

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

OPEN COLLECTION PERIOD FOR 2024

Due to the Chancery repair work and Archives closures, the Office of the Archdiocesan Archives will only hold one **“open collection period”** this year for depositing/donating records with the Archives and/or Records Center. Records/materials will be accepted **November 4th through November 22nd**.

Please do not send records/materials to the Archives outside of these dates. Please contact the Archives prior to sending any records/materials to the Archives.

- If you, your office/ department, parish, school, committee, organization, etc., have records/ materials packed and inventoried, please contact the AOH Archives to obtain proper transfer forms and arrange a date and time to drop your records/ materials off at the Chancery.
- If you do not have your records/ materials ready - don't worry! You can send items in 2025 during the twice-yearly “open collection periods” (dates to be announced in early spring on the AOH Archives website).

For information on sending records/ materials to the AOH Archives, please visit the AOH Archives website (<https://archdioceseofhartford.org/archdiocesan-archives-2/>) and click on **Sending Records**.

- Please read the **Collection Policy** carefully, locate the items described in the **Records Collection Guide**, and follow the **Guide to Packing & Sending Records**.

The AOH Archives serves as the central repository for official and ancillary records of the Archdiocese. Your contribution of records/ materials shapes the legacy of the Archdiocese and bolsters its ministry and mission for the future. Be a part of the story – send your records annually.

If you have questions or need assistance, please contact the AOH Archivist.

Thank you,

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