



# DIOCESE OF SACRAMENTO

## Office of the Archivist

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2110 Broadway • Sacramento, CA 95818-2541 • (916) 733-0299

To: **PASTORS and PARISH STAFF**  
From: Philip DeLeon: Diocesan Archivist  
Re: 2025 Digitization of Parish Records – Batch A and B update  
Date: **Monday, October 13, 2025**

The first batch of Sacramental Records associated with the deaneries of **American River, City, and Gold Country** will be returned to the Pastoral Center by October 16<sup>th</sup>, 2025. The Archives Office will prepare and include a flash drive of the digitized records with the respective box of Sacramental records for each parish.

The second batch (Batch B) of parishes should now have the special DataBank boxes that have a special number that starts with “B” followed by a number. The parishes associated with BATCH B are parishes in the **Solano, Southern Suburbs, West Placer, Mother Lode, and Yolo** deaneries. If you should require an additional box, contact me ASAP for special instructions. Please have your boxes filled with your Sacramental registers and delivered to the Pastoral Center no later than Tuesday, October 14<sup>th</sup>. We anticipate that the contractor should have the second batch returned to the Pastoral Center around the end of December.

In the event a parish requires a search of their sacramental registers while they are away being digitized, please send your request via email to [PDeLeon@scd.org](mailto:PDeLeon@scd.org) and I will have the contractor perform the search. Please make requests only for records you need ASAP.

**NOTE:** *It was just brought to my attention that the National Catholic Register recently sent their annual request to each parish requesting for the number of baptisms, confirmations, marriages, deaths, et cetera that your parish logged in 2025. Please reference their notification and make sure you record the information before packing up the registers and delivering them to the Pastoral Center.*

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](mailto: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](mailto:CJaramillo@scd.org) or call his office phone is (916) 733-0291.