



The Diocese of Steubenville Archives and Records Research and Access Policy Revised: June 1, 2020

Currently, the Diocese of Steubenville Archives is not open for public research and access. For any questions, please contact the Archives via e-mail (eteachout@diosteub.org) or by phone (740-282-3631).

PROTECTION POLICIES

While the Diocese releases information for personal and/or genealogical research, there are protection policies put in place to safeguard the privacy of the individuals named in the records.

Currently, there is a **75 year seal** enacted on sacramental and education records. Members of the public may not access this information. The only circumstances under which this material can be released is if the individual requesting can provide a birth certificate or other form of identification proving their identity. This must then be approved by the Chancellor. Forms for such requests are available on the Diocesan website under Archives – Requests.

Duplicated materials operate under United State copyright laws. However, the Diocese currently does not provide duplication services. Please contact the Archives with any questions or concerns regarding this topic.

GENEOLOGICAL RESEARCH

The Diocese will accept any genealogy requests. However, **no on-site research is permitted** at the Archives. Anyone searching for genealogical information will be charged an hourly fee of \$10 for the request(s). Any request(s) will **ONLY** be accepted through mail, email, or our online forms (available on the Diocesan website).

Located in the Diocesan Archives for genealogical research are the following:

Sacramental Records: These records refer to the sacraments of baptism, communion, confirmation, and marriage. The Archives holds the records for all parishes located within the Diocese of Steubenville dating back to the 1830s. They are kept in books, have been preserved through microfilm, and/or have been digitized for the computer. Sacramental records are not available for public research. Any requests for records must be researched by an Archives staff member.

When requesting any genealogical information, please provide the following information:

1. Reasons why you are conducting the research
2. The full name of the person(s)
3. The parish(es) they attended
4. The specific sacramental record(s)
5. Approximate dates they received the sacrament
6. Any other information that will assist the Archives staff (such as: parents' names, the ethnic group they belonged to, dates of birth and/or death, etc.)

*** Please understand that there is a 71 year seal on these records. The Archives cannot conduct research for anyone requesting information on people still living or on people who were alive within the 71 year span.**

REQUESTS FOR PERSONAL SACRAMENTAL RECORDS:

Authorized Recipients of Personal Records:

1. The person named in the record (if over 18)
2. The parent or legal guardian of the person named in the record (if the person is under the age of 18)
3. If the person named in the record is deceased, their descendants may have access to the records. However, the Archive must be presented with a death certificate of the person named as well as an official birth, baptismal, or marriage certificate proving that the requester is the next of kin.
4. Roman Catholic clergy or designates for the purpose of canonical investigation
5. Other parties as designated by court order, subpoena, summons, or state/federal statute

Individuals looking for their personal sacramental records may request information via the form on the Diocesan website (Archives – Forms). If this is not possible, please call or e-mail the Archive and provide the following information:

1. Name of sacrament
2. Name of recipient
3. Name of the parish where sacrament was performed
4. Approximate date and year of sacrament
5. Baptismal requests must include the date of birth and parent(s) name(s)
6. Photocopy of an ID (driver's license, state identification card, passport, etc.). If a photo ID is not available, the letter must be notarized.

*** For information on adoption records, please contact Catholic Charities.**

REQUESTS FOR SCHOOL RECORDS:

School records may include the following information about the student: name, address, telephone number, birth date, birth place, date of attendance, grades, participation in school activities, previous schools attended, the student's photograph, the student's parish, and immunization information.

If an individual is requesting their transcripts be transferred to a new school, they may contact the archive with their transcript request. However, the archive will not release transcripts to the individual. Transcripts will be sent directly to the admissions department of the school. **It is recommended that the school contact the archive rather than the individual.**

If an individual is requesting their transcripts for their own personal records, they must contact the archive and speak to the archivist. Records can be released on a case by case basis after an individual has provided a proof of identity (birth certificate, driver's license, passport, etc.).

Online requests forms are available through the Diocesan website. If unable to access, please provide the following information via e-mail:

1. Full name
2. Date of birth
3. School attended (include city)
4. Dates attended
5. Reason for request