

ARCHDIOCESE OF ATLANTA
RECORDS RETENTION SCHEDULE
FOR PAPER AND DIGITAL RECORDS

RED = GA and Federal Guidelines BLUE = Canon Law

Revised January 20, 2011

<u>RECORDS</u>	<u>Years to RETAIN</u>	<u>RECORDS</u>	<u>Years to RETAIN</u>
<u>General to all Departments & Parishes</u>		Sacramental Records Requests	3
<u>ADMINISTRATION</u>		Special Events (Anniversaries, Jubilees, etc)	P
Agendas	1	Subject Files, Archbishops	P
Analysts Presentations, Reports	P	Subject Files, departmental & personal	OBS
Annual Reports	P	Supply Requests (office supplies)	1
Appointment Books, Calendars	2	Surveys, Studies, Planning Reports	P
Boards & Committees/Meeting Minutes	P	Telephone Calls (copy books)	2
Business Plans, Projections	P	Vendor Files and Price Lists	OBS
Checks and Requests (departmental copies)	1	Voice Mail	C
Computer Manuals	OBS	<i>Refer to the Archdiocesan Records Policy regarding Boards, Councils & Committees, 2008</i>	
Constitutions, By Laws, Articles of Inc.	P	<i>Refer to the Archdiocesan General Records Policy, 2008</i>	
Correspondence, Executive (ex officio)	P	<u>Functions of Departments & Parishes</u>	
Correspondence, Fiscal	5	<u>ACCOUNTING & FINANCE</u>	
Correspondence, General Office	2	Accounts Payable Invoices and Files	5
Correspondence, Historical or Significant	P	Accounts Receivable Files (Tuition)	5
Correspondence, Insurance related	3AS	Assets – Fixed	5
Correspondence, Admin. & Parish Affairs	3	Audit Reports – See Financial Statements	
Curia Files	P	Balance Sheet, Year End	5
Daily Schedule, Archbishop	P	Bank Deposit Slips, Duplicates	1
Directives – Officers of boards, councils	P	Bank Deposit Slips, Originals	5
Disaster Records	5	Bank/Investment Statements, Annual	P
Drafts (retain only final documents)	SUP	Bank Statements, Periodic	5
Emails* – See Correspondence.		Bids, Vendors and Services	7
Miscellaneous routine non-records	90 days	Bingo – Multiple Federal & State Regulations	
Empty Inbox, Sent, and Deleted folders.		Bonds	5AE
Expenses, Departmental	2	Budgets, Departmental copy	3
Forms (record copy only)	P	Budgets, Final (record copy)	5
History Files (departmental history)	P	Canceled Checks	5
Invoices (departmental copies)	1	Cash Receipts (office copies)	2
General Departmental Information	1	Cash Receipts Journals & Detail	5
Letter Log, Archbishops	P	Cemetery Repairs, Contracts & Quotes	7
Memos and Directives (related to Policies and Procedures)	P	Chart of Accounts	OBS
Memos - General (miscellaneous)	1	Check Copies	1
Meetings and Conferences	3	Check Register and Check Stubs	5
Parish Registration Forms	OBS	Check Requests, Reimbursements	3
Petty Cash Receipts (office copies)	1	(attach to AP Invoices)	
Policies and Procedures (record copy)	P	Contracts, Capital Improvements	10AE
Programs, Seminars, Workshop Files	P	Contracts and Leases, Expired	7AE
Publications, External (for reference) (Magazines, newspapers, journals)	C	Credit Agreements	3AT
Purchase Orders (departmental copies)	1	Credit Cards, Employee	7
Reading Files - Reference	OBS	Depreciation Schedules	P
Records Destruction Certificates	P	Deposit Slips and Reconciliations	5
Registration Cards for Events	2	Financial Statements – Certified or Audited	P
Sacred Furnishings & Artwork	P	Financial Statements – Department copy	1
Sacramental Records in Parishes** Prior to 1930 – Send originals to Archives	P (M)	General Ledger & Trial Balances	5

