





DIOCESE OF BATON ROUGE-Records Retention Schedule

Department/Section		Effective Date	Schedule No.	Page			
Retirement and Benefits Office – Supplement to Personnel retention schedule		4-26-2011	2011-01	1 of 2			
Records Series Title	Description	Retention Period			Total Retention		
		Office	Storage	Total			
Monthly Reports	Monthly logs of salaries and withholdings for retirement, disability, and life insurance for each employee of the diocese. Keep current year plus two in office, transfer to archives.	3	0	3	Destroy		
Annual Reports	Compilation of monthly reports, may also include correspondence relating to enrollees by site. No longer generated as of June 30, 2009. Keep current year plus one in office, transfer to archives.	2	P	P	Permanent		
Investment Reports (Monthly)	Monthly reports generated by investment corporations detailing diocesan investment funds relating to old retirement pension plan. Keep current year plus one in office.	2	1	3	Destroy		
Investment Reports (Annual)	Year end summary of diocesan investments. Permanent retention, may be kept electronically.	P	P	P	Permanent		
Actuarial Reports (Lay and Clergy)	Actuary company generated report detailing the status of and projections for the old pension retirement plan. Diocese froze lay plan effective June 30, 2009. Retain in office current year plus one, transfer to archives, permanent.	2	P	P	Permanent		
Employee Summary Report	Annual participant data compiled by actuary company. Summary of benefits provided to participants. Retain in office current year plus one. Permanent. May be housed with actuary reports for corresponding years.	2	P	P	Permanent		
401 K Enrollment forms	Enrollment forms for 401 K retirement plan for all diocesan employees. Includes beneficiary information, contribution amount, authorization to enroll. Filed by site. May be kept electronically, indefinite retention. Transfer paper to archives.	P	P	P	Permanent		
Lay Employee Retirement File	Monthly benefit information for each retiree within the diocesan system. Filed alphabetically by last name. Upon death of retiree transfer to archives once estate is settled. Keep current year plus one in office. Transfer to archives, permanent.	2	P	P	Permanent		
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
4/26/11	Ann Boltin	4/26/11	Nancy Dupuy	4/26/11	Joe Ingraham	4/26/11	Charles Cusimano
Signature		Signature		Signature		Signature	
							

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Clergy Retirement File	Monthly benefit information for retired diocesan clergy. Filed alphabetically by last name. Upon death of retiree transfer to archives once estate is settled. Keep current year plus one in office. Transfer to archives, permanent.	2	P	P	Permanent		
Short Term Disability Claims	Claims from employees for short-term disability coverage. Closed files paid out by insurer, filed by individuals last name. Retain in office current year plus one, transfer to archives.	2	5	7	Destroy		
Long Term Disability Claims	Claims from employees for long-term disability coverage. Closed files paid out by insurer, filed by individuals last name. Retain in office current year plus one, transfer to archives.	2	5	7	Destroy		
1099 Forms	Tax forms generated by the Benefits Office and submitted to the IRS and the participant when a retirement payout is made. Retain in office current year plus one, transfer to archives.	2	2	4	Destroy		
Insurance Monthly Premium Billing Statements	Monthly billing statements generated by Benefits Office for premiums owed insurer for life insurance, short and long term disability. Retain in office current year plus one. Destroy.	2	2	4	Destroy		
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4/26/11	Ann Boltin	4/26/11	Nancy Dupuy	4/26/11	Joe Ingraham	4/26/11	Charles Cusimano
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