

GENERAL CARE OF SACRAMENTAL REGISTERS BEST PRACTICES



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COURSE OVERVIEW



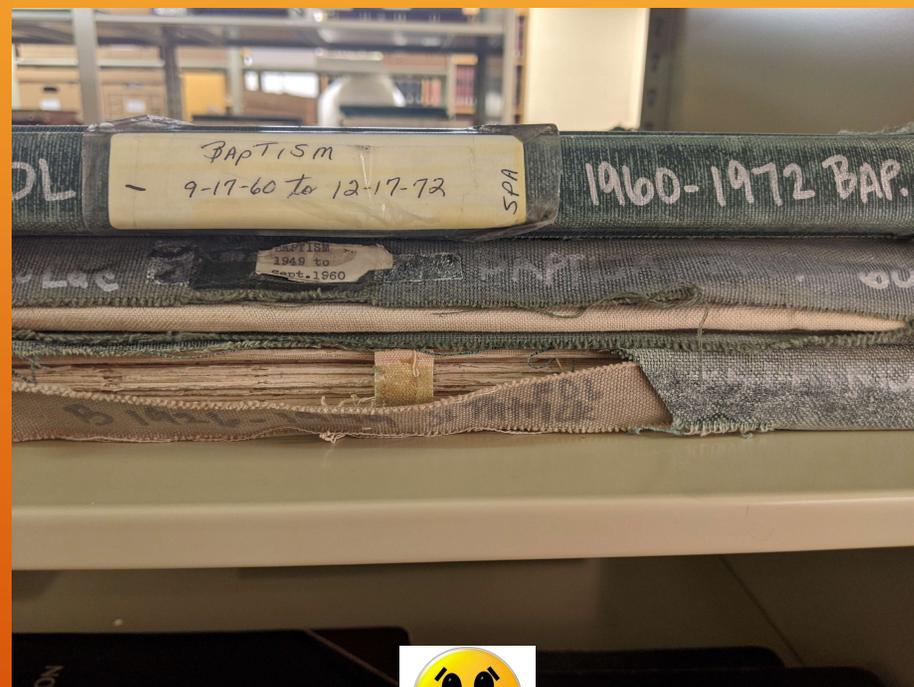
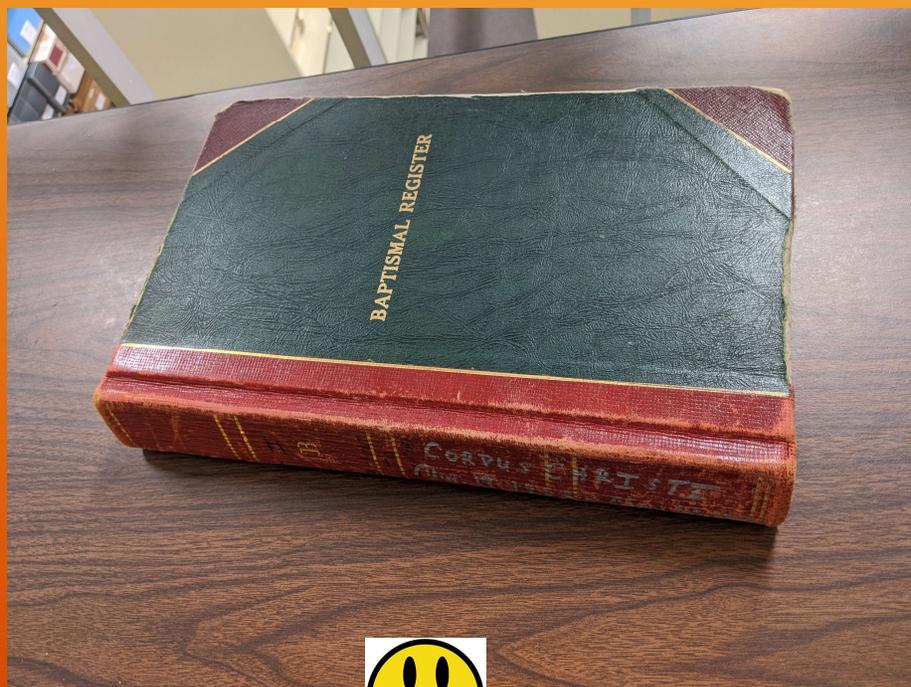
- ▶ General Care of Registers
- ▶ Storage Considerations
- ▶ Access



GENERAL CARE



- ▶ Buy only quality sacramental registers.
- ▶ Sacramental registers should have high-quality, acid-free paper designed to survive for generations.



