Only manual cross-referencing*
- Multiple systems for tracking and redundancy

**1001:** Central Service Community – Sister Madonna Winkeljohn,  
Executive Director, 1969-1973  
Record Group: 300 – Government  
Series: 302 – Region  
Subseries: Central

[References: Lourdes Central Service Community Emma Hall Fatima Hall Forum  
auction Hess, Anthonita Brunner Hall adoration]

Folder 1	Correspondence, Sisters from Sister Madonna Winkeljohn, 1969-1972 Reports, Brunner Hall and Fatima Hall Budget summary and correspondence, 1971-1972 Meeting minutes, May 5 and 12, 1969 Public auction notice, October 12-13, 1968 Organizational chart and correspondence, October-November 1969 Central Service Community Information Sheet, December 1969 Questionnaire, perpetual adoration, January 1972 Central Service Community Forum, January 1972
Folder 2	Memos Organization changes, February 1970 Personnel changes, May 1971 Entertainment at Maria Joseph Center, December 1971 Unemployment compensation, January 1972

	A	B	C	D	E	F	G	H	I	J	K	L
1	BOX NUMBER	BOX SIZE	RECORD GROUP #	RECORD GROUP NAME	SERIES NAME	SERIES #	SUB SERIES	DESCRIPTION OF BOX	STATUS [manicured/needs]	NOTES	First Emergency Removal	old #
2	1001	Letter 5 x 10 1/2 x 12 3/4	300	Government	Region	302	Central	Central Service Community Sister Madonna Winkeljohn Executive Director 1969 - 1973	Manicured	Has Description Files	R	1

# PastPerfect Goals

- Use multilevel description to catalog boxes and folders
- Will use item level for some materials (materials with great historical or research significance)



**Archives Catalog**

Navigation: Back, Forward, Home, Search, Add, Browse, Edit, Spell, Find, Query, Delete, Print, Media, Exit

Sort by: Object ID

Screen View	Collection	History	Date
Archive ●	Object ID	1044	Year Range thru
Map	Object Name	Box	Catalog Date 06/10/2020
Music Collection	Reference Code		Cataloged by
Oral History	Other#		Status Date / /
Custom	Old#		Status by
	Accession#		Status
Other Views	Home Location		
Appraisal			
Condition			
Container List			
Lexicon			
Location			
Notes & Legal			
People - Subjects			
Classification			
Search Terms			
Relations			
Source			
Lists			
Virtual Exhibit			
Actions			
View/Set Up Links ●			

**Archive**    Archive   Map   Music Collection   Oral History   Custom

Identity Statement	Context	Structure	Conditions of Access and Use	Allied Materials	Description Control
Scope and Content / Abstract Historical Summaries			Multilevel Linking Level of Description Box		
			Title		
			Historical Summaries		
			Dates of Creation		
			Dates of Accumulation		
			Extent and Medium of the Unit of Description (Quantity, Bulk, or Size)		
Site / Site#			Event		

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The screenshot displays the Archives Catalog application window. The interface is organized into several key areas:

- Top Menu Bar:** Contains standard file operations (Add, Browse, Edit, Spell, Find, Query, Delete, Print, Media, Exit) and a 'Sort by' dropdown set to 'Object ID'.
- Left Sidebar:**
  - Screen View:** A list of view options including Archive (selected), Map, Music Collection, Oral History, and Custom.
  - Other Views:** Includes Appraisal, Condition, Container List, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Source, Lists, and Virtual Exhibit.
  - Actions:** Includes 'View/Set Up Links' (selected).
- Main Content Area:**
  - Archive Tab:** The active tab, showing a list of objects. The selected object is 'Box' with Object ID '1044'.
  - Identity Statement:** A section for detailed information about the object, including 'Scope and Content / Abstract' and 'Historical Summaries'.
  - Conditions of Access and Use:** A section for describing the conditions under which the object can be accessed and used.
  - Description:** A section for describing the object, including 'Multilevel Linking Level of Description' (highlighted with a red circle), 'Dates of Creation', 'Dates of Accumulation', and 'Extent and Medium of the Unit of Description'.
- Bottom Status Bar:** Displays 'Record 181 of 224' and 'Updated by Unknown'.

