

Archives Policy

Roman Catholic Diocese of Victoria

British Columbia



Effective November 2, 2015

PRAYER OF ST. LAWRENCE OF ROME

KEEPER OF THE TREASURES

"O God, giver of that ardor of love for you by which Saint Lawrence was outstandingly faithful in service and glorious martyrdom, grant that we may love what he loved and put into practice what he taught. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, one God, for ever and ever.

AMEN."

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1.0 PREAMBLE:

Archives of religious organizations carry a significant burden of responsibility to be sensitive to the norms and canons of the Roman Catholic Church, as well as the demands of secular society. Before the turn of the 20th century, religious organizations were responsible for many of the services which have now been taken over by government, such as the registration of vital statistics or the provision of social services to the needy.

The *Roman Catholic Diocese of Victoria Archives* is the official repository for all the textual materials (documents), non-textual materials (photographs, cartographic materials, pictures and prints, films, broadcast materials, oral histories, machine readable records) and artifacts (sacred objects, textiles, devotional objects) made or received by the Roman Catholic Diocese of Victoria.

The **principal function** of the *Roman Catholic Diocese of Victoria Archives* is that of centralizing, organizing, arranging, preserving and controlling access to all materials in its care. The designated authorities (Bishop and Chancellor) of the diocese have unconditional right of access to records and materials.

The *Roman Catholic Diocese of Victoria Archives*, being the chief repository of the history of the faith on Vancouver Island and beyond, undertakes a number of **secondary functions** as follows:

- To employ resources of the archives as a tool for evangelization and education;
- To assist all authorized persons to establish details of status, age, and other government identifications as required;
- To support research for academic purposes and scholarly writing; and,
- To assist qualified individuals to undertake research within the scope of this policy and such other guidelines as may be determined.

All requests for access to the *Roman Catholic Diocese of Victoria Archives* will be compliant with the Canons of the Church, this policy and all applicable law. Access will be subject to fees and other reasonable conditions, as determined from time to time and approved by diocesan authorities.

2.0 OWNERSHIP OF HOLDINGS IN THE ROMAN CATHOLIC DIOCESE OF VICTORIA ARCHIVES:

After introduction of this policy statement, dissemination throughout the diocese, and a suitable period of discernment and education, the Roman Catholic Diocese of Victoria intends to assert full physical and intellectual control over all textual and non-textual materials, artifacts and memorabilia currently kept in areas designated in areas of the Pastoral Centre as the *Roman Catholic Diocese of Victoria Archives*.

The Chancellor, through the Manager of the Archives, has reviewed the archives administration records for formal and informal transfer agreements and identified the records and artifacts relating to these agreements; for the remaining archives and artifacts, no transfer agreements were identified but it is established that the archives has exercised physical custodianship for a minimum of five calendar years.

In order to ensure all archival material within the Diocese's control and custody are managed in compliance with both the Canon Law and the Statutory Law, and within the international and national codes of archival standards, the Diocese formally exerts full intellectual and physical ownership over its entire archives collection.

Furthermore and henceforth, all archival material will be managed, retained or disposed of in light of the priorities of the sponsor of the *Roman Catholic Diocese of Victoria Archives* ('the Chancery') and in fulfillment of the mandate of the *Roman Catholic Diocese of Victoria Archives*.

3.0 APPLICABLE CANONS OF THE CHURCH TO DIOCESAN ARCHIVES:

Canon 486

- § 1. All documents concerning the diocese or parishes must be kept with the greatest of care.
- § 2. In each curia ('*governing body of the church*') there is to be established in a safe place a diocesan archives where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.
- § 3. An inventory or catalogue is to be made of documents kept in the archives, with a short synopsis of each document.

Canon 487

- § 1. The archives must be locked, and only the Bishop and the Chancellor are to have the key; no one may be allowed to enter unless with the permission of the Bishop, or with the permission of both the Moderator of the Curia ('*person functionally in charge of the governing body*') and the Chancellor.
- § 2. Persons concerned have the right to receive, personally or by proxy, an authentic written or photo-stat copy of documents which are of their nature public and which concern their own personal status.

Canon 488

- § 1. It is not permitted to remove documents from the archives, except for a short time and with the permission of the Bishop or of both the Moderator of the Curia and the Chancellor.

Canon 491

§ 1. The diocesan Bishop is to ensure that the acts and documents of the archives of cathedral, collegiate, parochial and other churches in his territory are carefully kept and that two copies are made of inventories or catalogues. One of these copies is to remain in its own archives, the other is to be kept in the diocesan archives.

§ 2. The diocesan Bishop is to ensure that there is an historical archives in the diocese, and that documents which have an historical value are carefully kept in it and systematically filed.

§ 3. In order that the acts and documents mentioned in §§ 1 and 2 may be inspected or removed, the norms laid down by the Diocesan Bishop are to be observed.

Canon 535

§ 1. In each parish there are to be parochial registers, that is, of baptisms, of marriage and of deaths, and any other registers prescribed by the Episcopal Conference or by the Diocesan Bishop. The parish priest is to ensure that entries are accurately made and that the registers are carefully preserved.

§ 2. In the register of baptisms, a note is to be made of confirmation and of matters pertaining to the canonical status of the faithful by reason of marriage, without prejudice to the provision of Can. 1133, and by reason of adoption, the reception of sacred order, the making of perpetual profession in a religious institute, or a change of rite. These annotations are always to be reproduced on a baptismal certificate.

