

## **IV. Records Retention**

### **Introduction**

A records management and retention policy is an important component of the administration of each diocese. Records are important for sacramental purposes, day-to-day management and administration, when needed for litigation, efficient management of space, etc. Each diocese should review and comply with the retention requirements applicable to that particular jurisdiction and the nature of the diocese's documents.

Many dioceses have developed and implemented such policies after careful thought, analysis and consultation with legal counsel. It is recommended that dioceses that do not have such a policy consult with those that do, particularly in the same province or state. The formulation of a compliant, practical policy should be done in collaboration with diocesan legal and canonical counsel, the Vicar General, CFO, Chancellor and Archivist.

### **Definition of Records**

Records retention policies should include paper records and electronic files, data and e-mails. Such records would likely be included in the following categories:

- Administrative
- Personnel
- Financial
- Legal
- Property
- Cemetery
- Publications
- Sacramental

Within each group, records could be categorized into the respective appropriate retention periods. Records older than the retention period should be destroyed. Those of permanent value should be stored appropriately.

*Confidential* records should be made available only to diocesan/parish representatives with a legitimate right to know, unless their disclosure is compelled by some legal action.

A comprehensive records retention policy should include the following:

1. Complete listing of all types of records and their retention periods.
2. Documentation to be used in storing, including indexing, labeling, pre-determined destruction dates, inventorying, etc.

3. Internal controls over retrieval, returns and destruction, along with appropriate documentation standards.
4. A process and calendar for updating records into and out of storage and destruction at least annually.
5. Security over stored records.
6. Training and education of all staff on the entire policy and the actual processes. Particular attention should be given to appropriate retention and deletion policies and practices for emails, recorded voicemails, etc. as electronic media, technology and related state and federal laws continue to evolve.
7. If an external shredding service is used for the destruction of records no longer needed, it will often be prudent for the archivist to bring the documents to the shredding service and to witness the actual destruction.

A sample policy from a large diocese is included herein for reference purposes. Please consult local counsel when developing a Records Retention Policy.

## **SAMPLE POLICY – Consult with Legal Counsel**

*Note: this records management and retention policy is provided only as an example. Please consult your local diocesan canon lawyer and civil legal counsel when developing a records retention policy for your diocese.*

### **Records Management and Retention Policy and Schedule Roman Catholic Diocese of N [date]**

#### **General:**

1. Definition of records: the word “records” used in this policy refers to all recorded information, documents, letters, maps, books, photographs, films, sound recordings, tapes (magnetic and otherwise), electronic data processing records, emails sent and received, recorded voicemails, electronic data banks and other documentary material created, received, maintained or preserved by any department or employee of the Diocese of N in the course of transaction of business or ministry or in pursuit of its legal obligations.
2. Ownership of records: all records as defined above and created or preserved by a department, ministry or employee of the Diocese of N in the course of employment or in the transaction of diocesan business are solely the property of the diocese.
3. Conservation of records: no records shall be removed, destroyed, transferred, stored, transferred onto other media or otherwise disposed of except in compliance with diocesan policies.
4. Retention periods: retention periods in this policy are absolute, except when legally halted by official notice. They are not minimum guidelines. There are no exceptions.
5. Disposal of expired records: Annually, the second week of [month], each department of the Diocese of N will dispose of records whose retention time has expired. Records may be shredded or, if electronic, deleted or destroyed by another approved method. No exceptions may be made, the retention times are absolute. Arrangements will be made for commercial shredding. A copy of the Certificate of Destruction will be executed and signed by the department head. One copy should be sent to Archives and the other retained by the department.
6. Certification of disposal of expired records: Each year, by [month] 1<sup>st</sup>, every department head will submit to the Chancellor a letter testifying to the fact that all expired records pertaining to his/her department have been destroyed in accordance with the Records Retention Schedule.
7. Off-site storage of inactive records: records that are generally inactive but must be retained permanently or for a set period of time will be stored off-site. Records will be prepared for storage annually during the second week of [month]. Boxes will be provided for the records. Each box will be identified with a label to be provided. A Certificate of Off-Site Storage must be completed in triplicate. One copy should be placed in the storage box. One copy sent to Archives and one copy retained by the department.

