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Committee – Diocesan Council
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## ANGLICAN CHURCH RECORDS

Diocese of Nova Scotia & Prince Edward Island

1. As of March 9, 1989, Anglican Church Records held by the Nova Scotia Archives (NSA) were declared open to the public. Since 2005, in light of the current prevalence of genealogical industry and the public's free access to the INTERNET, and in order to comply with Federal and Provincial regulations regarding protection of privacy, our Diocese, in collaboration with institutions holding microfilm of our church records, has placed certain restrictions on access to personal identifying information contained in our parish records, including those held at the Nova Scotia Archives (NSA), the Provincial Archives of Prince Edward Island (PAPEI) and the Beaton Institute in Cape Breton (on microfilm or in paper format).
2. The NSA, PAPEI, and Beaton Institute do not allow public photocopying of any Anglican Church Records of any date, neither from the paper collections nor from the microfilm of parish records in their holdings.
3. Requests from individuals to obtain a copy of Anglican Church Records of any date held by the institutions holding microfilm must receive permission from the applicable Parish Rector, or authorized parish clergy, in writing.
4. Requests from institutions to copy or purchase microfilm of Anglican Church Records of any date held by the above mentioned institutions must receive permission from the Diocesan Bishop. The institution requesting to purchase microfilm must provide a written and ratified Access Policy that complies with the Diocesan Archives Access Policies, and must be the only one in its county to hold the specific parish microfilm before being recommended by the Archives Committee to the Bishop for permission to purchase. SEE: 2.2.5 – DISTRIBUTION OF MICROFILM.
5. When asked to search Parish Records for routine parish business, such as a baptismal or marriage certificate, Rectors, or authorized parish clergy, may verify the identity of the person asking. The parish may levy the following fees for services at its discretion:
  - a. \$10 for searches to complete certificates
  - b. \$15 for a photocopy certified with the Parish Stamp and signed by the Rector or authorized parish clergy;
  - c. \$20-25 for a new formal certificate copied by hand from the original register and stamped with the Parish Stamp.
6. The Diocesan Archives recommends that parishes do not allow genealogical research to be done using the original registers in the parish. Persons requesting access should be referred to the specific microfilm held by the local institution, where access restrictions will be implemented, or to the Diocesan Genealogist, who follows Diocesan Policies and procedures. The Diocesan Archivist is available to provide additional guidelines and to make such referrals to save the parish clergy time.
7. The intent of this policy is to facilitate the best use of the clergy's time while supporting best practices for protecting both the privacy and the longevity of our parish records.