§ 3. Each parish is to have its own seal. Certificates concerning the canonical status of the faithful, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.

§ 4. In each parish there is to be an archives, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On occasion of visitation or at some other opportune time, the Diocesan Bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorized hands.

§ 5. Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

4.0 RESPONSIBILITIES OF ARCHIVE STAFF:

The Chancellor of the Diocese is responsible for the archives. The Chancellor, in consultation with the Bishop of the Diocese, appoints staff to the archives, and staff members are accountable to the Chancellor through the manager. In the *Roman Catholic Diocese of Victoria Archives*, the senior staff member is the **Manager of the Archives**. The Manager of the Archives is expected to have general knowledge of archival practice, commitment to the task of preserving the historical heritage of the diocese, functional ability to promote and advance the

cause of education from resources in the archives, ability to recruit, screen and manage volunteers to assist in accomplishing the goals of the archives, and general ability to act as a member of the management team in the diocese.

The Manager of the Archives is responsible to:

- Administer the archives in accordance with diocesan policy and generally accepted standards of archival practice;
- Establish, enforce and review/revise policies regarding access to archival material;
- Oversee establishment and maintenance of environmental conditions suitable to the preservation of materials in the archives;
- Acquire, sort, catalogue, conserve and maintain archival material in all forms;
- Develop and maintain a computer-assisted inventory of materials in the archives and improve search capacity through the development of 'Finding Aids';
- Consult with various departments in the Chancery, as well as parishes and authorized individuals, to collect documents, non-textual materials, and artifacts suitable to the unfolding history of the diocese;
- Provide assistance, as time and resources permit, to qualified individuals seeking information from archival records;
- Participate in annual budget planning for the archives, and develop and maintain an inventory of appropriate supplies;
- Prepare and submit all reports as required;
- Interact with Pastoral Centre staff in meetings and planning, as may be requested;
- Liaise with like-minded archives and historical institutions in service of the mandate of the *Roman Catholic Diocese of Victoria Archives*; and
- Perform all other associated tasks as directed.

5.0 ACCESS TO ARCHIVES AND RECORDS:

The major responsibility in archives of religious institutions is that of prioritizing requests for access to records. The *Roman Catholic Diocese of Victoria Archives* responds first to requests from the Chancery, its sponsoring agency.

Though archives of religious organizations are private, they are expected to be closely compliant with the spirit of the law as well as the letter of the law. Notwithstanding, the *Roman Catholic Diocese of Victoria Archives* accepts that statutory provisions regarding record-keeping apply, and seeks compliance with both Canon and Statutory Law in that light. Materials in the *Roman Catholic Diocese of Victoria Archives* will be strictly regulated by their placement into three categories:

- **Open Access:** Open access means archival records to which access is permitted to persons under ordinary conditions (where Canon and Statutory Law do not apply) and without the prior express written consent of diocesan authorities. The *Roman Catholic*

Diocese of Victoria Archives holdings deemed to be ‘open access’ may be consulted and/or reproduced for research or private study in accordance with Sections 29 and 30 of the *Copyright Act* (Canada) upon presentation of a written request for research, and without obtaining additional permission. Finding aids will be made available to researchers.

- **Restricted Access:** Archival records deemed to be ‘restricted’ are records on which is placed a limitation on access, in light of Canon or Statutory Law. The *Roman Catholic Diocese of Victoria Archives* will maintain a list of closed and restricted records. As a further explanation concerning ‘restricted access’, it should be noted that the *Roman Catholic Diocese of Victoria Archives* will not copy any sacramental records, unless presented with an approved request. Access to sacramental records is governed primarily by Canon Law. For details of access to sacramental records, please see the appendices to this document. (Appendix 12.2; Page 12) (Appendix 12.3; Page 12) (Appendix 12.6; Page 17)
- **Closed Access:** These records are closed to all researchers. The Bishop and the Chancellor of the Diocese and his/ her designate will have exclusive access to these records. The Roman Catholic Diocese of Victoria recognizes that designated archives staff may need to consult the closed records and may release certain information at the discretion and direction of the Bishop or the Chancellor.

Access decisions will be made on the basis of priority, that is, with the Chancery being of premiere priority. For further specific information on access to sacramental and other records, please see the appendices to this document. (Appendix 12.2; Page 12) (Appendix 12.3; Page 12) (Appendix 12.6; Page 17) (Appendix 12.7; Page 19)

All research in the archives will be conducted during an on-site visit in office hours, and after receipt of a written research request. An appointment will be made with archives staff. The archives staff will maintain a log book of research visitors. By agreement between the *Roman Catholic Diocese of Victoria Archives* and the researcher, the primary objective of a research appointment is to protect the integrity and authenticity of the archival holdings while satisfying the intellectual aims of the researcher.

Any requested material will be retrieved from its location by archives staff and placed on a specified reading desk. All research and taking of notes will be in full view of archives staff which will provide writing materials as requested and make copies as appropriate. Food and drink of any kind, except water in a closed container, will not be permitted in the archives area. Recording devices, including cameras, mobile phones, tablets and other personal study electronics will be assessed for appropriateness prior to use in the archives study area. Attempts to remove records, change or destroy information or damage materials may result in permanent suspension from the archives or criminal charges in the case of serious infractions.

