

**CHANCERY - CHECKLIST:**

Parish: \_\_\_\_\_

**I. CANONICAL BOOKS**

	YES	NO	SIGNED BY PARISH PRIEST	NOTES MADE IN OBSERVANDA	REMARKS
1. BAPTISMORUM					
2. CONFIRMATORUM					
3. MATRIMONIORUM					
4. DEFUNCTORUM					
5. CONVERSIONUM					
6. RECONSTRUCTIONUM:					
Baptism					
Confirmation					
Marriage					
Death					
7. CORRECTIONUM:					
Baptism					
Confirmation					
Marriage					
Death					
8. BOOK OF INVENTORY					

**II. PARISH ARCHIVES**

	YES	NO	REMARKS
1. DOCUMENTS/ARCHIVES OFFICE			
2. ORDINARY SECTION:			
Letters			
Supporting Documents			
Decrees (Partial Change, etc.)			
Books			
Back up of PIMS			
Annuario			
3 HISTORICAL SECTION			
Circulars			
Decree of Establishment			
Appointment Letters			
Minutes of Meeting			
4. SECRET SECTION			

**III. COMMUNICATION SECTION**

	YES	NO	REMARKS
1. PHONE/FAX/INTERNET CONNECTION			
2. UPDATED DIRECTORY OF PARISHES			