



# ARCHDIOCESE of HARTFORD

## Office of the Archdiocesan Archives

### MISSION STATEMENT

#### MISSION

- The mission of the Office of the Archdiocesan Archives is to collect and preserve official and ancillary records of enduring value, which reflect the work, activities, and ministries of the Roman Catholic Church throughout the Archdiocese of Hartford.

#### PURPOSE

- The Code of Canon Law mandates that an archives be kept on the diocesan level.
  - Canon 486.2 states: *“In every curia, 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.”*
- In keeping with Canon 486.2 and following the 1974 NCCB (USCCB) Document on Ecclesiastical Archives, Archbishop John F. Whealon, D.D., S.S.L., S.T.L., established the Office of the Archdiocesan Archives in 1976 as a central diocesan repository for the official and ancillary records of the Archdiocese of Hartford.
- Since 2001, the Archdiocese of Hartford has committed to operating a professionally managed Archives. Pursuant to Canon 482, the archives is the direct responsibility of the Chancellor, but is managed and administered by the Archivist, who is granted canonical faculties to fulfill this mandate.

## FUNCTION

- The AOH Archives functions as the central records repository for the official and ancillary records of the Roman Catholic Archdiocese of Hartford. As such, it is a private corporate and religious records repository, not a public records office nor 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.
  - The primary function of the AOH Archives is to appraise; collect; organize and catalog; preserve; administer; and secure and safeguard the official and ancillary records of the Roman Catholic Archdiocese of Hartford, which reflect its spiritual and temporal affairs.
  - As a secondary function, it strives to ensure a documentary heritage of the Hartford archdiocese and a basis for scholarly research.

## PRIORITIES & SERVICES

- 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, the AOH Archives provides administrative assistance to the AOH parish, school, and affiliate administrations; AOH clergy; other Catholic Church officials; and related authorized persons/ entities engaging in official Church business (spiritual and temporal) pertaining to the Archdiocese.
- As a courtesy, if/when time permits, the AOH Archives provides limited assistance to qualified researchers, engaging approved scholarly research, and other external researchers/ users in accordance with departmental policies.