



Bishops' Conference of Scotland

Scottish Catholic Archives



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1 Scottish Catholic Archives

1.1 Profile

- 1.1.1 The Scottish Catholic Archives is an agency of the Bishops' Conference of Scotland. It is responsible for providing archive and records management services to the Church at national, diocesan and parish level.
- 1.1.2 The Scottish Catholic Archives (the National Archives of the Catholic Church in Scotland) was founded in 1958 when the Blairs College Archives, part of the Scottish Catholic Heritage Collections, were transferred from Blairs Seminary, Aberdeenshire to Columba House in the heart of the New Town of Edinburgh.
- 1.1.3 The role of the Scottish Catholic Archives has evolved in the years since 1958 and the agency now performs a range of archive and records management services to the Bishops' Conference of Scotland and acts on an agency basis to six of the eight diocese in Scotland, providing on-site archive management and storage and archive and records management consultancy in diocesan administrations throughout Scotland.
- 1.1.4 The Scottish Catholic Archives holds the official records of the Bishops' Conference of Scotland and its predecessor bodies, its national commissions and agencies. It also acts on an agency basis to those dioceses which choose to deposit their records with the Scottish Catholic Archives.

2 Access

2.1 Purpose

- 2.1.1 The purpose of this policy statement is to define the principles which allow users to access the archive collections held at the Scottish Catholic Archives and to ensure that staff carry out their responsibilities regarding access, and communicate to others those principles.
- 2.1.2 The Scottish Catholic Archives, welcomes people from any part of the community and any geographical location, whether they be based locally, nationally or internationally. The Scottish Catholic Archives does not in any way discriminate on grounds of religion, and it provides services which promote access for all.
- 2.1.3 Access is a fundamental responsibility through which the Scottish Catholic Archives ensures the continuing availability and authenticity of the archival records that it holds in trust for present and future generations.

2.2 Roles and responsibilities

- 2.2.1 The Keeper of the Scottish Catholic Archives is responsible for the access policy on behalf of the Bishops' Conference of Scotland. The Keeper is also responsible for leading the development and implementation of the access policy, and reports to the Bishops' Conference as appropriate.
- 2.2.2 The staff of the Scottish Catholic Archives assist in implementing the access policy as appropriate to their roles and responsibilities.

2.3 Visiting the Scottish Catholic Archives

- 2.3.1 Users of the Scottish Catholic Archives can expect to receive a high level of service from polite, helpful and well-informed staff. The facilities will be maintained in a manner which is pleasant and clean, and one in which health and safety regulations are observed.
- 2.3.2 There is acknowledgement that access to Columba House presents problems for users with physical disabilities. At this time and for the foreseeable future, this situation cannot be remedied easily, however an informal agreement is in place which will allow the temporary transfer of archive materials to the National Archives of Scotland, providing an environment suitable for research. Additionally, research facilities can be found in other Church properties in Edinburgh, subject to staffing requirements.
- 2.3.3 Users can expect to find the Scottish Catholic Archives open between the hours of 9.30am and 4.30pm from Monday to Friday. Closures are made for lunch (between 1.00pm and 2.00pm) and for other periods, such as vacation and public holidays. It is always advisable for users to contact the Scottish Catholic Archives in advance of a visit. Closures are advised to the public on the website of the Scottish Catholic Archives – <http://www.catholic-heritage.net/sca/>

2.3.4 Staff will assist users in being able to understand the collections which are held by the Scottish Catholic Archives, and endeavour to assist with the basic interpretation of those records in connection with their research. Staff assistance will enable users, irrespective of educational attainment or those with learning difficulties, to achieve full access to the collections.

2.4 Contacting the Scottish Catholic Archives

2.4.1 Enquirers contacting the Scottish Catholic Archives by letter, fax, email or telephone can expect:

- a response within 14 working days
- staff to undertake research for up to 30 minutes free of charge. Where more detailed research is required, enquirers will be advised of the access facilities available to allow them to conduct their own research in person or be referred to the Association of Scottish Genealogists and Researchers in Archives – <http://www.asgra.co.uk/>
- to be able to order archives in advance of a visit or order copies of documents (subject to preservation requirements and appropriate charges in place from time to time)

2.5 On-line access

2.5.1 The Scottish Catholic Archives has a commitment to make available all catalogues in electronic format. Where desirable, these catalogues will be made available to browse or search on the Scottish Catholic Archives website.

2.5.2 The Scottish Catholic Archives will maintain links with the National Register of Archives for Scotland and continue to submit copies of catalogues to it.

2.5.3 The Scottish Catholic Archives will maintain links with The National Archives: Historic Manuscripts Commission and continue to submit lists of new accessions for inclusion in the National Register of Archives – <http://www.nra.nationalarchives.gov.uk/nra/>

2.5.4 The Scottish Catholic Archives will continue to support the work of the Scottish Archive Network (SCAN) in providing online resources.

2.6 Access to personal data

2.6.1 The Scottish Catholic Archives will assist owners of deposited records in complying with their obligations with regards to the principles of the Data Protection Act (1998). The Scottish Catholic Archives will assist owners of records in delivering access to personal data for individuals when requests are made.

