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# **PAST FORWARD**

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The Newsletter of the Sisters of Providence Archives, Seattle

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**CAPTURE YOUR CONTRIBUTION  
TO THE PROVIDENCE MISSION ON FILM  
AND  
SEND A PHOTOGRAPHIC RECORD  
OF YOUR SERVICE TO THE  
SACRED HEART PROVINCE ARCHIVES**

We reach out to ask all working in Sisters of Providence ministries, in community housing, hospitals, schools, parish ministries, prisons and elsewhere, to document your work for the Providence mission on film and send pictures to the Archives. Think of the Archives when you photograph a new wing in your facility, a special ministry, or a celebration - during the holidays, anniversaries, or special events. We accept black and white or color portraits and prints, negatives, slides, photo albums, postcards, films, and video tapes of Sacred Heart Province activities. Original negatives are especially important because they are the truest record of information captured by the photographer and the best source for generating reprints. To be useful prints should be in focus, sharp, and with good contrast and composition. Technical flaws diminish their value. Your photos will be preserved in a climate controlled environment and made accessible to you and all institution personnel now and in the future. Our goal, with your help, is to document your work for the Providence Mission!

**HANDLE YOUR PHOTOGRAPHS  
CAREFULLY!**

Photographs are more fragile than most other archival materials. In the Archives, preservation of

the historic record and access to information are equally important. Photographs are vulnerable to environmental hazards, such as fluctuating temperature and humidity, in addition to being sensitive to the dangers of acid deteriorating mountings, storage materials, and processing chemicals. The biggest danger to photographs, however, is improper handling. Be careful not to touch the face of a photograph or the emulsion part of a negative. In the archives, to prevent hand oils from damaging photographs, both staff and researchers wear white cotton gloves and photographs are handled with care.

**THINK OF THE FIVE Ws  
AND  
IDENTIFY YOUR PHOTOGRAPHS  
WHEN YOU RECEIVE YOUR PRINTS**

Basic descriptive information will help with identification of photos in the future. Think of the five Ws: who, what, when, where, and why and try to record the information at the time of the event, or as close to the time of the event, as possible. A basic descriptive title of the photograph is helpful. Include names, and titles when applicable, of all subjects in the photograph:

- Seattle, WA. Pike St. looking west
- Fourth of July picnic, 1970
- Kathryn Kurtz, S.P., Provincial Superior

Date of the photograph, being as specific as possible:

- 21 September 1962
- January 1955
- Winter 1968
- ca. 1945-1949
- n.d.

Establishing the origin of a photograph, or a body of photographs, is critical to archivists. It is a concept referred to as *provenance* in the archival field. It is important for determining who created the record, when, and why; without that

information the evidential value of the records is seriously diminished.

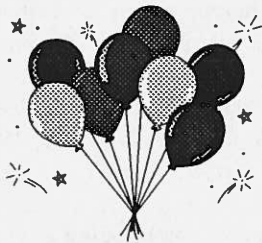
- Smith, Jane Mary (Doe), 1951-
- Anchorage, Ak. Providence Medical Center. Foundation Department.

Provide the name of the photographer, if known, and the owner of the copyright to the materials, when necessary.

We recommend that you write the information on an accompanying sheet of paper rather than on a photograph itself. Writing directly on the face of a print will destroy the emulsion. Likewise, writing on the back can press into the emulsion from the other side. Standard no. 2 pencils are not designed for writing on the wax backs of photographs, and pen and adhesives from labels can seep through a print, react with the chemical process, and damage the image. If you feel you must write on the back of photographs, we suggest you use a *Stabilo All* pencil, a wax pencil recommended by conservators, which can be purchased at local stationery and art supply stores - and write gently!

Photographs are among our most used archival holdings. Thank you for helping us add to the Sacred Heart Province historical record and the photograph collections available for institution personnel, the religious community, and researchers to use now and in the future.

Please call if you have any questions regarding transfer of photographic materials to the archives or preservation of your photographs, whether in public relations or foundation departments, or personal collections.



### LET'S CELEBRATE!

Every year, the Archives staff prepares a list of anniversaries for the Sisters of Providence and the Corporations in Sacred Heart Province. The list provides a way to inform individuals of significant events pertaining to the religious community and the institutions.

Let us join in celebrating the anniversaries of two Sisters of Providence institutions this year.

- Mount St. Vincent Retirement Home and Nursing Center, Seattle, WA, January 25, 1924, 70 years
- Providence Hospitality House, Seattle, WA, September 1, 1979, 15 years

Other notable anniversaries in 1994 include:

- Establishment of the Philippines Sector, August 1, 1989, 5 years
- Incorporation of the Sisters of Providence in Washington, January 28, 1859, 135 years
- Religious profession of the seven foundresses of the Sisters of Providence, March 29, 1994, 150 years.

The 135th anniversary of the incorporation of the Sisters of Providence in Washington is significant for both the state of Washington and the Sisters of Providence. On January 28, 1859, the Washington Territory legislature passed an act incorporating the "Sisters of Charity of the House of Providence." Mother Joseph of the Sacred Heart, SP was its first president. Thirty years later Washington became a state, and the Sisters of Providence numbered among the early corporations formed prior to the state. As part of Washington State's centennial celebration in 1989, the corporation of the Sisters of Providence in Washington was recognized as a pioneer corporation having maintained active corporate status for more than 100 years.

March 29, 1994 we celebrated the 150th anniversary of the religious profession of the seven foundresses of the Sisters of Providence. One year earlier, on March 25, 1843, they were the first to receive the Holy Habit thus founding the religious community of the Sisters of Providence.

Let us join together in celebrating these anniversaries in Sacred Heart Province in 1994!

**For more information about the Archives  
contact:**

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