Informational Reference for Parish

Parish Guide To Recordkeeping And The Sacraments cover the ecclesiastical record keeping requirements mandated by the Code of Canon Law.

This guide covers all the other records retention guidelines including; Administrative and Governance, Cemeteries, Financial, Human Resources, Legal and Property to name a few. Please refer to the Table of Contents on page 2 for a full listing.

Parishes, churches and all diocesan entities should follow these guidelines for retention. This also covers electronic retention.

Sources

The Code of Canon Law, Revised 1983
Louisiana Legislator Auditor, Louisiana Governmental Audit Guide
Diocese of Shreveport, Record Retention Policy, 2011
General Accepted Accounting Principles, https://accountingprinciples.org/gaap
Diocese of Dallas, Roman Catholic Diocese of Dallas Records Retention Schedule, June 2018

Diocese of Shreveport
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Randy G. Tiller, Chancellor
Email: rtiller@dioshpt.org

January 2020
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## PROPERTY RECORDS

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Document of Appraisal by an Appraiser</td>
<td>Chancery</td>
<td>Retain until superseded by current appraisal</td>
</tr>
<tr>
<td>• Map pf property</td>
<td>Chancery</td>
<td>Retained Indefinitely</td>
</tr>
<tr>
<td>• Any documents with builder pertaining to construction of property</td>
<td>Chancery</td>
<td>Evaluate for historical value</td>
</tr>
<tr>
<td>• Legal signed document outlining our agreement with the builder or contractor</td>
<td>Chancery</td>
<td>Historical</td>
</tr>
<tr>
<td>• Any change to policy</td>
<td>Business</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Letters and brochures from insurance company</td>
<td>Business</td>
<td>5 years</td>
</tr>
<tr>
<td>• Letters to and from insurance company on claims</td>
<td>Business</td>
<td>10 years</td>
</tr>
<tr>
<td>• Legal contract between parties to lease property</td>
<td>Business/Chancery</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Invoices on repairs to property</td>
<td>Business</td>
<td>3 years</td>
</tr>
<tr>
<td>• Contracts for repairs</td>
<td>Chancery</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Sales Deed</td>
<td>Chancery</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Contract to sell with buyer</td>
<td>Chancery</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Contract with Realtor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Valuation of Tax</td>
<td>Business</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>• Invoice of Tax</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PROPERTY RECORDS

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal</td>
<td>Document outlining property lines and boundaries with an evaluation of properties worth</td>
</tr>
<tr>
<td>Architectural</td>
<td>Drawings of a map of the property to specifications</td>
</tr>
<tr>
<td>Construction</td>
<td>General and routine correspondence in construction on property</td>
</tr>
<tr>
<td>Construction</td>
<td>Contracts with builders and contractors during construction.</td>
</tr>
<tr>
<td>Construction</td>
<td>Files and specification along with any change orders in the construction on property</td>
</tr>
<tr>
<td>Deeds &amp; Titles</td>
<td>Recorded document showing ownership</td>
</tr>
<tr>
<td>Insurance</td>
<td>Records of general/routine correspondence with the insurance company</td>
</tr>
<tr>
<td>Insurance</td>
<td>Claims for Property damage</td>
</tr>
<tr>
<td>Leases</td>
<td>Legal document of any lease signed</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Repair of Property</td>
</tr>
<tr>
<td>Property</td>
<td>A Legal Mortgage Sales Contract</td>
</tr>
<tr>
<td>Property</td>
<td>Ad Valorem Tax notices</td>
</tr>
</tbody>
</table>

## CATHOLIC DIOCESE OF SHREVEPORT – PASTORAL CENTER RECORDS RETENTION SCHEDULE

### Introduction:

The Catholic Diocese of Shreveport Records Retention Schedule for Pastoral Center Document Management ("Schedule") is effective as of January 1, 2020. This Schedule identifies specific retention periods that apply to hard copy and electronic records that require retention for legal, recordkeeping or business policy reasons.

The Schedule lists the retention periods for the official or final version of the record regardless of media or location of storage. Official records that have met their retention period, as shown in this Schedule, should be shredded as long as they are not subject to a legal hold or document official diocesan business that may hold historical value. Official records are stored in the Archives room under the control of the Chancellor's Office.

**DO NOT** retain drafts, duplicates or copies of official records longer than necessary to perform a job responsibility and no longer than the retention period for the official records, unless those records are subject to a legal hold or a document hold by the Diocese for historical value.

