

Record Retention Policy

GENERAL

1. This policy governs the permissive destruction of records. The policy states minimum lengths for the retention of records, but records may be kept longer.
2. This policy permits destruction of groups of records. It is never permissible to selectively destroy potentially embarrassing documents.
3. If records are maintained electronically, all the same limits apply. However, where electronic storage capacity is sufficient and no practical impediment requires periodic destruction, electronic records of all sorts should be kept forever.
4. If a lawsuit is filed or explicitly threatened, suspend all destruction of records, and destroy *nothing* until explicit permission is received from diocesan legal counsel or the lawyer assigned to provide representation.

MINISTERIAL

1. Keep sacramental records forever.
2. Keep appointment books forever.
3. Keep parish census records forever.
4. Keep annual reports to the Diocese forever.
5. Do not keep maintain any records of the content of conversations in ministry.
6. Send newspaper clippings, programs, photographs, and other important papers relating to special events or celebrations to the Diocesan Archives.
7. Send to the Diocesan Archives anything else of historic significance.

ACADEMIC AND CHILD CARE

1. Keep record of name, address, date of birth, enrollment and academic progress, graduation, report cards for each student forever.
2. Other formal papers (e.g., health and permission forms, attendance records) may be destroyed five years after student leaves.
- 3a. High school — records of suspensions and major discipline may be destroyed five years after student leaves. Guidance and counseling records may be destroyed when the student is 25 years old.
- 3b. K-8 — destroy records of suspension and discipline each summer.
4. Informal papers (e.g., teacher's notes) may be destroyed each summer.
5. Keep licenses forever.
6. Permission / waiver forms may be destroyed after ten years or when the children of that grade are 25 years of age, whichever is later.
7. Keep one copy of annual student handbook, faculty handbook, and student yearbook forever.

PERSONNEL / EMPLOYMENT

1. Keep record of employee's name, title, and dates of employment forever. This may be kept electronically.
2. Keep background check release forms and any information tied to the background check of an employee the entire time they are actively employed and for six years after they no longer work for you.
3. Keep personnel files of clergy and religious until the conclusion of the person's assignment or employment, then send to the Diocesan Archives.
4. Keep personnel files of lay employees for five years beyond the conclusion of the person's

employment, then you may destroy.

5. Applications, resumes, and related job inquiries from persons *not* hired may be destroyed one year after the hire is made.

BUSINESS

1. Keep all ledgers, journals, and annual reports, as well as printouts of electronic ledgers, journals and annual reports, forever.
2. Keep all insurance policies, tax returns, appointment books and licenses forever.
3. Papers relating to equipment and vehicles may be destroyed five years after the equipment or vehicle has been sold or discarded.
4. Keep forever governing documents such as articles of incorporation, articles of understanding, bylaws, policy books, and council or commission minutes.
5. Gaming records and supporting documents may be destroyed after six years.
6. Annual donor contribution summaries may be destroyed after seven years. Donor envelopes may be destroyed after one year.
7. Cancelled checks, bank statements, deposit slips, vendor invoices, parish budgets, script or similar program records may be destroyed after three years.
8. Records of safety inspections may be destroyed after ten years.
9. Other miscellaneous financial records may be destroyed after seven years.
10. Contracts may be destroyed ten years after the contract has expired or the work completed.
11. Warranty information may be destroyed ten years after the expiration of the warranty.
12. Miscellaneous papers that are not true records (*e.g.*, duplicate copies made for convenience, rough drafts of papers later finalized in different form) and internal monthly financial records may be destroyed when they are no longer needed.

ACCIDENTS

1. Records of major safety incidents may be destroyed after ten years or when the injured person is 25 years of age, whichever is later.
2. Keep records pertaining to exposure to toxins forever.
3. Keep records pertaining to sexual abuse of a minor by Church personnel forever.

REAL PROPERTY

1. Send all deeds, purchase agreements, leases, easements, surveys, and all other land records to Property Management office of the Diocese.
2. Keep anything related to environmental contamination, building safety, or employee exposure to contaminants forever, and send a copy to the Property Management office of the Diocese.
3. Keep every paper concerning a building project on site until the project is finished. Then keep as-built blueprints forever. Send construction contracts, change orders, and a copy of as-built blueprints to the Property Management office of the Diocese.

CEMETERY RECORDS

1. Keep records relating to burials forever.
2. Financial records pertaining to payments made before burial may be destroyed as indicated under "BUSINESS" above, with time periods beginning to run on the date of burial
3. Other financial records may be destroyed as indicated under "BUSINESS" above.

CORRESPONDENCE

1. Correspondence may be destroyed after five years, unless the correspondence falls into a category requiring longer retention.