



# ARCHDIOCESE OF CINCINNATI

Archives of the Chancery

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July 30, 2021

Dear Father,

Every five years the sacramental records of the Archdiocese of Cincinnati are microfilmed. Beginning in September 2021, we will be scanning **Baptism, Confirmation, Marriage, and Death** registers dating from **July 1, 2016** through **June 30, 2021**. Please do not send First Communion registers. This continues our ongoing project to maintain a security back-up of parish sacramental registers in the unforeseen event of an emergency. Our vendor for this project is Strategic Solutions.

Each parish is required to drop off their baptism, confirmation, marriage, and death registers that cover the dates July 1, 2016 through June 30, 2021 to one of three parish locations in the Archdiocese by Friday, September 3. **The registers must be delivered the week before the date of vendor pickup.** Strategic Solutions will pick up the registers from the drop off locations on **Thursday, September 9.**

To ensure the proper transfer of the registers and their return, we ask that parishes do the following:

1. Each register must have a Book I.D. Banner in the front cover. A banner is enclosed in this mailing for you. Please place the books in a sturdy box that is clearly labeled with your parish name and contact number on the outside.
2. The parish representative at the drop off will give you a receipt for the registers given. When it is time for the registers to be returned to the parishes, these receipts will be used to verify that the registers are returned in full.
3. Each parish will be notified by the central parish when the project is complete and the registers are ready for pick up.

The Book I.D. Banner and scheduled dates are available on our website at <https://resources.catholicaoc.org/offices/archives>

There will be 3 drop off locations this year:

1. Holy Angles, Sidney
2. St. Christopher, Vandalia
3. St. Bernadette, Amelia

*If Cincinnati parishes want to drop off at the Archives, Downtown, I will take the registers to Amelia.  
Please call or email to arrange with me.*

**RADIATE CHRIST**

While the registers are being scanned and away from the parish, parishes will still need to maintain records of sacraments administered. Once the registers have been returned, parishes will need to record the entries in the registers. If a parish has an immediate need to access information in the register in an emergency situation, please contact the vendor. The vendor will make arrangements to scan the file and send it to the parish within 24 hours. Call 567-424-6054 or email: [requests@myscview.com](mailto:requests@myscview.com)

Strategic Solutions has estimated that there will be a one month turn-around time.

Thank you in advance for your cooperation and assistance. It is truly appreciated. If you have questions or need to discuss any aspect of this, please do not hesitate to contact me.

Warmly,

A handwritten signature in black ink that reads "Michelle Smith". The signature is written in a cursive style with a large initial "M" and a stylized "S".

Michelle Smith  
Archdiocesan Archivist