Health Insurance Billing Statements	3
Insurance Policies, Expired	7AE
Internal Audits (or 2 audits if longer)	5
Invoices	5
Journal Entries	5
Parish Annual Budget	5
Parish Envelopes & Count Sheets	18 mos.
Purchase Orders (attach to Invoices)	5
Signature Authorizations	7AE
Receipts, Donations Records	5
Refund/Disbursements Records	5
Tuition Agreements & Contracts	3AT
Tuition Receipts	3

Refer to Archdiocesan Best Practices for Parish and School Accounting, 2007-02-06

COMPUTER & INFORMATION TECHNOLOGIES

Backups	SUP+1
Computer Inventories	4AT
Computer Manuals	OBS
Computer System Documentation, after migration to new systems	5
Equipment Records	4
Licensing Files	3
Passwords and Security	4AT
System Architecture and Wiring Schemas	OBS+3
Usage Policies and Procedures	SUP+4

Refer to the Communication Systems Policy, 2003

CONSTRUCTION & PROPERTY

Appraisals	SUP
Architect Files for each project	C
Bids, Capital Improvement Projects	11
Blueprints, Specifications, As-built (1 copy)	P
Blueprints, Specifications, Never built	3
Building Permits	P
Closing Documents, signed originals (one)	P
Closing Documents, copies (one only)	3
Contractor Files for each project	C
Contracts & Insurance – See ACCOUNTING	
Drawings, originals	P (M)
Drawings, copies in Parishes (1 copy)	P
Engineering Files for each project	C
Environmental Tests	P
Government Files – active till property sold	C
Hazardous Materials Incident Reports	P
Inspections, Annual	SUP
Maps and Plats, copies	OBS
Owner Files – active till property sold	C
Project Close-out Binders	P
Properties Sold Records (send to Archives)	P
Real Estate – See LEGAL	
Real Estate Inventories and Database	SUP
Surveys, Deeds, Titles	P
Utility File – active till property is sold	C

EDUCATION (Parochial & Religious)

Absentee Notes	1
Accidents, Student or Visitor	5
Accreditation	P
After School Programs	1
Annual Reports- NCEA/Archdiocesan	P
Athletic Program Files	5
Attendance Records	P
Catechists Certifications	2AT
Catechetical Class Lists	OBS
Class Lists (Rolls), Parochial	5
Class Schedules	SUP
Clinic Records (Visits/Medications)	3
Closed Schools P Records – Send to Archives	
Cumulative Card	P
Curriculum Course Guides (record copy)	P
Drop Out Reports	5
Emails* – See ADMINISTRATION	90 days
Empty mailboxes at the end of each semester, including Inbox, Sent, and Deleted folders.	
Family Record, general info	OBS
Field Trip Permission Slips, if no incident	CY
Field Trip Permission Slips with incident	6AS
Grade Books, electronically recorded	P
Grade Reports	5
Graduate and Class Ranking Lists	P
Guidance Counselor Student Files	AG
Handbooks	P
Health Cards	P
Immunizations	P
Inventories, general	SUP
Inventories, Federal Program Materials	P
Lesson Plans	CY
Operational Records, Elem. Schools	4 or AA
Pre-School Programs by Parish	6
Parents Notes	CY
Parish PSR Sheets	CY
Private School Enrollment Data/Registers	P
Psychology Tests and Reports	5AG
Program Files (camps, vocational, seasonal)	5
Quality Assurance Reports	P
Race and Ethnicity Forms	3
Religious Education Annual Report	P
Religious Education, general files	SUP
Statistics (Enrollment, grades)	P
Stipends, Teacher Education	7
Student Achievement Tests	P
Student Class Tests	CY
Student Evaluations	5AG
Student Lunch Reduction Records	4 or AA
Student Permanent Files	P
Student Religious Education Files	P
Student Transfers ?	P
Teacher Employment Contracts or Surrogate Record of Employment History	50AT
Teacher Personnel Files	7AT
Testing – PSAT, SAT/AP	P
Transcripts/Grades	P
Tuition Billing, School record	5

