



Archives Policies & Procedures

A. Mandate

The Archives of the Roman Catholic Archdiocese of Vancouver was established by the Archbishop as the official repository for documents of any form made or received by the Archdiocese in the pursuit of its religious and legal obligations and in the transaction of its business. It functions under the authority and direction of the Archbishop and the Chancellor.

Canon 486§1: All documents concerning the diocese of parishes must be kept with the greatest of care.

B. Acquisition

To ensure that juridical, fiscal, evidential, and historical records and documents relating to the Roman Catholic Archdiocese of Vancouver are preserved, the Archives acquires records created by or directly concerning the Archdiocese of Vancouver and its parishes. In addition, the Archives may acquire material of archival value from individuals such as former Archbishops or Chancellors.

Canon 491§1: The diocesan Bishop is to see that the acts and documents of the archives of the cathedral, collegiate, parochial, and other churches in his territory are carefully kept and that two copies are made of inventories or catalogue.

Canon 491§2: The diocesan Bishop is to ensure that there is an historical archives in the diocese, and that documents which have an historical value are carefully kept in it and systematically filed.

C. Access Policy

The principal function of the Archives of the Roman Catholic Archdiocese of Vancouver is to preserve, arrange, and make available to the authorities of the Archdiocese all the records in its care. Its secondary function is to assist authorized researchers by making available the records which have been designated as available for their use.

Access to the Archives is by appointment only and at the discretion of the Archbishop or Chancellor. All requests for appointments or research inquiries must be in writing, addressed to the Chancellor and delivered by post, fax or email.

Canon 487§1: The archive shall be locked, and only the Bishop and the Chancellor are to have keys; no one may be allowed to enter unless with the permission of the Bishop, or with the permission of both the Moderator of the curia and the Chancellor.

Archival material is accessible in the Archives only. Exceptions are at the discretion of the Archivist and Chancellor.



Canon 488: It is not permitted to remove documents from the archives, except for a short time and with the permission of the Bishop or of both the Moderator of the curia and the Chancellor

Archival Records with Restricted Access

Restricted access means that the following records are not available to anyone without consulting the Archivist and the written permission of the Archbishop or the Chancellor.

The following guidelines shall be observed by persons requesting research in the Archives. They shall be posted prominently in the reading area.

- a. All correspondence with the Holy See, Vatican Congregations, Apostolic Delegate, or Papal Nuncio. This includes Diocesan Quinquennial reports.
- b. Correspondence between Archbishops, Bishops, and Bishops' Conferences.
- c. Personnel files (clergy and staff).
- d. All records in the Catholic Children's Aid Society and the Catholic Family and Children's Association files.
- e. All the records in the Catholic Immigration Services files.
- f. Any documents concerning marriages, The Matrimonial Curia or Tribunal.
- g. Documents designated Confidential or Conscience Matter by the Archbishop or Chancellor.
- h. Uncatalogued archival material.

Instructions for Acquiring Specific Records

Instructions for acquiring specific records are as follows:

Sacramental Records

The Archives of the Archdiocese of Vancouver holds microfilm backup tapes of parish registers for security purposes only and they are not indexed. Requests for baptism, confirmation or marriage records must be made in writing to the Parish at which the Sacrament took place.

Parish addresses can be found in the following places:

- Archdiocese website: <http://www.rcav.org/parishes>
- Catholic Directory for British Columbia and the Yukon, available online
- Canadian Catholic Church Directory, available in most public libraries
- Telephone White Pages under Catholic Churches and Institutions

Requests to the Parish should include:

- All known information about the Sacrament time and place
- All names the person may have used at the time of the Sacrament
- The requester's name, address, phone number and email address.



If the Parish no longer exists, or if the register no longer exists for the dates required, contact the nearest Parish or the Archdiocese for assistance. Sacraments administered in non-church locations, such as private homes, hospitals or orphanages, are usually recorded at a nearby Parish. Personal information can be provided only to individual involved or with that individual's written permission. Personal information in church records is open to the public according to the following guidelines:

- Baptism registrations after 120 years
- Confirmation registrations after 100 years
- Marriage registrations after 75 years
- Death registration after 20 years

Birth and Death Certificates

The Archives does not provide birth or death certificates. Requests for birth or death certificates must be made to the Vital Statistics Agency at its website:

<http://www.hlth.gov.bc.ca/vs>

or by dialing toll free at 1-800-663-8328 or in Vancouver at 604-660-2937.