2.6.2 The Scottish Catholic Archives will provide access to information relating to individuals following consultation with the owners of the records. This access will be carried out in accordance with the provisions outlined in the Data Protection Act (1998).

2.6.3 The Scottish Catholic Archives holds information relating to institutional children's homes or educational establishments. The records held are predominantly of an administrative nature, however minimal information does exist relating to individuals, who were resident in institutional children's homes or educational establishments. In most cases, the institutions concerned were operated by religious orders, who canonically have an obligation to maintain their own archives. The Scottish Catholic Archives will, in conjunction with the National Office for the Protection of Children and Vulnerable Adults, endeavour to locate the relevant body which is likely to have responsibility for historic records, and undertake to pass on full details to any enquirer with regard to access procedures.

2.7 Complaints and Feedback

2.7.1 The Scottish Catholic Archives welcomes user observations on the quality of the service they have received. In the case of complaints, the Keeper of the Scottish Catholic Archives will respond (where contact details have been given) with an appreciation, explanation or apology according to the circumstances of the case.

3 Acquisition

3.1 Purpose

- 3.1.1 The purpose of this policy statement is to define the principles which allow the Scottish Catholic Archives to accept archive collections; to continue to manage those collections; assign objectives, priorities and conditions to archival acquisition and in certain cases, consider their removal by de-accessioning from the Scottish Catholic Archives.

3.2 Roles and responsibilities

- 3.2.1 The Keeper of the Scottish Catholic Archives is responsible for acquisitions on behalf of the Bishops' Conference of Scotland. The Keeper is also responsible for leading the development and implementation of the acquisitions policy, and reports to the Bishops' Conference as appropriate. In cases where a large collection is under consideration, which would require additional resources and/or expenditure, the Keeper will refer the decision to the Bishops' Conference of Scotland.

3.3 Terms

- 3.3.1 The following terms are used in this policy:
- *Records* – recorded information in any form or medium, created or received and maintained by an organisation, or person in the transaction of business or the conduct of affairs
 - *Non-current records* – those records which are no longer required for business purposes
 - *Archives* – records which have been selected for permanent preservation because of their continuing value
 - *Keeper of the Scottish Catholic Archives* – a qualified archivist, the Keeper is responsible for the care of all archival records held by the Scottish Catholic Archives, including storage, cataloguing, preservation and conservation, and controlling access
 - *Depositor* – a person or organisation that transfers custody of records to the Scottish Catholic Archives
 - *Archival value* – the value of records for future use as evidence of past activities and for historical research
 - *De-accessioning/disposal* – the process of withdrawing records from the Scottish Catholic Archives either by transferring them to another institution, returning them to the depositor, selling or destroying them

3.4 Methods of acquisition

- 3.4.1 Records are acquired by the Scottish Catholic Archives in the following ways:
- *Transfer* – internal transfer from the General Secretariat, national commissions or agencies, dioceses which utilise the Scottish Catholic Archives on an agency basis and parishes in Scotland
 - *Purchase* – purchase from the owner of the records or a reputable dealer
 - *Gift* – legal ownership is transferred to the Scottish Catholic Archives
 - *Loan* – custody and responsibility for the records is transferred for a fixed period to the Scottish Catholic Archives, whilst the depositor retains legal ownership
 - *Charge and Superintendence* – transmission from the National Archives of Scotland by the Keeper of the Records of Scotland

3.5 Objectives

3.5.1 The objective of the Scottish Catholic Archives is to preserve and make accessible to the Church and the public, records which document how the Catholic Church in Scotland at home and abroad, its allied agencies and organisations, have carried out their core functions and canonical duties. The Scottish Catholic Archives also collects records of historical or research interest relating to Catholicism in Scotland in the pre and post reformation periods.

3.6 Official Records

3.6.1 The Scottish Catholic Archives cares for the official records of the Catholic Church in Scotland at home and abroad prior to the restoration of a Catholic Diocesan Hierarchy in Scotland in 1878; any papers transmitted from the dioceses and parishes of Scotland and from the Bishops' Conference of Scotland, and would normally include:

- The pre-reformation Catholic Church in Scotland (Pre 1560)
- The Scots Mission (1560-1878)

- The Lowland District Vicariate (1727-1827)
- The Highland District Vicariate (1727-1827)

- The Eastern District Vicariate (1827-1878)
- The Northern District Vicariate (1827-1878)
- The Western District Vicariate (1827-1878)

- The Hierarchy of Scotland (1878-)
- The Bishops' Conference of Scotland, its General Secretariat, Commissions and Agencies (20th century-)

- The Archdiocese of St Andrews and Edinburgh (1878-)
- The Diocese of Aberdeen (1878-)
- The Diocese of Argyll and the Isles (1878-)
- The Diocese of Dunkeld (1878-)
- The Diocese of Galloway (1878-)
- The Diocese of Motherwell (1947-)

- Records of the Scots Colleges: Paris, Douai, Rome, Madrid (15th century-)
- Records of the Seminaries: Scalan, Aquhorties, Blairs, Drygrange, Gillis, Scotus (18th century-)
- Records of the Scots Benedictine Abbeys, Germany (1177-19th century)

- Records of St Benedict's Abbey, Fort Augustus (16th century – 1998)
- Missions and parishes

3.6.2 The Scottish Catholic Archives cares for private records received by gift, purchase, loan or charge and superintendence, which relate to the Catholic Church in Scotland at home and abroad. These can include the records of:

- Individuals
- Families
- Estates
- Businesses
- Organisations
- Clubs and societies

3.6.3 The Scottish Catholic Archives does not normally acquire records which relate to the Archdiocese of Glasgow, which maintains its own archive facilities. The Scottish Catholic Archives will not normally accept records from religious orders where there is an established provincial archive, however where practicable, records relating to Scotland will be given consideration if the provincial archive is located furth of Scotland.

