

# ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



## OFFICE OF THE ARCHDIOCESAN ARCHIVES

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### POLICIES & PROCEDURES

~Access & Use~

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

#### **GENERAL INFORMATION**

- The AOH Archives is a private corporate and religious records repository, not a public research facility. The records/ materials housed in the AOH Archives are private and/or sacred in nature and not created as public records for public use.
- Primary access and use of the AOH Archives and its holdings is for purposes of official Church business (spiritual and temporal).
- Access and use of said facility and holdings is governed by Canon Law and Archdiocesan policy. Additionally, the AOH Archives adheres to professional archives standards and current “best practices” as well as applicable civil laws.
- 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.”*
- 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.

## PRIORITIES

- 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.

## AUTHORIZED USERS

- The holdings of the AOH Archives are for use by currently employed personnel of the AOH central administrative offices, parishes, schools, affiliates, clergy, and related authorized persons/entities for purposes of official Church business (spiritual and temporal). *[Proper identification is required for access and use.]*
- External Catholic Church administrative offices and related entities are permitted access and use of the AOH Archives for purposes of official Church business. *[Proper documentation is required for access and use.]*
- External (public) researchers/ users may be permitted limited access and use of the AOH Archives for the purposes of approved scholarly research and other permissible reasons, pending the nature of the request. *[Permission of the Chancellor may be required in addition to relevant documentation.]*
  - Applicable fees may apply.
- Access and use of the **Records Center** is only available to the AOH Central Administrative Offices.
  - In conjunction with its Records Center, the AOH Archives adheres to an approved AOH Records Retention Schedule that coincides with the USCCB's schedule.

## PROTOCOLS

- The AOH Archives is located in an access-restricted building and is open by appointment only. Appointments are scheduled at the discretion of the Archivist.
- Individuals are not permitted in the AOH Archives without the permission of the Archivist and/or Chancellor nor without the Archivist or Chancellor present.
- Anyone who visits and/or uses the AOH Archives and/or its holdings must adhere to the **Rules of the Archives** and the **Guide to Handling Archival Records/ Materials**.

- A properly worn mask is required in the AOH Archives and while handling any of its holdings.
- Proper ID, completed forms, supporting documentation, and fees must be submitted prior to access and use of any AOH Archives holdings.
- Only the Archivist and the Chancellor are authorized to access the AOH Archives and administer its holdings (in the absence of either authority, Canon Law and Archdiocesan policy will determine protocol).
- Instructions of the Archivist are to be followed accordingly and all archival records/ materials are to be handled with care.
- AOH Archives holdings are **non-circulating**.
  - The holdings of the AOH Archives are non-circulating and do not leave the premises; all records and materials must be accessed and use onsite in the AOH Archives and under the supervision of the Archivist and AOH Archives staff.
  - Loans and offsite exhibits of records/ materials are not permissible.
- The AOH Archives stacks are **closed stacks**.
  - Only the Archivist and AOH Archives staff may retrieve and shelve the AOH Archives holdings.
- Records/ materials may or may not be available for research or use; restrictions and fees may apply.
- The Chancellor and/or Archivist may deny access and use of specific records/ materials (at their discretion) for any viable reason in accordance with Canon Law; Archdiocesan policy; professional archives standards and practices; applicable civil laws; noted restrictions in duly executed donor agreements; and at the direction of the Archbishop and/or Vicar General/Moderator of the Curia.
- As a health and safety precaution, records/ materials will be quarantined after use and will remain inaccessible until the quarantine period expires.
  - All used/ handled items will be quarantined for a minimum of two (02) days.
- The AOH Archives is closed for all scheduled AOH administrative holy days/ holidays, inclement weather closures, and as otherwise required.

### **INQUIRIES & REQUESTS**

- General questions/ inquiries may be made by calling or writing the AOH Archives.
- 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)*]
  - External requests are answered as a courtesy, if/when time permits.
- Release of biographical, statistical, personally identifying, confidential/ sensitive, etc., information/ material of priests, deacons, religious, AOH personnel, etc., is prohibited and protected by canonical and civil laws. (This includes adoption records, student records, personnel records, Sacramental records, etc.)
  - Proper Canonical or legal authorization and permission of the Chancellor are required for access, use, and/or release of said information.

### **APPOINTMENTS**

- The AOH Archives is open by appointment only and at the discretion of the Archivist.
- The Archivist will determine if an appointment is required, pending the nature of the request, and schedule accordingly.
  - Appointments are scheduled pending staff time and availability.
- **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 AOH Archives for non-official research/ projects may apply as External Users.
- **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.
- Accommodations for individuals with disabilities will be made within reason and to the best of the AOH Archives ability – please notify the Archivist in advance of your appointment to make arrangements.
- For health and safety reasons, individuals exhibiting signs of illness and/or who are knowingly ill will not be permitted in the AOH Archives – please re-schedule.
- U. S. copyright and “Fair Use” laws apply.

- Duplication or reproduction of any AOH Archives holdings, in any format, is prohibited without proper authorization and must be done in accordance with departmental policies and procedures - permission of the Archivist and/or Chancellor is required and forms and fees may apply.
- All quoting, citation, publishing, displaying, etc., of AOH Archives holdings is prohibited without proper authorization and must be done in accordance with departmental policies and procedures – permission of the Archivist and/or Chancellor is required and forms and fees may apply.

## **CLASSIFICATION OF RECORDS**

### **Classifications:**

- Records are classified as Open, Closed, and/or Restricted.
- All records containing information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy or breach of confidentiality, are classified “closed” or “restricted” pending content.

### **Open Records:**

- Records that are readily available to all researchers (internal and external) and not otherwise closed or restricted.

### **Closed Records:**

- Records that are closed to all researchers/ users either permanently or for a specified period of time.
- Records that have not been fully processed are deemed closed and unavailable to researchers/ users until fully processed.
- Records less than 30 years old are closed to external (public) researchers/ users.
- With special permission of the Chancellor, closed records may be made available to persons conducting approved research for purposes related solely to the specified research.
  - Permission granted by the Chancellor will be communicated to the Archivist either written or verbally.
  - The Archivist will initiate requests for special permission (as applicable).

- Urgent access to closed records for official Church and/or legal reasons is at the discretion of the Chancellor and in accordance with applicable Canonical and civil laws.
  - Permission granted by the Chancellor will be communicated to the Archivist either written or verbally – urgent requests initiate directly from the Chancellor.

**Restricted Records:**

- Records that are permanently or temporarily closed to research/ use, and/or have imposed stipulations on access and use.
  - Such records/ materials are often restricted due to their confidential and/or sensitive nature; Canonical and/or legal compliance; and/or due to their fragility, rarity, sacredness, valuation, and possible hazards. Other reasons for restriction may apply.
- With special permission of the Chancellor, restricted records may be made available to persons conducting approved research for purposes related solely to the specified research.
  - Permission granted by the Chancellor will be communicated to the Archivist either written or verbally.
  - The Archivist will initiate requests for special permission (as applicable).
- Urgent access to restricted records for official Church and/or legal reasons is at the discretion of the Chancellor and in accordance with applicable Canonical and civil laws.
  - Permission granted by the Chancellor will be communicated to the Archivist either written or verbally – urgent requests initiate directly from the Chancellor.