



The Roman Catholic Diocese of
BATON ROUGE
ARCHIVES & RECORDS

**Archives of the Diocese of Baton Rouge
Sacramental Records Access and Reproduction Policy**

The mission of the Archives Department is to collect, organize, preserve and make available the historic records of the Diocese of Baton Rouge. The Archives houses sacramental records from forty Roman Catholic church parishes located in the twelve civil parishes which make up the Diocese of Baton Rouge. In an effort to provide access to these records, the Archives Department has published a series of books entitled, *Diocese of Baton Rouge Catholic Church Records*. This 22-volume set covers the period 1707-1900 and is available for research in libraries throughout the United States. These volumes are also available for sale to the general public.

For records after 1900, policies have been created to provide researchers with reasonable access and to protect the privacy of individuals named in the registers.

General Policies

1. Access to records of Baptism shall coincide the Louisiana State Archives guidelines (that is, the current year minus 100). Access to microfilmed records of any year may be restricted at the discretion of the Archivist.
2. Access to records of Marriage shall exceed the Louisiana State Archives guidelines by fifteen years (that is, the current year minus 65). Access to microfilmed records of any year may be restricted at the discretion of the Archivist.
3. Access to records of Burial shall coincide with Louisiana State Archives guidelines (that is, the current year minus 50). Access to microfilmed records of any year may be restricted at the discretion of the Archivist.

Authorized Recipients of Closed Records

Requests from individuals who may have legal rights to records normally closed to public access will be considered. These individuals include:

1. The person named in the record (if the person is over the age of 18 or an emancipated minor).
2. A parent or legal guardian of the person named in the record. (If the person is under the age of 18 or incapacitated, proof of Power of Attorney may be required.)
3. The children or heirs of deceased persons may be provided access to the records after supplying the Archives with an official copy of the death certificate(s) and an official birth, baptismal or marriage certificate proving they are the next of kin. Notarized copies will be accepted in place of originals; all documentation will be returned.

For each request, an Authorization for Release of Information form must be completed and submitted along with supporting documentation. There is no charge for providing records to authorized recipients of closed records for legal purposes.

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