### Retention Calculation:

**Administrative:** All records useful for conduct of regular business is eligible for disposition after 1 to 5 years.

**Historical:** All records that documents the Church’s history such as policies, programs, key personnel, reports, events, photographs. These records are required to be retained indefinitely per Canon Law 491.

**Fiscal:** All records for documenting financial/accounting transactions are eligible for disposition after 6 to 10 years.

**Legal:** All records required in order to comply with civil and Canon Law or as supporting documentation for litigation are eligible for disposition after designated time frame.
<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting diocesan business that concerns policy, governance, legal matters and directives</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Correspondence generated by events in Diocese</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business that concerns an event</td>
</tr>
</tbody>
</table>

### Example Records

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| • Affidavit of free status for each party  
• Granting dispensions and permissions  
• Providing all detailed information about the marriage | Archives: Tribunal | Permanent |
| • First instance defender’s brief  
• First instance judge’s decisions  
• Second instance defender’s brief  
• Second instance judge’s decisions  
• Decrees/decisions settling incidental matters  
• Petrine decrees/decisions from Rome | Archives: Tribunal | Permanent |
| • Petitions for investigation of a marriage bond  
• Signed procedural decrees  
• Initial letter/citation to respondent  
• Confessions/declarations of petitioner and respondent  
• Testimonies of witnesses  
• Medical Records  
• CPS Reports | Archives: Tribunal | Settlement + 20 years |
| • All first and second instance defender’s briefs and judge’s decisions  
• All documents useful if case reintroduced | Archives: Tribunal | Permanent |
| • Trust Agreements  
• Wills | Archives: Chancery | Permanent |
## LEGAL AND CANNONICAL

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prenuptial Files</td>
<td>Records relating to all prenuptial papers involving parishes in the Diocese required for submission to the tribunal for permission and dispensations for marriages</td>
</tr>
<tr>
<td>Marriage Nullity Files/ Final Decisions (Cases receiving affirmative decisions)</td>
<td>Decisions relating to all marriage cases (administrative and judicial) that received an affirmative outcome</td>
</tr>
<tr>
<td>Marriage Nullity files/ Acta (Cases receiving affirmative decisions)</td>
<td>Documents, except final decisions, in all marriage cases (administrative and judicial) that received affirmative outcomes</td>
</tr>
<tr>
<td>Marriage Nullity Files (Cases <em>Not</em> receiving affirmative decisions)</td>
<td>Documents in all marriage cases (administrative and judicial) that did not receive affirmative outcomes</td>
</tr>
<tr>
<td>Trust and Wills</td>
<td>Records documenting establishment of trusts as well as will that outline terms of use of funds for the Diocese</td>
</tr>
</tbody>
</table>

## BISHOP OFFICE/PRESBYTERAL COUNCIL

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Annual Diocesan Reports</td>
<td>Archives: Bishop Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>- Appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Lay Appointment Letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Coat of Arms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Episcopal Decrees and Index</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Diocesan Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bishop Ordination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bishop Correspondence of Intervention into Practices and Policies of Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Holy See/Nuncio Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Legal Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Official Bishop and Diocesan Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Louisiana Conference of Catholic Bishops Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- United States Conference of Catholic Bishops Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Requests for Confirmation</td>
<td>Bishop Office</td>
<td>1 year</td>
</tr>
<tr>
<td>- Correspondence – General</td>
<td>Bishop Office</td>
<td>1 or 5 years</td>
</tr>
<tr>
<td>- Correspondence – Clergy/Religious in DOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Correspondence – Clergy/Religious outside of DOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Correspondence – Hierarchy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Correspondence – Traditions/ government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Red Mass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Residence</td>
<td>Bishop Office</td>
<td>Project completion + 3 years</td>
</tr>
</tbody>
</table>
### BISHOP OFFICE/PRESBYTERAL COUNCIL

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Correspondence</td>
<td>Records related to the origination of the Council and their history including the College of Consultors</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Recorded relate to the events or policy until such time it is completed or superseded</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Correspondence related to the Council</td>
</tr>
</tbody>
</table>

### CHANCERY: ARCHIVES

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Reports and Meeting Minutes/Permanent</td>
<td>Official reports, supporting documentation and meeting minutes produced by the Diocese that are retained permanently for historical or other needs</td>
</tr>
<tr>
<td>Official Reports and Meeting Minutes/Non-Permanent</td>
<td>Reports and meeting minutes produced by the Diocese that are retained for a specific period and not required for permanent retention</td>
</tr>
</tbody>
</table>

