

POLICY 7.4.2 Archives Access for Research Purposes

As described in Policy 7.4.1 Protection of Personal Information in Archived Records and Documents, the Archives of the Archdiocese of Grouard-McLennan are the repository for all archdiocesan and parochial documents, dating back more than one hundred and fifty years. The Archbishop of Grouard-McLennan will allow access to these historical documents where he is satisfied that there is a legitimate research interest and/or purpose.

Please note that access to the Archives will usually be limited to the provision of documents and not include physical entry to or the examination of documents in the Archives.

Genealogical research

People conducting genealogical research often seek access to sacramental records in the Archives of the Archdiocese and/or one or more of its parishes. The *Personal Information Protection Act* (PIPA) of Alberta limits disclosure of documents containing personal information to: (1) documents that have been in existence for more than 100 years; and, (2) documents for an identifiable individual who has been dead for at least 20 years. If the records sought meet these provisions, an application may be submitted as outlined below.

Indian Residential Schools research

People with a personal interest in documents related to the Indian Residential Schools that were run by the Church in Grouard, Joussard, Sturgeon Lake, Assumption, Fort Vermilion and Wabasca, are invited to make an application to the Archdiocese of Grouard-McLennan as outlined below.

The Archdiocese encourages people who are conducting non-personal document searches related to the Indian Residential Schools (IRS) that were operated by the Oblates of Mary Immaculate and the Archdiocese to contact the National Centre for Truth and Reconciliation (NCTR) at the University of Manitoba. The Archdiocese provided the NCTR with copies of all the IRS documents in its Archives.

The researcher may apply to access the Archives in order to view the original document or documents found at the NCTR, by submitting Form 7.4.c.

Other research

If a person is seeking documents while conducting research on other subjects than those described above, he or she is welcome to submit an application, as outlined below.

Application to access the Archives

A person who is seeking access to historical documents in the Archives must submit an *Archives Research Request Form* (see Form 7.4.a). It is important that the applicant give as much detail about the research as possible. This will allow the archivist to respond in an accurate and timely way.

If the archivist is able to identify documents that meet the request, and the Archbishop gives his permission to allow access, the applicant will receive an e-mail or letter which will outline the documents and/or information available and quote the applicable fee. When the fee has been paid,

copies of the listed documents and/or information will be sent to the applicant and/or the applicant will be given an appointment to visit the Archives and conduct the approved research.

Statement of Compliance

Those who are given permission to access historical documents in the Archives will be required to sign the *Statement of Compliance* (see Form 7.4.b). This form outlines the norms governing access to and use of material from the Archives of the Archdiocese of Grouard-McLennan.

Use beyond research and private study

Archived documents may still be subject to copyright law and you must seek permission, in writing, of the Archbishop of Grouard-McLennan if you intend to use any of the documents you obtain for purposes beyond research and private study. This would include reproducing the document for any purpose or so that it can be viewed by people other than the researcher. Some examples would be: in a publication such as a book, newsletter, newspaper, journal article, pamphlet, or brochure; on a website, CD-ROM, DVD or other electronic/digital format; in an academic paper or a curriculum aid; or, an artistic or commercial exhibition or display.

Please also ensure that you properly cite the Archives of the Archdiocese of Grouard-McLennan as the source of any information you use in a publication.

Promulgated by the Council of Priests and College of Consultors on 26 January 2016