

Storage and Care of Registers

Policy No. 808

Policy Statement: All sacramental registers must be carefully stored and preserved (c. 535).

Intent of Policy: To ensure that all sacramental registers are protected and do not deteriorate over time.

Procedure: Store sacramental registers in a fire-proof – minimum requirement UL 350 1-hour – (and ideally waterproof) locked cabinet or safe in the church office.

Preservation copies of registers from the 1800s will be created by the archdiocesan Archives through digitization. These copies are to be used for reference as needed to decrease the wear and tear of the original register.