6.0 ACQUISITION OF MATERIAL:

All materials offered in good faith to the *Roman Catholic Diocese of Victoria Archives* will be accepted as long as the materials are not subject to donor-dictated conditions or terms. A 'Gift Agreement' will be executed for each offering. A copy of the 'Gift Agreement' currently in force can be found in the appendices to this document. (Appendix 12.8; Page 21) The Roman Catholic Diocese of Victoria retains physical, intellectual, and legal control (including copyright) over all items ceded to the *Roman Catholic Diocese of Victoria Archives*. It is not intended that the *Roman Catholic Diocese of Victoria Archives* would ever pay for materials, and any exceptions to this condition would only be initiated after discernment by the Bishop of the Diocese, the Chancellor, and other objective and experienced advisors.

7.0 ARRANGEMENT AND DESCRIPTION OF MATERIAL:

All materials in the *Roman Catholic Diocese of Victoria Archives* will be arranged and described in accordance with accepted archival practice.

8.0 PRESERVATION OF MATERIAL:

Materials held in the *Roman Catholic Diocese of Victoria Archives* will be preserved to the fullest extent that budget and other conditions allow. Within the mandate of preservation of materials, the following concepts are applicable:

- **Restorative conservation:** Restorative conservation describes the work inherent in repairing archival materials which have suffered physical damage. This conservation will take place after discernment with the Chancellor concerning the significance of the material, and work will be initiated in compliance with the tendering policy in the Roman Catholic Diocese of Victoria.
- **Preventive conservation:** Preventive conservation is intent on preventing deterioration and loss of integrity of materials, and is the responsibility of all archives staff.
- **Environment management:** Environment management in archives rooms in the *Roman Catholic Diocese of Victoria Archives* is dependent upon assessment of the composition of documents, non-textual materials, and artifacts, as well as temperature and humidity, light exposure, air pollution, biological agents, proper handling of materials, and potential for catastrophic disaster.
- **Digitization:** This concept is divided into two major areas – records which exist in 'hard copy' and records which are 'born digital'. Under the *Copyright Act* (Canada), a 'preservation copy' of a non-digital record may be made and held. Records which are 'born digital' are held by an external hard-drive provider, to which the *Roman Catholic Diocese of Victoria Archives* contributes and has authority to access applicable materials. As much as is possible, the *Roman Catholic Diocese of Victoria Archives* will plan for and accommodate hardware and software obsolescence. The *Roman Catholic Diocese of*

Victoria Archives is committed to a programme of digitization to allow continued access to materials in the interests of serving the educational and outreach functions in the Roman Catholic Diocese of Victoria.

- **Security:** Security in the *Roman Catholic Diocese of Victoria Archives* is primarily concerned with preventing theft and vandalism, and preventive measures to mitigate loss will be undertaken.

For the purposes of first retrieval after a catastrophic emergency, the following items in the ‘vault’ are considered unique: all sacramental records, ‘native language’ dictionaries by early missionaries, four volumes reported to be from the 16th century, and contents of time capsules. Recovery of materials will be compliant with Canon Law and Diocesan Recovery Policy.

9.0 DEACCESSIONING OF MATERIAL:

The Roman Catholic Diocese of Victoria asserts physical and intellectual control over all materials currently in the *Roman Catholic Diocese of Victoria Archives*. By virtue of that declaration, the *Roman Catholic Diocese of Victoria Archives* reserves the right to dispose of select materials in its possession. Before the disposition of materials, an appraisal report will be completed by archives staff and reviewed by the Bishop of the Diocese, the Chancellor and any advisors they may consult. The following questions will be considered:

- Does the material fall within the scope of current collecting policies and how does it relate to the current ‘mission’ of the Roman Catholic Diocese of Victoria?
- Is the material a duplicate or does it duplicate information already held in the collections in another format? If it is a duplicate, does it have value in outreach?
- Has the material deteriorated beyond usefulness? Are funds available for preservation?
- Do any externally imposed (environmental, hazardous, spiritual) restrictions apply to the material?
- Does the material fall under the category of abandoned property?
- How would deaccessioning the material affect public access to information and historical research?
- How accessible is the information?
- How integral is the material to other collections, internal and external?

A full overview of the deaccessioning process is to be found in the appendices to this document. (Appendix 12.10; Page 25) (Appendix 12.11; Page 27)

10.0 INTER-ARCHIVES ACTIVITY:

The *Roman Catholic Diocese of Victoria Archives* is actively engaged in encouraging interest in archives and historical material. To that end, for the mutual benefit of all, the *Roman Catholic Diocese of Victoria Archives* commits to:

- **Public programs:** Public programs will take place within the archives, and are intended to interest current and potential qualified users of the resources in the archival holdings.

- **Outreach:** Outreach activities which take the interests, goals and resources of the archives out to a wider community, however that community is defined. A first priority within the *Roman Catholic Diocese of Victoria Archives* would be that of sharing with the children in *Island Catholic Schools* an understanding of the rich history of the faith. A second goal would be that of entering into an open educational exchange with all the faithful on Vancouver Island regarding the Roman Catholic Church's impact on history and development.

