

## **POLICY 11**

### **DIOCESAN ARCHIVES**

1. The Diocesan Archives Committee may establish and collect a fee for services rendered, which fee is to be approved from time to time by the Administration and Finance Committee.
2. Parish registers are the responsibility of the parish in which they reside while they are in use. When complete they are to be delivered to the diocesan archives for safe keeping but the parish must maintain a photocopy of all records handed over to the Diocese. It is then the responsibility of the diocesan archivist to care for them. The diocesan archivist will provide care for the completed registers and maintain the integrity of the records.

Baptism, marriage and burials are public acts. Parishes and the Diocese hold the records of the acts in trust for the participants and for the whole church and are thereby responsible for maintaining the integrity of the records. While the services of baptism, marriage and burial are public acts, access to the records is controlled by the authorized archivist.

Offers by third parties to do free copying of parish registers, in exchange for total access, are not to be accepted. All types of copies of parish registers are to remain under the control of the Diocese or parish and are not to be distributed to other repositories or researchers. The National Anglican Church Policy forbids the duplication of Registers for circulation and/or profit.

It has happened that a researcher may ask the archivist to copy several pages or a whole book for his/her research purposes. This gives the researcher unlimited access to records. This is prohibited.

Privacy and confidentiality are of extreme importance and not to be taken lightly. As soon as a register is given to a third party for copying, there is no longer control of those records. The diocesan policy forbids information from parishes registers being posted on the internet.

The Diocese will not be responsible for doing extensive genealogical research or creating certificates. This task of issuing certificates is a parish responsibility except where the Diocese holds the only records.