Decree of Promulgation

Those who care for the many parish and school records in the Archdiocese of Baltimore have a very important responsibility. The diversity of those records, from those created to reflect the sacraments administered in a given parish to employee compensation schedules, are designed to support the continuing pastoral care of the parish community.

As keepers of some of the oldest and most historic records of Catholicism in the United States, it is important to understand the limitations of time that affect those documents. The Parish and School Records Management Policy and the Retention of Records Table that accompanies it are specifically designed to enable pastors and their assistants to properly manage the wealth of documents created at their location. For those who keep the records, I hope that these new policies will be a useful and practical tool to support your current document management structure, so that every parish and school office may be run properly and well. Such important work truly does live beyond each generation.

The records retention schedule meets both canonical and civil law requirements for accuracy and will be updated on the Archdiocesan website as necessary.

I hereby promulgate these policies as particular law for this territory.

Given at Baltimore, Maryland on the Feast of The Presentation of the Lord on this 2nd day of February, Two thousand thirteen.

William E. Lori

Most Reverend William E. Lori
Archbishop of Baltimore

Janice L. Bauer

Chancellor

INTRODUCTION

The purpose of this records management manual is to assist administrators in improving efficiency and economy in the management of records and in preserving records of permanent value to parishes and schools. Parishes are required by canon law to properly care for parochial archives. Canon 535 provides for the creation and maintenance of certain parochial records and the maintenance of parish archives. Sections 4 and 5 specify that:

> §4. In each parish there is to be an archive, in which the parochial books are kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On the occasion of visitation or at some other opportune time, the diocesan Bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorized hands.
> §5. Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.[1]

Although there are other canons providing for the generation and maintenance of specific records, parish administrators need to be aware of their basic responsibility in preserving those records that document the rights, privileges, and history of Catholics in the Archdiocese of Baltimore.

Obviously not all records generated by parishes and schools need to be retained permanently. Most parish and school records have a relatively short life span and may be disposed of on a regular basis. The challenge for parish and school administrators is to:

1) **Distinguish those records** that have permanent (archival) value from those of short term value;
2) **Establish an orderly and regular means of disposal** of non-permanent records; and
3) **Provide for the preservation of permanent records**. The establishment of a basic records management program for each parish and school helps administrators to better serve their parishioners and students, conform to canon, state, and federal law requirements, and better utilize office staff, space, equipment, and financial resources. It is hoped that this manual will provide administrators with information on establishing a basic records management program and guidelines on retention of various parish and school records.

ESTABLISHING AN ARCHIVES/RECORDS MANAGEMENT PROGRAM

The purpose of a basic records management program is to assist administrators in the control (creation, receipt, use, maintenance, and disposition) of records relating to their day-to-day business. Implementation of a records management program insures that time and money are not wasted on retention of unnecessary or obsolete records and that the records concerning the rights, privileges, and history of Catholics in the Archdiocese of Baltimore are protected and

preserved.[1]

Establishment of a basic records management program involves:

1) The **creation of records retention schedules** that identify records generated or maintained by parishes and schools and dictates how long those records should be retained; and

2) **Proper maintenance** of an archives to provide for the permanent retention of records having continuing value. Creation of records retention schedules and implementation of a records management program entails four basic steps:

a) Conducting a **survey of the records** (inventory and identification of all records series);

b) Performing a **records appraisal** (establishment of records values based on administrative, legal, fiscal, historical, and sacramental considerations);

c) Establishing a **retention schedule** for the records (assignment and documentation of retention requirements for individual records series or classes of records); and

d) **Implementing the program** (regularly disposing of short-term records and maintaining permanent records in the archives). See Appendix 2 for basic guidelines on how to assess the value of records. Pastors and school administrators may designate a competent individual to serve as the parish/school archivist or to assist in the development of the archives/records management program.

STEP I: Inventory

All records generated, received, and maintained by parishes and schools should be identified in the records inventory. Information concerning each records series (i.e., file units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or user), such as contents, purpose, span dates, volume, and location, should be included in the inventory. This information is essential in appraisal and assignment of retention requirements to each records series.[2]

STEP II: Appraisal

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[1] *The Code of Canon Law in English Translation.* London: Collins Liturgical Publications, 1983, p. 97.

[2] "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *The American Archivist,* July 1974, p. 430.

The purpose of appraisal is to determine the value of a record in order to know how long and where to retain it. Each records series should be appraised applying five established appraisal considerations or criteria:

Administrative value: Records that document the establishment of policy and operations have administrative value. Policy records are generally retained permanently. Operations records are usually considered short-term.

Legal value: Records having legal value generally document legal or property rights of individuals or of the entity that created or maintained the records.

Fiscal value: Records having fiscal value usually relate to financial transactions and normally have a short-term retention. Records documenting fiscal policy may have permanent value.

Historical value: Records having historical (or research) value are retained permanently because they provide documentation on the origins, organization, development, functions, policy, activities, and events, of the originating entity, and/or provide information on associated persons, subjects, and events.

Sacramental value: Records documenting the administration of sacraments to the Faithful have sacramental value. Sacramental records are always retained permanently.

All five factors need to be considered when appraising parish and school records and assigning retention periods to records series. Other factors, such as legal and canonical requirements and reference frequency, also should be considered. Administrators should also be aware that certain records may have intrinsic value. Records having intrinsic value should be retained permanently because of their aesthetic or artistic qualities; age; unique or curious features; value for use in exhibits; or association with significant events, people, places, things or events. Charters, commissions, appointments, memorabilia, and early handwritten documents often have intrinsic value. Administrators will find that many records have more than one value.

