



Collection Acquisition Policy for the Archives

The Archives of the Diocese of Orlando collects and preserves records and materials of permanent value created in the course of diocesan ministry and operations. These records and materials memorialize key pastoral, historical, cultural and business functions of the Diocese of Orlando and the local Church.

The scope of materials acquired for the collection includes Chancery records of all offices, ministries and services of the diocese; records of councils, committees and boards; personal papers of clergy, religious or laity who have served an active role in ministering to the diocese and the Catholic faithful in the local Church; artifacts of historical significance including objects of liturgy, vestments, church ornaments and works of art; photographs; visual and audio media; architectural drawings; scrapbooks; journals and diaries; other materials constituting historic value.

Records and artifacts are acquired through transfers, donations and bequests. A Deed of Gift must accompany all donations.

The Archivist may choose not to accept material that is outside the scope of the collection, is in terminally poor condition, or duplicates other items in the collection.

Parishes and schools are to administer their own archives. In the case of a closure or when appropriate custody and care cannot be assured records and materials of permanent value may be transferred to the Archives with the consent of the Bishop, Chancellor and Archivist.