

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

Internal Revenue Service, *Internal Revenue Code*, <https://www.irs.gov>

Louisiana Legislator Auditor, *Louisiana Governmental Audit Guide*

Diocese of Shreveport, *Record Retention Policy*, 2011

General Accepted Accounting Principles, <https://accountingprinciples.org/gaap>

National Archives, General Records Schedule, <https://www.archives.gov/records>

Society of Human Resource Management, <https://www.shrm.org>

Diocese of Dallas, *Roman Catholic Diocese of Dallas Records Retention Schedule*, June 2018

Diocese of Shreveport

3500 Fairfield Avenue, Shreveport, LA 71104

Phone: 318-868-4441 or 800-256-1541; Fax: 318-868-4469

Any questions or comments can be sent to:

Randy G. Tiller, Chancellor

Email: rtiller@dioshpt.org

DIOCESE OF SHREVEPORT CATHOLIC CENTER

RECORDS RETENTION SCHEDULE

A Quick Reference Handbook

January 2020

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PROPERTY RECORDS

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Document of Appraisal by an Appraiser 	Chancery	Retain until superseded by current appraisal
<ul style="list-style-type: none"> Map of property 	Chancery	Retained Indefinitely
<ul style="list-style-type: none"> Any documents with builder pertaining to construction of property 	Chancery	Evaluate for historical value
<ul style="list-style-type: none"> Legal signed document outlining our agreement with the builder or contractor 	Chancery	Historical
	Chancery	Historical
	Chancery	Retain indefinitely
<ul style="list-style-type: none"> Any change to policy Letters and brochures from insurance company 	Business	5 years
<ul style="list-style-type: none"> Letters to and from insurance company on claims 	Business	10 years
<ul style="list-style-type: none"> Legal contract between parties to lease property 	Business/ Chancery	Retain indefinitely
<ul style="list-style-type: none"> Invoices on repairs to property Contracts for repairs 	Business	3 years
<ul style="list-style-type: none"> Sales Deed Contract to sell with buyer Contract with Realtor 	Chancery	Retain indefinitely
<ul style="list-style-type: none"> Valuation of Tax Invoice of Tax 	Business	Retain indefinitely

PROPERTY RECORDS

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

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**.

BISHOP OFFICE/PRESBYTERAL COUNCIL

Record Series Title	Record Series Description
Official Correspondence	Correspondence generated and/or received as a result of conducting diocesan business that concerns policy, governance, legal matters and directives
Official Correspondence	Correspondence generated by events in Diocese
Official Correspondence	Correspondence generated and/or received as a result of conducting regular diocesan business
Official Correspondence	Correspondence generated and/or received as a result of conducting regular diocesan business that concerns an event

LEGAL AND CANNONICAL

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Affidavit of free status for each party Granting dispensations and permissions Providing all detailed information The marriage 	Archives: Tribunal	Permanent
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> All first and second instance defender's briefs and judge's decisions All documents useful if case reintroduced 	Archives: Tribunal	Permanent
<ul style="list-style-type: none"> Trust Agreements Wills 	Archives: Chancery	Permanent

LEGAL AND CANNONICAL

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

BISHOP OFFICE/PRESBYTERAL COUNCIL

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Annual Diocesan Reports Appointments Lay Appointment Letters Coat of Arms Episcopal Decrees and Index Diocesan Administrator Bishop Ordination Bishop Correspondence of Intervention into Practices and Policies of Entities Holy See/Nuncio Correspondence Legal Correspondence Official Bishop and Diocesan Communication Louisiana Conference of Catholic Bishops Correspondence United States Conference of Catholic Bishops Correspondence 	Archives: Bishop Office	Permanent
<ul style="list-style-type: none"> Requests for Confirmation 	Bishop Office	1 year
<ul style="list-style-type: none"> Correspondence – General Correspondence – Clergy/Religious in DOS Correspondence – Clergy/Religious outside of DOS Correspondence – Hierarchy Correspondence – Traditions/ government Red Mass 	Bishop Office	1 or 5 years
<ul style="list-style-type: none"> Residence Bishop Calendar 	Bishop Office	Project completion + 3 years

BISHOP OFFICE/PRESBYTERAL COUNCIL

Record Series Title	Record Series Description
Official Correspondence	Records related to the origination of the Council and their history including the College of Consultors
Official Correspondence	Recorded relate to the events or policy until such time it is completed or superseded
Official Correspondence	Correspondence related to the Council