Access is restricted under provincial Freedom of Information and Protection of Privacy legislation to the following:

- Birth registrations after 120 years
- Marriage registrations after 75 years
- Death registrations after 20 years

Adoption Records

The Archives does not provide adoption records. Requests for adoption records must be made to the Vital Statistics Agency at its website:

<http://www.hlth.gov.bc.ca/vs>

or by dialing toll free at 1-800-663-8328 or in Vancouver at 604-660-2937.

School Records

Requests for information about Catholic schools administered by the Archdiocese of Vancouver can be made to the Vancouver Catholic School Board at 604-683-9331 or by fax at 604-687-6692.

Parish and School Histories

Requests for information and photographs are only accepted from the Pastor. The Pastor should designate one project coordinator as the contact person with the Archivist. All requests for appointments or research inquiries must be in writing, addressed to the Archivist and delivered by post, fax or e-mail. The cost of reproduction of photographs is the responsibility of the Parish or School.



Genealogy

The Archives of the Archdiocese of Vancouver are not available for genealogical research.

Academic Research

Access to the Archives is by appointment only and at the discretion of the Archivist. All requests for appointments or research inquiries must be in writing, addressed to the Archivist and delivered by post, fax or e-mail. Please include a description of the research project and a letter of reference from the academic institution. One copy of the resulting publication is requested for the Archives library.

D. Research Use of Archival Materials

The following guidelines shall be observed by persons requesting research in the Archives.

1. Research is permitted by appointment only.
2. Due to limitations of space it is recommended that only one researcher be permitted in the Archives at a time.
3. Each researcher is required to sign the register and to fill out a form stating the purpose of the research, and the records to be consulted. A sample form is attached (Appendix 1). This form shall include their promise to abide by the rules of the Archives. Access may be refused by the archivist to any person who does not conform to the regulations, or defaces, damages, removes, or exhibits carelessness in the use of records.
4. The Archives is a quiet environment. Mobile phones must be turned off before entering and are not allowed to be used in the Archives.
5. No food or drink is permitted in the Archives.
6. The researcher must assume full responsibility for conforming to the laws concerning copyright, libel, and literary property rights involved in the use of archival materials. The granting of access does not include copyright permission.
7. As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased, or used in any way without consent of the author.
8. The vault, processing room, and quarantine room are out of bounds for any person other than the archivist, who will bring the requested material to the research area one box at a time.
9. Records must be handled with care. They may not be traced over or marked upon. Pens, Post-It notes, and rubber bands are not allowed in the Archives.

E. Guidelines for Accessioning Archival Material

The Archives of the Roman Catholic Archdiocese of Vancouver was established by the Archbishop as the official repository for documents of any form made or received by the



Archdiocese in the pursuit of its religious and legal obligations and in the transaction of its business.

The following steps are required for any new archival material:

1. If the archival material is from an Archdiocese office, fill out two Record of Transfer forms: one for the office and one for the Archives.
2. If the archival material is a donation of private records (personal archives), fill out two Gift Agreements (one for the donor and one for the Archives). Include all the donor's contact information and an explanation of custodial history. Have the donor sign both copies. Within a few days, send a thank you letter to the donor.
3. Find the next Accession Number and fill in the Accession Register. Write the accession number on the Archives copy of the Gift Agreement and on any boxes in which the material was delivered.
4. Fill out an Accession Record.
5. Appraise the new material by completing a preliminary sort. Flatten pages, remove clips, Post-It notes, and staples. Remove any inappropriate material.
6. Re-house in acid-free file folders. Write the accession number and name of collection on the top of the file folder.
7. Re-house file folders in archival boxes. Write the accession number on the end of the box. Note the location on the Record of Transfer or Gift Agreement, in the Accession Register, and on the accession record.
8. Prepare a Finding Aid. File one copy in the box with the archival records and one copy in the Finding Aid binder.
9. File Record of Transfer or Gift Agreement and Accession Record in Accession File.
10. Fill out Processing Checklist, place with archival material on shelf until arrangement and description is complete, then add to accession file.

F. Procedure for Answering Research Inquiries

All research inquiries, including those made by Archdiocesan staff must be in writing addressed to the Archivist and delivered by post or email.