3.7 Acquisition priorities

3.7.1 The Scottish Catholic Archives acquisition priorities are:

- To acquire the records of the Catholic Church in Scotland at home and abroad
- To transfer non-current records still held within Church properties in poor storage conditions
- To acquire records of the Catholic Church in Scotland at home and abroad that are currently held in other archive services
- To acquire records from private individuals and organisation that will increase the range and depth of the collections held

3.8 Acquisition conditions

3.8.1 Before acquiring records, the Scottish Catholic Archives requires that:

- All records be non-current
- Private records fall under the acquisition responsibility as outlined above
- The depositor is authorised to transfer title to material and signs a deposit agreement
- All material must undergo archival appraisal and satisfy the following criteria, before it can be recommended for retention:
 - the material is unique
 - its authenticity and integrity is well documented
 - its historical/archival value can be demonstrated
 - it is in a reasonable physical condition
 - the Scottish Catholic Archives has the facilities to be able to care for the records properly
- The records either become the property of the Scottish Catholic Archives (within the restrictions of Canon Law) or its responsibility, to be administered as it sees fit

3.9 De-accessioning

3.9.1 The purpose of the Scottish Catholic Archives is to collect and permanently preserve those records which are of historical value relating to the Catholic Church in Scotland at home and abroad in accordance with this acquisition policy. In some cases, records held by the Scottish Catholic Archives may fall outside this policy. Such records should be removed from the care of the Scottish Catholic Archives (de-accessioned).

3.9.2 Only material that clearly falls outside the conditions of the acquisition policy outlined above may be de-accessioned. De-accessioning material in this way ensures that records are held only in the most suitable repository, and provides space for collections that fall within the acquisition policy.

3.9.3 In most cases, material will be de-accessioned so that it may be transferred to a more suitable repository. In some cases, de-accessioned material may be sold, returned to the original owner, or destroyed. For deposited material, the owner's

consent will be obtained before the material is transferred to another repository or destroyed. Records owned by the Scottish Catholic Archives may be sold, transferred or destroyed without further consultation with the donor. Any proceeds from the sale of such records will be used by the Scottish Catholic Archives to fund the purchase of acquisitions, or for archive preservation and conservation.

- 3.9.4 The Keeper Of the Scottish Catholic Archives is responsible for de-accessioning on behalf of the Bishops' Conference of Scotland. The Keeper is also responsible for leading the development and implementation of the de-accessions policy, and reports to the Bishops' Conference as appropriate. In cases where a large or valuable collection is under consideration for de-accessioning, the Keeper will refer the decision to the Bishops' Conference of Scotland.

4 Deposit Terms & Conditions

4.1 Purpose

- 4.1.1 The purpose of this policy statement is to define the terms and condition which allow the Scottish Catholic Archives to accept deposits of archival materials.
- 4.1.2 The Scottish Catholic Archives is empowered to accept privately owned records by way of gift, purchase or loan. All records received will be held for the benefit of the Church and the public and subject to the following terms of deposit as listed in 4.3 below.
- 4.1.3 Where records are deposited on temporary or permanent loan, the Owner is required to notify the Scottish Catholic Archives of any changes of address, and, if possible, to indicate to whom ownership of the documents should devolve after the lifetime of the organisation or individual.

4.2 Roles and responsibilities

- 4.2.1 The Keeper of the Scottish Catholic Archives is responsible for ensuring that the terms and conditions for deposits are adhered to on behalf of the Bishops' Conference of Scotland. The Keeper is also responsible for leading the development and implementation of the terms and conditions, and reports to the Bishops' Conference as appropriate.

4.3 Terms of Deposit

- 4.3.1 The terms of deposit are intended to secure the safe preservation of the records and to protect the interests of the Owner while permitting public access for research.
- 4.3.2 The Scottish Catholic Archives makes no charge for the deposit of privately owned records, or for the arrangement, cataloguing and repair of such records (subject to section 4.5.4 below), but reserves the right to return to the Owner or to destroy (with the Owner's consent) any items of limited historical value.
- 4.3.3 The Owner is furnished with a receipt for records and with a catalogue of the records when that has been completed.

4.4 Care of the Records

- 4.4.1 Records are held at the Scottish Catholic Archives, Columba House, 16 Drummond Place, Edinburgh EH3 6PL.
- 4.4.2 Records are stored according to the provisions outlined in the Preservation Policy of the Scottish Catholic Archives.

