

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

MISSION STATEMENT, PURPOSE, & FUNCTION

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

MISSION STATEMENT

- The mission of the Archdiocesan Archives (AOH Archives) is to collect and preserve official and ancillary records of enduring value, which reflect the work, activities, and ministries of the Roman Catholic Church throughout the Archdiocese of Hartford.

PURPOSE

- The Code of Canon Law mandates that an archives be kept on the diocesan level. Canon 486.2 states: *“In every curia, there is to be established in a safe place a diocesan archive...in which the instruments and writings which refer to both the spiritual and temporal affairs of the diocese, properly arranged and diligently secured, are to be safeguarded.”*
- In keeping with Canon 486.2 and following the 1974 Document on Ecclesiastical Archives, issued by the National Conference of Catholic Bishops (now the USCCB), Archbishop John F. Whealon established the AOH Archives in 1976 as a central diocesan repository for the official and ancillary records of the Hartford Archdiocese.
- Since 2001, the Archdiocese of Hartford has committed to operating a professionally managed Archives. Pursuant to Canon 482, the archives are the direct responsibility of the Chancellor, but are administered by the Archivist, who is granted canonical faculties to fulfill this mandate.

FUNCTION

- The AOH Archives functions as a private corporate and religious records repository, not as a public research facility. Records and materials held in the AOH Archives are private and/or sacred in nature and not created as public records for public use.
 - The primary function of the AOH Archives is to appraise; collect; organize and catalog; preserve; administer; and secure and safeguard the official and ancillary records of the Roman Catholic Archdiocese of Hartford, which reflect its spiritual and temporal affairs.
 - As a secondary function, it strives to ensure a documentary heritage of the Archdiocese and a basis for scholarly research.

PRIORITIES & SERVICES

- The AOH Archives first priority is providing service to the Archbishop and assistance to the daily operations of the AOH Central Administrative Offices.
- As a secondary service, it provides administrative assistance to the AOH parishes, schools, affiliates, clergy, and external Catholic Church administrative offices and related entities.
- As a courtesy, if/when time and availability permits, the AOH Archives provides limited assistance to qualified researchers, engaging approved scholarly research, and other external researchers/ users in accordance with departmental policies and procedures.