1. All request must be documented in the Reference Inquiries Log
2. Read the inquiry carefully to determine the records required.
3. Check the Access Policy in the Policy and Procedures Manual for a list of restricted records. Note that uncatalogued archival material is not accessible.
4. To search for the records in the Archives:
 - a. Depending on the item(s) being searched for search the appropriate fonds or records group.



- b. Search the library if necessary, i.e parish histories, etc
 - c. Remove selected information, use as needed, and replaced when done.
5. Respond to the inquiry.
 6. Outside requests are done on a first come, first serve basis as workflow allows.

G. Records Management Policy

1. Scope

The Archdiocese of Vancouver is responsible for maintaining records that enable it to fulfill its religious and legal obligations under Canon and civil law. The records management policy defines how the Archdiocese establishes control over the creation, use, maintenance and disposition of all recorded information made, received, or set aside in the course of day to day business regardless of format. The policy applies to all offices and agencies of the Archdiocese of Vancouver.

2. Definitions

- a. **Active Record:** Record needed to perform current operations. Subject to frequent use and usually located near the user. Can be accessed manually or via a computer.
- b. **Administrative Record:** A record that is related to budget, personnel and similar administrative operations common to all offices and agencies. It is distinguished from operational records that relate to an offices' or agencies' specific functions.
- c. **Disposition:** The actions taken with regard to records as determined through their appraisal. It consists of transfer to storage, destruction or preservation for archival purposes.
- d. **Inactive Record:** A record that does not have to be readily available but which must be kept for legal, fiscal, or historical purposes.
- e. **Non record:** Document that is of short term value or which overtime becomes superseded. Such as draft documents, working copies, letters of transmittal, duplicate copies and print material from external sources.(See also transitory documents)
- f. **Office of primary responsibility:** An office and/or agency designated to the maintain the official record or true copy of its parent institution.
- g. **Operational Record:** Records that document detailed functions of an organization. It documents those activities of an organization that are directed towards the substantive purpose for which the organization was created. A record that assists an organization in performing its primary functions.



- h. **Permanent Record:** Those records which must be retained permanently by a department for legal, historical or administrative purposes. Permanent records are retained for the life of the institution.
- i. **Record:** Recorded information, regardless of medium or characteristics made or received by an organization that is evidence of its operations and has value requiring its retention for a specific period of time.
- j. **Record Audit:** A records audit consists of periodic inspections to verify that a agency or office is in compliance with the records management program.
- k. **Semi-active:** A record that is infrequently referred to during a specific period of time.
- l. **Superseded:** A record or document which has been substantially updated or revised and no longer useful for current operations.
- m. **Transitory Document:** Document with short-term value. The retention period is limited to the interval required for completion of the actions covered by the communication. There are six categories of transitory documents.
 - i. Temporary Information – Telephone messages, Post-It notes, opened envelopes, memos, notes and messages where the information has only immediate or very short term value.
 - ii. Duplicates – Exact copies of a master document. If the duplicate is altered because of the substantial addition of hand-written comments, notes or initials to it, the duplicate becomes a new document. If this information has future value it is no longer transitory in nature.
 - iii. Draft documents and working materials – Source material used in the preparation of documents and earlier versions of the final draft. There are exceptions: drafts of working papers related to the preparation of policies, legal documents, budgets, standards, guidelines and procedures may not be transitory if your office is primarily responsible for its creations.
 - iv. Publications – Books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation from outside sources. Master copies of publications produced by or for the Archdiocese are not transitory.
 - v. Direct Mail – Solicited and unsolicited information received from organizations or individuals advertising their products and services.
 - vi. Blank Information Media – Anything that was created or acquired for the purpose of collecting or storing information but which has not been used and has become obsolete.
- n. **Vital Record:** A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the



organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders and citizens.

3. Roles & Responsibilities

- a. Chancellor and Vicar General: The Chancellor and Vicar General are ultimately responsible for overseeing and implementing the records management program policies and procedures for the Archdiocese of Vancouver. The Chancellor is the chair of the Archives Advisory Committee
- b. Archives Advisory Committee: The committee consisting of the Chancellor, the Moderator of the Curia, a priest, an outside consultant and the Archivist/Records Manager is responsible for the records management policy of the Archdiocese of Vancouver. The Committee is responsible for approving all policies and procedures that affect active, semi-active, and inactive records including but not limited to retention scheduling, filing guidelines and classification schemes. These functions are carried out through the Archives/Records Management Office with the approval of the Archives Advisory Committee.
- c. Records Manager: The records manager is responsible for coordinating central filing, inactive records transfers, developing classification schemes and retention/disposition schedules. The records manager will also be responsible for training end-users and overseeing compliance to the Personal Information Protection Act (PIPA) policy.
- d. Archivist: The Archivist is responsible for the preservation and access of permanent and archival records of the Archdiocese of Vancouver.
- e. All Employees- All records created by employees during their tenure at the Archdiocese are considered the sole property of the Archdiocese of Vancouver. As mandated by Canons 486 and 1283.

