

# ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



## OFFICE OF THE ARCHDIOCESAN ARCHIVES

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### POLICIES & PROCEDURES

~Collection Policy~

*Records Collection Guide*

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#### GENERAL INFORMATION

- Following is a list of records that the **AOH Archives** will accept annually from AOH central administrative offices, parishes, schools, affiliates, clergy, and external depositors/donors for consideration of permanent retention in the **AOH Archives**.
- The list is not exhaustive, please contact the AOH Archivist if items are not listed and before discarding items – unlisted items may be of importance and/or may otherwise require Canonical or legal retention.
- In conjunction with the following list, please reference the AOH Archives **Collection Policy and Guide to Packing & Sending Records** along with the **AOH Records Retention Schedule (PPC.2017)**.
- Aside from copies of annual reports; required official administrative records; publications and other printed material; only send records that are no longer required for use in daily business and/or require periodic referencing throughout the year. (General Rule: do not send records that are less than 5 years old to the AOH Archives.)
- If an AOH office, parish, school, organization, institution, agency, committee, etc., is closing, merging, dissolving, re-branding, etc., please send all records to the AOH Archives (regardless of age) that will not transfer and/or require use by any superseding entity.

- Please do not send any records to the AOH Archives without the prior consent of the AOH Archivist.
- Please note that the AOH Archives will accept records in certain digital formats but, is not equipped to provide ongoing maintenance, migration, and preservation of such records. Current and future access and use of such records is not guaranteed. Whenever possible, records should be deposited/donated in traditional print/paper, photographic, organic, and otherwise readily tangible and usable formats.
- Please contact the AOH Archivist with any questions.

## ACCEPTED RECORDS

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### ADMINISTRATIVE RECORDS

- Agendas & itineraries
- Announcements & notices
- Appointment books/calendars
- Canonical documents & decrees
- Census & statistical records
- Correspondence & memorandums
  - Administrative (*official*)
  - Emails (*official – please print or migrate to removable media*)
  - General/routine (*office*)
  - Financial (*official*)
  - Legal (*official*)
- Committee & Membership lists & records
- Conference, seminar, & workshop files
- Donor lists & records
- Electronic/Digital records (*provide written list w/ web addresses & locations*)
  - Databases
  - Servers
  - Social Media
  - Software programs
  - Websites
- Handbooks, manuals, instruction guides, etc. (*internally created*)
- Inventories (*property & equipment*)
- Job descriptions (*final version*)
- Meeting minutes (*administrative, boards, committees, trustees, etc.*) (*final version*)
- Organizational charts
- Parish boundary records
- Policies & Procedures (*final version*)
- Project, programming, & grant files
- Reports (*final version*)
  - Ad Limina reports
  - Annual reports
  - Audit reports
  - Committee reports
  - Financial reports/statements (*also incl. final budgets*)
  - General reports
  - Grant reports
  - Project, Program, & Planning reports
  - Special reports
- Subject/reference/history files & general office files

## **ARTWORK & OBJECTS** (Religious/Sacred)

(Please consult with AOH Archivist before sending/depositing)

- Altar stones (*w/ documentation*)
- Artwork & objects of religious nature (*may require documentation*)  
(*only items of high significance to office, parish, or affiliate*)
- Markers & plaques  
(*of significant people, places, & events related to office, parish, or affiliate*)
- Portraits - official (*paintings and/or photographs – framed*)  
(*of significant people related to office, parish, or affiliate*)
- Religious paintings (*may require documentation*)  
(*of significant people, places, & events related to office, parish, or affiliate*)
  
- **Please NO:**  
(*Consult Archivist*)
  - Banners, flags, etc.
  - Holy vessels
  - Furniture
  - Relics
  - Statuary (*large – life-size*)
  - Textiles, clothing, costumes, vestments, etc.

## **AUDIOVISUAL MATERIAL**

(Only of significant people, places, & events related to office, parish, or affiliate; and/or containing official AOH administrative, legal, fiscal, and historical records)

- Audiocassette tapes
- CD-ROMs
- Digital prints/images
- DVDs
- Floppy discs
- Memory sticks/flash drives
- Microfilm
  
- Negatives
- Photographs
- Portable hard drives
- Slides
- Videocassette tapes
- Vinyl records
  
- **Please NO:**
  - **Computers/Hard drives or servers**  
(*migrate records to removable media & discard unit appropriately*)

- **Film reels**  
*(convert to digital format; put original reels in cold storage or discard appropriately – flammable)*
- **Magnetic tape**  
*(discard appropriately – hazardous)*

## **FINANCIAL RECORDS**

(Retain onsite in secure vault until officially closing/merging/dissolving, etc.; and/or until records are at least 20 years old – consult Archivist)

- Account books & financial ledgers
- Audit reports *(final version - may be sent annually)*
- Bank account & Safety Deposit Box records
- Budgets *(final version - may be sent annually)*
- Financial reports/statements *(final version – may be sent annually)*
- Fundraising records
- Insurance policies *(active & canceled)*
- Investment records
  - Certificates of Deposit
  - Letters of credit
  - Securities
  - Stock certificates
- Tax-exempt certificates
- Vault locations & combinations or keys