Records assigned a permanent retention period are archival, meaning those records are of continuing value to the parish and/or school because their administrative, legal, fiscal, historical, sacramental, or intrinsic value(s) warrant long-term (permanent) retention. Identification of values of each records series and selection of the appropriate retention requirement is perhaps the greatest challenge in establishing a records management program.

STEP III: Preparing A Records Retention Schedule

After all records identified in the inventory have been appraised, a retention period is established and assigned to each records series. Information concerning each records series and its retention is then detailed in the records retention schedule. Administrators should refer

to the sample records retention schedule in this manual to assist them in formulation of retention requirements and preparation of their own records retention schedule. A sample parish records retention schedule appears in Appendix 3.

STEP IV: Implementing the Records Management Program

All records should be organized according to a records retention schedule. All records should be organized in a records storage area. Records having a short-term retention period should be destroyed as specified. A duplicate copy of the parish and school records retention schedule should be sent to the Diocesan Archivist for permanent retention (Canon 491).

Each time records are destroyed, administrators should prepare a document describing records that were destroyed, their retention period, and the date of destruction. A copy of the records destruction document should be retained permanently.

Archival records should be maintained properly (see section on "Records Storage"). The pastor should require parishioners having archival parish records in their custody to transfer them to the parish archives once the records are inactive or no longer needed for current business. If convenient and economical, parishes and schools may store archival records in the same records storage area.

Retention periods delineated in a records retention schedule should be adhered to, preferably on an annual basis. Benefits from a records management program only can be appreciated when retention requirements are applied on a regular basis and records storage areas are maintained properly. Resorting to "records management" whenever a space crunch results from retention of unnecessary records does not make a "program." Proper records management is an ongoing process and is the business of both administrators and staff.

RECORDS STORAGE

Storage of Inactive Short-Term Records

Records storage areas should be clean, well lit and ventilated, and free from vermin and excessive heat, cold, and moisture. Environmental conditions for storage of inactive short-term records should approximate those for human comfort. In addition, records storage areas should be equipped with a fire extinguisher. Doors to records storage areas should have strong locks to prevent access to unauthorized personnel.

Inactive short-term records should be stored in standard size corrugated records storage boxes (e.g., Stor-all, Bankers Box, etc.). Records storage boxes are quite inexpensive when compared to the cost of new or used file cabinets. Preferably, these boxes should be stored on metal shelving. If possible, records series should not be mixed within records storage boxes. The contents of each box should be marked on the outside for easy identification. The retention

period and date of disposal should be noted on the outside of the box as well. Use of standard size boxes and concise identification of contents will greatly facilitate the disposal of short-term records.

Storage of Archival Records

Storage area requirements for archival records are similar to those for short-term records. However, archival records have special environmental requirements. Ideally, the temperature in records storage areas should be 68° (±5°) with a relative humidity of 45% (±5%). These standards should be maintained with as little temperature and humidity fluctuation as possible. Archival records and records having short-term value may be stored in the same storage area, but should be physically segregated. Segregation of archival records and short-term records should prevent the accidental destruction of archival records. Administrators should maintain archival environmental conditions in records storage areas containing both archival records and short-term records.

Archival records require special treatment to insure preservation. Following is a list of suggested guidelines for the storage and handling of the records:

1. Place archival records in **acid-free folders and boxes**.
2. **Do not store** archival records near overhead water or steam pipes.
3. Protect archival records from **direct sunlight and excessive artificial light**.
4. **Do not store archival records on the floor in case of flooding**. Always place archival records on shelving, preferably metal. Records should be stored at least four inches above the floor and six inches away from walls.
5. Store **large bound volumes** horizontally, not vertically.
6. **Remove** all metal paper clips, binder clips, and staples as they will rust over time. Remove all rubber bands as they will disintegrate over time and adhere to the documents. Vinyl coated or plastic paper clips may be used in their place.
7. **Transfer records stored in binders and plastic covers to folders**. This will not only save on storage space, but prevent the metal and plastic from these items from damaging the documents as they begin to deteriorate.
8. **Do not use self-adhesive tape on archival records**. The chemicals in the adhesive will interact with the paper, causing not only discoloration, but permanent damage.
9. **Do not laminate archival records**. Many commercial lamination processes are destructive and irreversible.
10. **Do not flex, fold, or crease documents** when placing them in a box.
11. Do not store **highly acidic materials**, such as newsprint, with archival records.
12. All **loose papers** should be boxed.
13. **Photographic material** should be removed from non-archival quality albums and stored in acid-free folders or envelopes. Photographs larger than 8x10 inches should be stored flat. Caution: Photographic negatives manufactured before the 1950s may be nitrate and highly unstable and flammable. Nitrate negatives should be stored away

from other photographs and records.

14. **Maps, architectural drawings, and oversize documents** should be stored flat, unrolled and unfolded in acid-free folders. Unoccupied vestment drawers are useful for storage of oversize archival material.

15. Boxes containing archival records should be **labeled**.

16. **Eating, drinking, smoking, or use of fountain pens should be prohibited around archival records.** Only use **pencils** when handling archival records.

The above guidelines for archival records storage obviously **represent the ideal**. However, administrators should strive to provide the best storage conditions possible for their records.

Administrators should retain the original filing order of archival records. Administrators should not disrupt the original filing order or rearrange archival records. However, archival records that are in disarray may be arranged by administrators to restore the original order.

