



# 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 B and C update  
Date: **Monday, December 29, 2025**

Just a reminder that Batch B of the Sacramental Records for the deaneries of **Solano, Southern Suburbs, West Placer, Mother Lode, and Yolo** are expected to be delivered to the Pastoral Center around January 8, 2026. That delivery date is heavily dependent on the weather. Once the boxes are delivered, 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 15<sup>th</sup>, 2026.** More information will be provided as we approach that date.

The empty Databank boxes for the third and final batch (Batch C) of parishes were shipped two weeks ago to the respective deaneries. By now, I would hope that all parishes should already have their boxes. Parishes associated with **BATCH C** are the **Ridge, Shasta, Siskiyou, and Sutter Buttes deaneries.**

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 that week. I will be in communication with each of the Deans to make sure arrangements have been made to transport each of the parish boxes, so they are at the Pastoral Center no later than January 6<sup>th</sup>. That way the Archives staff will have time to process the boxes, verify their contents against the inventory sheet completed by the parish, appropriately sealed and ready for pick up by the contractor.

*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](mailto: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](mailto: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](mailto:CJaramillo@scd.org) or call his office phone at (916) 733-0291.