When outreach activities are carried out in cooperation with like-minded institutions and organizations, a 'Loan Agreement' will be in effect. For a copy of the current 'Loan Agreement', please see the appendices to this document. (Appendix 12.9; Page 23)

11.0 RECORDS MANAGEMENT:

Records management in any organization is designed to achieve economy and efficiency in records handling procedures and records retrieval. From the standpoint of the *Roman Catholic Diocese of Victoria Archives* records management is an effective means to obtain material for the archives, and avoid indiscriminate destruction of records of potential archival value. The basic principles of Records Management are enumerated in the appendices to this policy statement. (Appendix 12.12; Page 29)

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12.1 APPLICABLE CANONS OF THE CHURCH TO DIOCESAN ARCHIVES:

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§ 2. In each curia (*'governing body of the church'*) there is to be established in a safe place a diocesan archives where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.

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§ 1. The archives must be locked, and only the Bishop and the Chancellor are to have the key; no one may be allowed to enter unless with the permission of the Bishop, or with the permission of both the Moderator of the Curia (*'person functionally in charge of the governing body'*) and the Chancellor.

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§ 2. In the register of baptisms, a note is to be made of confirmation and of matters pertaining to the canonical status of the faithful† by reason of marriage, without prejudice to the provision of can. 1133, and by reason of adoption, the reception of sacred order, the making of perpetual profession in a religious institute, or a change of rite. These annotations are always to be reproduced on a baptismal certificate.

§ 3. Each parish is to have its own seal. Certificates concerning the canonical status of the faithful†, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.

§ 4. In each parish there is to be an archives, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On occasion of visitation or at some other opportune time, the Diocesan Bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorized hands.

§ 5. Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

12.2 OPEN, RESTRICTED AND CLOSED MATERIALS:

The *Roman Catholic Diocese of Victoria Archives* is compliant with both Canon and Statutory law. Therefore, materials are classified in three categories respecting access: ‘Open’, ‘Closed’, or ‘Restricted’. All records are considered open except the following; this is not an exhaustive list:

Restricted:

1. Sacramental records as elsewhere herein specified;
2. Proceedings and directives of the 'Office of Marriage';
3. All personnel records (paid and unpaid personnel) will be unavailable except to the individual named in the record, or if compelled by law. This restriction will extend to the death of the personnel, and beyond if mandated by law;
4. Bishop's records outside of the pastoral leadership of the diocese;
5. Roman records outside the pastoral conditions of the faithful;
6. Apostolic Delegate/Pro-nuncio records outside the pastoral conditions of the faithful;
7. Diocesan financial, statistical, operational and administrative records, outside the pastoral conditions of the faithful; and,
8. All other materials in the *Roman Catholic Diocese of Victoria Archives* designated as restricted by the Bishop of the Diocese or the Chancellor.

Closed:

1. 'Matters of conscience'; and,
2. Records of the bishops of the diocese who are living.

Notes to Users:

- In this context, 'pastoral leadership' and 'pastoral condition' refer to documents originating in the Chancery.
- All records and intellectual property are subject to prevailing copyright law until the material enters the public domain. It is the responsibility of the user to establish that material is in the public domain before applying to review or research.

12.3 ACCESS TO ARCHIVAL RECORDS:**Sacramental Records:**

The records maintained by the parishes of sacramental events and particularly the celebration of baptisms, confirmations, and marriages have both a public and a private aspect. Sacramental records are bound by Canon and Statutory Law and access to the information contained in them is a privilege which may be revoked. Access is regulated by the following provisions:

- **Records 75 years and older:** Microfilmed sacramental records up to and including the 75th year may be accessed by archives staff on behalf of qualified researchers or genealogists. Qualified researchers are considered to be those persons bound by statutory obligation or those persons, by virtue of profession or professional association, are committed to an ethical code.

- **Records less than 75 years of age:** Sacramental records not yet 75 years of age are not open for examination except at the discretion of archives staff, and in compliance with these policy guidelines. Burial records are not considered sacramental records and are available for review after 20 years.

Requests for information of the above mentioned records must be accompanied by additional information. The applicant must disclose his/her relationship to the individual subjects of research, or the purpose for which the certificate is sought, as in the case of Marriage Tribunals. Signed authorization of living parties must be submitted.

Requests for sacramental records are made in writing to the parish where the sacrament took place. If the parish no longer exists, or if the register is unavailable for the dates specified, the *Roman Catholic Diocese of Victoria Archives* may be contacted. Certificates can only be issued to the party or parties who received the sacraments of Baptism, Confirmation, or Marriage with that individual's written permission or as follows:

- Parents may request information for dependents; and,
- The personal representative of a deceased individual at the time of death, or if there is no personal representative, the nearest relative of the deceased may access the sacramental record after submitting a written request ([Appendix 12.6, Page 17](#)), and proof of relationship.

Adoption records are not sacramental records, and any information held in the *Roman Catholic Diocese of Victoria Archives* will be held or released in conformance with the laws of British Columbia. This applies to all information obtained by the church after the adoption order has been made.

The disclosure of original information amended by a new entry in any ecclesiastical register is reserved to the Bishop of the Diocese.

The British Columbia government passed privacy legislation (*Personal Information Protection Act*) in 2003. This act includes the private sector, and access to sacramental records in the *Roman Catholic Diocese of Victoria Archives* must comply with the legislation.