Archival records of parishes, parish organizations, or schools should never be mixed or inter-filed. Archival records from different organizations or institutions may be stored in the same area, however but never mixed to create an artificial file. **The integrity of archival records (their original order and origin) should always be respected and maintained.**

USING A RECORDS RETENTION SCHEDULE

The **purpose of a records retention schedule** is to assist administrators in establishing an archives/records management program by:

1) **Identifying and describing most of the records** generated by parishes and Catholic elementary and secondary schools; and

2) **Providing retention periods, justifications, and the appraised values for each records series**. The records retention schedule is arranged in two columns: the first column (Records Title/Description) identifies and describes each records series and the second column (Retention Recommendation) provides a corresponding recommended retention period, any legal or canonical retention requirements, and the appraised value of the record. The retention recommendation column also includes the citation for any laws or canons justifying the retention period.

How Records Are Grouped

Records in a records retention schedule generally are grouped first according to **generator (parish or school)** and secondly by **function, type or class**, i.e. administrative records, financial records, property records, etc. Record series are arranged alphabetically within each function or class to facilitate use of the records retention schedule.

Retention periods in the records retention schedule are provided in a number of ways:

1) As a **specific time period** (e.g., retain three years, then destroy);
2) **In relation to an event** (e.g., retain until superseded; annual review, which means the record may be disposed of at the discretion of the administrator);
3) **As a combination of both** a time period and an event (e.g., retain five years after final payment of loan, then destroy).

A record retention schedule generally represents the **minimum period of time records should be retained**. Administrators may keep records longer, however, if they wish.

Sacramental Records within the Archdiocese of Baltimore are governed by Archdiocesan particular law with the promulgation of the Handbook for Sacramental Records in 2010. See http://www.archbalt.org/about-us/chancery/loader.cfm?csModule=security/getfile&PageID=7105 for the most recent version of this document. The Handbook for Sacramental Records and this document are companions in good archival management for parishes and schools.

Disposition of many records generated by religious organizations and private schools is not governed by state or federal law. However, for the sake of convenience and uniformity, the retention periods for many of the records described in the sample records retention schedule attached hereto conform to state or federal regulations where applicable. A number of statutory retention requirements in the sample records retention schedule are specific to Maryland state law. Users of this manual outside of Maryland should refer to their local state codes for record keeping and retention requirements. Users also should be mindful that laws regarding record retention requirements may change, and should consider a periodic review of record retention periods that they implement. The Chancellor's Office will update the sample schedule posted on the Archdiocesan website as new information becomes available.

A parish or school may not generate or maintain all of the records identified in the attached records retention schedule. The records retention schedule attached to this manual is a composite that describes records frequently found at Catholic parishes and schools.

Certain files, such as a parish or school history file, should be created and maintained by administrators. A special history file can preserve certain types of records and information (concerning ethnicity, special liturgical and devotional practices, special events, etc.) that may not be evident through more conventional records.

Parishes may encounter records management situations requiring special attention beyond the scope of this manual, i.e., management of microforms, active records, machine-readable records, or special conservation or records storage problems. Please feel free to contact Dr. Diane L. Barr, Chancellor, Archdiocese of Baltimore, if you would like to discuss any such matter.

Users should note that, notwithstanding a retention schedule, records should not be destroyed if they are subject to a "litigation hold." A "litigation hold" requires an entity to preserve relevant information when it learns, or reasonably should have learned of pending or threatened litigation. Whenever a parish or a school is faced with litigation or a foreseeable risk of litigation, the parish or school should contact legal counsel promptly to discuss the matter and the retention of documents relevant to the matter.

When disposing of records pursuant to a records retention schedule, care should be taken that the manner and means of the records destruction is secure (e.g., any records containing personal information is shredded or otherwise properly destroyed).

PARISH RECORDS

SACRAMENTAL RECORDS
(see also the Handbook for Sacramental Records for the Archdiocese of Baltimore)

Records Title / Description	Retention Period	Type Of File
Annulment Case Files *(correspondence, transcripts of testimony, affidavits, sacramental and legal documents, notes, evaluations, etc.)*	Destroy when case is complete.	Administrative value ceases.
Baptism Register	Permanent. Canon 877.	Sacramental. Historical.
Confirmation Register	Permanent. Canon 895.	Sacramental. Historical.
Death Register	Permanent.	Sacramental. Historical.
Dispensations	Retain with Marriage Files.	Administrative.
First Communion Register	Permanent.	Sacramental. Historical.
Marriage Files *(memoranda, notes, letters, marriage data sheets, etc.)*	Retain 70 years, then destroy.	Administrative value ceases.
Marriage Register	Permanent. Canon 1121.	Sacramental. Historical.
Record of Anointing	Permanent.	Sacramental. Historical.

ADMINISTRATIVE RECORDS

Records Title / Description	Retention Period	Type Of File
Announcement Book *(daily or weekly record of parish activities)*	Permanent.	Historical.
Annual Report of the Parish	Permanent.	Administrative. Historical.
Annual Reports to the Chancery	Permanent.	Administrative. Historical.
Appointments File *(documents regarding appointment of clergy & pastoral administrators)*	Permanent.	Administrative. Historical.
Articles of Incorporation *(of church corporation, parish organizations, etc.)*	Permanent.	Administrative. Historical.
Census Records *(registration cards or lists)*	Permanent.	Administrative. Historical.
Communications from the Bishop *("Folia Cleri," "Episcopal Letters")*	Permanent. Canon 535.	Administrative. Historical.
Confraternity of Christian Doctrine Minutes	Permanent.	Administrative. Historical.
Constitution and by-laws (for all parish organizations)	Permanent.	Administrative. Historical.
Correspondence-Official *(concerning parish policy, administration, diocesan directives, etc.)*	Permanent.	Administrative. Historical.
Correspondence-Routine	Annual review.	Administrative value ceases.
Election Ballots	Retain one year after election, then destroy.	Administrative value ceases.
Finance Committee Minutes	Permanent. Canon 537.	Administrative.

