
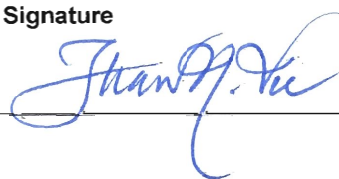
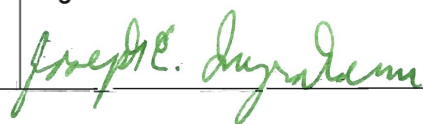















DIOCESE OF BATON ROUGE-Records Retention Schedule




Department/Section Parish Records Retention				Effective Date 12/05/2007	Schedule No. PAR-07-02	Page 1	
Records Series Title		Description		Retention Period (years)			Ultimate Disposition
				Office	Storage	Total	
Administrative Files		Records and information concerning the administration and responsibilities of a particular office. Maintain current year plus one in office. Transfer to archives for review.		Current+1	2	4	Destroy
Architect's Renderings		Drawings by architect to show future look of interior or exterior of structure. Often hand colored. Retain "as built" permanently, transfer to archives for review.		P	P	P	Permanent
Architects Drawings		Drawings prepared for the design and construction of specific structures. Retain "as built" duplicate drawings permanently at parish. Transfer originals to archives for permanent preservation.		P	P	P	Permanent
Asbestos Abatement Files		Files relating to the elimination of asbestos in parish facilities.		P	P	P	Permanent
Bulletins		Weekly publication covering events in the parish. Retain permanently, contains historical information.		20	P	P	Permanent
Cemetery Records		Register or files of internments and plot sales for parish cemetery. May include plot books or record of internments. Permanent retention.		P	P	P	Permanent
Charter		Charter defining the formal organization of the parish structure or parish council. May include bylaws, constitution, date of establishment, etc. Retain permanently.		P	P	P	Permanent
Date	Archivist Approval (Print) Ann Boltin	Date	Department Head or Cabinet Secretary Approval (Print) Than Ngoc Vu, Vicar General	Date	Finance Representative Approval (Print) Joe Ingraham	Date	Law Representative Approval (Print) Charles Cusimano
Signature 		Signature 		Signature 		Signature 	

Department/Section Parish Records Retention				Effective Date 12/5/2007	Schedule No. PAR-07-02	Page 2	
Records Series Title	Description	Retention Period (years)			Ultimate Disposition		
		Office	Storage	Total			
Child Protection File	File for employee or volunteer contains application , background check, training certificate, sign-in sheet, etc. Retain permanently. Retain in office one year after resignation or termination. Retain in some form permanently.	Active+1	P	P	Permanent		
Contracts	Record between two or more parties in which each party agrees to perform services or provide goods in exchange for compensation. Retain for ten years after completion of terms, expiration, or cancellation. Submit to archives for review.	Active+10	0	10	Destroy 10 years after resolution		
Donations Records	Special or large acts of donation to the parish property. Includes, stained glass windows, altar, bell. Records name of donor and specifies which item they contributed toward. Historical information on parish buildings, retain permanently.	20	P	P	Permanent		
Marriage Case Files	Contain prenuptial investigations, copies of sacramental records, contracts, and other data sheets. Retain 75 years in parish then submit to archives for review.	75	0	75	Archival review		
Mass Attendance Record	Periodic record of attendance (numerical) at each Mass during the year. Retain permanently, submit to archives for review.	2	P	P	Permanent		
Date	Archivist Approval (Print) Ann Boltin	Date	Department Head or Cabinet Secretary Approval (Print) Than Ngoc Vu, Vicar General	Date	Finance Representative Approval (Print) Joe Ingraham	Date	Law Representative Approval (Print) Charles Cusimano
Signature 		Signature 		Signature 		Signature 	