### LEGAL AND CANNONICAL

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Discovery</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• EEOC Claims</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Subpoenas</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Pleadings</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Settlement Agreements (Non-Major)</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Unemployment/Claims</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Settlement Agreements (Major)</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Worker’s Compensation Claims</td>
<td>Business Office/ Third Party Operator</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Advertising Contracts</td>
<td>Business Office</td>
<td>Termination + 4 Years</td>
</tr>
<tr>
<td>• Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Amendments to Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Capital Campaign Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Educational Institution contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Baptism Registers</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Confirmation Registers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Death Registers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• First Communion Registers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Marriage Registers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### LEGAL AND CANNONICAL

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims and Litigations/General</td>
<td>Record documenting claims or litigation involving the Diocese. <em>Does not include workers compensation claim retained in Human Resource Office</em></td>
</tr>
<tr>
<td>Claims and Litigations/General</td>
<td>Record documenting claims or litigation involving the Diocese. <em>Does not include workers compensation claim retained in Human Resource Office</em></td>
</tr>
<tr>
<td>Litigation and Claims/Major Settlement Agreements</td>
<td>Reports of settlements resulting from major claims or litigations that require ongoing compliance</td>
</tr>
<tr>
<td>Claims and Litigations/Workers’ Compensation</td>
<td>Record documenting workers’ comp claims for the pastoral center staff</td>
</tr>
<tr>
<td>Contracts/General</td>
<td>Records of agreements between the Diocese and a third party. <em>Does not include workers compensation claim retained in Human Resource Office</em></td>
</tr>
<tr>
<td>Sacramental Registers</td>
<td>Records and registers required by canon law to support parishioner’s status. <em>Predates establishment of parish</em></td>
</tr>
</tbody>
</table>

### BISHOP OFFICE/PRESBYTERAL COUNCIL

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Constitution</td>
<td>Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Minutes</td>
<td>Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Exposition of the Blessed Sacrament</td>
<td>Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Sacramental Guidelines and Baptism</td>
<td>Chancery</td>
<td>If Superseded + 3 Years</td>
</tr>
<tr>
<td>• Working Issues/Bishop’s Consultation</td>
<td>Chancery</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Log and Resolutions</td>
<td>Chancery</td>
<td>5 Years</td>
</tr>
</tbody>
</table>

### CHANCERY: ARCHIVES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ad Limina Reports (Quinquennial Reports)</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Finance Committee Reports and Minutes</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Pastoral Council Reports and Minutes</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>• School Advisory Council Reports</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>• United States Council of Catholic Bishops (USCCB) Reports</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Annual Reports to Pastoral Center (Status Animarum)</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Annual Vatican Report</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Canonical Affairs Committee Reports and Minutes</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Mass Counts</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Non-Parish Organization files</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Official Catholic Directory Entity Financials</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>• Official Catholic Directory Reports and Work papers</td>
<td>Various</td>
<td>5 Years</td>
</tr>
<tr>
<td>Record Series Title</td>
<td>Record Series Description</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Departmental</td>
<td>Records related to general administrative functions and planning for all departments</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>NOTE: Any correspondence that may provide historical significance should be retained permanently</td>
<td></td>
</tr>
<tr>
<td>Historical Records</td>
<td>Records of historical significance maintained to document the history of the Diocese</td>
<td></td>
</tr>
<tr>
<td>Historical Records</td>
<td>Records of historical significance maintained to document the history of the Diocese</td>
<td></td>
</tr>
<tr>
<td>Internal Projects</td>
<td>Records related to internal projects not covered elsewhere</td>
<td></td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>Records of strategic planning activities</td>
<td></td>
</tr>
<tr>
<td>Policies and</td>
<td>Records documenting diocesan policy and procedures</td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Records</td>
<td>Records of historical significance maintained to document the history of the Diocese</td>
<td></td>
</tr>
</tbody>
</table>