		Historical.
History File *(correspondence, newspaper clippings, research notes, publications, etc., relating to parish history)*	Permanent. (If not available, administrator should create and maintain a parish history file.)	Historical.
Lay Ministers' Schedules *(i.e., ushers, altar servers, lectors, Eucharistic ministers, musicians)*	Retain until superseded.	Administrative value ceases.
Lector's Notes	Retain until superseded.	Administrative value ceases.
Mass Record *(record of daily mass requests and intentions, offerings, etc.)*	Retain until superseded.	Administrative value ceases.
Parish Council Minutes	Permanent. Canon 536.	Administrative. Historical.
Parish Organizations' Records *(ex., minutes, correspondence, rosters, reports, publications, etc. of the Holy Name Society, Ladies Altar Society, etc.)*	Permanent.	Historical.
Photographs *(those relating to parish history, property, clergy, parishioners)*	Permanent.	Historical.
Records Disposal Authorization Forms	Permanent.	Administrative.
Records Retention Schedules	Permanent.	Administrative.
Religious Education Reports	Permanent.	Administrative. Historical.
Rosters of Parishioners	Permanent.	Administrative. Historical.
Scrapbooks *(newspaper clippings, letters, photographs, programs, etc.)*	Permanent.	Historical.
Subject Files *(correspondence, memoranda, rules and regulations, schedules, etc.)*	Annual review.	Administrative value ceases.

PERSONNEL RECORDS

Records Title / Description	**Retention Period**	**Type Of File**
Employment Contracts	Retain seven years after employment separation, then destroy.	Administrative value ceases.
Job Descriptions	Retain until superseded.	Administrative value ceases.
Payroll Records/Registers	Retain seven years, then destroy.	Administrative value ceases.
Personnel Files *(applications, resumes, memoranda, evaluations, contracts, etc.)*	Retain seven years after employment separation, then destroy. *Exception is exposure records under OSHA, which should be retained for the duration of the employee's employment plus 30 years.	Administrative value ceases.
Time Cards	Retain seven years, then destroy.	Administrative value ceases.
Vacation and Sick Leave Forms	Retain seven years, then destroy.	Administrative value ceases.
W-2, W-3, W-4 Forms	Retain seven years, then destroy.	Administrative value ceases.

FINANCIAL RECORDS

Records Title / Description	Retention Period	Type Of File
Audit Reports *(if available)*	Permanent.	Fiscal. Historical.
Bank Deposit Register	Retain seven years, then destroy.	Fiscal value ceases.
Bank Deposit Slips	Retain seven years, then destroy.	Fiscal value ceases.
Bank Statements	Retain seven years, then destroy.	Fiscal value ceases.
Building Fund Account Book	Permanent.	Historical.
Cancelled Checks and Check Stubs *(all accounts)*	Retain seven years, then destroy.	Fiscal Value ceases.
Cash Book *(daily record of receipts and disbursements)*	Retain seven years, then destroy.	Fiscal value ceases.
Charitable Gaming - General Accounting records *(bank statements, canceled checks, etc.)*	Retain seven years, then destroy.	Fiscal value ceases.
Charitable Gaming - Specific Bingo: (*Records of total prizes, cash and non-cash, # and prices of cards sold, etc.)* Raffles: *(# tickets sold, stubs of tickets sold, etc.)*	Retain seven years, then destroy.	Fiscal value ceases.
Charitable Gaming Permits	Retain until superseded.	Administrative value ceases.
Check Register *(all accounts)*	Retain seven years, then destroy.	Fiscal value ceases.
Contributions Record *(collections, donations)*	Retain seven years, then destroy. (Records should be retained permanently if other records identifying parishioners, e.g., census record, are not available for permanent retention)	Fiscal value ceases.
Correspondence concerning payments and receipts	Retain seven years, then destroy.	Fiscal value ceases.
Expansion Fund Prospect Book *(record of prospective donors to the expansion fund)*	Retain until superseded.	Fiscal and administrative value ceases.
Financial Statements	Permanent.	Fiscal. Historical.
General Ledger	Permanent.	Fiscal. Historical.
Grade and High School Collection Register	Retain seven years, then destroy.	Fiscal value ceases.
Loan Files *(mortgages, receipts, correspondence, payment schedules, etc.)*	Retain seven years after payment of loan, then destroy.	Fiscal value ceases.
Paid Bills	Retain seven years, then destroy.	Fiscal value ceases.
Personal and Corporate Income Tax Records *(tax forms, letters, manuals, etc.)*	Retain seven years, then destroy.	Fiscal value ceases.
Record of Contributions	Retain seven years, then destroy. (Record should be retained permanently if other records identifying parishioners, e.g., census record, are not available for permanent retention.)	Fiscal value ceases.
Receipts	Retain seven years, then destroy.	Fiscal value ceases.
Special Collections Record	Retain seven years, then destroy.	Fiscal value ceases.
Tax Exemption Records *(certificates, correspondence)*	Permanent.	Fiscal.
Treasurer's Account Book *(record of contributions)*	Retain seven years, then destroy. (Record should be retained permanently if other records identifying parishioners, e.g., census record, are not available for permanent	Fiscal value ceases.

	retention.)	
Trust Fund/Estate Contribution/Pious Foundation Records *(copies of probate records, agreements, correspondence, financial records)*	Permanent. Canon 1306.	Fiscal.