4. Policy

- a. Chancellor and/or Vicar General is responsible for the interpretation of this policy, however in their absence this function may be designated to the Records Manager
- b. Changes to the policy and procedures must be approved by the Archives Advisory Committee and where necessary the Archbishop of Vancouver.
- c. Records of permanent value to the Archdiocese of Vancouver will be held in the office of origin, according to the Records Schedule.
- d. All records will be maintained in a secure environment particularly records of a confidential or privileged nature in accordance to the Code of Canon Law and the Personal Information Protection Act.
- e. On an annual basis the Records Manager will conduct an audit of the Archdiocesan departments.

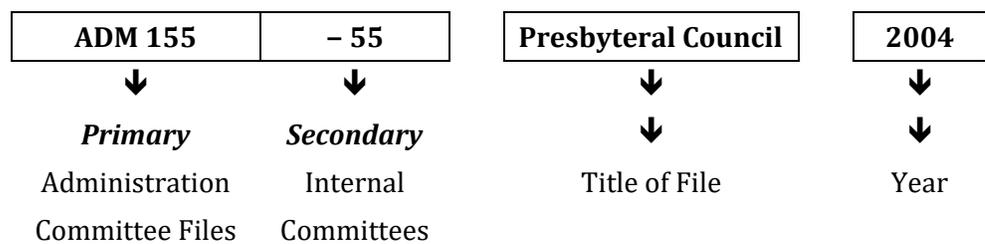


- f. Records will not be destroyed or retained longer than the retention policy dictates, except with prior approval of the Chancellor, Records Manager and/or the Archives Advisory Committee.

5. Procedures

a. Naming and Filing Conventions

- i. All files must be coded with the records management classifications system designations followed by the name of the file and the year it was created.



- ii. Only the filing clerk or Chancery secretaries may remove files from the central filing room, provided that they insert a File Removed Form in the place of the file.
- iii. All files will be closed at the end of each calendar year.

b. Access and Safekeeping

- i. Access to and safekeeping of Archdiocesan records is the responsibility of the office of primary responsibility¹. Records are maintained according to the mandate of the office and the records management classification system.
- ii. Any records of a sensitive or privileged nature will be kept in a locked cabinet or secure area accessible only to authorized personnel.

c. Records Audit

- i. The purpose of the records audit is to ensure that an office and/or department is compliant with the Records Management Policy as well as to the Archdiocesan Privacy Policy.
- ii. The Records Audit will be conducted every year for the first three years after department is incorporated into the Records Management program.
- iii. Once a department has had at least three years experience with the Records Management Program the audit will be conducted at the discretion of the records manager.

¹ See Archdiocesan Records Management Policy, Section 2 – Definitions



- iv. The audit will specifically review:
 - Identification and transfer of records to the Archives.
 - Adherence to retention and disposition guidelines.
 - Protection of vital records and permanently valuable records.
 - Access practices with a particular emphasis on privacy provisions encompassed within the Archdiocese Privacy Policy and Personal Information Protection Act (PIPA).
 - Adherence to recommended naming and filing conventions.
 - Handling of formal requests under Personal Information Protection Act (2004).

