

THE ARCHIVES

The Archives of the Diocese of Great Falls-Billings are a private depository of church records and are not open to the general public. Access to these records is restricted; but with approval of Chancery officials, some of the information may be made available to persons engaged in scholarly research. The collection of documents is currently being re-cataloged.

Genealogical inquiries for sacramental records are handled as time is available by the Archivist or an assistant.

REGULATIONS FOR USE OF THE ARCHIVES

Persons wishing to consult materials in the Archives will be required to fill out an official application for use of the records. All manuscripts and materials remain the property of the Roman Catholic Bishop, and will remain on site at all times.

Permission granted to examine or copy a document does not convey the right to publish or to reproduce the material. Written permission must be obtained from the Chancellor for publication of any Archive material. You are requested to send one (1) copy of published material citing documents found in the Archives of the Diocese of Great Falls-Billings. In the citation, please include the following information: series number, box and folder number.

No general permission to look at manuscripts will be given. Persons receiving permission to examine documents will be authorized to consult only those for which permission was specifically requested and obtained.

Except in extraordinary circumstances, only the Archivist or an assistant will search the original records for the particular document requested.

It is necessary to request an appointment to examine any documents.

Photocopying of documents or any of the original records in the Archive will not be permitted, except in very special circumstances and only with the express permission of the Chancellor.

In special circumstances, the Chancellor reserves the right to adjust and amend the regulations and the billing policy.

Researchers unwilling to follow these regulations may be restricted from using Archive facilities.

FEES: 10 cents per page for copies.

\$3.00 per Great Falls Central Catholic High School transcript

\$5.00 per baptismal certificate

\$8.00 per photograph

\$15.00 per hour for assistance of the archivist in research requests

ARCHIVE REQUESTS

When requesting assistance by mail, the following suggestions will help greatly in completing your search.

1. Be as brief as possible and be specific.
2. Include complete names of persons, places, dates and events if the information is known.
3. Do not include unnecessary details.
4. Be sure to include your name, address and phone number.
5. Write as clearly as possible.
6. Allow a reasonable time for the search to be completed.

When requesting assistance by telephone or e-mail, please follow suggestions 1 through 4 above.

Please remember that archival material usually does not lend itself to a quick response. So patience should be practiced.

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\$5.00 per baptismal certificate
\$8.00 per photograph
\$15.00 per hour for assistance of the archivist in research requests

Fees include processing and mailing costs.

APPLICATION FOR USE OF THE ARCHIVES

Name _____

Address _____

Phone number _____

What is the general purpose of your search? _____

What is the specific object of your search? What are the specific persons, parishes,
dates, etc. related to your research? Please be exact. _____

When do you anticipate doing this search? _____

I agree to abide by all diocesan archive regulations.

Signature of Applicant

Date

N.B. The use of pens is not permitted in the Archives. Please use no. 2 pencils only.
Photocopying is not permitted unless specific permission is obtained from the chancellor.
All documents and materials must remain in the Archives at all times.

Application approved: *Signature* _____

Date _____