



DIOCESE OF KAMLOOPS

Archives of the
Roman Catholic Diocese of Kamloops
635A Tranquille Road
Kamloops, BC V2B 3H5

Archival Directives

1.0 Mandate

It is the mandate of the Archives of the Diocese of Kamloops to preserve, organize and make available to the Competent Ecclesiastical Authority all documents and materials created or received by the Diocese during the execution of its spiritual and temporal duties and obligations. Provision of documentation for legitimate research purposes is considered secondary and subject to the approval of the Competent Ecclesiastical Authority . The Archives falls under the jurisdiction of the Bishop and the Chancellor.

2.0 Ownership of Holdings in the Roman Catholic Diocese of Kamloops Archives

Upon introduction of this policy, The Diocese of Kamloops exerts full physical and intellectual ownership and control over all resources and materials stored in the Archives of the Diocese of Kamloops. To ensure that archival resources are maintained in compliance with Canon and Civil law and arranged in accordance with recognized archival standards, the Diocese requires full physical and intellectual control over its archival resources.

2.1 Intellectual Control over Holdings in the Roman Catholic Diocese of Kamloops Archives

The Diocese of Kamloops retains intellectual control of documents and materials stored within the Archives. Materials or copies of materials (physical or electronic) can be used or disseminated by researcher and other institutions only with the express written permission of

the Competent Ecclesiastical Authority and in compliance with civil regulations and applicable copyright laws.

2.2 Materials on Loan to Parishes and other Diocesan Organizations

Documents or items loaned to parishes, schools, and other organizations remain under the control of the Archives of the Diocese of Kamloops subject to a loan agreement between the Diocese and the organization. It is the responsibility of the borrowing party to take all reasonable measures to ensure the preservation and security of the loaned materials and abide by the terms of the loan agreement.

3.0 Applicable Canons of the Church in Relation to Diocesan Archives

Canon 486

- §1. All documents concerning the diocese or parishes must be kept with the greatest of care.
- §2. In each curia (“governing body of a particular or diocesan church”) there is to be established in a safe place a diocesan archive where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.
- §3. An inventory or catalogue is to be made of documents kept in the archives, with a short synopsis of each document.

Canon 487

- §1. The archive must be locked, and only the Bishop and the Chancellor are to have the key; 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.
- §2. Persons concerned have the right to receive, personally or by proxy, an authentic written or photo-stat copy of documents which are of their nature public, and which concern their own personal status.

Canon 488

§1. It is not permitted to remove documents from the archive, except for a short time and with the permission of the Bishop or of both the Moderator of the Curia and the Chancellor.

Canon 491

§ 1. The diocesan Bishop is to ensure that the acts and documents of the archives of cathedral, collegiate, parochial and other churches in his territory are carefully kept and that two copies are made of inventories or catalogues. One of these copies is to remain in its own archive, the other is to be kept in the diocesan archive.

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

§ 3. In order that the acts and documents mentioned in §§ 1 and 2 may be inspected or removed, the norms laid down by the Diocesan Bishop are to be observed.

Canon 535

§ 1. In each parish there are to be parochial registers, that is, of baptisms, of marriage and of deaths, and any other registers prescribed by the Episcopal Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that the registers are carefully preserved.

§ 2. In the register of baptisms, a note is to be made of confirmation and of matters pertaining to the canonical status of the faithful by reason of marriage, without prejudice to the provision of Can. 1133, and by reason of adoption, the reception of sacred order, the making of perpetual profession in a religious institute, or a change of rite. These annotations are always to be reproduced on a baptismal certificate.

§ 3. Each parish is to have its own seal. Certificates concerning the canonical status of the faithful, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.

§ 4. In each parish there is to be an archive, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On occasion of visitation or at some other opportune time, the diocesan Bishop or his delegate is to inspect all these matters. The parish priest is to take care that they do not fall into unauthorized hands.

§ 5. Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

4.0 Access Policy

The Archives of the Diocese of Kamloops primarily exists to serve the documentary and informational needs of the Diocese and the Catholic Church. Therefore, priority will be given to access needs of diocesan staff, priests, and parish staff. Independent researchers and members of the general public are free to use the Archives with permission of the Competent Ecclesiastical Authority, in accordance with archival policies and federal and provincial privacy legislation, and upon demonstrating a legitimate research need. Researchers are expected to always sign and abide by the terms of the Research and Materials Access Agreement. Researchers are not allowed to directly access storage, processing, or secure archival areas. Requested materials will be retrieved by diocesan staff and placed in a designated reading area for use. Upon completion of research, materials will be returned to storage by diocesan staff.

Access to archival resources, including sacramental records, is subject to applicable canonical and statutory laws. Materials under the purview of the Archives of the Diocese of Kamloops are thus divided into three general access categories: Open, Restricted or Closed.

Open Access

Refers to records, classes of records or items for which no specific permissions are needed to be used for research purposes. Materials designated open access can be used for private study, subject to archival policy and statutory law. Reproduction or publishing of open access materials falls under section 2.1 of this document and may require additional permissions. Materials not designated restricted or closed access are considered to be open access.

Restricted Access

Materials designated Restricted Access require explicit written permission from the Competent Ecclesiastical Authority to access for research and informational purposes.