### INFORMATIONAL SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Electronic Policy Revisions</td>
<td>IS</td>
<td>If superseded or obsolete, +2 years, destroy</td>
</tr>
<tr>
<td>(Development, unapproved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Forms</td>
<td>IS</td>
<td>If superseded or obsolete, destroy</td>
</tr>
<tr>
<td>(Sample forms; drafts; revisions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technology use Policies</td>
<td>HR</td>
<td>If superseded or obsolete, destroy</td>
</tr>
<tr>
<td>Part of overall Diocesan Personnel Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technology use Policies – Revisions</td>
<td>IS</td>
<td>If superseded or obsolete, destroy</td>
</tr>
<tr>
<td>(Proposed, not approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Managed E-Mail Policies</td>
<td>All offices</td>
<td>Currently not implemented</td>
</tr>
<tr>
<td>• General email</td>
<td></td>
<td>Deleted after 12 months</td>
</tr>
<tr>
<td>• Business project related emails</td>
<td>All offices</td>
<td>If superseded or obsolete (conclusion) +2, delete</td>
</tr>
</tbody>
</table>
### INFORMATIONAL SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration</td>
<td>Records related to setup and management of Information Systems Office</td>
</tr>
<tr>
<td>Electronic Systems Retention and Deletion Policies</td>
<td>Records related to policies and practices for emails, recorded voice mails, and electronic media</td>
</tr>
<tr>
<td>Electronic mail, internal and external sources – general and business related</td>
<td>No automated system wide E-mail policy currently applied to any email account.</td>
</tr>
</tbody>
</table>

### CHANCERY: ARCHIVES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Correspondence</td>
<td>All Departments</td>
<td>3 years</td>
</tr>
<tr>
<td>General Office Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routines Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendars and Appointment Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official School Calendars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Association Membership Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anniario Pontificio Directories</td>
<td>All Departments</td>
<td>3 years</td>
</tr>
<tr>
<td>Baptism Index</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clergy Card Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clergy Information Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Bishops’ Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Catholic Directories</td>
<td>All Departments</td>
<td>3 years</td>
</tr>
<tr>
<td>Parish, School, Institution Histories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catholic Directories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Topical, Religious Orders for Men and Women Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda</td>
<td>Various</td>
<td>Project completion + 3 years</td>
</tr>
<tr>
<td>Project plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop’s Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Plans</td>
<td>Various</td>
<td>5 years</td>
</tr>
<tr>
<td>Management Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis Management Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Diocesan Policies and Procedures</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>Parish Corporate Meetings</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>Annual Diocesan Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancery Archive and Records Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invalid Defections</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Document Format:**
- Hard copy
- Electronic
- Cloud Storage
### CHANCERY: ARCHIVES

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Records</td>
<td>Records of historical significance maintained to document the history of the Diocese</td>
</tr>
<tr>
<td>Records or Items</td>
<td>All items that documents the Church’s history</td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
</tbody>
</table>

### CEMETERIES

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Cemetery</td>
<td>Records documenting ownership of cemetery plots, mapping, cemetery history and Trust Documents</td>
</tr>
</tbody>
</table>

### INFORMATION SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Audit</td>
<td>IS</td>
<td>If superseded or obsolete +5 years, destroy</td>
</tr>
<tr>
<td>Asset Tracking and Inventory (Acquisition, retirement, destruction of hardware, software, servers, desktop and destroyed hard drives)</td>
<td>IS</td>
<td>Assets – If superseded or obsolete for life of asset (acquisition through recycled/destruction +2 years, destroy</td>
</tr>
<tr>
<td>Network Management (Server, other hardware, operating systems and shared applications maintenance)</td>
<td>IS</td>
<td>If superseded or obsolete +5 years, destroy</td>
</tr>
<tr>
<td>Desktop Management (Desktops, user level hardware, operating systems and shared applications maintenance)</td>
<td>IS</td>
<td>If superseded or obsolete +1 year, destroy</td>
</tr>
<tr>
<td>User Management (Employee access request and authorizations)</td>
<td>IS</td>
<td>If superseded or obsolete +3 years, destroy</td>
</tr>
<tr>
<td>Correspondence 3 years</td>
<td>IS</td>
<td>If superseded or obsolete +1, destroy</td>
</tr>
<tr>
<td>Contracts &amp; Leases</td>
<td>IS</td>
<td>If superseded or obsolete contracts +6 years; Leases +7 years, destroy</td>
</tr>
</tbody>
</table>
## INFORMATION SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Security and Management Records</td>
<td>Records document the security and management of the Catholic Center’s information systems</td>
</tr>
<tr>
<td>Office Administration</td>
<td>Records related to setup and management of Information Systems Office</td>
</tr>
</tbody>
</table>