8. Conversion of records to electronic medium: paper records may be scanned or otherwise transferred to an electronic medium. When the conversion is complete the paper records will be destroyed in accordance with number 6 above.
9. Administration: administration of the Records Management and Retention Program will be the responsibility of the chancellor of the diocese and will be the specific responsibility of the Diocese of N Archivist, who will publish the exact dates and confirm conformance to this policy by all departments. The Archivist will submit a written report of conformance to the Chancellor by [month, date] of each year.
10. Changes and implementation: changes to this policy or the Records Retention Schedule may be made only with the written approval of the Bishop of N. This policy will become effective upon approval of the Bishop of N with the first period for record disposal the month following promulgation.

**Email:**

1. Email messages are similar to other forms of communicated messages such as correspondence, memoranda and letters. These include non-record (transitory) emails and official record emails.
  - A. Non-record or transitory electronic communications are considered to have no administrative, legal, fiscal or archival requirements for their retention. Examples of such non-record electronic communications include the following:
    1. Personal correspondence not relating to conducting diocesan business such as lunch invitations, unsolicited advertisements and spam;
    2. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research and copies of replies;
    3. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material;
    4. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations etc.);
    5. Non-email electronic communications including, but not limited to, instant messaging, texting, paging, voice recording and other electronic communication technologies other than email.
  - B. Official-record emails include any writing containing information relating to the conduct of the diocese's business prepared, owned, used or retained by diocesan employees. Official record emails should be retained for the appropriate period of time based on the content and subject matter of the email and the corresponding retention period for that subject matter as prescribed by the Document Retention Schedule.

Examples of emails that may constitute an official record include the following: policies and directives, correspondence or memoranda relating to diocesan ministries and other activities (excluding duplicates), agendas and minutes of meetings, any document that initiates, authorizes or completes a business transaction and final reports or recommendations.

## 2. Responsibility for Retention

The sender of the email is responsible for ensuring proper retention of official record emails sent. All other copies of internal email are duplicates and may be deleted. However, if a record email was sent by an outside organization, a member of the public or anyone outside the diocese, the recipient is responsible for retention. **Warning** – Email will not be the repository of official electronic records retention. See Method of Retention below.

## 3. Method of Retention

Official record emails that have not met their retention should be saved by one of the following methods:

- A. Print the email and store the hard copy in the appropriate file.
- B. Move the email out of the email system and store it on a shared network drive.

## 4. Information Technology (IT) Department Email Management

- A. Ensures that email account or mailbox will be limited to a maximum size of 2GB data. This includes all folders and subfolders and containers that reside within a user's email account or mailbox. Examples include the inbox, sent items, deleted items, drafts, contacts and calendar items.
- B. If a mailbox exceeds the 2GB of data size limit, the mailbox will not function to send or receive email until the space is cleared.
- C. Users will be notified when their mailbox reaches 90% of capacity.
- D. Emails in the "Deleted" folder will be purged daily and not backed up. This is the default email system setting and may not be configured differently.
- E. Data that remains within the mailbox (including the inbox, sent items, drafts, contacts and calendar items) will be archived for a period of three years. Mailbox items will be archived every sixty days. After three years, these emails will be purged. Contacts and Calendar items will not be purged as part of this process; it will be up to the user to determine if those items need to be purged for space requirements.

## 5. Email Management

- A. Staying below the maximum mailbox size of 2GB is the responsibility of the mailbox user.
- B. Official record emails and attachments should either be printed or moved off the email system to a shared network drive.
  - 1. To prevent the loss of non-record emails after the three-year archival period, the user may:
  - 2. Print the email and store the hard copy in the appropriate file.
  - 3. Move the email out of the email system and store it on a shared network drive.