GENERAL CARE - BINDING



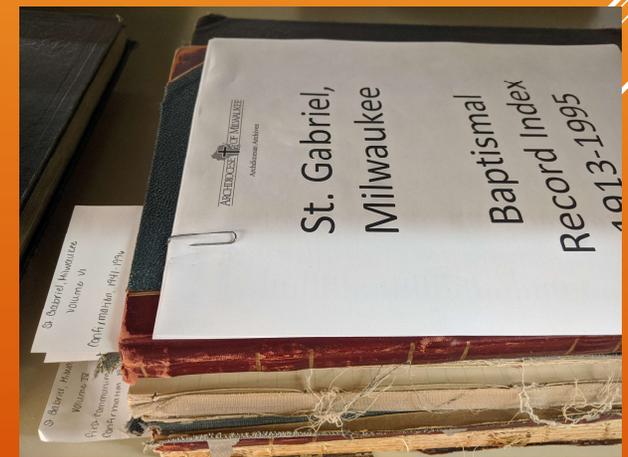
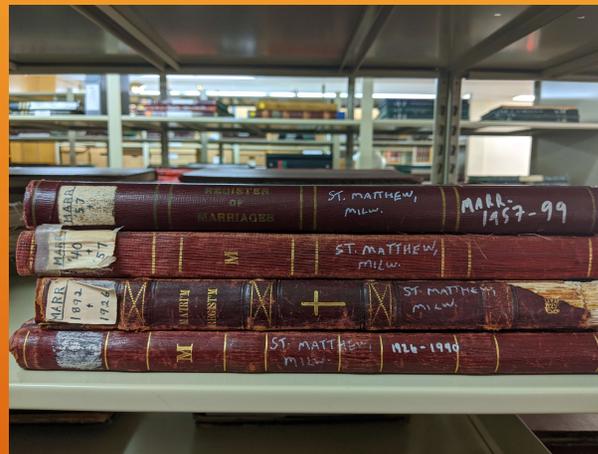
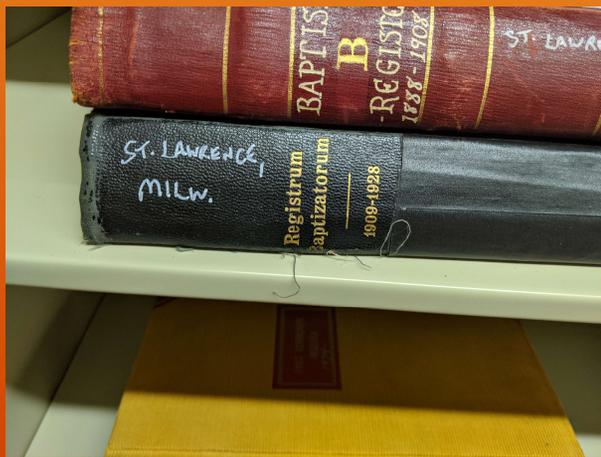
Binding is the first thing to deteriorate
Ideally stack your registers horizontally,
only stack 2-3 registers high

