





DIOCESE OF BATON ROUGE-Records Retention Schedule

Department/Section Personnel				Effective Date	Schedule No. PER-05-01	Page 1	
Records Series Title	Description			Retention Period			Total Retention
				Office	Storage	Total	
Personnel File	Alphabetically arranged by last name: may include letter of appointment, vita, emergency information, W-4 forms, referral letters, employment application, etc. Retain six years after termination of employee, and then dispose. 29 CFR 1627.3			Active + 6	0	Active + 6	Destroy 6 yrs after separation
Employment Applications	Record of Application for employment. My include application, resume, applicant appraisal, reference checks, rejection letter, etc. Retain for two years, and then dispose 29 CFR 1627.3			2	0	2	Destroy
IRS Form W-2	Employer's copy of form which shows gross earnings, taxes withheld, non-taxable income, etc. Retain for four years after due date of last tax return. 29 CFR 1627.3			5	0	5	Destroy
Health Plan Enrollment Forms	Record of employee's desire to enroll in particular health plan. Retain for four years after termination of employee's enrollment with the carrier. 26 CFR 31.6001-1 (General payroll withholding limit)			Active + 4	0	Active + 4	Destroy 4 years after termination
Benefit Accrual Report	Computer print-out showing, employee, ID code, dept. number, sick time, vacation time. Retain for four years. 26 CFR 31.6001-1			2	2	4	Destroy
Labor Distribution Report	Computer print-out listing each employee, deductions by payee name, net pay, date. Arranged by department. Retain for four years. 26 CFR 31.6001-1			2	2	4	Destroy
Master Control Report	Computer print-out listing employee name, dollar amounts distributed to each benefit plan, check number, date, amount of Y-T-D distribution. Retain for four years. 26 CFR 31.6001-1			2	2	4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
5/16/05	Emilie Leumas		Joe Ingraham		Joe Ingraham		Charles Cusimano
Signature		Signature		Signature		Signature	
							

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Payroll Report	Computer print-out generated by ADP. Includes Master control Report, Payroll summary, monthly summary, labor distribution, Payroll worksheet, and Benefit Accrual Report. Retain for four years. 26 CFR 31.6001-1			2	2	4	Destroy
Workers Compensation claim-indemnity	File includes original claim and all supporting documents maintained by Gates McDonald. Retain for 3 years after date of last payment of medical benefits LRSA 23: 1209			Active + 3	0	Act + 3	Destroy
Workers Compensation claim-medical only	File includes original claim and all supporting documents maintained by Gates McDonald. Retain for 3 years after date of last payment of medical benefits LRSA 23: 1209			Active + 3	0	Act + 3	Destroy
Employee Eligibility Verification Forms	Immigration and Naturalization Service Form I-9 completed by employers for every employee hired after 11-6-1986, verifying that the employee is a US citizen or is otherwise legally authorized to work in the US. Retain for 3 years from date of hire or 1 year after termination, whichever is later. 8 CFR 274a.2			Active +3 or 1 year after termination	0	Active +3 or 1 year aft. Term.	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
5/14/05	Emilie Leumas		Joe Ingraham		Joe Ingraham		Charles Cusimano
Signature		Signature		Signature		Signature	
