ARCHDIOCESE of HARTFORD
Office of the Archdiocesan Archives

IT'S NOVEMBER 2026!

It's Time to Send Records/ Materials to the AOH Archives!

November is when the AOH Archives annually accepts records and other archival materials from the AOH central administrative offices, parishes, and affiliates.

If you have items prepared for the AOH Archives, please contact Lindsey Restelli, Assistant Archivist, (860-541-6491) to complete the paperwork and make arrangements for depositing/ transferring your items before December 1st.

If you do not currently have items or do not have items yet prepared for the AOH Archives, please retain your records/ materials until next November. Please take time and care in gathering and preparing records/ materials – it helps ensure longevity, sustainability, historic value, and potential research use.

Please note that the AOH Archives can only accept hard copies (paper copies) and tangible items; the AOH Archives is not equipped to preserve digital content long term.

If you have any questions, please contact the AOH Archives. And be sure to visit our webpage: https://archdioceseofhartford.org/ministry/archdiocesan-archives/about/ for additional information and helpful sources.

Attached are general types of records/ materials to send to the AOH Archives for Parishes, Offices, and Affiliates.

Thank you for your contributions and commitment to the AOH Archives!

-The AOH Archives Staff

Bridgette A. Woodall, M.Div, MLIS
AOH Archivist

Lindsey Restelli, MLIS
Assistant Archivist

PARISHES:
RECORDS/ MATERIALS FOR AOH ARCHIVES

Send 02 or more copies to AOH Archives
(retain originals in Parish Archives)*

Articles of Incorporation
By-laws
Deeds, Property
Directories, Parish
Directories, Photo
Directories, Staff
Inventories of property & equipment
Meeting minutes
Mortgage documents
Official decrees of the Bishop
Organizational charts
Parish anniversary books/ booklets
Parish boundary information
Parish bulletins
Parish histories (published & unpublished)
Parish newsletters
Parish program booklets
Press releases
Promotional material (brochures, pamphlets, fliers, etc.)
Property appraisals
Real estate surveys
Reports, Annual Financial (if separate from Annual Report)
Reports, Annual
Site plans**
Title search papers & certificates
Other items of administrative, fiscal, legal, and historic importance for the Parish***

*If there is no Parish Archives, retain originals in Parish Office

**Site plans (will take originals if there is no Parish Archives): architectural drawings, blueprints, plot plans, etc.*

***Contact the AOH Archives with any questions

CENTRAL ADMINISTRATIVE OFFICES:
RECORDS/ MATERIALS FOR AOH ARCHIVES

Send originals to AOH Archives
(retain necessary copies in Office)

Articles of Incorporation
By-laws
Correspondence, Official
Directories, Connecticut Catholic
Directories, Official Catholic (Kenedy directories)
Directories, Staff
Inventories of property & equipment
Job descriptions
Meeting minutes
Newsletters (and other publications)
Office & AOH histories (published & unpublished)
Official decrees of the Bishop
Organizational charts
Policies & Procedures, Handbooks, etc.
Press releases
Program booklets
Promotional material (brochures, pamphlets, fliers, etc.)
Publications: *Annuario Pontificio, ORDO, The Catholic Transcript*
Records Center items*
Reports, Annual Financial (if separate from annual reports)
Reports, Annual
Reports, Committee
Reports, Grant
Reports, Project & Programs
Sacred Patrimony items
Other items of administrative, fiscal, legal, and historic importance for the Office and AOH**

*Offices who use the Records Center and/or are interested in utilizing the Records Center, please contact the AOH Archives for assistance

**Contact the AOH Archives with any questions

AFFILIATES
(Agencies, Institutions, Organizations, Schools, Etc.):
RECORDS/ MATERIALS FOR AOH ARCHIVES

Send 02 or more copies to AOH Archives
(retain originals in Affiliate Archives)*

Anniversary books/ booklets
Articles of Incorporation
By-laws
Deeds, Property
Directories, Photo
Directories, Staff
Institutional/ Organization histories (published & unpublished)
Inventories of property & equipment
Meeting minutes
Mortgage documents
Newsletters (and other publications)
Official decrees of the Bishop
Organizational charts
Policies & Procedures, Handbooks, etc.
Press releases
Program booklets
Promotional material (brochures, pamphlets, fliers, etc.)
Property appraisals
Real estate surveys
Reports, Annual Financial (if separate from Annual Report)
Reports, Annual
Sacred Patrimony items
Site plans**
Title search papers & certificates
Other items of administrative, fiscal, legal, and historic importance for the Institution/ Organization***

*If there is no Affiliate Archives, retain originals in Main Headquarters/ Office

**Site plans (will consider taking originals if there is no Affiliate Archives): architectural drawings, blueprints, plot plans, etc.

***Contact the AOH Archives with any questions