

Diocese of Victoria in Texas



Sacramental Records and Archives Management Manual for Parishes

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I. Introduction

The purpose of this guideline is to provide parishes and schools with a practical guide to the creation, maintenance and disposition of records.

A. On February 2, 1997, the Pontifical Commission for the Cultural Heritage of the Church issued the *Circular Letter on the Pastoral Function of Church Archives*. With this circular letter, the Commission underlines that, in addition to the production of cultural goods, the Church is interested in the pastoral use and the protection of what the Church produces in order to express and carry out her mission.

1. In the mind of the Church, archives are places of memory for the Christian community and storehouses of culture for the new evangelization.
2. As places of memory, archives must systematically gather all the data making up the articulated history of the Church community so that what has been done, the results obtained, including omissions and errors, may be properly evaluated.
3. In terms of specific content, archives preserve the sources describing the historical development of the Church community as well as those relating to the *liturgical, sacramental, educational, and charitable* activities which the clergy, religious, and lay members of the Church have carried out throughout the centuries up to the present day.

B. The Association of Catholic Diocesan Archivists (ACDA) in the United States of America has been involved in the creation of basic standards for diocesan archives and guidelines for access to diocesan records since its creation in 1981. These standards can also be used and applied by the smaller Catholic communities, organizations and parishes.

1. The concise manual by James O'Toole, *Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors and Archivists*, offers detailed guidance for establishing, maintaining, or evaluating diocesan archives and provides insightful information on the design and structure of a sound archival program.¹
 - a. This publication addresses the basic issues concerning personnel, budget and physical space criteria; it also provides important information on a variety of other issues from the establishment of archival policies and forms to the description of records.
 - b. This important manual also highlights possible solutions to the problems of modern information management by offering practical suggestions on the management of current records and the uses of automation

¹Guidelines for Access to Diocesan Archives, Drafted by: Standard Access Policy Committee, Association of Catholic Diocesan Archivists. 1991; James N. O'Tool. *Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors, and Archivists*. Chicago: Association of Catholic Diocesan Archivists, 1991.

II. Archives and Records Management Program

A. Archives

1. In accordance with Canons 491 and 535, the Bishop of a diocese is to see that the acts and documents of the archives of cathedral, collegiate, parochial, and other churches in his territory are diligently preserved.
 - a. The term “other churches” is customarily interpreted in different dioceses in the United States of America as: mission, station, chapel, or faith community.
 - i. A “mission” and a “chapel” (in a hospital or jail) is a part of the territory of a given parish with its own place of worship.
 - ii. The term “faith community” is a local response of the diocese to the concepts found in Canon 516, § 2: *When certain communities cannot be established as a parish or quasi-parish, the diocesan Bishop is to provide for their pastoral care in another manner.*
2. Inventories or catalogs are to be made in duplicate, one of which is to be kept in the parish’s own archives and other in the diocesan archives.
3. The term *archives* refers to the non-current records of a parish or institution preserved because of their continuing, permanent, or historical value.
 - a. Archives may also be the physical place or building where such materials are stored.
 - b. Materials found in an archives document the growth and history of a local parish, mission, or school.

B. Records Management Program

1. Records management is the administration of a program that supports the systematic creation, organization, maintenance, and disposition of the records.
2. A records management program is necessary for legal, administrative, fiscal, and canonical reasons.
3. The records management program allows for the appropriate transfer of records to the parish or school archives, or later to the diocesan archives.
4. The passage of time affects the value of these records: it is important that the records management program identify records that are permanent or archival and require the transfer of those records to the parish archives. At that moment, proper description and preservation of these records can take place.

C. Parish Artifacts

Parish archives usually contain several types of records, such as sacramental registers, correspondence, meeting minutes, memoranda, parish bulletins or newsletters, and parish school records.

1. In addition to the written records, parish archives may also contain artifacts (e.g. altar linens, vestments, and liturgical objects), photographs, audiotapes, videotapes, and digital media that illustrate the nature and development of the community.

III. Sacramental Records

A. Sacramental records are both public and private in nature.

1. Baptisms, confirmations, marriages, and funerals are recorded to document sacred acts; as such they are private records.
2. Sacramental records are also private because the information they contain is often confidential, and they are created with the presumption of privacy.
3. Generally, the Catholic Church maintains that none of the records of Catholic are closed to the believers.
4. Sacramental records are not civil records, but in some cases the records are accepted as valid evidence when another civil record is not available (e.g. birth records)
5. The passage of time, however, is very important in affecting access to these records and the need for restricting their use diminishes.

B. In the case of sacramental records creation and access, two kinds of norms need to be considered:

1. Canonical

- a. The Code of Canon Law says each parish or mission are required to have and maintain baptism, confirmation, marriage, and death registers (c. 535).
- b. This Canon also lists other registers prescribed by the Conference of Bishops or the diocesan Bishop.
 - i. The requirement to keep additional registers can be set by the ecclesiastical body or bodies within the diocese.
 - ii. Optional registers commonly kept are: First Communion registers and Sick Call registers.
 - iii. Other additional and optional registers are listed in *Appendix I: Additional Registers, page 73-74 (updated 3/2021)*
- c. Missions, chapels, or faith communities historically create their own sacramental registers and are kept on their premises. However, presently most of these worship places keep written records in the parish registers at the parish in whose jurisdiction the mission, chapel, or community is located.
 - i. This happens generally with missions, hospitals, chanceries and jail chapels.
 - ii. Missions in the Diocese of Victoria may, with permission of the pastor, keep their own sacramental registers provided that parish has access to and is aware of the location of the sacramental records.

2. Civil Law and Common Practice

In maintaining sacramental registers and access to them, the diocesan administration may need to respond to the civil law and common practice requirements.

- a. Privacy is by far the most pervasive consideration in restricting materials in archives.

Privacy tests involving written materials, especially unpublished ones, are a special category of privacy questions. While there is some disagreement over the application of privacy principles to documents, there are a few points on which most archivists and lawyers can agree.

First, medical and psychiatric files relating to an individual are usually withheld from public access by privacy considerations.

Second, certain materials containing information developed or imparted during a client relationship (such as with a lawyer or clergy) are also normally assumed to have a privacy element.

Third, the right to privacy is a right of living individuals; there is normally no privacy right for the dead.

Finally, once information about an individual is in the public domain, it usually remains open to subsequent users.* (*Gary M. Peterson, Trudy Huskamp Peterson. *Archives and Manuscripts: Law. Society of American Archivists, Chicago. 1985.*) (the last point regarding “an individual in the public domain” is related to the sacramental and birth records)

- b. Sacramental registers should be kept in a safe place with a stable environment (a temperature of 70° F or below, and 65 percent relative humidity).
- c. Access to these records is restricted.
- d. The original registers are never to be destroyed and the accuracy and authenticity of the information recorded in the registers must never be questioned.
- e. All sacramental registers more than 100 years old, or in deteriorating condition, should be removed from the parish and housed at the diocesan archives, unless proven they are being preserved.
- f. Diocesan archives should also maintain two copies (microfilm, digital media, or photocopy on acid free paper) for future retrieval.
- g. The only persons to have access to the sacramental registers at the parish, or mission, are the pastor/administrator, parochial vicar, chaplain, or pastor’s designee charged with the responsibility for inscription, retention, and release of a sacramental record.

IV. Sacraments and Registration Procedures

A. Baptism

The baptismal register is the primary document for recording a person's status within the Church (c. 535, § 2).

1. In general, the baptismal entry into the register is to include:
 - a. Full name at birth
 - b. Date and place of birth
 - c. Minister of the sacrament
 - d. Full names of the parents (including mother's maiden name)
 - e. Names of the sponsors or witnesses
 - f. Date of the conferred baptism (c. 877)
2. Notations to be entered in the baptism register include confirmation, marriage, and holy orders.
 - a. It does not matter at what parish these sacraments were conferred; they are to be noted in the same parish where the baptism took place.
3. Additional notations to the baptism record include those regarding conditional baptism, religious profession, decree of nullity, rites supplied, laicization (departure), change of rite, and dispensations from vows.
4. In some cases, the baptized may have multiple sponsors (godparents):
 - a. When this occurs, the original certificate issued may list all sponsors, but the register itself is to list only two of them.
 - b. The parents of the baptized are to choose the sponsors that are to be listed in the register, keeping in mind that at least one sponsor must be Catholic (c.874, § 2 CIC: establishes that a baptized non-Catholic may be admitted as witness to baptism only together with a Catholic sponsor, two baptized non-Catholics may be admitted as witnesses to baptism only when there is a Catholic sponsor).
 - c. New “godparents” cannot be added or altered to the baptism register after the fact.
 - i. they can assist with the faith development of an individual, but the entry in the register cannot be changed
5. For the baptism entry to the register, a state certificate needs to be used as a source document.
 - a. If such is impossible to obtain, a hospital record or an affidavit from a person knowledgeable about the birth and parents may verify information (*See Appendix VI: Forms, page 81*). (*updated 3/2021*)
 - b. If there is no possibility to obtain any record of birth, a note "No legal documents were presented for information on date of birth" needs to be entered in the notation space.
 - c. Entering information into the baptismal register based on verbal statements, without reference to the birth certificate or some authentic document, has proven to be problematic in some cases. This may result in the recording of inaccurate information and the creation

of inauthentic records. Proper spelling of names and places is necessary, since baptism records may be the only proof of identity.

6. The baptismal certificate should include all information of a public nature, but may not include any confidential notations (such as reference made to adoption or legitimacy).

7. The baptismal certificate should be **signed by the pastor**, dated, and sealed. (*updated 3/2021*)

8. The reverse of the baptismal certificate is to be completed, as the notations indicate.

a. If there are no notations, the reverse of the certificate should be completed with the phrase "no notations."

9. *Adoption:* The United States Conference of Catholic Bishops, in accord with the prescription of Canon 877, § 3, issued a decree effective on Dec. 1, 2000, stating that the entry in these cases should include the following for children baptized after their adoption is finalized, the following information shall be entered in the register:

- the Christian name(s) of the child as designated by the adoptive parent(s);
- the name(s) of the adoptive parent(s);
- the date and place of birth;
- the names of the sponsors selected by the adoptive parent(s);
- the place and date of the baptism;
- the name of the minister performing the baptism; and
- the fact of adoption but not the names of the natural parents.

a. Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. No mention of the fact of adoption shall be made on the baptismal certificate.

b. In the circumstance of adoption, a revised birth certificate from the state with adoptive family's name should be issued.

c. At least one parent of the persons who lawfully take the place of parents (adoptive parents, legal guardians) must give consent for baptism.

i. This person is also responsible to see that the child is raised in the Catholic faith (c. 868)

d. Unless an emergency exists, baptism is to be delayed until the process of adoption is complete and a revised birth certificate, or other suitable document, can be presented.

e. Once the child has been adopted, the names of the adoptive parents are recorded.

f. Following the civil law in this area, if the names of the birth parents have not been sequestered the names of the birth parents may be recorded as well.

i. Once the adoption is completed, recording the names of the birth parents becomes the option of the adoptive parents.

ii. For this reason, it is recommended that the adoptive parents wait until the completion of the adoption process to baptize the child.

g. For children baptized before their adoption is finalized, the following notations shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:

- i. Parentheses shall be placed around the names of the natural parents;
- ii. Name(s) of the adoptive parent(s) shall then be added;
- iii. Child's former surname shall also be parenthesized and the new surname added;
- iv. Notation shall be made that the child was legally adopted.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. The name(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.

For future ease in reference, and to afford what may often be the only possibility of reference after the adoption has been finalized, a baptismal entry for the adopted child can be made in the baptismal register of the adoptive parents' parish, citing the date and location of the original baptismal record, and listing only the name of the adoptive parents, and the date and place of birth.

Parish personnel having access to parish registers have an obligation not to disclose to any person any information which would identify or reveal, directly or indirectly, the fact that a person was adopted. For the baptism entry to the register, a state birth certificate needs to be used as a source document.

Names of birth parents are at this point confidential and restricted information.

10. Unwed Parents

- a. The name of the mother is to be entered in the baptism register, if there is public proof of her maternity (e.g. birth certificate) or if she states this in writing before two witnesses (c.877)
- b. The name of the father is to be inserted only if there is a public proof (e.g. birth certificate) or by his own sworn declaration before the pastor and two witnesses.
 - i. If no public proof is available, the name of the father and/or the mother is not recorded.
 - The phrase "father unknown" or "mother unknown" is to be used.
 - The certificate for that individual in such case needs to record the appropriate phrase. The use of the phrase "illegitimate" is not recommended.
 - The supporting documentation is to be kept in the permanent files of the parish archives.

11. Profession of Faith

- a. Professions of Faith are to be recorded in the Reception into Full Communion register or in an existing Baptismal register.
- b. When Confirmation has been received, the name of the person making the profession is to be recorded in the Confirmation register, with a reference in the index to the page and entry number in the Baptismal or Reception into Full Communion register.