PROPERTY RECORDS

Records Title / Description	Retention Period	Type Of File
Architectural Drawings and Specifications	Permanent.	Administrative. Historical.
Construction Files *(contracts, correspondence, specifications, architectural drawings, etc. for construction of church, rectory, convent, school and other buildings)*	Permanent.	Administrative. Historical.
Deeds Files *(includes abstracts and other documents)*	Permanent.	Administrative. Legal. Historical.
Equipment File *(catalogs, instructions, warranties, maintenance manuals, inspection certificates)*	Retain until superseded.	Administrative value ceases.
Insurance Records *(policies, correspondence, claims)*	Permanent.	Legal. Administrative.
Property Appraisals	Permanent.	Historical.
Property Inventories	Retain until superseded.	Administrative value ceases.

CEMETERY RECORDS

Records Title / Description	Retention Period	Type Of File
Account Cards *(record of lot ownership and payments)*	Permanent.	Administrative.
Annual Report	Permanent.	Administrative. Historical.
Bank Statements	Retain seven years, then destroy.	Fiscal value ceases.
Board of Trustees Minutes	Permanent.	Administrative. Historical.
Burial Records and/or Cards *(record of interments, including name, date of burial, name of funeral director, lot number, and place of death)*	Permanent.	Administrative. Historical.
Burial Log *(director's unofficial record of burials)*	Retain until superseded, then destroy.	Administrative value ceases.
Cancelled Checks and Check Stubs	Retain seven years, then destroy.	Fiscal value ceases.
Check Register	Retain seven years, then destroy.	Fiscal value ceases.
Contracts/Agreements *(documents transfer of ownership of lots)*	Permanent.	Administrative.
Correspondence-Official	Permanent.	Administrative.
Correspondence-Routine	Annual review.	Administrative value ceases.
Deposit Slips	Retain seven years, then destroy.	Fiscal value ceases.
General Ledger *(record of receipts and disbursements for lot payments, fees, salaries, equipment, etc.)*	Retain seven years, then destroy.	Fiscal value ceases.
Insurance Records *(policies, claims, correspondence)*	Permanent.	Legal. Administrative.
Lot Cards *(numerical listing of lot owners and interments)*	Permanent.	Administrative.

Lot Maps Quarterly	Permanent.	Administrative. Historical.
Report	Retain one year, then destroy. (Retain permanently if an annual report is not prepared.)	Administrative value ceases.
Paid Bills	Retain seven years, then destroy.	Fiscal value ceases.
Receipts	Retain seven years, then destroy.	Fiscal value ceases.
Rules and Regulations	Permanent.	Administrative. Historical.

RELIGIOUS EDUCATION RECORDS

Records Title / Description	**Retention Period**	**Type Of File**
Annual Report	Permanent.	Administrative.
Business File *(paid bills, vouchers, cancelled checks, receipts, etc.)*	Retain seven years, then destroy.	Administrative value ceases.
Class Lists	Retain until superseded.	Administrative value ceases.
Collection Record *(contributions)*	Retain seven years, then destroy.	Fiscal value ceases.
Family Record *(provides names of parents, names and number of children, parish, sacramental history, etc.)*	Retain until superseded, then destroy.	Administrative value ceases.
Instructional Equipment File	Retain until superseded, then destroy.	Administrative value ceases.
Registration Forms	Retain one year, then destroy.	Administrative value ceases.
Religious Education Files *(lesson plans, catalogs, instructional materials)*	Annual review.	Administrative value ceases.
Schedules *(classes, teachers)*	Retain until superseded.	Administrative value ceases.
Student Card *(provides student name, birth date, sacramental history, etc.)*	Permanent.	Administrative. Historical.
Student Files *(registration forms, progress reports)*	Retain seven years after termination of student, then destroy.	Administrative value ceases.
Subject Files *(memoranda, budgets, correspondence, notes)*	Annual review.	Administrative value ceases.
Tuition Record	Retain seven years, then destroy.	Fiscal value ceases.

PUBLICATIONS

Records Title / Description	**Retention Period**	**Type Of File**
Anniversary Booklets	Permanent.	Historical.
Annual Reports of the Parish	Permanent.	Administrative. Historical.
Newsletters	Permanent.	Historical.
Other Publications *(histories of the parish, parish organizations, programs, etc.)*	Permanent.	Historical.
Parish Bulletins	Permanent.	Historical.
Promotional or Information Pamphlets or Books	Permanent.	Historical.