## 6. Litigation Proceedings

Regardless of retention requirements, email and all other electronic correspondence pertaining to threatened or actual legal proceedings must be retained until the litigation is finally concluded. It is the responsibility of the department involved to notify the IT department in writing of the need for the hold on the destruction of electronic communications.

## 7. Email Accounts When Employee Leaves Employment

When an employee is no longer employed, it is the responsibility of that department to immediately notify the IT Department. That user's mailbox will be maintained for sixty calendar days. Individual user mailboxes will be purged after sixty calendar days. It is the department head's responsibility to ensure that official record emails that have not met their retention have been saved by the end of the sixty-day period by one of the following methods:

- A. Print the email and store the hard copy in the appropriate file.
- B. Move the email out of the email system and store it on a shared network drive.

## Sample Records Retention Policy

Record Group	Type of Record	Time	Medium	Retained	Disposal
<i>The fact that a record is electronic or email should not affect its retention. The schedule to be followed should be determined by the context of the record. For example, an email about finance matters would follow the schedule for financial records.</i>					
<b><u>Administrative Records (ALL Departments)</u></b>					
	Administrative Records (correspondence, memoranda, rules and regulations, etc.)				
	a. Records originating in the organization that document policy, procedure, rules or regulations	Permanent	Paper/elec	On-site/Off-site	
	b. Records that document routine activities	2 years	Paper/elec	On-site/Off-site	
	Abstracts, deeds (property)	Permanent	Paper	On-site/Off-site	
	Annual reports to Pastoral Center (Status Animarum)	Permanent	Paper	On-site/Off-site	
	Articles of Incorporation (of the church corporation, parish)	Permanent	Paper	On-site/Off-site	
	Bequest and estate papers	Permanent	Paper	On-site/Off-site	
	Bishop's Decrees	Permanent	Paper/elec	On-site/Off-site	
	Communications from the Bishop regarding the parish	Permanent	Paper/elec	On-site/Off-site	
	Constitution and Bylaws (Diocesan Agencies)	Until Dissolved	Paper	On-site/Off-site	
	Correspondence, legal	Permanent	Paper/elec	On-site/Off-site	
	Correspondence, official ( <i>paper and email</i> ) regarding diocesan directives and/or procedures	Permanent	Paper/elec	On-site/Off-site	
	Correspondence, routine	Biennial review	Paper	On-site/Off-site	
	Donor lists	Permanent	Paper/elec	On-site/Off-site	
	Finance Committee Minutes	Permanent	Paper/elec	On-site/Off-site	
	Insurance policies	Permanent	Paper	On-site/Off-site	
	Inventories of property and equipment	Permanent	Paper/elec	On-site/Off-site	
	Leases	Expiration + 7 years	Paper	On-site/Off-site	
	Office files, general	Biennial review	Paper/elec	On-site/Off-site	
	Diocesan Pastoral Council constitutions	Until superseded	Paper/elec	On-site/Off-site	
	Diocesan Pastoral Council minutes	Permanent	Paper/elec	On-site/Off-site	
	Policy statements	Superseded + 7 years	Paper/elec	On-site/Off-site	
	Subject files (memos, rules, schedules, etc.)	Annual review	Paper/elec	On-site/Off-site	
	Wills, testaments, codicils	Permanent	Paper/elec	On-site/Off-site	
<b><u>Archives</u></b>					
	Parish History Files	Permanent	Paper	On-site/Off-site	
	Deceased Clergy Files	Permanent	Paper	On-site/Off-site	
	Photo Files (priests, parishes, institutions, general)	Permanent	Paper/elec	On-site/Off-site	
	Clergy Card Files	Permanent	Paper	On-site/Off-site	

