

## Policy on Genealogical Research at the Diocese of Cleveland, Archives

Sacramental Records are not available to the public. Some records contain confidential information that might be harmful or embarrassing. A person and/or the person's legal guardian have the right to the information pertaining to him/her but they do not have the right to see the original record. Only the Pastor or someone he has assigned to this duty (i.e. Associate Pastor, Pastoral Minister, Permanent Deacon, and secretary) should look up the record. The Archives of the Diocese of Cleveland is not a library or public genealogy room. The records preserved there are the private administrative records of the Diocese of Cleveland. The sacramental records, in many cases, contain confidential information that is not open to the public (e.g. information on adoptions). For those reasons, genealogical research in the sacramental records will be done only by the Archives staff. The sacramental records are not open to public research.

*NOTE: Variations in spelling are quite common.*

### **Information not contained in the records**

1. Place or county of origin, in Ireland or elsewhere.
2. Family relationships.
3. Ages, addresses, or occupations of individuals.

The genealogical researcher has the right to ask the Archives for information which is public in nature and pertains to the researcher or his/her ancestors. One of the responsibilities of the Archives staff is to assist, as time permits, persons involved in genealogical research. But this is not their primary responsibility. We believe this policy provides a balance between the researcher's needs and the needs for personal privacy and institutional confidentiality.

### **WRITTEN REQUESTS [telephone requests will not be accepted]**

Because there is no central name index, we will need the following information before we can examine the records in the Archives:

1. Parish in which the sacrament was administered or the name of the officiating priest. If you supply us with the family's street address, we may be able to identify the parish where the sacrament was administered.
2. Date sacrament was administered.
3. Name(s) of individual(s) receiving the sacrament.

### **FEES**

DONATIONS to the Archives are gratefully accepted. Checks should be made payable to the Diocese of Cleveland.

The staff may not readily locate the records you requested. If you wish to pursue your inquiry, Archives staff can do research at the rate of \$10 per hour. Before doing so, we must receive a request in writing detailing the information desired. We can offer no guarantees as to a successful search.

### **OTHER SOURCES**

Another source of genealogical information is civil records, which are maintained both by the cities and towns and by the state. These vital records have alphabetical indexes which make them easily accessible for family research.

The Cleveland Public Library has links to genealogy research

<http://www.cpl.org/Research.aspx>

Archives, Catholic Diocese of Cleveland  
1404 East Ninth Street  
Cleveland, Ohio 44114

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Request for Genealogical Search

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Name:  
Address:  
Telephone/Email:

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Type of Record:  
Baptism \_\_\_ First Communion \_\_\_ Confirmation \_\_\_ Marriage \_\_\_

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Name of Person researching  
*Please include maiden name for women*

Date of Birth

Date of Sacrament (approximate)

Parish where sacrament was administered

Name of Officiating Priest

Home address at the time of sacrament

Additional information that may be helpful in research:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Your signature indicates acceptance of the conditions set forth by the Archives, Catholic Diocese of Cleveland.*

**Please return signed copy to  
Above address or email [ktempestelli@dioceseofcleveland.org](mailto:ktempestelli@dioceseofcleveland.org) or fax to 216-621-7332**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_