

Archdiocese of New Orleans-Records Retention Schedule

Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						1	
Records Series Title	Description			Retention Period			Final
				Active	Inactive	Total	Disposition
Annual Parish Financial Report	Annual Parish Financial Report - annual financial statement submitted to the Department of Financial and Administrative Services by parish administrators describing the parish's financial operations and conditions. <i>Administrative Decision</i>			2	2	4	Permanent Department of Financial and Administrative Services to send copy to Archdiocesan Archives. Parish to maintain a copy in their archives.
Annual Corporate Financial Report	Annual Corporate Financial Report - annual financial statement submitted to the Archbishop or Finance Council chronicling an Archdiocesan corporate body's financial activities over the past fiscal year and describing it's financial operations and conditions. <i>Administrative Decision</i>			2	2	4	Permanent Department of Financial and Administrative Services to send copy to Archdiocesan Archives. Archdiocesan entity to maintain a copy in their archives.
General Ledgers and Journals	Ledgers and Journals – may include cash disbursement journal, cash receipts journal, journal entries, purchase journal, sales journal, and ledgers. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	3	7	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G. Leumas	11-27-12	SHELTON J. FABRE	11-27-12	JOHN L. WICKHOLDT	11/27/12	Richard A. ... President
Signature	Signature		Signature		Signature		
<i>Emilie G. Leumas</i>	<i>S. Shelton J. Fabre</i>		<i>J. Wickholdt</i>		<i>Richard A. ...</i>		

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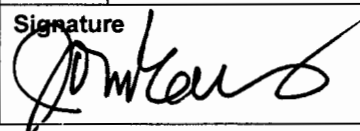
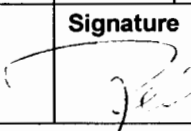
Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services						2	
Records Series Title	Description			Retention Period			Final Disposition
	Active	Inactive	Total				
Budget, Executive	Budget, Executive – represents the official budget of the Archdiocese of New Orleans. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	0	4	Permanent Department of Financial and Administrative Services to send copy to Archdiocesan Archives.
Budget, Archdiocesan Entities	Budget, Archdiocesan Entities – budgets for administrative offices, departments, schools, and parishes. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Budget, Department of Housing and Urban Development, Christopher Homes, Inc	Budget, Department of Housing and Urban Development, Christopher Homes – budget for Christopher Homes, Inc and for properties managed by Christopher Homes, Inc that receive monies from the Department of Housing and Urban Development. 24: CFR 84.53 <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Investments, Annual Investments	Annual Investments - may include depreciation schedules, investment portfolios, and interest and calculations reports. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after the filing of the return for the year in which disposition occurs.	0	4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G. Leumas	11-27-12	+ SHELTON J. FABRE	11-27-12	JOHN L. ECKHOLDT	11/27/12	Richard A. Bardolan
Signature	Signature		Signature		Signature		
<i>Emilie M. Leumas</i>	<i>+ Shelton J. Fabre</i>		<i>[Signature]</i>		<i>[Signature]</i>		

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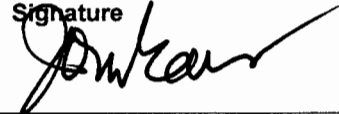
Department/Section		Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting				3	
Records Series Title	Description	Retention Period			Final Disposition
		Active	Inactive	Total	
Investments, Bonds, Securities, Stocks	Bonds, Securities, Stocks <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after the filing of the return for the year in which disposition occurs.	0	4	Destroy 4 years after sold or matured.
Investments , Capital Assets, (\$10,000.00 or more)	Capital Assets, (\$ 10,000.00 or more) – any projects needing the approval of the Finance Office, Vicar General, Finance Council or the Archbishop. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after the filing of the return for the year in which disposition occurs.	0	4	Send to Archdiocesan Archives for archival review.
Investments, Noncapital Assets, (less than \$10,000.00)	Noncapital Assets, (Less than \$10,000.00) – any project needing the approval of the Chief Operating Officer or the Vicar General. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after the filing of the return for the year in which disposition occurs.	0	4	Destroy
Financial Working Papers	Financial Working Papers – documents that accountants use to organize their work and that supports the information found in their financial statements. <i>IRS Tax Guide for Churches and Religious Organizations</i>	Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy

Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G. Leumas	11-27-12	+SHELTON J. FABRE	11/27/12	JOHN L. ECKHOLDT	11/21/12	Rubert A. Burdette
Signature		Signature		Signature		Signature	


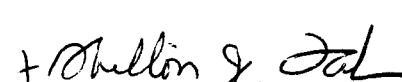

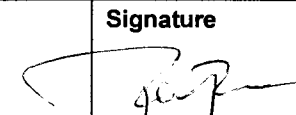
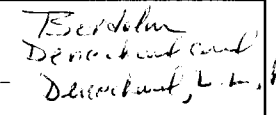
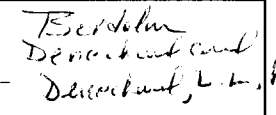
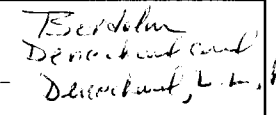
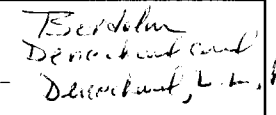
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Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						4	
Records Series Title	Description			Retention Period			Final
				Active	Inactive	Total	Disposition
Audit Report	Audit Report - an examination of financial records and accounts to check their accuracy. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	0	4	Permanent Department of Financial and Administrative Services to send copy to Archdiocesan Archives. Archdiocesan Entity to maintain copy in their archives.
Internal Auditor's Working Papers	Internal Auditor's Working Papers – documents that serve as evidence of work performed by auditors. <i>Administrative Decision</i>			4	3	7	Destroy
Accounts Payable	Disbursements – a deduction from an account. <i>IRS Tax Guide for Churches and Religious Organizations</i>			Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilio G. Leumas	11-27-12	+ SHELTON J. FABRE	11-27-12	JOHN L. ECKHOLDT	11/21/12	Richard A. Berntson
Signature		Signature		Signature		Signature	
Emilio G. Leumas		+ Shelton J. Fabre				 Denochumbant Denochumbant, L.L.P.	

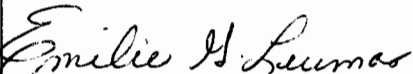
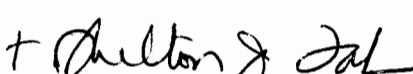


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Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						5	
Records Series Title		Description		Retention Period			Final
				Active	Inactive	Total	Disposition
Accounts Receivables		Deposits – an addition to an account. <i>IRS Tax Guide for Churches and Religious Organizations</i>		Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Banking		Banking - may include, bank statements, check registers, canceled checks, payroll checks and payroll bank statements. <i>IRS Tax Guide for Churches and Religious Organizations</i>		Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Gifts, Donation and Other Revenue, \$10, 0000. 00 or more		Gifts, Donation and Other Revenue, \$10, 0000. 00 or more – may include cash, property, stocks, bonds, or wills. <i>IRS Tax Guide for Churches and Religious Organizations</i>		Retain for at least four years after filing the return(s) to which they relate.	0	4	Catholic Foundation to send to Archdiocesan Archives for archival review.
Gifts, Donations and Other Revenue, less than \$10, 000		Gifts, Donations and Other Revenue, less than \$10, 000.00 – may include cash, stocks, bonds, or wills. <i>IRS Tax Guide for Churches and Religious Organizations</i>		Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G Leumas	11-27-12	TSHELTON J. FAORE	11-27-12	JOHN L. ECKHOLDT	11/21/12	Richard A.
Signature		Signature		Signature		Signature	
Emilie G. Leumas		+ Shelton J. Faore				Bardelon Deschamps - Deschamps, L.P.	

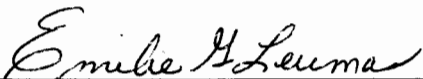
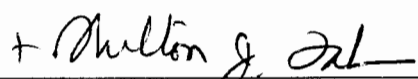

