

## Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: Legal Records		Effective Date 8/1/2018		Schedule No. 6	Page
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Cemetery Records	<b>Cemetery Records</b> – may include authorization to remove remains, interment registers, plots, maps, ownership records, and perpetual care agreements. <i>Administrative Decision</i>	Administratively useful.	Administrative value ceases.	Permanent	Permanent
Civil Corporation Papers	<b>Civil Corporation Papers</b> – may include constitutions, articles of incorporation, or by-laws. <i>Administrative Decision</i>	Civil Corporation papers are in effect.	Superseded.	Permanent	Permanent
Contracts	<b>Contracts</b> – a written agreement between the Diocese and another entity in which both parties agree to certain terms. <i>Administrative Decision</i>	Contract in effect.	Contract expired.	Destroy ten years after contract has expired.	Destroy ten years after contract has expired.
Deed of Gift	<b>Deed of Gift</b> – a contract in which an individual, group, or organization makes a donation to the Diocese. <i>Administrative Decision</i>	0	0	Based on Deed.	Based on Deed.
Dispensations from Religious Vows	<b>Dispensations from Religious Vows</b> – Religious vows ceased through dispensation (Canon 1194 & 1196), processed through the Diocese for diocesan communities (after 1983) Pontifical and diocesan communities processed before 1983.	1	9	Permanent	Permanent

Department/Section: Legal Records		Effective Date		Schedule No.	Page
		8/1/2018		6	
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Federal Grants and Contracts	<b>Federal Grants and Contracts</b> – may include a signed contract with the Federal government or a grant issued from the Federal Government. 2 CFR: 215.53	Grant or contract is active.	Grant or contract becomes inactive after grant or contract terms are satisfied.	Destroy	Destroy three years after becoming inactive.
Grants	<b>Grants</b> – monies given by an agency or institution to the Diocese for a specific purpose. <i>Determined by Granting Agency or Administrative Decision</i>	Specified by the grant.	Specified by the grant.	Specified by the grant.	Specified by the grant. If the granting agency does not give a retention period for grant records, follow federal guidelines of three years after grant is inactive.
Leases/Rentals	<b>Leases/Rentals</b> – agreement between the Diocese and another party, granting the use of a property owned by the Diocese for a defined period of time. <i>Administrative Decision</i>	Lease is in effect	10 years after lease has expired.	Active + 10 Years	Destroy ten years after lease has expired.
Legal Services Files	<b>Legal Services Files</b> – may include correspondence, court filings, affidavits, complaints, depositions, disputes, grievances, disputes, working papers and documents pertaining to a legal matter. <i>Administrative Decision</i>	Matter is under review.	Matter is settled.	Pending Legal Review	Pending Legal Review
Licenses	<b>Licenses</b> – permission granted from a company to the Diocese to use a product. <i>Administrative Decision</i>	Licenses is active.	Licenses expires.	Active + until expires.	Destroy after terms of licenses expire.

Department/Section: Legal Records		Effective Date 8/1/2018		Schedule No. 6	Page
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Marriage Annulment Case Files	<b>Marriage Annulment Case Files</b> – may include petition, testimony, decision, appeals and all supporting documentation	3	9	Permanent	Permanent
Marriage Dispensations	<b>Marriage Dispensations</b> – may include dispensations from mixed religion/disparity of cult; affinity/consanguinity/banns <i>Canon 1081</i>	50	0	Permanent	Permanent
Property Acquisition	<b>Property Acquisition</b> – obtaining ownership of a property either through purchase or donation, may include act of donation deed or cash sale of property deed. <i>Administrative Decision</i>	Ownership of property.	Property is sold.	Owner-ship until sold.	Permanent
Property Ownership Files	<b>Property Ownership Files</b> – may include cash sale of property, donation of property, appraisals, environmental reports, servitude agreements, surveys, leases real estate record index cards, and correspondence. Once property is disposed, only retain documents regarding the acquisition and disposition of property. <i>Administrative Decision</i>	Ownership of property	Property is sold.	Ownership until sold.	Archives will retain deeds for acquisition of property and sale of property. The rest of the materials is retained pending archival review
Property Sale	<b>Property Sale</b> – relinquishing the ownership of a property, either through sale or donation, may include cash sale of property deed or act of donation. <i>Administrative Decision</i>	Ownership of property.	Property is sold.	Owner-ship until sold.	Permanent

<b>Department/Section: Legal Records</b>				<b>Effective Date</b> 8/1/2018		<b>Schedule No.</b> 6	<b>Page</b>	
<b>Records Series Title</b>		<b>Description</b>			<b>Retention Period</b>			<b>Final Disposition</b>
					<b>Active</b>	<b>Inactive</b>	<b>Total</b>	
Warranties, Assets		Warranties, Assets – report on the financial value of a building owned by the Diocese of Houma-Thibodaux. <i>Administrative Decision</i>			Building is owned by the Diocese	Three years after date closed.	Building ownership+ 3 years	Destroy three years after date closed.
<b>Date</b>	<b>Archivist Approval (Print)</b>		<b>Date</b>	<b>Department Head or Cabinet Secretary Approval (Print)</b>		<b>Date</b>	<b>Law Representative Approval (Print)</b>	
8/1	Alex Baudet		8/1/18	Glenn J Landry Jr		8/1/18	Glenn J Landry Jr	
8/15/18						8/15/18	Daniel J. Walker	
<b>Signature</b>			<b>Signature</b>			<b>Signature</b>		
Alex Baudet			Glenn J Landry Jr			Glenn J Landry Jr		
						Daniel J. Walker		