<b>Record Group</b>	<b>Type of Record</b>	<b>Time</b>	<b>Medium</b>	<b>Retained</b>	<b>Disposal</b>
	Clergy Information Files	Permanent	Paper/elec	On-site/Off-site	
	Baptism Record Index Files	Permanent	Paper/elec	On-site/Off-site	
	Official Catholic Directories	Permanent	Paper	On-site/Off-site	
	Former Bishops' Files	Permanent	Paper	On-site/Off-site	
	Annuario Pontificio Directories	Permanent	Paper	On-site/Off-site	
	Parish Boundaries, Decrees and Maps	Permanent	Paper/elec	On-site/Off-site	
	Historical Material (clippings, photos, booklets, etc. related to diocese and parishes)	Permanent	Paper/elec	On-site/Off-site	
	Diocesan Directories (file copies)	Permanent	Paper/elec	On-site/Off-site	
<b><u>Publications</u></b>					
	Diocesan/Parish Histories	Permanent	Paper/elec	On-site/Off-site	
	Diocesan/Parish Anniversary Books	Permanent	Paper/elec	On-site/Off-site	
	Newsletters (diocesan, parish, affiliated organizations)	Permanent	Paper/elec	On-site/Off-site	
	Parish Directories	Permanent	Paper/elec	On-site/Off-site	
	Parish Bulletins	Permanent	Paper/elec	On-site/Off-site	
<b><u>Bishop's Office</u></b>					
	Bishop's Calendar	One year	Paper	On-site/Off-site	Archives
	General Correspondence	Perm → file	Paper	On-site/Off-site	Archives
	Holy See/Nuncio Correspondence	Perm → file	Paper	On-site/Off-site	
	Official Diocesan Correspondence	Perm → file	Paper	On-site/Off-site	
	USCCB Correspondence	Perm → file	Paper	On-site/Off-site	
<b><u>Catholic Schools Office</u></b>					
General	Standardized Test Results	10 years	Paper	On-site/Off-site	
	Curriculum Standards	Until Superseded	Paper/elec	On-site/Off-site	
	School Calendar	Current Year	Paper/elec	On-site/Off-site	
	Crisis Management	1 Year	Paper	On-site/Off-site	
	DEET Financial Assistance Requests	Permanent	Paper/elec	On-site/Off-site	
	Enrollment Data		Paper/elec	On-site/Off-site	
	Civil Rights/Title IX Reports	Permanent	Paper/elec	On-site/Off-site	
	SEVIS/I-20 Foreign Student Program	3 Years	Paper/elec	On-site/Off-site	
	Diocesan School Board Minutes	Permanent	Paper/elec	On-site/Off-site	
	Diocesan School Board By-Laws	Until Superseded	Paper/elec	On-site/Off-site	
	Federal Program Requirements	5 Years	Paper/elec	On-site/Off-site	
	Articles of Incorporations/Trusts	Permanent	Paper/elec	On-site/Off-site	
	NCEA Reports	Permanent	Paper/elec	On-site/Off-site	