SCHOOL RECORDS

ADMINISTRATIVE RECORDS

Records Title / Description	Retention Period	Type Of File
Accreditation Files *(reports, notes, correspondence, evaluations, personnel record, etc., relating to accreditation by the Maryland State Department of Education and County Superintendent of Schools)*	Retain State Accreditation Files permanently. Retain County Superintendent of Schools Accreditation Files seven years, then destroy.	Administrative. Administrative value ceases.
Administrator's Working Papers *(notes, correspondence, memoranda, etc.)*	Annual review.	Administrative value ceases.
Annual Reports	Permanent.	Administrative. Historical.
Architectural Drawings and Specifications	Permanent.	Administrative. Historical.
Booster Club Minutes	Permanent.	Historical.
Budget Files *(budgets, notes, memos, correspondence, etc.)*	Retain seven years, then destroy.	Administrative value ceases.
Business Files *(correspondence, vouchers, paid bills, receipts, etc.)*	Retain seven years, then destroy.	Administrative value ceases.
Bus Schedules	Retain until superseded.	Administrative value ceases.
Calendars *(for school events)*	Permanent.	Historical.
Class Lists	Permanent.	Administrative.
Class Rank List	Permanent.	Administrative.
Class Schedules	Retain until superseded.	Administrative value ceases.
Construction Files *(contracts, correspondence, specifications, architectural drawings, etc.)*	Permanent.	Administrative. Historical.
Correspondence-Official *(concerning school policy, administration, diocesan directives, etc.)*	Permanent.	Administrative. Historical.
Correspondence-Routine	Annual Review.	Administrative value ceases.
Equipment and Instructional Resource File *(catalogs, brochures, articles, memos)*	Retain until superseded.	Administrative value ceases.
Equipment File *(catalogs, instructions, warranties, manuals, inspection certificates, etc.)*	Retain until superseded.	Administrative value ceases.
Faculty Meeting Minutes	Permanent.	Historical.
Faculty Schedules	Retain until superseded.	Administrative value ceases.
Grade Reports	Permanent.	Administrative value ceases.
Grant Files *(correspondence, memoranda, applications, reports, etc.)*	Retain seven years after completion of grant activity, then destroy.	Administrative value ceases.
Guidance Counselor Files *(correspondence, notes, student files, memos, etc.)*	Merge student files with permanent student files. All other material, annual review.	
History File *(historical sketches, photographs, newspaper clippings, letters)*	Permanent. If not available, administrators should create and maintain a school history file.	Historical.

Insurance Claims Files *(correspondence, claims, policies)*	Permanent.	Legal. Administrative.
Lesson Plans	Retain until superseded.	Administrative value ceases.
Library Schedules	Retain until superseded.	Administrative value ceases.
Memoranda and Directives from the Diocesan Superintendent of Schools	Permanent.	Administrative.
Parent's Newsletters	Permanent.	Historical.
Parent-Teacher Bulletins	Permanent.	Administrative. Historical.
Parent-Teacher Conference Files *(memos, correspondence, schedules)*	Retain until superseded.	Administrative value ceases.
Parent-Teacher Organization Minutes	Permanent.	Administrative. Historical.
Permanent Student Card	Permanent.	Administrative. Historical.
Photographs *(school activities, facilities, etc.)*	Permanent.	Historical.
Principal's Working Papers *(notes, correspondence, memoranda, etc.)*	Annual Review.	Administrative value ceases.
Promotion Lists	Retain until superseded.	Administrative value ceases.
Property Inventory *(audio-visual materials, science equipment, musical instruments, athletic equipment, etc.)*	Retain until superseded.	Administrative value ceases.
Reading Group Lists	Retain until superseded.	Administrative value ceases.
Records Disposal Authorization Forms	Permanent.	Administrative.
Records Retention Schedule	Retain until superseded, then destroy.	Administrative value ceases.
Reports to the Archdiocese's Catholic Schools Office	Permanent.	Administrative. Historical.
Retention Lists *(lists of students prohibited from advancing to the next grade)*	Retain until superseded.	Administrative value ceases.
School Board Files *(minutes, resolutions, correspondence, memoranda, regulations)*	Permanent.	Administrative. Historical.
School Board Minutes	Permanent.	Administrative. Historical.
Scrapbooks *(newspaper clippings, letters, programs, photographs, etc.)*	Permanent.	Historical.
Student Absence List and Forms	Retain until superseded, then destroy.	Administrative value ceases.
Student Files-Elementary School *(permanent student card, registration forms, immunization record, evaluations, grade reports, photographs, transcripts, memoranda, test reports, sacramental record, sports and extra-curricular activities record, etc.)*	Retain permanently unless student transfers-- files will be transferred to the student's next school (permanent Student Card still retained permanently by the parish school).	
Student Files-Secondary School *(permanent student card, registration forms, immunization record, evaluations, grade reports, photographs, transcripts, memoranda, test reports, sacramental record, sports*	Retain permanently unless student transfers-- files will be transferred to the student's next school (permanent Student Card still	Administrative.

and extra-curricular activities record, etc.)	retained permanently by the parish school).	
Student Health Records	Retain until the student attains the age of majority plus 3 years (i.e., age 21) or for five years after the record is made, whichever is later.	Administrative. Legal.
Student Handbook	Permanent.	Administrative. Historical.
Student Injury Reports	Retain until age of student is 21, then destroy.	Administrative value ceases.
Student Organization Records *(minutes, reports, by-laws, photos, etc.)*	Permanent.	Historical.
Student Publications *(yearbooks, histories, newsletters, etc.)*	Permanent.	Historical.
Student Reading Certificates	Retain until superseded.	Administrative value ceases.
Student Registration Forms	Retain in Student File if student attends school. Destroy forms if student does not enroll or attend.	Administrative. Administrative value ceases.
Subject Files *(correspondence, memos, reports, printed material, etc.)*	Annual review.	Administrative value ceases.
Teacher's Register *(attendance record submitted to the County Superintendent of Schools)*	Permanent.	Administrative. Historical.
Testing Materials Files *(schedules, reports, completed examinations, forms, and printed material relating to SRA)*	Retain final reports permanently. Retain other materials until superseded.	Administrative. Administrative value ceases.
Text Book Inventory	Retain until superseded.	Administrative value ceases.
Vehicle Records *(licenses, letters, maintenance and mileage reports, etc.)*	Retain until superseded, then destroy.	Administrative value ceases.