d. Records Destruction

- i. All records destruction must be approved by the Archivist and/or the Archives Advisory Committee, except in cases stipulated in Canon Law.
- ii. All records destruction will be done in a confidential and secure manner. All confidential materials must be shredded or where necessary pulped. Certificates of Disposal are available from the Archives.
- iii. The offices wishing to destroy records before the approval of a records retention schedule must have completed an Unscheduled Records Disposition Form with requisite approval. Forms can be obtained from the Records Manager/Archivist.
- iv. A file list must be appended to either the Certificate of Disposal or to the Unscheduled Records Disposition Form.
- v. Transitory documents or non records as defined in the Records Management Policy should be destroyed on an annual basis. If uncertain, please consult with the Records Manager/Archivist.
- vi. Records that do not need approval for destruction are:
 - *Duplicates*: These are exact duplicates of official copies. This would include copies of correspondence, duplicates of internal publications, duplicates of external documents and publications. A duplicate is not to be destroyed if there are significant annotations to the record.
 - *Working papers*: Background notes and reference material used to prepare or complete other documents. Evidence of significant decisions, reasons and actions or information not in the final version of the official records they must be retained.
 - *Drafts*: Early versions of an official record while still in the working phase. Drafts may not be destroyed if the following criteria apply:
 - Contain significant or substantial changes or annotations



- Relate to the formulation of policy and procedures and contain evidence of processes involved or contain more information than the final version of the record; or
- Are drafts of legal documents (contracts, tenders, etc.)
- *Instructions and messages:* This section includes post-it notes, message pads, or work checklist form. These documents may be destroyed once the task has been completed. These documents may be deemed important if they contain instructions and/or decisions of continuing value to the organization. If they are important documents they should be left with the original document.
- *Solicited and unsolicited advertising:* Flyers, brochures and catalogues may be destroyed upon receipt or when they are no longer useful to the department.

If at any point an employee is uncertain as to the disposition of a record the Records Manager/Archivist should be consulted.

e. Records Transfer

- i. Records should be transferred to the Archives at least every five years.
- ii. All departments are responsible for clearly labeling all boxes being transferred to the Archives.

Department Name
Box #
20__

- iii. All departments must complete a Records Transferal Form and append a box/file list to the form.

f. Accountabilities

- i. Employees of the Archdiocese of Vancouver are responsible for observing guidelines for filing, confidentiality, and compliance with policy, procedures, and intent of the Records Management Office. This includes organization of files at their desk or on their computer, and adherence to the disposal of records according to the approved records retention schedules and maintenance of privacy in accordance with the Code of Canon Law and the Personal Information Protection Act.
- ii. Department Heads are responsible for creating and maintaining the proper operational and administrative records in their departments to ensure that the Archdiocese is able to meet its fiscal, administrative, and legal responsibilities.



H. Preservation Policy

The Archives of the Archdiocese of Vancouver is responsible for the preservation of records that have been transferred to its physical control. These archival records represent the history of the Archdiocese and have been transferred from Archbishops, the Chancery, parishes, and administration offices.

1. The Archives shall provide the best possible physical environment for archival records in all formats and all media. The preservation strategy for all archival records is ongoing and a key element of any long-range planning.
2. Access to the archival records is restricted to the Archivist, Archbishop, Chancellor, designated staff, and contractors. Storage areas and facilities in the Archives shall be used only for archival records and archives related activities.
3. The Archives is responsible for ensuring that all archival records under its physical control are documented with respect to ownership, condition and any conservation treatment required.
4. The Archives is responsible for developing optimum environmental standards for the preservation of records. Control standards for temperature, relative humidity, lighting, and air cleanliness are established in consultation with qualified experts. The Archives is responsible for providing the facilities, equipment, and staff to achieve, regulate, and maintain these standards.
5. The Archives is responsible for providing protection of the holdings from damage or loss through fire, flood, water damage, theft, vandalism, accident, and damage from insects, pests, and vermin.
6. The Archives, in cooperation with the emergency plan of the Archdiocese, is responsible for establishing a disaster plan for the care of records in the event of physical emergencies such as fire, flood, accident, etc., and ensuring that all staff are thoroughly familiar with these procedures.
7. The Archives shall develop and maintain standards and procedures for handling, storage, copying, and exhibition of the archival records in order to ensure the preservation of the holdings. See also the Policy and Procedures Manual for the Archives of the Archdiocese of Vancouver.
8. The Archives shall provide in-house training for all staff involved in handling and preventive care of archival records. Only staff with appropriate training will be permitted to handle archival records.
9. The Archivist is responsible for determining conservation priorities for all archival records, as well as the nature and extent of conservation treatments to be carried out. The Archivist will consult with qualified experts in the field of conservation before taking any course of action that may affect the physical state of the archival records.
10. This Preservation Policy will be evaluated and updated regularly to reflect the needs and priorities of the Archives of the Archdiocese of Vancouver.