<b>Record Group</b>	<b>Type of Record</b>	<b>Time</b>	<b>Medium</b>	<b>Retained</b>	<b>Disposal</b>
AHERA	School Management Plans	Permanent	Paper	On-site/Off-site/school	
	Periodic Surveillance Reports	Permanent	Paper	On-site/Off-site/school	
	Abatement Documents & Manifests	Permanent	Paper	On-site/Off-site/school	
TCCED	School Annual Report for Continued Accreditation	Permanent	Paper	On-site/Off-site/school	
	School Self-Study Document	Permanent	Paper	On-site/Off-site/school	
	VT Consensus Report/Notification of Status	Permanent	Paper	On-site/Off-site/school	
	School Required Actions	Permanent	Paper	On-site/Off-site/school	
	Interim Reports	Permanent	Paper	On-site/Off-site/school	
	Guide to Quality and Effectiveness Manual	Until superseded + 5 years	Paper/elec	On-site/Off-site/school	
	TCCED Health Manual	Until superseded	Paper/elec	On-site/Off-site/school	
	Individual Deficiency Removal Plans/Verification	Termination + 5 years	Paper	On-site/Off-site/school	
Education Personnel	Certificates and Licenses	Termination + 4 years	Paper	On-site/Off-site/school	
	Employee Service Record (including wage & salary)	Permanent	Paper/elec	On-site/Off-site/school	
	Official Teacher Service Record	Permanent	Paper/elec	On-site/Off-site/school	
	Employment Applications (non-hires)	1 year from Receipt	Paper/elec	On-site	
	Official Transcripts	Termination + 4 years	Paper	On-site/Off-site/school	
	Employment Contracts	Last eff. date + 4 years	Paper	On-site/Off-site/school	
	Grievance Records (not EEOC)	2 years	Paper	On-site/Off-site/school	
	Training and Educational Attainment Records	Termination + 4 years	Paper/elec	On-site/Off-site/school	
	CPE Course Rosters	Termination + 4 Years	Paper/elec	On-site	
<b><u>Catechetical Services</u></b>					
	Catechetical Student Database	Death of student	Electronic	On-site/Off-site	
	Contracts with Educational Institutions	Termination + 7 years	Paper	On-site/Off-site	
	Course Evaluation	3 years	Paper	On-site/Off-site	
	Diocesan Ministry Day Program Booklet	Permanent	Paper	On-site/Off-site	
	Handbooks and Manuals	3 years	Paper/elec	On-site/Off-site	
	Institutes (Christ the Servant and John Paul II)	Permanent	Paper/elec	On-site/Off-site	
	Parish Catechetical Profile	5 years	Paper	On-site/Off-site	
	Renew/Why Catholic? Training Material	7 years	Paper/elec	On-site/Off-site	
	TCC-RE Annual Reports	Permanent	Electronic	On-site/Off-site	
	TCC-RE Diocesan Reports	1 year	Electronic	On-site/Off-site	
	Religious Education Reports (for diocesan offices)	Permanent	Paper/elec	On-site/Off-site	

Record Group	Type of Record	Time	Medium	Retained	Disposal
<b><u>Chancellor</u></b>					
	Claimant Files	Settlement + 10 Years	Paper	On-site/Off-site	
	Ordination Records	Permanent	Paper/elec	On-site/Off-site	
	Settlement Files	Permanent	Paper	On-site/Off-site	
	Clergy Assignment Letters (See Priest files)	Permanent → Priests File	Paper	On-site/Off-site	
<b><u>Communications</u></b>					
	News Media Clippings	Permanent	Paper/Elec	On-site/Off-site	
	Employee Performance Reviews	3 years	Paper	On-site/Off-site	
	Diocesan News Releases	5 years	Electronic	On-site/Off-site	
	Pastoral Center News	Permanent	Electronic	On-site/Off-site	
	Clergy Newsletter	Permanent	Electronic	On-site/Off-site	
<b><u>Newspaper</u></b>					
	Newspaper Back Issues	Permanent	Paper/elec	On-site/Off-site	
	Photos	Permanent	Paper/elec	On-site/Off-site	
	Subscription Database	Permanent	Paper/elec	On-site/Off-site	
	Website	Permanent	Electronic	On-site/Off-site	
	Freelancer Information	Permanent	Electronic	On-site/Off-site	
	Advertising Contracts	Permanent	Paper/elec	On-site/Off-site	
<b><u>Financial and Accounting</u></b>					
Risk Management	Incident Reports (accidents/injury)	7 years	Paper/elec	On-site/Off-site	
	Employee Medical Complaints	7 years	Paper/elec	On-site/Off-site	
	Employee Medical Records	7 years	Paper/elec	On-site/Off-site	
	Environmental Test Records/Reports	Permanent	Paper/elec	On-site/Off-site	
	Hazardous Exposure Records	Permanent	Paper/elec	On-site/Off-site	
	Toxic Substance Exposure Reports	Permanent	Paper/elec	On-site/Off-site	
	Workers Compensation Records	12 years	Paper/elec	On-site/Off-site	
Payroll	Permanent Earnings and Records	Termination + 7 years	Paper/elec	On-site/Off-site	
	Attendance Records	Termination + 7 years	Paper/elec	On-site/Off-site	
	Employee Contracts	Termination + 7 years	Paper/elec	On-site/Off-site	
	Employee Deduction Authorization	Termination + 7 years	Paper/elec	On-site/Off-site	
	Employee Salary Schedules	Termination + 7 years	Paper/elec	On-site/Off-site	
	Labor Contracts	Termination + 7 years	Paper/elec	On-site/Off-site	
	W-2 Years Forms	Filing + 7 years	Paper/elec	On-site/Off-site	