PERSONNEL RECORDS

Records Title / Description	**Retention Period**	**Type Of File**
Professional Certificates	Retain until superseded.	Administrative value ceases.
Employment contracts	Retain seven years after employment separation, then destroy.	Administrative value ceases.
Job Descriptions	Retain until superseded.	Administrative value ceases.
Payroll Records	Retain seven years, then destroy.	Administrative value ceases.
Personnel Files *(applications, certificates, resumes, correspondence, grade transcripts, evaluations, contracts)*	Retain seven years after employment separation, then destroy. *Exception is exposure records under OSHA, which should be retained for the duration of the employee's employment plus 30 years.	Administrative value ceases.
Substitute Teacher Applications	Retain three years, then destroy.	Administrative value ceases.

Teachers' Fund for Retirement Reports *(record of contributions)*	Permanent.	Legal. Administrative.
Time Cards	Retain seven years, then destroy.	Administrative value ceases.
Vacation and Sick Leave Forms	Retain seven years, then destroy.	Administrative value ceases.
W-2, W-3, W-4 Forms	Retain seven years, then destroy.	Administrative value ceases.

FINANCIAL RECORDS

Records Title / Description	**Retention Period**	**Type Of File**
Audit Reports *(if available)*	Permanent.	Fiscal. Historical.
Bank Deposit Register	Retain seven years, then destroy.	Fiscal value ceases.
Bank Deposit Slips	Retain seven years, then destroy.	Fiscal value ceases.
Bank Statements	Retain seven years, then destroy.	Fiscal value ceases.
Cancelled Checks and Check Stubs	Retain seven years, then destroy.	Fiscal Value ceases.
Carnival Committee Minutes	Permanent.	Administrative. Historical.
Carnival Records *(bank statements, ledgers, deposit slips, receipts, cancelled checks and check stubs, etc.)*	Retain seven years, then destroy.	Fiscal value ceases.
Cash Book *(record of sales and receipts)*	Retain seven years, then destroy.	Fiscal value ceases.
Charitable Gaming - General Accounting Records *(bank statements, tax returns, ledgers, deposit slips, canceled checks and check stubs)*	Retain seven years, then destroy.	Fiscal value ceases.
Charitable Gaming - Specific Records	Retain two years, then destroy.	Fiscal value ceases.
Charitable Gaming Permits	Retain until superseded, then destroy.	Administrative value ceases.
Check Register	Retain seven years, then destroy.	Fiscal value ceases.
Correspondence concerning payments and receipts	Retain seven years, then destroy.	Fiscal value ceases.
Federal School Lunch Day Book	Retain three years, then destroy.	Fiscal value ceases.
Federal School Lunch Program Files *(correspondence, lunch schedules, paid bills, vouchers, receipts, contracts, inventory, claim requisitions, etc.)*	Retain three years, then destroy.	Fiscal value ceases.
Financial Report to the Diocesan Office of Education	Permanent.	Administrative. Historical.
General Ledger	Permanent.	Fiscal. Historical.
Paid Bills	Retain seven years, then destroy.	Fiscal value ceases.
Purchase Orders	Retain seven years, then destroy.	Fiscal value ceases.
Receipts	Retain seven years, then destroy.	Fiscal value ceases.
School Fund Account Book	Permanent.	Fiscal. Historical.
Tuition Record	Retain seven years, then destroy.	Administrative value ceases.
Vouchers	Retain seven years, then destroy.	Fiscal value ceases.

LIBRARY RECORDS

Records Title / Description	**Retention Period**	**Type Of File**
Acquisition List *(book accession record)*	Permanent.	Administrative.
Annual Report	Permanent.	Administrative.
Book/Instruction Materials Catalog Files *(book catalogs, equipment catalogs, etc.)*	Retain until superseded.	Administrative value ceases.
Book Order File *(purchase orders, correspondence,*	Retain seven years, then destroy.	Fiscal value ceases.

invoices, etc.)		
Invoices	Retain seven years, then destroy.	Fiscal value ceases.
ATHLETICS RECORDS		
Records Title / Description	**Retention Period**	**Type Of File**
Eligibility Records	Retain until student graduates, then destroy.	Administrative value ceases.
Expense Reports *(travel, supplies, etc.)*	Retain three years, then destroy.	Fiscal value ceases.
Game Programs	Permanent.	Historical.
Insurance Records	Permanent.	Legal. Administrative.
Paid Bills *(concessions, equipment, supplies)*	Retain seven years, then destroy.	Fiscal value ceases.
Receipts	Retain seven years, then destroy.	Fiscal value ceases.
Rosters	Retain until superseded, then destroy.	Administrative value ceases.
Schedules *(practices, training, games)*	Retain until superseded, then destroy.	Administrative value ceases.
Scorebooks	Retain until superseded, then destroy.	Administrative value ceases.
Travel Authorizations	Retain until superseded, then destroy.	Administrative value ceases.
Vouchers	Retain seven years, then destroy.	Fiscal value ceases.

