

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

POLICIES & PROCEDURES

~ Collection Policy~

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

INTRODUCTION

- The following Collection Policy applies to both internal and external depositors/ donors of records to the AOH Archives and/or its Records Center.
- In keeping with its mission, the AOH Archives collects and preserves the official and ancillary records of the Archdiocese of Hartford, which reflect the spiritual and temporal affairs of the Roman Catholic Church throughout the Archdiocese.
- Additionally, the AOH Archives strives to ensure a documentary heritage of the Archdiocese and a basis for scholarly research.

OFFICIAL RECORDS

- Official records are records created, maintained, and administered by AOH central administrative offices, parishes, schools, and affiliates during the course of daily Archdiocesan business.
 - AOH offices are the administrative units designed to assist the Archbishop in the daily administration of the Archdiocese and maintain a reportorial relationship to the Archbishop.
 - AOH agencies and institutions are the administrative units that perform specific functions within the Archdiocese and maintain an operational relationship to the Archbishop.

- AOH offices, agencies, and institutions may be operated by religious orders of men and/or women, but remain under the rubric of the Archdiocese. AOH parishes and schools are considered official organs of the Archdiocese.

ANCILLARY RECORDS

- Ancillary records are records created and used by individuals and organizations, apart from the official AOH administrative entities, which are engaged in work reflective of the Roman Catholic Church throughout the Archdiocese.
 - Such individuals and organizations include, but are not limited to, those involved in advisory roles (e.g., USCCB), units supervised by the Archdiocese (e.g., religious orders of men and women), and lay societies (e.g., Knights of Columbus, St. Vincent de Paul Society, etc.).

COLLECTION DEVELOPMENT

- The AOH Archives actively collects official and ancillary records that are of administrative, fiscal, legal, historical, religious, artistic, evidential, research, and enduring value to the Archdiocese.
 - The AOH Archives routinely collects and accepts said records from internal and external sources.
 - **AOH central administrative offices** are required by Canon Law and Archdiocesan policy to retain and/or routinely deposit said records on an annual basis in the AOH Archives and/or its Records Center.
 - **AOH parishes** are encouraged to establish their own onsite Archives/ Records Center for retention and preservation of said records. (If unable to do so, please contact the AOH Archivist for assistance and/or to make arrangements.)
 - **AOH schools** are encouraged to establish their own onsite Archives/ Records Center for retention and preservation of said records. (If unable to do so, please contact the AOH Center for Catholic Education and Formation (CCEF) for assistance, prior to contacting the AOH Archivist for assistance and/or to make arrangements.)
 - **AOH affiliates and related ministries** should deposit said records with their organization's central Archives/ Records Center. (If unable to do so, please contact the AOH Archivist for assistance and/or to make arrangements.)
 - The AOH Archives also accepts free-will donations of said records from individuals and other external sources in accordance with departmental policies and procedures.
 - **External Donors** please contact the AOH Archivist for assistance and/or to make arrangements.

RECORDS

- A record imparts/conveys information and provides evidence of a transaction/event, a record records and documents.
- As such, letters, memos, objects, reports, publications, ledgers, diaries, written articles, books, posters, flyers, speeches, documents, meeting minutes, work files, checks, contracts, wills, paintings, receipts, blue prints, poems, promotional material, census records, inventories, CD-ROMs, memory sticks, photographs, manuscripts, insurance policies, handbooks, notes, emails, news clippings, bulletins, programs, tickets, etc., are examples of various records.
- Records may be in various formats such as paper, digital, photographic, clay, metal, wood, stone, glass, plastic, textiles, etc.

LIFE-CYCLE OF RECORDS

- Pending their nature and life-cycle, records are deposited into the AOH Archives or its Records Center. Records phase through the following life-cycle: creation, active use, semi-active use, inactive use, and disposition (permanent retention in an Archives or proper disposal/destruction).
 - Active records – records created, collected, and used by an office and/or individual in the course of daily business.
 - Records are retained onsite with the creator/user.
 - Semi-active records – records created and collected by an office and/or individual that are no longer required for conducting daily business but, are retained due to their administrative, legal, fiscal, enduring value, etc.
 - Such records may continue to be periodically referenced and therefore, are retained for a certain period of time beyond their active use in accordance with a Records Retention Schedule. Such records may be retained onsite with the creator/user or are deposited into a Records Center for temporary retention.
 - Inactive records – records created and collected by an office and/or individual that are no longer required to conduct daily business or periodic referencing and/or no longer meet retention requirements. (These are records that have outlived their active and semi-active stages and require proper dispositioning.)
 - In accordance with an approved Records Retention Schedule, the records are either properly destroyed or transferred to an Archives for permanent retention.
 - Records deemed to hold historical, evidential, research, and/or enduring value are considered permanent records.

