



**Archdiocese
of Indianapolis**

*The Church in
Central and Southern
Indiana*

RECORDS RETENTION POLICY

ARCHDIOCESE OF INDIANAPOLIS

2021

Records Retention Policy
Archdiocese of Indianapolis

INTRODUCTION

The archdiocesan record retention policy was created in 1996 and continues to be updated periodically. The policy governs which documents created by archdiocesan entities need to be preserved, and for what length of time. Records should be reviewed for administrative, legal, fiscal, and historical ramifications on a yearly basis and a timeframe determined as to the length that the document will be kept.

Each year, every file should be reviewed to determine if it is still an active file and needs to be kept in your office; or if the file can be moved to the archives. Some records will need to be kept permanently, while others should be stored for a specific number of years but do not need to be kept in an active file.

The following guidelines are meant to help you determine the length that some records should be kept. At the end of the retention period, the file should be reviewed for disposition. This could include but is not limited to, destruction, permanent retention, and further retention. This schedule is offered as a guide to each office and can be used for most administrative records. Those offices working with specific Church records will need to determine their schedules based upon those guidelines. Please contact the archivist for assistance in completing these schedules.

AUTHORITY

Code of Canon Law, 1983; Canon 486

1. All diocesan and parochial documents must be protected with the greatest of care.
2. In every curia, there is to be established in a safe place a diocesan archive or store-room in which the instruments and writings which refer to both the spiritual and temporal affairs of the diocese, properly arranged and diligently secured, are to be safeguarded.
3. There is to be an inventory or catalog of the documents contained in the archive, with a brief synopsis of the contents of each one.

(See also Canons 487, 488, 489, 490 & 491)

FILING GUIDELINES

Many filing options are available, depending on the type of documents to be kept. The best filing system is the one that you can access easily and find documents easily. Some offices prefer the alphabetical system, others file by subject, and still others use a date system. Whatever system you determine to be the best for your office, remember to be consistent in your filing. If you need information or ideas, please contact the archivist for assistance. Many guides are available to help you determine the best method for your office.

STORAGE

When records and files no longer need to be kept in a current file in your agency or office, they can be placed into storage in the archdiocesan archives. At the time they are placed into storage, the records will need to be clearly identified and marked with a destruction date and/or a date for archival review. When placing these records in storage or in the archives, it is best to use the smaller, bankers-type, storage boxes (SPARCO, SPR01651). Please contact the archivist for assistance (ext. 1538) when preparing items for storage. Identification of the records stored should be placed on the outside of the storage box, along with a review date. The archivist will manage the destruction of out of date records or contact your department if you have requested review of the records.

ELECTRONIC RECORDS

Some records can be stored electronically versus a paper format. The retention guidelines should be followed for whatever format is used for storage of the data. Records with a destruction date may be kept exclusively in electronic format; however, **records that must be kept permanently must still be retained in paper format**, in addition to any electronic copies that may be maintained for ease of access.

ARCHIVE REVIEW

Archive review will involve reviewing records for possible permanent storage in the archives. The archivist will assist in this review with office staff.

CONFIDENTIAL RECORDS

The retention guidelines for records do not determine their accessibility. Some records must be held confidentially with limited access. Arrangements will be made to ensure restricted access of confidential records if they are placed in the archives. Please contact the archivist if this requirement is necessary.

Please feel free to contact the archivist at archives@archindy.org for further information and direction.

ARCHBISHOP'S RECORDS	Retention Period
Calendar	Permanent
Correspondence - Intervention into Practices and Policies of Entities	Permanent
Correspondence - Legal	Permanent
Correspondence - Local Bishops Conference	Permanent
Correspondence - Nuncio/Holy See	Permanent
Correspondence Files - General	Permanent
Criterion Column	Permanent
Date Files	1 year + 4 years in vault, then to archives
Decrees	Permanent
Official Portraits	Permanent
Pastoral Letters	Permanent
USCCB Committee Work	Keep in vault until change in committee status
USCCB Meetings	Keep in vault for 2 years, then send to archives
USCCB Reports	Permanent
GENERAL OFFICE RECORDS	Retention Period
Administrative Files	Active File: 1 Year; Inactive 2 Years
Agency Budget (Office Working Copy)	7 Years
Annual Year-End Reports	Permanent
Appointment Calendar Books	2 years; Archbishop's and other Secretariat Heads and Vicars: Permanent
Blueprints	Permanent
Construction Specifications	Permanent
Contracts	7 Years after completion of terms
Correspondence Files	5 Years
Event Registration Forms (e.g., conference, workshop, retreat)	1 Year
Grant Records	Permanent
Meeting Minutes	Permanent
Newsletters	Permanent
Operations Manuals	Permanent
Paid Invoices (Office Copy; Original sent to Accounting)	3 Years
Policies & Procedures	Superseded plus 4 years
Professional Association Membership Files	3 years
Photos & Graphics – Stock, event	Until superseded
Program and Project Files	3 Years from end of project
Policies & Procedures	Superseded plus 4 years
Professional Association Membership Files	3 Years
Property Deeds	Permanent

