

Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: Facilities and Property Management				Effective Date 8/1/2018		Schedule No. 2	Page
Records Series Title	Description			Retention Period			Final Disposition
				Active	Inactive	Total	
Asbestos Files	Asbestos Files – may include testing reports, soil tests, environmental studies, structural reports and correspondence. <i>OSHA/EPA Standards</i>			Ownership of Property	Thirty years after property is sold.	Active +30	Permanent
Building Contract	Building Contract - a contract between a property owner and a contractor, setting forth the terms under which construction is to be carried out, the basis of remuneration, the time scale, and the penalties for failure to comply with terms of the contract. <i>Louisiana Civil Code 3500</i>			Duration of Project	Property is sold	Ownership until sold.	Destroy after building is sold.
Building Correspondence	Building Correspondence – correspondence dealing with construction, repairs, or maintenance of buildings. <i>Louisiana Civil Code 3500</i>			Duration of Project	Property is sold	Ownership until sold.	Destroy after building is sold.
Building Report	Building Report – may include field reports, testing reports, soil reports and environmental studies. <i>Louisiana Civil Code 3500</i>			Duration of Project	Property is sold	Ownership until sold.	Destroy after building is sold.
Drawings	Drawing – may include floor plans, architectural drawings and specks, and other types plan. <i>Louisiana Civil Code 3500</i>			Ownership of property	Property is sold	Ownership until sold.	Destroy after building is sold.
Inspection and Certification Records	Inspection and Certification Records – may include inspection records and certificates of inspection/compliance, fire extinguishers, fire alarm, sprinkler, smoke detectors and elevators. <i>Administrative Decision</i>			Date certificate issued.	Date new certificate issued.	Ownership of building.	Destroy after building is sold.

Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
8/1	Alex Gaudet	8/1		8/1/18	Glenn Landry Jr	8/15/18	Daniel J. Walker
Signature		Signature		Signature		Signature	
							