

*Archdiocese of San Francisco  
Chancery Archives Regulations (1978)*



ARCHDIOCESE OF SAN FRANCISCO  
CHANCERY ARCHIVES  
REGULATIONS

1. Permission to use the CHANCERY ARCHIVES must be obtained from the Chancellor or his duly deputized Archivist. All persons admitted to the ARCHIVES will be accompanied either by the Chancellor or the Archivist. At no time will a person be allowed to remain alone in the ARCHIVES.
2. The CHANCERY ARCHIVES are not intended to serve the general public, and only those having a legitimate interest in their content will be afforded admission. Among those whose requests will be favorably considered are members of the ecclesiastical tribunal and duly recognized historians.
3. Permission to use the CHANCERY ARCHIVES is not to be construed as authorization to quote **verbatim** from materials contained therein.
4. Every researcher or visitor will fill out a registration card noting thereon the purpose of his work and the materials he wishes to consult.
5. No book, document or manuscript shall be removed from the ARCHIVES except for the purpose of repair or to be photo copied, and then only by the archivist.
6. Should certified copies of any document be required, the Archivist will arrange to have the pertinent material photographed. It is understood that the cost of this process is to be borne by the interested party. Microfilmed or photo copied documents, when used, must acknowledge the Archives of the Archdiocese of San Francisco (AASF) as their source.
7. No marking of any kind shall ever be placed on any book or document in the CHANCERY ARCHIVES.
8. No smoking is allowed while examining or working with documents.
9. Any violation of the above regulations will be construed as malicious.

CHANCELLOR

1978



ARCHDIOCESE OF SAN FRANCISCO

CHANCERY ARCHIVES

PERMISSION REQUEST

HOME PHONE NUMBER \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Position \_\_\_\_\_

Nature of Work \_\_\_\_\_

Title of Contemplated Work \_\_\_\_\_

Materials Sought in the Chancery Archives \_\_\_\_\_

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I, the undersigned, declare that I understand:

1. That the use of the CHANCERY ARCHIVES is a privilege accorded to me by, and can be revoked at the will of, the Most Reverend Archbishop of San Francisco;
2. That only cases and materials concerning the subject of my search are to be examined;
3. That all copying of documents is to be done on the premises with pencil or typewriter. The use of ink is not permitted.
4. That smoking is not permitted while handling the documents.
5. That the Most Reverend Archbishop has decreed that the penalty for unlawfully removing or maliciously damaging any document in the CHANCERY ARCHIVES is to be suspension, where that penalty has foundation;
6. That any removal of a document from the premises without the express consent of the Archbishop is to be described as unlawful and that failure to use reasonable care is to be considered as malicious.

(Signed) \_\_\_\_\_

(Date) \_\_\_\_\_

1978