



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 COLLECTION DEVELOPMENT POLICY

Effective February 1, 2018

The purpose of the Diocesan Archives is to collect, preserve, and make available for research the official records of the Diocese of St. Petersburg and those ancillary records which reflect the work of the Catholic Church within this Diocese. Official diocesan records are defined as all recorded information, regardless of media type or characteristics, made or received and maintained by an agency, institution, or office of the Diocese of St. Petersburg pursuant to its legal obligations or in the transaction of its business.

The official agencies, institutions, and offices constitute the core collection of the Archives. Offices are the administrative units designed to assist the Bishop in the administration of the diocese and to maintain a reporting relationship to him. Agencies and institutions are considered those administrative units which perform specific functions and maintain an operational relationship with the Bishop. Such agencies and institutions may be operated by religious orders of men and/or women, but remain under the rubric of the Diocese. The parishes and diocesan elementary and high schools of the Diocese are considered to be official Diocesan entities.

Those ancillary records of individuals and organizations engaged in work which is reflective of the work of the Catholic Church in the Diocese of St. Petersburg constitute the additional collections of the Archives. This includes, but is not limited to: records of individuals and/or organizations involved in an advisory role, such as the USCCB and the legal counsel to the Diocese; as a unit supervised by the Diocese, such as religious orders of men and women; and a position of advocacy for the Diocese, such as the Florida Catholic Conference, and lay societies such as the St. Vincent de Paul Society.

