



DIOCESE OF SACRAMENTO

Office of the Archivist

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To: **PASTORS and PARISH STAFF**
From: Philip DeLeon: Diocesan Archivist
Re: 2025 Digitization of Parish Records – Batches A, B, and C
Date: **Monday, October 27, 2025**

The first batch of Sacramental record boxes for the parishes associated with the deaneries of **American River, City, and Gold Country** have been picked up (except for 2 parishes). Taped to the top of each box was the flash drive with the scanned images of all the Sacramental records for that parish processed in 2025. Those ***flash drives contain personal and confidential information and should be stored in a secure location.*** I highly recommend that the Pastors and Administrators store them in the same safe that you store your Sacramental records.

The second batch (Batch B) of parish boxes arrived safely to the contractor on Monday, October 20th. The parishes associated with BATCH B are parishes in the **Solano, Southern Suburbs, West Placer, Mother Lode, and Yolo** deaneries. We anticipate the contractor will complete the digitization of Batch B and have them returned to the Pastoral Center around the end of December 2025. I will provide an update once we receive notification that Batch B has been completed, slated for return, and when parishes can pick them up.

In the event a parish requires a search for a sacramental record while their books are away being digitized, please send your request via email to PDeLeon@scd.org and I will have the contractor perform the search. Please make requests only for records you need ASAP.

We have already started compiling information for the last batch of deaneries (Batch C). Parishes in Batch C are associated with the following deaneries: **Ridge, Shasta, Siskiyou, and Sutter Buttes**. Several parishes in Batch C did not respond to our original *Parish Sacramental Records Assessment Worksheet* back in March 2025. My office will be reaching out to those parishes so we can project what you will be bundling up in December so we can label, prepare, and get the boxes mailed out by the middle of November.

If you have any questions or issues and need to get a hold of me, the best way would be to send an email to PDeLeon@scd.org. Naturally, you may also call my **office phone at (916) 733-0299**. Alternatively, you may send an email to the Archivist Intern, Cesar Jaramillo, at CJaramillo@scd.org or call his office phone is (916) 733-0291.