If you have to stack vertically, try to
stack spine down



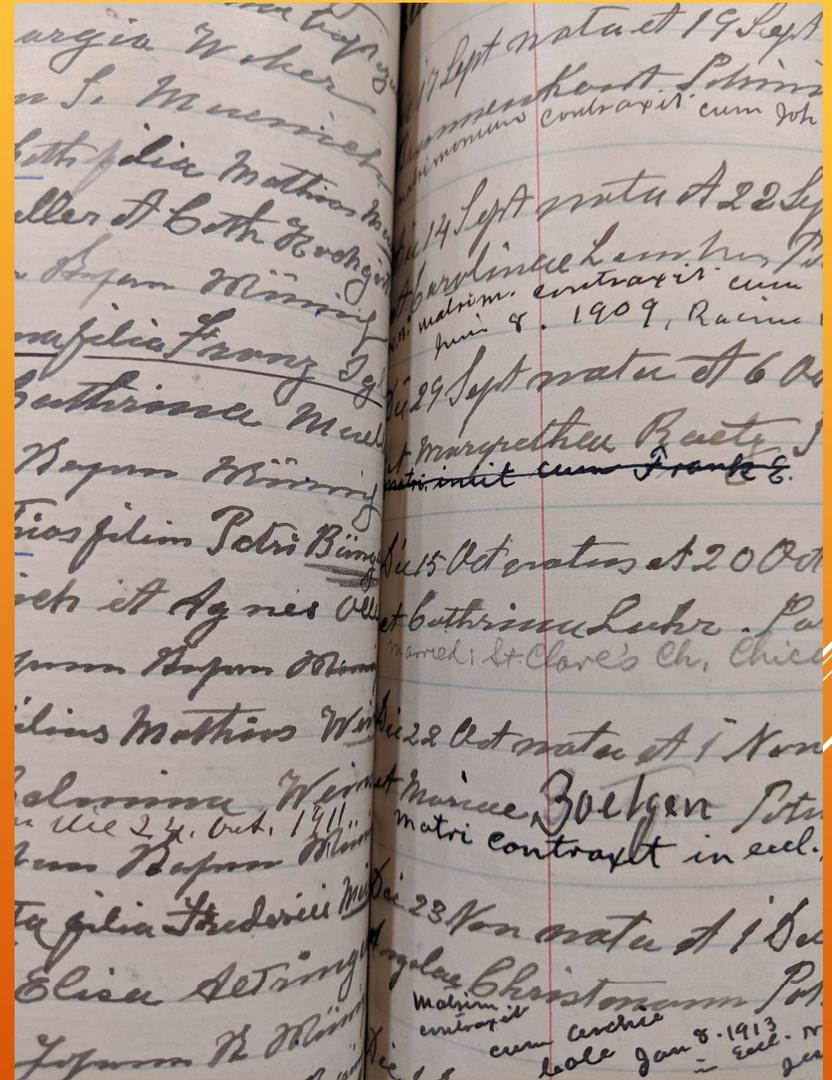
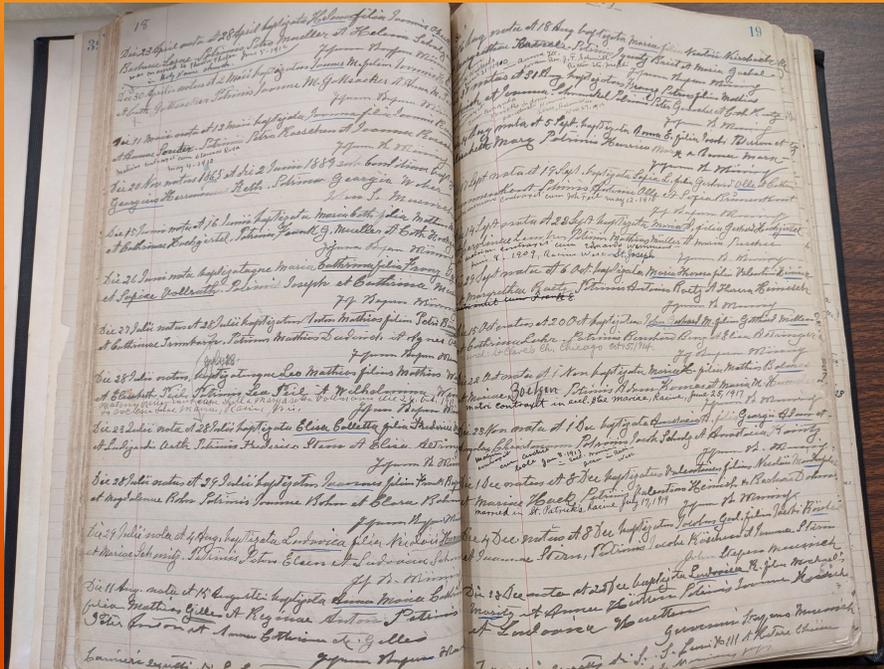
GENERAL CARE - BINDING

- ▶ Handle only when necessary. The less you handle the registers the less stress you place on them.
- ▶ Label the spine
- ▶ Have an **accurate** index



