



Archives of the Diocese of Rapid City Access Policy

The mission of the Archives of the Diocese of Rapid City (DRC) is to collect and preserve the historic records of the Diocese in western South Dakota.

This Access Policy for the archival collections held by the DRC is adopted to establish the types of research requests that can be made, the procedures for making a research request, the restrictions on access to certain materials, the rules governing in-person research, and the procedures and rules for duplication and citation of collection materials.

Policies have been created to provide researchers with reasonable access and to protect the privacy of individuals named in the registers.

Definitions

1. “Access” means obtaining information from the DRC Archives under the procedures established in this document. It does not mean physical access to the archival documents and records. Physical access is governed by canon law and the DRC.
2. “Archivist” means the person appointed by the Bishop of the DRC and authorized by the Chancellor.
3. “Research” means any activity undertaken to obtain information of any kind from the documents and records archived within the DRC.
4. “Researcher” means any person performing or requesting to perform research.

General Policies

1. Access to records of **Baptism, Marriage, and Burial** are governed by the Diocese of Rapid City archives guidelines (that is, the current year minus 100). Access to microfilmed records of any year may be restricted at the discretion of the Archives.
2. Sacramental registers are often fragile, and they contain personal and confidential information. The volume of requests makes allowing in-person research impractical to fulfill, and there is frequently a lack of adequate space and personnel for in-person researcher. Therefore,
 - a. In accordance with Canon 487§2, archives staff will complete records requests on behalf of the Researcher and produce necessary copies of their documents.
 - b. Archives staff will complete genealogical research on behalf of the Researcher. These requests will be completed as archive staff is available to perform the necessary Research.
 - c. The Archives of the DRC are not public documents and records. When authorized to do so, the archivist may make available to the Researcher as much information as appropriate. However, the archivist, in accordance with archival ethics, as well

as applicable civil and canon law, has the right to refuse access to certain collections that have been deemed restricted by their department of origin, donor agreement, the Chancellor or the Bishop of the Diocese of Rapid City.

- c. Some of the reasons a collection may be restricted include but is not limited to: poor physical condition of the requested material; the collection has not yet been processed; the collection contains proprietary or confidential information, or the material contains personal information that is unable to be redacted, or redaction would significantly diminish the research value of the material.
3. No person(s) other than the archivist, or another authorized by the Bishop or Chancellor, are to enter the collections storage areas. All materials are to be pulled by the archivist. NO beverages, food, gum, or smoking are allowed in the collections storage area.
4. All documents, photographs and other materials must be kept in the order in which they are found. No material may be loaned or returned, with the exception of sacred objects which may be accessed by a parish of DRC according to archives policy.
5. All Catholic sacramental records for parishes, missions, agencies, or institutions under the jurisdiction of the DRC are owned by that entity, under the oversight of the Diocesan Bishop and/or those he has delegated for such, i.e., Chancellor, Vicar General and/or Diocesan Archivist.
6. The DRC reserves the right to refuse access to the Archives of the DRC to anyone.

Reproductions and Citations

7. Use and reproduction of archive materials are permitted only as provided under copyright laws. Photographing by means of camera, digital, or other electronic device is permitted with appropriate archival practices, e.g., lighting, storage, temperature, etc. Permission is a onetime use only.
8. The archivist reserves the right to refuse Research that he or she deems excessive, might damage any item, or violates copyright law.
9. Reference to collection materials must be appropriately cited. The photography must have copyright permission attached.
 - a. Reference should be to “Catholic Diocese of Rapid City Archives, [name of collection(s)].”
 - b. The Researcher must provide a copy of the publication in which these materials appear to the DRC archives, who may use them in print or social media.
10. Publication of sacramental records in entirety is prohibited by DRC. Sacramental records are private. They are created under circumstances presumed to be personal and confidential, and they are not available for public viewing. They are public in that, legally, they will stand as valid, authentic evidence when an appropriate civil record does not exist. See above ‘General Policies’