

Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: Finance and Accounting Records		Effective Date 8/1/2018		Schedule No. 3	Page
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Accounts Payable	Disbursements – a deduction from an account. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Accounts Receivables	Deposits – an addition to an account. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Annual Corporate Financial Report	Annual Corporate Financial Report - annual financial statement submitted to the Bishop or Finance Council chronicling an Diocesan corporate body's financial activities over the past fiscal year and describing it's financial operations and conditions. <i>Administrative Decision</i>	2	2	4	Permanent
Annual Parish Financial Report	Annual Parish Financial Report - annual financial statement submitted to the Department of Financial and Administrative Services by parish administrators describing the parish's financial operations and conditions. <i>Administrative Decision</i>	2	2	4	Permanent
Audit Report	Audit Report - an examination of financial records and accounts to check their accuracy. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Permanent
Banking	Banking - may include, bank statements, check registers, canceled checks, payroll checks and payroll bank statements. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy

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Budget, Diocesan Entities	Budget, Diocesan Entities – budgets for administrative offices, departments, schools, and parishes. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Budget, Executive	Budget, Executive – represents the official budget of the Diocese of Houma-Thibodaux. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Permanent
Charitable Gaming	Raffles - Diocesan Entities that sell raffle tickets may maintain the following records pertaining to raffles: number of tickets or chances; number of tickets or chances printed or available; name of person drawing winning ticket (s) or determining winner (s); prizes given and their value; and name, address, and date of birth of winner (s). <i>LAC 42: 1721 A (2)</i> Bingo, Keno, Pull Tabs, and Raffles - Diocesan Entities that engage in charitable gaming may retain the following records: bank statements, canceled checks, deposit slips, sales invoices and receipts, purchase invoices and receipts, shipping documents, lease agreements, inventory records, and records of daily gaming activity as may be prescribed by the division. <i>LAC 42: 1731: A-B</i>	2	1	3	Destroy
Clergy (Seminary) Burses Ledger	Clergy (Seminary) Burses Ledger - funds set up to provide interest income that can be used in perpetuity to help defray the cost of educating men to the priesthood. <i>Administrative Decision</i>	Permanent	0	Permanent	Permanent
Donations, Annual Acknowledgement Letter for the IRS	Donations, Annual Acknowledgement Letter for the IRS – letter sent to a donor by an Diocesan entity, acknowledging the receipt of a single contribution of \$ 250.00 or more. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy

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Federal Emergency Management Agency, Department of Homeland Security, Grants and Cooperative Agreements	Federal Emergency Management Agency, Department of Homeland Security Grants and Cooperative Agreements - may include all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees. 44 CFR 13.42	Grant active	3 years after close of grant	Active +3 years	Destroy
Financial Working Papers	Financial Working Papers – documents that accountants use to organize their work and that support the information found in their financial statements. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
General Ledgers and Journals	Ledgers and Journals – may include cash disbursement journal, cash receipts journal, journal, entries, purchase journal, sales journal, and ledgers. <i>Internal Revenue Manual</i>	Retain for at least four years after filing the return(s) to which they relate	3	7	Destroy
Gifts, Donation and Other Revenue, \$10,000.00 or more	Gifts, Donation and Other Revenue, \$10,000.00 or more – may include cash, property, stocks, bonds, or wills. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Review for historical value
Gifts, Donations and Other Revenue, less than \$10,000	Gifts, Donations and Other Revenue, less than \$10,000.00 – may include cash, stocks, bonds, or wills. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Internal Auditor's Working Papers	Internal Auditor's Working Papers – documents that serve as evidence of work performed by auditors. <i>IRS Tax Guide for Churches and Religious Organizations</i>	4	3	7	Destroy
Investments, Capital Assets, (\$10,000.00 or more)	Capital Assets, (\$10,000.00 or more) – any projects needing the approval of the Finance Office, Vicar General, Finance Council or the Archbishop. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Review for historical value

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Investments, Annual Investments	Annual Investments - may include depreciation schedules, investment portfolios, and interest and calculations reports. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Investments, Bonds, Securities, Stocks	Bonds, Securities, Stocks <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy 4 years after sold or matured.
Investments, Noncapital Assets, (less than \$10,000.00)	Noncapital Assets, (Less than \$10,000.00) – any project needing the approval of the Chief Operating Officer or the Vicar General. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate	0	4	Destroy
Payroll Records	Payroll Records - may include pay registers, time cards, attendance sheets, and payment for child support, tax penalties, and other deductions. <i>29 CFR: 1627.3 (a) and 29 CFR 516..5</i>	2	1	3	Destroy
Payroll Taxes	Payroll Taxes - may include quarterly payroll tax reports, 1099 forms, W-2 Forms, W-4 Forms, Social Security Withholding Tax and Louisiana State Withholding Tax. <i>26 CFR: 31.6001-1 (2)</i>	2	2	4	Destroy
Tuition Agreement and Ledger for Seminarians	Tuition Agreement and Ledger for Seminarians - funds disbursed as loan for seminary tuition. Administrative Decision	Retain for at least four years after filing the return(s) to which they relate	1	Active +5	Destroy

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 Baudet	8/1/18	Glenn J Landry Jr	8/1/18	Glenn J Landry Jr	8/15/18	DANIEL J. WALKER
Signature		Signature		Signature		Signature	
							