



DIOCESE OF SACRAMENTO

Office of the Archivist

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 B and C update
Date: **Monday, December 15, 2025**

Batch B of the Sacramental Records for the deaneries of **Solano, Southern Suburbs, West Placer, Mother Lode, and Yolo** will be shipped back to the Pastoral Center on January 5, 2026. I anticipate arrival of those parish Sacramental Records at the Pastoral Center by January 8, 2026. The Archives Office will prepare and include a flash drive of the digitized records for each of the boxes of Sacramental Records for each parish. I anticipate that all boxes should be ready for pick up by parishes (in Batch B) by Monday, January 15th, 2026.

The empty Databank boxes for the third and final batch (Batch C) of parishes are currently being prepared and labeled at the Pastoral Center. Parishes associated with BATCH C are in the **Ridge, Shasta, Siskiyou, and Sutter Buttes deaneries**. Because the parishes in Batch C are spread out in a vast geographic area, I will be shipping the boxes for each parish to their respective deanery. For example, parish boxes in the Siskiyou deanery will be shipped to Fr. Reji Joseph in Mt Shasta. Boxes for parishes in Sutter Buttes will be shipped to Fr. German Ramos in Oroville. Boxes for parishes in the Shasta deanery will be shipped to Fr. Cirilo Cervantes in Redding, and boxes for parishes in the Ridge deanery will be shipped to Fr. Joshua Sia in Lake Almanor.

I ask that the Deans take responsibility to communicate with their respective pastors that the parish boxes are ready for pickup at your deanery location. Once the parishes have retrieved or received their box (or boxes), there will be an envelope with instructions and guidelines of what needs to be placed in the box. The envelope will also contain an Inventory Sheet that must be completed to indicate the contents placed in the box. Please have your boxes filled with your Sacramental Registers and delivered to the Pastoral Center no later than Tuesday, January 6, 2026, so that the Batch C boxes can be loaded on the courier truck when Batch B boxes are delivered later that week.

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 and I will have the contractor perform the search. Please make requests only for records you need ASAP. Please DO NOT have the parishioner requesting for a sacramental record contact me directly. The parish is still responsible for producing the sacramental certificate or document to the original requestor.

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 inquiries via email to the Archivist Intern, Cesar Jaramillo, at CJaramillo@scd.org or call his office phone at (916) 733-0291.