

Finding aid

TARO record URL:

legacy.lib.utexas.edu/taro/[TARO repository code]/00023/[truncated TARO repository code]-00023.html

This template is used for a full finding aid with detailed information about the collection (or papers/records).

EAD Header

***Title Proper: Community Calendars**

Sponsor: [Highly preferred if applicable]

This EAD finding aid was created as part of the TARO New Member Initiative through grant funding provided by the Summerlee Foundation.

Collection Summary

***Creator:** Congregation of the Sacred Heart (Houston, Tex.)

***Title: Community calendars**

***Dates:** 1974-2023

***Quantity:** 3 file folders,

***Abstract:** This collection comprises calendars distributed to staff and sisters detailing the upcoming events for a given month.

***Identification:** 00023

Location: ST-B3/6.2

***Language:** The materials are in English.

***Repository:** Dominican Sisters of Houston Archives

Biographical Sketch or Administrative History

Community calendars are created monthly by the administrative staff and distributed amongst all sisters and staff. Calendars outline all major events for the coming months and any changes in staff schedules.

Scope and Contents Note [Highly preferred]

This collection comprises calendars distributed to staff and sisters detailing the upcoming events for a given month.

Arrangement

Calendars are arranged chronologically by year and month.

Restrictions

Access Restrictions [\[Highly preferred\]](#)

Materials are closed for 10 years after their initial distribution. Open materials are available by appointment only. Contact the archivist for details.

Use Restrictions [\[Highly preferred\]](#)

Written permission is required for photocopying or duplicating material.

Index Terms [\[Highly preferred\]](#)

Subjects: [\[650\]](#)

Schedules [\[FAST\]](#)

Document Types: [\[655\]](#)

Calendars [\[FAST\]](#)

Administrative Information

*Preferred Citation

Community calendars, 1973-2023, Dominican Sisters of Houston Archives, Houston, Texas

Acquisition Information: [\[Highly preferred\]](#)

The direct source of the bulk of these is unknown. Sisters likely moved materials into the archives over time. Calendars from 2020 and 2021 were given to the archives by Sister Annette Dworsky upon her retirement from her role as Villa administrator.

Accruals are expected annually from the administrative assistant.

Processing Information: [\[Highly preferred\]](#)

Calendars processed by Laura Grove, May 2023.

Accession Numbers:

2022-136; 2023-002

Detailed Description of the Collection [[Highly preferred](#)]

Box #	Folder #	Title/Description	Date
1		Community Calendars	
	11		June 1973- January 1974
	12		2009-2019
	13		2020-2021
Digital			2023