Speeches, Articles	2 Years
Subject Files	3 Years
Telephone Message Book	6 Months to 1 Year
Vendor Files (Catalogs, etc.)	6 Months to 1 Year
ACCOUNTING	
Accounts Payable Records	Retention Period
Accounts payable invoices/ledgers	7 Years
Bills/Invoices	7 Years
Cash Disbursements	Current Year + 4 Years
Credit Card Statements	7 Years
Donations	7 Years
Expense Reports	7 Years
Petty Cash Records	Current Year + 4 Years
Property Taxes	Current Year + 4 Years
Purchase Requisitions	Current Year + 4 Years
Travel Expenses/Employee Expenses	Current Year + 4 Years
Unemployment Insurance Payments	Current Year + 4 Years
Workers Comp Insurance Payments	12 Years After Injury
Accounts Receivable	Retention Period
Accounts Receivable/Ledgers	7 Years
Cash books/journals/receipts/sales slips	7 years
Capital Property	Retention Period
Acquisitions	Active + 4 Years
Depreciation Records	3 Years after end of contract
Fixed Assets	Active + 5 Years
Real Estate Transactions	Permanent
Securities Sale	7 Years
General	Retention Period
Account Ledgers	Current Year + 4 Years
Balance Sheets	Permanent
Book of Accounts	Current Year + 4 Years
General Ledger, annual	Permanent
General Ledger, monthly	1 Year
Journals/Journal Entries	7 Years
Ledgers/Registers	7 Years
Letters to Management regarding internal controls	Permanent
Trial balances	7 Years
Payroll	Retention Period
Payroll Checks/Cancelled	Current Year + 4 Years
Payroll History	Current Year + 4 Years
Payroll Journal	7 Years
Payroll Records	Current Year + 4 Years

Payroll Registers	7 Years
Terminated Employee Files	Permanent
Timecards/Time Sheets	3 Years
Tuition Records	Current Year + 4 Years
W2's	7 Years
W4s	7 Years
CATHOLIC CHARITIES	Retention Period
Client Files or Case Files	7 years after end of services
CEMETERY	Retention Period
Account Cards	Permanent
Annual Reports	Permanent
Bank statements	7 Years
Board Minutes	Permanent
Burial Cards/Record	Permanent
Contracts documenting lot ownership	Permanent
Correspondence	Selective retention
General ledger	Permanent
Lot maps	Permanent
COMMUNICATION	
Criterion Subscriber information	Until Superseded
News releases distributed by archdiocese to news outlets	Permanent
Newspaper clippings of official archdiocesan events	Permanent
COMPLIANCE	
EEOC Reporting	6 years
Environmental Reporting	6 years
Title IX/Elimination of Sex Discrimination Reporting	6 years
FINANCE	
Banking	Retention Period
ACH Records	7 Years
Bank Deposits	7 Years
Bank Reconciliation	7 Years
Bank Statements	Current Year + 4 Years
Canceled Checks	7 Years
Certificates of Deposit, Cancelled	3 years after redemption
Check Registers	7 Years
Deposit Slips	7 Years
General	Retention Period

