



The Roman Catholic Archdiocese *of* Washington

Instructions for filling out the Sacramental Register Inventory Form

The form should be submitted either electronically through Microsoft forms or by filling out the PDF by hand. One form should be filled out for each individual register book.

Part 1

1. Please add the name of the parish, chapel or agency where the book is housed. If the book is housed in an Archive, please include the name of the parish or agency the book originally created for and then note it is housed in a particular Archive.
2. Please include the location/address of the parish, chapel or agency and the location at which the book is housed if different.

Part 2

1. Please check the appropriate box for the type of register. If the book contains information on multiple sacraments please note that under "Combination" and state which sacraments under "Other."
2. Please include the date of the oldest entry and the date of the newest entry.
3. Please measure the book's size, width and height.
4. Please include the book number, if it was given one.
5. Please note the color of the cover and binding of the book.
6. Please list the publisher if such information is available.
7. Please list the number of pages in the book.
8. Please note if entries are only written in the front pages with the reverse being empty or if the front and back of each page contains entries.
9. Please note the number of pages that have been filled in. Often pages at the back have been left blank.
10. Please note if entries are contained to one page or if they stretch across the fold and cover two pages.
11. Please state if the notations have been kept up to date in this register.
12. Please list the names of all parishes, chapels, missions, or other archdiocesan agencies where sacraments listed in this book have been performed. Please also provide rough dates for these entries.
13. Please note if this register has an index or not and if so please note where the index is located within the book. Please also note if you have created a supplemental index of some sort or a computerized index for the book.
14. Please provide any additional description you feel is necessary related to this register.
15. Please note the condition of the book. Are the bindings ripped or torn? Are some pages loose? Are the covers detached?
16. Please note if you are entering records that are contained in this book into ParishSoft/Connect Now. If you are only entering records into ParishSoft and not writing them into a register book, please contact the Office of Archives.
17. Please note if this register has already been scanned or microfilmed.
18. Please include your name and the date the register was inventoried.