Personal information contained in church records will only available to the general public according to the following guidelines:

- Baptisms after 100 years
- Confirmations after 100 years
- Marriages after 75 years

The *Roman Catholic Diocese of Victoria Archives* does not provide birth or death certificates. These are available from the Vital Statistics Agency of the Government of British Columbia.

School Records:

Requests for archival information about Vancouver Island Catholic schools and students (post 1957) may be directed to *Catholic Independent Schools Diocese of Victoria* at their office. *Catholic Independent Schools Diocese of Victoria* is a separate society, incorporated in 1957. At present, the *Roman Catholic Diocese of Victoria Archives* has no deposit agreement with *Catholic Independent Schools Diocese of Victoria* and does not determine that society's policy for holding or releasing information

Parish and School Histories:

Requests for information and photographs to support parish or school history projects must be directed to the *Roman Catholic Diocese of Victoria Archives* by the pastor of the parish or his designate, or the chair of the school board or his/her designated history project coordinator. A letter of support from the Pastor and/or the School Administrator must accompany all requests, along with an outline of budget for the project, as all costs for reproduction of documents and photographs for history projects will be the responsibility of the history project. There is a schedule of fees charged by the *Roman Catholic Diocese of Victoria Archives*. ([Appendix 12.5; Page 15](#)) The *Roman Catholic Diocese of Victoria Archives* will acknowledge the search request by letter, outlining mutually agreed upon conditions for research and involvement in the history project.

All requests for research appointments or search inquiries must be made in writing and must be directly related to the approved project. Project managers are reminded that all intellectual property encumbrances apply, and that project managers are responsible to satisfy all copyright conditions.

Academic Research:

Academic research is by appointment only, and requests must be submitted in writing, by e-mail, fax or letter. A 'Research and Material Access Agreement' can be found in the appendices to this document ([Appendix 12.7; Page 19](#)), and all researchers will be required to submit a signed agreement for retention in the files of the *Roman Catholic Diocese of Victoria Archives*. A log of all visits to the *Roman Catholic Diocese of Victoria Archives* will be kept. Letters of support and reference from academic institutions may be required to supplement research requests. Research and other fees, as outlined, will apply. Fact-checking is the responsibility of the researcher, as is correction of copy. One copy of any resulting publication is required for the *Roman Catholic Diocese of Victoria Archives*. Researchers are reminded that they are required to comply with all copyright laws of Canada.

Requests to consult operational records archived in the diocese will be processed under the same conditions as applications to undertake academic research.

12.4 COLLABORATION AMONG ROMAN CATHOLIC DIOCESE OF VICTORIA ARCHIVES AND PARISH ARCHIVES:

Canon Law provides general specifications for maintaining archives at a parish level. It is the intent of the *Roman Catholic Diocese of Victoria Archives* that the diocesan archives and the parish archives work harmoniously to guard the precious history and development of the Roman Catholic faith on Vancouver Island. To that end, the essentials of the collaboration among archives are:

1. Commitment to Canon Law;
2. Embrace of the same mission for operations;
3. Commitment to responsible records management; and,
4. Adoption of simple methods of preventive conservation for textual materials, non-textual materials, and artifacts and memorabilia.

12.5 FEE STRUCTURE:

These fees are a general guideline, only, subject to waiving at the discretion of the archives staff. A ‘goodwill offering’ is always gratefully accepted, and all monies accrued are dedicated to continued collections management in the *Roman Catholic Diocese of Victoria Archives*. A tax deductible receipt will be issued for donations of \$50.00 or more when the donation is in addition to fees paid. Researchers are reminded that parishes may be consulted for information during a record search, and that parishes may levy further fees beyond these.

Sacramental Record Search:

| | |
|---------------------------------------|-------------------------|
| Search | Free of charge |
| Provision of certified copy of record | \$10.00 per certificate |

Research (Historical, Academic or Genealogical)

| | |
|-------------------------------|---------------------------------------|
| First one half hour of search | Free of charge |
| Subsequent search | \$10.00 per half hour or part thereof |

Copying and Scanning:

| | |
|----------------------|----------------|
| Plain paper copying | \$.25 per page |
| Scanning of document | \$20.00 |

Copying of Photographs:

| Size of Photo: | Price per Copy: |
|--|---------------------------|
| 4" x 6" | \$5.00 |
| 5" x 7" | \$10.00 |
| 8" x 10" | \$15.00 |
| 11" x 14" | \$20.00 |
| (All other sizes by individual arrangement.) | (All prices include tax.) |

Conditions:

1. All recording devices (cameras, phones, laptops etc.) are permitted in the archives area at the discretion of the archives staff.
2. Finding aids and writing materials will be provided.
3. All research will be conducted in full view of archives staff.
4. Any copies issued will be stamped/marked by the *Roman Catholic Diocese of Victoria Archives*, and are **not** to be reproduced.

12.6 REQUEST FOR SACRAMENTAL RECORD SEARCH:



I, _____ have read the guidelines for requesting sacramental record information, and agree to abide by all terms and conditions outlined.

