

Anglican Diocese of Algoma archives

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(<http://archives.algomau.ca/>)

About

Algoma University is proud to be the repository for the Anglican Diocese of Algoma's archives. The archives are held in a climate controlled facility within the university's Arthur A. Wishart Library. The university received the first deposit of over 30 linear metres of archival materials in May 2009 from the Diocese; more accruals are expected. The diocesan archives cover over 150 years of the documentary history of Northeastern Ontario from Mattawa in the east to Thunder Bay in the west.

The archives are processed, arranged and described in an online archival catalogue according to Canada's *Rules for Archival Description*. As each record file is catalogued, it becomes searchable online. Please note that this is a catalogue of descriptions of the records not digitizations of the records themselves.

Policy on Access to Parish Records

1.1 Requests to view parish registers for an individual's own records will be granted upon due identification.

1.2 Requests to view parish registers for third party records will be granted upon due identification under the following conditions:

Baptismal records: 100 years or older

Marriage records: 75 years or older

Burial records: 50 years or older

1.3 Requests to view parish registers for third party records that are less than the time frames stated in 1.2 will be granted upon due identification under the following conditions:

1.3.1 **Baptism Records:** The requester is the parent of the child named on the certificate, and their name is on the baptism record, or the requester is the closest next-of-kin, executor, or "estate trustee", and the person named on the record is deceased. Proof of death will be required.

1.3.2 **Marriage Records:** The requester is the child, natural or adoptive, of the bride or groom, or The requester is a parent of the bride or groom, or The requester is the closest next-of-kin, executor, or "estate trustee", and either the bride or groom is deceased. Proof of death will be required.

1.3.3 **Burial Records:** The requester is the deceased's closest next-of-kin, executor, or "estate trustee".

Accessing the Archives

Currently, staffing constraints prevent the Arthur A. Wishart Library from scheduling regular research hours in Diocesan Archives. However, physical access can be gained by scheduling a research appointment through Ken Hernden, University Librarian, Arthur A. Wishart Library (kenDOTheerdenATalgomauDOTca). All research requests are governed by the Diocesan *Policy on Access to Parish Records* (above).

Search Requests

Library staff can perform simple search requests for certified transcripts of Baptism, Confirmation, Marriage, and Burials, as well as preliminary genealogical or historical research requests that take no more than 30 minutes. All research requests are governed by the Diocesan *Policy on Access to Parish Records* (above).

These requests must be processed through the Synod Office using the attached form/fee schedule. Once Algoma University receives the form and fees, the extracts of the requested records are sent to the Synod Office to have the certificate prepared. Normally, it is then forwarded back through the nearest clergy member so that appropriate identification may be requested before the release of the document.

This process is in place for consideration of Algoma U staff time. They are not able to deal with walk-in requests due to scheduling and staffing constraints. When requests go through appropriate channels the library staff are able to schedule the time required to deal with them so as not to interfere with their many other responsibilities.

Any additional genealogical or historical research beyond the first 30 minutes is subject to human resources available to complete the request. For more information, please contact:

Liz Hamel, Diocesan Office Administrative Assistant (secretaryATdioceseoalgomaDOTcom):

The Diocese of Algoma
Anglican (Episcopal) Church of Canada
P.O. Box 1168
619 Wellington Street East
Sault Ste. Marie, ON P6A 5N7
T: (705) 256-5061 X27/ FAX: 705-946-1860

FEE SCHEDULE

Certificate or certified transcript of Baptism, Confirmation, Marriage and Burial \$30 each

Preliminary genealogical / historical research requests (taking up to half an hour to carry out)*
\$30

Genealogical / historical research requests (each subsequent hour or part) \$40

Access to Parish Registers on official church business* No charge

Photocopies / scans / digital images 20 cents per page *

**Photocopying and photographing parish registers is not permitted under any circumstances*

**Subject to Privacy/Confidentiality/Conservation/Size of Request restrictions*