FACILITIES & SERVICES

Asbestos Abatement Files	P
Accidents, non-hazardous materials	5
Contracts - Service & Vendor	7AE
Drivers Bills	2
Emergency/Disaster Plans	SUP+5
Equipment Logs, Utility Charts	5AD
Equipment Leasing	7AE
Equipment, Vehicle Purchases	5AD
Floor Plans	P
Fuel Receipts and Reports	3
Hazardous Materials Incident Reports	P
Inventories – Equipment	5AD
Mail Services (Fed Express, UPS, etc)	3AA
Maintenance and Repair - Machinery	5
Maintenance and Repair - Buildings	7
Maintenance Requests (Work Orders)	5
Requisitions - Supplies	1
Requisitions - Furniture	3
Security Records and procedures	5
Security Videos	5
Space Allocations	5
Supplies	3
Telephone Requests	1
Phone Directory, (record copy)	P
Utility Bills	3
Vehicles (operating and maintenance)	3AD
Vehicle Accident Reports	5

FUNDRAISING

Annual Appeal, Second Collections	5
Applications for Funding	5
Capital Campaigns	P
Development Files	OBS
Donor Files (ParishSoft)	OBS+5
Federal & State Grant Project Files, Non-Education Agencies	3AT
Federal & State Grant Project Files, Education Agencies	5AT
Federal & State Final Grant Reports	P
Fundraising Activities Files	3
Planning Studies	P
Statistics	P
Stewardship Files	OBS+5

LEGAL (Canonical & Civil)

Acquisitions	P
Adoptions	P
Annulments – Full Case, paper	1
Annulments – Full Case, digital copy	P (M)
Annulments – Acts of Case, paper	P (M)
Annulments – Confirmation Decree, paper	P (M)
Annulments – Final Decision, paper	P (M)
Annulments – Final Decree, paper	P (M)
Annulments – Votum of the Defender of the Bond, paper	P (M)
Annual Reports	P
Bankruptcy	6AS
Baptismal Registers	P (M)

Cemetery Interment Registers	P (M)
Cemetery Ownership Plot Records	P (M)
Cemetery Remains Removal	P (M)
Charters, Constitutions, By Laws	P
Claims, Workmen's Compensation	5AS
Confirmation Registers	P (M)
Contracts and Agreements	7AE
Contracts, Capital Improvements	10AE
Copyrights	P
Death Registers	P (M)
Deeds, Abstracts, Titles	P
Demand Letters (No action)	2AS
Depositions	P
Due Diligence	P
First Communion Registers	P
Labor and Employment	P
Legal Cases	P
Leases and Rental Agreements	7AE
Environmental	P
Government Investigations	10AS
Incorporation Records	P
Licenses - Federal, State, Local	2AT
Litigation	6AS
Litigation, if precedential	25
Loss of Clerical State	P
Marriage Records	P (M)
Minute Books	P
Political Contributions	P
Parental Consent Forms, with no incident	3
Parental Consent Forms, with incident	6AS
Parish Establishment Decrees	P (M)
Patents and Related Data	P
Pre-nuptial Questionnaires	P
Real Estate – Leases	7AT
Real Estate - Archdiocesan owned Property (includes signed Closing Documents of Properties bought and sold)	P
Records Accessions (Archives)	P
Records Destruction Forms in departments	P
Records Inventories and Catalog (Archives)	P
Records Retention Schedules (record copy)	P
Records Transmittals (transfers)	5AD
Sacramental Records in Parishes** Prior to 1930 – Send originals to Archives	P (M)
Sacramental Registers Inventory in Parishes	P (M)
Secret Archives (Restricted)	P
Surveys, Deeds, Titles	P

PAYROLL

Deduction Authorizations, copies	C
Deduction Reports	4
Direct Deposit Records	1
Employee Salary Adjustments, copies only	P
Garnishments	4AE
Payroll Check Reconciliations	4
Payroll Documentation	4
Payroll Register, copies (3 rd Party)	5
Payroll Taxes, copies (3 rd Party)	4ATX
Tax Reports, Periodic copies	4
Salary and Wage Reports, copies (3 rd Party)	2

