

104/64

April 20, 1964

Dear Father Fitzgerald:

In examining the Via Coeli files, I find that there are certain things left to be desired in the method and extent of keeping the Chancery au courant concerning guests.

In the past - and no doubt beginnings demanded this - much of the business between Via Coeli and this office must have been conducted viva voce. Now, however, the apostolate is no longer a new venture. For your protection as well as mine, and for the ultimate welfare of the guests, it is my wish that henceforth all business, save real emergencies, between our offices be conducted in writing.

In addition, I ask you to follow these procedures, effective at once:

- 1) The Archdiocesan data sheet should be in this office within one week after the guest's arrival at Via Coeli.
- 2) The data sheet should be accompanied by a copy of the pertinent letter(s) from the guest's Ordinary in which the priest's case and status is outlined.
- 3) This office should be furnished with copies of all letters to and from any of the Roman dicasteries concerning priest-guests.
- 4) Copies of letters affecting a guest's status should be filed with this office as soon as possible after their receipt.
- 5) The Chancery is to be notified of the date of a guest's departure, with indication of his status and destination.

Thanking you for your kind cooperation in these matters, while blessing you, I am,

Sincerely yours in Christ,

SERVANTS -6840

James P. Davis
ARCHBISHOP OF SANTA FE