- c. An optional certificate may be issued as soon as possible after the event.
- d. If already validly baptized in a non-Catholic Church, the date denomination of baptism, along with the date of Profession of Faith and other pertinent information, is to be entered in the notation section.
- e. With the promulgation of the Rite of Christian Initiation of Adults (RCIA) in the United States, the creation and maintenance of new registers relating to catechumens has been required. These are Registers of Catechumens, the Book of Elect, and Reception into Full Communion (*See Appendix I: Additional Registers, page 73-74*). (updated 3/2021)

12. Recording Data into Baptismal Registers for Children of Same-Sex Couples: In light of the formal ruling by the Pontifical Council for Legislative Texts (11/15/17), the following instructions are promulgated (July 27, 2018) when recording data into baptismal registers for children of same-sex couples:

- a. Obtain a copy of the birth certificate of the child who is to be baptized. This is to be done, prior to the baptism.
- b. According to the disposition of canon 877 CIC, the parish priest must record in the baptismal register the name of the natural or adoptive father and mother (man and woman) or that of the unmarried mother (woman), as well as that of the father (man), if his paternity is proven by a public document.
- c. The annotation of same-sex partners or “transgender persons” as parents would be contrary to the aforementioned canon and the teaching of Our Lord and of the Church on marriage as desired by God to be a union between a man and a woman. If one of the partners is the child’s natural father or mother, he or she must be mentioned in the register; the other partner cannot be annotated.
- d. Given the above indications, it is not possible to annotate in the baptismal register two mothers or two fathers or a “transgender father” whose real nature is a woman or a “transgender mother” whose real nature is a man.

13. Emergencies: When baptism occurs in an emergency situation (e.g., at home or in an institution such as hospital or orphanage) the minister of baptism, whoever it is, must inform the pastor of the parish in which it was administered of the conferral of the baptism, so that they can record the baptism according to the norm of the c. 877, §1 (c. 878). The notice should include the name of the minister, parents, sponsors, witnesses, if any, the place and date of the conferral of the baptism, and the date of and place of birth. The minister of the baptism or the pastor of the parish where the baptism occurred may also send notice to the parish of the parents of the baptized in cases of infant baptism, or to the parish in which the baptized resides in cases of adult baptism.

B. First Communion

1. The use of the First Holy Communion register is required.
2. The entry is to include:
 - a. Full name of the first communicant as found on his/her baptismal certificate.
 - b. Date and place of the reception of First Holy Communion
3. A current copy of the baptismal certificate is required as supporting documentation.
 - a. A certificate is to be issued, as soon as possible after the event is recorded in the register.
 - b. Notification of the reception of this sacrament is to be sent to the place of baptism.
 - c. The date and place of the reception of this sacrament is to be noted in the baptismal register, even if the sacrament took place in the same parish.

C. Penance

1. Canon Law does not permit a record to be kept of the Sacrament of Reconciliation, unlike First Communion.
 - a. This sacrament pertains exclusively to the internal forum and, therefore, registers are never created nor are certificates of First Reconciliation ever issued

D. Confirmation

1. In general, the Confirmation Register is to include:
 - a. Full name of the confirmed
 - b. Confirmation name
 - c. Name of parents
 - d. Name of sponsor
 - e. Date and place of the celebration
 - f. Name of the minister (c. 895)
2. A notation regarding the date and place of baptism may be placed in the notation section.
3. A copy of the baptismal certificate is required as supporting documentation.
 - a. The certificate of confirmation should be issued as soon as possible.
 - b. In case of joint celebrations, each parish that sends candidates is responsible for the completion of its own register, which is to include the name of the parish in which the celebration took place.
 - c. Notification of the reception of this sacrament is to be sent to the place of baptism.

E. Marriage

1. In general, the marriage register is to include:
 - a. Full names of the spouses
 - b. Full names of witnesses
 - c. Name of officiant
 - d. Date and place of the marriage celebration (c. 1121, § 1)
 - e. Date and place of baptism, as it applies
2. Marriage registers may also include names of parents of both spouses and place of residency of parent.
3. The prenuptial file is to be retained permanently in the parish archives. Supporting documentation in the prenuptial file or “marriage data envelope” includes:
 - a. Current (dated less than 6 months prior to request for marriage) baptismal certificates for baptized parties.
 - i. If the person was baptized in another country, an attempt to obtain the baptism certificate should be made. If the baptism certificate is not available after a diligent attempt to locate it, affidavits regarding the baptism by knowledgeable individuals should be obtained (*See Appendix VI: Forms, page 81*), and affidavits regarding freedom to marry should be obtained from two knowledgeable individuals. (*updated 3/2021*)
 - b. Completed prenuptial forms, civil marriage license, civil marriage certificate
 - c. Death certificate (when necessary)
 - d. Documentation providing necessary dispensations, permissions, or delegations, tribunal documents (when necessary)
 - e. A copy of a rescript (when necessary)
 - f. Any additional prenuptial forms or documentation required by the parish
4. It is the responsibility of the officiant to promptly file all civil documents with the appropriate county.
 - a. The sacramental certificate is to be issued as soon as possible after the marriage has been recorded and notification of the marriage sent to the place of baptism of the Catholic parties.
 - b. There are several notations that may be used for the marriage record. The most common of these include:
 - i. Dispensations from impediments
 - ii. Permissions
 - iii. Decrees of dissolution or nullity
 - iv. Convalidations
 - v. Sanations

5. The recommended format for the notations is as follows:
 - a. Dispensation from disparity of cult granted by N., date
 - b. Permission for a mixed marriage granted by N., date
 - c. Dispensation from canonical form granted by N., date
 - d. Dissolution granted, date. Protocol number. Diocese of Tribunal
 - e. Decree of nullity granted, date. Protocol number. Diocese of Tribunal
 - f. Declaration of Freedom to marry granted, date. Protocol number. Diocese of Tribunal
 - g. Convalidation
 - h. Radical sanation issued by chancery, date

6. Marriages are to be recorded in the register of the parish in which the ceremony takes place.
 - a. In cases where the ceremony occurs in the chapel of a chancery, other Catholic institutions, a university, or private home, the marriage is to be recorded at the parish in which the institution or home exists.

 - b. In cases where a wedding is celebrated with dispensation from canonical form, the record of the marriage is made at the parish in which marriage preparation takes place and at the chancery of the diocese that granted the dispensation. (c. 1121, § 3)

 - c. Notification of the marriage is to be sent to the place of baptism of the Catholic party where the marriage is celebrated.

 - d. The index of the marriage register is to be arranged alphabetically by the last names of both spouses. The format is “male surname/female surname.”

 - e. The name to be used for the bride’s surname is that which is found on her baptismal certificate or, if not baptized, her legal name.

 - f. In Texas, if the wedding ceremony does not take place 90 days after the date that the license is issued, the license expires.
 - i. with a few exceptions, the wedding ceremony must not take place during the 72 hours immediately following the issuance of a license. Parishes may contact the chancellor to determine if exceptions apply.

 - ii. Governing law in Texas is found in Chapter 2 of the Texas Family Code.

NOTE: A pastor/administrator of the parish who receives notification that a person baptized in the parish has been married must enter the fact of marriage in the baptismal register.

- i. If such a pastor/administrator, at the time of inscription sees that the party was already lawfully married to another party who is still living, and no tribunal action is noted, the pastor/administrator must notify the parish that sent notification.

- ii. A pastor/administrator who receives a notification that any type of annulment has been granted for a person who was baptized and/or married in that parish must inscribe the fact in the baptism/marriage register(s).

iii. The same procedure is to be followed when a priest/deacon is dispensed from the obligations of ordination and the vows, as well as a woman who made final vows in a religious community.

F. Death

1. In general, the death register is to include:
 - a. Full name of the deceased.
 - b. Date of death
 - c. Name of the presider
 - d. Date and place of burial
2. Notations may include additional information such as next of kin, cause of death, or the name of the funeral home and plot number at a burial place.
3. In cases when a priest presides at the burial of a non-Catholic, an entry may be made in the parish's death register and include notations relating to the religion of the deceased and the services provided.
4. In cases where the funeral rites are celebrated in another parish, it is suggested that notification be sent to the pastor of the deceased.

G. Inscription and Changes Procedures

1. Once a sacrament has been celebrated, the record of sacramental reception is to be entered into the appropriate register.
2. The following elements should be a part of the inscription process:
 - a. Use of black ink only (archival pen recommended)
 - b. Use of block (print) lettering
 - c. Name of the minister is to be printed clearly
 - d. The signature is no longer required
 - e. Last names or surnames are to be entered first, followed by given name(s)
 - f. Name of the month is to be spelled
 - f. Abbreviations in all forms are to be avoided
 - g. Mistakes made in the inscription process are to be crossed out by a single or double line drawn through the entire inscription.
 - h. A new record on an entirely new line in the register is to be inscribed
 - i. "White out," erasure, or other deletion methods may never be used in sacramental registers
 - j. A computer is not to be used in place of a sacramental book register. It cannot be used as a primary register, but can be used as a secondary source and for easy access to the sacramental records.
3. Changes of a substantial nature are to be made only with authenticating evidence (e.g. civil records).
 - a. Notations are to be made along with the date and signature of the person authorizing the emendation.
 - b. Copies of the documents giving evidence to the change are to be kept in the permanent files of the parish archives.

H. Missions

It is recommended that, if a parish is responsible for a mission, separate registers are to be kept for each mission or chapel.

1. These registers are to be clearly marked.
2. It is also recommended that the registers be kept at the parish church office and not at the other communities.
3. In cases where mission sacramental records are incorporated into the parish register, the mission's or station's name is to be clearly noted and the register is to indicate the inclusion of such records.

I. Eastern Churches

Special attention should be paid to situations involving members of Eastern Catholic Churches since they are subject to the *Code of Canons of Eastern Churches*.

1. Whenever Roman Catholic ministers lawfully celebrate the sacraments for them, these sacraments are entered in the appropriate registers of the Roman Catholic parish as outlined above.
2. The name of the particular Eastern rite (e.g. Maronite, Byzantine) is to be noted in the remarks column.

J. School Records

Some Catholic parishes provide elementary and secondary level schools.

1. Records of schools should be stored at the parish school office.
2. Some of the school records are kept permanently.
3. A records management program for school records should be provided and, in the case of closing, permanent school records should be transferred to the diocesan archives for permanent storage.
4. Student transcripts can be microfilmed or saved on digital media, for future access.

V. Access and Release of Information Procedures of Sacramental and School Records

A. All individuals have a right to obtain an official certificate of their own sacramental records or school transcripts.

1. Information that is public in nature and deals with a person's status in the Church (c.54, § 2) is to be transcribed from the register to the appropriate certificate.

2. Official certificates are issued only to individuals requesting their own records or to a person who has a legitimate reason for requesting a family record (e.g. the parent of a minor child).

3. Sacramental records are not to be released to persons other than those about whom they are made (this includes parents of adult children).

B. The certificate must duplicate the information as it appears in the register.

1. If the register is in Latin or another language, and the certificate is issued in English, it is recommended that a notation be added attesting to the translation.

a. If the record is incomplete, the certificate should indicate such by using the words “not given” rather than by leaving the space blank.

2. Some diocesan archives and state Catholic archives may issue an abstract of the information included in the register, instead of the certificate, in the cases when they keep photocopies of registers.

3. The certificate is to be legible and authenticated; that is, it is to be issued in the vernacular, signed by the pastor or his delegate and stamped with the parish seal (c. 535, § 3).

C. It is required that identification be presented in order to release a record.

D. The request for a record needs to be made in writing and signed by the individual requesting the record.

E. Authorized recipients of a sacramental record include the party or parties named in the record as having received the sacrament; a Roman Catholic clergyman or his delegate involved in canonical procedures, the parents of the subject, if the subject is a minor, and government agencies (such as the Social Security Administration) who present a signed release from the person whose record is requested.

F. In case of sacramental records handled by the diocesan archives, an authorization form for release of information needs to be signed by the party or parties named in the records or their family (mother, father, present spouse, or next of kin).

1. *Authorization for Release of Information Form* (page 82) (updated 3/2021)

G. The routine request of records between parishes and other dioceses and from chancery offices (e.g. the tribunal) for canonical purposes presents no conflict and can be conducted without a release form.

1. The bottom of the certificate should reflect that it is for informational or canonical purposes only and not include a parish seal.

H. If the person seeking information from the sacramental register represents a civil authority (law enforcement, court official, lawyer, etc.), who is requesting the information for civil or legal purposes, the pastor/administrator should immediately contact the diocesan attorney who will handle the request for information through more formal procedures.

1. In general, without the express consent of the subject in writing, these kinds of requests may be validly declined for sacramental and legal purposes.

2. It is important to note that the incorrect release of sacramental or school records may put the parish in legal or financial jeopardy.

I. It is recommended that requests for genealogical research be synchronized with the last U.S. Census release (at least 80 years ago) and handled in writing in compliance with the procedures in place at the individual parish or diocese.

1. When microfilm copies of these records are stored at the diocesan archives, personal genealogical research and copies can be provided.

