



ARCHDIOCESE of HARTFORD

Office of the Archdiocesan Archives

REPOSITORY OVERVIEW

GENERAL OVERVIEW

Questions/ Inquires

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

Location, Hours, Appointments

- 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 AOH Archivist.
- The Archdiocesan Archives is closed for all scheduled AOH administrative holy days/ holidays; inclement weather closures; and as otherwise required.

Available Collections

- Contact the Archdiocesan Archives with questions/ inquiries.

Records Center

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

Access & Use

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

Depositing/Transferring Records (internal AOH offices, parishes, & schools)

- Please call and speak directly with the AOH Archivist to make arrangements before sending anything to the Archdiocesan Archives.

Donating Records (internal & external)

- Please call and speak directly with the AOH Archivist to make arrangements before sending anything to the Archdiocesan Archives.

UNAVAILABLE SERVICES

The Archdiocesan Archives:

DOES NOT release biographical and/or statistical information or photographic images of priests, deacons, religious, AOH personnel, etc.

DOES NOT provide reproduction services of its holdings (no photocopying services, no digital scanning services, no photographic printing services, etc.)

DOES NOT permit loans or offsite exhibits of its holdings

.The Archdiocesan Archives is a private corporate and religious record repository intended for internal AOH use.

.The Archdiocesan Archives is not directly open or accessible to the public.

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

.Records/ materials held in the Archdiocesan Archives are non-circulating and do not leave the Archdiocesan Archives premises.

The Archdiocesan Archives **does not** hold, administer, or provide assistance and/or research for the following (this is not an exhaustive list):

- Adoption/ Orphanage Records
- Cemetery/ Burial/ Death Records
- Citizenship Records/ Requests
- Civil/ Vital Records (birth certificates, marriage license, census records, etc.)
- Genealogy/ Family History Records

- Lay Religious Orders (establishment/ documentation/ general information, etc.)
- Media Inquiries/ Requests
- Personnel/ Employee Records (clergy, religious, laity, etc.) [internal AOH use only]
- Photographs/ Images [no duplication or copying services]
- Relic identification or documentation
- Sacramental Records (baptisms, 1st communion, confirmation, marriage, etc.)
- Saint Thomas Seminary Records (Bloomfield, CT)
- Student Records and/or School Transcripts
- Tribunal Records (marriage dispensations, etc.) [internal AOH use only]

REQUESTS & APPOINTMENTS

Requests

All internal and external requests must be submitted in writing.

- **Internal users:** please submit requests via internal email or inter-office mail.
 - Requests will be answered in order of receipt and/or by prevailing priority.
- **External users:** 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 AOH Archivist pending the nature of the request classification of the records, preservation issues, staff availability, open workspace, and other prevailing matters.

- **Internal users:** appointments are for AOH personnel and authorized persons/ entities engaging official Church business only. Please contact the AOH Archivist directly by phone or internal email to arrange an appointment.
 - **AOH personnel** wishing to engage the Archdiocesan Archives for personal research/ projects, please apply as an **External** user.
- **External users:** appointments for non-AOH personnel are at the discretion of the AOH 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 AOH Archivist will contact you if an appointment is appropriate.

General Protocols

- AOH policy and AOH Archives departmental policies are in effect and apply to all internal and external visitors/ users of the Archdiocesan Archives.
- Adherence to the directions of the AOH Archives staff and familiarity with the AOH Archives **Rules of the Archives** and the **Guidelines to Handling Archival Records/ Materials** is required for both internal and external visitors/ users of the AOH Archives.
- A properly worn mask is required in the Archdiocesan Archives for anyone engaging research and/or handling archives records/ materials. Additional PPE may be required pending the nature of the records/ materials accessed and used (AOH Archives staff will advise as applicable).
- Valid ID (with photo) and a completed **Registration Form** are required for access and use of the Archdiocesan Archives and its holdings.
- U.S. copyright laws apply.

REPOSITORY SYNOPSIS

Official Name

- Office of the Archdiocesan Archives

Establishment

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

Repository Type

- The Archdiocesan 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.

Operations

- The Office of the Archdiocesan Archives (AOH Archives) is comprised of an Archives (permanent/ inactive records), a Records Center (temporary/ inactive records), and maintains a presence on the AOH website.
- The AOH Archives adheres to professional archives standards and current “best practices” and works in accordance with Canon Law, AOH policy, AOH Archives departmental policies, and applicable civil laws.
- The AOH Archives also follows the current USCCB and/or AOH issued records retention schedules.

Staffing

- The AOH Archives is staffed by the Archdiocesan Archivist (AOH Archivist) and the Assistant Archivist.
 - The AOH Archivist is granted canonical faculties to fulfill the mandate and duties of the Archdiocesan Archives.
- The AOH Archivist and Assistant Archivist are professional AOH administrative staff members who hold an MLS or MLIS (with a concentration in Archives Management/ Administration) and have several years of training and work experience in the Archives/ Records Management field.

Professional Memberships

- The AOH Archives staff maintain memberships with two professional Archives associations:
 - Association of Catholic Diocesan Archivists (ACDA)
 - New England Archivists (NEA)

Holdings

- The AOH Archives primarily holds the official governing and business records of the AOH central administrative offices (administrative, fiscal, legal, and canonical documents).
- Additionally, it holds records, objects, artwork, and related materials of historic and sacred significance, which are of enduring value reflecting the mission and ministry of the Roman Catholic Archdiocese of Hartford as a whole.
- Current holdings of the AOH Archives are approx. 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/ users in addition to general inquiries and reference questions.

CONTACT INFORMATION

Staff

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Archdiocesan Archivist

Lindsey Restelli, MLIS
Assistant Archivist

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Bloomfield, CT 06002

Street Address

AOH Archives & Records Center
134 Farmington Ave.
Hartford, CT 06105

Phone

860-541-6491

Website

<https://archdioceseofhartford.org/ministry/archdiocesan-archives/about/>