CHANCERY: ARCHIVES

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

LEGAL AND CANNONICAL

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Discovery EEOC Claims Subpoenas Pleadings Settlement Agreements (Non-Major) Unemployment claims 	Business Office/ Third Party Operator	Permanent
<ul style="list-style-type: none"> Discovery EEOC Claims Subpoenas Pleadings Settlement Agreements (Non-Major) Unemployment/Claims 	Business Office/ Third Party Operator	Permanent
<ul style="list-style-type: none"> Settlement Agreements (Major) 	Business Office/ Third Party Operator	Permanent
<ul style="list-style-type: none"> Worker's Compensation Claims 	Business Office/ Third Party Operator	Permanent
<ul style="list-style-type: none"> Advertising Contracts Agreements Amendments to Contracts Capital Campaign Agreements Contracts Educational Institution contracts Leases 	Business Office	Termination + 4 Years
<ul style="list-style-type: none"> Baptism Registers Confirmation Registers Death Registers First Communion Registers Marriage Registers 	Archives: Chancery	Permanent

LEGAL AND CANNONICAL

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

BISHOP OFFICE/PRESBYTERAL COUNCIL

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> • Constitution • Minutes • Exposition of the Blessed Sacrament 	Chancery	Permanent
<ul style="list-style-type: none"> • Sacramental Guidelines and Baptism • Working Issues/Bishop's Consultation • Log and Resolutions 	Chancery	If Superseded + 3 Years
<ul style="list-style-type: none"> • General • National Organizations • Priests Personnel Board 	Chancery	5 Years

CHANCERY: ARCHIVES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> • Ad Limina Reports (Quinquennial Reports) • Finance Committee Reports and Minutes • Pastoral Council Reports and Minutes • School Advisory Council Reports • United States Council of Catholic Bishops (USCCB) Reports 	Various	Permanent
<ul style="list-style-type: none"> • Annual Reports to Pastoral Center (Status Animarum) • Annual Vatican Report • Canonical Affairs Committee Reports and Minutes • Mass Counts • Non-Parish Organization files • Official Catholic Directory Entity Financials • Official Catholic Directory Reports and Work papers 	Various	5 Years

CHANCERY: ARCHIVES

Record Series Title	Record Series Description
Departmental Administration	Records related to general administrative functions and planning for all departments <i>NOTE: Any correspondence that may provide historical significance should be retained permanently</i>
Historical Records	Records of historical significance maintained to document the history of the Diocese
Historical Records	Records of historical significance maintained to document the history of the Diocese
Internal Projects	Records related to internal projects not covered elsewhere
Strategic Planning	Records of strategic planning activities
Policies and Procedures	Records documenting diocesan policy and procedures
Official Records	Records of historical significance maintained to document the history of the Diocese

INFORMATIONAL SYSTEMS (IS)

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Electronic Policy Revisions (<i>Development, unapproved</i>) ⚡ Forms (<i>Sample forms; drafts; revisions</i>) ⚡ 	IS	If superseded or obsolete, +2 years, destroy
<ul style="list-style-type: none"> Technology use Policies <i>Part of overall Diocesan Personnel Policies</i> ⚡ Technology use Policies – Revisions (<i>Proposed, not approved</i>) ⚡ 	HR	
System Managed E-Mail Policies		Currently not implemented
<ul style="list-style-type: none"> General email ⚡ Business project related emails ⚡ 	All offices	Deleted after 12 months
	All offices	If superseded or obsolete (conclusion) +2, delete

INFORMATIONAL SYSTEMS (IS)

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

CHANCERY: ARCHIVES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> • Department Correspondence • General Office Files • Routines Correspondence • Calendars and Appointment Books • Official School Calendars • Professional Association Membership Files • Subject Files 	All Departments	3 years
<ul style="list-style-type: none"> • Anniario Pontificio Directories • Baptism Index • Clergy Card Files • Clergy Information Files • Former Bishops' Records 	All Departments	3 years
<ul style="list-style-type: none"> • Official Catholic Directories • Parish, School, Institution Histories • Catholic Directories • General Topical, Religious Orders for Men and Women Files 	All Departments	3 years
<ul style="list-style-type: none"> • Agenda • Project plans • Studies • Bishop's Calendar 	Various	Project completion + 3 years
<ul style="list-style-type: none"> • Strategic Plans • Management Plans • Crisis Management Plans 	Various	5 years
<ul style="list-style-type: none"> • All Diocesan Policies and Procedures 	Various	Permanent
<ul style="list-style-type: none"> • Parish Corporate Meetings • Annual Diocesan Calendar • Chancery Archive and Records Management • Invalid Defections 	Archives: Chancery	Permanent









