

**Archdiocese of Atlanta**  
**Sacramental Records Assessment Form for Deans**

Parish Name: \_\_\_\_\_

Vicariate: \_\_\_\_\_ Deanery: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Email Address: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Secure and appropriate storage  | Fire proof cabinet & room to retrieve books                           |
| <input type="checkbox"/> Location                        | Where?  |
| <input type="checkbox"/> Appropriate Registers           | Baptism, Confirmation, Marriage & Death Registers are mandated.       |
| <input type="checkbox"/> Bound Registers/Permanent Paper | Sound Bindings, Quality Acid-Free Paper                               |
| <input type="checkbox"/> Legible & Accurate              | Printed, easy to read complete entries                                |
| <input type="checkbox"/> Black Ink                       | Black ink only for entries & notations                                |
| <input type="checkbox"/> Timely Data Entry               | Records are up-to-date  |
| <input type="checkbox"/> Authenticated by Pastor         | Entries are signed or pages are authenticated by pastor/administrator |
| <input type="checkbox"/> Pre-nuptial Files               | Filed and complete  |
| <input type="checkbox"/> Microfilmed or scanned          | Please identify years completed                                       |
| <input type="checkbox"/> Special Notes                   |   |

*Complete and Accurate Data*

**Baptism:** The name, date and place of birth of the baptized; the name of the minister of the sacrament; the names of the parents (including mother's maiden name), sponsor(s), godparent(s) and witness(es); and the date and place (if outside the parish) of the conferred baptism.

**Confirmation:** The names of the confirmed, the parents, the sponsors, and the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. Notice sent.

**Marriage:** The names of the spouses, the person who assisted and the witnesses; the place and date of the marriage celebration, and any pertinent notation (i.e., date and place of baptism). (C.1121) It is also necessary to retain the pre-nuptial file permanently in the parish archives.

**Death:** The registers shall be chronologically arranged by date of parishioner death. It shall include the date of anointing, name of anointing priest and place of burial. Additional information may include name of funeral home, next of kin and cause of death (if known).

**First Communion(optional book):** The names of the first communicant and parents as found on the baptismal certificate; the place and date of baptism; and the date of reception of the sacrament.

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Used Reverse Side for additional Comments

Please return a copy to:  
**Archdiocese of Atlanta**  
**Office of Archives & Records**  
**680 W. Peachtree St. NW**  
**Atlanta, GA 30308**

August 1, 2008