Signature

Date

Contact Information for Requester: _____

Relationship of Requester to Recipient: _____

Reason for Request: _____

Type of Request: Baptism () Confirmation () Marriage () Burial Rites ()

Request by: Letter () Phone () E-mail () In Person ()

Information Known About The Subject Of The Search:

Name(s) On Record: _____

Date/Place Of Birth On Record: _____

Date/Place Of Death (if applicable): _____

Date/Place Of Sacrament (if known): _____

Name Of Priest Who Officiated (if known): _____

Name Of Father: _____

Name Of Mother: (include maiden name) _____

Other Information: _____

ARCHIVES USE ONLY:

AUTHORIZATION:

Did the baptism or confirmation take place over 100 years ago? YES () NO () UNKNOWN ()

Did the marriage take place over 75 years ago? YES () NO () UNKNOWN ()

If 'No', please proceed to the following question:

Has the person been deceased more than 20 years? YES () NO () UNKNOWN ()

If 'Yes' please attach a burial certificate.

If 'No', do you have permission to obtain this information from the individual or the family?
YES () NO () UNKNOWN ()

If 'Yes', attach a letter of permission, signed and dated.



Date Of Request: _____

Action Taken: _____

Fees (If Any): _____

Date Of Action Taken: _____

Disposition Of Request: _____

12.7 RESEARCH AND MATERIAL ACCESS AGREEMENT:



The *Roman Catholic Diocese of Victoria Archives* is a private archives which serves primarily the clergy, staff and faithful of the diocese, but also extends its services to outside researchers and to the general public, where appropriate. All researchers must fill in this form prior to use of any material.

I, _____ (print name) hereby apply for permission to consult the archival resources of the *Roman Catholic Diocese of Victoria Archives* and agree to the conditions herein.

Name and Contact Information : _____

Affiliation/Reference Information To Support Credentials as 'Qualified Researcher':

Purpose of Research: _____

Material Requested: _____

Only pencils may be used in the archives. The use of pens and other marking devices is not permitted. Cameras, telephones and computers must remain on the researcher’s desk and in sight of archives staff at all times. Data and power management on devices is the responsibility of the researcher.

The archives is a scent free environment for the comfort of staff and researchers.

Food, drink and chewing gum are not permitted. Water in a closed container is allowed. Please refrain from licking fingers while turning pages.

Researchers are not permitted access to the vault and other storage areas.

Archival material must be treated with care and respect at all times and must be maintained in their original order. Researchers are not permitted to photocopy materials without prior permission of the archives staff. Records which are photocopies may be used for the purpose of private research and study only—no further copies may be made or distributed.

Researchers will not use the information in the records for any purpose other than the stated intention.

Researchers will not identify in notes and or in any public way, the names or personal information contained in the records or disclose in a form in which the individuals to whom the records relate can be identified nor contact any individual to whom the personal information relates to either directly or indirectly.

I have read the above terms and agree to abide by them.

Signature:

Date:

Approved on behalf of the *Roman Catholic Diocese of Victoria Archives*

Signature:

Date:

LOG OF RESEARCH DATES

| DATE | MATERIAL ACCESSED | DATE | MATERIAL ACCESSED |
|------|----------------------|------|----------------------|
|------|----------------------|------|----------------------|

Policy Section Approved Date: ‘All Souls’; November 2, 2015

Policy Section Revised Date: _____

12.8 GIFT AGREEMENT:



Roman Catholic Diocese of Victoria Archives

#1-4044 Nelthorpe Street,
Victoria, B.C. V8X 2A1
250-479-1331 (Ext. 229)

Donor Information:

First Name

Surname

Street Address: _____

City: _____ **Postal Code:** _____

E-mail: _____ **Telephone:** _____

The *Roman Catholic Diocese of Victoria Archives* gratefully acknowledges receipt of the material listed below:

List and Description: (list and detailed description of material; informal assessment of condition – poor, fair, good or excellent. Attach extra pages as needed.)

Donor Considerations:

Please provide pertinent information on any personal, professional, or publication conditions which may apply to the gift materials.

I/we, the undersigned, being the lawful owner of the material listed above, hereby give and transfer full title to and interest in the same to the *Roman Catholic Diocese of Victoria Archives* forever. The *Roman Catholic Diocese of Victoria Archives* will hereafter have and retain exclusive and absolute physical ownership of the material as well as intellectual property rights as allowed by law.

Owner's or Agent's Signature:

Date

***Roman Catholic Diocese of Victoria Archives* Considerations:**

Material that does not fall under the collection and retention policy of the *Roman Catholic Diocese of Victoria Archives* is to be directed in the following manner:

- Returned to donor ()
- Transferred to another institution ()
- Disposed of ()

All material designated for disposal will be handled with due consideration for confidentiality and respect.

Accepted on behalf of the
Roman Catholic Diocese of Victoria Archives

Date

Policy Section Approved Date: 'All Souls'; November 2, 2015

Policy Section Revised Date: _____

12.9 LOAN AGREEMENT:



| | |
|---------------------------|-------|
| Between: | And: |
| Roman Catholic Diocese of | _____ |
| Victoria Archives | _____ |
| #1-4044 Nelthorpe Street | _____ |
| Victoria, BC, V8X 2A1 | _____ |

The *Roman Catholic Diocese of Victoria Archives* hereby loan the following materials:

List and Description: (list and detailed description of material; informal assessment of condition – poor, fair, good or excellent. Attach extra pages as needed.)

Loan Conditions:

These items will be loaned from _____ to _____, and then returned to the Archives. Those materials marked with a (✠) have been blessed or sanctified, and must be handled with dignity and treated with respect.

These items may be subject to extensions on loan period, or re-call prior to end of loan period.