CHANCERY: ARCHIVES

Record Series Title	Record Series Description
Official Records	Records of historical significance maintained to document the history of the Diocese
Records or Items	All items that documents the Church's history
Official Correspondence	Correspondence generated and/or received as a result of conducting regular diocesan business

CEMETERIES

Record Series Title	Record Series Description
Correspondence	Correspondence generated and/or received as a result of conducting regular diocesan business
Cemetery	Records documenting ownership of cemetery plots, mapping, cemetery history and Trust Documents

INFORMATION SYSTEMS (IS)

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Security Audit   	IS	If superseded or obsolete +5 years, destroy
<ul style="list-style-type: none"> Asset Tracking and Inventory (<i>Acquisition, retirement, destruction of hardware, software, servers, desktop and destroyed hard drives</i>)  	IS	Assets – If superseded or obsolete for life of asset (acquisition through recycled/ destruction +2 years, destroy
<ul style="list-style-type: none"> Network Management (<i>Server, other hardware, operating systems and shared applications maintenance</i>)  	IS	If superseded or obsolete +5 years, destroy
<ul style="list-style-type: none"> Desktop Management (<i>Desktops, user level hardware, operating systems and shared applications maintenance</i>)  	IS	If superseded or obsolete +1 year, destroy
<ul style="list-style-type: none"> User Management (<i>Employee access request and authorizations</i>)  	IS	If superseded or obsolete +3 years, destroy
<ul style="list-style-type: none"> Correspondence 3 years  	IS	If superseded or obsolete +1, destroy
<ul style="list-style-type: none"> Contracts & Leases  	IS	If superseded or obsolete contracts +6 years; Leases +7 years, destroy

INFORMATION SYSTEMS (IS)

Record Series Title	Record Series Description
System Security and Management Records	Records document the security and management of the Catholic Center's information systems
System Security and Management Records	Records document the security and management of the Catholic Center's information systems
Office Administration	Records related to setup and management of Information Systems Office

Document Format:  - Hard copy  - Electronic  - Cloud Storage

CHANCERY: ARCHIVES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Pastoral Planning Spiritual Reports and Graphs Rosters for Ministers of the Word, Eucharist, PPC/PFC Metal Recipients (Diocesan/Papal) and Lay Advocates Rite of Election letters for catechumens and candidates 	Archives: Chancery	Permanent
<ul style="list-style-type: none"> Relics 	Archives: Chancery	Archives
<ul style="list-style-type: none"> Official Catholic Directory Marriage documents General Correspondence Staff Meetings with Directors, Pastoral Team, Staff In service Devotions Awards - correspondence 	Chancery	1 or 5 years

CEMETERIES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> General Correspondence 	Cemetery Office	5 Years
<ul style="list-style-type: none"> Diocesan Cemetery - St. Joseph Cemetery, Shreveport 	Archives: Chancery	Permanent

CATECHETICS/MINISTRY



Record Series Title	Record Series Description
Correspondence	Correspondence generated and/or received as a result of conducting regular diocesan business
Training Materials	Training materials developed and maintained for ministry courses
Catechetical Certification	Records documenting the training and certification of catechists
Course Evaluations	Evaluations of all ministry courses
Events/General	Records of less significant and or annual and local events sponsored by the Diocese <i>Does not include significant diocesan events that may hold historical value.</i>
Events/Significant	Records of significant events sponsored and/or co-sponsored by the Diocese. These events hold historical value
Event Permission Forms	Forms completed and submitted by persons attending ministry events
Organizational Records	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)
Official Correspondence	Records of the Catholic Charities, Ministries of St. Vincent De Paul, Ministries Caring Organizations, and Ministries of Care (Haiti)
Official Correspondence	Records of the Catholic Charities, Ministries of St. Vincent De Paul, Ministries Caring Organizations, and Ministries of Care (Haiti)
Scholarship and Tuition Assistance	Training materials developed and maintained for ministry courses

INFORMATIONAL SYSTEMS (IS)

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

INFORMATIONAL SYSTEMS (IS)

Record Series Title	Record Series Description
Infrastructure Technical Administration	Records document the infrastructure planning, development, history and implementation of diocesan information systems
System Security and Management Records	Records document the security and management of the Catholic Center's information systems