GENERAL CARE - BINDING

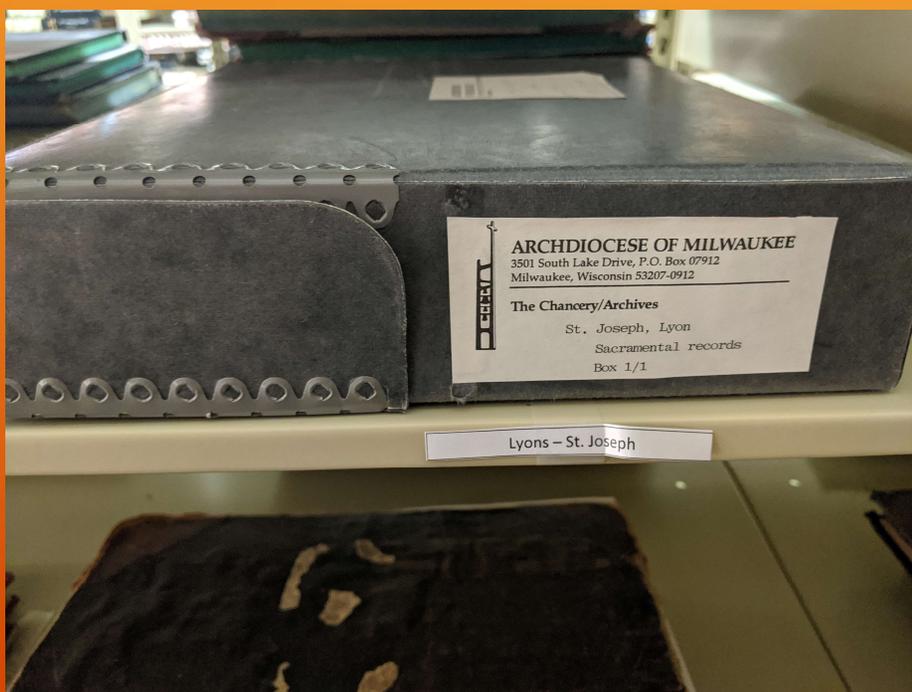
Rebind only as a last resort



GENERAL CARE – OLD REGISTERS



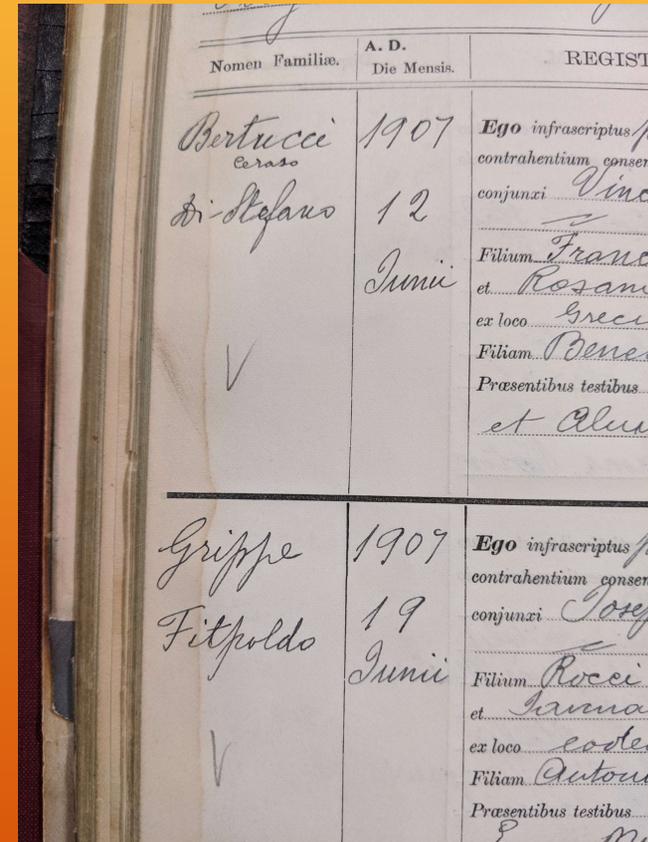
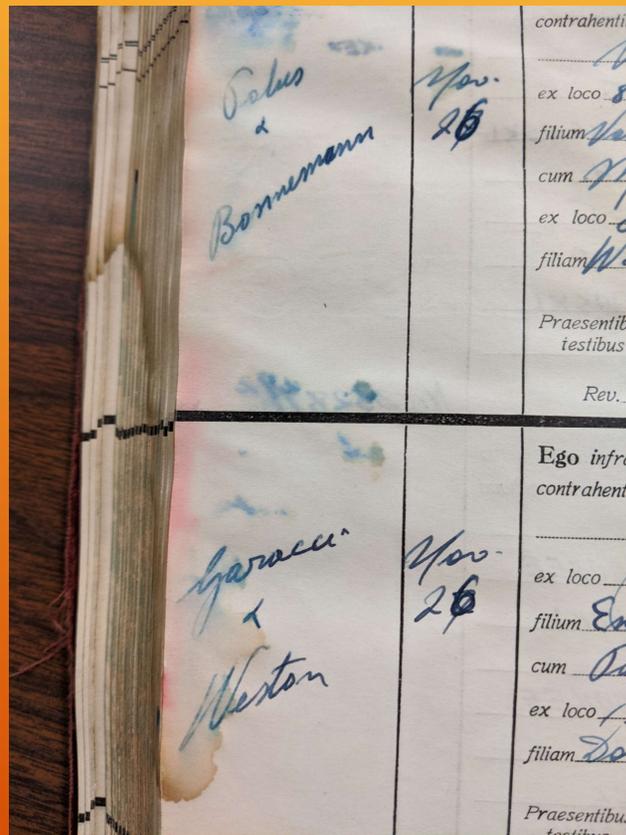
- ▶ Store in an acid-free box from a reputable archival supply company, such as Hollinger-Metal Edge, University Products, or Gaylord.
- ▶ Use as little as possible (only staff should handle – NEVER researchers)