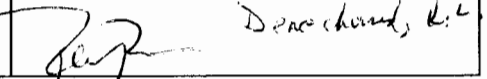
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Department/Section		Effective Date	Schedule No.	Page			
Department of Financial and Administrative Services: Finance and Accounting				6			
Records Series Title	Description	Retention Period			Final Disposition		
		Active	Inactive	Total			
Donations, Annual Acknowledgement Letter for the IRS	<p>Donations, Annual Acknowledgement Letter for the IRS – letter sent to a donor by an Archdiocesan entity, acknowledging the receipt of a single contribution of \$ 250.00 or more.</p> <p><i>IRS Tax Guide for Churches and Religious Organizations</i></p>	Retain for at least four years after filing the return(s) to which they relate.	0	4	Destroy		
Payroll Records	<p>Payroll Records - may include pay registers, time cards, attendance sheets, and payment for child support, tax penalties, and other deductions.</p> <p><i>29 CFR: 1627.3 (a) and 29 CFR 516..5</i></p>	2	1	3	Destroy		
Payroll Taxes	<p>Payroll Taxes - may include quarterly payroll tax reports, 1099 forms, W-2 Forms, W-4 Forms, Social Security Withholding Tax and Louisiana State Withholding Tax.</p> <p><i>26 CFR: 31.6001-1 (e)(2)</i></p>	2	2	4	Destroy		
Clergy (Seminary) Burses Ledger	<p>Clergy (Seminary) Burses Ledger - funds set up to provide interest income that can be used in perpetuity to help defray the cost of educating men to the priesthood.</p> <p><i>Administrative Decision</i></p>	Permanent	0	Permanent	Permanent Ledger maintained in Vocations Office.		
Tuition Agreements and Ledger for Seminarians	<p>Tuition Agreement and Ledger for Seminarians – Funds disbursed as loans for Seminarians’ tuition and/or educational costs</p> <p><i>IRS Tax Guide for Churches and Religious Organizations</i></p>	Retain for at least four years after filing the return(s) to which they relate.	1	Active +5	Destroy		
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G Leumas	11-27-12	+ SHELTON J. FABRE	11-27-12	JOHN L. ECKHOLDT	11/21/12	Richard A.
Signature	Signature	Signature	Signature	Signature	Signature	Signature	Signature
							

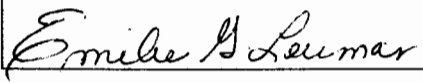


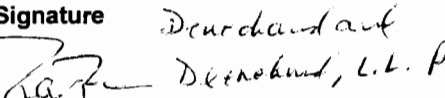
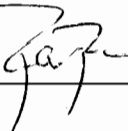
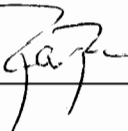
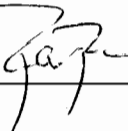
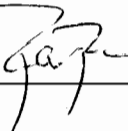
Archdiocese of New Orleans-Records Retention Schedule

Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						7	
Records Series Title	Description			Retention Period			Final
				Active	Inactive	Total	Disposition
Charitable Gaming	<p>Raffles - Archdiocesan Entities that sell raffle tickets may maintain the following records pertaining to raffles: number of tickets or chances; number of tickets or chances printed or available; name of person drawing winning ticket (s) or determining winner (s); prizes given and their value; and name, address, and date of birth of winner (s). <i>LAC 42: 1721 A (2)</i></p> <p>Bingo, Keno, Pull Tabs, and Raffles - Archdiocesan Entities that engage in charitable gaming may retain the following records: bank statements, canceled checks, deposit slips, sales invoices and receipts, purchase invoices and receipts, shipping documents, lease agreements, inventory records, and records of daily gaming activity as may be prescribed by the division. <i>LAC 42: 1731: A-B</i></p>			2	1	3	Destroy
School Food Services, Equipment	<p>Equipment - records for equipment with a unit acquisition cost of \$1000 or more, with a useful life of one year or more, and acquired in whole or in part with school food service funds shall be retained for three years after its final disposition. <i>LA Bulletin 1196</i> <i>IRS Tax Guide for Churches and Religious Organizations</i></p>			1 Equipment with a cost of \$1000 or more and useful life of one or more.	3	Active + 4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G Leumas	11-27-12	F S HELTON J. FABRE	11-27-12	JOHN L. ECKHOLT	11/27/12	Richard A. Boudreau
Signature	Signature	Signature	Signature	Signature	Signature	Signature	Signature
				<i>Denechand and Denechand, L.L.P.</i>			

