



ARCHDIOCESE OF HARTFORD ARCHIVES

Services of the Archdiocesan Archives: Administrative

Administrative Services:

The Archdiocesan Archives provides assistance to the Archdiocesan Administrative Offices, Parish Administrative Offices, and the Administrative Offices of Archdiocesan Affiliate Institutions and Organizations.

The Archdiocesan Archives serves as the central repository for the administrative/business records, religious artwork, and historical material created and collected by the Archdiocesan Administration, Parishes, and Affiliates. Serving as both an Archives and a Records Center, the Office of the Archdiocesan Archives:

- Oversees curation of a professionally managed Archives and Records Center
- Administers a centralized records management program
- Appraises (assesses/reviews); collects; preserves; arranges and describes; and prepares finding aids for official and ancillary records of the Archdiocese for permanent deposit into the Archives
- Facilitates the transfer, storage, retrieval, tracking, and access and use of material properly authorized for temporary deposit into the Records Center
- Answers ready-reference questions
- Engages minimal research for administrative requests (10-20 min.)
- Prepares collection materials for exhibits and displays [**Currently unavailable**]
- Provides assistance to Parishes and Affiliates with preparing and managing an on-site Archives and/or Records Center [**Currently unavailable**]

- Facilitates research assistance for in-depth and/or long-term administrative projects via appointment (requiring more than 20 min. of research time) – please contact Archives for official request form
***APPOINTMENTS AND FORMS ARE CURRENTLY UNAVAILABLE**
- Assists with other official requests and projects as approved by the Chancellor

Please call or email the Archives directly with all inquiries and requests.

Please include your name, contact information, and department in your message. Be as specific as possible with your request.

Archdiocesan personnel wishing to do independent (non-Archdiocesan Administrative related) research, please follow instructions as outlined in section: **Historians and Other Researchers** (on website).