2. A parish may respond to these requests by transcribing the information into letter format rather than issuing individual certificates or photocopying pages from registers.

3. It is appropriate to charge a fee for this service.

4. The registers themselves are not open to examination by outside parties.

5. Similar procedures should be followed regarding parish school records (See the *School Records Retention Schedule* on page 21). (updated 3/2021)

J. Records created by and for a parish, mission, chapel, or school, belong to that institution and not to the individual.

1. The majority of the records created during the course of conducting business is not considered confidential but, at the same time, are not open to general research for 25 years after the creation of the record.

2. However, there are many records of a parish, mission, or school that are confidential in nature. These records already described include:

- a. Sacramental Registers
- b. Transcripts
- c. Marriage records
- d. Donor files
- e. Counseling and medical records

3. Access to these records is legally and canonically restricted and the privacy of the Christian faithful and the confidentiality of the records must be protected.

VI. Historical File

To facilitate research on a parish history, the parish should maintain a historical reference file.

A. While preparing inventories, separating records for permanent and temporary storage, or doing preservation work, parish secretaries or administrators may find historically significant documents.

B. A photocopy may be made for the historical file with a note indicating where the original document can be found.

C. Even if the preparation of a parish or school history is not done for several years, hours of research will be saved for the future parish historian to publish an anniversary book.

D. For the purpose of presenting such a history, black and white photographs of parish or mission activities, architecture, or clergy should be preserved.

VII. Security and Preservation

A. The archives of a parish, mission or school may be located in many places, such as in the parish office or a fireproof filing cabinet in the school library.

B. The archives may not be located in the home of an individual or staff member or in any space separate from the physical location of a parish, mission or school.

C. The most important factor in the preservation of records is the environment in which they are stored.

1. Sacramental records and records reflecting the history of the parish should be stored in a building with climate control.

2. Outside buildings, including garages, do not protect papers from heat, cold, insects, or high humidity.

3. Papers stored under these conditions are far more likely to become yellowed and brittle; attract silverfish, roaches, and other pests; or become mildewed.

i. Records should be periodically inspected for contamination by insects, especially before moving them from other locations to a parish vault or school office. If there is an insect problem, records need to be fumigated by an exterminator.

D. Other than the environment, the most frequently encountered problem is the deterioration of unstable or highly acidic materials.

1. Newsprint and other low quality papers will deteriorate much more quickly than cotton rag paper.

2. Newsprint clippings, old brown quick copies, slick quick copies, and fading dittos should be photocopied on acid free paper.

3. In most cases, the original does not need to be saved, with the exception of items having legal and/or intrinsic value.

i. In such cases, the document should be placed in a plastic archival sleeve.

4. Newsprint should not be stored with other less acidic paper.

E. It is recommended that black and white copies of color photographs be made and stored in separate archival plastic or paper sleeves in adequately sized acid free boxes.

1. Many photo albums are not recommended for permanent storage of photographs because they contain poly-vinyl-chloride pages or sleeves. PVC's cause photographs to deteriorate.

2. Albums with sticky or glued surfaces also damage photographs and should not be used.
 3. Color photographs are not recommended for archival purposes. They fade after approximately 20 years, as do color negatives.
- F. Permanent records or material should be stored in acid free boxes, folders, and sleeves.
- G. While building a new church or parish hall, it is recommended to prepare a “time capsule” with several items designated by the parish and mission important for its history.
1. Time capsules may contain: copies of photographs of the first church and pastor; erection and deed document (archival copy); roster of first parishioners; and other significant parish items.
 2. Time capsules and other archival quality supplies can be purchased from several vendors listed in *Appendix V: Resources for Archival Products, page 39*.
- H. It is vital that the process used to preserve and protect archival materials does not harm them. In summary the following basic steps are recommended to preserve these materials:
1. Food and beverages are not allowed in the processing space or in the archives.
 2. Pencils are to be used for notations and labels.
 3. White cotton gloves are to be worn when handling textiles and photographs.
 4. Acid free folders and acid free boxes are to be used to contain archival materials.
 5. Acid free tissue is to be used to support and cover textiles (vestments, objects).
 6. Acid free paper is to be used to interleave photographs.

VIII. Records Management and Archival Program

- A. A records management program and archival program in a parish or school must have adequate support and resources to succeed.
- B. Establishing and maintaining a program requires organization and planning, as well as staff, monetary commitment, and support from the administration.
- C. It is recommended that the local parish finance council be involved in this process.
- D. It is also recommended that the program be clearly outlined and that the records management and archival programs be coordinated.
- E. The following is a sample policy statement that may be adopted at a particular parish:

"The purpose of the archives of [Name of Institution] is to collect, organize, preserve, and make available for research, the official records of [Name of Institution]. The purpose of the records management program is to assure that the active and inactive records of [Name of Institution] are managed in a manner in keeping with the standards of the records management profession, and to

assure the transfer of the appropriate records to the archives. The records management program is established in accordance with Canon 535, § 4 which states that *"In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with the letters of Bishops and other documents which are to be preserved for reasons of necessity or advantage."* "Other documents" may be defined as any recorded information (including artifacts and photographs) regardless of format (printed or electronic) that are made, received, or maintained by the community as a result of conducting business pursuing legal obligations, and have been determined to be permanent or historically significant by the records retention schedule or basic appraisal criteria. The pastor is canonically responsible for the records of a parish, mission, or parish school. This responsibility has been delegated to [Name of Individual] in order to assure the appropriate administration of the program."

IX. Archival Arrangement Description

Once records are placed in the archives, proper provenance procedures are needed to preserve their original order.

A. The purpose of the arrangement of archival records of the parish, mission, or school, is to reflect the functional organization of the institution.

For example: St. Mary's Parish
Administration Office, Correspondence, 1980-1985

B. If there is not arrangement to the records originally collected for the archives, they are to be arranged according to function, type, and date:

For example: St. Mary's Parish
Altar Guild, Minutes, 1935-1940

C. It may be necessary to identify or describe certain records further if the parish has a school or if the mission has aspects that require additional description.

For example: St. Mary's School
Development Office
Fund-Raising Campaign, Financial Records, 1996

1. The addition of "St. Mary's School" adds another level of identification to the file or records that specifically originate from the school rather than the church, even though a development office may exist in both areas.

X. Records Management and Archives Program Outline

A. It is recommended that the archives and records management policy be reviewed and coordinated by the diocesan archivist and records manager and then approved by the local pastor or administrator, school principal, or superintendent of schools.

B. After the approval of archival policies and records management program, it is recommended that the records management program for a parish or school be conducted in the following steps:

1. Locate and survey all records, from sacramental registers to canceled checks.

2. Create an inventory or list of the records.

- a. The inventory will include the name of the department, the name of the file or record, the date range of materials in the file, and the location of the file or record.

NOTE: The surveys and inventories of records provide a basis for future decisions, such as revising the current filing system, creating retention schedules, and appraising the records.

3. The following criteria for appraisal (or determination of records' value) are to be considered when making decisions about the disposition of records.

a. *Administrative Value*

- i. Records that document the establishment of policy and operations have administrative value.
- ii. Policy records are generally retained permanently.
- iii. Operations records are usually considered short-term.

b. *Legal Value*

- i. Records that document legal or property rights of individuals or of the entity that created or maintained the records (e.g. deeds, leases, architectural drawings) may have value.
- ii. All documents that have legal value must be retained.

c. *Fiscal Value*

- i. Records that usually relate to financial transactions and usually have a short-term retention (checks) may have short-term fiscal value.
- ii. Records documenting fiscal policy may have permanent fiscal value (e.g. ledgers).

d. *Historical Value:* Records that are retained permanently to provide documentation on the origins, organization, development, functions, policies, and events of the originating entity (parish) and /or provide information on associate individuals, subjects, and events (e.g. deeds, erection acts, minutes) have historical value.

e. *Intrinsic Value:* Records having value that is inherent in the document itself because of "some unique factor, such as age, content, usage, or circumstances surrounding its creation, signature, or attached seals" (e.g. pastor's appointment letter on parchment) have intrinsic value.

f. *Canonical or sacramental value:* Records that document the administration of sacraments are always retained permanently (e.g. sacramental registers).

NOTE: Some records have more than one of the above values and some of these values indicate short-term records retention over permanent retention or placement in the archives. Appraise records based on criteria above.

4. Determine which records are active, inactive, or archival.

- a. Active records are records necessary for current business or those referenced on a daily basis.

b. Inactive records are referenced fewer than ten (10) times per year or those records that are required to be kept for a short period of time (such as many financial records).

c. Archival records are those records determined to be permanent or historically significant.

C. After all records identified in the inventory have been appraised; a retention period is established and assigned to each records series.

D. Information concerning each record series and its retention is then detailed in the records retention schedule.

1. The retention of records is based on various legal, administrative, and canonical requirements.

2. The *Records Retention Schedule on page 25* may be used to form the basis of a records management program in a parish or faith community, or parish school.

a. This schedule addresses the disposition of common parish records.

3. There may be reasons to keep records longer than legally required, such as historical or reference purposes.

4. For retention requirements established by Federal laws and regulations, see the current Guide to Record Retention: Requirements annually published in the Federal Register. (Guide to Record Retention: Requirements, Annually published in the Federal register which can be obtained at nominal cost from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402)



Diocese of Victoria in Texas

Records Retention Schedules for Parish

Parish Records Retention Schedule

I. Sacramental Records

Permanent: *Marriage files*

Permanent: *Sacramental registers*

Permanent: *Sacramental registers, supporting documents* (marriages)

Permanent: *Supporting documents* (correspondence, sacramental and legal documents, affidavits, notes, evaluations)

II. Administrative Records

Permanent: *Announcement book* (daily or weekly)

Permanent: *Annual Reports* (parish and diocesan)

Permanent: *Appointments, canonical*

Permanent: *Articles of incorporation*

Permanent: *Census records* (including registration cards, parish list, or directory, etc.)

Permanent: *Communications from the Bishop* (Folia Cleri)

Permanent: *Correspondence, routine*

Annual Review: *Correspondence, non-routine*

Permanent: *Inventories, filing system*

Permanent: *Inventories, property*

Retain Until Superseded: *Inventories, filing system*

Retain Until Superseded: *Inventories, property*

Permanent: *Personal papers:* pastors, parochial vicars (may include correspondence, homilies, notes, diaries)

Permanent: *Volunteer files*

III. Boards, Commissions, Committees Records

Permanent: *Constitutions and by-laws* (for all parish organizations)

Permanent: *Finance Council minutes/agendas*

Permanent: *Pastoral Council minutes/agendas*

Permanent: *Religious education reports*

Permanent: *Altar Guild minutes/agenda*

Permanent: *Scrapbooks*

IV. Cemetery Records

Permanent: *Account cards* (lot ownership and payments)

Permanent: *Annual report*

Permanent: *Burial cards*

Permanent: *Lot cards*

Permanent: *Lot map*

V. Financial Records

Permanent: *Audit reports*

Fiscal Year +6: *Accounts payable*

Fiscal Year +6: *Accounts receivable*

Fiscal Year +6: *Bank deposits/registers*

Fiscal Year +6: *Cash book* (daily records or receipts)

Fiscal Year +6: *Charitable gaming records*

Fiscal Year +6: *Check registers*

Fiscal Year +6: *Check copies/stubs*

Permanent: *Contributions and donations* (these records need to be kept permanently if other records identifying parishioners, such as census records, are not available or do not exist)

Permanent: *General ledgers*

Fiscal Year +6: *Journal entries*

Fiscal Year +6: *Loan files* (mortgages, payment schedules)

Permanent: *Payroll journal*

Permanent: *Pew rent record book* (these records need to be kept permanently if other records identifying parishioners, such as census records, are not available or do not exist)

Permanent: *Tax exemption* (parish)

Fiscal Year +6: *Tax forms* (e.g. 1099W)

Permanent: *Trust fund/estate contribution*

Permanent: *Deposit and Loan Fund Trust – Loan Documents*

VI. Property Records

Permanent: *Architectural drawings and specification*

Permanent: *Construction files*

Permanent: *Deeds*

Active, as long as an issue is current or individual is employed +10: *Leases... Grazing, Farm, Building Leases, etc.*

Permanent: *Property appraisals*

VII. Personnel Records

Active, as long as an issue is current or individual is employed +6: *Employee files*

Active, as long as an issue is current or individual is employed +1: *Immigration and Naturalization I-9 form* (retained for 3 years from DOH or 1 year after separation)

Current Year +3: *Performance Evaluations*

Permanent: *Short Term Disability*

Fiscal Year +6: *Time Cards*

Fiscal Year +6: *Worker's Compensation Insurance payments*

Fiscal Year +6: *W4*

Note: Some of the information in these files has historical and/or legal value. Before destruction, a list of personnel and positions for each year is to be placed in the archives. If legal problems occur, a summary of the issue is to be written, and a separate file kept for at least six years after the individual has left employment or the issue was resolved

VIII. Photographs

Permanent: *Activities*

Permanent: *Parish structures*

Permanent: *Personnel*

Note: Photographs need to be identified and dated.