Document Format:  - Hard copy  - Electronic  - Cloud Storage

CATECHETICS/MINISTRY

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> • General Correspondence • Reports 	Catechetics	5 Years
<ul style="list-style-type: none"> • RCIA • Religious Education Curriculum Guidelines • Policy Committee 	Catechetics	If superseded + 5 Years
<ul style="list-style-type: none"> • Attendance Records • Certifications 	Chancery	Life of Catechetics
<ul style="list-style-type: none"> • Evaluations 	Chancery	3 Years
<ul style="list-style-type: none"> • Annual Event Records 	Chancery	5 Years
<ul style="list-style-type: none"> • Diocesan Events • Mayor Events 	Archives: Chancery	Permanent
<ul style="list-style-type: none"> • Code of conduct • Incident Reports • Medical Releases • Waivers of Liability 	Chancery	7 Years
<ul style="list-style-type: none"> • Articles of Incorporation • Minutes • Policies • Grants 	Archives: Chancery	Permanent
<ul style="list-style-type: none"> • General correspondence • Annual Reports 	Chancery	5 Years
<ul style="list-style-type: none"> • Request for Support 	Chancery	1 Year
<ul style="list-style-type: none"> • Handbooks • Manuals • Training Courses 	Chancery	If Superseded + 4 Years

EDUCATION

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




FACILITY

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

HUMAN RESOURCES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> All correspondence with claimant 	Human Resources	20 years after close of matter
<ul style="list-style-type: none"> All correspondence with claimant 	Human Resources	10 years after settlement or last correspondence with claimant
<ul style="list-style-type: none"> Resume Resignation letter Disciplinary Records Performance Records 	Human Resources	10 years after employment
<ul style="list-style-type: none"> Authorization to perform check Results of check 	Safe Environment	Retain indefinitely
<ul style="list-style-type: none"> Applications Background Checks Certification Records Screenings Forms Interviews References Training records 	Safe Environment	Permanent
<ul style="list-style-type: none"> Audit Reports Osha Reports 	Facilities	Varies by report type - See Osha.gov for compliance time

INFORMATIONAL SYSTEMS (IS)

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Disaster Recovery Plan (current version)    <p><i>ISDR Plans are a part of overall DR Plans maintained by Chancery or Business</i></p>	IS	+1 year (updated annually)

HUMAN RESOURCES

Record Series Title	Record Series Description
Compensation Claim	Workers files on a compensation claim
Liability Claim	Workers who file an injury claim
Personnel Folder	A folder for each personnel with any information on them
Employee/Volunteer Background check	Records required for background check
Safe Environment Program	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. <i>Does not include audits; See Compliance and Audits</i>
Correspondence	Correspondence related to safety audits and Osha regulations for Non-Profit entities

INFORMATIONAL SYSTEMS (IS)

Record Series Title	Record Series Description
Disaster Recovery Plans	Technical plans related to the recovery of computing and networking services operated by Information Systems department in the event of destruction of all or part of the facility

Document Format:  - Hard copy  - Electronic  - Cloud Storage

EDUCATION

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Achievement Test Results 	Catholic Schools Office	Life of student
<ul style="list-style-type: none"> Diocesan NCEA Reports Individual School Reports 	Catholic Schools Office	Permanent
<ul style="list-style-type: none"> Student Enrollment Records 	Catholic Schools Office	Permanent
<ul style="list-style-type: none"> Employee Rosters 	Catholic Schools Office	Permanent
<ul style="list-style-type: none"> Student Records All school transcripts; Grade and High School 	Catholic Schools Office	Permanent
<ul style="list-style-type: none"> Teacher Salary Scales 	Catholic Schools Office	15 years

FACILITY

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Employees Key Information Security Violations Visitor Logs 	Facilities	5 years
<ul style="list-style-type: none"> Facilities Issues 	Various	1 year
<ul style="list-style-type: none"> Correspondence Facilities Security 	Various	5 years
<ul style="list-style-type: none"> Audit Reports Osha Reports 	Facilities	Varies by report type - See Osha.gov for compliance time