- 4.4.3 Records will undergo such conservation and restoration as is deemed necessary by the Keeper of the Scottish Catholic Archives.
- 4.4.4 For their security and identification, the records are numbered with a reference code. Copies may be provided according to the provisions outlined in the Preservation Policy of the Scottish Catholic Archives, in appropriate cases, the Keeper of the Scottish Catholic Archives may only permit users to study facsimiles to avoid damage to the original records.

4.5 Removal of the Records

- 4.5.1 The Owner of documents, his accredited representative or successor in title, may temporarily or permanently remove records deposited in the Scottish Catholic Archives on giving reasonable notice and, if required, proof of ownership. The removal of the documents will be carried out at the Owner's expense.
- 4.5.2 The Scottish Catholic Archives reserves the right to make microfilm, digital, photographic or other copies of the records, and to retain the records for a reasonable period to permit this copying work to be carried out.
- 4.5.3 If the Owner terminates the agreement with a view to selling the records or any of them, the Owner shall offer the Scottish Catholic Archives first refusal to purchase them at their then market value to be determined, failing agreement, by an independent expert appointed.
- 4.5.4 Owing to the high cost of cataloguing and repair work, the Scottish Catholic Archives reserves the right to reclaim the cost of such work if records are permanently withdrawn within ten years of the work being completed; or if any of the documents are sold by the Owner other than to the Scottish Catholic Archives within a period of six months after the termination of the deposit and removal of documents from the Scottish Catholic Archives, the Scottish Catholic Archives shall be entitled to claim from the Owner the full costs incurred in cataloguing and repair work, and administering the documents during the period the documents were deposited with the Scottish Catholic Archives.

4.6 Access to the Records

- 4.6.1 Records (subject to section 4.5.2 below) are made available for research by the public free of charge under supervision at the Scottish Catholic Archives. Access to the records is provided in accordance with the provisions outlined in the Access Policy of the Scottish Catholic Archives.
- 4.6.2 Records are catalogued and indexed to professional standards. Access to the catalogues and indexes is provided in accordance with the provisions outlined in the Access Policy of the Scottish Catholic Archives.
- 4.6.3 The Keeper of the Scottish Catholic Archives reserves the right to refuse access to records which have not been catalogued or numbered, or which are in a fragile state, or in need of repair.

4.6.4 The Scottish Catholic Archives may impose appropriate closure periods under the terms of the Data Protection Act 1998, and/or at the request of the Owner. The Scottish Catholic Archives will respond to any specific requirements regarding appropriate closure periods when requested to by the Owner. These will be arranged on an individual basis.

4.7 Reproduction and Copyright

4.7.1 For gifted records, copyright is automatically transferred to the Scottish Catholic Archives.

4.7.2 Except for security purposes, records may be copied photographically or by other means only for the purposes of personal study or educational uses (e.g. in schools, colleges, universities and adult education courses). It may be necessary in certain circumstances for photographic copies to be made outside the Scottish Catholic Archives premises, and the Keeper of the Scottish Catholic Archives reserves the right to authorise the making of such copies.

4.7.3 Photographic copies in any format supplied by the Scottish Catholic Archives may not be further reproduced without the express permission of the Keeper of the Scottish Catholic Archives. The Scottish Catholic Archives will make an appropriate charge for the provision of any form of facsimile.

4.7.4 Copies will only be provided subject to the guidelines given in the Preservation Policy. The Copyright Designs and Patents Act (1988) will also be taken into account when assessing photocopying requests.

4.8 Publication

4.8.1 Whole or extensive extracts of records or photographs of records may not be published without the consent of the Owner. It is the responsibility of the author and publisher to seek permission for publication and to ensure conformity with the terms of the Copyright Designs and Patents Act (1988).

4.8.2 Where it is known that research intended for publication is based extensively on a collection or collections of deposited records, the author will be requested by the Keeper of the Scottish Catholic Archives to apply to the Owner for permission to publish such research and make sufficient acknowledgement. Such requests shall be made in writing to the Keeper of the Scottish Catholic Archives in the first instance, who will in turn contact the Owner.

4.8.3 The author will be required to submit extracts from the proposed work for approval by the Owner prior to publication.

4.8.4 Where the records are owned by the Scottish Catholic Archives, permission should be sought from the Keeper of the Scottish Catholic Archives.

4.8.5 The Scottish Catholic Archives may without further consent from the Owner, publish deposited records in its own education and information publications (e.g. annual reports, printed handlists and catalogues, press notices or teaching aids). Such

publication shall not be held to limit or infringe the copyright of the Owner. Acknowledgement to the Owner will be made in appropriate cases.

4.9 Lectures and Exhibitions

4.9.1 Original records may be displayed without further consent of the Owner in exhibitions held in premises controlled by the Scottish Catholic Archives, or in circumstances where the records remain in the custody of a member of Scottish Catholic Archives staff. Deposited records will not, however, be loaned for exhibition by other bodies without the written consent of the Owner.

4.10 Special Conditions

4.10.1 Deposited records may be accepted for deposit on special conditions differing from the general conditions above at the discretion of the Keeper of the Scottish Catholic Archives.