Audit Reports	Permanent
Charity Gaming Financial Records	4 Years
Budget Work Papers	7 Years
Finalized Budgets	7 Years
Financial Reports/Statements, Annual	Permanent
Financial Reports/Statements, Monthly	3 Years
Parish Annual Reports	Permanent
School Annual Reports	Permanent
Stewardship and Development	Retention Period
Annual Appeal Ledgers	2 Years
Annual Appeal Reconciliations	7 Years
Capital Campaign Agreements (third-party)	Termination + 4 Years
Capital Campaign Pledge Cards	7 Years
Capital Campaign Donation/Contribution Records	7 years from end of campaign
Capital Campaign Year-End Contribution Reports	Permanent
Consultants Annual Performance Report	Permanent
Donor Lists	Permanent
Investment Statements	7 years after last activity
Restricted Gift Pledges	Permanent
Temporarily Restricted Gift Pledges	7 Years after meeting restrictions
United Catholic Appeal Pledge Cards	5 years from end of campaign
United Catholic Appeal Contribution/Donation Records	7 years from end of campaign
United Catholic Appeal Contribution/Donation Records Year End Reports	Permanent
Wills, Bequests, Charitable Trusts	Permanent
CORPORATE RECORDS—Chancery Office	Retention Period
Articles of Incorporation	Permanent
Annuario Pontificio	Permanent
Archdiocesan Directory	Permanent
Business Contingency Plans	Superseded + 4 Years
Bylaws	Permanent
Capital stock and bonds record	7 Years from time of bond cancellation/stock sale
Charters	Permanent
Constitutions	Permanent
Contingency Planning Documents	Superseded + 4 Years
Contracts and agreements	7 years after expiration
Copyrights and trademark registration	Permanent
Crisis Management Plans	Superseded + 5 years
Deacon Records	Permanent

Decrees of the Archbishop: Appointment letters, suppression of parishes, etc.	Permanent
Disaster Recovery Plan	Superseded + 4 Years
Endowment Decrees	Permanent
Finance Committee Reports & Minutes	Permanent
Leases	Termination + 7 Years
Legal correspondence	Permanent
Management Council Minutes	Permanent
Management Plans	Superseded + 5 Years
Marriage dispensations/permissions	Permanent
Mass Counts	Superseded + 5 years
Organizational Staffing Charts	Superseded + 4 years
Parish Boundary Information	Permanent
Pastoral Council Reports & Minutes	Permanent
Plats and surveys	Permanent
Priest records	Permanent
Quinquennial Report	Permanent
Annual Report to Rome	Permanent
Ordo Report	Permanent
Official Catholic Directory & work papers	Permanent
Seminarian Records	Permanent
FACILITIES	
Approvals of Construction Plans	Permanent
Building Permits	Permanent
Construction Contracts & Payment Records	Permanent
Environmental Test Records	Permanent
Equipment Maintenance Logs	Until Superseded
Facility Inspection Sheets	Until Superseded
Furniture, fixtures, and equipment lists	Permanent
Hazardous/toxic exposure records	Permanent
Preventive maintenance records	Until superseded
Vehicle Certificate of Insurance	Life of Vehicle + 4 Years
Vehicle Maintenance	Life of Vehicle + 4 Years
Vehicle Registrations	Life of Vehicle + 4 Years
INSURANCE	Retention Period
Accident reports	6 years after file is closed
Fire inspection reports	6 years
Group disability records	6 years
Insurance policies	Permanent
Safety records	6 years
Settled insurance claims	3 years after termination
LEGAL	
Discovery	Settlement + 4 Years

EEOC Claims	Settlement + 4 Years
Pleadings	Settlement + 4 Years
Settlement agreements	Permanent
Subpoenas	Settlement + 4 Years
Unemployment Claims	Settlement + 4 Years
Workers' Compensation Claims	Settlement + 12 Years
TAXES	Retention Period
Form 990	Permanent
IRS Exemption determination letters	Permanent
Payroll tax returns	7years
Pension/Retirement	5 years
Informational returns	5 years
Real estate exemptions	Permanent
Sales and use tax returns	5 years
State tax exemption certificates	Permanent
Tax returns and canceled checks (Federal, state, and local)	5 Years
Year-end take documents from financial institutions	7 Years
HUMAN RESOURCE (PERSONNEL) RECORDS	
Benefits	Retention Period
Benefit Enrollment	Permanent
Compensation Plans	Termination + 7 Years
Disability Records	Permanent
Earnings Records	Termination + 7 Years
Employee Benefits	6 Years
Employee deduction authorizations	7 Years after Termination
FMLA Reports	7 Years after Termination
Open Enrollment	Permanent
Pension Plans/Agreements	Permanent
Records documenting the development of benefit plans	Life of Plan + 6 Years
Retirement Plans	Permanent
General	Retention Period
Attendance Records	Termination + 7 years
Contracts	Termination + 7 Years
Employee Manuals	Active plus 10 years
Employee Medical Records	30 Years after termination
I-9 Forms	Termination + 7 Years
Immigration Forms	Termination + 7 Years
Interview Criteria	2 Years
Job Descriptions	Active plus 10 years

