

Function: Accounting

The Accounting Function includes all records pertaining to archdiocesan income and expenses except payroll.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Accounts Analysis: Workpapers	2	3	5	DES	Y	N	
Accounts Payable Invoices	2	3	5	DES	Y	N	
Accounts Payable Subsidiary Ledger	1	4	5	PER	Y	N	
Accounts Receivable Subsidiary Ledgers	1	4	5	PER	N	Y	
Audits, Certified	5	0	5	PER	Y	Y	
Bank Reconciliations	1	4	5	DES	N	Y	Vital-1 yr.
Bank Statements: Photocopies & Slips	1	4	5	DES	N	Y	Vital-1 yr.
Bank Statements	1	4	5	DES	N	N	
Budgets, Offices & Departments	2	0	2	DES	N	N	
Cash Disbursement Journal	1	4	5	DES	N	N	
Cash Receipts Journal	1	4	5	DES	N	Y	
Check Registers	1	4	5	DES	N	N	
Check Requisitions (duplicates, office copy)	2	0	2	DES	N	N	Includes invoices
Check Transmittals (duplicates, office copy)	1	0	1	DES	N	N	
Checks, Canceled	1	4	5	DES	N	N	
Claims for Reimbursement (SFS 8A, 8B, 8C)	3	0	3	DES	N	N	

Depreciation Schedules	ACT+ 1	0	ACT +1	PER	Y	N	
Donations, Annual Acknowledge of, for IRS	3	0	4	DES	N	N	
Financial Journal Entries	2	3	5	DES	Y	N	Manual & Electronic
Financial Reports, Monthly Budget (original)	1	1	2	DES	N	N	
Financial Reports, Monthly Budget (dupl., office copy)	2	0	2	DES	N	N	
General Ledger	2	0	2	PER	Y	N	
General Ledger, Clergy Burses	PER	0	PER	PER	N	Y	
Inventories, School Food Services	ACT+ 1	2	ACT +3	DES	N	N	Food & Large Equipment
Invoices, Assets	ACT+ 5.	0	ACT +5	DES	N	N	
Invoices, Non Assets	5	0	5	DES	N	N	
Manual of Acct Practices	ACT	0	ACT	DES	N	N	
Medical Acct File, Clergy	ACT+ 1	0	ACT +1	DES	N	Y	
Mortgage Payments	2	3	5	DES	N	Y	
Parish Accounting Files (annual billing & corres)	5	0	5	PER	N	N	
Petty Cash Receipts	1	4	5	DES	Y	N	
Purchase Journal	1	4	5	DES	N	N	
Reports, Interest Calculations (deposit & loan fund)	1	4	5	PER	Y	N	
Reports, Parish Financial, Annual	1	4	5	PER	Y	Y	

Reports, Parish Financial, Semi-Annual	1	2	3	DES	N	N	
Sales Journals	1	4	5	DES	N	N	
Telephone Logs, Long- Distance	1	1	2	DES	N	N	
Utility Bills	3	0	3	DES	N	N	

Function: Administration:

The Administration Function includes all records regarding general administrative matters for all departments, offices, organizations, and institutions..

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Appointment Books	1	0	1	DES	N	N	
Corporate Constitutions, Charters, By-Laws	3	7	10	PER	Y	Y	
Corporate Directors Minutes	3	7	10	PER	Y	Y	
Corporate Election Results	3	7	10	PER	Y	Y	
Directives	1	0	0	DES	N	N	
Licenses, Federal	3	0	3	DES	N	Y	
Licenses, State & Local	3	0	3	DES	N	Y	
Mailing, Subscriber, and/or Membership Lists	ACT	0	ACT	DES*	N	Y	
Policy Manuals	ACT+ 5	0	ACT +5	PER	Y	Y	
Policy Statements	3	2	5	PER	Y	Y	
Procedure Manuals	ACT+ 10	0	ACT +10	DES	N	Y	
Reports, Annual & Major Projects	3	4	7	PER	Y	Y	All units
Reports, Interim and Working Paper	3	0	3	DES	N	N	
Telephone Logs	1	0	1	DES	N	N	

*Refers to past or superceded lists; generally maintained on computer and updated regularly

