



SACRAMENTAL REGISTERS INVENTORY FORM

Inventory before a new pastor is assigned to parish.

PARISH/MISSION NAME _____

Inventoried by _____ Year _____

Condition Key: Fair: pages pulling from binding, binding broken; Good: minor wear and tear; Excellent: no problems.
Please keep all documentation for any rebinding/repair work.

	Type of Register	Vol	Section / Vol. # (Combination/Missions)	Date Span	Pages filled	Condition (Fair, Good, Excellent)	Index Yes/No	Notes (damage, special entries, repair work)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Current Location of Books _____

List any books that can be found in a digital database and type of database?

Does your parish maintain a separate Index to this book (i.e. Word or Excel or cards)?

List books backed up with microfilm/digital images:

SIGNATURE of person completing this form: _____

Phone: _____ Email: _____ Date: _____