

Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: Human Resources Records		Effective Date 8/1/2018		Schedule No. 4	Page
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Benefit Plans	<p>Benefit Plans - may include pension, insurance plans, employee benefits-provider contracts, and benefits sign - up forms, employee contributions to retirement plan, as well as copies of any seniority systems and merit systems.</p> <p><i>29 CFR 1627.3 (b)(2)</i></p>	Benefit plan in effect.	1	Benefit plan in effect +1.	<p>Destroy.</p> <p>Retain for the full period the plan or system is in effect and for at least one year after its termination</p>
Employee Handbook	<p>Employee Handbook - compilation of the policies, procedures, working conditions, and behavioral expectations that guide employee actions in a particular workplace</p> <p><i>Administrative Decision</i></p>	Handbook in effect.	When Superseded	Permanent	Permanent
Immigration Employment Eligibility and Verification	<p>Immigration Employment Eligibility Verification – records needed to be in compliance with the Immigration Reform and Control Act of 1968.</p> <p><i>8 USC 1324 A (b)(3)</i></p>	3 years after hire or 1 year after termination, whichever comes first.	0	3 years after hire or 1 year after termination, whichever comes first.	Destory
Personnel Files – Non-Clergy	<p>Personnel Files - Non-Clergy - may include job application, resume, promotions, transfer, family and medical leave act documentation, statement of abuse and neglect of minors, letter of separation, final settlement of any litigation or claim, and pension plan current or final status.</p>	Duration of Employment	3 years after separation	Employment + 3	<p>Destroy. May retain the following information: dates of employment, last job title held, starting and ending salaries, resignation letter or reason for termination.</p>

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Personnel Files, Clergy	<p>Personnel Files – Clergy – may include vital records, sacramental records, letters appointments, ordination certificate, vita cards, faculties, safe environment training certificates, background checks, statement of abuse and neglect.</p> <p><i>Administrative Decision</i></p>	Duration of priesthood	6 months after death or declared inactive	Permanent	Permanent
Safe Environment	<p>Safe Environment Reports– may include authorization to conduct background checks and background results, safe environment class sign – in sheet, administrator report form, parental documentation of refusal for safe environment training, statement of abuse and neglect of minors, and incident reports.</p> <p><i>Diocese of Houma-Thibodaux, Policy Concerning Abuse or Neglect of Minors</i></p>	3	3	Permanent	Permanent
Seminarian Files	<p>Seminarian Files – may include name, address, dates of attendance, application, academic file, pre-admission psychological evaluation, pastoral ministry field reports, and formation file.</p> <p><i>Administrative Decision</i></p>	Student in Seminary	6 months After graduation or left seminary	Permanent	Permanent

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Volunteer Applications		Volunteer Applications - may include address, phone number, years volunteered, signed state of abuse and neglect of minors form, and background checks. <i>Diocese of Houma-Thibodaux, Policy Concerning Abuse or Neglect of Minors</i>		3	3	Permanent	Permanent
Work Related and Illnesses Recording Reports		Work Related Injury and Illnesses Recording Reports – may include reporting logs for statistical or classification purposes and incident reports. <i>29 CFR 1904.44</i>		3	2	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 Gaudet	8/1/18	Melissa Robertson	8/1/18	Glenn J Landry Jr	8/15/18	DARREL J. WALKER
Signature		Signature		Signature		Signature	
Alex Gaudet		Melissa Robertson		Glenn J Landry Jr		Darryl J. Walker	