Function: Building and Construction

The Building and Construction Function includes all material relating to the construction of archdiocesan buildings.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Building Contract Plans & Specs (Final)	ACT +1*	0	ACT +1*	PER	Y	Y	+PER - Historic Bldgs only
Building, Preliminary Drawings	ACT +1**	0	ACT +1**	DES	N	N	

*ACT = life of building

**ACT = completion and acceptance of new building

Function: Boards and Committees

The Boards and Committees Function includes all records created by official archdiocesan boards, committees, commissions, councils, and organizations.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Constitutions and By-Laws	5	2	7	PER	Y	Y	
Minutes including Officer-Board Membership Lists	5	2	7	PER	Y	Y	

Function: Communications

The Communications Function includes all official records related to communications, publicity and public relations.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Press Releases	1	0	2	PER	Y	N	
Videotapes, Special Events	1	0	7	PER	Y	N	

Function: Education

The Education Function includes all records regarding Catholic schools, religious education, both formal and informal, conferences, seminars, workshops and related activities whose primary purpose is education.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Conferences, Seminars, Workshops Administrative Records	5	0	5	DES	N	N	See below
Conferences, Seminars, Workshops Historical Records	5	0	5	PER	Y	N	See below
Reports, SIP, Elementary & Secondary	10	0	10	PER	Y	N	
SFS, Applications for Free & Reduced	1	2	3	DES	N	N	
SFS, Attendance Factor	3	0	3	DES	N	N	
SFS, Cost of Food Used Worksheets (SFS-7A)	1	2	3	DES	N	N	
SFS, Daily Food Production Records (SFS-6)	1	2	3	DES	N	N	
SFS Daily Participation Reports (SFS-7)	1	2	3	DES	N	N	
SFS Edit Check Documentation	1	2	3	DES	N	N	
SFS, Master List of Approved Eligibles	1	2	3	DES	N	N	Includes approval & termination dates
SFS, Schedule A, List of Participating Schools in National School Lunch &/or Breakfast Programs	1	2	3	DES	N	N	

SFS, Verification Program	3	0	3	DES	N	N	
Student Cumulative Records	PER	0	PER	PER	Y	Y	To OCS if school close
Student Evaluations	3	2	5	DES	N	Y	
Student Records, First Com. & Confirmation Preparation	ACT	0	ACT	DES	N	N	

Note: Conferences etc:

Historical Records include final brochure or program, summary evaluation, registration summary, final financial summary, sample presentations that reflect well the office's current ministry (optional). *Administrative Records*: all others including mailing & registration lists, general financial records, exhibit information, speaker information, individual evaluations, hotel-meeting correspondence, contracts, formal agreements.

Function: Facilities & Property Management

The Facilities Management Function includes all material relating to the the administrative and physical maintenance of archdiocesan buildings.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Building Repairs & Main - Correspondence & Reports	ACT+ 1*	0	ACT +1*	DES	N	Y	
Motor Vehicle Records	ACT+ 3	2	ACT +5	DES	N	N	
Property Use & Maintenance Records	6	0	6	DES	N	N	
Real Estate Ownership Records	ACT+ 3	0	ACT +3	PER	N	Y	
Sites Plans - Asbestos Maintenance	ACT+ 1*	0	ACT +1*	DES	N	Y	
Warranties, Assets	ACT+ 3	0	ACT +3	DES	Y	N	

*ACT = life of building

Function: Financing

The Financing Function includes auditing, budgeting, fund raising, procurement from government agencies, and investing.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Bonds, Securities, Stocks	ACT+ 3	0	ACT +3	DES	N	Y	
Budget, HUD	3	3	6	DES	N	Y	Chris Home
SFS Labor Budgets	3	0	3	DES	N	N	
SFS Monitoring Documentation	3	0	3	DES	N	N	
SFS Severe Need Breakfast Documentation	3	0	3	DES	N	N	
Trust Reports, Annual	7	0	7	PER	N	Y	
Trust Reports, Monthly	3	0	3	DES	N	N	

