

Sacramental Registers Duplicates (Photocopies)

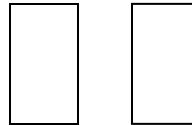
Policy No. 809

Policy Statement: Duplicates (photocopies) of the Sacramental Registers of Baptism, Confirmation, Marriage, and Burial are to be sent to the archdiocesan Archives for each calendar year.

Intent of Policy To ensure access to sacramental records in the event originals are destroyed, duplicate parish sacramental records are kept in the archdiocesan Archives.

Procedure: a) Photocopy each page of the register onto a **legal sized (8.5” x 14”) sheet – single sided.**

Ensure that the 2 pages lay open in the same way as they appear in the original register. (See diagram.)



- b) Send pages in the order they appear in the register with the name of the parish indicated on each page.
- c) Do not use glue, tape or staples.
- d) Ensure that words are not cut off or blurred in photocopying.
- e) Mail the photocopies to the Office of Canonical Services in a large envelope by 31 January of the following year.

Refer to Policy:

- No. 805 Sacramental Registers
- No. 811 Baptism and Profession of Faith Entries
- No. 817 Confirmation Register Entries
- No. 820 Marriage Register Entries
- No. 821 Burial Register Entries