



## Appendix 1 - Access Conditions

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All records are classified as follows unless otherwise directed by the Archbishop or his delegate.

### 1. OPEN ACCESS

The following records are open access:

Records already in the public domain such as books, newspapers, directories, press releases, circulars and reports.

### 2. CLOSURE PERIODS

#### 21 Parochial registers:

- baptisms: 100 year closure period
- marriages and confirmations: 75 year closure period
- burials: 30 year closure period

#### 22 Closed for 65 years

The following records are closed for 65 years and can only be made available on written application to the Archbishop or his delegate:

- parish files
- files relating to various church groups and agencies

#### 23 Closed for 100 years

The following records are closed for 100 years and can only be made available on written application to the Archbishop or his delegate

- records relating to any members of the diocesan clergy, seminarians and members of religious orders of men and women.
- personal papers, diaries, etc. of former Archbishops, Bishops, clergy or laity

## **24 Sealed**

The following records are not available under any circumstances

- Any highly confidential or sensitive documents as designated by the Archbishop

## **25 Closed for preservation**

Certain records are designated closed to researchers because of their fragile condition. Facsimiles may be available for some sets of records.