



SACRAMENTAL REGISTERS INVENTORY FORM

PARISH/MISSION NAME _____

Current Custodian of Book _____

Phone _____ Website _____

Use one form for each book

Book Number (if there is one) _____

Type of Book (check one)

Baptismal Marriage Funeral Confirmation 1st Communion Combination

Inclusive Dates _____ Book Size _____

No. of Pages _____ Front and Back? _____ No. of Pages Used _____

Book Color _____ Book Publisher _____

Index in Front Index in Back No Index Language _____

Additional Description _____

Condition _____

Current Location of Book _____

Notes _____

- Has the information in the book been entered into the ParishSoft database? _____
- Does your parish maintain a separate computer Index to this book (i.e. Word or Excel)?
Yes _____ No _____ Describe _____
- Has the book been microfilmed or digitally scanned?
Yes _____ No _____ Describe _____
- Have identifying photographs been taken of the book? Yes _____ No _____

SIGNATURE of person completing this form: _____

Phone: _____ **Email:** _____ **Date:** _____

For information call 404.920.7694 or email archives@archatl.com

Send completed inventory forms to: Office of Archives and Records, Archdiocese of Atlanta,
2401 Lake Park Drive, Smyrna, Georgia 30080-8862

October 31, 2012