



## **ARCHIVES**

### **The Diocese of Owensboro Office of Archives & Records Management General Records Policy**

*Canon 486 §1. All documents that regard the Diocese or parishes must be protected with the greatest care.*

*§2. In every curia there is to be erected in a safe place a diocesan archive, or record storage area, in which instruments and written documents which pertain to the spiritual and temporal affairs of the Diocese are to be safeguarded after being properly filed and diligently secured.*

#### **Mission Statement and Collection Development Policy**

The Diocese of Owensboro Office of Archives & Records Management is charged to collect, preserve, and make available the official and historical records of the Diocese of Owensboro, as well as those ancillary records which document the development and works of the Catholic Church within the diocese.

The offices and congregations of the diocese constitute the core collection of the Archives. Official diocesan records are defined as all recorded information, regardless of media, made or received and maintained by an office or congregation in pursuance of its legal obligations or in the transaction of its business. These records are the property of the Diocese of Owensboro.

Historical records accessioned by the Archives may include but are not limited to correspondence, official announcements, diocesan program materials, sacramental registers, parish records, photographic images, maps, and other historically significant records, regardless of format.

An approved records retention schedule has been created by the Diocese of Owensboro Office of Archives & Records Management for the diocesan offices. As the disposition of all records is to be in compliance with these schedules, all employees should consult the retention schedule on a regular basis. Any questions in this regard should be directed to the Diocese of Owensboro Office of Archives & Records Management.

When an employee of a diocesan entity receives a subpoena for records, a notification of forthcoming litigation, or is alerted that certain information may be relevant to a legal issue and /or sought in the discovery process in litigation, destruction of all records or related records must cease until further notice.

The Archives performs reference services to administration, staff, members of the diocese, and interested public as is appropriate and as time allows.

The Archives provides educational and outreach programs to Diocesan institutions, congregations, and offices in order to assist them in understanding the importance of their historical records and the proper care of those records.

The Archives will only accept material on a permanent basis, excepting instances of loans for an exhibit. Donors will sign a Deed of Gift when donating materials to the Archives.

### **General Access Policy**

The Office of Archives & Records Management is committed to making research materials available to users on equal terms of access. It is the responsibility of the Archives to balance the researcher's need for access with the need for confidentiality of the persons and the institutions whose activities are reflected there. As the repository for the records of the Diocese of Owensboro, the Archives has the responsibility to safeguard the confidentiality of certain records as required by state, federal and canon law. Some collections are permanently restricted while others may be denied access from common viewing for a certain period of time. They will be made available in a scheduled manner in keeping with professionally appraised criteria and canonical requirements.

The Archives welcomes research requests from the public. Research requests can be made in person, by telephone, or by mail (including email). In cases of publication, the researcher assumes all responsibility for possible copyright and/or literary property rights.

### **Sacramental Records Access Policy**

The Diocese of Owensboro Office of Archives & Records Management is the repository for the sacramental records (parish registers) of closed parishes in the diocese. Sacramental records are both private and public records as they document sacred acts, contain private information, and are created with the presumption of privacy.

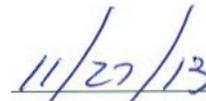
Sacramental records are not civil records, but are sometimes treated as such due to the non-existence of civil records. The passage of time diminishes the sensitivity of these records and the need for restriction. Public access to sacramental records is unrestricted to those created seventy-two (72) or more years ago.

Access to information contained in sacramental records created less than seventy-two (72) years ago is, however, restricted to the individual or individuals named in the record as having received the sacrament; the clergy or his delegate involved in canonical procedures; the parents of the subject if the subject is a minor; and government agencies (such as Social Security) who present a signed release from the individual(s) whose record is requested.

Requests for information must be made in writing and signed by an authorized party as detailed above. Identification may be requested. Once right to access has been determined, the Archivist will issue a letter with the information transcribed from the original as it appears in the record and will affirm its authenticity.

Approved and Effective this date

  
Kevin Kauffeld, Chancellor Diocese of Owensboro

  
Date