



# CATHOLIC DIOCESE OF PITTSBURGH

Office for Archives and Record Center:  
RECORD GROUP: 04 Office for the Associate General Secretary

## **SUBGROUP: 001 Office for the Chancellor\***

**DESCRIPTION:** The files include Administrative Files (1860-1999) consisting of correspondence, ecclesiastical student lists and scholarships, faculties granted, minutes, censuses of areas, parish committee election results and correspondence from Monsignor Montini the future Pope Paul VI. Quinquennial Reports (1905-1982) a report to the Vatican on diocesan activities. Health Care Files (1904-1991) consists of correspondence, minutes, brochures from various diocesan hospitals and health care institutions. Financial Files (1844-1989) including Account Books, Cash Books, Cemetery Annual Financial Reports, Diocesan Annual Financial Reports, Journals, Ledgers, Parish Financial Reports, School Financial Reports, Seminary Accounts. Statistics (1877-1995) gives information on parish attendance and activities. Testimonial Letters (1913-1956) contains letters testifying to the character of young men seeking to enter seminaries. Parish Inventories (1892, 1903) of both the parish's and clergy's personal items for individual parishes in the diocese. Appraisals (1964-1970) on a piece of property willed to the diocese and high schools. Pennsylvania Catholic Welfare Committee (1960-1967) consists of correspondence, memoranda, brochures, minutes, and reports. Clergy Personnel Files (1843-1900) involves lists of priests, permissions for priests, letters of introduction. Papal Honors (1949-1991) is made up of appointments to various honors. Wills Reports and Bequests (1919-1943). Diocesan Council Minutes (1881-1939). Diocesan Library Catalog (1884-1894) lists the holdings of the library which was housed in the Chancery. Legal (1877-1882) consists of lawsuits involving the diocese. Education Campaign Fund (1924-1973). St. Anthony Chapel Authentics for Relics is made up of documents authenticating the relics of saints in St. Anthony Chapel in Troy Hill. Journal of the Diocese of Pittsburgh (1891-1913) documents activities, priests' deaths, and ecclesiastical students in the diocese. Canon Law Seminar (1980-1985) includes manuscripts, minutes, a schedule of events, tape recordings, and nine Beta videotapes of the sessions. Marriage Dispensation Register (1882-1921). Records of Deeds (n.d.) list deeds of church properties spanning 1834-1903. Tridentine Mass Files (1973, 1986-1992) consist of correspondence between officials in the Diocese of Pittsburgh, officials in the Pontifical Commission Ecclesia Dei, and supporters of the traditional Latin Mass.

## **SUBGROUP: 01A Archives and Records Center**

**DESCRIPTION:** Records consist of Administrative Files (1993-1999) which consist of memoranda and correspondence. Records Advisory Committee (RAC) Minutes (1995-1996, 1998-1999) which documents the committee's advice to the Archives & Records Center on various policies and procedures. Records Disposition Forms (1994-1999) document when and what records from the Archives & Records Center, parishes, and offices within the Diocese are or have been destroyed. Donor Forms (1993-2001) in which individuals who donate material to the Archives grant us all rights to the donation. Accession Logs (1973-2001) record receipt of materials into the Archives. Scrapbooks (1900-1996) consist of newspaper clippings recording the diocese's history. Newspapers (1844-1996) consist of the first Pittsburgh Catholic and articles from that paper and others about the history of the diocese. Annual Reports (1994-1998).

## **SUBGROUP: 02B Office for Financial Services\***

**DESCRIPTION:** The documents consist of Administrative Files (1933-1978) which consist of minutes, correspondence, financial statements; Plant Fund Files (1931-1978) in which properties maintained, bought and sold by the diocese are documented, also includes blueprints and topographical maps; Parish Annual Financial Reports (1989-1990) and School Annual Financial Reports (1989-1990), which include bank account balance, inventory of securities, debt, and deposits with Catholic Institute of Pittsburgh for each

school and parish in the Diocese of Pittsburgh.

**SUBGROUP: 02C Office for Information Technology**

**DESCRIPTION:** Computer Systems Development Files (1985-1990) relate to the conception of the Office for Data Automation, the study of the Diocese's computer needs, and the implementation of a new diocesan-wide computer system. The researcher will find newsletters, studies done by Arthur Young and J.D. Edwards computer consulting companies, memoranda, minutes of the computer steering committee, price lists, computer system promotional and informational materials, correspondence, reports.

**SUBGROUP: 02D Office for Insurance Benefits\***

**DESCRIPTION:** Insurance Appraisals (1939-1976) on all diocesan property both on paper and microfilm, list each parish or diocesan institution, gives a description of the property including land and buildings and their appraised value. Pension Records (1965-1991) are records of all diocesan employees currently receiving a pension. Includes information on the employee and the amount of pension received.

**SUBGROUP: 02G Office for Property Planning and Development**

**DESCRIPTION:** Diocesan Building Commission Minutes (1905-1955).

**SUBGROUP: 03 Department for Communications**

**DESCRIPTION:** Consists of monthly Bulletins (1969-1971) which provide information on the various offices and departments in the Diocese of Pittsburgh, Memoranda (1969-1970) contains information on the establishment of and requisites for the Bulletins; and a collection of Scrapbooks (1976-1980) from various newspapers from around the diocese; News Releases (1988-2000) with notices and discussions of upcoming conferences, special Masses, and meetings to biographies of newly-hired directors of offices, spotlights on notable priests and individuals, and general news of interest from around the diocese. Radio Programs (1957-1961) focus on the St. Patrick Church Radio Program on WJAS. Television Programs (1958-1959, 1976-1980) includes scripts, a manual and newspaper clippings. Bishop's Files (1959-1979) include press releases, speeches and articles about Bishops Wright and Leonard. Press Clippings (1983, 1986-1998) from various local newspapers and St. Michael Church, Elizabeth, files (1985-1989) which relate to the controversy of the building of a new church in the parish.

**SUBGROUP: 04B Office for Civil Legal Services**

**DESCRIPTION:** Files of the Legal Office consist of Correspondence (1916-1979) and memoranda, information on the sale and purchase of Property (1855-1966), by-laws, meeting minutes and charter of the Catholic Institute (1922-1979), agreements, Deeds (1910-1950), records of Lawsuit Files (1901-1998) involving the diocese, memoranda and correspondence related to the Ozanam Cultural Center (1961-1983), and correspondence and architectural files related to Epiphany Parish (1848-1921).