ARCHIVES

- Inactive records that have permanent retention are deposited into an Archives. Such records are determined by an accepted set of criteria established by the Archivist in accordance with professional archival standards and current “best practices,” internal administrative policies, legal requirements, an approved Records Retention Schedule, and institutional identity and/or culture.
- Once deposited into the AOH Archives, full ownership and copyright of said records transfers entirely from the depositor/donor to the Hartford Roman Catholic Diocesan Corporation (Archdiocese of Hartford); said records are fully under the jurisdiction of the AOH Archives and subject to departmental policies and procedures. The records cannot be reclaimed or recalled at will by the depositor/donor.
 - Any restrictions, as duly noted in a fully executed donor agreement, will be honored by the AOH Archives until such restrictions expire, whereupon, AOH Archives departmental policies and procedures will fully ensue.
- The AOH Archivist and/or Chancellor (or their appointed designee) will act as the representing agent for the Archdiocese when accepting, declining, and/or releasing said records on behalf of the AOH Archives.
- Appropriate arrangements and paperwork must be completed prior to accepting and/or releasing any records for the AOH Archives.
- Once received and accessioned into the AOH Archives, the AOH Archives will assume full responsibility for maintaining and administering said records in accordance with departmental policies and procedures and in conjunction with the terms of a fully executed donor agreement.
 - Not all records received and accessioned by the AOH Archives justify permanent retention and/or preservation and may be disposed of in accordance with departmental policies and procedures and/or the terms of the related donor agreement on-file.

RECORDS CENTER

- Semi-active records may be retained onsite by the creator/user or deposited into a Records Center for temporary retention.
 - Such records are regulated by an approved Records Retention Schedule, which determines retention and disposition procedures of various records in accordance with international, federal, state, and local civil laws as well as religious, cultural, and institutional regulations and/or policies.
- The AOH Archives Records Center is only available to the AOH central administrative offices and adheres to the **2017 AOH Records Retention Schedule (PPC.2017)** – located in the 2017 *AOH Stewards for Tomorrow: Parish Policies and Procedures Manual* (Section 24).

- The AOH Archivist and/or Chancellor (or their appointed designee) will act as the representing agent for the Archdiocese when accepting, declining, and/or releasing said records for the AOH Archives and its Records Center.
- Appropriate arrangements and paperwork must be completed prior to accepting and/or releasing any records for the AOH Archives and its Records Center.
- Once deposited into the AOH Archives Records Center, full ownership and jurisdiction of said records remains entirely with the depositor. The depositor may re-claim and/or recall said records at will. The depositor is responsible for the ongoing maintenance and administering of said records, not the AOH Archives or its Archivist.
 - The depositor will adhere to the AOH Archives departmental policies and procedures while using the Records Center.
 - The AOH Archivist will log; label; store; monitor; retrieve; track; provide appropriate safety and security; and disposition said records in accordance with departmental policies and procedures and the depositing entity’s approved Records Retention Schedule.
 - Official paperwork is required for dispositioning of records.
 - Once said records are properly dispositioned, the terms of the AOH Archives Records Center no longer apply to said records – the records are now legally destroyed or reclaimed by the depositor or are under the full jurisdiction of the AOH Archives and its departmental policies and procedures.

SENDING, DEPOSITING, & DONATING RECORDS

- The AOH Archives will provide for an **“open collection period”** twice per year. Records will only be accepted into the AOH Archives and/or its Records Center during the **“open collection periods.”**
 - Please do not send records or individual items outside of the **“open collection periods.”**
 - “Open collection periods” will be posted annually to the AOH Archives webpage (on the AOH Website) and made available by contacting the AOH Archivist (dates are subject to change).
 - Requests to deposit/donate records during an “open collection period” will be accepted pending space availability, preservation needs, and other necessary requirements.
 - If the AOH Archives and/or its Records Center are unable to accommodate a records deposit/donation request during an “open collection period,” please re-contact the AOH Archives during the next “open collection period” to make arrangements. Otherwise, the AOH Archivist will contact the depositor/donor, as necessary arrangements are feasible.

- Please contact the AOH Archivist prior to sending any records or individual items to the AOH Archives and/or its Records Center - official paperwork, storage assessment, and delivery arrangements must be completed in advance.
 - Unexpected records will be discarded or returned at the depositor/donor's expense.
 - Information, assistance, and proper forms are available by contacting the AOH Archivist.
 - Records will not be accepted without properly completed paperwork.
- Please reference the current AOH Archives **Records Collection Guide** and **AOH Records Retention Schedule (PPC.2017)** to determine what records to send to the AOH Archives and/or its Records Center.
 - Inappropriate or otherwise non-compliant records will be disposed of accordingly.
- Please follow the current AOH Archives **Guide to Packing & Sending Records** for packing, labeling, transporting, and delivery instructions prior to sending records to the AOH Archives and/or its Records Center.
 - Non-approved boxes; improperly constructed, packed, or labeled boxes; and unexpected delivery of records will not be accepted.
 - Exceptions may be permitted for confidential/sensitive records, rare/fragile items, and certain extenuating circumstances – please contact the AOH Archivist to make arrangements prior to sending anything to the AOH Archives and/or its Records Center.
 - Unexpected records from external donors will be assessed on a case-by-case bases. If accepted by the AOH Archivist, said records will be treated as a free-will donation.
- In accordance with departmental policies and procedures, all records received in the AOH Archives and/or its Records Center will be placed in quarantine and remain inaccessible until the end of the quarantine period.
- Original copies of fully executed donor agreements, official forms, related paperwork, etc., will be kept on-file in the AOH Archives.
- Failure to comply with the AOH Archives and/or its Records Center's departmental policies and procedures may result in termination of agreements and/or contracts; suspended or discontinued use of facility and/or services; and/or disciplinary or legal action (as applicable).
- Please contact the AOH Archivist with any questions.

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