Function: Insurance

The Insurance Function includes all material relating to personal and property insurance and claims as well as risk management. The archdiocesan insurance function is contracted out to Catholic Mutual Group.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Accident or Claim Report (Suspense)	ACT +1	0	ACT +1	DES	N	Y	
Bodily Injury Claim	ACT +5	0	ACT +5	DES	N	Y	
Insurance Policies	PER	0	PER	PER	N	Y	
Liability Property Damage Claim	ACT +5	0	ACT +5	DES	N	Y	File with Insur Off
Property Damage Claim	ACT +3	0	ACT +3	DES	N	Y	
Site Files (Appraisals)	PER	0	PER	PER	Y+	Y	
Site Files (Certificates of Insurance)	ACT +2	0	ACT +2	DES	N	Y	
Site Files (Loss History)	ACT +10	0	ACT +10	DES	N	Y	
Site Files (Safety Inspections)	ACT +5	0	ACT +5	DES	N	Y	
Site Files (Statement of Values)	ACT	0	ACT	DES	N	Y	
Workers' Compensation Claim - Medical Only	ACT +5	0	ACT +5	DES	N	Y	
Workers' Compensation Claim - Indemnity	ACT +10	0	ACT +10	DES	N	Y	

+ Sample appraisals retained as historical records

ACT = date of final action or payment for all claims

Function: Legal

The Legal Function includes all records regarding litigation, legal reviews, as well as civilly and canonically mandated legal records.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Articles of Incorporation	3	7	10	PER	Y	Y	
Baptismal, Marriage & Death Registers	90	0	90	PER	Y	Y	Microfilm
Cemeteries, Authorization to Remove Remains	60	0	60	PER	Y	Y	
Cemeteries, Interment Registers	60	0	60	PER	Y	Y	
Cemeteries or Mausoleums, Map or Plot	ACT	0	ACT	PER	Y	Y	PER - only Selected
Cemeteries, Ownership Records	PER	0	PER	PER	Y	Y	
Cemeteries, Perpetual Care Agreements	PER	0	PER	PER	N	Y	
Cemeteries, Perpetual Care & Repairs - Contracts & Quotations	7	0	7	DES	Y	N	
Confirmation Registers	90	0	90	PER	Y	Y	Microfilm
Copyrights, Archdiocesan	5	0	5	PER	Y	Y	
Dispensations from Religious Vows	1	9	10	PER	N	Y	
First Communion Registers	90	0	90	PER	Y	N	Not required
Marriage Annulment Case Files	4	2	6	PER	N	Y	Microfilm

Marriage Annulment Case Tapes	4	8	12	PER	N	Y	
Marriages Annulment Cases Appellate Court Decisions	3	9	12	PER	N	Y	
Marriage Dispensations	50	0	50	PER	N	Y	
Prenuptial Questionnaires	50	0	50	DES	N	Y	

Function: Human Resources

The Human Resources Function includes all records concerning archdiocesan personnel (clergy, religious, and laity) as well as volunteers.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Applications, Hired	ACT+ 1	3	ACT +4	DES	N	Y	
Applications, Not Hired	1	0	1	DES	N	N	
Employee Benefits - Provider Contracts	ACT+ 10	0	ACT +10	DES	Y	N	
Employee Benefits Manuals	ACT+ 1	0	ACT +1	PER	Y	N	
Employee Evaluations	1	3	4	DES	N	N	
Employee Job Actions	ACT+ 1	3	ACT +4	DES	N	Y	
Employee Policy Manual	ACT	0	ACT	PER	Y	Y	
Job Descriptions	ACT	0	ACT	DES	N	N	
Job Notices	1	0	1	DES	N	N	
Payroll Checks & Bank Statements, Canceled	1	3	4	DES	N	N	
Payroll Records, Misc. [Garnishments, Deductions, W-4, I-9, Pension & options	ACT +1	3	ACT +4	DES	N	N	
Payroll Registers	2	2	4	DES	N	N	
Pension Plans	ACT+ 20	0	ACT +20	PER	Y	N	
Personnel Files, Accounting	ACT+ 1	3	ACT +4	DES	N	Y	Select Files only++

Personnel Files, Non Clergy - Active	ACT+1	3	ACT+4	PER	N	Y	Select Files only+++
Personnel Files, Non-Clergy - Office File	ACT or 3 mo	0	ACT or mo	DES	N	N	Select Files only in office+*
Personnel Files, Non-Clergy - Terminated	ACT+1	3	ACT+4	PER	N	Y	Select Files only+++
Quarterly Payroll Tax Reports	4	0	4	DES	N	N	
Statement re Abuse & Neglect of Minors	ACT+1	6	ACT+7	PER	N	Y	
Vacation & Sick Leave Reports (Office Duplicates)	3 Mo.	0	3 Mo.	DES	N	N	
Vacation & Sick Leave Reports (Original)	1	3	4	DES	N	N	
W-2s, 1099s	4	0	4	DES	N	N	