## CHANCERY: ARCHIVES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastoral Planning</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>Spiritual Reports and Graphs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosters for Ministers of the Word, Eucharist, PPC/PFC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Recipients (Diocesan/Papal) and Lay Advocates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rite of Election letters for catechumens and candidates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relics</td>
<td>Archives: Chancery</td>
<td>Archives</td>
</tr>
<tr>
<td>Official Catholic Directory</td>
<td>Chancery</td>
<td>1 or 5 years</td>
</tr>
<tr>
<td>Marriage documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Meetings with Directors, Pastoral Team, Staff In service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Devotions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards - correspondence</td>
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## CEMETERIES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Correspondence</td>
<td>Cemetery Office</td>
<td>5 Years</td>
</tr>
<tr>
<td>Diocesan Cemetery - St. Joseph Cemetery, Shreveport</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>Record Series Title</td>
<td>Record Series Description</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
<td></td>
</tr>
<tr>
<td>Training Materials</td>
<td>Training materials developed and maintained for ministry courses</td>
<td></td>
</tr>
<tr>
<td>Catechetical Certification</td>
<td>Records documenting the training and certification of catechists</td>
<td></td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>Evaluations of all ministry courses</td>
<td></td>
</tr>
<tr>
<td>Events/General</td>
<td>Records of less significant and or annual and local events sponsored by the Diocese</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Does not include significant diocesan events that may hold historical value.</em></td>
<td></td>
</tr>
<tr>
<td>Events/Significant</td>
<td>Records of significant events sponsored and/or co-sponsored by the Diocese. These events hold historical value</td>
<td></td>
</tr>
<tr>
<td>Event Permission Forms</td>
<td>Forms completed and submitted by persons attending ministry events</td>
<td></td>
</tr>
<tr>
<td>Organizational Records</td>
<td>Records documenting the organization, policies and grants of the entities Catholic Charities, Ministries of St. Vincent De Paul, Ministries Caring Organizations, Ministries of Care (Haiti)</td>
<td></td>
</tr>
<tr>
<td>Official Correspondence</td>
<td>Records of the Catholic Charities, Ministries of St. Vincent De Paul, Ministries Caring Organizations, and Ministries of Care (Haiti)</td>
<td></td>
</tr>
<tr>
<td>Scholarship and Tuition Assistance</td>
<td>Training materials developed and maintained for ministry courses</td>
<td></td>
</tr>
</tbody>
</table>

### INFORMATIONAL SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure planning and Implementation</td>
<td>IS</td>
<td>If superseded or obsolete for life of implemented system</td>
</tr>
<tr>
<td>• Implemented System Project</td>
<td>IS</td>
<td>If superseded or obsolete 3 years for unimplemented systems, destroy</td>
</tr>
<tr>
<td>• Unimplemented System Project</td>
<td>IS</td>
<td>If superseded or obsolete, +1 year, destroy (reviewed annually)</td>
</tr>
<tr>
<td>• Technology refresh plans</td>
<td>IS</td>
<td>If superseded or obsolete</td>
</tr>
<tr>
<td>• Technical Audits, Backup Logs, Firewall logs, Network Security logs</td>
<td>IS</td>
<td>• Access logs, +3 years, destroy</td>
</tr>
<tr>
<td>• System logs, +1 year, destroy</td>
<td>IS</td>
<td>• All other records, +3 years, destroy</td>
</tr>
<tr>
<td>• Global File Change requests</td>
<td>IS</td>
<td>If superseded or obsolete, +2 years, destroy</td>
</tr>
</tbody>
</table>
### INFORMATIONAL SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Technical Administration</td>
<td>Records document the infrastructure planning, development, history and implementation of diocesan information systems</td>
</tr>
<tr>
<td>System Security and Management Records</td>
<td>Records document the security and management of the Catholic Center’s information systems</td>
</tr>
</tbody>
</table>

### CATECHETICS/MINISTRY

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Correspondence</td>
<td>Catechetics</td>
<td>5 Years</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RCIA</td>
<td>Catechetics</td>
<td>If superseded + 5 Years</td>
</tr>
<tr>
<td>Religious Education Curriculum Guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Records</td>
<td>Chancery</td>
<td>Life of Catechetics</td>
</tr>
<tr>
<td>Certifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluations</td>
<td>Chancery</td>
<td>3 Years</td>
</tr>
<tr>
<td>Annual Event Records</td>
<td>Chancery</td>
<td>5 Years</td>
</tr>
<tr>
<td>Diocesan Events</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>Mayor Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code of conduct</td>
<td>Chancery</td>
<td>7 Years</td>
</tr>
<tr>
<td>Incident Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Releases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waivers of Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>Archives: Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General correspondence</td>
<td>Chancery</td>
<td>5 Years</td>
</tr>
<tr>
<td>Annual Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for Support</td>
<td>Chancery</td>
<td>1 Year</td>
</tr>
<tr>
<td>Handbooks</td>
<td>Chancery</td>
<td>If superseded + 4 Years</td>
</tr>
<tr>
<td>Manuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Courses</td>
<td></td>
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</tr>
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</table>
## EDUCATION