I. Volunteers

1. Anyone interested in volunteering at the Archdiocese of Vancouver must:
 - a. Submit a letter of intent indicating:
 - Reasons why they would like to volunteer at the Archives.
 - Their background, training, experience, and particular interest in the Archives.
 - The time and days that they are able to volunteer.
 - The length of time they would be willing to volunteer (month, year, or indefinitely)
 - b. Be interviewed by the archivist to ascertain:
 - The project they might be interested in.
 - Suitability of the candidate as a volunteer at the Archdiocese of Vancouver.
 - c. And sign an oath of confidentiality
2. There can only be two volunteers at the Archives at any given point in time due to space and time restrictions.
3. All volunteers are subject to the approval of the Chancellor and/or the Archbishop. Want to learn more about the Archdiocese of Vancouver and its history?

J. Deaccessioning

Deaccessioning is the process of removing an item from the permanent collection of an archive. It incorporates the process of deselection in which items are physically removed. A thorough process of evaluation is undertaken before any item is removed from the collections of the Archdiocese.

Criteria for Deselection

Items selected for deaccessioning must fall under one or more of the following categories:

- a. Item is duplicated elsewhere in the collection
- b. Item has deteriorated to such an extent that retention of the content or copying is not practical.
- c. Item has been lost or stolen
- d. Item is a copy which has been replaced by a superior copy.
- e. Item has become a danger to the safety of both staff and other material in the collection due to chemical decomposition and off-gassing in which case every effort will be made to preserve content by migration onto a stable format.
- f. Item is subject to stringent access restrictions that make it unusable.



Acquired from a Donor

Any item acquired from a donor identified for deselection will follow the wishes of the donor as indicated on the accession form.

If no wishes are indicated on the accession form then the donor is to be contacted to determine final disposition of item(s).

If no donor can be located the matter is to be brought to the attention of the Chancellor for final authorization on disposition.

Source of Acquisition Unknown

Any items where the source of acquisition is unknown shall follow the criteria for deselection; however final approval of the deselection will come from the Chancellor.

Methods of Disposal

Deselected items must be disposed of in an ethical manner. The items will be disposed of in the following manner in order of preference:

- Return to donor or transferring agency
- Transfer to another diocese/religious order
- Sale to public institution
- Sale to private institution
- Destruction



Application for Access to Archival Records

Date: _____

I have read the Access Policy of the Archives of the Roman Catholic Archdiocese of Vancouver and agree to comply with them. I also understand that the Archives of the Roman Catholic Archdiocese of Vancouver collects and protects the personal information on this form pursuant to the Personal Information Protection Act. Furthermore I understand that the information will only be used for the purposes of managing the research relationship such as sending copies of requested documents, enforcing copyright and for statistical purposes. The information on this form will be retained for two years and then confidentially destroyed. By signing this document I understand and consent to having my information used for the outlined purposes.

Signature: _____

Name: (Print) _____

Home Address: _____

Local Address: _____
(if visiting)

Phone No.: _____ Email: _____

Institutional Affiliation: Name of Church/University, etc. _____

Reference (Name & Phone No.) _____

Research Topic: _____

- Purpose
- Private Research
 - Display, Video, Internet/Web
 - Publication
 - Litigation

Authorization: _____

Signature of Archdiocesan Archivist



Accession Record

Accession No.:	Date Received:	Location:
Received From: Name:	_____	
Address:	_____	
Phone No:	_____	
Creator of Records:	_____	
Biographical Information:	_____	

Inclusive Dates:	_____	
Contents:	<input type="checkbox"/> Textual Records <input type="checkbox"/> Photographs <input type="checkbox"/> Prints/paintings/drawings <input type="checkbox"/> Video/DVD <input type="checkbox"/> Sound recordings	<input type="checkbox"/> Maps/plans <input type="checkbox"/> Books/Pamphlets <input type="checkbox"/> Artifacts <input type="checkbox"/> Electronic Records <input type="checkbox"/> Other (describe) _____ _____
Extent:	_____	
Description:	_____	

Acquisition:	<input type="checkbox"/> Donation <input type="checkbox"/> Transfer	<input type="checkbox"/> Copied Material <input type="checkbox"/> Purchase
Restrictions:	_____	
Notes:	_____	