GENERAL CARE - RECORDING



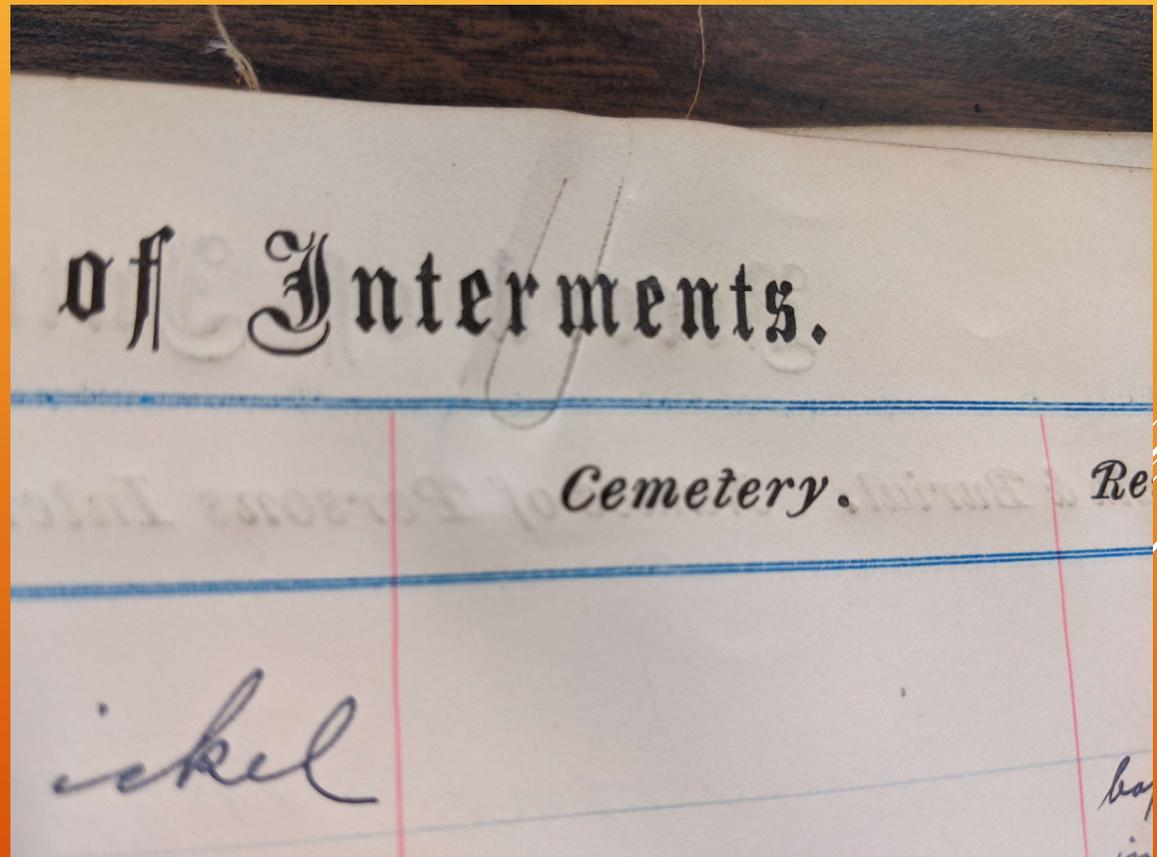
- ▶ Only use a ballpoint pen to record.
- ▶ Do NOT use "permanent" markers, gel pens, colored ink, pencil, highlighters, etc.