IX. Publications

Permanent: *Bulletins* (may be microfilmed or saved on digital media)

Permanent: *Parish directory*

Permanent: *Parish history, anniversary books*

Permanent: *Promotional or information packets*

Electronic Media

Some of the above records are kept in parishes, missions, and schools in the form of electronic records (diskettes, tapes, CDs) and are not considered archival or permanent.

A. However, some records created or stored on electronic media may be archival.

1. Any electronic records determined to be archival are to be printed out and kept in paper format in the parish or school archives (e.g. general ledgers, membership lists, and some correspondence).

B. Electronic databases can be utilized to store and manipulate demographic data, membership lists, and information from the sacramental registers.

C. Electronic records must not replace the register books.

VII. Parish and School Closure

A. It is recommended that, when a parish or school closes or merges with another, the sacramental registers or school records of the subsumed community be closed on the date the “new” parish or school begins.

1. The closed registers of the parish are to contain a narrative at the appropriate space in the volume outlining what has occurred and at what parish or school the subsequent records can be found.

2. The closed parish registers, school transcripts, and other permanent records are to be turned over to the diocesan archives rather than the newly formed parish or school.

3. Registers and student transcripts can be then microfilmed and further services will be provided by the diocesan archivist.

B. It is recommended that pastors, school administrators and anybody who is designated to record keeping should be in close contact with the chancellor, archivist, or records manager to seek any advice regarding records retention and preservation.

C. The advice of the diocesan lawyer and judicial vicar should be sought in problematic cases of access and release of parish and school records.



Diocese of Victoria in Texas

**Records Management for Catholic Schools
Texas Catholic Conference (2014)**

Records Management Manual for Catholic Schools Texas Catholic Conference (2014)

Acknowledgements

Many dioceses around the country have adopted records management manuals similar to this one. The structure of this document is drawn from that of the Archdiocese of Seattle and we were fortunate to have the permission of the Archdiocese of Baltimore to adapt their manual, "Record Retention for Parishes and Schools," for our use. We also drew upon retention schedules from the Texas State Library and Archives Commission (TSLAC) and the Texas Private School Accreditation Commission (TEPSAC).

Introduction¹

The dioceses of Texas operate many elementary and secondary level schools. The purpose of this records management manual is to assist school administrators in improving efficiency in managing school records, to ensure that records of permanent value are preserved, and that records that are no longer needed are disposed of appropriately. School administrators need to be aware of their responsibility to document the history of the Catholic schools in their dioceses and to preserve the rights and privileges of students and employees.

Most of the records generated by schools in the course of business do not need to be retained permanently. Only three to five percent of records created have permanent archival value. The challenge for administrators is to:

- 1) Distinguish records of permanent archival value from those which are non-permanent
- 2) Establish an orderly and regular means of disposing of non-permanent records
- 3) Provide for the preservation of archival records

The establishment of a basic records management program for schools can help administrators to better serve their populations; conform to canonical, state and federal requirements; and better utilize their human, physical and fiscal resources. It is hoped that this manual will help school administrators in establishing a basic records management program.

Note: It should be understood that this manual is intended only as a guideline and does not supersede any particular requirements outlined by the local Diocesan Bishop or Chancellor.

¹ Introduction adapted with permission from "Record Retention for Parishes and Schools," Archdiocese of Baltimore, February 2013.

Establishing a Records Management/Archives Program

The purpose of establishing a records management program is to assist in the management of records throughout the records' life cycle from creation to disposition. Efficient management saves time and money and ensures that the rights and privileges of all parties are protected and preserved. One person should be assigned responsibility for overseeing the process, such as the school principal or his or her designate.

The process involves the creation of a records retention schedule and proper maintenance of the records over time. This is an ongoing process which should be reviewed periodically and includes the following steps:

1. Survey of records
2. Records appraisal
3. Establishing a retention schedule
4. Implementing the program

Step 1: Record Survey

All records created, received and maintained by schools should be identified in the record survey/inventory. Information concerning each record series, such as contents, date ranges, volume and location should be included. This information will be needed in order to appraise the records and assign retention periods.

Step 2: Appraisal

The purpose of the appraisal is to determine the value of a record in order to know how long and where to keep it. Each record series should be appraised using the following criteria:

Administrative value: Records that document the establishment of policy and operations have administrative value. Policy records are generally retained permanently. Operations records are usually considered short-term.

Legal value: Records having legal value generally document legal or property rights of individuals or of the entity that created or maintained the records (Examples include: Articles of Incorporation, deeds, copyrights). Such records may have permanent value. If needed, consult an attorney.

Fiscal value: Records having fiscal value usually relate to fiscal transactions and often have a short-term retention (checks). Records documenting fiscal policy may have permanent value (ledgers)

Historical value: Records having historical (or research) value are retained permanently because they provide documentation on the origins, organization, development, functions, policy, activities, and events of the originating entity, and/or provide information on associated persons, subjects, and events.

Intrinsic value: Records having intrinsic value should be retained permanently because of their aesthetic or artistic qualities, age, unique or curious features, value for use in exhibits, or association with significant events, people, places, things or events.

All of the above factors need to be considered in the appraisal of records in addition to other factors such as canonical requirements or reference frequency. Many records will have more than one value. If records have multiple values, the retention period for the longest value should be applied.

Records assigned a permanent retention value are archival because those records are of continuing value to the school for administrative, legal, fiscal, historical or intrinsic reasons. Archival records merit long-term (permanent) storage. Identifying the value of record groups and series and assigning retention values are two of the most challenging aspects of a records management program.

Step 3: Preparing a Records Retention Schedule

After all of the records identified in the inventory have been appraised, a retention period is established and assigned to each record series. This information is then outlined in the records retention schedule. Administrators may refer to the retention schedule in this manual to help them in formulating retention requirements and preparing their own record retention schedule.

Step 4: Implementing the Records Management Program

Records should be arranged according to the records retention schedule and organized in a records storage area. Records with short-term retention should be destroyed as indicated in the records retention schedule. A duplicate copy of the school records retention schedule should be sent to the Diocesan Chancellor or Archivist for permanent retention (Canon 491). A copy should also be sent to the Director of Education at the Texas Catholic Conference.

Every time records are destroyed, administrators should prepare a document describing which records were destroyed, their retention period, and the date of destruction. A copy of the records destruction document should be retained permanently.

Archival records should be maintained properly. See section on records storage.

It is ideal to establish a time once a year to review the retention schedule and destroy records whose retention period has expired. Records management programs are only beneficial when they are followed regularly and records are properly maintained. "Resorting to 'records management' whenever a space crunch results from retention of unnecessary records does not make a 'program.' Proper records management is an ongoing process and is the business of both administrators and staff."²

²"Record Retention for Parishes & Schools," Archdiocese of Baltimore, February 2013.

Records Storage for Non-Electronic Records Storage of Inactive Short-Term Records

Records storage areas should be clean, well-lit and ventilated. They should be free from pests, excessive heat/cold and moisture. Out buildings, including garages, do not adequately protect documents which are more likely to become brittle, attract silverfish, roaches and other pests or become mildewed. Records should be periodically inspected for contamination, especially before moving them from one area to another location. Environmental conditions for storing inactive short-term records should approximate those for human comfort. Records storage areas should also be equipped with a fire extinguisher and have secure locks to prevent unauthorized access to records.

Inactive short-term records may be stored in standard size corrugated boxes (e.g. Stor-all, Bankers Box, etc.). Compared to new or used file cabinets, storage boxes are very inexpensive. Ideally, these boxes should be stored on metal shelving with baked enamel finish, rather than on wood or other material. The contents of the box, along with the retention period and date of disposal, should be noted on the outside.

Storage of Archival Records

Storage requirements for archival records are similar to those for short-term records. However, archival records have special environmental needs. Ideally, the temperature in records storage areas should be 68 degrees F (+ or – 5 degrees) with a relative humidity of 45% (+ or – 5%). These levels should be maintained with as little fluctuation as possible. If archival and short-term records are stored in the same area, they should be physically separated in order to reduce the likelihood of accidental destruction of archival records. If they are stored in the same storage area, administrators should ensure that environmental conditions are maintained at archival levels.

Archival records require special handling and storage to ensure preservation. Below is a partial list of suggested guidelines:

1. Archival records should be re-housed in acid-free folders and boxes.
2. Records should not be stored near overhead water or steam pipes.
3. Basements are not ideal storage areas for records due to potential for high humidity and the risk of flooding.
4. Records should not be stored on the floor in case of flooding. Records should be stored at least four inches above the floor and six inches away from walls.
5. Ideally, records should be stored on metal shelving with a baked enamel finish.
6. Metal paper clips, binder clips and staples will rust over time and should be removed. Vinyl coated or plastic paper clips may be used in their place.
7. Records stored in binders and plastic covers should be transferred to folders. This will prevent the metal and plastic from damaging the items as they begin to deteriorate. It is best to avoid using binders altogether.

8. Do not use self-adhesive tape or rubber bands on archival records. Tape discolors and damages documents over time while rubber bands disintegrate and adhere to documents.
9. Never laminate archival records. The lamination process is destructive and irreversible.
10. When placing documents in a folder or box, avoid creasing, folding or flexing the items.
11. Highly acidic materials, such as newsprint, should not be stored immediately adjacent to archival records.
12. All loose papers should be placed in boxes.
13. Large bound volumes should be stored horizontally rather than vertically.
14. Photographic prints, slides and negatives should be removed from non-archival quality albums or boxes and stored in acid-free, non-buffered folders, sleeves or envelopes. Photo albums with poly-vinyl -chloride sleeves or pages or sticky or glued pages are not recommended. Photos larger than 8"by10" should be stored flat.
15. Ideally, maps, architectural drawings and oversize documents should be stored flat in metal flat files with a baked enamel finish. This is not always practical due to space constraints and the fact that previously rolled documents often require special treatment, such as humidification, to flatten. In lieu of flat files, special acid-free telescoping boxes may be purchased for rolled items.
16. All boxes containing archival records should be labeled.
17. Food, drinks, smoking, and ink pens should be prohibited in archival processing and storage areas. Only pencil should be used when handling archival records.
18. Protect archival records from direct sunlight and excessive artificial light.

Several companies provide the special supplies needed for proper storage of archival material. Selected suppliers include:

Paige Company: www.paigecompany.com

Hollinger Metal Edge: www.hollingermetaledge.com

Conservation Resources International, LLC: www.conservationresources.com

Gaylord: www.gaylord.com

Southwest Solutions Group: www.southwestsolutions.com

The Records Retention Schedule

The purpose of the retention schedule is to assist administrators by identifying and describing some of the generic types of records created by Catholic elementary and secondary schools and by providing suggested retention periods. In general, this schedule sets minimum retention periods for records series commonly found in Texas Catholic Schools. Diocesan or school administrators may decide to keep some records series for longer retention periods.

Records in a retention schedule are usually arranged by function, type or office/department of origin. The schedule is organized by function, since a functional records retention schedule allows for greater flexibility in the event of organizational change. The retention period applies only to an official record, as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each school should decide which copy shall be the official record and in which of its departments it should be maintained. Informational copies can be destroyed or deleted when they are no longer needed for business or an action has been taken. Local policies and procedures should be established to ensure the systematic disposal of convenience copies, so that they are not retained beyond the official retention period of the record copy.

This schedule defines records as documents in any format that are made or received in the course of school business and saved for future reference, action, or evidence. Aside from more familiar paper-based documents, records include word processing files, databases, spreadsheets, instant messages and chats, websites, digital images, video files, and sound recordings.

Electronic records storage sources are also subject to retention guidelines and include:

- Desktop, laptop, and tablet computers
- Servers
- Cell/smart phones
- Instant messaging
- Loose media (CDs, flash or zip drives, etc.)
- Voicemail recorders
- Printers
- Data backups

Email Retention

Email messages are records which may contain evidence of school actions, decisions, approvals, or transactions. Email does NOT have a blanket retention period. Like all records, email is scheduled according to the business function to which it relates and not by its format. Many of the record series listed in this schedule are likely to contain email. The content of the email determines whether and for how long a particular email message should be retained.

Legal or Litigation Hold

A record whose retention expires during any litigation, claim, negotiation, audit or other action involving the record may not be destroyed until completion of the action or resolution of all issues that arise from it. There are serious legal consequences for individuals who destroy or alter records under a Litigation Hold or know of a pending issue and do not halt destruction.

Sample Records Retention Schedule

Abbreviations:

CFR: Code of Federal Regulations

TSLAC: Texas State Library and Archives Commission

If two or more retention periods apply to the same record, the longest retention period should be used.

Disposition: Actions to be taken when records are no longer legally or administratively required to be maintained. The dispositions in the records retention schedule for Texas Catholic schools are:

SHRED: Records containing sensitive information such as names and addresses, health information, and financial or payment information (such as checks or credit cards). Please dispose of records designated as SHRED in a secured shredding receptacle.

