GENERAL CARE OF SACRAMENTAL REGISTERS BEST PRACTICES

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COURSE OVERVIEW



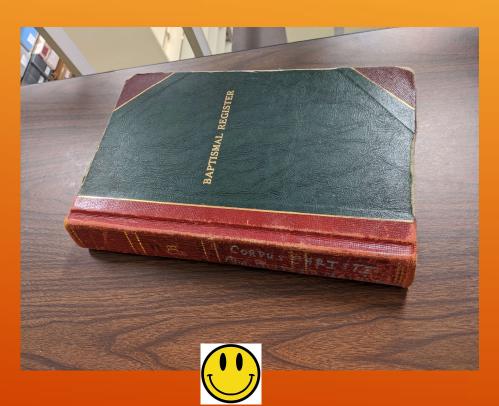
- General Care of Registers
- Storage Considerations
- > Access



GENERAL CARE



- ▶ Buy only quality sacramental registers.
- Sacramental registers should have high-quality, acid-free paper designed to survive for generations.

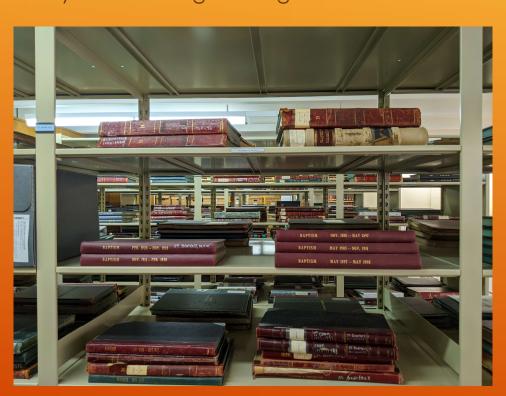




GENERAL CARE - BINDING

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Binding is the first thing to deteriorate Ideally stack your registers horizontally, only stack 2-3 registers high

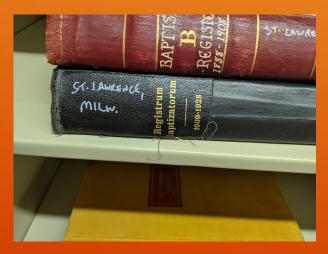


If you have to stack vertically, try to stack spine down

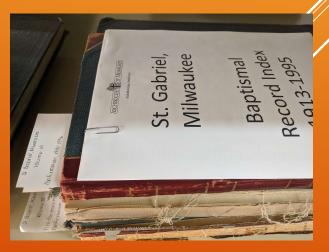


GENERAL CARE - BINDING

- ► Handle only when necessary. The less you handle the registers the less stress you place on them.
- ▶ Label the spine
- ▶ Have an accurate index







GENERAL CARE - BINDING

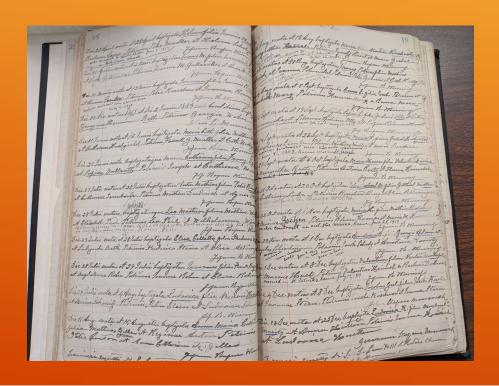


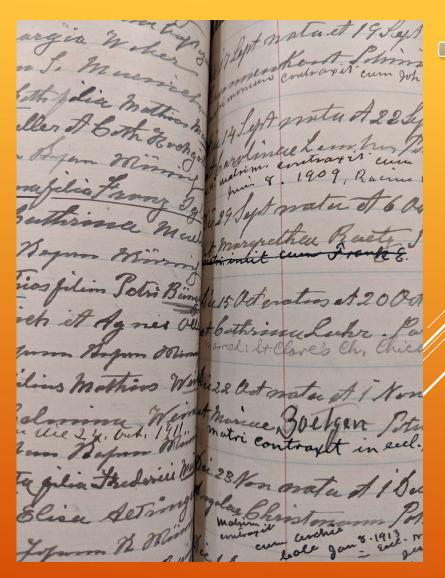
- ▶ Only a trained conservator should attempt to repair a register.
- NEVER use pressure sensitive tapes (i.e. duct tape, masking tape, packing tape, electrical tape, "archival" tape.)
- ▶ But...what's done is done, just don't do it again!











GENERAL CARE - OLD REGISTERS



- > Store in an acid-free box from a reputable archival supply company, such as Hollinger-Metal Edge, University Products, or Gaylord.
- ▶ Use as little as possible (only staff should handle NEVER researchers)

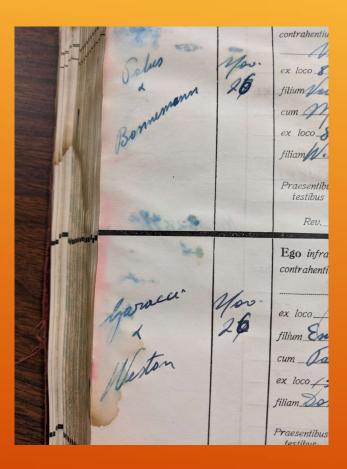


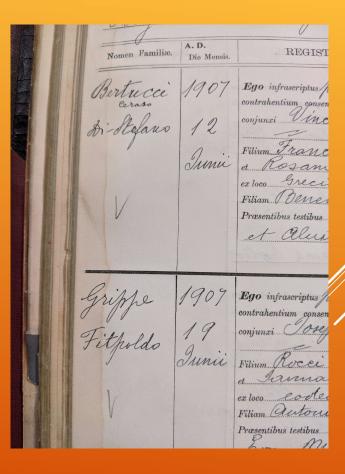


GENERAL CARE - RECORDING



- Only use a ballpoint pen to record.
- Do NOT use
 "permanent"
 markers, gel
 pens, colored
 ink, pencil,
 highlighers, etc.

