

REPORT OF THE DIOCESAN ARCHIVIST

The closure of some parishes has resulted in Registers being sent to me for safe keeping at McMaster University.

Two parishes at least had never sent any completed Registers to the Diocese and then to McMaster.

Please read Diocesan Canon 2.6. It is very important all Registers (Baptism, Confirmation, Marriages and Burials) be kept carefully and when completed sent to me for indexing and then to McMaster University for copying and safekeeping. Copies are made in due time (in Toronto) and sent to the parish at no charge. I have access to these Registers at all times.

New clergy may not be aware of what important documents are at McMaster. If you need a record of this please contact me at Cathedral Place. Also an excellent pamphlet "Archives, our story" lists what to keep and what not to keep.

When bringing any archival material to me at Cathedral Place please list what it is and the parish and person who has brought it.

Please remember all clergy are now required to print their names (clearly) as well as sign all important documents and registers. It is very hard to decipher some signatures when certified copies are required for legal purposes.

If you are printing a parish history a (free) complimentary copy should be sent to the Diocesan Archivist for future reference.

Remember also any drawings, plans or blueprints should have copies sent to me.

Thank you for your co-operation.

Respectfully submitted,

The Venerable John Rathbone

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