DELETE: Records stored in electronic format that should be deleted from drives, desktops, or databases once they reach the end of their retention period.

RECYCLE: Records that do not contain sensitive information and can be discarded in a paper recycling bin once they reach the end of their retention period.

SCHOOL/DIOCESAN ARCHIVES: Records having ongoing legal, fiscal, evidential or historical value and should be transferred to or retained in the School/Diocesan Archives.

100 ACADEMIC ADMINISTRATION

105 Course Planning & Development

Series No.	Series Title/Description	Retention	Disposition
105.05	Academic Annual Calendars	Permanent	School/Diocesan Archives
105.10	Academic Lesson Plans	As long as administratively valuable [TSLAC]	Recycle
105.15	Course Additions, Deletions & Changes	Academic yr + 3 yrs	Recycle
105.20	Course Catalogs	Permanent	School/Diocesan Archives
105.25	Course Proposals & Outlines	For proposals accepted: Academic yr + 3 yrs For proposals not accepted: End of academic yr	Recycle
105.30	Curriculum Summaries & Guides	Permanent	School/Diocesan Archives

110 Student Evaluation

Series No.	Series Title/Description	Retention	Disposition
110.05	Cumulative Student Records – The academic achievement record or its equivalent used to record academic achievement in grades 9-12.	Permanent [TSLAC]	School/Diocesan Archives
	Cumulative record of achievement in grades pre-K through 8.	Date of withdrawal + 5 yrs [TSLAC]	Shred/Delete
110.10	Attendance Records	5 yrs [TSLAC]	Shred/Delete

110.15	Grade Books	For elementary schools: Academic yr + 5 yrs For secondary schools: Academic yr + 5 yrs	Shred/Delete
110.20	Grade Change Records	For elementary schools: Academic yr + 1 yr For secondary schools: Academic yr + 5 yrs	Shred/Delete
110.25	Graduate Lists	Permanent	School/Diocesan Archives
110.30	Student Assessment Data & Reports	Academic yr + 6 yrs	Shred/Delete
110.35	Transcript Request Authorizations	Academic yr + 3 yrs	Shred/Delete

115 School Accreditation

Series No.	Series Title/Description	Retention	Disposition
115.05	Reports to the Texas Catholic Conference on accreditation planning or the self-monitoring of progress toward the achievement of goals.	As long as administratively valuable after subsequent accreditation [TSLAC]	Shred/Delete
115.10	Accreditation investigative reports from the Texas Catholic Conference, 7 yr re-approval files	Permanent	School/Diocesan Archives

115.15	Planning Records: self studies; planning records used to establish goals & indicators; achievement reports & similar records	As long as administratively valuable after subsequent accreditation Review before disposal; some records of this type may merit Permanent retention for historical reasons [TSLAC]	Shred/Delete or School/Diocesan Archives
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200 ADMINISTRATION MANAGEMENT

205 Administration, General

Series No.	Series Title/Description	Retention	Disposition
205.05	Office Meeting Materials – Routine office or staff meeting materials & notes.	Calendar yr + 3 yrs	Recycle
205.10	Non Fiscal Reports & Studies Annual, sub-annual, or special reports or studies on non-fiscal aspects of a School's programs, services, or projects compiled by agency personnel, advisory committees, or consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities [TSLAC].	Calendar yr + 3 yrs	Shred/Delete

205.15	Project Records – Records of major projects such as system implementation & strategic initiatives (Not to be confused with ongoing programs). May include but not limited to: work plans, status reports, meeting materials & notes, requests for proposals, project plans, financial records & related correspondence.	Completion of project + 6 yrs	Recycle
205.20	Subject or Reference Files – Collections of resources related to research done by departments or programs. May include but not limited to: correspondence, photographs, external & internal publications, biographical files, vendor catalogs, reports, external advertising & marketing information, legislation information, presentation preparation, document drafts, newspaper clippings, working files & issue files.	Calendar yr + 4 yrs Review before destroying, some records may have historical value & need to be retained permanently [TSLAC]	Recycle School/Diocesan Archives

210 Boards, Committees, Commissions, & Councils

Series No.	Series Title/Description	Retention	Disposition
210.05	Boards, Committees, Commissions, & Councils meeting materials – includes school societies, student leadership, societies & clubs.	Permanent	School/Diocesan Archives
210.10	Constitutions & Bylaws – Formally adopted constitutions & bylaws for all school organizations & groups.	Permanent	School/Diocesan Archives

215 Contracts/Agreements

Series No.	Series Title/Description	Retention	Disposition
215.05	Contracts, Service or Rental Agreements & Warranties – Records related to the servicing, leasing, rental & contracting of buildings, services, & equipment.	Termination of contract + 4 yrs	Shred/Delete
215.10	Independent Contractors Agreements	Termination of contract + 4 yrs	Shred/Delete
215.15	Child Photo/Media Releases	If internal: End of academic yr If external: End of academic yr + 3 yrs	Shred/Delete Shred/Delete

220 Establishment

Series No.	Series Title/Description	Retention	Disposition
220.05	Articles of Incorporation	Permanent	School/Diocesan Archives
220.10	Canonical Appointments	Permanent	School/Diocesan Archives
220.15	Decrees of Establishment	Permanent	School/Diocesan Archives
220.20	Power of Attorney	Permanent	School/Diocesan Archives

225 Events, Field Trips & Retreats

Series No.	Series Title/Description	Retention	Disposition
225.05	Event Agendas	Obsolete or superseded + 1 yr	Recycle/Delete
225.10	Event Planning Records	Obsolete or superseded	Recycle
225.15	Event Registration Records	End of event + 2 yrs	Shred/Delete
225.20	Field Trips, Activity & Retreat Authorizations	Until cessation of the activity for which the consent was granted + 2 yrs; or if annually renewable, until superseded + 2 yrs [TSLAC]	Shred/Delete
225.25	Field Trip Driver Information Records	End of field trip + 3 yrs If accident occurs, 5 yrs; or 2 yrs after the driver reaches the age of 18, whichever later	Shred/Delete Shred/Delete
225.30	Permits & Licenses	Expiration of permit or license	Recycle

230 Policies, Guidelines & Procedures

Series No.	Series Title/Description	Retention	Disposition
230.05	Accident/Safety Prevention Manuals, Final	Obsolete or superseded + 6 yrs	Recycle
230.10	Accounting Policies & Procedures	Obsolete or superseded + 6 yrs	Recycle
230.15	Disaster/Emergency Preparedness Plan, Final	Obsolete or superseded + 6 yrs	Recycle
230.20	Policies, Guidelines & Procedures Development Records: Schools – May include but not limited to: substantive drafts, comments, notes & resources	Obsolete or superseded + 6 yrs	Recycle
230.25	Policies, Guidelines & Procedures (Chancery) – Documents developed by Chancery offices for implementation at schools.	Obsolete or superseded + 6 yrs	Recycle
230.30	Policies, Guidelines, & Procedures (Schools) – Final approved policy documents developed & implemented by schools.	Obsolete or superseded + 6 yrs	Recycle

235 Risk Management & Insurance

Series No.	Series Title/Description	Retention	Disposition
235.05	Emergency Drill Reports	Completion of Fire Marshal review + 3 yr	Recycle
235.10	Liability Insurance Records	Termination of policy + 6 yrs	Shred
235.15	Property Insurance Records	Termination of policy + 6 yrs	Shred
235.20	Special Event Insurance Records	Termination of policy + 6 yrs	Shred
235.25	Supplemental Insurance Records	Termination of policy + 6 yrs	Shred

300 ASSET MANAGEMENT

305 Design & Construction

Series No.	Series Title/Description	Retention	Disposition
305.05	Blueprints & Architectural Plans	Permanent	School/Diocesan Archives
305.10	Property & Construction Project Files – Records produced through the processes of planning & design phase, permitting & approval, inspection & quality control, & completion & close out of school building projects.	Permanent	School/Diocesan Archives

310 Inventory

Series No.	Series Title/Description	Retention	Disposition
310.05	Inventory: Fixed Assets	Obsolete or superseded + 3 yrs	Shred/Delete
310.10	Inventory: Filing Systems & Records	Obsolete or superseded + 1 yr	Shred/Delete
310.15	Inventory: Materials, Equipment, Supplies	Calendar yr + 3 yrs	Shred/Delete

315 Maintenance

Series No.	Series Title/Description	Retention	Disposition
315.05	Accident/Traffic Collision Logs	6 yrs after last entry	Shred/Delete
315.10	Accident/Traffic Collision Reports	6 yrs after date of report	Shred/Delete
315.15	Equipment, Facility, & Vehicle Maintenance Records	Disposal or sale of equipment, facility or vehicle	Shred/Delete
315.20	Equipment, Facility, & Vehicle Safety Analysis Records	Obsolete or superseded	Shred/Delete
315.25	Fire Extinguisher Inspection Tags	Obsolete or superseded	Recycle
315.30	Hazardous Material Safety Data Sheets (MSDS) & Asbestos Reports	Permanent	School/Diocesan Archives
315.35	Inspection Documentation	Calendar yr + 6 yrs	Shred/Delete
315.40	Maintenance Logs	Obsolete or superseded + 3 yrs	Shred/Delete
315.45	Maintenance Reports	Calendar yr + 1 yr	Shred/Delete
315.50	Operating Manuals	Disposition or sale of facility or equipment	Shred/Delete
315.55	Operating Permits	Obsolete or superseded	Shred/Delete
315.60	Service Requests	Calendar yr + 3 yrs	Recycle

320 Operations

Series No.	Series Title/Description	Retention	Disposition
320.05	Building Access Privilege Records	Obsolete or superseded	Shred/Delete
320.10	Key Logs	Obsolete or superseded	Shred/Delete
320.15	Key Check Out Records	Termination of employee + 6 yrs	Shred/Delete
320.20	Parking Permit Lists	Obsolete or superseded	Recycle
320.25	Vehicle Titles & Registrations	Disposition or sale of vehicle	Shred/Delete
320.30	Visitor Registration Logs	Calendar yr + 3 yrs	Shred/Delete
320.35	Volunteer Sign-In Sheets	Calendar yr + 3 yrs	Shred/Delete

325 Security

Series No.	Series Title/Description	Retention	Disposition
325.05	Police Notifications of Local Juvenile & Sex Offenders	Consult Legal Counsel	School/Diocesan Archives
325.10	Police Reports	Resolution of the incident + 6 yrs	Shred/Delete
325.15	Security Round Logs	Calendar yr + 1 yr	Shred/Delete
325.20	Security/Incident Reports	Resolution of the incident + 6 yrs	Shred/Delete

325.25	Surveillance Records	Obsolete or superseded	Shred/Delete
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400 FINANCIAL ADMINISTRATION (Some documents may need to be retained permanently. Consult IRS Publications prior to destruction)

405 Accounting

Series No.	Series Title/Description	Retention	Disposition
405.05	Accounts Payable & Receivable	Current yr + 6 yrs	Shred/Delete
405.10	Audit Reports, Financial Reports	Permanent	School/Diocesan Archives
405.15	Cash Receipts	Current yr + 6 yrs	Shred/Delete
405.20	Check Requisitions	Current yr + 6 yrs	Shred/Delete
405.25	General Ledgers	Permanent	School/Diocesan Archives
405.30	Journal Entries	Current yr + 6 yrs	Shred/Delete
405.35	Voids/Stop Payments	Current yr + 6 yrs	Shred/Delete
405.40	Wire Transfers	Current yr + 6 yrs	Shred/Delete

410 Authorization

Series No.	Series Title/Description	Retention	Disposition
410.05	Approvals for Company Credit Cards & Store Credit Applications	Obsolete or superseded + 6 yrs	Shred/Delete
410.10	Authorized Signature Lists	Obsolete or superseded + 6 yrs	Shred/Delete

415 Banking

Series No.	Series Title/Description	Retention	Disposition
415.05	Bank/Investment Statements & Reconciliations	Current yr + 6 yrs	Shred/Delete
415.10	Chart of Accounts	Current yr + 6 yrs	Shred/Delete

420 Budget Development

Series No.	Series Title/Description	Retention	Disposition
420.05	Budget Development Working Files	Obsolete or superseded	Shred/Delete
420.10	Budget, Final	Permanent	School/Diocesan Archives

425 Development & Fundraising

Series No.	Series Title/Description	Retention	Disposition
425.05	Bequests, Trusts & Endowments	Liquidation + 6 yrs	Shred/Delete
425.10	Campaign Planning Records – May include promotional materials, event planning materials, prospective donor lists, photographs & sample pledge cards & forms.	End of campaign + 6 yrs	Shred/Delete
425.15	Donation Records	Fiscal yr + 6 yrs	Shred/Delete
425.20	Donation Summary Reports	Permanent	School/Diocesan Archives