These materials are to be used for the purposes of: _____

CONDITIONS OF LOAN: (Please initial as having read.)

1. PROVISIO ()

Only loans which meet the conditions of the *Roman Catholic Diocese of Victoria Archives* will be considered.

2. TRANSPORTATION ()

All material will be picked up and returned to the *Roman Catholic Diocese of Victoria Archives*, overseen by staff and with transportation approved by the *Roman Catholic Diocese of Victoria Archives*.

3. PACKING ()

The *Roman Catholic Diocese of Victoria Archives* will approve all packing materials and procedures for outgoing and incoming loans.

4. INSURANCE ()

Borrower must show proof of insurance.

5. PROCEDURE IN EVENT OF MISHAP ()

In the event that a loan item is damaged, destroyed, lost or stolen, the borrower will notify the *Roman Catholic Diocese of Victoria Archives* immediately, followed by notice to the insurer. Notification will be followed by written confirmation. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap. No repairs or other actions may be taken on the object by the borrower without instruction from the *Roman Catholic Diocese of Victoria Archives*.

6. PUBLICITY AND CREDITS ()

The credit line '*On Loan From the Roman Catholic Diocese of Victoria Archives*' will accompany all displays and publicity.

7. PHOTOGRAPHY ()

All photographs of *Roman Catholic Diocese of Victoria Archives* items to be used in exhibition catalogue brochures, publicity releases, and the like will be used for the agreed-upon exhibit only.

8. GENERAL CARE AND HANDLING ()

The borrower will exercise the same care and handling of the borrowed items as it does in the safekeeping of comparable property of its own. Each object will remain in the same condition in which it was received. No restoration, re-framing, repair, cleaning of loan objects may be performed without prior consent of the *Roman Catholic Diocese of Victoria Archives*.

9. LOAN FEES ()

In the spirit of cooperation between institutions, no loan fees will be charged. Fees incurred in transportation, insurance, display and making ready for use are the responsibility of the borrower.

12.10 DEACCESSIONING PROCEDURES:

Disposition of Materials

The *Roman Catholic Diocese of Victoria Archives* is governed by the *Code of Canon Law* and any diocesan guidelines which may apply. In practice, material to be deaccessioned may be transferred to other repositories, offered for public sale, or destroyed. Any such disposition of material with substantial research or financial value will be governed by the following considerations:

1. Materials must be free of all legal obstacles. No materials will be deaccessioned when a written agreement that contradicts such action exists between the donor and the *Roman Catholic Diocese of Victoria Archives*. A reasonable attempt will be made to consult donors when materials are considered for de-accessioning.
2. Materials will not usually be sold to archives staff, their immediate families, or any other organization affiliated with the archives. All proceeds from the sale of such materials will be used solely to further the preservation or development of the archives research and collections.
3. The method of disposition will be determined by the Chancellor, in consultation with archives staff and advisors, if any.
4. When de-accessioning is determined to be appropriate, responsibility for keeping a record of disposition of materials will be assigned to archives staff.

Types of Deaccessioning

Once it has been determined that the materials are to be disposed of, four methods of de-accessioning materials may be used.

1. **Destruction:** Outright destruction may be selected as a suitable method of disposition for materials that have been appraised and determined not to have any merit for continued preservation.
2. **Transfer:** Materials that have been evaluated and identified to be out of the mission of the *Roman Catholic Diocese of Victoria Archives* and would be better served at another repository will be made available to that repository for transfer of ownership if the *Roman Catholic Diocese of Victoria Archives* has clear title to the materials. The repository receiving the collection will pay all expenses involved in shipping and sign a release form in which they assume ownership of the material. Recipients of deaccessioned material will be required to complete an 'Assignment of Deaccessioned Material' form. (Appendix 12.11; Page 27)
3. **Sale:** The sale of materials which are duplicates, which have no intrinsic or informational value to the *Roman Catholic Diocese of Victoria Archives*, and which have not been sanctified or dedicated to the use of the Church and its ministers will be conducted to maintain and preserve the collections of the *Roman Catholic Diocese of Victoria Archives*.
4. **Return to owner:** Materials may be returned to the legal owner if they have requested the return of their materials and archives ownership of the collection cannot be clearly established as elsewhere herein specified.

Other Considerations:

Other factors need to be considered during the de-accessioning process and apply to both the donor and the archives staff.

1. In the particular case of religious archives, all materials which have been blessed, sanctified, or dedicated in any way to the work of the church must be closely scrutinized before de-accessioning. A respectful rite of de-sanctification will be conducted if possible.
2. All prevailing civil laws regarding retention of records must be observed.
3. Donors and records creators should be informed that factors such as a change in mission, new accessions, and financial responsibilities may preclude the perpetual preservation of a collection and that these changes may compel the archives to dispose of materials that had been acquired earlier. Donors will be made aware of these necessary activities by clearly stating that the archives may dispose of parts or the entire collection based upon these factors.
4. Although appraisal and de-accessioning are needed tools for refining collections, their importance will be reduced by keeping selection policies current and by applying sound appraisal standards.

12.11 ASSIGNMENT OF DEACCESSIONED MATERIAL:



This agreement is entered into by and between the *Roman Catholic Diocese of Victoria Archives* (hereinafter known as the ‘Assignor’) and _____ (hereinafter known as the ‘Assignee’), on this _____ day of _____, in the year _____.