5 Preservation

5.1 Purpose

- 5.1.1 The purpose of this policy statement is to define the principles that allow the Scottish Catholic Archives to further preservation activities, and to ensure that staff carry out their responsibilities regarding the preservation function of the Archives and communicates those principles to others.

5.2 Context

- 5.2.1 The fundamental purpose of the preservation activity, its nature and scope, and its relationship with other archival functions has evolved significantly in recent years. This policy is a major step forward in developing standards and principles to record the policy goals of the organization.
- 5.2.2 Archival records themselves now include increasing numbers of technology-dependent records with special preservation challenges. The concept of both current and long-term accessibility as purposes for preservation, and the need to keep users informed of the effects that preservation actions may have on the meaning which archival records communicate, are ideas which need to be reflected.

5.3 Authority

- 5.3.1 Authority for this statement is drawn from the *Code of Canon*, being discussed fully in, *A Circular Letter from The Pontifical Commission for the Cultural Heritage of the Church on the Pastoral Function of Archives*, republished in *Church Archives* by The Catholic Archives Society, 1997. A document 'Canon Law and the Provision of Archives' can be found in appendix B.

5.4 Roles and Responsibilities

- 5.4.1 The Keeper of the Scottish Catholic Archives authors the Preservation Policy on behalf of the Bishops' Conference of Scotland. The Keeper is responsible for leading the development and implementation of the Preservation Policy, and reports to the Bishops' Conference as appropriate.
- 5.4.2 The Scottish Catholic Archives places considerable importance on the physical nature and condition of those records selected for permanent preservation so that it is able to ensure access both in the present and the long term. This is particularly important with those records which are technology dependent. It provides guidance and advice to dioceses, commissions, agencies and other church bodies planning to transfer records on preparation, packing and in the case of electronic records, format and metadata.
- 5.4.3 The Scottish Catholic Archives also endeavours to influence records creators to incorporate preservation measures within their workplaces. The Scottish Catholic Archives provides advice and support for preservation policy within dioceses,

commissions, agencies and other church bodies. In some cases preservation may be delegated to records creators or appointed places of deposit, with the Scottish Catholic Archives providing monitoring and advisory functions.

- 5.4.4 The staff of the Scottish Catholic Archives assist in implementing the preservation policy as appropriate to their roles and responsibilities.

5.5 Policy Principles

5.5.1 Preservation is a fundamental responsibility through which the Scottish Catholic Archives ensures the continuing availability and authenticity of the archival records that it holds in trust for present and future generations. The Scottish Catholic Archives recognises that preservation is a pervasive function and will ensure that it is integral to all archive activities from acquisition through to access; every staff member will play a part.

5.5.2 All types of records will be valued according to their qualities and worth as archival records, rather than the nature of their media. All types of records will be preserved in a manner appropriate to their technical characteristics.

5.5.3 Different preservation paradigms may apply to electronic records. Preservation of the information content of the record, and preservation of an appropriate technology for accessing that content, are separate but interdependent activities.

5.5.4 All conservation treatment, in whatever format, will be undertaken with the intention of ensuring the future survival of the record, while preserving authenticity and context.

5.6 Preservation Planning and Strategy

5.6.1 The Scottish Catholic Archives will produce a preservation strategy which will guide plans and actions that reflect the scope of its mandate, identify all key results from development and implementation of the strategy, and plan resources accordingly.

5.6.2 All preservation planning will be determined by the Scottish Catholic Archives. Dioceses, commissions and other related agencies should consult the Scottish Catholic Archives when planning any projects that might have an impact on the preservation of archival material.

5.7 Acquisition, Selection and Disposal

5.7.1 The physical nature and condition of the records, weighed against the capacity of the Scottish Catholic Archives to preserve and ensure access to them in the present and the long term, will be considered as criteria in deciding whether or not to acquire or retain records, particularly technology dependent records.

5.7.2 Where internal resources are considered inadequate to preserve records and provide access in the long term, the Scottish Catholic Archives may explore options with donors and sources of records either during the acquisition process or later,

such as funding support, completion of preliminary work by records creators, or provision by the source of a duplicate for access purposes.

- 5.7.3 The Scottish Catholic Archives may also endeavour to influence records creators to incorporate preservation measures within their workplaces, particularly for technology-dependent records; in some instances, long-term preservation may be delegated to records creators, with the Scottish Catholic Archives providing advisory and monitoring functions.
- 5.7.4 Methodologies to assess and predict preservation requirements will be designed for both current holdings and projected acquisitions.
- 5.7.5 Certain records held in obsolete electronic formats or on inaccessible hardware may be destroyed after appropriate copying. Before approval is given to destroy such records, permanent inaccessibility in the current state must be proved. The new copy must be of an approved format that ensures as much as possible the longevity and authenticity of the record.

