



DIOCESE OF ST. PETERSBURG

Office of the Chancellor

Mailing Address:
Post Office Box 40200
St. Petersburg, FL 33743-0200
www.dosp.org

Office:
6363 Ninth Avenue North
St. Petersburg, Florida 33710
727-344-1611
Fax: 727-345-3086

ARCHIVES OF THE DIOCESE OF ST. PETERSBURG GENERAL ACCESS POLICY

Effective February 1, 2018

The Archives of the Diocese of St. Petersburg exists to collect, preserve, and make available the records of enduring value which pertain to the experience of the Church in this region. As such, it plays an integral part in the information system of the Diocese. Although its main function is to serve the administrative needs of the bishop and the diocese, it also seeks to ensure a documentary heritage and a basis for scholarly research in keeping with the moral and historical precepts of Canon Law and the democratic values and civil law of the United States of America. Access policies 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 policies.
2. As supported by the National Council of Catholic Bishop's 1974 "A Document on Ecclesiastical Archives" and the "Guidelines for Access to Diocesan Archives" of the Association of Catholic Diocesan Archivists, access to the archives is open to all qualified researchers during normal business hours. The guiding principle is equal access for anyone with legitimate interests in the documentation.
3. Access policies are developed with a sensitivity for the principles of both right to know and confidentiality. Researchers may be required to sign a confidentiality statement as a condition to conducting such research.
4. Few collections are permanently restricted. Some materials, however, may be sequestered from common viewing of 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 arise as a result of contractual stipulations through Deeds of Gift, wills, or sales arrangements.
5. Questions on access policies to individual collections or series may be directed to the archivist.
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 along the chain of command through the Chancellor to the Bishop as the ultimate source of authority.

AUTHORIZED BY:

Archivist: *Lisa C. Molloy*

Chancellor: *Deacon Rick Walsh*

Bishop: *+ [Signature]*

Date: *January 23, 2018*

