

RECORD RETENTION GUIDELINES

Records Type	Retention Period
Administrative	
Abstract, deeds (property)	Permanent
Annual Reports to Chancery Status Animarum	Permanent
Annual Reports to the diocese/parish	Permanent
Articles of Incorporation & Bylaws	Permanent
Bequests and Estate Papers (wills)	Permanent
Census Records	Permanent
Contracts, inactive	7 years after end of contract
Correspondence, legal	Permanent
Correspondence, official (regarding diocesan/parish policies, diocesan/parish directives, etc)	Permanent
Correspondence, routine	Review/discard biannually
Donor lists	Permanent
Endowment decrees	Permanent
Finance Committee Minutes	Permanent
Historical file (newspaper clippings, photos, etc., related to diocese/parish	Permanent

RECORD RETENTION GUIDELINES

(continued)

Records Type	Retention Period
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Administrative

Insurance Policies	Permanent
Inventories of property & equipment	Permanent
Leases	Destroy 7 years after expiration
Liturgical minister's schedules (altar servers, ushers, lectors, etc.)	Retain until superseded
Mass intention books	2 years
Office files, subject	Selective retention: retain those that document diocesan/parish administration and activities
Parish Council constitutions	Remain until superseded
Parish Council minutes	Permanent
Diocese/Parish organization records (minutes, correspondence, publications, etc.)	Permanent
Photographs (relating to diocesan/parish history, clergy, parishioners)	Permanent
Policy statements	Permanent
Religious education reports (for the diocesan offices)	Permanent
Rosters of parishioners	Permanent

RECORD RETENTION GUIDELINES

(continued)

Records Type	Retention Period
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Cemetery Records

Correspondence	Selective retention: keep if item has historical, legal, fiscal value
General ledger	Permanent
Lot maps	Permanent

Publications

Anniversary books	Permanent
Annual reports to the diocese/ parish	Permanent
Newsletters of the diocese/ parish or affiliated organizations	Permanent
Other diocese/parish-related publications	Permanent
Parish bulletins	Permanent

Sacramental Records

Baptism register	Permanent
Confirmation register	Permanent
First Communion register	Permanent
Death register	Permanent
Marriage register	Permanent
Marriage case files	Permanent

Any Questions: Contact Diocesan Finance Department