5.8 Preservation Management of Collections

- 5.8.1 All new members of staff will be given preservation training, and appropriate refresher training will also be provided.
- 5.8.2 Preservation management includes:
- internal advice and training on preservation methods
 - conservation treatments
 - custody and security
 - reformatting
 - records format standards (i.e. physical attributes/best practice)
- 5.8.3 Within budgetary and other business restrictions, the Scottish Catholic Archives will endeavour to adhere to The British Standard: *'BS 5454:2000 - Recommendations for Storage and Exhibition of Archival Documents'*. It will use appropriate accommodation standards, and tested materials and equipment to store records and microfilms. It will also ensure that appropriate standards and guidelines are set for all records-related actions e.g. handling, processing, transport, security, loans, exhibitions, etc.
- 5.8.4 Preservation management of copies, i.e. storage, handling and use, will reflect the intended use of the copy. Archival masters, particularly for technology dependent records, may receive the same priority as archival records, with a descending scale of rigour applied to other types of copies, with reference copies intended to be used freely and replaced as necessary.
- 5.8.5 Records about preservation activities, such as data on preventive preservation and holdings maintenance, copying, treatments, surveys, loans, exhibitions and service requests, will be made and retained as appropriate and managed as a corporate asset.

5.9 Accommodation, Security and Environment

- 5.9.1 The Scottish Catholic Archives will seek to ensure appropriate and secure accommodation for all its holdings, wherever they are stored, processed or used.
- 5.9.2 Like all preservation actions, accommodation is an active, not a passive, measure, requiring daily management to maximize effectiveness. Appropriate accommodation includes containerization that conforms to archival standards, security, pest management, disaster-readiness and cleanliness protocols.
- 5.9.3 Within budgetary and other business restrictions, the Scottish Catholic Archives will endeavour to adhere to The British Standard: *'BS 5454 - Recommendations for Storage and Exhibition of Archival Documents'*.

5.10 Disaster and Emergency Preparedness

- 5.10.1 In a disaster or an emergency, the first priority will be the safety of people, followed by immediate action to rescue or prevent further damage to the records. Depending on the immediate threat, emergency response and recovery actions will take precedence over all other Scottish Catholic Archives activities.
- 5.10.2 The Scottish Catholic Archives will maintain a set of procedures to be followed in the event of disasters and emergencies. This will cover events such as fire, flood, pest infestation, growth of mould, vandalism and accident. Scottish Catholic Archives staff in conjunction with colleagues from the Archdiocese of Glasgow Archives will lead immediate recovery actions in conjunction with voluntary and commercial recovery teams.
- 5.10.3 Assistance from local disaster networks and support from preservation staff in other national institutions will be sought if thought necessary.

5.11 Copying

- 5.11.1 All copies that are kept by the Scottish Catholic Archives have preservation value because they:
- reduce the movement and exposure of archival records;
 - may be designated the archival record if an archival record is lost or damaged;
 - may constitute proof of condition and legal ownership;
- 5.11.2 Preservation copying will employ techniques and materials tested for longevity and cost-effectiveness; i.e. for the foreseeable future, it must be in traditional analogue, digital, photographic, microfilm media or, for technology dependent records, appropriate technology dependent copy media.
- 5.11.3 For human-readable records the first priority is to ensure preservation of the archival records themselves in preference to making preservation copies.
- 5.11.4 Customer copying must not endanger the archival record; however it should offer customers their desired copy formats to the greatest extent possible.

- 5.11.5 Customer copying, in digital form, will also entail, as for all electronic records, preservation maintenance through repeated cycles of migration of the whole body of digitized record, together with its metadata.
- 5.11.6 For all copies kept by the Scottish Catholic Archives, specific reference to the archival record must be maintained for research, access, preservation and control purposes.
- 5.11.7 The copying of records will at all times be carried out in accordance with Copyright and Data Protection legislation.

5.12 Conservation Treatment

- 5.12.1 Preservation and conservation actions taken on behalf of all records in the Scottish Catholic Archives will be in accordance with nationally recognized and agreed ethical and technical standards.
- 5.12.2 For all records, conservation treatments proceed in a progressive sequence from stabilization and structural consolidation to cleaning and repair, to more intrusive methods of remedial action. In many instances, conservation treatments or changes will be visible and apparent to the user, but in other instances, users must be informed of the effects of conservation actions on the records.
- 5.12.3 All conservation examinations and treatments will be recorded, including photographic documentation where necessary, and a formal system established for maintaining and communicating such information.
- 5.12.4 Conservation treatments for electronic records may encompass both the physical medium (e.g. rewinding, cleaning) and the intellectual content (e.g. migration).

5.13 Access

- 5.13.1 Whenever documents are produced to either readers or staff, this will be done in accordance with the Scottish Catholic Archives Access Policy and any specific deposit agreements.
- 5.13.2 Surrogate copies of fragile or valuable material may in some cases be created before access is granted.

