



## Access Policy of the Archives

- **Access to the archives are based on the following principles:**
  1. As authorized by Canon Law, the Archivist serves under the Chancellor as the Bishop's representative and liaison in the establishment of archival principles.
  2. As supported by the United States Conference of Catholic Bishops *Document on Ecclesiastical Archives* (1974) and the Association of Catholic Archivists' *Guidelines for Access to Diocesan Archives* (1991), access to the archives is open to all qualified researchers regardless of race or creed. The guiding principle is equal access for anyone with legitimate interest in the documentation.
  3. Access policies are developed with sensitivity for the principles of both the right to know and confidentiality. This is to ensure compliance with state and federal legislation and archival practices to guarantee the existence of materials for future use.
  4. Few collections are permanently restricted. Some materials, however, may be sequestered from common viewing for a certain period of time. These may include, but are not limited to, medical, orphanage, sacramental, student, and other records. They will be made available in a scheduled manner in keeping with professionally appraised criteria and canonical requirements. Other obligations also rise as a result of contractual stipulations through deeds of gifts, wills, or sales arrangements.
  5. Questions on access policies to individual collections or series may be directed to the Archivist or discovered through specific access or release policies available in Archives.



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6. Access is granted to researchers as a contractual matter in which use of the material is subject to the rules of the Archives, including the acceptance of normal policies and procedures. Researchers with problems or complaints should first speak of their concerns to the Archivist. Any unresolved difficulties should be pursued through the chain of command from the Chancellor to the Bishop as the ultimate source of authority.

- **Terms and Conditions for Use**

Interested persons must complete and submit a Research Request Form. If the research request is granted, use of the Archives is subject to the terms below:

1. The Archives encourages as much availability of records as is consistent with the rights of confidentiality and privacy.
2. Certain records are “closed” – that is, no access is permitted under normal circumstances and are available only to the Bishop, the Chancellor, the Vicar General and the Archivist. Some records are “restricted” and may only be used with the express permission of the Bishop, the Chancellor, the Vicar General or the Archivist. Researchers who have a legitimate need to use “closed” or “restricted” materials may request this in writing to the Chancellor. The request should outline the research project and state why the materials are necessary to or relevant to the project. Upon review, the Chancellor may approve, reject, or approve with certain restrictions the use of these materials. Most documents are “open” and available for research once they have been processed and an inventory has been developed. All published and printed materials are classified as “open” with the exception of restrictions due to the physical state of the material.
3. The Archives reproduces materials under the Fair Use provision of the U.S. Copyright Law. The researcher must assume responsibility for



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obtaining, from the owner of the copyright, permission for use of the material. Permission to reprint materials which are the property of the Diocese of Orlando must be obtained in writing and credit must be given. **For further information please see Policy for Reproduction, Quotation and Publication.**

4. General Research: Anyone wishing to work in the Archives with its material must first fill out and submit an application form designating the purpose of research and planned use for materials. Please use the Research Request form.

5. Sacramental Records: Requests for sacramental records should be directed to the specific parish where the event took place. For help in locating a parish or, if the parish is not known, contact the Archivist.

6. Genealogical Research: To request assistance with genealogical research, please submit the request in writing by mail or email. Requests must be specific as to the information needed. Please use the Research Request Form.

7. Use of Materials at the Archives:

- Appointments are necessary to work in the archives. Please contact the Archivist in advance of your visit. Research is by appointment only, Monday through Friday, between 9:00 a.m. and 4:00 p.m.
- No food or drink is allowed in the diocesan archives.
- In order to maintain quiet in the research area, visitors should not use their cell phones while working in the archives.
- Researchers must use materials in the designated research area and will be assisted by the archivist or qualified volunteer.



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- Materials cannot be removed from the archives.
- Researchers should use pencil when taking notes.
- Tools of technology for note taking purposes (laptops, tablet computers, mobile devices, etc.) are permitted upon receiving permission from the Archivist; however, researchers must have permission to make reproductions of materials in any format (photocopy, scan, digital picture, etc.). Payment of duplication fees does not imply transfer of ownership, nor does it imply permission to publish. Please see [Policy for Reproduction of Archival Materials](#) and [Policy for Quotation and Publication of Archival Materials](#).
- When working with photographs, researchers should use care and wear gloves (provided).
- For items on microfilm, a film reader is available (no printing capability).

### Contact Information:

Renae Bennett  
Office of Archivist  
Diocese of Orlando  
50 E. Robinson St.  
Orlando, FL 32801  
407-246-4920  
rbennett@orlandodiocese.org