



Archives of the
Roman Catholic Archdiocese of Vancouver
4885 Saint John Paul II Way
Vancouver, BC V5Z 0G3

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. Archival material is accessible in the Archives only; no archival material can be removed from the Archives. Exceptions are at the discretion of the Archivist and Chancellor. All requests for appointments or research inquiries must be in writing, addressed to the Archivist and delivered by post, fax or e-mail.

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.

1. All correspondence with the Holy See, Vatican Congregations, Apostolic Delegate, or Papal Nuncio. This includes Diocesan Quinquennial reports
2. Correspondence between Archbishops, Bishops, and Bishops' Conferences.
3. Personnel files (clergy and staff)
4. All records in the Catholic Children's Aid Society and the Catholic Family and Children's Association files
5. All the records in the Catholic Immigration Services files
6. Any documents concerning marriages, The Matrimonial Curia or Tribunal.
7. Documents designated Confidential or Conscience Matter by the Archbishop or Chancellor
8. Uncatalogued archival material

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>; 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>; 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.