Furthermore, certain classes of records, such as personnel records or sacramental records are designated personal information and subject to federal and provincial privacy laws. Other classes of restricted records include but are not limited to:

All correspondence with the Holy See, Vatican Congregations, Apostolic Delegate, or Papal Nuncio. This includes statistical reports to the Vatican.

Correspondence between Archbishops, Bishops, and Bishops' Conferences.

Personnel files (clergy and staff)

All records in the Catholic Children's Aid Society and the Catholic Family and Children's Association files

All the records in the Catholic Immigration Services files

Any documents concerning marriages, The Matrimonial Curia or Tribunal.

Documents designated Confidential or Conscience Matter by the Bishop or Chancellor

Uncatalogued archival material

Closed Access

Materials designated closed are unavailable to researchers. The Bishop, and Chancellor have exclusive access to these records. Access may be granted on a case-by-case basis.

Use of the Archives will be conducted on-site during designated business hours upon receipt of a research request and at the discretion of the Competent Ecclesiastical Authority. No materials stored in the Archives are allowed to leave the Archives without the express permission of the Competent Ecclesiastical Authority. Use of cameras, mobile phones, tablets, or other recording devices is prohibited except with the permission of the Competent Ecclesiastical Authority. Attempts to remove records, change, or destroy information, or damage materials may result in permanent suspension from the archives or criminal charges in the case of serious infractions.

4.1 Access to Sacramental Records – Baptism, Confirmation, Marriage, Death

Sacramental Records are considered personal information and therefore subject to federal and provincial privacy legislation. Members of the public can request their own sacramental records and those of their minor children. Third-party or extended family requests require written consent from the subject of the records or proof of legal authorization (power of attorney, executorship of estate etc.) Sacramental Records are considered public if any of the following conditions are met, with due regard to changes in the PIPA:

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

Requests for baptism, confirmation or marriage records must be made in writing to the Parish at which the Sacrament took place. 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 Diocese for assistance. Sacraments administered in non-church locations, such as private homes, hospitals, or orphanages, are usually recorded at a nearby Parish.

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.

Access is restricted under provincial Freedom of Information and Protection of Privacy legislation.

4.2 Access to School and Student Records

Requests for information about Catholic Independent Schools of the Diocese of Kamloops can be made through the Catholic Independent Schools of the Diocese of Kamloops office at 250-376-3351 ext. 223

4.3 Access to Records for Genealogical Purposes

The Archives of the Diocese of Kamloops is not available for personal genealogical research.

4.4 Academic Research

Access to the Archives is by appointment only and at the discretion of the Competent Ecclesiastical Authority. All requests for appointments or research inquiries must be in writing, addressed to the Diocese of Kamloops 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.

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, 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 Competent Ecclesiastical Authority 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 Competent Ecclesiastical Authority, 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.

5.0 Acquisition Policy

Materials can be acquired by the Archives of the Diocese of Kamloops through gift or transfer. Gift is defined as a permanent accession to the Archives from a private citizen, external organization, visiting or retired clergy or religious member or another Diocese. Transfer is defined as a permanent accession given to the Archives from parishes or diocesan offices in fulfillment of the archival mandate of the preservation of significant or important organizational documentation. It is not the policy of the Archives to purchase or otherwise financially compensate donors for gifts made to the Archives. Materials donated to the Archives will be assessed for content, condition, and enduring value before being added to the collection.

6.0 Arrangement and Description of Materials

All materials housed within the Archives of the Diocese of Kamloops will be arranged and described according to accepted archival practice.

7.0 Preservation of Materials

The Archives of the Diocese of Kamloops has the responsibility to preserve all archival materials housed within its collection or at the parish level. If a record or item is in danger of deterioration to the point of information loss, it will be removed from active use and preservation measure applied according to accepted archival practice. The use of controlled environments, digitization procedures and provision of access copies are considered to be accepted practice. If a record or item at the parish level is in danger of damage or deterioration, consultation with the Competent Ecclesiastical Authority is required. Professional Conservators may be employed in extreme cases. The Archives has the responsibility for determining conservation priorities, maintaining and implement disaster management protocols, providing physical and environmental security in accordance with accepted archival practices, and the provision of training for the safe handling and storage of archival materials.

8.0 Deaccessioning of Archival Materials

The Diocese of Kamloops exerts full physical and intellectual ownership and control over all resources and materials stored in the Archives of the Diocese of Kamloops. Due to that statement, the Archives maintains the responsibility for the deaccessioning and removal of materials from the collection. The Diocese of Kamloops uses the following criteria to determining suitability for removal:

Does the material fall within the scope of current collecting policies and how does it relate to the current 'mission' of the Roman Catholic Diocese of Kamloops?

- Is the material a duplicate or does it duplicate information already held in the collections in another format? If it is a duplicate, does it have value in outreach?
- Has the material deteriorated beyond usefulness? Are funds available for preservation?
- Do any externally imposed (environmental, hazardous, spiritual) restrictions apply to the material?
- Does the material fall under the category of abandoned property?
- How would deaccessioning the material affect public access to information and historical research?
- How accessible is the information?
- How integral is the material to other collections, internal and external?

Item is duplicated somewhere else in the collection.

Item has deteriorated to such an extent that retention of the content or copying is not practical.

Item has been lost or stolen

Item is a copy which has been replaced by a superior copy.

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.

Item is subject to stringent access restrictions that make it unusable.

9.0 Appendices

Updated October 26, 2021 by Linda Filek