425.25	Donor Database Records – Include contact, demographic, educational & business information, how donors wish to be recognized, donation amount, history of gifts, attendance at activities, other attributes relevant to donor’s relationship with organization.	Fiscal yr + 6 yrs or obsolete or superseded, whichever is longer	Delete
425.30	Employer Matching Gifts	Fiscal yr + 6 yrs	Shred/Delete
425.35	Fundraising Goal Worksheets	Fiscal yr + 6 yrs	Shred/Delete
425.40	Fundraising Pledge Records – May include but not limited to: pledge cards, payment forms, credit card or electronic fund transfer forms, batch records, cash receipts journal, pledge status reports, summary reports, ad-hoc reports, donor gifts, & pledge adjustment documentation.	Fiscal yr + 6 yrs	Shred/Delete

430 Grants

Series No.	Series Title/Description	Retention	Disposition
430.05	Grant Records – Prepared by or received for schools for dissemination of funds. Includes but not limited to applications, status reports, supporting documentation, correspondence.	Grant period + 5 yrs	Shred/Delete
430.10	School Grants Application Materials – Include application & report of income & expenses.	Grant Period + 5 yrs.	Shred/Delete
430.15	Teacher Grant Application Materials – Include project proposals, teacher's personnel information, statements of commitments, & budget proposals.	Grants issued: Grant Period + 5 yrs.	Shred/Delete
430.20	Tuition Acceptance Letters	Grant period + 5 yrs	Shred/Delete
430.25	Tuition assistance application materials	Grant Period + 5 yrs.	Shred/Delete

435 Payroll

Series No.	Series Title/Description	Retention	Disposition
435.05	Payroll Vendor Reports	<p>Master Control, Monthly/Quarterly reports: End of fiscal yr</p> <p>Last Master Control report of Calendar yr: Permanent</p> <p>General informational reference reports: Obsolete or superseded</p>	<p>Shred/Delete</p> <p>School/Diocesan Archives</p> <p>Shred/Delete</p>
435.10	Manual Checks Summary Reports	3 yrs or until completion of audit	Shred/Delete
435.15	Payroll Deduction Requests	Termination of authorization + 6 yrs	Shred/Delete
435.20	<p>Payroll Registers</p> <p>Includes Wage & Tax Registers</p>	<p>If used for retirement verification: Calendar yr + 60 yrs</p> <p>If not used for retirement verification: Calendar yr + 4 yrs</p>	Shred/Delete
435.25	Timecards	<p>If used for retirement verification: Calendar yr + 60 yrs</p> <p>If not used for retirement verification: Calendar yr + 4 yrs</p>	Shred/Delete

440 Student Tuition

Series No.	Series Title/Description	Retention	Disposition
440.05	Financial Aid/Scholarship Records – Applications & supporting documentation for financial assistance provided by school or external source	Termination of financial aid or scholarship + 6 yrs For financial aid or scholarship not awarded: Calendar yr + 1 yr	Shred/Delete
440.15	Meal Assistance Application Records	Academic yr + 6 yrs	Shred/Delete
440.20	Tuition & Commitment Contracts	Fulfillment of contract + 6 yrs	Shred/Delete

445 Tax

Series No.	Series Title/Description	Retention	Disposition
445.05	Business & Occupational Tax Returns	Current yr + 6 yrs	Shred/Delete
445.10	Excise Tax Returns	Current yr + 6 yrs	Shred/Delete
445.15	Tax Exemptions, 501c3 records	Permanent	School/Diocesan Archives

445.20	Internal Revenue Service (IRS) Records: <ul style="list-style-type: none"> • 1099 Form • 941 Tax Quarterly Form • Absolution Letters • CP-2100A Notice • W-2 Form (Wage & Tax Statement) • W-4 Form (Employee's Withholding Allowance Certificate) • W-9 Form (Request for Taxpayer Identification Number & Certification) • 990-T Unrelated Business Income Tax 	Current yr + 6 yrs	Shred/Delete
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500 PERSONNEL ADMINISTRATION

505 Personnel Management

Series No.	Series Title/Description	Retention	Disposition
505.05	Background Checks, Positive Criminal History Results	Consult Legal Counsel	School/Diocesan Archives
505.10	Employee Dispute Resolution Records	Resolution of dispute + 6 yrs If employee terminated: Permanent	Shred/Delete School/Diocesan Archives
505.15	Employee Performance Evaluations	Completion of evaluation + 6 yrs	Shred/Delete

505.20	Family Medical Leave Policy Records	Separation of employee + 6 yrs	Shred/Delete
505.25	First Aid Certification Records	Expiration of certification + 6 yrs	Shred/Delete
505.30	HIPAA Training Certificates	Calendar yr + 6 yrs	Shred/Delete
505.35	I-9 Employment Eligibility Records	Date employee hired + 6 yrs or termination of employment +1 yr, whichever is longer	Shred/Delete
505.40	Parent Volunteer Rosters	Calendar yr + 1 yr	Shred/Delete
505.45	Complaints	Resolution + 6 yrs If related to alleged abuse or misconduct: Permanent	Shred/Delete School/Diocesan Archives

505.50	Personnel Files – Records of school employees & volunteers. Include but not limited to: <ul style="list-style-type: none"> • Employee Personnel Policy Agreements • Lay off/Severance Notification Letter • Personnel Action Forms • Personnel Status Tracking Records • Safe Environment Certificate of Completion • HIPAA Training Certificate • Performance Evaluations • Transcripts • Letters of Reference • Continuing Education Certificates • Academic Record • Teaching Certificate • Resume • Background Checks, Negative Criminal History Results • Directory Information • Teacher Annual Contract • Pay Rate/History • Family Medical Leave Act Information 	Termination of employment + 6 yrs Service Record: Permanent Consult Legal Counsel	Shred/Delete School/Diocesan Archives
505.55	Returning Teacher Commitments	Until teacher annual contract is signed + 1 yr	Shred/Delete

505.60	Terminated School Employment Records	Permanent	School/Diocesan Archives
505.65	Workers' Compensation Claim Records	For claims awarded: 75 yrs after close of claim Check State Law For claims denied: 10 yrs after close of claim	Shred/Delete
505.70	Workers' Compensation Reports for Self-Insured Businesses	Fiscal yr + 3 yrs Check State Law	Shred/Delete

510 Recruitment & Hiring

Series No.	Series Title/Description	Retention	Disposition
510.05	Employee Recruitment & Application Records – Records related to the recruitment & selection of employees, job description, & determination of rate of pay. Records may include summary of position responsibilities, requirements, applications (not hired) & rejection letters, wage rate & reporting relationships	Calendar yr + 5 yrs	Shred/Delete

600 LITURGICAL ADMINISTRATION

Series No.	Series Title/Description	Retention	Disposition
600.05	Calendar of Liturgies	Permanent	School/Diocesan Archives
600.10	Liturgical Minister's Schedule	Permanent	School/Diocesan Archives

600.15	Orders of Celebration	Permanent	School/Diocesan Archives
600.20	Ordos	Permanent	School/Diocesan Archives
600.25	Programs/Handbills	Permanent	School/Diocesan Archives
600.30	Repertory Calendar	Permanent	School/Diocesan Archives
600.35	Reprint Licenses	Expiration of license + 2 yrs	Shred/Delete
600.40	Usage Licenses	Expiration of license + 2 yrs	Shred/Delete
600.45	Worship Aids	Obsolete or superseded	Shred/Delete

700 PERFORMANCE & THEATRICALS

Series No.	Series Title/Description	Retention	Disposition
700.05	Music Performance Records	Obsolete Superseded	Shred/Delete
700.10	Repertory Calendars	Permanent	School/Diocesan Archives
700.15	Reprint Licenses	Expiration of license + 2 yrs	Shred/Delete
700.20	Theatrical/Music Programs	Permanent	School/Diocesan Archives
700.25	Usage Licenses	Expiration of license + 2 yrs	Shred/Delete

800 INFORMATION MANAGEMENT

805 Library Administration

Series No.	Series Title/Description	Retention	Disposition
805.05	Library Catalog	Obsolete or superseded	Shred/Delete
805.10	Library Circulation Records – Records tracking materials checked in/out of library. Includes membership roster & statistics.	Obsolete or superseded	Shred/Delete

810 Marketing

Series No.	Series Title/Description	Retention	Disposition
810.05	Logos	Permanent	School/Diocesan Archives
810.10	Marketing Materials – May include but not limited to: <ul style="list-style-type: none"> • Ads • Brochures • Manuals • Catalogs • Fliers • Pamphlets • Direct Mailings • Posters • Films & Presentations • CD-ROMS • Photographic Prints & Negatives • Digital Images • Audio/Video cassettes 	Permanent	School/Diocesan Archives

815 Public Statements

Series No.	Series Title/Description	Retention	Disposition
815.05	Press Releases & Public Service Announcements	Permanent	School/Diocesan Archives

820 Publications

Series No.	Series Title/Description	Retention	Disposition
820.05	Anniversary Books	Permanent	School/Diocesan Archives
820.10	Commencement Programs	Permanent	School/Diocesan Archives

820.15	Historical Newspaper Clippings	Permanent	School/Diocesan Archives
820.20	Historical Photographs	Permanent	School/Diocesan Archives
820.25	Parent & Student Handbooks	Permanent	School/Diocesan Archives
820.30	Periodicals – Publications produced by school	Permanent	School/Diocesan Archives
820.35	Parish & School Directories	Permanent	School/Diocesan Archives
820.40	Bulletins, Newsletters, Newspapers, & Mass Mailings	Permanent	School/Diocesan Archives
820.45	Scrapbooks	Permanent	School/Diocesan Archives
820.50	Website Records	Capture before major content change	School/Diocesan Archives
820.55	Yearbooks/Annuals	Permanent	School/Diocesan Archives
820.60	Yearbook/Annuals Photographs	Permanent	School/Diocesan Archives

900 STUDENT SERVICES

905 Athletics

Series No.	Series Title/Description	Retention	Disposition
905.05	Athletic Eligibility Records – Includes physicals, insurance, GPA, appeals, emergency information, student registration, & parent/legal guardian consent forms	Academic yr + 6 yrs	Shred/Delete
905.10	Athletic Participation Agreements – May also include transportation plan.	Academic yr + 3 yrs	Shred/Delete

905.15	Sport Registrations	Academic yr + 3 yrs	Shred/Delete
905.20	Sporting Event Schedules	Academic yr + 3 yrs	Recycle
905.25	Team Rosters	Academic yr + 3 yrs	Recycle
905.30	Team Sport Certification Records	Expiration of certification + 2 yrs	Shred/Delete

910 Counseling

Series No.	Series Title/Description	Retention	Disposition
910.05	Counseling Session Logs	Last counseling visit + 5 yrs	Shred/Delete
910.10	Parental Authorizations for Counseling	Last counseling visit + 5 yrs	Shred/Delete
910.15	Psychological Test Results	Last counseling visit + 5 yrs	Shred/Delete
910.20	Psychological Testing Referrals	Academic yr + 3 yrs	Shred/Delete
910.25	Student Counseling Intake & Session Records	Last counseling visit + 5 yrs	Shred/Delete

915 Discipline

Series No.	Series Title/Description	Retention	Disposition
915.10	Discipline Records – Records relating to forms of discipline other than suspension or expulsion.	As long as administratively valuable [TSLAC]	Shred/Delete
915.05b	Discipline Records – Records relating to suspension or expulsion.	5 yrs [TSLAC]	Shred/Delete

920 Enrollment

Series No.	Series Title/Description	Retention	Disposition
920.05	Admissions Records – Includes but not limited to: application, interview notes, supporting documentation, reference questionnaires, grades, transcripts, confidential teacher evaluation forms, confidential school report/transcript requests, & standardized test scores	Graduation or withdrawal + 2 yrs*	Shred/Delete
920.10	Assessment & Placement test records	Graduation or withdrawal + 2 yrs	Shred/Delete
920.15	Course Registrations	Academic yr + 1 yr	Shred/Delete

920.20	Extended Day Program Application & Authorizations – Records of before or after school extended care programs. Includes but not limited to: registration forms, contact information, health forms, pick up authorizations, consent for emergency treatment forms & program contacts.	Academic yr + 6 yrs	Shred/Delete
920.25	Daycare Attendance Records	Academic yr + 6 yrs	Shred/Delete
920.30	Individual Class Student Lists	Academic yr + 3 yrs	Shred/Delete
920.35	Intent to Register Records – Filled out annually by parents.	After annual tuition & commitment contract is signed + 1 yr	Shred/Delete
920.40	Parent Agreements – Yearly agreement that parents have read & understood Parental Handbook.	Academic yr + 2 yrs	Shred/Delete
920.45	Student Technology Usage Records – Acceptable Use Agreement	End of academic yr	Shred/Delete

925 Family Educational & Privacy Act Records

Series No.	Series Title/Description	Retention	Disposition
925.05	Access Policies - Written policies & procedures demonstrating how district meets requirements of Family Educational Rights & Privacy Act of 1974, as amended, & federal rules adopted under act.	Obsolete or superseded, 34 CFR 99.32[TSLAC]	Shred/Delete
925.10a	Access to Information, Records - Documentation of requests from & disclosures to parent or eligible student, to an official of district for what district has determined are legitimate educational interests, to party with written consent from parent or eligible student, or to party seeking directory information.	2 yrs [TSLAC]	Shred/Delete
925.10b	Access to Information, Records - Documentation of requests from & disclosures to any party not included in (925.10a).	Permanent By regulation – 34 CFR 99.32 (a)(2) [TSLAC]	School/Diocesan Archives