For good and valuable consideration received and registered, whatever its form, the Assignor unconditionally and irrevocably assigns, grants, and transfers all rights, titles, interest, obligation and undiscovered liability over the items listed herein to the Assignee.

The *Roman Catholic Diocese of Victoria Archives* assigns the following materials as per this agreement:

| |
|--|
| <p>List and Description: (list and detailed description of material; informal assessment of condition – poor, fair, good or excellent. Attach extra pages as needed.)</p> |
|--|

The Assignor warrants and represents that the *Roman Catholic Diocese of Victoria Archives* has full right and authority to enter into this agreement, to deaccession the aforementioned materials and to transfer all rights, title, interest and obligation.

Policy Section Approved Date: ‘All Souls’; November 2, 2015

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The *Roman Catholic Diocese of Victoria Archives* warrants and represents that the aforementioned rights, title, interest and any benefits accrued are free from all liens, encumbrances, or adverse claims.

This assignment of deaccessioned material is binding and final to both the Assignor and the Assignee and to their successors, assigns and personal representatives.

On behalf of the Assignor (Print name)
Roman Catholic Diocese of Victoria Archives

Assignee (Print name)

Signature of Assignor

Signature of Assignee

12.12 PROCEDURES OF RECORDS MANAGEMENT:

The goal and purpose of records management in any organization is that of separating and retaining material for the archives, as well as avoiding indiscriminate and irresponsible disposal of important information.

Within the *Roman Catholic Diocese of Victoria Archives*, record retention is governed by Canon and Statutory Law, and guided as follows:

- Duplicate records of baptism, confirmation, profession of faith, marriage and death registers (sacramental records) are forwarded annually to the diocesan office by the parishes. These must be an exact replica of the parish sacramental records. All original records must be forwarded to the diocesan office when the church is closed.
- Original sacramental records more than 75 years old require special measures for preservation. The *Roman Catholic Diocese of Victoria Archives* may request to hold these original registers in a controlled environment, and copies will be retained in the parish. An acceptable protocol agreement will be signed by parties with proprietary interest in these records.
- When a bishop or priest dies, textual and non-textual materials, as well as artifacts and memorabilia are to be forwarded to the *Roman Catholic Diocese of Victoria Archives* for processing, unless prior arrangements have been made. For those materials offered to the *Roman Catholic Diocese of Victoria Archives*, the diocese exerts control over the materials, pursuant to diocesan policy.
- When a parish or church merger takes place, the *Roman Catholic Diocese of Victoria* becomes the manager of all textual and non-textual records, artifacts and memorabilia as of the merger date. Chancery staff will assist the parish in determining which historical records are to be placed in the *Roman Catholic Diocese of Victoria Archives*.
- When a church or rectory is closed, all textual and non-textual materials, as well as artifacts and memorabilia are to be forwarded to the *Roman Catholic Diocese of Victoria Archives* for processing. All materials forwarded to the *Roman Catholic Diocese of Victoria Archives*, are subject to this policy in that the diocese exerts control over the materials, and exercises ultimate authority over all material.

Parishes of the diocese and departments in the Chancery are to forward material for retention in the *Roman Catholic Diocese of Victoria Archives*. Material normally accepted will have at least one of the following attributes:

- It documents the origin, history, spirit and growth of the diocese, its people, parishes, missions, institutions etc.;
- It documents significant activities and events within the diocese; and,
- It has legal, financial or administrative importance in the diocese.

All operational records and materials of the Chancery are resources from which collections are drawn for the *Roman Catholic Diocese of Victoria Archives*. The following types of materials are a priority:

- Minutes and proceedings of meetings;
- Policy manuals, administrative circulars, directories, newsletters/newspapers, publications, pamphlets, brochures, written speeches and homilies, and promotional materials;
- Financial statements;
- Maps and property descriptions;
- Audio-visual materials including recorded documentaries, educational materials, and broadcast material;
- Web caches of original diocesan publications;
- Photographs, art, and sculpture
- Diocesan, parish and clergy histories, anniversaries, celebrations and events;
- Events concerning diocesan personnel or members, organizations or institutions, including special honours conferred, and awards received; and,
- Records of estates, bequests and trusts.

Textual and non-textual records are considered to have a ‘life cycle’. A ‘records retention schedule’ is agreed upon within the Chancery as follows:

- **Creation and receipt:** This marks the date of the record’s initial entry into the organization, either the date it was created or the date it was received. For archives staff, this date satisfies the requirement of arrangement in ‘original order’.
- **Distribution and use:** Once a record is created or received, it is sent to individuals who use it to do their job in the Chancery.
- **Storage and maintenance:** A record is maintained on-site for as long as the information in it is needed for staff to perform organization functions..
- **Retention and retrieval:** Once the regular use of information has stopped, and if there are no legal or other implications in force, records can be moved into a records centre where they can be retrieved as necessary. Some material may be eligible for disposition at this time.
- **Disposition:** At this point, the records are no longer needed for the original purpose for which they were created. Most records are destroyed, except for those which satisfy the acquisition policy of the *Roman Catholic Diocese of Victoria Archives*, or are retained as required by Canon Law and Statutory Law.

Generally, each department in the Chancery determines for what period of time a record will be retained, in line with diocesan or department guidelines. The archives staff must be consulted before final disposition of any material is carried out.