Historical Records of Parishes and Schools



Parishes Annual Parish Financial Reports

- $\Rightarrow$  Bulletins
- ⇒ Correspondence with the Diocese
- $\Rightarrow$  Films
- $\Rightarrow$  Homilies
- $\Rightarrow$  Journals
- $\Rightarrow$  Ledgers
- ⇒ Marriage Preparation Files
- ⇒ Mass Intention Books
- ⇒ Meeting Minutes
- ⇒ Parish Census
- ⇒ Parish Directories
- $\Rightarrow$  Parish Histories
- ⇒ Parish Newspapers/Newsletters
- $\Rightarrow$  Photographs
- ⇒ Pulpit Announcements
- $\Rightarrow$  Reports
- ⇒ Sacramental Registers
- ⇒ Scrapbooks

This list is not meant to be exhaustive, only to provide a guide for parishes and schools to follow. Please consult with either the records retention schedule or the Diocesan Archivist with questions about historical records. Historical records are created either by the parish or school, documenting activities of that parish or school.

Historical records from parishes and schools may be transferred to the Diocesan Archives. Please consult with the Diocesan Archivist before transferring records to the Diocesan Archives, since some records are required to be kept by the parish or school.

To Contact the Archives: Phone: (801)-328-8641 x346 or E-mail: michael.courtney@dioslc.org





**Schools** 

- ⇒ Attendance Registers  $\Rightarrow$  Correspondence with Diocese  $\Rightarrow$  Cumulative Cards  $\Rightarrow$  Directories ⇒ Faculty/Principal Newsletters  $\Rightarrow$  Films  $\Rightarrow$  Journals  $\Rightarrow$  Ledgers ⇒ Meeting Minutes  $\Rightarrow$  Photographs  $\Rightarrow$  Reports to the State Reports to the Diocese  $\Rightarrow$  $\Rightarrow$  School Histories  $\Rightarrow$  Scrapbooks ⇒ Student Newspapers ⇒ Student Organization Records ⇒ Student Publications  $\Rightarrow$  Video Tapes
  - $\Rightarrow$  Yearbooks

