

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

(EST. 1976)

AOH central administrative office since 1976 - professionally managed since 2001

AOH ARCHIVES: GENERAL INFORMATION

OVERVIEW OF SERVICES

Questions/ Inquires

- For general questions/ inquiries, please call or write the Archdiocesan Archives.

Available Collections

- Contact the Archdiocesan Archives with questions/ inquiries.

Location & Hours

- The Archdiocesan Archives is located in an access-restricted building and is open by appointment only. Appointments are required and scheduled at the discretion of the Archivist.
- The Archdiocesan Archives is closed for all scheduled AOH administrative holy days/ holidays; inclement weather closures; and as otherwise required.

Access & Use

- Primary access and use of the Archdiocesan Archives is for reasons of official Church business (spiritual and temporal).
 - **Internal:** The Archdiocesan Archives is for use by the AOH internal administration and related authorized persons/ entities engaged in official Church business.
 - **External:** As a courtesy, if/when time permits, the Archdiocesan Archives provides limited assistance to qualified researchers engaging approved scholarly research and other external researchers/ users in accordance with departmental policies and procedures (fees apply).

Records Center

- The Records Center is for use by the AOH central administrative offices only.
 - Contact the Archivist directly for information and assistance.

Transferring/ Donating Records to the Archives (internal & external)

- Please call and speak with the Archivist to make arrangements before sending/ transferring anything to the Archdiocesan Archives.
- Please see: SENDING RECORDS section on the AOH Archives webpage.

UNAVAILABLE SERVICES

The Archdiocesan Archives is not a public records office nor a public historical or academic research facility or library.

- The Archdiocesan Archives **does not** hold, administer, or provide assistance and/or research for the following:
 - Adoption Records
 - Cemetery/ Burial/ Death Records

- Citizenship Records/ Requests
 - Civil/ Vital Records (birth certificates, marriage license, census records, etc.)
 - Family History
 - Genealogy
 - Personnel Records [internal AOH use only]
 - Photographs (incl. clergy, graduations, class pictures, churches, etc.)
 - Relics (altars & other) re: identification/ documentation/ general information
 - Sacramental Records (baptisms, 1st communion, confirmation, marriage, etc.)
 - Saint Thomas Seminary (Bloomfield, CT) Records/ Materials
 - School Transcripts
 - Secular Orders re: establishment/ documentation/ general information
 - Student Health Records
 - Tribunal Records (marriage dispensations, etc.) [internal AOH use only]
- For assistance with these and other related records, please see – WHERE TO FIND RECORDS and/or SACRAMENTAL RECORDS sections on the AOH Archives webpage.
- **The Archdiocesan Archives does not release biographical and/or statistical information or photographic images of priests, deacons, religious, AOH personnel, etc.**
 - **The Archdiocesan Archives does not provide reproduction services of its holdings (photocopying services, digital scanning services, photographic printing services, etc.).**
 - **The Archdiocesan Archives does not permit loans or offsite exhibits of its holdings.**

REQUESTS & APPOINTMENTS

Requests

- All research, project, and service requests must be submitted in writing.
 - **Internal:** please submit requests via internal email or office mail.
 - Requests will be answered in order of receipt and/or by prevailing priority.
 - **External:** please complete and submit the **Research Request Form** (fees apply) by postal mail.
 - External requests are answered as a courtesy, if/when time permits.

Appointments

- The Archdiocesan Archives is open by appointment only. Appointments are required and scheduled at the discretion of the Archivist.
 - **Internal:** appointments are for AOH personnel and authorized persons/ entities engaging official Church business only. Please contact the Archivist directly by phone or internal email to arrange an appointment.
 - **AOH personnel** wishing to engage the Archdiocesan Archives for non-official research/ projects, please apply as an **External User**.
 - **External:** appointments for non-AOH personnel 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) by postal mail.
 - The Archivist will contact you if an appointment is appropriate.
- A properly worn mask is required in the Archdiocesan Archives and the **Rules of the Archives** and **Guidelines to Handling Archival Records/ Materials** must be followed.
 - See - ACCESS & USE section on the AOH Archives webpage

REPOSITORY SYNOPSIS

Please see – **HISTORY & TIMELINES** section (Archives & Records Center heading) on the AOH Archives webpage.

Official Name

- Office of the Archdiocesan Archives

Establishment

- In 1976, under the episcopacy of Archbishop John F. Whealon, the Archdiocesan Archives was established as an AOH Central Administrative Office.
 - Adopted proposal plan for the Archdiocesan Archives prepared by Sr. Dolores A. Liptak, RSM, (1st AOH Archivist/ AOH Emeritus Historian) and Vivian R. Stephenson (1st woman editor of *The Catholic Transcript* newspaper).
- In 2001, under the episcopacy of Archbishop Daniel A Cronin, the AOH administration committed to operating a professionally managed Archives.

Structure

- The Office of the Archdiocesan Archives is comprised of both an Archives and a Records Center.
- The Office of the Archdiocesan Archives adheres to professional archives standards and current “best practices” and works in accordance with Canon Law, Archdiocesan policy, and applicable civil laws.
- The Office of the Archdiocesan Archives also follows the current USCCB Records Retention Schedule and/or an approved AOH Administrative Records Retention Schedule that coincides with the USCCB’s schedule (as applicable).

Staffing

- The Office of the Archdiocesan Archives is staffed by the Archdiocesan Archivist and the Assistant Archivist.
- The Archivist and Assistant Archivist are professional administrative staff members, hold an MLS or MLIS with a concentration in Archives Management/ Administration, and

have several years of work experience and training in the Archives/ Records Management field.

- The Archivist is granted canonical faculties to fulfill the duties of the Archdiocesan Archives.
- The Archdiocesan Archives maintains professional Archives memberships.
 - Current memberships:
 - Association of Catholic Diocesan Archivists (ACDA)
 - New England Archivists (NEA)

Repository Type

- The Archdiocesan Archives is a private corporate and religious records repository, not a public research facility.
- Records and materials held in the Archdiocesan Archives are private and/or sacred in nature and not created as public records for public use.
- Primary access and use of the Archdiocesan Archives is for authorized internal AOH Administration, Parish Administrative staff, and other authorized users for reasons of official Church business (spiritual and temporal).

Holdings

- The Archdiocesan Archives primarily holds the official governing and business records of the Archdiocesan Central Administrative Offices (administrative, fiscal, legal, and canonical documents).
- Additionally, it holds records, objects, artwork, and related materials of historical and sacred significance, which are of enduring value and reflect the mission and ministry of the Archdiocese as a whole.
- Current holdings of the AOH Archives total over 2,000+ linear ft.

Research/ Use Statistics

- The AOH Archives receives approx. 200-300 research, project, and service requests annually from the internal administration and external researchers in addition to general inquiries and reference questions.

Website

- AOH Archives webpage is located on the AOH website under the menu heading of **Archdiocese of Hartford – The Archdiocese – Archdiocesan Archives:**

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

CONTACT INFORMATION

Staff

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Roman Catholic Archdiocese of Hartford
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860-541-6491

Website

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