

## RECORD RETENTION SCHEDULE

<u>TYPE OF RECORD</u>	<u>RETENTION YEARS</u>
Annual Reports	Permanent
Audit Reports	Permanent
Bank Deposit Register & Deposit Slips	5
Bank Statements	5
Bingo Accounting Records	3
Cancelled Checks & Check Stubs	5
Cash Book (record of receipts)	5
Census Records	Permanent
Check Register	5
Contracts	5
Contribution Records	7
Correspondence - Routine	Annual review
Deposit Slips	5
Financial Statements	Permanent
Finance Council Minutes	Permanent
General Ledger	Permanent
ICHAT	Termination + 3 years
Income Tax Records	7
Job Descriptions	Until superseded
Loan Files	5 years after payment of loan
Mass Record (record of daily mass requests and intentions, offerings, etc.)	Until superseded
Paid Bills	5
Parish Council Minutes	Permanent
Payroll Journal	Permanent
Personnel Files	Permanent
Property Appraisals	Permanent
Property Inventories	Until superseded
Raffle, tickets sold, ticket stubs, etc.	2
Rosters of Parishioners	Permanent
Social Security Withholding Record	5
Special Collections Records	7
Substitute Teacher Applications	5
Tax Exemption Records	Permanent
Time Cards	2
Tuition Records	7
Vacation & Sick Leave Forms	4
Vehicle Records (licenses, letters, maintenance and mileage reports, etc.)	Until superseded
W-2, W-3, W-4 Forms	4

## Sample Records Retention Policy

*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.*

Record Group	Type of Record	Time	Medium	Retained	Disposal
<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)	Dissolution + 7 years	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	

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	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	1 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	varies by state	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	Permanent	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	
AHERA	School Management Plans	Permanent	Paper	On-site/Off-site/School	

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Record Group	Type of Record	Time	Medium	Retained	Disposal
	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>Catechetical Services</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	

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	TCC-RE Diocesan Reports	1 year	Electronic	On-site/Off-site	
	Religious Education Reports (for diocesan offices)	Permanent	Paper/Elec	On-site/Off-site	
<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	
	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	

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Record Group	Type of Record	Time	Medium	Retained	Disposal
	Labor Contracts	Termination + 7 years	Paper/Elec	On-site/Off-site	
	W-2 Years Forms	Filing + 7 years	Paper/Elec	On-site/Off-site	
	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	
	Budgets, Approved, Revised	7 years	Paper/Elec	On-site/Off-site	
	Financial Reports, Annual	Permanent	Paper/Elec	On-site/Off-site	
	Interim Financial Reports				
	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	Pape/Elec	On-site/Off-site	
	Chart of Accounts	7 years	Paper/Elec	On-site/Off-site	
Other Records	General Ledger, Annual	Permanent	Paper/Elec	On-site/Off-site	



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Record Group	Type of Record	Time	Medium	Retained	Disposal
	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	
	Contracts Documenting Lot Ownership	Permanent	Paper/Elec	On-site/Off-site	
	Correspondence	BANR	Paper/Elec	On-site/Off-site	
	General Ledger	Permanent	Paper/Elec	On-site/Off-site	
	Lot Maps	Permanent	Paper/Elec	On-site/Off-site	

#### **Human Resources**

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Record Group	Type of Record	Time	Medium	Retained	Disposal
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	
	403(b) 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>Pastoral Planning</b>					
	Ad Limina Reports (Quinquennial Report)	Permanent	Paper	On-site/Off-site	



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Record Group	Type of Record	Time	Medium	Retained	Disposal
	Annual Vatican Report	5 years	Paper	On-site/Off-site	
	Official Catholic Directory Report	5 years	Paper	On-site/Off-site	
	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 Acknowledgement	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	
<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	