

## **Archdiocese of Grouard-McLennan – Archives Statement of Compliance**

### **Relevant Provisions of Canon Law (Canons 486-491)**

“All diocesan and parochial documents must be protected with the greatest care” (c.486 §1)

“...no one may licitly enter (the archive) without the permission either of the bishop or of both the moderator of the curia and the chancellor” (c. 487 §1)

“It is not permitted to remove documents from the archives, except for a brief time only and with the consent either of the bishop or both the moderator of the curia and the chancellor”. (c. 488)

“The diocesan bishop is also to see that there is an historical archive in the diocese in which documents having historical value are diligently preserved and systematically arranged.” (c. 491 §2)

“In order to inspect or remove the acts and documents spoken of in 1. and 2. above, the norms established by the diocesan bishop are to be observed.” (c. 491 §3)

### **Policy Norms**

**Norm 1:** The foregoing requirements of Canon Law relating to access to the Archives of the Archdiocese of Grouard-McLennan will be diligently observed at all times.

**Norm 2:** The *Personal Information Protection Act* of Alberta will be scrupulously applied when considering the release of documents or records that contain any information about individuals.

**Norm 3:** All persons proposing to use the Archives of the Archdiocese for purposes of research must provide in advance a completed form 7.4.a *Research Request* in which the purpose of the research and the type of documents being sought are fully disclosed.

**Norm 4:** No research is to proceed until the foregoing request has been authorized by the Archbishop, or the moderator of the Curia and the Chancellor, and the researchers have signed the Form 7.4.b *Statement of Compliance*.

**Norm 5:** The Archivist must be present at all times when researchers are at work in the Archives and must be satisfied at all times that their research is fully in keeping with their request. The Archivist has the right to intervene in the research, and even halt it, to assure that compliance is being observed.

**Norm 6:** The Archdiocese shall be compensated for the time required by the Archivist to locate requested documents, copy documents, and in any other way assist the work of researchers.

**Statement of Compliance**

(to be signed and dated by each researcher separately)

**I have carefully read the entire foregoing document and I agree to comply with it in each and every part. In the case of disagreement with a decision of the archivist, I agree to abide by that decision unless and until altered by the Archbishop or the Chancellor.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date