Time Sheets, Cards, originals (attendance)	4
Vacation, Sick, Leave Y-T-D Reports	5
W-2 Forms and Earnings	4
W-4 and G-4 Forms, copies only	2

PERSONNEL (Lay & Religious)

Abuse & Neglect of Minors Statements	P
Accidents, non-hazardous materials	2
Applications and Resumes, hired	2AT
Applications and Resumes, non-hires	3
Background Checks & Consent Forms PDFs	50
Background Checks & Consents, originals	1AT
Benefit Plan Summary List of Employees or 6 years after last employee is terminated	75
Benefit Plan Worksheet, Employees	4
Bulletins, Health and Safety (3 rd Party)	P
Catechist Personnel File	6AT
Child Safety	P
Code of Conduct Policy Signed PFD copy	50
Contracts, Employment (non-teacher)	7AE
Contracts, Employment (Teachers) or Surrogate Record of Employment History	50AT
Deacon Personnel Files	P
Deduction Authorizations, original copy	6
Disability Records, Employee	P
E.P.A. Records (3 rd Party)	3
Earnings Records	3AT
Earnings Records, Annual	50ATX
Education Reimbursement	3
EEOC and GEOC Complaints	2AS
EEOC Compliance Reports	3
Employee Assistance (3 rd Party)	6AC
Employee Contracts – See Contracts	
Employee Files, Individual, original in HR	7AT
Employee Files in agencies (copies)	2AT
Employee Grievances	2
Employee Retirement Plan-active & inactive	P
Employee Retirement Records, individual	7AT
Employee Salary Adjustments, originals	P
Employee Salary & Wage Reports (3 rd Party)	5
Employee Security Access Badges	5AT
Employee Work and Salary History	7AT
Family Medical Leave	3
Garnishments, originals	4AE
Hazardous Exposure Medical Records	30AT
Health Plan Enrollee Lists	3
Health Plan Enrollment Forms	4AT
Holy Orders Registers – Suggested but not required by Canon Law	P
1-9 Form (employee eligibility verification) or 3 years after hire if longer	1AT
Insurance, Group - Employee	10AE
Insurance - Disability, Life, Workers Comp	10AT
Insurance - Health	10AT
Interviews	1
Job Descriptions (record copy)	2
Job Descriptions, Individual – See Employee Files	
Ministerial Standards Signed originals	1AT
Ministerial Standards Signed PDF copy	50
Ordination Files	P

Organizational Charts (record copy)	P
O.S.H.A Logs	6
Parish Time & Talent Forms	1
Pension Files, retirees – 6 years after distribution of account balance; other Plan records	6AE
Personnel Files – See Employee Files	
Personnel Database Reports	6
Priests Personnel Files	P
Resumes, non-hires	1
Retirement and Pension Plans (record copy)	P
Retirement Reports – See Pension Files, retirees	
Rosters, Employees & Volunteers	P
Safe Environments, compliance & audit	P
Safe Environments original documents	1AT
Safe Environments PDF documents	50
Safety Records	5
Seminarian Files	P
Separation, Termination Letters	P
Sexual Abuse Policy Signed originals	1AT
Sexual Abuse Policy Signed PDF copy	50
Staff Evaluations (in Employee File)	7AT
Teacher Personnel Files	7AT
Training Manuals, Handbooks (record copy)	P
Volunteer Statistical Report, annual	P
Volunteers Individual Records, originals	1AT
Volunteers Individual Records PDF copy	50
Volunteers, Parish Time & Talent Forms	CY
Volunteers, Rejected	P
Volunteers with Client or Child contact	P
W-4 and G-4 Forms, originals	4
Workers Compensation Claims	5AS
Workshop Files	3
Years of Service Record	P
<i>Refer to the Personnel Policy Manual, 1999</i>	

