

Catholic Church Archive Guide

Spain “How to” Guide, Beginner Level: Instruction

November 2015

GOAL

This guide will teach you how to use the Catholic Church Archive Guide to identify what records are available and find the addresses of the Diocesan Archives.

INTRODUCTION

Created in 2001 the *Guia de los Archivos de la Iglesia en España* (*Archive Guide of the Church in Spain*) is a useful resource in learning when records for a particular parish start as well as where the records for parishes can be located. This guide covers all the Dioceses in Spain and reports on most of the parishes in Spain. This guide is useful but not comprehensive and has some errors. It is still your best option aside from contacting the parish or diocesan archive.

You may want to consult the following “How to” Guides before continuing:

- [Spain-Madoz Dictionary](#)
- [Spain-Spain Gazetteer](#)

HOW TO

The Archive Guide is only available online in PDF format at the following website: <http://www.mcu.es/archivos/docs/ArchivosIglesia.pdf>. You can also do an internet search for the phrase “Guia de la Iglesia en Espana;” it should be the first result. You may view the PDF file online, or you can download a copy of the guide to your computer. Because all of the parishes are organized according to the diocese in which they belong, you will need to do a “Control + F” search to find the parish that you want. Hold down the “Control” key, and type the letter “F”. A search box will appear, either in the upper right or lower left corner of the browser window. Type in the name of the parish and hit the “Enter” key. The first entry will appear. If the key words are in the document multiple times, hit “Enter” or click on the “Next” button for the next entry. The name of the diocese is printed in the top right corner of every other page so you know which diocese the parish is in.

This guide employs a few abbreviations which are necessary to understand in order to read the tables correctly. Following are a list of the abbreviations found in the guide:

Abbreviation	Meaning	Translation
B	Bautismos	Baptisms
C	Confirmaciones	Confirmations
M	Matrimonios	Marriages
D	Defunciones	Deaths
F	Fábricas	Other parish records
Co	Concentrados	Centralized
Pic	Puntos de interés cultural	Interesting cultural points
Mic	Microfilmación	Microfilmed
MH	Microfilmación de fondos históricos	Historical documents microfilmed
MAD	Microfilmación de fondos actuales	Recent documents microfilmed

The benefit of this guide allows you to see when records for a particular parish started. If the records are not available or are only partially available through FamilySearch, you can find out when the records started and who to contact in order to get a copy of the record. The following is an excerpt for the parish of Palafrugell.

Parroquia	B	M	D	Co	Mic
Orriols	1918	1918	1918		
Palafolls, Santa Maria	1916	1919	1919		
Palafrugell	1539	1575	1453	+	+
Palamós, Santa Maria del Mar	1562	1572	1555	+	+
Palamós, Santa Eugènia	1560	1560	1560	+	+

Source: José M^a Martí Bonet et al., *Guía de los Archivos de la Iglesia en España* (Barcelona: Archivo Diocesano de Barcelona, 2001), pg. 303, <http://www.mcu.es/archivos/docs/ArchivosIglesia.pdf>.

In the above example, you will see that the baptism records start in 1539, the marriages begin in 1575, and the deaths begin in 1453. The guide only gives the earliest year of existing records available for the parish. There could also be gaps in the records. Look again at the above example for the parish of Orriols. Because the records begin so late, it is possible that there has been some record destruction.

The other thing we learn from the above example is that the records for Palafrugell have been centralized (probably in the diocesan archive, or *Archivo Histórico Diocesano*) and they have been microfilmed. You can see this information by looking at the column under the abbreviations **Co** and **Mic**. With this information you can go to the FamilySearch catalog to see if we have a copy of those microfilms.

As mentioned above, the easiest way to search these records is by doing a “Control + F” search. However, if you don’t have the correct spelling of the parish, or the parish name is a common one (such as Santa María), you will need search by diocese. Please note that even

though the diocese has the same name as a province, the boundaries aren't necessarily the same. Alternatively, you may use the Madoz Dictionary to identify the diocese of a specific town.

The parish lists can be organized in a variety of ways. The most common way is alphabetically by the name of the parish. If a town has only one parish, it will typically be listed under the name of the town. For towns or cities with multiple parishes, it will be alphabetized by town, followed by the names and information for the specific parishes within the town.

Finding the Archive Address

One of the best things about the guide is the ability to locate the address and other information about the archive where the records might be kept. Please note that sometimes the records are not centralized in the diocese; in this case, the archive address will not help you. You can find the archive's information by scrolling to the page immediately ahead of the parish listing. Many times it is listed as the Diocesan Historical Archive, or *Archivo Histórico Diocesano*. For example, here is the listing of the *Archivo Diocesano* of Barcelona:

Archivo Diocesano de Barcelona

Carrer del Bisbe, 5. Palacio Arzobispal. 08002 Barcelona.
Teléfono: 93 270 10 17. Fax: 93 270 13 04. E-mail: dpcarqbcn@filnet.es
Horario: De 9 a 13 horas (laborables). Cerrado el mes de agosto.
Director del Archivo: José María Martí Bonet.
Dirección particular: Calle Cardoner, 47, bajos. 08024 Barcelona. Teléfono 93 219 91 25.
Archiveros eméritos: Leandro Niqui Puigvert (calle Vilamarí, 21, principal, l.a. 08015 Barcelona. Teléfono 93 432 23 29), Joan Casas Rafart, Félix Miquel Mascort i Joan Nonell Brunés.
Atención a los investigadores: Hna. Felicidad Santamaría Cea.
Servicio Archivo Informático: Francesc Tena Juncosa.
Sistemas informáticos y Lumen: Pere-Jordi Figuerola Rotger y Javier Macía.
Sección partidas sacramentales: María Juliana Fontrodona Riera y Nuria Fontanals Monegal.
Sección Microfilmación y Digitalización: Carme Pérez Antich.

Source: José M^a Martí Bonet et al., *Guía de los Archivos de la Iglesia en España* (Barcelona: Archivo Diocesano de Barcelona, 2001), pg. 86, <http://www.mcu.es/archivos/docs/ArchivosIglesia.pdf>.

Here you see all the basic information about the archive, including address, telephone, email, and hours of operation. Check with the archive before visiting to make sure the information is still current. The archive page can also give information about the archive including the history, its collections, and how to access the records.

PRACTICE

Use the Archive Guide to find out more information about the town of **Galinduste**. Follow these steps to find the information.

1. Access or download the guide as explained above.
2. Push the "CTRL+F" keys on your keyboard and search **Galinduste**. It should be on printed page 659, image 706 of 1044.

3. Next, identify the diocese. This can be located at the top right corner of the page. It should say "Diócesis de Salamanca." This means it is in the Salamanca diocese.
4. Identify when the records begin. The most useful are B (baptisms), M (marriages), and D (deaths). For this town the start dates are B-1627, M-1634, and D-1630.
5. Now, see if it has been centralized or microfilmed. Look for the columns that say Co and Mic. Under "Co" there is no information. It does not indicate whether it has been centralized or not. Under "Mic" it says No, meaning it has not been microfilmed.
6. Finally, find the address of the archive. To do this, scroll up a few pages. Look for the heading that says "*Archivo Diocesano de Salamanca*." It is located on page 654 (image 701). The address is found right under the heading. It says "Calle Yscar Peyra, 26, 37002 Salamanca".

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.