Archdiocese of New Orleans-Records Retention Schedule

Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						8	
Records Series Title	Description			Retention Period			Final
				Active	Inactive	Total	Disposition
School Food Services, Transaction Records	Transaction Records - all income, expenditures, and meal counts shall be supported by source documents such as itemized invoices, attendance and payroll records, deposit slips, inventory records, participation records, etc. <i>LA Bulletin 1196</i> <i>IRS Tax Guide for Churches and Religious Organizations</i>			2	2	4	Destroy
School Food Services, Source Documentation	Source Documentation - Records, reports, inventories, invoices, and receipts that document the daily operations of the department. May include daily production records, monthly school reports, and applications for free and reduced meals, sign-in sheets, and assignment and assurance letters. Retain for three years after final claim for reimbursement. <i>LA Bulletin 1196</i> <i>IRS Tax Guide for Churches and Religious Organizations</i>			2	2	4	Destroy
School Food Services, Procurement Documentation	Procurement Documentation - all written documentation shall be maintained for three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. <i>LA Bulletin 1196</i> <i>IRS Tax Guide for Churches and Religious Organizations</i>			2	2	4	Destroy
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G Leumas	11-27-12	+SHELTON J. FABRE	11-27-12	JOHN L. ECKHARDT	11/27/12	Richard A. Biscardin
Signature		Signature		Signature		Signature	
							

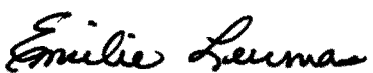

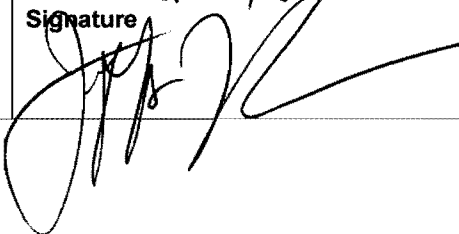

Archdiocese of New Orleans-Records Retention Schedule

Department/Section				Effective Date	Schedule No.	Page	
Department of Financial and Administrative Services: Finance and Accounting						9	
Records Series Title	Description	Retention Period			Final Disposition		
		Active	Inactive	Total			
Federal Emergency Management Agency, Department of Homeland Security, Grants and Cooperative Agreements	Federal Emergency Management Agency, Department of Homeland Security Grants and Cooperative Agreements - may include all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees. 44 CFR 13.42	Grant Active.	3 years after the close of grant	Active +3 years	Destroy		
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)
11/27/12	Emilie G Leumas	11-27-12	SHELTON J. FABRE	11-27/12	JOHN L. ECKHOLDT	11/27/12	Richard A. Berdelon
Signature	Signature	Signature	Signature	Signature	Signature	Signature	Signature
							

Archdiocese of New Orleans-Records Retention Schedule

Department/Section: Department of Finance and Administration: Insurance				Effective Date		Schedule No.		Page 1	
Records Series Title		Description		Retention Period			Final Disposition		
				Active	Inactive	Total			
Certificates of Insurance		Certificates of Insurance - a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. <i>Administrative Decision</i>		0	0	Permanent	Permanent		
Coverage Certificates/Policies		Coverage Certificates /Policies: may include all insurance coverage purchased by the Archdiocese. <i>Administrative Decision</i>		Coverage is in effect.	One year past renewal of policy.	Permanent	Permanent		
Special Events Coverage		Special Events Coverage : specialty coverage for sponsored and non-sponsored events. <i>Administrative Decision</i>		Coverage is in effect.	One year past event date.	Maintain (10) years past event date.	Destroy (10) years past event date.		
Accident or Claim Report (Suspense)		Accident or Claim Report (Suspense): claims that are not immediately pursued. <i>Administrative Decision</i>		Claim is filed.	Case is declared inactive.	Active + 1	Destroy one year after claim is declared inactive.		
Claims-Loss History		Claims-Loss History – may contain information on claims submitted by location under General Liability, Property, or Workers' Compensation Coverage. <i>Administrative Decision</i>		Date of Loss	Date Claim Closed	Maintain (10) years after close of claim	Destroy (10) years after close of claim.		
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)		
12/12/14	Emilie Leumas				Jeffrey J. Entwistle		Wendy Vitter		
Signature <i>Emilie Leumas</i>		Signature <i>[Signature]</i>		Signature <i>[Signature]</i>		Signature <i>[Signature]</i>			