925.10c	Access to Information, Records - Written consents from the parent or eligible student for information disclosure.	Requests from the Parent – until the student is 18 Requests from the eligible student – Permanent [TSLAC]	Shred/Delete School/Diocesan Archives
925.10d	Access to Information, Records - Written refusals from the parent or eligible student to the disclosure of directory information.	If refusals are valid, as long as the student is in attendance. As long as Administratively Valuable after date of withdrawal. If refusals must be renewed each yr, until superseded or as long as Administratively Valuable after withdrawal, as applicable [TSLAC]	Shred/Delete
925.15	Protest of Record Statements - Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with district's decision not to amend record, or both.	For as long as the record containing the contested information is maintained, By regulation – 34 CFR 99.21 (c)(1). [TSLAC]	Shred/Delete

925.20	Record Amendment Requests & Related Documentation - Requests from parents or eligible students to amend student records, notices by district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, & written decisions by hearing examiners.	2 yrs	Shred/Delete
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930 Food Service Records

Series No.	Series Title/Description	Retention	Disposition
930.05	Certificates of Authority - Authorizations for persons to act on behalf of school district in school lunch matters.	Until superseded + 5 yrs [TSLAC]	Shred/Delete
930.10	Daily Food Service Records - Daily record of full-price, reduced-price & free breakfasts & lunches served.	Fiscal yr end + 5 yrs [TSLAC]	Shred/Delete
930.15	Food & Food Equipment Inventory Records	Fiscal yr end + 5 yrs [TSLAC]	Recycle
930.20a	Free or Reduced-Price Meal Records - Applications from parents for free or reduced-price breakfasts or lunches	Fiscal yr end + 5 yrs [TSLAC]	Shred/Delete

930.20b	Free or Reduced-Price Meal Records - Rosters or lists of eligible students.	Fiscal yr end + 5 yrs [TSLAC]	Shred/Delete
930.20c	Free or Reduced-Price Meal Records - Policy statements on free & reduced-price meals.	Fiscal yr end + 5 yrs [TSLAC]	Shred/Delete
930.25	Health Inspection Reports	3 yrs [TSLAC]	Shred/Delete
930.30a	Menu Records - Menu planning records.	As long as administratively valuable [TSLAC]	Recycle
930.30b	Menu Records - Daily menus.	5 yrs [TSLAC]	Recycle

935 Health Services

Series No.	Series Title/Description	Retention	Disposition
935.05	Logs or reports of medications or treatment administered to students on a group or individual basis	3 yrs [TSLAC]	Shred/Delete
935.10	Medical Use Authorizations & Requests – Authorizations & requests for specialized health care	End of validity of the authorization or request + 2 yrs [TSLAC]	Shred/Delete
935.15	Student Accident Reports	5 yrs; or 2 yrs after the student reaches the age of 18, whichever is later [TSLAC]	Shred/Delete
935.20	Student Health Files or Cards	Date of withdrawal + 2 yrs [TSLAC]	Shred/Delete

935.25	Certification of Immunization Status	Date of withdrawal + 2 yrs Exception: if immunizations are performed by school nurses or others employed by the school, the immunization record & parental consent forms for the administration of the vaccine must be retained by the school until the person receiving the vaccine is 20 yrs old or 10 yrs after the consent form was signed, whichever is later [TSLAC]	Shred/Delete Shred/Delete
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940 Special Student Populations & Services

Series No.	Series Title/Description	Retention	Disposition
940.05a	Special Education Program Records, Enrollment Lists & Rosters	5 yrs [TSLAC] See retention note b below	Shred/Delete

940.05b	Special Education Program Records, Student Records - Records of each student referred to or receiving special education services	<p>Cessation of services + 5 yrs, <i>but see retention note a.</i> Retention Notes:</p> <p>a) It is an exception to the retention period for this record group, that the following information must be maintained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, grade & yr completed. If an academic achievement record is created for the student & maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 yrs after cessation of services, provided that it is contained in the Academic Achievement Record.</p> <p>b) Prior to the</p>	Shred/Delete
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940.05b continued		destruction of any records in this group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. [TSLAC]	
940.10	Bilingual & Special Education Programs, Student Records - Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, & other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 5 yrs [TSLAC]	Shred/Delete

940.15	Gifted/Talented Program Records, Student Records - Records of each student referred to or receiving services in a gifted/ talented program, including nomination & observation documentation, testing results, parental consents, committee reports & recommendations, & other records of services required under state regulation or pertinent to identification of students for participation in gifted/talented programs.	Cessation of services + 5 yrs [TSLAC]	Shred/Delete
940.20a	Dyslexia Program Records, Enrollment Lists & Rosters.	Cessation of services + 5 yrs [TSLAC]	Shred/Delete
940.20b	Dyslexia Program Records, Student Records - Records of each student referred to or receiving dyslexia program services, including referral & assessment reports; group deliberations; parental notices; & other records of services required under state regulation.	Cessation of services + 5 yrs [TSLAC] Retention note: This record group does not include the special education records of students with dyslexia or related disorders receiving special education services.	Shred/Delete

1000 TECHNOLOGY MANAGEMENT

Series No.	Series Title/Description	Retention	Disposition
1000.05	Computer Patch Management Logs	Obsolete or superseded	Delete
1000.10	Firewall Logs	Obsolete or superseded + 5 yrs	Delete
1000.15	Internet Traffic Logs	Calendar yr + 5 yrs	Delete
1000.20	Network Server Event Logs	Calendar yr + 5 yrs	Delete
1000.25	System Backup Logs	Obsolete or superseded	Delete
1000.30	Technology Implementation Logs – Records produced through technology implementation services. May include each event entry, status of event, requesting office, requesting customer, date received, priority, & staff assigned to the event.	Until application or version is no longer needed for agency business & all records within the application have been migrated or properly destroyed according to the retention schedule.	Delete
1000.35	Website Usage Reports	Calendar yr + 1 yr	Delete

1100 TRAINING MANAGEMENT

Series No.	Series Title/Description	Retention	Disposition
1100.05	Agendas	Obsolete or superseded + 1 yr	Shred/Delete
1100.10	Applications & Registrations	Obsolete or superseded + 1 yr If contains payment information: Fiscal yr + 6 yrs	Shred/Delete
1100.15	Attendance Records & Sign-In Sheets	Obsolete or superseded + 1 yr	Shred/Delete

1100.20	Instructor Records	Obsolete or superseded + 1 yr	Shred/Delete
1100.25	Lecture Notes, Outlines, & Syllabi	Obsolete or superseded + 1 yr	Recycle
1100.30	Training Course Development & Planning Materials	Obsolete or superseded + 1 yr	Recycle
1100.35	Training Course, Program, or Instructor Evaluations	Obsolete or superseded + 1 yr	Shred/Delete
1100.40	Training Materials: Final Printed Versions	Permanent	School/Diocesan Archives

Glossary

This glossary of terms used in the sample records retention schedule is drawn from two very useful publications:

Glossary of Terms Related to Archives & Records, Archdiocese of Atlanta, Office of Archives & Records, February 2013 (here abbreviated “atl”) and

Leumas, Ph.D., C.A., Emilie G., Audrey P. Newcomer, M.S.L.S., M.P.A., C.A., John J. Treanor, M.A., C.A., C.R.M. *Managing Diocesan Archives & Records: A Guide for Bishops, Chancellors, & Archivists*. Chicago: Association of Catholic Diocesan Archivists, 2012 (here abbreviated “acda”).

Archives: A building or an area used to house permanent records of value. The preferred term is “archives” (with an “s”), the correct term to serve both the singular & plural forms. “Archive” as a verb has different meanings related to computer science & information technology (IT). atl

Archives/Archival Records: The records created & accumulated by an organization in the course of regular business & permanently retained due to their continuing or enduring value. atl

Archivist: A professional responsible for the management of permanent records & the archival program. Often an archivist is also a records manager & vice versa. atl

Destruction Suspension (Legal Hold): A term used in records retention scheduling programs to indicate the process or procedure implemented to stop the destruction of records when it has been determined that litigation or an audit is pending or imminent. atl

Disposition: Actions to be taken when records are no longer legally or administratively required to be maintained. The dispositions on the records retention schedule for Catholic schools are:

SHRED: Records containing sensitive information such as names & addresses, health information, & financial or payment information (such as checks or credit cards). Please dispose of records designated as SHRED in a secured shredding receptacle.

DELETE: Records stored in electronic format that should be deleted from drives, desktops, or databases once they reach the end of their retention period.

RECYCLE: Records that do not contain sensitive information & can be discarded in a paper recycling bin once they reach the end of their retention period.

SCHOOL/DIOCESAN ARCHIVES: Records having ongoing legal, fiscal, evidential or historical value & should be retained in the School/Diocesan Archives.

Electronic Records: Records that contain machine readable information that is electronically encoded; examples include computer records, audio recordings & video recordings. acda

Electronic Records Management (ERM): Applying records management principles to electronic records that are located on disks, tapes or any form of magnetic or optical media; unlike simple Document Management (DM), ERM distinguishes itself through its focus on the life-cycle of records (creation, distribution/use, storage, maintenance, retention/disposition) & audit trail tracking. acda

Electronic Records Management System (ERMS): A system with document management functionality but focuses on the ability to lock down definitive electronic records that are robust & unchangeable & which have appropriate contextual metadata & effectively managed life cycles; simply put, focuses on the evidential value of documents & records. acda

Evidential Value: The worth of records for illuminating the nature & work of their creator by providing evidence of origin, functions, policies, decisions, procedures, operations, & other activities of the person or unit that created the record; distinct from informational value. acda

Function: An organizational rather than departmental activity that defines a grouping of records. Functions reflect both general business practice (i.e. Finance, Personnel) & industry specific activities (i.e. Education). atl

Inactive Records: Records that are not consulted frequently but that must be retained for legal, operational or scholarly reasons. acda

Legal Requirements: The obligation under a law (Federal, State, or Canon Law) to act or not act in a specified manner. atl

Metadata: Data describing data & data systems; structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use or manage an information resource; key to ensuring that resources will survive & continue to be accessible into the future. acda

Office of Record or Origin: The person, group, department, office or agency in an organization responsible for creating & maintaining the official records of that particular office for a certain period of retention prior to destruction or transfer to the archives or records center. atl

Permanent: The continued preservation of information or other matter forever, without any limit in time. Most permanent records are housed in the Archives. Only 3-5% of records created in an office are archival in nature. atl

Record: A document, regardless of physical form, of recorded information created or received & accumulated by an organization in the conduct of official business. A “digitally born” computer generated document is a record. All such records are owned by the Diocese, not the employee. Atl

Record Value: The importance or usefulness of a record for operational, legal, fiscal, historical or other purpose. atl

Recordkeeping Requirements: The legal obligations related to the creation, maintenance & disposition of records. The requirements are determined by Federal, State, & Canon Law. atl

Records Destruction: The disposal of records of no further value by incineration, maceration, pulping, or shredding; the definitive obliteration of a record beyond any possible reconstitution. acda

Records Management: The systematic control of all records from creation or receipt through processing, distribution, maintenance & retrieval to their ultimate disposition. atl

Records Manager: An individual designated by an organization to control the records management program. atl

Records Retention Period: The period of time during which records must be maintained by an organization because they are needed for operational legal, fiscal, canonical, historical or other purposes. atl

Records Retention Schedule: A comprehensive list of records series by function or department, indicating for each series of records the length of time to be maintained in

office areas, records storage, & archives, as well as when & if such series may be destroyed.
atl

Records Series: A group of records that are created, used, evaluated, & disposed of in the same way. atl

Vital (Essential) Records: Records containing information essential to re-establish or continue the business of an organization in the event of disaster. Vital records comprise the records necessary to recreate the organization's legal & financial status, determine the rights & obligations of employees & students. atl

FURTHER READING

The Code of Canon Law in English Translation. London: Collins Liturgical Publications, 1983.

Leumas, Ph.D., C.A., Emilie G., Audrey P. Newcomer, M.S.L.S., M.P.A., C.A., John J. Treanor, M.A., C.A., C.R.M. *Managing Diocesan Archives & Records: A Guide for Bishops, Chancellors, & Archivists.* Chicago: Association of Catholic Diocesan Archivists, 2012.

Montana, John C. J.D. *How to Develop a Retention Schedule.* Overland Park, KS: ARMA International, 2010.

Pontifical Commission for the Cultural Heritage of the Church. *The Pastoral Function of Church Archives* Circular Letter. Vatican City: Palazzo Della Cancelleria, February 2, 1997.

Roe, Kathleen. *Arranging & Describing Archives & Manuscripts (Archival Fundamentals Series II).* Chicago: Society of American Archivists, 2005.