Appendix A Policies and Guidelines Consulted

A Circular Letter from The Pontifical Commission for the Cultural Heritage of the Church on the Pastoral Function of Archives, republished in Church Archives by The Catholic Archives Society, 1997

British Standards Institution: BS 5454: 2000 'Recommendations for the Storage and Exhibition of Archival Documents'

National Archives of Canada: Preservation Policy (December 2001);
http://www.archives.ca/13/1304/docs/preservationpolicy_e.pdf

The Code of Canon Law. The Canon Law Society Trust, 1983

The National Archives [of England, Wales and the United Kingdom Government]:
Preservation Policy (27 May 2004);
http://www.nationalarchives.gov.uk/about/pdf/preservation_policy.pdf

Appendix B Canon Law and the Provision of Archives

The Chancellor, Notaries and the Archives

- Can. 482 §1 In each curia a chancellor is to be appointed, whose principal office, unless particular law states otherwise, is to ensure that the acts of the curia are drawn up and dispatched, and that they are kept safe in the archive of the curia.
§2 If it is considered necessary, the chancellor may be given an assistant, who is to be called the vice-chancellor.
§3 The chancellor and vice-chancellor are automatically notaries and secretaries of the curia.
- Can. 483 §1 Besides the chancellor, other notaries may be appointed, whose writing or signature authenticates public documents. These notaries may be appointed for all acts, or for judicial acts alone, or only for acts concerning a particular issue or business.
§2 The chancellor and notaries must be of unblemished reputation and above suspicion. In cases which could involve the reputation of a priest, the notary must be a priest.
- Can. 484 The office of notary involves:
1° writing acts and documents concerning decrees, arrangements, obligations, and other matters which require their intervention;
2° faithfully recording in writing what is done, and signing the document, with a note of the place, the day, the month and the year;
3° while observing all that must be observed, showing acts or documents from the archives to those who lawfully request them, and verifying that copies conform to the original.
- Can. 485 The chancellor and the other notaries can be freely removed by the diocesan Bishop. They can be removed by a diocesan Administrator only with the consent of the college of consultors.
- Can. 486 §1 All documents concerning the diocese or parishes must be kept with the greatest of care.
§2 In each curia there is to be established in a safe place a diocesan archive where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.
§3 An inventory or catalogue is to be made of documents kept in the archive, with a short synopsis of each document.
- Can. 487 §1 The archive must be locked, and only the Bishop and the chancellor are to have the key; no one may be allowed to enter unless with the permission of the Bishop, or with the permission of both the Moderator of the curia and the chancellor.
§2 Persons concerned have the right to receive, personally or by proxy, an authentic written or photostat copy of documents which are of their nature public and which concern their own personal status.

- Can. 488 It is not permitted to remove documents from the archive, except for a short time and with the permission of the Bishop or of both the Moderator of the curia and the chancellor.
- Can. 489 §1 In the diocesan curia there is also to be a secret archive, or at least in the ordinary archive there is to be a safe or cabinet, which is securely closed and bolted and which cannot be removed. In this archive documents which are to be kept under secrecy are to be most carefully guarded.
 §2 Each year documents of criminal cases concerning moral matters are to be destroyed whenever the guilty parties have died, or ten years have elapsed since a condemnatory sentence concluded the affair. A short summary of the facts is to be kept, together with the text of the definitive judgement.
- Can. 490 §1 Only the Bishop is to have the key of the secret archive.
 §2 When the see is vacant, the secret archive or safe is not to be opened except in a case of real necessity, and then by the diocesan Administrator personally.
 §3 Documents are not to be removed from the secret archive or safe.
- Can. 491 §1 The diocesan Bishop is to ensure that the acts and documents of the archives of cathedral, collegiate, parochial and other churches in his territory are carefully kept and that two copies are made of inventories or catalogues. One of these copies is to remain in its own archive, the other is to be kept in the diocesan archive.
 §2 The diocesan Bishop is to ensure that there is an historical archive in the diocese, and that documents which have an historical value are carefully kept in it and systematically filed.
 §3 In order that the acts and documents in §§1 and 2 may be inspected or removed, the norms laid down by the diocesan Bishop are to be observed.

Parishes, Parish Priests and Assistant Priests

- Can. 535 §1 In each parish there are to be parochial registers, that is, of baptisms, of marriages and of deaths, and any other registers prescribed by the Episcopal Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that the registers are carefully preserved.
 §2 In the register of baptisms, a note is to be made of confirmation and of matters pertaining to the canonical status of the faithful by reason of marriage, without prejudice to the provision of can. 1133, and by reason of adoption, the reception of sacred order, the making of perpetual profession in a religious institute, or a change of rite. These annotations are always to be reproduced on a baptismal certificate.
 §3 Each parish is to have its own seal. Certificates concerning the canonical status of the faithful, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.
 §4 In each parish there is to be an archive, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On the occasion of visitation or at some other opportune time, the diocesan Bishop or his delegate is to inspect all of

these matters. The parish priest is to take care that they do not fall into unauthorised hands.

§5 Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

Proof and Registration of Confirmation

Can. 895 The names of those confirmed, the minister, the parents, the sponsors and the place and date of the confirmation are to be recorded in the confirmation register of the diocesan curia or, wherever this has been prescribed by the Episcopal Conference or by the diocesan Bishop, in the register to be kept in the parochial archive. The parish priest must notify the parish priest of the place of the baptism that the confirmation was conferred, so that it be recorded in the baptismal register, in accordance with can. 535 §2.

Can. 896 If the parish priest of the place was not present, the minister, personally or through someone else, is to notify him as soon as possible that the confirmation was conferred.