Department/Section Parish Retention Schedule				Effective Date 12/5/2007	Schedule No. PAR-07-02	Page 3	
Records Series Title	Description			Retention Period (years)			Ultimate Disposition
				Office	Storage	Total	
Mass Record	Record of intentions and (monetary stipends taken for these) during the calendar year. Retain for two years then dispose.			2	0	2	Destroy
Minutes	A written record of a group's meeting. May include parish council minutes, committee minutes, etc. Retain permanently, transfer to archives for review.			2	P	P	Permanent
Parish Annual Financial Reports	Record shows annual financial activity of parish, includes detailed supporting accounts schedules. Retain permanently, transfer to archives for review.			10	P	P	Permanent
Parish Annual Spiritual and Pastoral Reports	Record of annual parish profile, includes statistics on sacraments performed, parish activities, parishioner profile, etc. Retain permanently, transfer to archives for review.			10	P	P	Permanent
Parish Commemorative Books	Books prepared to commemorate a special event in the life of a parish. Retain one copy permanently, send one copy to the archives for preservation.			4	P	P	Permanent
Parish Liturgy File	File which documents various special liturgical events that are unique to the parish during the year. Consists of handouts, notes, etc. Retain permanently.			5	P	P	Permanent
Parish Property and Maintenance File	Real estate purchase documentation, architectural drawings, specifications, equipment information, etc. Retain permanently. Transfer original architecture drawings and duplicate specification to archives.			5	P	P	Permanent
Date	Archivist Approval (Print) Ann Boltin	Date	Department Head or Cabinet Secretary Approval (Print) Than Ngoc Vu, Vicar General	Date	Finance Representative Approval (Print) Joe Ingraham	Date	Law Representative Approval (Print) Charles Cusimano
Signature 		Signature 		Signature 		Signature 	

Department/Section Parish Retention Schedules				Effective Date 12/5/2007	Schedule No. PAR-07-02	Page 4	
Records Series Title		Description		Retention Period (years)			Ultimate Disposition
				Office	Storage	Total	
Parishioner Contribution Records		Record of contributions made by each identified giver. Shows amount, date, year's total. Retain for four years.		4	0	4	Destroy
Pledge Cards		Record of pledges and payments . May show parishioner name, pledge amount, how to be paid, etc. Retain for three years after final payment or pledge terminated.		3	0	3	Destroy 3 years after final payment
Sacramental Records		Records documenting the reception of sacraments by individuals. Retain permanently. Transfer to Archives all registers that are over seventy-five years old, are no longer used administratively, or are in disrepair.		75	P	P	Permanent
Date	Archivist Approval (Print) Ann Boltin	Date	Department Head or Cabinet Secretary Approval (Print) Than Ngoc Vu, Vicar General	Date	Finance Representative Approval (Print) Joe Ingraham	Date	Law Representative Approval (Print) Charles Cusimano
Signature 		Signature 		Signature 		Signature 	

DIOCESE OF BATON ROUGE-Records Retention Schedule

Department/Section		Effective Date	Schedule No.	Page			
Religious Education Program – Addendum to Parish Retention Schedule		10/8/2014	2014/07/09	1 of 1			
Records Series Title	Description	Retention Period			Total Retention		
		Office	Storage	Total			
Attendance Records	Records of student attendance in various parish programs, events, classes, etc.	P	P	P	Permanent		
Registration Forms	Forms used to enroll students in religious education program. May include student registration, emergency contact information, student release forms, etc. Updated annually. Retain for one year beyond last occurring event.	Active +1	0	2	Destroy		
Permission Forms	Liability waiver forms for retreats, field trips, off parish activities, overnights, permission to photograph, etc. Forms are signed and dated by parent or guardian of minor enrolled in program. Retain for three years from the date of the event if no incident . If there is an incident retain permission form for student (s) involved until six years past date of settlement.	3 years	0	3 years	Destroy (if no incident)		
Student Files	Cumulative file on student enrolled in parish school of religion. May contain; sacramental certificates, medical information, correspondence, emergency contact information, grades, legal/custody documents, records transfer request, etc. Retain for two years after student has been Confirmed then destroy. A cumulative record of the student must be kept permanently, see <i>Student Cumulative Record</i> .	Active + 2	0	Active +2	Destroy		
Student Cumulative Record	Record of student education through the Religious Education Program. Includes contact information for student, classes attended, catechist information, grades, dates of attendance, etc. Retain in some form permanently.	P	P	P	Permanent		
Annual Report	Report submitted to the Office of Evangelization and Catechesis documenting the annual PSR programs and activities.	P	P	P	Permanent		
Volunteer Personnel File	File for volunteer personnel involved with the Religious Education program. Records include; personal and emergency information, performance assessments and notations, correspondence, records transfer request. Retain for six years after separation.	6 years after separation	0	6	Destroy		
Date 10/13/14	Archivist Approval Ann Boltin	Date 10/13/14	Department Head or Cabinet Secretary Approval Rhonda Parenton	Date 10/13/14	Finance Representative Approval Joe Ingraham	Date 10/10/14	Law Representative Approval Charles Cusimano
Signature 		Signature 		Signature 		Signature 