

Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: Parish Records		Effective Date 8/1/2018		Schedule No. 7	Page
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Bulletins	Bulletins – announcements of events in a parish, preceded by pulpit announcements. <i>Administrative Decision</i>	0	0	Permanent	Permanent.
Mass Intention Books	Mass Intention Books – may include amount donated, date intention fulfilled, name of celebrant. <i>Administrative Decision</i>	1	1	2	Destroy
Mass Intention Books, Perpetual	Mass Intention Books, Perpetual - book for mass of perpetual intentions, may include amount donated, date intention fulfilled, name of celebrant. <i>Administrative Decision</i>	0	0	Permanent	Permanent
Parish Census Records	Parish Census Records - a count of the number of the number of Catholics either living in the parish boundaries or that attend the church conducting the census.	Current Census	Superseded by newer census	Permanent	Send to Archives for archival review.
Parish Inventories	Parish Inventories – inventory records immovable property, movable objects, whether precious or of some cultural value, or other goods, with their description and appraisal. <i>Canon 1283: 2-3</i>	Current Inventory	Superseded by newer inventory	Permanent	Permanent
Parish Seal	Parish Seal – device used to notarize official church documents. <i>Canon 535</i>	Current Seal	Replaced by new seal	Permanent	Permanent
Preuptial Questionnaires	Preuptial Questionnaires – may include prenuptial questionnaires, sacramental certificates, dispensations, tests, notes, and other support documentation. <i>Administrative Decision</i>	75	Send to Archives after 75 year	Permanent	Permanent

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Records Series Title	Description			Retention Period			Final Disposition		
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Pulpit Announcements	Pulpit Announcements – weekly announcements about parish life made from the pulpit, superseded by parish bulletins. <i>Administrative Decision</i>			0	0	Permanent	Permanent		
Relics	Relic - a piece of the body of a saint, an item owned or used by the saint, or an object which has been touched to the tomb of a saint. Relics of great significance and other relics honored with great reverence by the people cannot be alienated validly in any manner or transferred permanently without the permission of the Apostolic See. <i>Canon 1090</i>			Duration of the relic	n/a	Permanent	Permanent		
Sacramental Registers	Sacramental Registers - may include combination registers, baptismal, first communion (optional), confirmation, holy orders, marriage, and death registers. <i>Canon s 535, 877, 895, 1053, 1121</i>			75	Send to Archives	Permanent	Permanent. May send to Archives after 75 years		
Sacred Objects	Sacred Objects - objects designated for divine worship by dedication or blessing, are to be treated reverently and are not to be employed for profane or inappropriate use. <i>Canon 1171</i>			Duration of object	n/a	Permanent	Permanent		
Sick Call Register	Sick Call Register – book which records the name of an individual visited by a priest during an illness. May include name of individual, date visited, name of priest, and sacrament, if administered. <i>Administrative Decision</i>			75	Send to Archives	Permanent	Send to Archives for archival review		
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	Mark Toups	8/1/18	Glenn Landry Jr	8/15/18	DANIEL J. WALKER		
Signature		Signature		Signature		Signature			
									