



SISTERS OF ST. FRANCIS

5314 COLUMBINE ROAD, DENVER, CO 80221

ARCHIVE HOURS:

The Archives is available by appointment only and can be available Monday through Friday 9am to noon and 1 to 4pm, except holidays and times of congregational meetings.

GENERAL ARCHIVE CONTENTS

1. Founding and History (Province)
 2. World Congregation
 3. Provincial Chapter Proceedings
 4. Mission Superiors/Ministers
 5. Provincial Superiors/Ministers and Administration
 6. Provincial Council Proceedings
 7. Province Treasurer/Finance/Board of Directors/Board of Treasurers
 8. Local Communities/Institutions
 9. Personnel Records (Individual Sisters)
 10. Academic Papers
 11. Committees/Commissions/Offices/Retreats
 12. Photograph Collection
 13. Blueprints/Architectural Records
 14. Tape (Audio/Video) and Digital Collection
 15. Collections of Individuals
 16. Published Works Collection
 17. Artifacts
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PUBLIC ACCESS:

1. Published materials are available to anyone for research or reading.
2. Unpublished material may be made available to a researcher for legitimate use with permission of the archivist.
3. Unprocessed materials are available for use only at the discretion of the archivist.

4. The use of certain documents may be restricted by statute, office of origin, or by request of the donor; the researcher may quote from these documents only with permission of the archivist and with due reference to the source: Archives of the Sisters of St. Francis of Penance and Christian Charity, Sacred Heart Province, Denver, Colorado, and the reference number.
5. Administrative records shall remain closed for a 15 year period; they can be used for reference with permission of the administrative officers and the archivist.
6. Personal records shall remain closed for a 25 year period; controlled use may be made of these records with permission of the provincial council and the archivist.
7. Because of the right of privacy, access to all records created as part of a confidential relationship is restricted after the year 1910. Personnel and case records created after 1910 will be made available for statistical research only if the researcher reads and signs the Statistical Research Agreement.
8. As a general rule, in the case of personal papers, no letter or document written by a person still living may be quoted, paraphrased, or used in any way without the consent of the author.
9. Individuals who have withdrawn may have access to their files with permission of the provincial minister and the archivist.
10. No book, manuscript or other item may be removed from the archives.
11. Archival material is only available for research use when the archivist is present.
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17. A \$15/hr charge after the first hour is assessed for research services provided for non-members of the congregation.