Archives Catalog

Screen View: Archive, Map, Music Collection, Oral History, Custom

Other Views: Appraisal, Condition, Container List, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Source, Lists, Virtual Exhibit

Actions: View/Set Up Links

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Collection: History

Object ID: 1044

Object Name: Box

Reference Code:

Other#:

Old#:

Accession#:

Home Location:

Date:

Year Range: thru

Catalog Date: 06/10/2020

Cataloged by:

Status Date: / /

Status by:

Status:

Image Management -no image

Archive

Identity Statement

Context

Structure

Scope and Content / Abstract

Historical Summaries

Site / Site#

Custom

Description Control

Box

Item

Folder

Fonds

Series

Collection

Subseries

Fonds/Collection

Box

Subseries

Quantity, Bulk, or Size)

06/10/2020 10:33 AM Update History

Archives Catalog

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Actions: View/Set Up Links

Collection History

Object ID: 1044

Object Name: Box

Reference Code

Other#

Old#

Accession#

Home Location

Date

Year Range

Catalog Date: 06/10/2020

Cataloged by

Status Date: //

Status by

Status

Image Management - no image

Archive

Identity Statement

Context

Structure

Conditions of Access and Use

Allied Materials

Description Control

Scope and Content / Abstract

Historical Summaries

Multilevel Linking Level of Description: Box

Title

Historical Summaries

Dates of Creation

Dates of Accumulation

Extent and Medium of the Unit of Description (Quantity, Bulk, or Size)

Site / Site#

Event

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Update History



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Add

Screen View

Archive

Map

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Other Views

Appraisal

Condition

Container List

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Relations

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Actions

View/Set Up Links

Multilevel Linking

Parent Information

Object ID  
600

Level  
Collection

History

This Record

Object ID  
1044

Level  
Box

Records in Next Lower Level

Object ID	Level	Object name	Title	Scope \ Content
1044.1	Folder	Folder	Community history, 1971-1972	Community history, Sister Cortilia Huy, 1971
1044.2	Folder	Folder	My Europe Travel Diary, Sister	Meine Tagebuch von der Europa Reise Anno [My Europe
1044.3	Folder	Folder	History for Nuntius Aulæ, 193	History for Nuntius Aulæ, Sister Adelaide Waltz
1044.4	Folder	Folder	Historical summaries, 1938-ca	Historical summary, Sister Theresita Berting
1044.5	Folder	Folder	Historical Summary, Precious I	Historical summary, Precious Blood Messenger
1044.6	Folder	Folder	Historical summaries, 1938-19	Historical summaries
1044.7	Folder	Folder	Historical Summary, Sister Oct	Historical summary, Sister Octavia Gutman
1044.8	Folder	Folder	Historical Summary, undated	Historical summary
1044.9	Folder	Folder	Historical Summary, Stephen A	Historical summary, Stephen A. Tatar, CPPS
1044.10	Folder	Folder	Community history, Sister Rad	History of Our Community from the Beginning at Loewent
1044.11	Folder	Folder	Community history, Sister Rad	The Foundation of Gruenenwald Continued till the Founda
1044.12	Folder	Folder	Community history, Sister Rad	English translation, history by Sister Radequndis Gerteis
1044.13	Folder	Folder	Early history written at Loewe	Early History of the Sisters of the Precious Blood Written
1044.14	Folder	Folder	Early history written at Loewe	Early History of the Sisters of the Precious Blood Written
1044.15	Folder	Folder	Community history booklets, 1	Booklet, A Voice Across the Valley
1044.16	Folder	Folder	History of community for Cl...	Questioning history of community for Cl...

View Parent Record

Change Link

Remove Link

To view lower level records,  
double click on the Object ID.

Exit

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Update History



Oral History

Custom

Other Views

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Condition

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Location

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Add

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Exit

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Update History





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Add

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Scope a

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**Multilevel Linking**

**Parent Information**

Object ID	Level
600	Collection
History	

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**Actions**

View/Set Up Links ●

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Exit

To view lower level records, double click on the Object ID.

Archives Catalog

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Add

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View Parent Record

Change Link

Remove Link

To view lower level records, double click on the Object ID.

Exit

Record 181 of 224

Updated by Unknown

Updated 06/10/2020 10:33 AM

Update History





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Virtual Exhibit

View/Set Up Links

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Parent Information

Object ID 600

Level Collection

History

View Parent Record

Change Link

Remove Link

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This Record

Object ID 1044

Level Box

Exit



# Pros and Cons

## Pros

- Easier to manage, everything in one place
- My familiarity with PastPerfect
- Easy to search with keywords
- Easy to connect photos, books, and artifacts to the archival records

## Cons

- While inputting data, I have to keep referring back to Excel database (I am only one human so this is understandable)
- Time consuming
- Didn't like the first way I was entering records so I had to start all over and I did not have the best attitude about it

# The process is still not perfect...



All of these boxes are unprocessed...

[illegible]

How do you eat an elephant?  
One bite at a time.  
– Virginia Weygandt

# Pandemic lessons

- Worked from home for two months
- Two pandemic lessons:
  - *It will be there when you get back.*
  - *Focus on what you can control.*



Donate!! Advocate!! Be awesome!

