

# ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



## OFFICE OF THE ARCHDIOCESAN ARCHIVES

(EST. 1976)

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*AOH central administrative office since 1976 - professionally managed since 2001*

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### REMINDERS FOR SEPTEMBER 2024

#### WEBSITE TOOLKIT



With autumn quickly approaching, the Archdiocesan Archivist is here to help you prepare for the busy season ahead by inviting everyone to add the AOH Archives website to your toolkit of knowledge. Archives policies, procedures, services, and useful resources are available all at the click of a button!

<https://archdioceseofhartford.org/archdiocesan-archives-2/>

#### DEPOSIT/ TRANSFER RECORDS

Please note that this year's "open collection period" is quickly approaching and will be November 04-22. Please have your record packed and ready to send to the AOH Archives before November 04. Information for depositing/ transferring records is available on the AOH Archives webpage under the heading: **Sending Records**.



## SACRAMENTAL RECORDS

Just a reminder, the AOH Archives does not hold or administer Sacramental Records. The parishes are responsible for maintaining and administering the records (including those from their origin to the present). If your parish is missing and/or has any damaged Sacramental Records (parish itself and/or any subsumed parishes), it is the responsibility of the Pastor to promptly notify the Chancellor in writing.

When a parish directs individuals to the AOH Archives, because it is unable to locate Sacramental Records, the Archdiocesan Archivist is obligated to report the parish to the Chancellor. Likewise, the Archivist is unable to assist the individuals, as the AOH Archives does not hold the “missing” registers.

A parish is responsible for obtaining an authenticated replacement copy of lost or damaged registers (as applicable) through the process of writing the Chancellor.



Please remember that Sacramental Records are private records of a sacred nature and not, public census records or open genealogy sources.

Additional information regarding Sacramental Records and a full listing of AOH parishes with the current location of Sacramental Records is available on the AOH Archives website under the heading: **Sacramental Records**.

**Wishing everyone a very happy autumn!**

God bless,  
-Bridgette

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

