



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 – Batch C update
Date: **Monday, March 9, 2026**

The contractor has confirmed that the last batch of Sacramental Registers (**Batch C**) for the deaneries of **Ridge, Shasta, Siskiyou, and Sutter Buttes** will leave their plant on Monday, March 9th, 2026. I anticipate the parish boxes to arrive at the Pastoral Center by Thursday, March 12th. Once received my team will need to inventory, create the flash drives with the specific parish digitized images, and bundle the flash drives with the parish boxes.

The boxes should be ready for each parish to pick up at the Pastoral Center by Monday, March 16, 2026.

Once I have received confirmation from the contractor that the boxes have left their plant, I will send a follow up notification via email to each of the pastors of Batch C on March 10th with a status update regarding the pick-up and distribution of the boxes.

In the meantime, if a parish requires a search of their sacramental registers prior to the return of the books, the parish may send the request via email to PDeLeon@scd.org and I will transmit a copy of the digitized books to the parish so parish staff to are able to perform the search themselves.

Please submit requests only for records that are needed ASAP. Please DO NOT have the parishioner requesting for a sacramental records contact me directly. The reason is because the parish is still responsible for producing the sacramental certificate or document to the requestor. It also gets confusing to track requests if I receive a request from the parish staff and another from the parishioner. Generally, the turnaround response time is within 2 business days of the original request.

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.