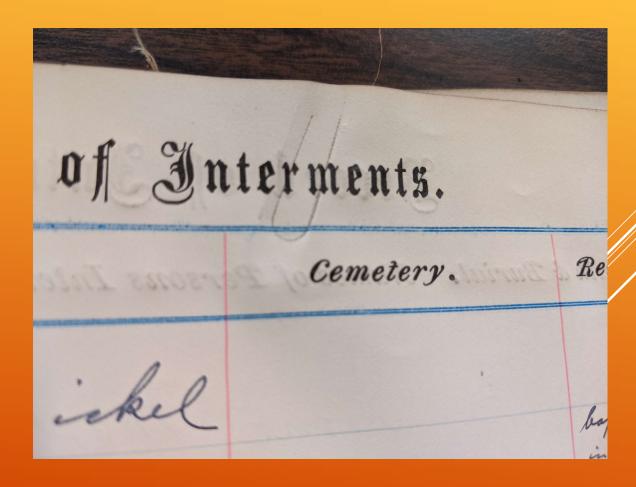




GENERAL CARE - RECORDING



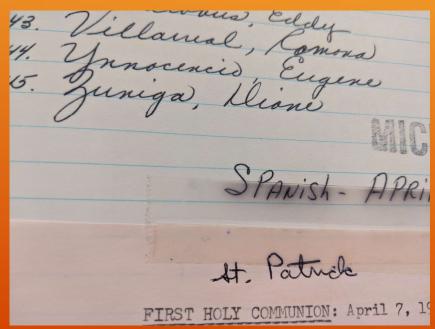
- Never use:
 - Adhesives
 - Post-it notes
 - Rubber bands
 - Metal paperclips
- All of these will deteriorate over time an cause irreparable damage to your books.
- What's done is done, just don't do it again!

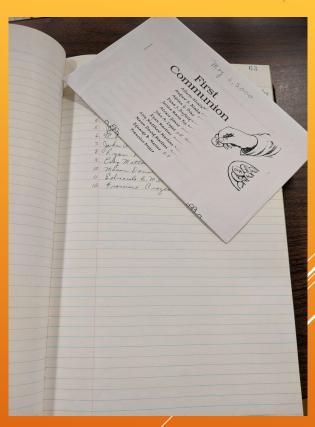




GENERAL CARE - RECORDING

- Do NOT place extraneous pieces of paper in the register.
- Once the annotation is correctly noted in the book throw the notification away.







STORAGE - LOCATION

- Registers should be protected from any dangers including: theft, fire, flood, tornadoes, etc.
- Registers should NEVER leave the building except for an emergency. No one should ever take a book with them to work from home.



STORAGE - ENVIRONMENT



- Store in an area that will maintain a relatively stable temperature and humidity
 - ► Ideally 70F and 45% RH
 - NOT in a basement or attic which are subject to wild fluctuations



STORAGE - SECURITY



- Restrict Access
 - Only select individuals at the parish should have access to the registers.
 - Ensure that individuals who need copies of their records can obtain them in a timely manner.
- ▶ No food or drink near the books.

ACCESS



- ▶ Who can access a sacramental record post-1920?
 - ▶ The person whose name is on the record.
 - ➤ A parent/guardian if the child is under 18.
 - ➤ A Catholic parish if it is needed for a canonical purpose.
- If a parent requests a record because their adult child is getting married, get the address of the child or the parish where the couple is getting married and send the record to that location.
- Sacramental records exist to document an individual's sacramental history and should be used for that purpose.
 - Records also contain confidential information, such as annulments, adoptions, etc.



GENEALOGY

- ▶ Pre-1920 records are open for genealogy use
 - Most individuals who received a sacrament pre-1920 are now deceased, and sacramental records provide a wealth of information that may not be available elsewhere
 - Post-1920 records usually have a corresponding civil record (birth, marriage, death) that can be obtained from the county.
- ▶ Let us handle genealogy requests!
 - ➤ The archives has microfilmed copies of pre-1920 sacramental records
 - Preservation
 - Confidentiality
 - www.archmil.org/archives
- Parish cemetery records are maintained exclusively by the parish who operates the cemetery, so the Archives cannot assist with burial and cemetery research.

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MICROFILMING PROJECT

- Every 5 years the archive microfilms your parish's most recent sacramental records
- Microfilming is for preservation, not access!







Office for Archives and Records Management www.archmil.org/archives

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CALL WITH ANY QUESTIONS, WE ARE HERE TO HELP!