

## **Parish Administration – Records Retention**

The Diocese of Fall River's Records Retention Policy is based in large part on recommendations initially included in the USCCB's Diocesan Financial Management – A Guide to Best Practices document. When appropriate, updates have been made to reflect changing business practices, especially as it relates to changing technology and how records are commonly stored.

Emails for all Chancery associates are backed up and archived on a regular basis. Employees are forbidden from deleting business-related emails.

Unless otherwise noted, records can be stored as paper or electronic files. Electronic files can be networked or cloud based, must be backed up regularly, must be able to migrate to a new system if necessary, and must be maintained through regular software updates.

Each group should review records on an annual basis and dispose of any records that have exceeded the timeframes included in the schedule below:

<u>Type of Record</u>	<u>Time</u>
<u>Administrative Records (ALL Departments)</u>	
Administrative Records (correspondence, memoranda, rules and regulations, etc.)	
a. Records originating in the organization that document policy, procedure, rules or regulations	Permanent
b. Records that document routine activities	2 years
Abstracts, deeds (property)	Permanent
Annual reports to Pastoral Center (Status Animarum)	Permanent
Articles of Incorporation (of the church corporation, parish)	Permanent
Bequest and estate papers	Permanent
Bishop's Decrees	Permanent
Communications from the Bishop regarding the parish	Permanent
Constitution and Bylaws (Diocesan Agencies)	Until Dissolved
Correspondence, legal	Permanent
Correspondence, official (paper and email) regarding diocesan directives and/or procedures	Permanent
Correspondence, routine	Biennial review
Donor lists	Permanent
Finance Committee Minutes	Permanent
Insurance policies	Permanent
Inventories of property and equipment	Permanent
Leases	Expiration + 7 years
Office files, general	Biennial review
Diocesan Pastoral Council constitutions	Until superseded
Diocesan Pastoral Council minutes	Permanent
Policy statements	Superseded + 7 years
Subject files (memos, rules, schedules, etc.)	Annual review
Wills, testaments, codicils	Permanent
<u>Archives</u>	
Parish History Files	Permanent
Deceased Clergy Files	Permanent
Photo Files (priests, parishes, institutions, general)	Permanent
Clergy Card Files	Permanent

Clergy Information Files	Permanent
Baptism Record Index Files	Permanent
Official Catholic Directories	Permanent
Former Bishops' Files	Permanent
Annuario Pontificio Directories	Permanent
Parish Boundaries, Decrees and Maps	Permanent
Historical Material (clippings, photos, booklets, etc. related to diocese and parishes)	Permanent
Diocesan Directories (file copies)	Permanent
<u>Publications</u>	
Diocesan/Parish Histories	Permanent
Diocesan/Parish Anniversary Books	Permanent
Newsletters (diocesan, parish, affiliated organizations)	Permanent
Parish Directories	Permanent
Parish Bulletins	Permanent
<u>Bishop's Office</u>	
Bishop's Calendar	One year
General Correspondence	Permàfile
Holy See/Nuncio Correspondence	Permàfile
Official Diocesan Correspondence	Permàfile
USCCB Correspondence	Permàfile
<u>Catechetical Services</u>	
Catechetical Student Database	Death of student
Contracts with Educational Institutions	Termination + 7 years
Course Evaluation	3 years
Diocesan Ministry Day Program Booklet	Permanent
Handbooks and Manuals	3 years
Institutes (Christ the Servant and John Paul II)	Permanent
Parish Catechetical Profile	5 years
Renew/Why Catholic? Training Material	7 years
TCC-RE Annual Reports	Permanent
TCC-RE Diocesan Reports	1 year
Religious Education Reports (for diocesan offices)	Permanent
<u>Chancellor</u>	
Claimant Files	Settlement + 10 Years
Ordination Records	Permanent
Settlement Files	Permanent
Clergy Assignment Letters (See Priest files)	Permanentà Priests File
News Media Clippings	Permanent
Employee Performance Reviews	3 years
Diocesan News Releases	5 years
Pastoral Center News	Permanent
Clergy Newsletter	Permanent
<u>Newspaper</u>	
Newspaper Back Issues	Permanent
Photos	Permanent
Subscription Database	Permanent
Website	Permanent
Freelancer Information	Permanent

Advertising Contracts	Permanent
<u>Financial and Accounting</u>	
Risk Management	
Incident Reports (accidents/injury)	7 years
Employee Medical Complaints	7 years
Employee Medical Records	7 years
Environmental Test Records/Reports	Permanent
Hazardous Exposure Records	Permanent
Toxic Substance Exposure Reports	Permanent
Workers Compensation Records	12 years
Payroll	
Permanent Earnings and Records	Termination + 7 years
Attendance Records	Termination + 7 years
Employee Contracts	Termination + 7 years
Employee Deduction Authorization	Termination + 7 years
Employee Salary Schedules	Termination + 7 years
Labor Contracts	Termination + 7 years
W-2 Years Forms	Filing + 7 years
W-4 Years Forms	Filing + 7 years
Time Cards	Filing + 3 years
Time Records	Filing + 3 years
Banking	
Bank Deposits	7 years
Bank Statements	7 years
Cancelled Checks	7 years
Check Registers/Stubs	7 years
General	
Audit Reports	Permanent
Balance Sheets, Annual	Permanent
Balance Sheets, Monthly/Quarterly	1 year
Budgets, Approved, Revised	7 years
Financial Reports, Annual	Permanent
Financial Reports, Monthly	1 year
Financial Statements	Permanent
Investment/ Insurance	
Certificates of Deposit, Cancelled	Redemption + 3 years
Insurance Policies	Permanent
Mortgage Records	Permanent
Letters of Credit	7 years
Securities Sales	7 years
Stock Investment	Sale + 7 years
Accounting	
Accounts Payable, Invoices	7 years
Accounts Payable, Ledgers	7 years
Accounts Receivable, Ledgers	7 years
Credit Card Statements/Charge Slips	7 years
Invoices and Paid Bills, Major Building Construction	Permanent
Invoices and Paid Bills, General Accounts	7 years