PUBLIC RELATIONS

Annual Reports (record copy)	P
Art, original	P
Awards, Archdiocesan	P
Biographies, Employees	P
Clippings File	P
Charitable Contributions	P
Community Organizations	2
Distribution Lists (record copy)	P
Event Schedules (Calendar)	2
Exhibitions	2
Photographs, Slides & Negatives, Identified	P
Posters & Brochures	P
Press Kits (record copy)	P
Press Releases (record copy)	P
Publications, Archdiocesan (record copy)	P
Research and Analysis	P
Statistics, Archdiocesan (record copy)	P
Speeches, Homilies, Presentations (Archbishops and executives)	P
Special Events Administrative Files	P
3-D Mementoes of Events (Artifacts)	P
Videos and Recordings	P
Printing Services	1AS
<i>Refer to the Media Communication Policy, 2007</i>	

PUBLISHING

Advertising Files – Display	2
Articles, Speeches, Pastoral Letters	P
AV/Recordings; Podcasts	P
Awards	P
Biographical Information	P
Books – Published by Archdiocese	P
Newsletters, Annuals, Yearbooks	P
Newspapers – Bound Annuals, PDFs	P (M)
Newspapers – Loose Sheets, 2 paper copies	P
Parish and School Bulletins & Directories	P
Photographs, Slides & Negatives, Identified	P
Press Releases	P
Programs of Special Events, Athletics	P

SOCIAL SERVICES

Accreditations	P
Adoptions	P
Agency Certification Applications	10
Applications for Funding	5
Case Management	7
Certification Applications & Self-Studies	10
Children's Health Services (Age 21+)	6
Contracts for Service Provision	P
Counseling (of clients)	7
Child Welfare Files, Custodial Care	P
Client Files, Disabilities	P
Client Case Files (Restricted)	7AE
Client Case Financial Files	1AA
Client Information Form	P
Emergency Relief Records	P
Foster Home Placement	P
Immigration, Summary Card Information	P
Licenses/Certifications (originals)	P
Requests for Access	7
Volunteers with Client & Child Contact	P

Refer to Catholic Charities Records Policies, 2007

TAX

Depreciation Schedules	4
Audit Working Papers	4ATX
State & Federal Income Tax Return, Signed	P
State & Federal Income Tax Files (backup)	4ATX
Paid Tax Bill Receipts	3
Personal Property Returns	7
Tax Exemption	P

WORSHIP

Chapel Blessings	P
Church Dedications	P
Mass Intention Books	C
Parish/Pulpit Announcements	P
Parish/Liturgical Ministries Schedules	1
Petitions to the Holy See	P
Records of Anointing	P
Reservations of the Blessed Sacrament	P
Sacramental Records** – See LEGAL	
Saint Canonizations	P
Special Liturgy Booklets (record copy)	P

Legend for Retention Periods:

AA – After Final Audit
AC – After Completion
AD – After Disposal
AE – After Expiration
AG – After Graduation
AS – After Settlement
AT – After Termination
ATX – After Tax Filing
C – Current, while useful
CY – Current Year
OBS – When Obsolete
P – Permanent
P (M) – Microfilm/Scan/Copy; Contact the Archives
SUP – When Superseded

The schedule applies to all records regardless of physical form or characteristic, unless otherwise noted. AOA records may be maintained in any format on any medium in any location.

Retention periods are finite and absolute, except when legally halted by official notice. They are not minimum guidelines.

***Email** – Move important messages into separate folders. Delete all other folders, including the Deleted Items folder.

****Sacramental Records** – While information is maintained in ParishSoft for easy access, the official record is the paper register that must be maintained and preserved. Send registers prior to 1930 to Archives.

Transferring Digital Records to Archives

Standards for the transfer of media ensure that physical deterioration will not prematurely render electronic records unrecoverable. 4.7” (12cm) CD-Recordable discs are the only acceptable transfer medium. The Archives can not accept business card CD-R, mini CD-R, or non-standard shaped media, nor is CD-Rewritable (CD-RW) discs acceptable. Transferring records on archival quality CD-R media featuring a gold reflective surface and a phthalocyanine dye layer is ideal. Digital records also may be emailed to the Archives, preferably in an attachment as a PDF/A file or at least a regular PDF.

Digital, scanned files never survive by accident. File formats, hardware and software change often. CDs themselves have a short lifespan.

GOOD RECORDS MAKE GOOD ARCHIVES!

For more information call
The Office of Archives and Records
404-978-0796 or 404-978-2772