

April 30, 2008

<p style="text-align: center;">TIME SENSITIVE INFORMATION</p>
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Dear Pastor or Parish Administrator:

In order to preserve the parish sacramental records of the Diocese of Austin, DocuData Solutions has been hired to microfilm and digitize all sacramental books. This process will begin soon. In preparation, please be sure that all your parish sacramental records prior to July 1, 2007, are properly entered into the sacramental books as soon as possible.

Bishop Aymond, Trey Ange and I met with the Deans on March 6, 2008, and agreed on the following procedure:

1. Sacramental books will be collected together as a deanery. Trey Ange will pick them up at a drop-off location in your deanery to be determined by your Dean. You will be notified when and where to bring your books.
2. Trey will be responsible for transporting the books to DocuData Solutions for filming.
3. You will be asked to complete and sign the enclosed inventory form when the books are turned over. Trey will also sign for receipt of the books on behalf of the Diocese of Austin.
4. After the books have been filmed, they will be delivered to a pick-up location in the deanery for you or your designee to retrieve.

After the books are processed, books with entries prior to 1910 will be retained and preserved by the Diocese of Austin and will be stored at the Texas Catholic Conference Archives (TCCA). Any books determined to be in fragile or brittle condition will also be retained by the Diocese and stored at the TCCA.

At this point, we do not know how long the process will take for each parish and deanery. If sacramental information is needed while books are away from the parish, you may complete the enclosed "Information Request Form" and send it to Trey Ange. Please allow 7-10 days for processing of requests.

You may contact Trey Ange with any questions or concerns by phone at (512) 697-2021 or by email at trey-ange@austindiocese.org.

Thank you for your support and cooperation in this important process – both are appreciated.

Sincerely in Christ,

Rev. Msgr. W. Michael Mulvey
Vicar General

WMM:mj

Enclosure



DIOCESE OF AUSTIN

Sacramental Record Book Inventory Form

Please print out, complete & turn in this sheet with all parish sacramental books

Parish: _____ Deanery: _____

List every parish sacramental book by identifying book's **sacrament** and **dates**, etc.

(Continue on back side of page, if necessary)

Please sign after reading:

I understand that these books will be taken to be preserved. Each book with entries from 1910 or before will be retained by the Diocese of Austin and will be stored at the Texas Catholic Conference Archives located in the basement of the Chancery Offices in Austin, TX. Also, any books determined to be in fragile or brittle condition will be retained by the Diocese of Austin and will be stored at the Texas Catholic Conference Archives.

X _____
Signature Date

To be filled out by Diocese of Austin upon receiving books:

I have received the books noted on this form to be transported for the preservation process.

X _____
Signature Date

To be filled out by parish representative upon the return of the books after preservation process has been completed:

The parish books noted on this form have been returned.

X _____
Signature Date



DIOCESE OF AUSTIN

Sacramental Record Information Request Form

During the time the sacramental record books are away from the parish, information can be retrieved by filling out this form and emailing to Trey Ange at trey-ange@austindiocese.org.
If email is unavailable, form may be faxed to 512-469-9537.
Please allow 7-10 days for processing.

Parish Name: _____ Deanery: _____

Phone No.: _____ Contact Name: _____

Sacramental Book: _____
(Baptism, Confirmation, First Communion, Marriage, Death, Profession of Faith, Combination, etc.)

Dates: _____ to _____

Record Entry Name: _____

Page Number (if known): _____

Information Needed:

Notes:

Questions?

Contact Trey Ange at 512-697-2021 or trey-ange@austindiocese.org