GENERAL CARE - RECORDING



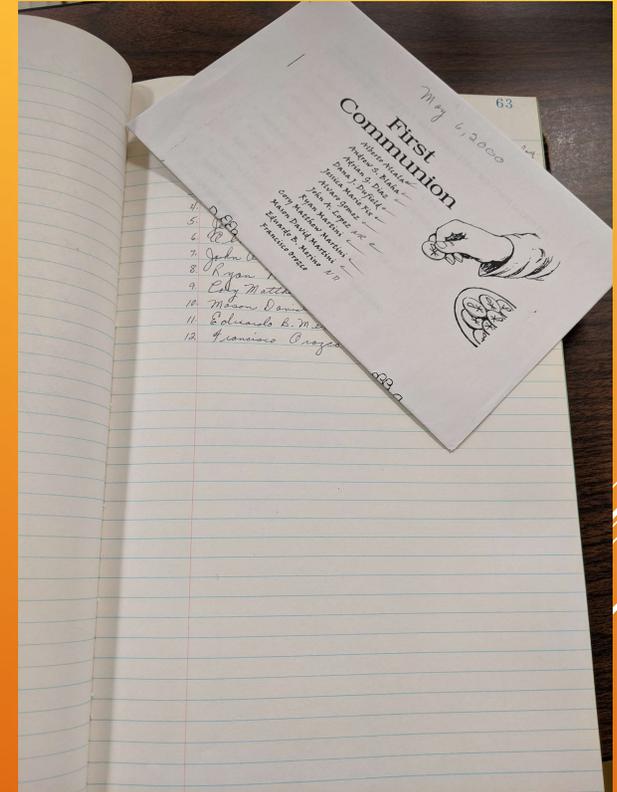
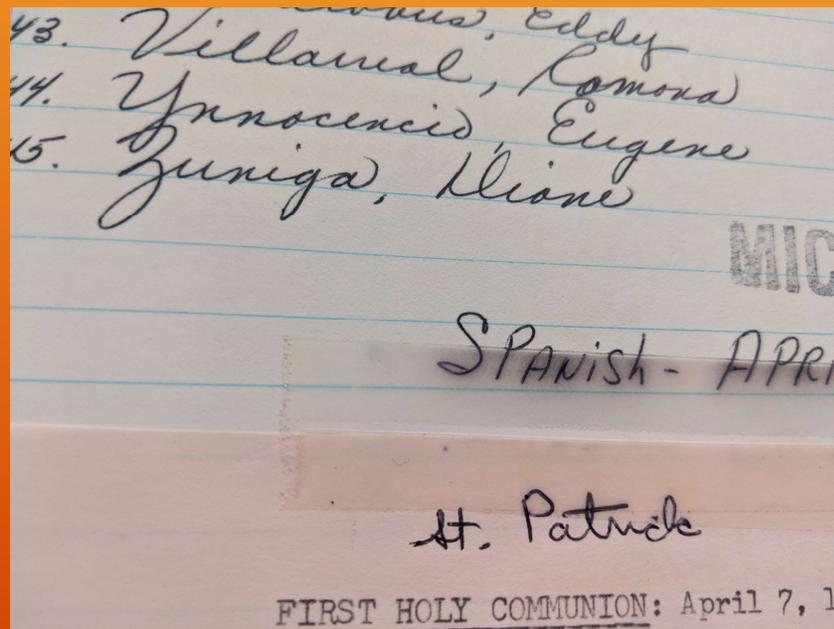
- ▶ Never use:
 - ▶ Adhesives
 - ▶ Post-it notes
 - ▶ Rubber bands
 - ▶ Metal paperclips
- ▶ All of these will deteriorate over time and cause irreparable damage to your books.
- ▶ What's done is done, just don't do it again!