Archdiocese of New Orleans-Records Retention Schedule

Department/Section: Department of Finance and Administration: Insurance						Effective Date	Schedule No.	Page 2	
Records Series Title		Description				Retention Period			Final Disposition
						Active	Inactive	Total	
Risk Management/Safety Inspections		Risk Management/Safety Inspections – a report that identifies potential hazards on Archdiocesan properties. <i>Administrative Decision</i>				2	3	5	Destroy
Appraisals		Appraisals – a report on that estimates the value of a property including photographs of property. <i>Administrative Decision</i>				2	3	Permanent	Permanent
Vehicles Ownership Papers		Vehicles Ownership Papers - copy of ownership papers with year, make, model, vin number and registration. <i>Administrative Decision</i>				When vehicle purchased.	When vehicle sold.	Permanent	Permanent
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)		
12/10/14	Emilie Leumas				Jeffrey J. Entwistle		Wendy Vitter		
Signature		Signature		Signature		Signature			
									

Function: Administration:

The Administration Function includes all records regarding general administrative matters for all departments, offices, organizations, and institutions..

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Appointment Books	1	0	1	DES	N	N	
Corporate Constitutions, Charters, By-Laws	3	7	10	PER	Y	Y	
Corporate Directors Minutes	3	7	10	PER	Y	Y	
Corporate Election Results	3	7	10	PER	Y	Y	
Directives	1	0	0	DES	N	N	
Licenses, Federal	3	0	3	DES	N	Y	
Licenses, State & Local	3	0	3	DES	N	Y	
Mailing, Subscriber, and/or Membership Lists	ACT	0	ACT	DES*	N	Y	
Policy Manuals	ACT+ 5	0	ACT +5	PER	Y	Y	
Policy Statements	3	2	5	PER	Y	Y	
Procedure Manuals	ACT+ 10	0	ACT +10	DES	N	Y	
Reports, Annual & Major Projects	3	4	7	PER	Y	Y	All units
Reports, Interim and Working Paper	3	0	3	DES	N	N	
Telephone Logs	1	0	1	DES	N	N	

*Refers to past or superceded lists; generally maintained on computer and updated regularly

Function: Building and Construction

The Building and Construction Function includes all material relating to the construction of archdiocesan buildings.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Building Contract Plans & Specs (Final)	ACT +1*	0	ACT +1*	PER	Y	Y	+PER - Historic Bldgs only
Building, Preliminary Drawings	ACT +1**	0	ACT +1**	DES	N	N	

*ACT = life of building

**ACT = completion and acceptance of new building

Function: Boards and Committees

The Boards and Committees Function includes all records created by official archdiocesan boards, committees, commissions, councils, and organizations.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Constitutions and By-Laws	5	2	7	PER	Y	Y	
Minutes including Officer-Board Membership Lists	5	2	7	PER	Y	Y	

Function: Communications

The Communications Function includes all official records related to communications, publicity and public relations.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Press Releases	1	0	2	PER	Y	N	
Videotapes, Special Events	1	0	7	PER	Y	N	

Function: Education

The Education Function includes all records regarding Catholic schools, religious education, both formal and informal, conferences, seminars, workshops and related activities whose primary purpose is education.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Conferences, Seminars, Workshops Administrative Records	5	0	5	DES	N	N	See below
Conferences, Seminars, Workshops Historical Records	5	0	5	PER	Y	N	See below
Reports, SIP, Elementary & Secondary	10	0	10	PER	Y	N	
SFS, Applications for Free & Reduced	1	2	3	DES	N	N	
SFS, Attendance Factor	3	0	3	DES	N	N	
SFS, Cost of Food Used Worksheets (SFS-7A)	1	2	3	DES	N	N	
SFS, Daily Food Production Records (SFS-6)	1	2	3	DES	N	N	
SFS Daily Participation Reports (SFS-7)	1	2	3	DES	N	N	
SFS Edit Check Documentation	1	2	3	DES	N	N	
SFS, Master List of Approved Eligibles	1	2	3	DES	N	N	Includes approval & termination dates
SFS, Schedule A, List of Participating Schools in National School Lunch &/or Breakfast Programs	1	2	3	DES	N	N	

SFS, Verification Program	3	0	3	DES	N	N	
Student Cumulative Records	PER	0	PER	PER	Y	Y	To OCS if school close
Student Evaluations	3	2	5	DES	N	Y	
Student Records, First Com. & Confirmation Preparation	ACT	0	ACT	DES	N	N	

Note: Conferences etc:

Historical Records include final brochure or program, summary evaluation, registration summary, final financial summary, sample presentations that reflect well the office's current ministry (optional). *Administrative Records*: all others including mailing & registration lists, general financial records, exhibit information, speaker information, individual evaluations, hotel-meeting correspondence, contracts, formal agreements.