Record Group	Type of Record	Time	Medium	Retained	Disposal
	W-4 Years Forms	Filing + 7 years	Paper/elec	On-site/Off-site	
	Time Cards	Filing + 3 years	Paper/elec	On-site/Off-site	
	Time Records	Filing + 3 years	Paper/elec	On-site/Off-site	
Banking	Bank Deposits	7 years	Paper/elec	On-site/Off-site	
	Bank Statements	7 years	Paper/elec	On-site/Off-site	
	Cancelled Checks	7 years	Paper/elec	On-site/Off-site	
	Check Registers/Stubs	7 years	Paper/elec	On-site/Off-site	
General	Audit Reports	Permanent	Paper/elec	On-site/Off-site	
	Balance Sheets, Annual	Permanent	Paper/elec	On-site/Off-site	
	Balance Sheets, Monthly/Quarterly	1 year	Paper/elec	On-site/Off-site	
	Budgets, Approved, Revised	7 years	Paper/elec	On-site/Off-site	
	Financial Reports, Annual	Permanent	Paper/elec	On-site/Off-site	
	Financial Reports, Monthly	1 year	Paper/elec	On-site/Off-site	
	Financial Statements	Permanent	Paper/elec	On-site/Off-site	
Investment/ Insurance	Certificates of Deposit, Cancelled	Redemption + 3 years	Paper/elec	On-site/Off-site	
	Insurance Policies	Permanent	Paper/elec	On-site/Off-site	
	Mortgage Records	Permanent	Paper/elec	On-site/Off-site	
	Letters of Credit	7 years	Paper/elec	On-site/Off-site	
	Securities Sales	7 years	Paper/elec	On-site/Off-site	
	Stock Investment	Sale + 7 years	Paper/elec	On-site/Off-site	
Accounting	Accounts Payable, Invoices	7 years	Paper/elec	On-site/Off-site	
	Accounts Payable, Ledgers	7 years	Paper/elec	On-site/Off-site	
	Accounts Receivable, Ledgers	7 years	Paper/elec	On-site/Off-site	
	Credit Card Statements/Charge Slips	7 years	Paper/elec	On-site/Off-site	
	Invoices and Paid Bills, Major Building Construction	Permanent	Paper/elec	On-site/Off-site	
	Invoices and Paid Bills, General Accounts	7 years	Paper/elec	On-site/Off-site	
	Cash Books	7 years	Paper/elec	On-site/Off-site	
	Cash Journals	7 years	Paper/elec	On-site/Off-site	
	Cash Journal, Receipts on Offerings and Pledges	7 years	Paper/elec	On-site/Off-site	
	Receipts	7 years	Paper/elec	On-site/Off-site	
	Mortgage Payments	7 years	Paper/elec	On-site/Off-site	
	Chart of Accounts	7 years	Paper/elec	On-site/Off-site	

