

The mission of the Office of Archives and Records is to collect, preserve, and make available the permanent and official records of the Archdiocese of Atlanta, its people, institutions, and associations. It documents the historical richness, development, and the spiritual, temporal and business affairs of the Catholic Church in North Georgia. It also supports the protection, administration, and management of Archdiocesan records, based on legal and canonical statutes. To ensure that records retention and destruction are appropriately met, the Office of Archives and Records assists our entities in identifying and standardizing retention and disposition practices.

The Office of Archives and Records primarily serves the needs of the Archdiocesan offices and agencies through assistance with research, preservation, and records management issues. However, we are also open to the public for research either remotely via email/phone or in-person by appointment pursuant to the conditions below.

Conditions of Access

Access to the archival collections is by appointment only and supervised by an Archivist. No materials or books may be loaned without written permission from the Chancellor. Researchers are required to complete and sign the Researcher Registration Form and adhere to the regulations outlined in the document.

The Archivist makes collections available to the Researcher, but does not interpret the materials or extrapolate information. The Archivist reserves the right to deny unreasonable requests for information, assistance, and/or unreasonable use of the Archivist's time. If the Archivist determines that the Researcher's request can be fulfilled remotely by providing access to scanned materials, the Archivist will inform the Researcher and will provide appropriate access without the need for an in-person appointment.

Regulations for On-Site Researchers

1. Each researcher must complete the Researcher Registration Form and present a valid photo identification card when they arrive for their research appointment. Youth under 18 years must be accompanied by a parent, guardian, or teacher.
2. Researchers are allowed only pencils, paper, laptop, or camera in the reading room. Please place outerwear, handbags, briefcases, backpacks, etc., on a separate table.
3. One box of materials is given at a time. All archives materials must be used in the archives reading area.
4. Researchers are asked to handle archives materials carefully and to maintain the established order.
5. A limited and reasonable number of reproductions may be requested. Staff will show you how to flag materials for duplication and they will be made as the staff schedule permits.
6. Records should be requested at least 24 hours prior to your scheduled visit to allow time for the Archivist to pull the materials. If time permits and the request is relatively small, the Archivist may be able to pull additional materials during your scheduled appointment. However, a follow-up appointment may be required to see additional materials if time does not permit.
7. Researchers who plan publication are asked to discuss this with the Archivist for procedures and proper form of citation.

Reproduction Policy

The Researcher is allowed to take photos of documents with a cell phone or digital camera as long as they request permission and do not use a flash.

Limited reproduction of archival materials is permitted provided that:

- the material is not of a private nature,
- the material is not so fragile that photocopying/scanning may damage it.

All reproduction is done by the Archivist and may not be immediately available. Digital scans will be provided free of charge. If paper photocopies are requested, a duplication fee may apply.

Archival materials are copied for individual research projects only. Permission must be granted to place copies in another repository or to publish.

Publication Policy

The Researcher should inform the Archivist of plans to potentially publish something based on their research in the Archives prior to their research visit, so that care is taken to agree upon the proper citation process. If the Researcher decides after their visit to publish something based on their research in the Archives, then they should confirm the proper citation of our materials in writing with the Archivist before doing so.

Any request to quote directly or to use an image of any documents, or part of documents, must be requested in writing with a copy of the document attached. Any request to publish or use a photograph must be requested in writing with a copy of the specific photograph attached. The Archivist will review all requests with the Chancellor who may approve or disapprove the request.

Restricted Materials

Certain materials in the Archives have been designated as Restricted for a variety of reasons and are closed to all researchers, except in specific instances where permission to examine particular files or to obtain information from them has been approved by the records' creator (if possible), the office of origin, and/or the Chancellor.

Restricted materials may include those that could be damaged if handled and those that are unprocessed. All other restricted materials are clearly identified in the archival collection's finding aid.

Student Transcripts

To ensure privacy and confidentiality, access to student transcripts is restricted to individuals seeking their own records, or guardians or individuals with power of attorney for the person named in the record. Please complete a Transcript Request Form to start the process of receiving a copy of your transcript. *Note: The Office of Archives and Records only has student transcripts for closed Catholic schools. If you're looking for a transcript, no matter how old, for a student at a currently open Catholic school, you must contact that school for the transcript.*

Sacramental Registers

Sacramental Registers older than 75 years ago are open for genealogy research. However, Researchers interested in genealogy must complete a Genealogical Research Request Form and pay a fee of \$25. Additionally, the Archivist will conduct the genealogy research and provide the information to the Researcher. No appointments will be made to allow a Researcher to conduct their own genealogy research.

Building Plans/Architectural Drawings

In order to protect the confidentiality of the Archdiocese and the security of the organization, copies of building plans in all formats, including printed and digital, shall not be provided to researchers or outside commercial vendors without written permission of the Chancellor, including those located in parishes and other agencies of the Archdiocese (does not include, of course, those contractors or vendors hired to perform repairs, maintenance, or construction).

Policy for Requesting Access to Restricted Archival Materials

Researchers who believe they have a legitimate need to access restricted materials may request access in writing to the Chancellor. The request should outline the research project and state why the Researcher believes the materials are relevant to their project. Upon review, the Chancellor may approve, reject, or approve with certain restrictions the use of these materials.

