

## **ARCHIVE REQUESTS POLICY**

Episcopal Diocese of the Rio Grande

The Diocesan Archive is an instrument of the Episcopal Diocese of the Rio Grande (DRG), directly under the aegis of the Ordinary and the legislative bodies of the diocese. It serves, primarily, to collect, sort, inventory, preserve and retrieve documents, images and audio recordings generated in the normal proceedings of the DRG and its ancillary congregations, facilities and operations. Adherents, who support the Archive through their annual contributions to the DRG, are accorded special financial considerations for services rendered. Responses to non-diocesan enquiries for unrestricted references help underwrite the archival programs through established third-party fee scales which are available upon request via [ihf.org/ihf@zianet.com](mailto:ihf.org/ihf@zianet.com)

**Endorsed by Diocesan Council: September 11, 2013**

**Approved by Standing Committee: July 11, 2019**