<b>Record Group</b>	<b>Type of Record</b>	<b>Time</b>	<b>Medium</b>	<b>Retained</b>	<b>Disposal</b>
Other Records	General Ledger, Annual	Permanent	Paper/elec	On-site/Off-site	
	Journals, General and Specific Funds	Permanent	Paper/elec	On-site/Off-site	
	Journal Entry Sheets	7 years	Paper/elec	On-site/Off-site	
	Ledgers, Subsidiary	7 years	Paper/elec	On-site/Off-site	
	Payroll Journals	7 years	Paper/elec	On-site/Off-site	
	Payroll Registers (summary schedule of earnings, deductions & accrued leave)	7 years	Paper/elec	On-site/Off-site	
	Pension Records	Permanent	Paper/elec	On-site/Off-site	
	Pledge Registers/Ledgers	3 years	Paper/elec	On-site/Off-site	
	Permanently Restricted Gift Documents	Permanent	Paper/elec	On-site/Off-site	
	Temporarily Restricted Gift Documents	3 years after restrictions	Paper/elec	On-site/Off-site	
Tax Records	Employment Taxes (Contributions and payments including withholding & FICA)	File + 7 years	Paper/elec	On-site/Off-site	
	W-2 Years Forms	File + 7 years	Paper/elec	On-site/Off-site	
	W-4 Years Forms	File + 7 years	Paper/elec	On-site/Off-site	
	IRS Exemption Determination Letters (other than OCD listed organizations)	Permanent	Paper/elec	On-site/Off-site	
	Form 990	Permanent	Paper/elec	On-site/Off-site	
	IRS Exemption Determination Letters (income, excise, property, sales, use, etc.)	Permanent	Paper/elec	On-site/Off-site	
	Form 641	Permanent	Paper/elec	On-site/Off-site	
Property Records	Architectural Records, Blueprints, Building Designs, Specifications	Permanent	Paper/elec	On-site/Off-site	
	Architectural Drawings	Permanent	Paper/elec	On-site/Off-site	
	Deeds Files	Permanent	Paper/elec	On-site/Off-site	
	Mortgage Documents	Permanent	Paper/elec	On-site/Off-site	
	Property Appraisals	Permanent	Paper/elec	On-site/Off-site	
	Real Estate Surveys/Plots, Plans	Permanent	Paper/elec	On-site/Off-site	
	Title Search Papers and Certificates	Permanent	Paper/elec	On-site/Off-site	
Cemetery Records	Account Cards (record of lot ownership and payments)	Permanent	Paper/elec	On-site/Off-site	
	Annual Report	Permanent	Paper/elec	On-site/Off-site	
	Bank Statements	7 years	Paper/elec	On-site/Off-site	
	Board Minutes	Permanent	Paper/elec	On-site/Off-site	
	Burial Cards (record of interred's name, date of burial, etc.)	Permanent	Paper/elec	On-site/Off-site	
	Burial Records (record of interred's name, date of burial, etc.)	Permanent	Paper/elec	On-site/Off-site	
	Contracts Documenting Lot Ownership	Permanent	Paper/elec	On-site/Off-site	
	Correspondence	BANR	Paper/elec	On-site/Off-site	

<b>Record Group</b>	<b>Type of Record</b>	<b>Time</b>	<b>Medium</b>	<b>Retained</b>	<b>Disposal</b>
	General Ledger	Permanent	Paper/elec	On-site/Off-site	
	Lot Maps	Permanent	Paper/elec	On-site/Off-site	
<b><u>Human Resources</u></b>					
Administrative Records	Employee Policy Manual	Superseded + 4 Years	Paper/elec	On-site/Off-site	
	Job Descriptions	Superseded + 4 Years	Paper/elec	On-site/Off-site	
	Organizational Chart	While Current	Paper/elec	On-site/Off-site	
	I-9 Years Audit	Permanent	Electronic	On-site/Off-site	
	Rejected Applications/Resumes	1 Year after Receipt	Paper/elec	On-site/Off-site	
Personnel Records	Employee Application	Termination + 4 years	Paper	On-site/Off-site	
	Resume	Termination + 4 years	Paper	On-site/Off-site	
	Employee Contracts/Offer Letters	Termination + 4 years	Paper	On-site/Off-site	
	Salary Information	Termination + 4 years	Paper/elec	On-site/Off-site	
	Attendance Records (jury, PTO, STD, LTD, FMLA, Bereavement)	Termination + 4 years	Paper/elec	On-site/Off-site	
	Eligibility Verification Form I-9 Years	Termination + 4 years	Paper	On-site/Off-site	
	Performance Reviews	Termination + 4 years	Paper	On-site/Off-site	
	Write-Ups	Termination + 4 years	Paper	On-site/Off-site	
	Promotions/Transfers	Termination + 4 years	Paper	On-site/Off-site	
Benefit Records	Open Enrollment	Termination + 4 years	Paper	On-site/Off-site	
	New Hire	Termination + 4 years	Paper	On-site/Off-site	
	Life Event	Termination + 4 years	Paper	On-site/Off-site	
	Cont. of Benefits	Termination + 4 years	Paper	On-site/Off-site	
	Term. of Benefits	Termination + 4 years	Paper	On-site/Off-site	
	Disability Records STD/LTD	Termination + 4 years	Paper/elec	On-site/Off-site	
	FMLA	Termination + 4 years	Paper	On-site/Off-site	
	403B Retirement Plan	Termination + 4 years	Paper	On-site/Off-site	
	Life Insurance Policies	Termination + 4 years	Electronic	On-site/Off-site	
	Benefit Plan Description	Rollout + 4 years	Electronic	On-site/Off-site	
	Benefit Plan Annual Reports	6 years	Electronic	On-site/Off-site	
	Personnel File	Termination + 4 years	Paper	On-site/Off-site	
<b><u>Pastoral Planning</u></b>					
	Ad Limina Reports (Quinquennial Report)	Permanent	Paper	On-site/Off-site	
	Annual Vatican Report	5 Years	Paper	On-site/Off-site	
	Official Catholic Directory Report	5 Years	Paper	On-site/Off-site	

