

Catholic Diocese Of Peoria Archives Office

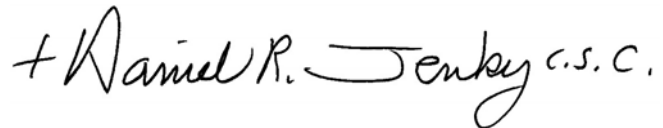
Duties of the Archivist

Policy Statement

Mindful of the duty to see to it that documents and other acts of the diocese curia are gathered, arranged and safeguarded in the archives of the curia, I, Most Reverend Daniel R. Jenky, C.S.C., Bishop of Peoria, hereby delegate to the Archivist, the following responsibilities:

1. To protect, with the greatest care, diocesan and parochial documents and to safeguard in the Diocese of Peoria's Archives and Records Center, the instruments which refer to both the spiritual and temporal affairs of the Diocese, keeping an inventory or catalog of the documents contained therein.
2. To assist Diocesan personnel and researchers in retrieving administrative records and historical documents, to furnish acts or instruments or photocopies of documents to those legitimately requesting them from the files, and to declare copies of them to be in conformity with the original.
3. To grant permission for appropriate parties to enter the Archives and Records Center and to remove documents for a brief time only.
4. To see to it that materials having enduring value are acquired, diligently preserved, and systematically arranged in the Archives and Records Center.
5. To see to it that Diocesan policies and procedures are observed concerning the inspection and removal of the acts and documents referred to in Nos. 1 and 4 above.

Dated this 30th day of July, 2004.



Most Reverend Daniel R. Jenky, C.S.C.
Bishop of Peoria