Cash Books	7 years
Cash Journals	7 years
Cash Journal, Receipts on Offerings and Pledges	7 years
Receipts	7 years
Mortgage Payments	7 years
Chart of Accounts	7 years
Other Records	
General Ledger, Annual	Permanent
Journals, General and Specific Funds	Permanent
Journal Entry Sheets	7 years
Ledgers, Subsidiary	7 years
Payroll Journals	7 years
Payroll Registers (summary schedule of earnings, deductions & accrued leave)	7 years
Pension Records	Permanent
Pledge Registers/Ledgers	3 years
Permanently Restricted Gift Documents	Permanent
Temporarily Restricted Gift Documents	3 years after restrictions
Tax Records	
Employment Taxes (Contributions and payments including withholding & FICA)	File + 7 years
W-2 Years Forms	File + 7 years
W-4 Years Forms	File + 7 years
IRS Exemption Determination Letters (other than OCD listed organizations)	Permanent
Form 990	Permanent
IRS Exemption Determination Letters (income, excise, property, sales, use, etc.)	Permanent
Form 641	Permanent
Property Records	
Architectural Records, Blueprints, Building Designs, Specifications	Permanent
Architectural Drawings	Permanent
Deeds Files	Permanent
Mortgage Documents	Permanent
Property Appraisals	Permanent
Real Estate Surveys/Plots, Plans	Permanent
Title Search Papers and Certificates	Permanent
Cemetery Records	
Account Cards (record of lot ownership and payments)	Permanent
Annual Report	Permanent
Bank Statements	7 years
Board Minutes	Permanent
Burial Cards (record of interred's name, date of burial, etc.)	Permanent
Burial Records (record of interred's name, date of burial, etc.)	Permanent
Contracts Documenting Lot Ownership	Permanent
Correspondence	BANR
General Ledger	Permanent
Lot Maps	Permanent
<u>Human Resources</u>	
Administrative Records	
Employee Policy Manual	Superseded + 4 Years
Job Descriptions	Superseded + 4 Years

Organizational Chart	While Current
I-9 Years Audit	Permanent
Rejected Applications/Resumes	1 Year after Receipt
Employee Application	Termination + 4 years
Resume	Termination + 4 years
Employee Contracts/Offer Letters	Termination + 4 years
Salary Information	Termination + 4 years
Attendance Records (jury, PTO, STD, LTD, FMLA, Bereavement)	Termination + 4 years
Eligibility Verification Form I-9 Years	Termination + 4 years
Performance Reviews	Termination + 4 years
Write-Ups	Termination + 4 years
Promotions/Transfers	Termination + 4 years
Benefit Records	
Open Enrollment	Termination + 4 years
New Hire	Termination + 4 years
Life Event	Termination + 4 years
Cont. of Benefits	Termination + 4 years
Term. of Benefits	Termination + 4 years
Disability Records STD/LTD	Termination + 4 years
FMLA	Termination + 4 years
403B Retirement Plan	Termination + 4 years
Life Insurance Policies	Termination + 4 years
Benefit Plan Description	Rollout + 4 years
Benefit Plan Annual Reports	6 years
Personnel File	Termination + 4 years
<u>Pastoral Planning</u>	
Ad Limina Reports (Quinquennial Report)	Permanent
Annual Vatican Report	5 Years
Official Catholic Directory Report	5 Years
Official Catholic Directory Entity Financials	Current + 1 Year
May and October Mass Counts	Permanent
Census Records (Parish)	Permanent
<u>Safe Environment</u>	
Application	Permanent
Screening Form	Permanent
Interviews	Permanent
References	Permanent
Criminal Background Check	Permanent
Training Records	Permanent
Policy Acknowledgment	Permanent
Computer/Internal Policy	Permanent
CPS Notifications	Permanent
Good Standing Records	Current + 1 Year
Non-Parish Organization Files	ACT + 3 Years
Parish/School Audits	Permanent
USCCB Charter Compliance Audit	Permanent
<u>Tribunal</u>	

Prenuptial Files	6 years paper/then electronic
Nulity File Decision	Permanent
Nulity File Acta (other than decisions)	Permanent
Canonical Affairs Committee Records	5 Years
<u>Vicar for Clergy</u>	
Priests' Personnel Files	Permanent
Deacons' Personnel Files	Permanent
Clergy Rescript Files	Permanent
<u>Youth Ministry</u>	
Waiver of Liability Forms	7 years
Medical Release Forms	7 years
Code of Conduct Forms	7 years
Incident Report Forms	7 years after resolution
Youth, Young Adult & Campus Ministry Event Records	Permanent