



**The Church of Saint Michael and All Angels**  
**2013 St. Paul Street**  
**Baltimore, MD 21218-5929**  
**The Rev. Ramelle McCall, Rector**

## Archive Policy

Cost for Archival Search: \$25

### Additional Charges

- \$10.00 for searches that last over one hour
  - Average search takes roughly 30-50 minutes
- \$1.00 will be charged per page that are printed and mailed

An initial request for archival information will be filled out by the Requester using the Archive Search Request Form (ASR). Incomplete forms will not be approved. If the Requester's ASR is incomplete, the Church will contact the Requester for additional information.

Once received, an archivist will search the Church's records for the information requested. When found, the pages will be scanned and copies will be made. Once this is completed, the Requester will be contacted and final payment arrangements will be made before the scanned information will be sent. Copies will be mailed to the Requester at the address provided on the ASR.

In the event that no information is uncovered in the archives, the Requester will be contacted via phone and email.