## **HISTORICAL RECORDS & PERSONAL PAPERS**

- Anniversary books/booklets
- Autograph books
- Awards, certificates, citations, honors, proclamations, etc.  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Biographical sketches  
*(of significant people related to office, parish, or affiliate)*
- Commemorative items
  - Bags
  - Bookmarks
  - Keys
  - Pens/pencils
  - Paperweights
  - Pins/badges
  - Plaques
  - Shovels, etc. *(groundbreaking ceremonies)*
  - Souvenirs
  - Time capsules *(or provide location & content list)*

- Diaries/Journals  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Ephemera & memorabilia *(brochures, flyers, pamphlets, posters, program booklets, signage, etc.)*  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Guest books
- Historical documents *(official)*
- Homilies, sermons, & prayers *(drafts & final version)*
- Institutional & parish histories *(published or unpublished)*
- Manuscripts & personal papers  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Necrologies *(published & unpublished)*
- Newspaper clippings  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Prayer cards
- Remnants of property *(bricks, stones, markers, etc.)*
- Scrapbooks
- Souvenir books/booklets
- Speeches & presentations

## **LEGAL RECORDS**

(Retain onsite in secure vault until officially closing/merging/dissolving, etc.; and/or until records are at least 20 years old – consult Archivist)

- Articles of incorporation, Constitutions, Bylaws, Charters, etc.
- Contracts, Leases, Agreements, Abstracts, etc.
  - Legal contracts/agreements
  - Rental contracts/agreements
  - Service contracts/agreements
  - Vendor contracts/agreements
  - Other contracts/agreements
- Estate papers
- Mortgage records
- Property deeds
- Title Search Certificates
- Wills, bequests, codicils, testaments, etc.

## **PROPERTY RECORDS**

(Retain onsite in secure vault until officially closing/merging/dissolving, etc.; and/or until records are at least 20 years old – consult Archivist)

- Architectural & landscape plans/drawings
- Construction files & building specs
- Inventories

- Equipment inventories
  - Property & asset inventories
- Permits & inspection records
- Property appraisals
- Property surveys
- Site plans
  - Blue prints
  - Building plans
  - Maps (buildings & grounds)
  - Plot plans
  - Structural, mechanical, elevation plans, etc.

## **PUBLICATIONS & PRINTED MATERIAL**

- *Annuario Pontificio*
- Bibles, lectionaries, & prayer books  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Books & other publications  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Brochures, pamphlets, & flyers *(internal)*
- Bulletins
  - Parish bulletins
  - Program bulletins
- *Catholic Transcript, The* *(newspaper & magazine)*
- Directories
  - *Connecticut Catholic Directory*
  - *Official Catholic Directory* *(Kenedy directories & predecessors)*
  - Parish directories
  - Pictorial directories
  - Staff directories
  - Other directories
- Hymnals, missals, song books, sheet music, etc.  
*(of significant people, places, & events related to office, parish, or affiliate)*
- Magazines *(internal)*
- Newsletters *(internal)*
- Newspapers *(internal)*
- Press Releases
- Publicity/promotional material *(mailings, brochures, pamphlets, flyers, etc.)*
- Yearbooks

## **UNACCEPTED RECORDS**

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### **Adoption/Orphanage records**

AOH Archives does not accept these records

- Please contact Catholic Charities for assistance

### **Affiliate organizations, institutions, agencies, etc.**

AOH Archives does not generally accept these records

- Records are retained at entity's official Archives

### **Cemetery records**

AOH Archives does not accept these records

- Please contact the Catholic Cemeteries Association for assistance

### **Personnel records** (Laity, Clergy, Religious, etc.)

AOH Archives does not directly accept these records

- Please contact AOH Human Resources or AOH Chancellor's office to deposit records accordingly

### **Religious Orders**

AOH Archives does not accept these records

- Records are retained by the Order's official Archives

### **Sacramental Records**

*(i.e., Baptisms, First Communions, Confirmations, Marriages, Holy Orders, Sick Calls, Last Rites, & deaths)*

AOH Archives does not accept these records

- Records are to be retained at the Parish where Sacrament was received or with the welcoming Parish (if parish has closed/merged, etc.)

### **School Records (transcripts; personnel & student files; medical records; etc.)**

AOH Archives does not accept these records

- Please retain records in the school's Archives
- Please contact the AOH Center for Catholic Education and Formation (CCEF) for assistance

### **St. Thomas Seminary (Bloomfield, CT) – seminary records**

AOH Archives does not accept these records

- Please contact the Archbishop Henry J. O'Brien Memorial Library for assistance with the St. Thomas Seminary Archives

### **Tribunal Records**

AOH Archives does not directly accept these records

- Please contact AOH Metropolitan Tribunal to deposit records accordingly