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement Test Results</td>
<td>Records documenting student achievements.</td>
</tr>
<tr>
<td>National Catholic Education Association</td>
<td>Reports submitted to the NCEA and individual school reports</td>
</tr>
<tr>
<td>Official Student Enrollment</td>
<td>Records of student enrollment</td>
</tr>
<tr>
<td>School Employee Roster</td>
<td>Official roster of school employees</td>
</tr>
<tr>
<td>Student Retention Data</td>
<td>Record documenting students in the Diocesan school system. Note: Only for closed schools where records do not go to the Parish</td>
</tr>
<tr>
<td>Teacher Salary Scales</td>
<td>Records of teacher salary data</td>
</tr>
</tbody>
</table>

## HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>All correspondence with claimant</td>
<td>Human Resources</td>
<td>20 years after close of matter</td>
</tr>
<tr>
<td>All correspondence with claimant</td>
<td>Human Resources</td>
<td>10 years after settlement or last correspondence with claimant</td>
</tr>
<tr>
<td>Resume</td>
<td>Human Resources</td>
<td>10 years after employment</td>
</tr>
<tr>
<td>Resignation letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorization to perform check</td>
<td>Safe Environment</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td>Results of check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>Human Resources</td>
<td>10 years after employment</td>
</tr>
<tr>
<td>Resignation letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>Safe Environment</td>
<td>Permanent</td>
</tr>
<tr>
<td>Background Checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screenings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Reports</td>
<td>Facilities</td>
<td>Varies by report type - See Osha.gov for compliance time</td>
</tr>
<tr>
<td>Osha Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## FACILITY

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>Records related to routine security actions taken to protect employees and visitors including investigations of security violations</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence related to safety audits and Osha regulations for Non-Profit entities</td>
</tr>
</tbody>
</table>

## INFORMATIONAL SYSTEMS (IS)

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Recovery Plan (current version)</td>
<td>IS</td>
<td>+1 year (updated annually)</td>
</tr>
</tbody>
</table>

ISDR Plans are a part of overall DR Plans maintained by Chancery or Business
### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Claim</td>
<td>Workers files on a compensation claim</td>
</tr>
<tr>
<td>Liability Claim</td>
<td>Workers who file an injury claim</td>
</tr>
<tr>
<td>Personnel Folder</td>
<td>A folder for each personnel with any information on them</td>
</tr>
<tr>
<td>Employee/ Volunteer Background check</td>
<td>Records required for background check</td>
</tr>
<tr>
<td>Safe Environment Program</td>
<td>Records related to the implementation, training, screening, background checks, and other procedures designed to reduce the risk of sexual abuse of children and vulnerable adults. Does not include audits; See Compliance and Audits</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence related to safety audits and Osha regulations for Non-Profit entities</td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Achievement Test Results</td>
<td>Catholic Schools Office</td>
<td>Life of student</td>
</tr>
<tr>
<td>• Diocesan NCEA Reports</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Individual School Reports</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Student Enrollment Records</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Employee Rosters</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Student Records</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• All school transcripts; Grade and High School</td>
<td>Catholic Schools Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Teacher Salary Scales</td>
<td>Catholic Schools Office</td>
<td>15 years</td>
</tr>
</tbody>
</table>

### FACILITY

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Employees Key Information</td>
<td>Facilities</td>
<td>5 years</td>
</tr>
<tr>
<td>• Security Violations</td>
<td>Various</td>
<td>1 year</td>
</tr>
<tr>
<td>• Visitor Logs</td>
<td>Various</td>
<td>5 years</td>
</tr>
<tr>
<td>• Facilities Issues</td>
<td>Various</td>
<td>1 year</td>
</tr>
<tr>
<td>• Correspondence</td>
<td>Various</td>
<td>5 years</td>
</tr>
<tr>
<td>• Facilities Security</td>
<td>Various</td>
<td>5 years</td>
</tr>
<tr>
<td>• Audit Reports</td>
<td>Facilities</td>
<td>Varies by report type - See Osha.gov for compliance time</td>
</tr>
<tr>
<td>• Osha Reports</td>
<td>Facilities</td>
<td>Varies by report type - See Osha.gov for compliance time</td>
</tr>
</tbody>
</table>
### FINANCIAL RECORDS

