

# 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				
Attendance Records	Records of student attendance in various parish programs, events, classes, etc.	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	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 <b>if no incident</b> . If there is an incident retain permission form for student (s) involved until six years past date of settlement.	3 years	0	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	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	Permanent			
Annual Report	Report submitted to the Office of Evangelization and Catechesis documenting the annual PSR programs and activities.	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	Destroy			
Date	Archivist Approval	Date	Finance Representative Approval	Date	Law Representative Approval		
10/13/14	Ann Boltin	10/13/14	Joe Ingraham	10/10/14	Charles Cusimano		
Signature	Signature	Signature	Signature	Signature			
							