Received by:	Name	Accessioned by: Name
	Date	Date



Processing Checklist

Accession No. _____		
Accession Title: _____		
Location: _____		
Date Received: _____		Received by: _____
Activity	Date Completed	Initial
Gift Agreement completed		
Acquisition acknowledged		
Accession record completed		
Preliminary Sort		
Items flattened/clips, staples removed		
Material arranged		
Material filed and boxed		
Material labeled		
Material shelved		
Inventory completed		
RAD description on computer		
Notes: _____		



Records Transfer Form

(Used to transfer records to Archives)

Transmitting Office:	_____		
Address:	_____		
Phone No.:	_____		
Date:	_____		
Total No. of Boxes:	_____		
The Archives of the Roman Catholic Archdiocese of Vancouver acknowledges the receipt of the material listed below:			
Accession No.	_____		
Description:	_____		

Restriction: <i>(description needs to include a justification for the restriction)</i>	_____		

Representative of Transmitting Office	_____		
	Name (print)		
	_____		_____
	Signature		Date
ARCHIVES USE ONLY			
Acknowledgement of Receipt:	_____		_____
	Signature of Records Manager/Archivist		Date



Certificate of Disposal

Transmitting Office:	_____	
Building and Room:	_____	
Phone No.:	_____	
Date of Disposal:	_____	
Method of Disposal:	_____	
Volume:	_____	
<i>I hereby acknowledge that the following material has been approved for destruction.</i>		
Description:	_____	

A file list must be appended to this form before approval may be given by the Records Manager or Archivist.		
I, _____	of _____	
Do hereby swear that the material was disposed of in a safe manner in compliance with Archdiocesan Privacy Policy and the Code of Canon Law.		
Department Representative:	_____	_____
	Signature	Date
Archivist:	_____	_____
	Signature	Date



Temporary Receipt

Date of receipt:	_____	
Expiry Date:	_____	Action: _____
Received from:	Name: _____	
	Address: _____	
	Street Address	
	_____	_____
	City	Postal Code
	Phone No: _____	
The following has been received by the Archives of the Roman Catholic Archdiocese of Vancouver for the purpose of:		
Identification or dating:	_____	
Consideration for donation or purchase:	_____	
Description:	_____	

Condition:	_____	

Owner/Agent:	_____	_____
	Signature	Date
Archivist:	_____	_____
	Signature	Date
I hereby acknowledge the safe return of the material described above.		
<i>(To be signed here only if the material is returned to the owner/agent.)</i>		
Owner/Agent:	_____	_____
	Signature	Date



Loan Agreement

Received from: Name: _____

Address: _____
Street Address

City Postal Code

Phone No: _____

I hereby loan the following material to the Archives of the Roman Catholic Archdiocese of Vancouver for the purpose of duplication/display.

Description: _____

Condition: _____

The Archives of the Roman Catholic Archdiocese of Vancouver may reproduce or display any or all of the above described material for any purposes which promote the educational/research objectives of the Archives. The disposition of these reproductions is solely the prerogative of the Archives of the Roman Catholic Archdiocese of Vancouver.

Lender: _____

Signature Date

Archivist: _____

Signature Date

I hereby acknowledge the safe return of the material described above.

Lender: _____

Signature Date



Deaccession Record

Deaccession No.:	_____	
Date:	_____	
Location:	_____	
Method of Acquisition:	<input type="checkbox"/> Donation	<input type="checkbox"/> Copied Material
	<input type="checkbox"/> Transfer	<input type="checkbox"/> Purchase
Inclusive Date:	_____	
Extent:	_____	
Description:	(Attach file list if necessary with individual extent of each item and inclusive dates. Include original accession number.)	

Reason for Deaccessioning:		
	<input type="checkbox"/> Duplicate	
	<input type="checkbox"/> Condition of material is deteriorated to point that restoration is not possible.	
	<input type="checkbox"/> Item has been replaced by superior copy.	
	<input type="checkbox"/> Material pertains to the acquisition scope of another jurisdiction	
	<input type="checkbox"/> Loss, theft, other destruction (Describe): _____	
	<input type="checkbox"/> Other (Describe): _____	
Method of Disposal:		
	<input type="checkbox"/> Return to donor or transferring agency	<input type="checkbox"/> Transfer to another diocese/religious order
	<input type="checkbox"/> Sale to public institution	<input type="checkbox"/> Sale to private instituion
	<input type="checkbox"/> Destruction	<input type="checkbox"/>
Notes:	_____	

Chancellor (print name)	Signature	Date
Archivist (print name)	Signature	Date