<b>Record Group</b>	<b>Type of Record</b>	<b>Time</b>	<b>Medium</b>	<b>Retained</b>	<b>Disposal</b>
	Official Catholic Directory Entity Financials	Current + 1 Year	Paper	On-site/Off-site	
	May and October Mass Counts	Permanent	Paper	On-site/Off-site	
	Census Records (Parish)	Permanent	Paper/elec	On-site/Off-site	
<b><u>Safe Environment</u></b>					
	Application	Permanent	Paper	On-site/Off-site	
	Screening Form	Permanent	Paper/elec	On-site/Off-site	
	Interviews	Permanent	Paper	On-site/Off-site	
	References	Permanent	Paper/elec	On-site/Off-site	
	Criminal Background Check	Permanent	Paper/elec	On-site/Off-site	
	Training Records	Permanent	Paper/elec	On-site/Off-site	
	Policy Acknowledgment	Permanent	Paper/elec	On-site/Off-site	
	Computer/Internal Policy	Permanent	Paper/elec	On-site/Off-site	
	CPS Notifications	Permanent	Paper/elec	On-site/Off-site	
	Good Standing Records	Current + 1 Year	Paper/elec	On-site/Off-site	
	Non-Parish Organization Files	ACT + 3 Years	Paper/elec	On-site/Off-site	
	Parish/School Audits	Permanent	Paper/elec	On-site/Off-site	
	USCCB Charter Compliance Audit	Permanent	Paper/elec	On-site/Off-site	
<b><u>Tribunal</u></b>					
	Prenuptial Files	6 years paper/then electronic	Paper/elec	On-site/Off-site	
	Nulity File Decision	Permanent	Paper	On-site/Off-site	
	Nulity File Acta (other than decisions)	Permanent	Paper	On-site/Off-site	
	Canonical Affairs Committee Records	5 Years	Paper/elec	On-site/Off-site	
<b><u>Vicar for Clergy</u></b>					
	Priests' Personnel Files	Permanent	Paper	On-site/Off-site	
	Deacons' Personnel Files	Permanent	Paper	On-site/Off-site	
	Clergy Rescript Files	Permanent	Paper	On-site/Off-site	
<b><u>Youth Ministry</u></b>					
	Waiver of Liability Forms	7 years	Paper	On-site/Off-site	
	Medical Release Forms	7 years	Paper	On-site/Off-site	
	Code of Conduct Forms	7 years	Paper	On-site/Off-site	
	Incident Report Forms	7 years after resolution	Paper	On-site/Off-site	
	Youth, Young Adult & Campus Ministry Event Records	Permanent	Paper	On-site/Off-site	