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Records related to the payables processes. <em>Do not include payables related to major building construction</em></td>
</tr>
<tr>
<td>Accounts Receivable Billing</td>
<td>Records related to the receivable process</td>
</tr>
<tr>
<td>Accounts Receivable Payments &amp; Reconciliations</td>
<td>Records recording payments received and ledgers showing their reconciliations</td>
</tr>
<tr>
<td>Banking</td>
<td>Records related to banking activities</td>
</tr>
<tr>
<td>Banking</td>
<td>Documents related to reconciliation with Bank</td>
</tr>
<tr>
<td>Budgets and Forecasts</td>
<td>Records related to the budgetary planning, analyses, and financial management processes</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Correspondence generated and/or received as a result of conducting regular diocesan business</td>
</tr>
</tbody>
</table>

### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Forms for life or retirement</td>
<td>Human Resources</td>
<td>6 years after employment</td>
</tr>
<tr>
<td>Correspondence received from test results</td>
<td>Human Resources</td>
<td>Termination + 1 year</td>
</tr>
<tr>
<td>Signed contract of employment</td>
<td>Human Resources</td>
<td>10 years after employment ends</td>
</tr>
<tr>
<td>Letters of changes to policy Emails</td>
<td>Human Resources</td>
<td>2 years</td>
</tr>
<tr>
<td>Signed Enrollment Forms <em>Retained in the Human Resource Office</em></td>
<td>Human Resources</td>
<td>Retain until superseded + 1 year</td>
</tr>
<tr>
<td>Letters on any claim for health insurance</td>
<td>Human Resources</td>
<td>10 years</td>
</tr>
<tr>
<td>FMLA Requests/Responses</td>
<td>Human Resources</td>
<td>Termination + 3 years</td>
</tr>
<tr>
<td>I-9 Employee Form</td>
<td>Human Resources</td>
<td>After employment 3 years after hire date or 1 year after termination (which is later)</td>
</tr>
<tr>
<td>Resume and Letters for jobs</td>
<td>Human Resources</td>
<td>1 year after placement</td>
</tr>
<tr>
<td>An outline of the job description</td>
<td>Human Resources</td>
<td>Retain until superseded</td>
</tr>
<tr>
<td>Letters to employees</td>
<td>Human Resources</td>
<td>10 years after employment</td>
</tr>
<tr>
<td>Letters and brochures from Plan Administrator</td>
<td>Human Resources</td>
<td>10 years after employment</td>
</tr>
<tr>
<td>Letters to and from employees</td>
<td>Human Resources</td>
<td>10 years after employment</td>
</tr>
</tbody>
</table>
### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Forms</td>
<td>Forms from employees for insurance</td>
</tr>
<tr>
<td>Drug Test</td>
<td>Results of drug testing</td>
</tr>
<tr>
<td>Employment Contracts (Teachers only)</td>
<td>Documents regarding details of employment</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>General correspondence of health insurance to employees</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Forms to fill out for enrollment for insurance</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Records of claims on insurance</td>
</tr>
<tr>
<td>HIPPA</td>
<td>Family medical leave acts and medical reports</td>
</tr>
<tr>
<td>Immigration</td>
<td>Forms required by law to show proof of legal status</td>
</tr>
<tr>
<td>Job Applications</td>
<td>All correspondence for a job on applicants not hired</td>
</tr>
<tr>
<td>Job Description</td>
<td>Detail list of each position</td>
</tr>
<tr>
<td>Retirement Plan</td>
<td>General information and correspondence regarding detail on plan</td>
</tr>
<tr>
<td>Retirement Claim</td>
<td>Correspondence on any claim for the Retirement Plan</td>
</tr>
</tbody>
</table>

### FINANCIAL RECORDS

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Vendor Files</td>
<td>Business Office</td>
<td>5 years</td>
</tr>
<tr>
<td>Statements or Invoices</td>
<td>Business Office</td>
<td>5 years</td>
</tr>
<tr>
<td>Copies of Payments on Invoices</td>
<td>Business Office</td>
<td>7 years</td>
</tr>
<tr>
<td>ACH Records</td>
<td>Business Office</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Business Office</td>
<td>5 years</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>Business Office</td>
<td>5 years</td>
</tr>
<tr>
<td>Financial Auditor's Reports</td>
<td>Various</td>
<td>Permanent</td>
</tr>
<tr>
<td>Risk Retention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copyright</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Randall Estate, Trust documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract on St. Vincent Property &amp; Loan Info</td>
<td>Various</td>
<td>Project event completion + 3 years</td>
</tr>
<tr>
<td>Agreements &amp; Information for Equipment/Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleet (Diocesan Vehicles)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor's Contract &amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banking Information for loans</td>
<td>Various</td>
<td>Project event completion + 3 years</td>
</tr>
</tbody>
</table>

