

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

GENERAL INFORMATION

GENERAL OVERVIEW

Establishment

- The Archdiocesan Archives (est. 1976) is an administrative office of the Roman Catholic Archdiocese of Hartford (AOH).

Repository Type

- The Archdiocesan Archives is a private corporate and religious records repository, not a public research facility.
 - Records and materials held in the Archdiocesan Archives are private and/or sacred in nature and not created as public records for public use.

Record Holdings

- The Archdiocesan Archives primarily holds the official governing and business records of the Archdiocesan Central Administrative Offices (administrative, fiscal, legal, and canonical documents).
 - Additionally, it holds records, objects, artwork, and related materials of historical and sacred significance, which are of enduring value and reflect the mission and ministry of the Archdiocese as a whole.

Access & Use

- Primary access and use of the Archdiocesan Archives is for purposes of official Church business (spiritual and temporal).
 - **Internal:** The Archdiocesan Archives is for use by the AOH internal administration and related authorized persons/ entities engaged in official Church business.
 - **External:** As a courtesy, if/when time and availability permits, the Archdiocesan Archives provides limited assistance to qualified researchers, engaging approved scholarly research, and other external researchers/ users in accordance with departmental policies and procedures (fees apply).

Hours of Operation

- The Archdiocesan Archives is located in an access-restricted building and is open by appointment only. Appointments are scheduled at the discretion of the Archivist.
- The Archdiocesan Archives is closed for all scheduled AOH administrative holy days/ holidays, inclement weather closures, and as otherwise required.

Transferring or Donating Records/ Materials to the Archives (internal & external)

- See SENDING RECORDS TO THE ARCHIVES section.

GENERAL SERVICES

Questions/ Inquires

- For general questions/ inquiries, please call or write the Archdiocesan Archives.

Requests

- All research, project, and service requests must be submitted in writing.
 - **Internal requests** may be submitted via internal communications (email or office mail), or postal mail.
 - **Internal requests** will be answered in order of receipt and/or by prevailing priority.
 - **External requests** may be submitted by postal mail only.
 - Please complete and submit the **Research Request Form** (fees apply) – see FORMS section.
 - **External requests** are answered as a courtesy, if/when time permits.

Appointments

- The Archivist will determine if an appointment is required and schedule accordingly - pending the nature of the request.
- Appointments are scheduled pending staff time and availability as well as usable workspace and availability of records/ materials.
- A properly worn mask is required in the Archdiocesan Archives and the **Rules of the Archives** and **Guidelines to Handling Archival Records/ Materials** must be followed - see ACCESS & USE section.
- **Internal Users:** Appointments are for current internal AOH administrative staff and related authorized persons/ entities engaging official Church business only. Please contact the Archivist directly by phone or internal email.
 - **Internal Users** wishing to engage the Archdiocesan Archives for non-official research/ projects, please apply as an **External User**.
- **External Users:** Appointments for non-internal AOH users are at the discretion of the Archivist and may require approval from the Chancellor, pending the nature of the request. Please complete and submit the **Research Request Form** (fees apply) – the Archivist will contact you if an appointment is appropriate.

UNAVAILABLE SERVICES

- The Archdiocesan Archives is not a public records office nor a public historical or academic research facility or library.
- The Archdiocesan Archives does not provide genealogical or family history assistance.
- The Archdiocesan Archives does not release biographical/statistical information or photographic images of priests, deacons, religious, AOH personnel, etc.
- The Archdiocesan Archives does not provide reproduction services of its holdings (photocopying services, digital scanning services, photographic printing services, etc.).
- The Archdiocesan Archives does not permit loans or offsite exhibits of its holdings.

HISTORICAL SYNOPSIS

- In 1976, complying with the USCCB Document on Ecclesiastical Archives (1974), Archbishop John F. Whealon established the Office of the Archdiocesan Archives - in accordance with Canon Law.

- Sr. Dolores A. Liptak, RSM (Assistant Professor of History at St. Joseph College – West Hartford, CT) and Vivian R. Stephenson (first woman editor of *The Catholic Transcript* – AOH newspaper) organized the Archdiocesan Archives and served as its first Archivist and Research Assistant (respectively). (Sr. Dolores also served as Historian for the Archdiocese, and to date, still holds the title of AOH Emeritus Historian.)
 - During its first 25 years, the Archdiocesan Archives was headed by 05 Women Religious, representing 04 Religious Orders: Sister of Mercy (RSM), Franciscan Sisters (OSF), Sisters of Notre Dame (SND), and the Daughters of the Holy Spirit (DHS). The position of Archivist was internally appointed by the Archbishop.
- In 2001, the Archdiocesan Administration committed to operating a professionally managed Archives and hired its first Professional Archivist, F. Maria Medina, MLS. Ms. Medina introduced professional policies and procedures into the Archdiocesan Archives and laid the groundwork for an internal administrative Records Center.
 - For nearly 25 years, the Archdiocesan Archives has been headed by a Professional Archivist holding an advanced degree in Archives Management/ Administration. To date, 04 individuals have been hired by the AOH Administration to serve as Archivist.

GENERAL INFORMATION

- The Office of the Archdiocesan Archives is comprised of both an Archives and a Records Center.
 - The Office of the Archdiocesan Archives adheres to professional archives standards and current “best practices” and works in accordance with Canon Law, Archdiocesan policy, and applicable civil laws.
 - The Office of the Archdiocesan Archives also adheres to an approved AOH Records Retention Schedule that coincides with the USCCB’s schedule.
- In 1976, the holdings of the Archdiocesan Archives comprised two 04-drawer vertical file cabinets (approx. 16 liner ft. of records). Today, the holdings of the Archdiocesan Archives comprise 2,000+ linear ft. of records/ materials.
- The Archdiocesan Archives receives approx. 200-300 research, project, and service request per year (internal and external) – in addition to general inquires and reference questions.
- The Archdiocesan Archives houses the 2018 Time Capsule for the 175th Archdiocesan Anniversary - commemorating the 1843 establishment of Hartford as a Roman Catholic diocese - and has collaborated on 03 published works relating to the history of the Archdiocese:
 - *Hartford’s Catholic Legacy: Parishes* (1994)
 - *Hartford’s Catholic Legacy: Leadership* (1999)
 - *Lift High the Cross: The History of the Archdiocese of Hartford* (2003)

CONTACT INFORMATION

Staff:

Bridgette A. Woodall, M.Div, MLIS
Archdiocesan Archivist

Phone:

860-541-6491 (P) – AOH Main Reception Desk

Mailing Address:

Archdiocesan Archives
134 Farmington Ave.
Hartford, CT 06105

Website:

<https://archdioceseofhartford.org/archdiocesan-archives/>