

## **ARCHIVES POLICY FOR RELEASE OF INFORMATION**

1. The originals of the following registers are held in the St. John's Archives -

Baptisms	1789 to present
Marriages	1790 –1823 and 1828 to present
Burials	1790 to present

2. **High resolution images of the St. John's Registers can be viewed on Ancestry.com (a subscription site).** Also microfilm copies of these early registers, up to at least 1856 when registration of births, deaths & marriages was made compulsory in NSW, are held by many public libraries, historical and genealogical societies. These can normally be consulted at no cost. On **both** these microfilms **and the Ancestry images**, each entry is shown in its entirety. There is no additional information to be obtained by consulting the original registers

3. Do not expect these early church records to have the detailed information available on later birth, marriage and death certificates. Parents' names are never given in either marriage or burial entries except in some rare cases of infant and child burials where the name of one or both parents might be noted.

4. The Archivist can provide a transcript of a particular entry, with the following fees applying -

Transcription of each entry (including an initial 2 year search)	\$ 15.00
Search for each additional 2 year period	\$ 10.00

Applications should be in writing, preferably on the form available from our office. Payment must be received prior to any search being conducted. The archives need to be self funding, and these fees are used to maintain the archives to a high standard.

5. Due to the fragile nature of the registers they cannot be photocopied or photographed.

6. Unfortunately extensive searches to compile detailed family trees cannot be undertaken. If you cannot carry this out yourself you will need to consult with a genealogical society or a professional genealogist. Two and three generation family trees are provided in a number of publications. For arrivals before 1828 see *The Pioneer Register* (Vol 1-6), and for Parramatta families *The Parramatta Pioneer Register* (Vol 1 & 2).

7. Our Archivist is an experienced professional, but carries out her duties at St. John's in a totally honorary capacity in her own time. She receives many requests because of the historic nature of our Church. Be patient. It may take **a week or two** to receive a reply to your request. If transcripts are required sooner than this, then an additional \$10.00 priority fee, per entry. will apply.

8. Information from our registers can only be provided in accord with the provisions of the Federal Government *Privacy Act* (1988) and the NSW *Privacy and Personal Information Protection Act* (1988).

9. Although the Parish of St. John's Parramatta once comprised a much larger area, we have no access to the registers of any other Anglican churches, even those that once were branch churches of St. John's. You will need to search elsewhere for these. (For information on the location of other church registers see *Parish Registers in Australia* by Nick Vine Hall, 2<sup>nd</sup> edition 1990).

10. Many requests are also received for information regarding burials in St. John's Cemetery. Unfortunately **St. John's** holds no information regarding unmarked burials in the Cemetery. If the grave you are searching for is not listed in *The Parramatta Cemeteries - St. John's* by Judith Dunn (Parramatta & District Historical Society 1991), then we are unable to provide any further information regarding any particular grave's location.

ST. JOHN'S PARRAMATTA

*For and on behalf of the Wardens*