

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

(EST. 1976)

AOH central administrative office since 1976 - professionally managed since 2001

ACCESS & USE POLICY

GENERAL INFORMATION

- The Archdiocesan Archives (AOH Archives) is a private corporate and religious repository, not a public research facility. The holdings of the AOH Archives are private and/or sacred in nature and not created as public records for public use.
- Access and use of said records is governed by Canon Law, Archdiocesan administrative policies, and AOH Archives departmental policies. Additionally, the AOH Archives adheres to professional archives standards and current “best practices” as well as applicable civil laws.
- The Code of Canon Law mandates that an archives be kept on the diocesan level. Canon 486.2 states that *“there is to be established in a safe place a diocesan archive...in which the instruments and writings which refer to both the spiritual and temporal affairs of the diocese, properly arranged and diligently secured, are to be safeguarded.”*
- Pursuant to Canon 482, the holdings of the archives are the direct responsibility of the Chancellor, but are administered by the Archivist, who is granted canonical faculties to fulfill this mandate. Since 2001, the Archdiocese of Hartford has committed to operating a professionally managed Archives.

- The Chancellor and/or Archivist may deny and/or grant access and use of certain records (at their discretion) for any viable reason in accordance with Canon Law; Archdiocesan policy; departmental policies; professional archives standards and practices; applicable civil laws; noted restrictions in duly executed donor agreements; and at the direction of the Archbishop and/or Vicar General/Moderator of the Curia.

AUTHORIZED USERS

Notice: approval of the Archivist as well as proper identification and documentation are required for access and use of AOH Archives holdings. Likewise, permission of the Chancellor may be required.

- As a corporate and religious repository, the holdings of the AOH Archives are for access and use by the Archbishop, internal AOH central administrative offices, parishes, schools, affiliates, and clergy for reasons of fulfilling official administrative, legal, fiscal, and religious affairs of the Archdiocese.
 - Internal AOH personnel wishing to engage personal historical research/projects may apply as external researchers.
- External Catholic Church officials and related entities may be permitted access and use of the AOH Archives and its holdings for purposes of fulfilling official Canonical and/or civil matters.
- External (public) researchers/users may be permitted limited access and use of the AOH Archives and its holdings for purposes of approved scholarly research and other permissible reasons (as a courtesy – if/when time permits).
 - A nominal user fee applies.
 - Individuals preparing parish or school histories, etc., are considered external researchers.
- Access and use of the AOH Archives Records Center is only available to the AOH central administrative offices. (Contact the Archivist for information and assistance.)

REQUESTS & APPOINTMENTS

- The AOH Archives is open by appointment only; appointments are at the discretion of the Archivist - pending the nature of the request; classification of requested/required records; status of the records; preparation time; use of space requirements; staff availability, etc.
 - The Archivist will determine if an appointment is required and schedule accordingly. Fees may apply.
 - Onsite appointments are only available to current AOH personnel, clergy, and related officials engaged in official AOH business.
 - Appointments are not readily available to external (public) researchers – please complete the Researcher Request Form and return by postal mail with applicable fees.
- All internal and external requests must be submitted in writing.
 - Internal AOH personnel may submit requests via email, office mail, or postal mail. **(Please allow 02-03 weeks for a response.)**
 - External Catholic Church officials and related entities may submit requests via postal mail or through a related internal AOH office. **(Please allow 03-04 weeks for a response.)**
 - External (public) researchers/users may submit requests via formal business-style letter or complete the Researcher Request Form (available on the website or by contacting the Archives); applicable fees apply. **(Please allow 06-08 months for a response.)**
 - Individuals submitting their request via formal letter may be directed to complete and submit the Researcher Request Form along with applicable fees.
- Requests will be answered in order received and/or in order of pending priority - internal requests supersede external requests.
 - Urgent requests from the Archbishop, Vicar General/ Moderator of the Curia, Chancellor, Vicar for Clergy, and Judicial Vicar supersede all requests.
- External requests are answered as a courtesy, if/when time permits.
- General inquiries may be made by calling or writing the AOH Archives.

