

# Mennonite Church USA Archives

## Finding Aid - Allegheny Mennonite Conference International Guest House Records (II/016/01)

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Language of description: English

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# Allegheny Mennonite Conference International Guest House Records

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## Summary information

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<b>Repository:</b>	Mennonite Church USA Archives
<b>Title:</b>	Allegheny Mennonite Conference International Guest House Records
<b>Reference code:</b>	II/016/01
<b>Date:</b>	1967-2020 (date of creation)
<b>Language:</b>	English
<b>Physical description:</b>	4.48 GB (2,294 files) and 4 linear feet (3 record cartons and 3 oversize archives boxes)

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## Scope and content

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Digitized records of the International Guest House (Washington, D.C.) which operated as a ministry of the Allegheny Mennonite Conference from 1967 to 2020.

Most IGH records were digitized in 2016 by Clayton Steiner, a two-year IGH host. Steiner updated the records after IGH closed and reprocessed the entire collection in 2021. The collection also includes hard copy duplicates for select document sets, as indicated in the finding aid.

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## Notes

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### Title notes

### Physical condition

Contact the archives ([archives@mennoniteusa.org](mailto:archives@mennoniteusa.org)) to request access to the digital and digitized records.

### Arrangement

By series

### Restrictions on access

These materials are open for public research.

## Conditions governing use

Researchers are responsible for using in accordance with 17 U.S.C. Copyright not owned by the Mennonite Church USA Archives.

## Other notes

- **Publication status:** Published
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## Access points

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- International Guest House (Washington, D.C.)
  - Guesthouses (subject)
  - Volunteerism (subject)
  - Washington (D.C.) (place)
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## Collection holdings

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### Series: Historical Documents

Title: Historical Documents

Publication status:

Published

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### File: II/016/01-Folder 1 - Written Histories

Title: Written Histories

Reference code: II/016/01-Folder 1

Publication status:

Published

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### File: II/016/01-Folder 2 - Early Records

Title: Early Records

Reference code: II/016/01-Folder 2

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Physical description: In addition to the digitized records in this folder, the collection also includes hard copy records related to the early years of IGH, some of which have not been digitized. These include materials include correspondence, a summary of events, and materials related to the dedication of the IGH in 1967. They are located in Box 1, Folders 1-5.

Publication status:

Published

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### **File: II/016/01-Folder 3 - Mission Statements**

Title: Mission Statements

Reference code: II/016/01-Folder 3

Publication status:

Published

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### **File: II/016/01-Folder 4 - Mission Board Involvement**

Title: Mission Board Involvement

Reference code: II/016/01-Folder 4

Publication status:

Published

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### **File: II/016/01-Folder 5 - Board Member Records**

Title: Board Member Records

Reference code: II/016/01-Folder 5

Publication status:

Published

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### **File: II/016/01-Folder 6 - Volunteer Records**

Title: Volunteer Records

Reference code: II/016/01-Folder 6

Publication status:

Published

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**File: II/016/01-Folder 7 - Guest Records (Hard Copy)**Title: Guest Records (Hard Copy)Reference code: II/016/01-Folder 7Scope and content:

Guest books date from 1974 to 2019 and are located in Box 1, Folders 6-16.

Publication status:

Published

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**File: II/016/01-Folder 8 - Anniversary Records**Title: Anniversary RecordsReference code: II/016/01-Folder 8Publication status:

Published

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**File: II/016/01-Folder 9 - Legal Documents**Title: Legal DocumentsReference code: II/016/01-Folder 9Publication status:

Published

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**File: II/016/01-Folder 10 - Grants Awarded**Title: Grants AwardedReference code: II/016/01-Folder 10Publication status:

Published

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**File: II/016/01-Folder 11 - Unusual Stories**

Title: Unusual Stories

Reference code: II/016/01-Folder 11

Publication status:

Published

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**Series: Monthly Reports**

Title: Monthly Reports

Physical description: Hard copy versions of board agendas, minutes, host reports, financial reports, and financial ledgers are also available. They are located in Box 2, Folders 1-27.

Publication status:

Published

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**File: II/016/01-Folder 1 - Board Agendas**

Title: Board Agendas

Reference code: II/016/01-Folder 1

Date: 2016-2020 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 2 - Board Minutes**

Title: Board Minutes

Reference code: II/016/01-Folder 2

Date: 1966-2021 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 3 - Host Reports**

Title: Host Reports

Reference code: II/016/01-Folder 3

Date: 1975-2020 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 4 - Financial Reports**

Title: Financial Reports

Reference code: II/016/01-Folder 4

Date: 1967-2020 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 5 - Guest Statistical Reports**

Title: Guest Statistical Reports

Reference code: II/016/01-Folder 5

Date: 1969-2020 (date of creation)

Publication status:

Published

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**Series: Administrative Records**

Title: Administrative Records

Publication status:

Published

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**File: II/016/01-Folder 1 - Promotional Records**

Title: Promotional Records

Reference code: II/016/01-Folder 1

Date: 1968-2017 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 2 - Facility Improvements**

Title: Facility Improvements

Reference code: II/016/01-Folder 2

Date: 1967-2017 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 3 - Job Descriptions**

Title: Job Descriptions

Reference code: II/016/01-Folder 3

Date: 1967-2020 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 4 - Strategic Planning**

Title: Strategic Planning

Reference code: II/016/01-Folder 4

Date: 2017 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 5 - Organizational Documents**

Title: Organizational Documents

Reference code: II/016/01-Folder 5

Date: 1967-1983 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 6 - Policy Papers**

Title: Policy Papers

Reference code: II/016/01-Folder 6

Date: 1973-2020 (date of creation)

Publication status:

Published

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**File: II/016/01-Folder 7 - Personnel (Restricted)**

Title: Personnel (Restricted)

Reference code: II/016/01-Folder 7

Publication status:

Published

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**File: II/016/01-Folder 8 - Miscellaneous**

Title: Miscellaneous

Reference code: II/016/01-Folder 8

Date: 2006-2017 (date of creation)

Physical description: In addition to the digital files in this folder, the collection also includes miscellaneous hard copy records compiled from manuals created by IGH hosts between 2010 and 2020. The documents in these folders contain information about weekly operations at the guesthouse and are located in Box 3, Folders 6-19.

Publication status:

Published

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**Series: Photographs**Title: PhotographsPublication status:

Published

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**File: II/016/01-Folder 1 - General**Title: GeneralReference code: II/016/01-Folder 1Date: 1966-2019 (date of creation)Publication status:

Published

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**File: II/016/01-Folder 2 - Staff Photo Albums (Hard Copy)**Title: Staff Photo Albums (Hard Copy)Reference code: II/016/01-Folder 2Scope and content:

Photograph album pages and scrapbooks created by staff and volunteers between 1969 and 2017.  
Also includes albums for IGH's 25th anniversary in 1991.

Publication status:

Published

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**File: II/016/01-Folder 3 - IGH Signage**Title: IGH SignageReference code: II/016/01-Folder 3Scope and content:

Metal sign and three long, wooden key rings for guestrooms.

Publication status:

Published

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