| Bank Reconciliation                      | Business Office      | 5 years          |
| Annual Budget                            | Business Office      | 5 years          |
| Financial Auditor’s Reports              | Various              | Permanent        |
| Risk Retention                           |                      |                  |
| Insurance Property                       |                      |                  |
| Copyright                                |                      |                  |
| Randall Estate, Trust documents          |                      |                  |
| Contract on St. Vincent Property & Loan Info | Various            | Project event completion + 3 years |
| Agreements & Information for Equipment/Services |          |                  |
| Fleet (Diocesan Vehicles)                |                      |                  |
| Auditor’s Contract &                     |                      |                  |
| Correspondence                           |                      |                  |
| Health Insurance                         |                      |                  |
| Investments                              |                      |                  |
| Banking Information for loans            | Various              | Project event completion + 3 years |
## FINANCIAL RECORDS

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Record Series Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development</td>
<td>Stewardship</td>
</tr>
<tr>
<td>Financial Statements &amp; Reports/April</td>
<td>Records related to the financial reports and statements submitted for monthly periods such as monthly or quarterly</td>
</tr>
<tr>
<td>ONLY AUDITS</td>
<td></td>
</tr>
<tr>
<td>Financial Statements &amp; Reports/Interim</td>
<td>Records related to financial reports and statements submitted for monthly periods such as monthly or quarterly</td>
</tr>
<tr>
<td>General Accounting</td>
<td>Records related to general accounting functions not covered elsewhere</td>
</tr>
<tr>
<td>Investments</td>
<td>Records of investments made by the Diocese</td>
</tr>
<tr>
<td>Mortgage Records</td>
<td>Recorded instruments on properties</td>
</tr>
<tr>
<td>Organizational Structure</td>
<td>Records documenting the organizational structure of the Diocese as well as official Catholic entities</td>
</tr>
<tr>
<td>Payroll</td>
<td>Records related to payroll accounting</td>
</tr>
<tr>
<td>Tax Exemption</td>
<td>Records supporting the tax exemption status of the Diocese</td>
</tr>
<tr>
<td>Tax Reporting</td>
<td>Records of tax reporting to state and federal agencies</td>
</tr>
<tr>
<td>Temporarily restricted gift documents</td>
<td>Donations</td>
</tr>
</tbody>
</table>

### Example Records

<table>
<thead>
<tr>
<th>Example Records</th>
<th>Office of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pledge Cards</td>
<td>Business Office</td>
<td>3 years</td>
</tr>
<tr>
<td>• Balance Sheet – Annual</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Income Statement – Annual</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• General Ledger – Annual</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Trial Balance - Annual</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Balance Sheets</td>
<td>Business Office</td>
<td>7 years</td>
</tr>
<tr>
<td>• Income Statements</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Journal Entries</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Accounting Project Records</td>
<td>Business Office</td>
<td>7 years</td>
</tr>
<tr>
<td>• Special Accounting Functions</td>
<td>Business Office</td>
<td>7 years</td>
</tr>
<tr>
<td>• Certificates of Deposit</td>
<td>Business Office</td>
<td>End of investment + 7 years</td>
</tr>
<tr>
<td>• Investment Statements</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Subscription Documents</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Documents on properties</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Articles of Incorporation</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Bylaws</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Charters</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Constitutions</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Secretary of State Reports</td>
<td>Business Office</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Deduction Registers</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• Garnishment Records</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• Payroll Registers</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• Timecards</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• Tax Exemption Determination Letters</td>
<td>Chancery</td>
<td>Permanent</td>
</tr>
<tr>
<td>• Form 941</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• Form 990</td>
<td>Business Office</td>
<td>10 years</td>
</tr>
<tr>
<td>• W-2’s</td>
<td>Business Office</td>
<td>7 years after meeting restrictions</td>
</tr>
<tr>
<td>• W-4’s</td>
<td>Business Office</td>
<td>7 years after meeting restrictions</td>
</tr>
<tr>
<td>• 1099’s</td>
<td>Business Office</td>
<td>7 years after meeting restrictions</td>
</tr>
<tr>
<td>• Specific Ministry</td>
<td>Business Office</td>
<td>7 years after meeting restrictions</td>
</tr>
<tr>
<td>• Grants</td>
<td>Business Office</td>
<td>7 years after meeting restrictions</td>
</tr>
</tbody>
</table>