FINANCIAL RECORDS

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

HUMAN RESOURCES

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Beneficiary Forms for life or retirement 	Human Resources	6 years after employment
<ul style="list-style-type: none"> Correspondence received from test results 	Human Resources	Termination + 1 year
<ul style="list-style-type: none"> Signed contract of employment 	Human Resources	10 years after employment ends
<ul style="list-style-type: none"> Letters of changes to policy Emails 	Human Resources	2 years
<ul style="list-style-type: none"> Signed Enrollment Forms <i>Retained in the Human Resource Office</i>	Human Resources	Retain until superseded + 1 year
<ul style="list-style-type: none"> Letters on any claim for health insurance 	Human Resources	10 years
<ul style="list-style-type: none"> FMLA Requests/Responses 	Human Resources	Termination + 3 years
<ul style="list-style-type: none"> I-9 Employee Form 	Human Resources	After employment 3 years after hire date or 1 year after termination (which is later)
<ul style="list-style-type: none"> Resume and Letters for jobs 	Human Resources	1 year after placement
<ul style="list-style-type: none"> An outline of the job description 	Human Resources	Retain until superseded
<ul style="list-style-type: none"> Letters to employees Letters and brochures from Plan Administrator 	Human Resources	10 years after employment
<ul style="list-style-type: none"> Letters to and from employees 	Human Resources	10 years after employment

HUMAN RESOURCES

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

FINANCIAL RECORDS

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Accounts Payable Vendor Files 	Business Office	5 years
<ul style="list-style-type: none"> Statements or Invoices 	Business Office	5 years
<ul style="list-style-type: none"> Copies of Payments on Invoices Accounts Receivable Ledger 	Business Office	7 years
<ul style="list-style-type: none"> ACH Records Cancelled Checks Deposit Slips Bank Statements 	Business Office	3 years
<ul style="list-style-type: none"> Bank Reconciliation 	Business Office	5 years
<ul style="list-style-type: none"> Annual Budget Budget Forecasts Operating Budgets 	Business Office	5 years
<ul style="list-style-type: none"> Financial Auditor's Reports Risk Retention Insurance Property Copyright Randall Estate, Trust documents 	Various	Permanent
<ul style="list-style-type: none"> Contract on St. Vincent Property & Loan Info Agreements & Information for Equipment/Services Fleet (Diocesan Vehicles) Auditor's Contract & Correspondence Health Insurance Investments 	Various	Project event completion + 3 years
<ul style="list-style-type: none"> Banking Information for loans 	Various	Project event completion + 3 years

FINANCIAL RECORDS

Record Series Title	Record Series Description
Development	Stewardship
Financial Statements & Reports/Annual	Records related to the general ledger and year-end ledger and trial balances <i>ONLY AUDITS</i>
Financial Statements & Reports/Interim	Records related to financial reports and statements submitted for monthly periods such as monthly or quarterly
General Accounting	Records related to general accounting functions not covered elsewhere
Investments	Records of investments made by the Diocese
Mortgage Records	Recorded instruments on properties
Organizational Structure	Records documenting the organizational structure of the Diocese as well as official Catholic entities
Payroll	Records related to payroll accounting
Tax Exemption	Records supporting the tax exemption status of the Diocese
Tax Reporting	Records of tax reporting to State and Federal agencies
Temporarily restricted gift documents	Donations

FINANCIAL RECORDS

Example Records	Office of Record	Retention Period
<ul style="list-style-type: none"> Pledge Cards 	Business Office	3 years
<ul style="list-style-type: none"> Balance Sheet – Annual Income Statement – Annual General Ledger – Annual Trial Balance - Annual 	Business Office	Permanent
<ul style="list-style-type: none"> Balance Sheets Income Statements Journal Entries 	Business Office	7 years
<ul style="list-style-type: none"> Accounting Project Records Special Accounting Functions 	Business Office	7 years
<ul style="list-style-type: none"> Certificates of Deposit Investment Statements Subscription Documents 	Business Office	End of investment + 7 years
<ul style="list-style-type: none"> Documents on properties 	Business Office	Permanent
<ul style="list-style-type: none"> Articles of Incorporation Bylaws Charters Constitutions Secretary of State Reports 	Business Office	Permanent
<ul style="list-style-type: none"> Deduction Registers Garnishment Records Payroll Registers Timecards 	Business Office	10 years
<ul style="list-style-type: none"> Tax Exemption Determination Letters 	Chancery	Permanent
<ul style="list-style-type: none"> Form 941 Form 990 W-2's W-4's 1099's 	Business Office	10 years
<ul style="list-style-type: none"> Specific Ministry Grants 	Business Office	7 years after meeting restrictions