SUBGROUP: 001 Office for the Chancellor*

SUBGROUP: 01A Archives and Records Center

SUBGROUP: 02B Office for Financial Services*
DESCRIPTION: The documents consist of Administrative Files (1933-1978) which consist of minutes, correspondence, financial statements; Plant Fund Files (1931-1978) in which properties maintained, bought and sold by the diocese are documented, also includes blueprints and topographical maps; Parish Annual Financial Reports (1989-1990) and School Annual Financial Reports (1989-1990), which include bank account balance, inventory of securities, debt, and deposits with Catholic Institute of Pittsburgh for each
school and parish in the Diocese of Pittsburgh.

**SUBGROUP: 02C Office for Information Technology**
**DESCRIPTION:** Computer Systems Development Files (1985-1990) relate to the conception of the Office for Data Automation, the study of the Diocese's computer needs, and the implementation of a new diocesan-wide computer system. The researcher will find newsletters, studies done by Arthur Young and J.D. Edwards computer consulting companies, memoranda, minutes of the computer steering committee, price lists, computer system promotional and informational materials, correspondence, reports.

**SUBGROUP: 02D Office for Insurance Benefits**
**DESCRIPTION:** Insurance Appraisals (1939-1976) on all diocesan property both on paper and microfilm, list each parish or diocesan institution, gives a description of the property including land and buildings and their appraised value. Pension Records (1965-1991) are records of all diocesan employees currently receiving a pension. Includes information on the employee and the amount of pension received.

**SUBGROUP: 02G Office for Property Planning and Development**
**DESCRIPTION:** Diocesan Building Commission Minutes (1905-1955).

**SUBGROUP: 03 Department for Communications**

**SUBGROUP: 04B Office for Civil Legal Services**
**DESCRIPTION:** Files of the Legal Office consist of Correspondence (1916-1979) and memoranda, information on the sale and purchase of Property (1855-1966), by-laws, meeting minutes and charter of the Catholic Institute (1922-1979), agreements, Deeds (1910-1950), records of Lawsuit Files (1901-1998) involving the diocese, memoranda and correspondence related to the Ozanam Cultural Center (1961-1983), and correspondence and architectural files related to Epiphany Parish (1848-1921).