CANONS RELATING TO PAROCHIAL ARCHIVES

Diocesan Archives	**Can. 491** - §1. A diocesan bishop is to take care that the acts and documents of the archives of cathedral, collegiate, parochial, and other churches in his territory are also diligently preserved and that inventories or catalogs are made in duplicate, one of which is to be preserved in the archive of the church and the other in the diocesan archive. §2. A diocesan bishop is also to take care that there is an historical archive in the diocese and that documents having historical value are diligently protected and systematically ordered in it. §3. In order to inspect or remove the acts and documents mentioned in §§1 and 2, the norms established by the diocesan bishop are to be observed.
Parish Archives	**Can. 535** - §1. Each parish is to have parochial registers, that is, those of baptisms, marriages, deaths, and others as prescribed by the conference of bishops or the diocesan bishop. The pastor is to see to it that these registers are accurately inscribed and carefully preserved. §2. In the baptismal register are also to be noted confirmation and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate. §3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parochial seal. §4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage. The pastor is to take care that all of these things, which are to be inspected by the diocesan bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders. §5. Older parochial registers are also to be carefully protected according to the prescripts of particular law.
Baptism Record	**Can. 877** - §1. The pastor of the place where the baptism is celebrated must carefully and without any delay record in the baptismal register the names of the baptized, with mention made of the minister, parents, sponsors, witnesses, if any, the place and date of the conferral of the baptism, and the date and place of birth. §2. If it concerns a child born to an unmarried mother, the name of the mother must be inserted, if her maternity is established publicly or if she seeks it willingly in writing or before two witnesses. Moreover, the name of the father must be inscribed if a public document or his own declaration before the pastor and two witnesses proves his paternity; in other cases, the name of the baptized is inscribed with no mention of the name of the father or the parents. §3. If it concerns an adopted child, the names of those adopting are to be inscribed and, at least if it is done in the civil records of the region, also the names of the natural parents according to the norm of §§1 and 2, with due regard for the prescripts of the conference of bishops. **Can. 878** - If the baptism was not administered by the pastor or in his

	presence, the minister of baptism, whoever it is, must inform the pastor of the parish in which it was administered of the conferral of the baptism, so that he records the baptism according to the norm of can. 877, §1.
Confirmation Record	**Can. 895** - The names of those confirmed with mention made of the minister, the parents and sponsors, and the place and date of the conferral of confirmation are to be recorded in the confirmation register of the diocesan curia or, where the conference of bishops or the diocesan bishop has prescribed it, in a register kept in the parish archive. The pastor must inform the pastor of the place of baptism about the conferral of confirmation so that a notation is made in the baptismal register according to the norm of can. 535, §2.
Marriage Record	**Can. 1121** - §1. After a marriage has been celebrated, the pastor of the place of the celebration or the person who takes his place, even if neither assisted at the marriage, is to note as soon as possible in the marriage register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the marriage according to the method prescribed by the conference of bishops or the diocesan bishop. §2. Whenever a marriage is contracted according to the norm of ⇒ can. 1116, a priest or deacon, if he was present at the celebration, or otherwise the witnesses in solidum with the contracting parties are bound to inform as soon as possible the pastor or local ordinary about the marriage entered into. §3. For a marriage contracted with a dispensation from canonical form, the local ordinary who granted the dispensation is to take care that the dispensation and celebration are inscribed in the marriage registers of both the curia and the proper parish of the Catholic party whose pastor conducted the investigation about the free status. The Catholic spouse is bound to notify as soon as possible the same ordinary and pastor about the marriage celebrated and also to indicate the place of the celebration and the public form observed. **Can. 1122** - §1. The contracted marriage is to be noted also in the baptismal registers in which the baptism of the spouses has been recorded. §2. If a spouse did not contract marriage in the parish in which the person was baptized, the pastor of the place of the celebration is to send notice of the marriage which has been entered into as soon as possible to the pastor of the place of the conferral of baptism.
Parish Property	**Can. 1283** - Before administrators begin their function: 1° they must take an oath before the ordinary or his delegate that they will administer well and faithfully; 2° they are to prepare and sign an accurate and clear inventory of immovable property, movable objects, whether precious or of some cultural value, or other goods, with their description and appraisal; any inventory already done is to be reviewed; 3°one copy of this inventory is to be preserved in the archive of the administration and another in the archive of the curia; any change which the patrimony happens to undergo is to be noted in each copy. **Can. 1284** - §1. All administrators are bound to fulfill their function with the diligence of a good householder. §2. Consequently they must: 1° exercise vigilance so that the goods entrusted to their care are in no

	way lost or damaged, taking out insurance policies for this purpose insofar as necessary; 2° take care that the ownership of ecclesiastical goods is protected by civilly valid methods; 3° observe the prescripts of both canon and civil law or those imposed by a founder, a donor, or legitimate authority, and especially be on guard so that no damage comes to the Church from the non-observance of civil laws; 4° collect the return of goods and the income accurately and on time, protect what is collected, and use them according to the intention of the founder or legitimate norms; 5° pay at the stated time the interest due on a loan or mortgage and take care that the capital debt itself is repaid in a timely manner; 6° with the consent of the ordinary, invest the money which is left over after expenses and can be usefully set aside for the purposes of the juridic person; 7° keep well organized books of receipts and expenditures; 8° draw up a report of the administration at the end of each year; 9° organize correctly and protect in a suitable and proper archive the documents and records on which the property rights of the Church or the institute are based, and deposit authentic copies of them in the archive of the curia when it can be done conveniently. §3. It is strongly recommended that administrators prepare budgets of incomes and expenditures each year; it is left to particular law, however, to require them and to determine more precisely the ways in which they are to be presented.
Parish Report	**Can. 1287** - §1. Both clerical and lay administrators of any ecclesiastical goods whatever which have not been legitimately exempted from the power of governance of the diocesan bishop are bound by their office to present an annual report to the local ordinary who is to present it for examination by the finance council; any contrary custom is reprobated. §2. According to norms to be determined by particular law, administrators are to render an account to the faithful concerning the goods offered by the faithful to the Church.
Pious Foundations	**Can. 1306** - §1. Foundations, even if made orally, are to be put in writing. §2. One copy of the charter is to be preserved safely in the archive of the curia and another copy in the archive of the juridic person to which the foundation belongs.

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