



-Archives of the Catholic Diocese of Sale

Appendix 1 – Access Conditions

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

1) Open Access

The following records are open access:

Publications including books, newspapers, directories, pastoral letters, circulars and reports of a general nature.

2) Restricted Access

Parochial Registers:

- Baptisms : 100 year closure period
- Marriages and Confirmations : 75 year closure period
- Burials: 30 year closure period

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

- Parish files
- Files relating to various church groups and organisations
- Account books
- Routine correspondence

The following records are **closed for 100 years** and can only be made available on written application to the Bishop 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 Bishops of Sale.

3) Sealed

The following records are **not available** under any circumstances

- Any highly confidential or sensitive documents as designated by the Bishop.