

## **R-6 RECORDS RETENTION GUIDELINES: DESTRUCTION AND RETENTION OF DOCUMENTS**

**Student Files** – Student cumulative records and CSIR (immunization cards) should never be destroyed. Student disciplinary files containing matters involving serious moral turpitude (e.g. drugs, weapons, sexual misconduct or harassment) should be retained for a period of 10 years after graduation from secondary school and 20 years after graduation from elementary school. Other student file information can be destroyed 7 years after graduation from the institution.

(Additional clarification from the Office of Faith Formation March, 2018) For children’s program records the above means that the records must be kept until the child has reached the age of 26. Then the records can be destroyed.

Records included for faith formation programs of children include that **can be destroyed** after 25 years.

- Registration forms
- Permission slips
- Photo release forms
- Attendance and sign in/out sheets

Records included for faith formation programs of children include that **cannot be destroyed**  
Disciplinary files as mentioned above

**Historically Significant Records** - (e.g. pictures, publications, programs of commemorative events, etc. should be retained permanently) If one is in doubt about the actual potential historical relevance of a particular item, a call to the Archdiocesan Archives office is recommended.

**Sacramental Records** – It is the expectation and long-held tradition of the Church that sacramental records are kept safely and indefinitely. Therefore, all sacramental records are to be retained permanently.

Retirement and Pension

**DISPOSAL OF RECORDS.**

Records that have satisfied the applicable retention period may be discarded. Highly sensitive records should be shredded or defaced prior to being deposited in the recycling bin.

#### GENERAL TIPS.

- Some records that may be purged may be filed with records that need to be retained. You may want to retain the whole file in the event that the benefit of purging the records may not outweigh the time it takes to do the purge.
- When storing boxes put a "destroy after" date on the box so the records need not be reviewed again.
- Some records are so important that originals or copies should be kept offsite (e.g. at the Archdiocesan Archives Office). Consider what records are necessary to keep the site running after an emergency. What records are irreplaceable?
- Putting a date on the label of an inactive file can make purging simple.
- Have a "purge day." Set aside a day for the whole office to review, organize, toss, and archive files.