Function: Facilities & Property Management

The Facilities Management Function includes all material relating to the the administrative and physical maintenance of archdiocesan buildings.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Building Repairs & Main - Correspondence & Reports	ACT+ 1*	0	ACT +1*	DES	N	Y	
Motor Vehicle Records	ACT+ 3	2	ACT +5	DES	N	N	
Property Use & Maintenance Records	6	0	6	DES	N	N	
Real Estate Ownership Records	ACT+ 3	0	ACT +3	PER	N	Y	
Sites Plans - Asbestos Maintenance	ACT+ 1*	0	ACT +1*	DES	N	Y	
Warranties, Assets	ACT+ 3	0	ACT +3	DES	Y	N	

*ACT = life of building

Function: Legal

The Legal Function includes all records regarding litigation, legal reviews, as well as civilly and canonically mandated legal records.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Articles of Incorporation	3	7	10	PER	Y	Y	
Baptismal, Marriage & Death Registers	90	0	90	PER	Y	Y	Microfilm
Cemeteries, Authorization to Remove Remains	60	0	60	PER	Y	Y	
Cemeteries, Interment Registers	60	0	60	PER	Y	Y	
Cemeteries or Mausoleums, Map or Plot	ACT	0	ACT	PER	Y	Y	PER - only Selected
Cemeteries, Ownership Records	PER	0	PER	PER	Y	Y	
Cemeteries, Perpetual Care Agreements	PER	0	PER	PER	N	Y	
Cemeteries, Perpetual Care & Repairs - Contracts & Quotations	7	0	7	DES	Y	N	
Confirmation Registers	90	0	90	PER	Y	Y	Microfilm
Copyrights, Archdiocesan	5	0	5	PER	Y	Y	
Dispensations from Religious Vows	1	9	10	PER	N	Y	
First Communion Registers	90	0	90	PER	Y	N	Not required
Marriage Annulment Case Files	4	2	6	PER	N	Y	Microfilm

Marriage Annulment Case Tapes	4	8	12	PER	N	Y	
Marriages Annulment Cases Appellate Court Decisions	3	9	12	PER	N	Y	
Marriage Dispensations	50	0	50	PER	N	Y	
Prenuptial Questionnaires	50	0	50	DES	N	Y	

Function: Human Resources

The Human Resources Function includes all records concerning archdiocesan personnel (clergy, religious, and laity) as well as volunteers.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Applications, Hired	ACT+ 1	3	ACT +4	DES	N	Y	
Applications, Not Hired	1	0	1	DES	N	N	
Employee Benefits - Provider Contracts	ACT+ 10	0	ACT +10	DES	Y	N	
Employee Benefits Manuals	ACT+ 1	0	ACT +1	PER	Y	N	
Employee Evaluations	1	3	4	DES	N	N	
Employee Job Actions	ACT+ 1	3	ACT +4	DES	N	Y	
Employee Policy Manual	ACT	0	ACT	PER	Y	Y	
Job Descriptions	ACT	0	ACT	DES	N	N	
Job Notices	1	0	1	DES	N	N	
Payroll Checks & Bank Statements, Canceled	1	3	4	DES	N	N	
Payroll Records, Misc. [Garnishments, Deductions, W-4, I-9, Pension & options	ACT +1	3	ACT +4	DES	N	N	
Payroll Registers	2	2	4	DES	N	N	
Pension Plans	ACT+ 20	0	ACT +20	PER	Y	N	
Personnel Files, Accounting	ACT+ 1	3	ACT +4	DES	N	Y	Select Files only++

Personnel Files, Non Clergy - Active	ACT+1	3	ACT+4	PER	N	Y	Select Files only+++
Personnel Files, Non-Clergy - Office File	ACT or 3 mo	0	ACT or mo	DES	N	N	Select Files only in office+*
Personnel Files, Non-Clergy - Terminated	ACT+1	3	ACT+4	PER	N	Y	Select Files only+++
Quarterly Payroll Tax Reports	4	0	4	DES	N	N	
Statement re Abuse & Neglect of Minors	ACT+1	6	ACT+7	PER	N	Y	
Vacation & Sick Leave Reports (Office Duplicates)	3 Mo.	0	3 Mo.	DES	N	N	
Vacation & Sick Leave Reports (Original)	1	3	4	DES	N	N	
W-2s, 1099s	4	0	4	DES	N	N	