+ACT Personnel Records in Office: job description; last job evaluation; accumulated vacation & sick leave record; emergency personnel record; all others: 3 months & destroy

++ACT Personnel Records in Accounting Office: W-4 Form; La. Withholding; Benefit Selections; Direct Deposit Notification

+++Permanent non-clergy records include only: personal information (name, address, telephone #; social security #); employment history by year and location; statement re abuse & neglect of minors; letter of separation; final settlement of any litigation or claim; pension plan current or final status

Function: Personnel (Clergy)

The Clergy Personnel Function includes records concerning archdiocesan clergy and clergy serving in the archdiocese.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Seminarian Cumulative Formation File	PER	0	PER	PER	Y	Y	See Below
Seminarian Pre-admission Psychological Evaluation	ACT	0	ACT	DES	N	N	
Prospective Seminarian Application File	ACT +5	5	ACT +10	DES	N	N	
Seminarian Personnel File (non-ordained)	ACT +5	5	ACT +10	DES	N	N	
Seminarian Tuition Agreement & Ledger	ACT +5	5	ACT +10	DES	N	N	
Seminarian Cumulative Academic File	PER	0	PER	PER	Y	Y	Microfilm
Seminarian Pastoral Ministry File	ACT +1	0	ACT +1	DES	N	N	

ACT Most recent record of current personnel

Seminarian Cumulative Formative File includes: admission application; letters of recommendation; annual student self-evaluation/faculty evaluation; petitions/certificates-ministries/orders

Function: Publications

The Publication Function includes all books, journals, annual reports, directories, newsletters, and bulletins published by the archdiocese, its individual parishes, facilities, or offices..

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Archdiocesan Directory, Official	2	0	2	PER	Y	Y	Annually to archives
Archdiocesan Newspaper	2	0	2	PER	Y	N	Microfilm annually
Books, Printed Copy	10	0	10	PER	Y	N	
Books, Disk Copy	10	0	10	PER	Y	Y	
Books, Camera-Ready Copy & Printing Master	2	13	15	DES	N	N	
Books, Drafts & Working Papers	1	0	1	DES	N	N	
Directories of Parish or Departmental Programs	5	5	10	PER	Y	Y	
Pastoral Bulletin	3	0	3	PER	Y	Y	Official copy only
Parish Bulletins	7	0	7	PER	Y	N	
Parish Histories	PER	0	PER	PER	Y	Y	
Photographs, Negatives, Official Archdiocesan	PER	0	PER	PER	Y	N	
Photographs, Prints, Official Archdiocesan	PER	0	PER	PER	Y	N	
Reports, Departmental, Annual Published	5	5	10	PER	Y	N	

Function: Reference

The Reference Function includes individual folders, manuals, catalogues, journals, etc. utilized or made available by archdiocesan offices to assist in their ministry. These records do not document the office's activity and are thus not official archdiocesan records.

General reference collections are located in the Office of Communications, *Clarion Herald*, and Archives. Individual offices such as Family Life, Worship, and Permanent Diaconate have specialized collections pertaining to their specific ministry.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Reference	ACT	0	ACT	DES	N	N	Office Decision

Function: Social Programs and Ministries

The Social Ministries Function includes material relating to the service component of all archdiocesan social and charitable programs and ministries

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Applications for Residence, Rejected, Christopher Homes	3	0	3	DES	N	N	
Resident Records, Christopher Homes	3	0	3	DES	N	N	

Function: Worship

The Worship Function includes all material relating to liturgical worship, the formation of liturgical ministers, and the celebration of the sacraments, except those parish registers listed in the legal function.

Worship records are located in the Office of Worship, parishes, organizations, and institutions. Special event liturgies are located throughout the archdiocese.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Mass Intention Books	ACT	0	ACT	DES	N	N	
Pulpit Announcements	7	0	7	PER	Y	N	