

## Records Retention

The Records Retention schedule can be obtained from the USCCB website. It is contained in the document *Diocesan Fiscal Management (A Guide to Best Practices)*.

For the current schedule go to <http://www.usccb.org/about/financial-reporting/index.cfm>. Under resources click on the link to Diocesan Fiscal Management. Consult the table of contents for the location of the Records Retention schedule.

The document *Diocesan Fiscal Management* was developed by the Committee on Budget and Finance of the United States Conference of Catholic Bishops (USCCB). It was initially approved by the full body of U.S. Catholic Bishops at its November 2002 General Meeting and has been authorized for publication by Msgr. William P. Fay General Secretary, USCCB.

NOTE: The contents of this manual are based upon generally accepted accounting principles in the United States at the time of its updates.