

Diocese of Houma – Thibodaux Records Retention Schedule

Department/Section: School Records				Effective Date 8/1/2018		Schedule No. 8	Page
Records Series Title	Description			Retention Period			Final Disposition
				Active	Inactive	Total	
Reports, SIP	Reports, SIP – office copy retained in Office of Catholic Schools; duplicate in school; retain until new SIP report is completed. No Regulatory Requirements			10	0	Permeant	Permeant
Student Cumulative Records	Student Cumulative Records – retain permanently in school; transfer to Office of Catholic Schools within three months if school closes; microfilm and store originals with Archdiocesan vital records; duplicate in Office of Catholic Schools for reference. Federal Regulation refers to graduate programs with grant money.			Permeant	0	Permeant	Permeant
Student Evaluations	Student Evaluations – educational evaluations completed by assessment team from various civil parishes that give a diagnostic evaluation in 1508 complaint.			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	Suzanne Troclair	8/1/18	Glenn Landry Jr	8/15/18	Daniel J. Walker
Signature		Signature		Signature		Signature	
	Alex Gaudet		Suzanne Troclair		Glenn Landry Jr		Daniel J. Walker