Skupsky, Donald S., J.D., C.R.M. *Recordkeeping Requirements: The First Practical Guide to Help You Control Your Records...What You Need to Keep & What You Can Safely Destroy!* Denver, Colorado: Information Requirements Clearinghouse, 1989.



APPENDIX

Appendix I: Additional Registers

I. Register of the Catechumens

- A. This register is provided for those individuals who have gone through the Rite of Acceptance.
- B. In general, the register of Catechumens is to include:
 - 1. Full name of the individual
 - 2. Name of the sponsor(s)
 - 3. Name of the minister of the rite
 - 4. Date and place of the rite

II. Book of the Elect

- A. This register lists the name of the catechumens who have gone through the Rite of Election.
- B. The Book of Elect is signed by the catechumens during the Rite of Election.
 - 1. This is considered the official register.
- C. In general, the Book of the Elect is to include:
 - 1. Full name of the individual
 - 2. Name of the sponsor(s)
 - 3. Name of the minister of the rite
 - 4. Date and place of the rite

III. Reception into Full Communion

- A. This register lists the names of those individuals who have been received into full Communion in the Catholic Church.
- B. This register is to replace profession of faith entries in the baptism and/or confirmation registers.
- C. The record is to include:
 - 1. Full name of the individual
 - 2. Date and place of the profession

3. Name of the sponsor(s)
 4. Name of the minister
 5. Date, place and minister of baptism
- D. Supporting documentation may include a copy of the individual's baptismal certificate.
1. An optional certificate may be issued as soon as possible after the event.

NOTE: All above registers are considered to be permanent records.

Appendix II: Glossary

Baptism: The “gate to the sacraments” and, therefore, the first of the sacraments of initiation. It is the means by which one is reborn in Christ, freed from sin, and incorporated in the Church through water and Holy Spirit (c. 849).

Canonical Form: The means of celebrating marriage in the Catholic Church by which a man and woman exchange their consent according to the prescribed ritual, before two witnesses, in the presence of the competent minister of the Catholic Church (c. 1108).

Catechumen: A non-baptized person who has “manifested a willingness to embrace faith in Christ,” and who, therefore, prepares through suitable instruction and liturgical rites to celebrate the sacraments of initiation in the Church (c. 788).

Catechumenate: The process by which the non-baptized are called to the preparation for and the celebration of the sacraments of initiation. One is formally admitted to the catechumenate after a period of inquiry and according to the prescribed rite of acceptance into the Order of Catechumens.

Conditional Baptism: Baptism celebrated “if there is a doubt whether one has been baptized or whether baptism was validity conferred” (c. 869).

Confirmation: One of the sacraments of initiation by means of which the baptized Christian is “enriched by the gift of the Holy Spirit and bound more perfectly to the Church, and through it the person is strengthened to witness to Christ” (c.879).

Convalidation: A legal remedy by which the original consent of a man and a woman, invalid in some way, is subsequently made valid either through a) renewal of consent in canonical form (simple convalidation), b) radical sanation (c.1156-1165)

Decree of Nullity: The declaration by a tribunal of the Catholic Church which, after the completion of the prescribed process, affirms that the consent given in the marriage in question was in fact invalid.

Delegation: The means by which the faculty to govern or perform judicial acts is granted to a qualified person by someone who has the power by virtue of his office. In the context of this document delegation refers to the act by which power to witness a marriage is given to a specific person (c. 1111-1114).

Disparity of Worship: An impediment to contracting a valid marriage in the Church which arises because one of the parties is not baptized (c. 1086).

Dissolution: The means by which the Church through one of its tribunals dissolves a valid bond of marriage for a just cause. There are usually only three causes considered: A marriage never consummated (c. 1142); when one of two non-baptized parties to a marriage wishes to be baptized in the Catholic Church and the other party departs (c. 1143-1147)

Express Permission: Required of the competent authority for the licit celebration of marriage between Catholic and baptized Christian not in full communion with the Catholic Church (c. 1124).

First Communion/First Eucharist: One of the sacraments of initiation by which a baptized person participates for the first time in the Eucharistic Sacrifice (c. 897) Eucharistic Banquet (c. 899).

Holy Orders/Ordination: By divine institution, the sacrament of orders established some among the Christian faithful as sacred ministers through an indelible character which marks them. They are consecrated and designated, each according to his grade, to nourish the people of God, fulfilling in the person of Christ the Head the functions of teaching, sanctifying, and governing. (c. 1008).

Lack of Form/Defect of Form: The terms used to describe a marriage which, when so required, failed to follow the prescribed canonical form for its valid celebration. When a petitioner submits documentary proof and other required information, a tribunal can issue a Declaration of Freedom to Marry.

Marriage: The sacrament by which a man and a woman “establish between themselves a partnership of the whole of life” through consent that is freely given (c. 1055; 1057).

Mixed Marriage: The term employed by the Catholic Church to describe the union established between a Catholic and a baptized non-Catholic (c. 1124).

Professed Religious/Vowed Religious: A man or woman who is incorporated into a religious institute by means of public vows, which oblige the observance of the evangelical counsels of poverty, chastity, and obedience (c. 654).

Profession of Faith: *See Reception into Full Communion*

Radical Sanation: A means by which competent ecclesiastical authority renders an invalid marriage valid without the renewal of consent. Through this process the marriage consent is made valid from the time it was given, the impediment that had made the consent invalid is dispensed, and all canonical effects of a valid marriage are applied retroactively to the beginning of the union. The presumption is that the consent given from the start is still enduring (c. 1161)

Reception in Full Communion: Usually, the means by which an already baptized person affirms through a credal formula the truth of the Catholic Church (use for term “profession of faith).

RCIA: Rite of Christian Initiation of Adults. The process by which an adult is received into the Catholic Church, usually through reception of the three sacraments: baptism, confirmation, and Eucharist.

Rescript: “An administrative act issued in writing by competent executive authority by which through its very nature a privilege, dispensation, or other favor is granted in response to someone’s request” (c. 59). An example of this is permission for a priest to be returned to the lay state.

Rites Supplied: The completion of baptism – usually in the parish church – for infants already baptized when in danger of death.

Appendix III: Glossary of Latin Terms

<i>Adnotatio</i>	Notation or remark
<i>Adoptio</i>	Adoption
<i>Confirmatio recepta</i>	Confirmation received
<i>Convalidatio matrimonii</i>	Convalidation of marriage
<i>Declaratio nullitatis concessa</i>	Declaration of nullity granted
<i>Defunctus</i>	Deceased
<i>Delegatus</i>	Delegate, delegated
<i>Diaconatus</i>	Diaconate
<i>Dispensatio a M.R. et ad cautelam D. C.</i>	Dispensation from Mixed Religion and, to be careful, also from Disparity of Worship
<i>Dipsensatio a tribus bannis</i>	Dispensation from the three banns
<i>Dipsensatio consanguinitatis</i>	Dispensation from Consanguinity
<i>Dispensatio affinitatis</i>	Dispensation from Affinity
<i>Extra matr. Natus</i>	Born out of wedlock
<i>Fil. Illegit.</i>	“Illegitimate” child
<i>Impedimentum</i>	Impediment
<i>Infans</i>	Child
<i>Liber infirmorum</i>	Book of the Sick
<i>Matrimonium contraxit cum</i>	Contracted marriage with _____
<i>Pater ignotus</i>	Father unknown
<i>Patrini</i>	Sponsors (Godparents)
<i>Patrinus</i>	Sponsor (Godfather)
<i>Presbyteratus</i>	Priesthood (Presbyterate)
<i>Presbyter</i>	Priest
<i>Procurator</i>	Proxy

<i>Professio Solemnis</i>	Solemn profession (in a religious order of men or women)
<i>Prohibitio</i>	Prohibition
<i>Proles</i>	Child, children (offspring)
<i>Sacerdos</i>	Priest
<i>Sacer ordo Presbyteratus receptus</i>	Sacred Order of Priesthood received
<i>Sacer ordo Subdiaconatus receptus</i>	Sacred Order of Subdiaconate received
<i>Testes</i>	Witnesses
<i>Testis</i>	Witness
<i>Validatio matrimonii</i>	Convalidation of Marriage
<i>Ritus Suppleti</i>	Rites Supplied

APPENDIX IV: Publications

New Commentary on the Code of Canon Law. The Canon Law Society of America. Paulist Press, New York, 2000. John P. Beal, et al., pds.

Guidelines for Access to Diocesan Archives. Association of Catholic Diocesan Archivists. 1991.

Guidelines in Record Keeping for Pastors, Secretaries, and Other Support Staff. Diocese of Austin, 1992. Prepared by Kinga Perzynska.

Guide to Record Retention: Requirements. Annually published. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

John Huels. *Catechumenate and the Law.* Liturgical Press, 1994. This book offers a thorough discussion of the rights of the catechumenate and Church law.

Introduction to Archives and Records Management for Parishes, Faith Communities, and Schools. Archdiocese of Seattle, 1997. Prepared by Christine Taylor.

James M. O'Toole. *Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors, and Archivists.* Chicago: Association of Catholic Diocesan Archivists, 1991.

Gary M. Peterson, Trudy Huskamp Peterson. *Archives & Manuscripts: Law.* Basic Manual Series. Society of American Archivists. Chicago, 1985.

The Pontifical Commission for the Cultural Heritage of the Church. Circular Letter: The Pastoral Function of Church Archives. Vatican City, February 2, 1997. The Pontifical Commission for the Cultural Heritage of the Church, Vatican, 1997.

Records Management for Parishes and Schools. Diocese of Bismarck, 1985. Compiled by David P. Gray. Reprinted with permission and distributed by the Association of Catholic Diocesan Archivists.

The Rites of the Catholic Church (Volumes I, IA, and II). Pueblo Publishing Co., 1991. This is the English translation of all rituals of the Catholic Church, particularly the sacraments.

Sacramental Records Manual. Archdiocese of Seattle, 1996. Prepared by Christine Taylor.

APPENDIX V: Resources for Archival Products

Archival Products

boards, folders, pens, stainless steel staples

P.O. Box 1413
Des Moines, Iowa 50306
(800) 526-5640 www.archival.com

Gaylord Brothers

boards, papers, folders, pens, boxes, plastic sleeves

P.O. Box 4901
Syracuse, New York 13321
(800) 448-6160 www.gaylord.com

Hollinger Metal Edge

boards, folders, papers, and boxes

California:
6340 Bandini Blvd.
Commerce, CA 90040
(800) 862-2228
<http://www.hollingermetalede.com>

Virginia:
9401 Northeast Dr.
Fredericksburg, VA 22408
(800) 634-0491
<http://www.hollingermetalede.com>

Light Impressions

supplies and housing for photographic materials

P.O. Box 2100
Santa Fe Springs, CA 90670
(800) 828-6216
www.lightimpressionsdirect.com

University Products, Inc.

boards, papers, folders, photographic materials, time capsules

517 Main Street Holyoke, MA 01041 (800) 628-1912 www.universityproducts.com



Diocese of Victoria

P.O. Box 4070
Victoria, Texas 77903
(361)-573-0828

Affidavit of Baptism

This form is used when there is a verifiable Baptism, but no official document or certificate exists.

In the presence of the _____
(name of Catholic cleric under whose authority this affidavit is accepted by the Catholic Church)

I testify that _____
(full legal name of person baptized)

child of _____
(full legal name of mother of person baptized)

and _____
(full legal name of father of person baptized)

born in _____
(include **locality** (town, city, county, etc.), **region** (state, province, territory, etc.), and **country**)

on the _____ day of _____ in _____
(day of birth) (month of birth) (year of birth)

Was Baptized:

on the _____ day of _____ in _____
(day of Baptism) (month of Baptism) (year of Baptism)

at _____
(place of Baptism, including church name (or hospital, etc.), locality (town, city, county, etc.), region (state, province, territory, etc.), and country)

by _____
(name of the individual who performed the Baptism (include the title of the individual, if known))

the godparents (or sponsors) being _____
(if known)

and _____
(if known)

Witness to the Baptism:

_____ Date _____
(Signature of Witness (this can be the subject of the affidavit, if he/she was old enough to remember the Baptism))

Office Use Only: Date affidavit received _____ Received by _____

Parish receiving affidavit record _____

Full address of parish _____

(updated 3/2021)



Diocese of Victoria

P.O. Box 4070
Victoria, Texas 77903
(361)-573-0828

Authorization for Release of Information

I, _____ authorize _____
Name Parish

located in _____, to release a copy of the _____
City State Type of Record

_____ to _____
Name on Certificate self or name of other person/institution

I agree to indemnify and hold harmless the Diocese of Victoria in Texas, the aforesaid parish and all other persons connected with them from any liability for releasing this information pursuant to my request.

_____ _____
Authorization Signature Driver's License #

Note: The person authorizing release must be the **person named** in the certificate, **or the parent**, if the named person is a minor child; the **spouse or adult child**, if the named person is deceased.

_____ _____ _____ _____ _____
Address City State Zip Telephone