The Offering made for the Celebration of Mass

Can. 958 §1 The parish priest, as well as rector of a church or other pious place in which Mass offerings are usually received, is to have a special book in which he is accurately to record the number, the intention and the offering of the Masses to be celebrated, and the fact of their celebration.

§2 The ordinary is obliged to inspect these books each year, either personally or through others.

The Registration and Evidence of Ordination

Can. 1053 §1 After an ordination, the names of the individuals ordained, the name of the ordaining minister, and the place and date of ordination are to be entered in a special register which is to be carefully kept in the curia of the place of ordination. All the documents of each ordination are to be accurately preserved.

§2 The ordaining Bishop is to give to each person ordained an authentic certificate of the ordination received. Those who, with dismissorial letters, have been promoted by a Bishop other than their own, are to submit the certificate to their proper Ordinary for the registration of the ordination in a special register, to be kept in the archive.

Can. 1054 The local Ordinary, if it concerns the secular clergy, or the competent major Superior, if it concerns his subjects, is to send a notification of each ordination to the parish priest of the place of baptism. The parish priest is to record the ordination in the baptismal register in accordance with can. 535 §2.

Sacred Places

- Can. 1205 Sacred places are those which are assigned to divine worship or to the burial of the faithful by the dedication or blessing which the liturgical books prescribe for this purpose.
- Can. 1206 The dedication of a place belongs to the diocesan Bishop and to those equivalent to him in law. For a dedication in their own territory they can depute any Bishop or, in exceptional cases, a priest.
- Can. 1207 Sacred places are blessed by the Ordinary, but the blessing of churches is reserved to the diocesan Bishop. Both may, however, delegate another priest for the purpose.
- Can. 1208 A document is to be drawn up to record the dedication or blessing of a church, or the blessing of a cemetery. One copy is to be kept in the diocesan curia, the other in the archive of the church.

The Administration of Goods

- Can. 1282 All persons, whether clerics or laity, who lawfully take part in the administration of ecclesiastical goods, are bound to fulfil their duties in the name of the Church, in accordance with the law.
- Can. 1283 Before administrators undertake their duties:
 1° they must take an oath, in the presence of the Ordinary or his delegate, that they will well and truly perform their office;
 2° they are to draw up a clear and accurate inventory, to be signed by themselves, of all immovable goods, of those movable goods which are precious or of a high cultural value, and of all other goods, with a description and an estimate of their value; when this has been compiled, it is to be certified as correct;
 3° one copy of this inventory is to be kept in the administration office and another in the curial archive; any change which takes place in the property is to be noted on both copies.
- Can. 1284 §1 All administrators are to perform their duties with the diligence of a good householder.
 §2 Therefore they must:
 1° be vigilant that no goods placed in their care in any way perish or suffer damage; to this end they are, to the extent necessary, to arrange insurance contracts;
 2° ensure that the ownership of ecclesiastical goods is safeguarded in ways which are valid in civil law;
 3° observe the provisions of canon and civil law, and the stipulations of the founder or donor or lawful authority; they are to take special care that damage will not be suffered by the Church through the non-observance of the civil law;
 4° seek accurately and at the proper time the income and produce of the goods, guard them securely and expend them in accordance with the wishes of the founder or lawful norms;

5° at the proper time pay the interest which is due by reason of a loan or pledge, and take care that in due time the capital is repaid;
6° with the consent of the Ordinary make use of money which is surplus after payment of expenses and which can be profitably invested for the purposes of the juridical person;
7° keep accurate records of income and expenditure; to draw up an account of their administration at the end of each year;
9° keep in order and preserve in a convenient and suitable archive the documents and records establishing the rights of the Church or institute to its goods; where conveniently possible, authentic copies must be placed in the curial archives.

Pious Dispositions in General and pious Foundations

- Can. 1306 §1 All foundations, even if made orally, are to be recorded in writing.
§2 One copy of the document is to be carefully preserved in the curial archive and another copy in the archive of the juridical person to which the foundation pertains.
- Can. 1307 §1 When the provisions of cann. 1300-1302 and 1287 have been observed, a document showing the obligations arising from the pious foundations is to be drawn up. This is to be displayed in a conspicuous place, so that the obligations to be fulfilled are not forgotten.
§2 Apart from the book mentioned in can. 958 §1, another book is to be kept by a parish priest or rector, in which each of the obligations, their fulfilment and the offering given, is to be recorded.

Penal Remedies and Penances

- Can. 1339 §3 The fact that there has been a warning or a correction must always be proven, at least from some document to be kept in the secret archive of the curia.

The Penal Process

- Can. 1717 §1 Whenever the Ordinary receives information, which has at least the semblance of truth, he is to enquire carefully, either personally or through some suitable person, about the facts and circumstances, and about the imputability of the offence, unless this enquiry would appear to be entirely superfluous.
- Can. 1719 The acts of the investigation, the decrees of the Ordinary by which the investigation was opened and closed, and all matters which proceeded the investigation, are to be kept in the secret curial archive, unless they are necessary for the penal process.

The Code of Canon Law, in English translation. Prepared by the Canon Law Society of Great Britain and Ireland. Collins Liturgical Publication, London, 1983.