+ACT Personnel Records in Office: job description; last job evaluation; accumulated vacation & sick leave record; emergency personnel record; all others: 3 months & destroy

++ACT Personnel Records in Accounting Office: W-4 Form; La. Withholding; Benefit Selections; Direct Deposit Notification

+++Permanent non-clergy records include only: personal information (name, address, telephone #; social security #); employment history by year and location; statement re abuse & neglect of minors; letter of separation; final settlement of any litigation or claim; pension plan current or final status

Function: Personnel (Clergy)

The Clergy Personnel Function includes records concerning archdiocesan clergy and clergy serving in the archdiocese.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Seminarian Cumulative Formation File	PER	0	PER	PER	Y	Y	See Below
Seminarian Pre-admission Psychological Evaluation	ACT	0	ACT	DES	N	N	
Prospective Seminarian Application File	ACT +5	5	ACT +10	DES	N	N	
Seminarian Personnel File (non-ordained)	ACT +5	5	ACT +10	DES	N	N	
Seminarian Tuition Agreement & Ledger	ACT +5	5	ACT +10	DES	N	N	
Seminarian Cumulative Academic File	PER	0	PER	PER	Y	Y	Microfilm
Seminarian Pastoral Ministry File	ACT +1	0	ACT +1	DES	N	N	

ACT Most recent record of current personnel

Seminarian Cumulative Formative File includes: admission application; letters of recommendation; annual student self-evaluation/faculty evaluation; petitions/certificates-ministries/orders

Function: Publications

The Publication Function includes all books, journals, annual reports, directories, newsletters, and bulletins published by the archdiocese, its individual parishes, facilities, or offices..

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Archdiocesan Directory, Official	2	0	2	PER	Y	Y	Annually to archives
Archdiocesan Newspaper	2	0	2	PER	Y	N	Microfilm annually
Books, Printed Copy	10	0	10	PER	Y	N	
Books, Disk Copy	10	0	10	PER	Y	Y	
Books, Camera-Ready Copy & Printing Master	2	13	15	DES	N	N	
Books, Drafts & Working Papers	1	0	1	DES	N	N	
Directories of Parish or Departmental Programs	5	5	10	PER	Y	Y	
Pastoral Bulletin	3	0	3	PER	Y	Y	Official copy only
Parish Bulletins	7	0	7	PER	Y	N	
Parish Histories	PER	0	PER	PER	Y	Y	
Photographs, Negatives, Official Archdiocesan	PER	0	PER	PER	Y	N	
Photographs, Prints, Official Archdiocesan	PER	0	PER	PER	Y	N	
Reports, Departmental, Annual Published	5	5	10	PER	Y	N	

Function: Reference

The Reference Function includes individual folders, manuals, catalogues, journals, etc. utilized or made available by archdiocesan offices to assist in their ministry. These records do not document the office's activity and are thus not official archdiocesan records.

General reference collections are located in the Office of Communications, *Clarion Herald*, and Archives. Individual offices such as Family Life, Worship, and Permanent Diaconate have specialized collections pertaining to their specific ministry.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Reference	ACT	0	ACT	DES	N	N	Office Decision

Function: Social Programs and Ministries

The Social Ministries Function includes material relating to the service component of all archdiocesan social and charitable programs and ministries

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Applications for Residence, Rejected, Christopher Homes	3	0	3	DES	N	N	
Resident Records, Christopher Homes	3	0	3	DES	N	N	

Function: Worship

The Worship Function includes all material relating to liturgical worship, the formation of liturgical ministers, and the celebration of the sacraments, except those parish registers listed in the legal function.

Worship records are located in the Office of Worship, parishes, organizations, and institutions. Special event liturgies are located throughout the archdiocese.

Retention in Years							
Records Series Title	Office	Inact	Total	Final	Hist	Vital	Comments
Mass Intention Books	ACT	0	ACT	DES	N	N	
Pulpit Announcements	7	0	7	PER	Y	N	