GENERAL CARE - RECORDING

- ▶ Do NOT place extraneous pieces of paper in the register.
- ▶ Once the annotation is correctly noted in the book throw the notification away.



STORAGE - LOCATION



- ▶ Registers should be protected from any dangers including: theft, fire, flood, tornadoes, etc.
- ▶ Registers should NEVER leave the building except for an emergency. No one should ever take a book with them to work from home.



STORAGE - ENVIRONMENT



- ▶ Store in an area that will maintain a relatively stable temperature and humidity
 - ▶ Ideally 70F and 45% RH
 - ▶ NOT in a basement or attic which are subject to wild fluctuations



STORAGE - SECURITY



- ▶ Restrict Access
 - ▶ Only select individuals at the parish should have access to the registers.
 - ▶ Ensure that individuals who need copies of their records can obtain them in a timely manner.
- ▶ No food or drink near the books.

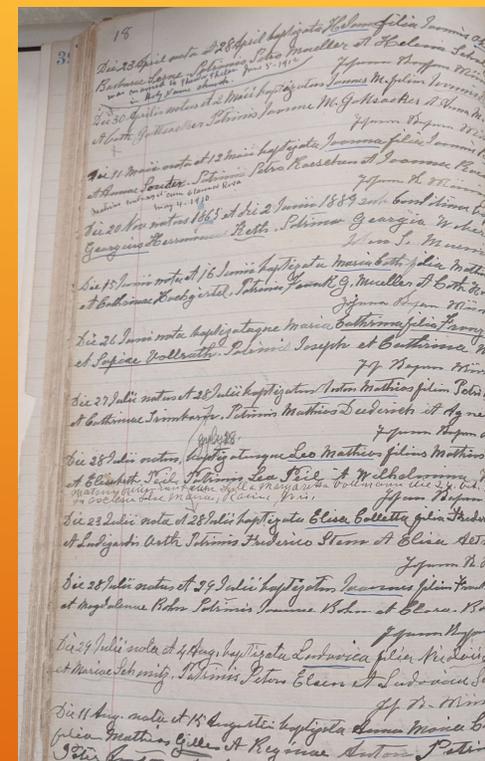
ACCESS



- ▶ Who can access a sacramental record post-1920?
 - ▶ The person whose name is on the record.
 - ▶ A parent/guardian *if* the child is under 18.
 - ▶ A Catholic parish if it is needed for a canonical purpose.
- ▶ If a parent requests a record because their adult child is getting married, get the address of the child or the parish where the couple is getting married and send the record to that location.
- ▶ Sacramental records exist to document an individual's sacramental history and should be used for that purpose.
 - ▶ Records also contain confidential information, such as annulments, adoptions, etc.

GENEALOGY

- ▶ Pre-1920 records are open for genealogy use
 - ▶ Most individuals who received a sacrament pre-1920 are now deceased, and sacramental records provide a wealth of information that may not be available elsewhere
 - ▶ Post-1920 records usually have a corresponding civil record (birth, marriage, death) that can be obtained from the county.
- ▶ Let us handle genealogy requests!
 - ▶ The archives has microfilmed copies of pre-1920 sacramental records
 - ▶ Preservation
 - ▶ Confidentiality
 - ▶ www.archmil.org/archives
- ▶ Parish cemetery records are maintained exclusively by the parish who operates the cemetery, so the Archives cannot assist with burial and cemetery research.



MICROFILMING PROJECT



- ▶ Every 5 years the archive microfilms your parish's most recent sacramental records
- ▶ Microfilming is for preservation, not access!



Office for Archives and Records Management
www.archmil.org/archives

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CALL WITH ANY QUESTIONS, WE ARE
HERE TO HELP!