SERVICE PRIORITIES

- The AOH Archives first priority is providing service to the Archbishop and assistance to the daily operations of the AOH central administrative offices.
- As a secondary service, it provides administrative assistance to the AOH parishes, schools, affiliates, clergy, and external Catholic Church officials and related entities.
- As a courtesy, if/when time permits, the AOH Archives provides limited assistance to qualified researchers, doing approved scholarly research, and other external researchers in accordance with departmental policies.

ACCESSING & USING RECORDS

- All researchers/users must adhere to AOH Administrative Policies, the Rules of the Archives, and instructions of the Archives staff - violations will be addressed accordingly.
- U. S. copyright laws apply; duplication or reproduction of any records in any format is prohibited without proper authorization and permission of the Archivist (in accordance with departmental policies).
- Proper ID, completed forms, supporting documentation, and fees must be submitted/completed prior to access and use of any records.
- Records may or may not be available for research (pending classification, current use, preservation reasons, etc.) - restrictions and fees may apply.
- Accommodations for persons with disabilities will be made within reason and to the best of the AOH Archives ability.
- A properly worn mask is required in all AOH Archives areas at all times for health, safety, and preservation reasons.
- Quarantine protocols for all accessed/used records are in effect; records in quarantine are unavailable until the quarantine period has concluded. (The Archivist sets and adjusts quarantine timelines as applicable.)
- Individuals who are ill and/or are exhibiting signs of illness will not be permitted entry into the AOH Archives – please reschedule.

- AOH Archives stacks are “closed stacks.”
 - Only AOH Archives staff may access, pull, move, and shelve records.
- AOH Archives collections are “non-circulating.”
 - Records do not leave the AOH Archives; all use of records and all research/project work must be done onsite in the AOH Archives and under the supervision of the Archives staff.
 - Loans and offsite exhibits of records are not permissible (without exclusive permission of the Archivist and the Chancellor - appropriate legal and liability paperwork must be completed and filed).

CLASSIFICATION OF RECORDS

Classifications:

- Records are classified as Open, Closed, and/or Restricted.
- All records containing information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy or breach of confidentiality, are classified “closed” or “restricted” depending upon their particular content.
- All records placed in quarantine are classified as “closed” and “restricted” until the quarantine period is concluded.

Open Records:

- Records that are readily available to all researchers (internal and external) and not otherwise closed or restricted.

Closed Records:

- Records that are closed to all researchers either permanently or for a specified period of time.
- Records that have not been fully processed are deemed closed and unavailable to researchers/users until fully processed.
- Records less than 30 years old are closed to external (public) researchers.

- Urgent access to closed records for official business (religious and/or legal) reasons is at the discretion of the Chancellor and/or Archivist and in accordance with Canonical and civil laws.
- With special permission of the Chancellor, closed records may be made available to persons conducting approved research for purposes related solely to the specified research.
 - Permission granted by the Chancellor will be communicated to the Archivist directly by the Chancellor in either written or verbal format.
 - The Archivist will initiate requests for special permissions (as applicable).

Restricted Records:

- Records that are permanently or temporarily closed to research, and/or have imposed stipulations on access and use.
- Such records are often restricted due to their confidential and/or sensitive nature and/or their fragility, rarity, sacredness, valuation, and possible hazards. Other reasons for restriction may apply.
- Urgent access to restricted records for official business (religious and/or legal) reasons is at the discretion of the Chancellor and/or Archivist and in accordance with Canonical and civil laws.
- With special permission, restricted records may be made available to persons conducting approved research for purposes related solely to the specified research.
 - Permission granted by the Chancellor will be communicated to the Archivist directly by the Chancellor in either written or verbal format.
 - The Archivist will initiate requests for special permissions (as applicable).

CONTACT INFORMATION

**Contact Information:
(Mailing Address)**

Office of the Archdiocesan Archives
467 Bloomfield Ave.
Bloomfield, CT 06002
860-541-6491 (P)

**Site Location:
(Onsite Appointments)**

Office of the Archdiocesan Archives
134 Farmington Ave.
Hartford, CT 06105
860-541-6491 (P)