



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, January 5, 2026**

The Sacramental Records for (BATCH B) for the deaneries of **Solano, Southern Suburbs, West Placer, Mother Lode, and Yolo** was scheduled to ship out from the east coast earlier today (January 5th). Weather permitting, the parish boxes should arrive at the Pastoral Center on Thursday, January 8th. Once the boxes are received, the Archives Office will prepare and attach a flash drive of the digitized records to each of the parish boxes of Sacramental records. **If all goes as scheduled, parishes of Batch B should be able to pick up their respective box(es) at the Pastoral Center on Monday, January 15th, 2026. The Archivist Office will contact the Dean and the Pastors of each parish once the boxes are ready for pick up.**

BATCH C boxes (parishes of Ridge, Shasta, Siskiyou, and Sutter Buttes Deaneries) will be shipped out on the same truck that delivers Batch B. It is important that all Batch C boxes be received no later than Tuesday, January 6th so that the Archives Staff have enough time to inventory process the boxes before being loaded on the truck.

Please have your boxes filled with your Sacramental registers and at the Pastoral Center no later than Tuesday, January 6, 2026, so that the Batch C boxes can be loaded on the contractor's truck when Batch B boxes are delivered later this week.

While the parish Sacramental Records are with the digitization contractor, in the event a parish requires a search of their sacramental registers, the parish should send the request via email to PDeLeon@scd.org and I will have the contractor perform the search. Please make requests only for records that are needed 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 preferred method of communication would be via 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.