Recruitment Logs	2 Years
Service Records	Termination + 7 Years
Termination Records	Termination + 7 Years
Health and Safety	Retention Period
Accident Reports	7 Years
Elevator Certificates	Active
Emergency Action Plans	Active
Health and Safety Bulletins	Current Year + 5 Years
Injury Reports	10 Years
Personnel Actions	Retention Period
Applications & Resumes (hired)	Termination + 4 Years
Applications & Resumes (not hired)	2 years
Employee Evaluations	Three years
Job announcements	2 Years
Personnel Files	Permanent
Promotions & Transfers	Termination + 4 Years
Salary Schedules	Termination + 7 Years
INFORMATION SYSTEMS	Retention Period
Access Logs	Superseded + 4 Years
Asset Tracking & Security	Superseded + 4 Years
Network Security Logs	Superseded + 4 Years
Security Administration	Superseded + 4 Years
METROPOLITAN TRIBUNAL	Retention Period
Case Acts <i>in favorem fidei</i>	10 years
Case Acts <i>in processus brevior</i>	10 years
Case Acts of Documentary Cases	10 years
Case Acts of First Instance	10 years
Case Acts of Pauline Privileges	10 years
Case Acts of Second Instance	10 years
Decisions of for all of the above	Permanent
Dispensations for the Sacrament of Matrimony	Permanent
Dispensation from the Clerical State - Acts	20 years
Dispensation from the Clerical State – Votum and Decisions	Permanent
Permissions for the Sacrament of Matrimony	Permanent
Penal Cases and Trials	Permanent
Preliminary Investigations – Non-Marriage	Permanent
Report of the Apostolic Signatura	Permanent
MINISTRY	Retention Period
Annual Event Records	5 Years
Evaluations of Ministry Training Courses	3 Years

Major Diocesan Event Records (historic)	Permanent
Ministry Course Scholarships	5 Years
Ministry Course Tuition Assistance	5 Years
Ministry Event Code of Conduct Forms	7 Years
Ministry Event Incident Reports, Medical Releases, Waivers	7 Years
Ministry Handbooks, Manuals, and Training Materials	Superseded + 4 Years
Ministry Training - Attendance & Certifications	Life of Student
Religious Education Reports	Permanent
Title Papers	Permanent
PURCHASING	Retention Period
Bids, accepted	Active + 6 years
Bids, rejected	1 year
Catalogs	Active
Price Lists	Active
Purchase Orders	Current Year + 4 Years
Receiving Documents	1 year
Vendor Literature	Active
SAFE ENVIRONMENT	Retention Period
Applications	Permanent
Background Checks	Permanent
Certification Records	Permanent
Forms	Permanent
Internal Safe Environment Audits	5 Years
Interviews	Permanent
References	Permanent
Screenings	Permanent
Training Records	Permanent
USCCB Safe Environment Audits	Permanent
SCHOOL	Retention Period
Accident reports	3 Years
Correspondence (with parents, other schools, practitioners)	3 years after student leaves
Discipline Record	3 years after student leaves
Employee Rosters	Permanent
Graduation Plan (beginning in 6th grade)	3 years after student leaves
Health/Immunization Records	5 years after student leaves
Official School Calendars	3 Years
Parish School Audits	5 Years
Records in compliance with state Dept. of Education	Permanent
Records of language evaluations/surveys	3 years after student leaves

Reports submitted to NCEA	Permanent
Special Education - Case Conference Committee Studies	3 years after student leaves
Special Education - Individualized Education Plans (IEPs)	3 years after student leaves
Special Education - Multidisciplinary Team Evaluation Reports	3 years after student leaves
Special Education - Pertinent Information Regarding Placement	3 years after student leaves
Special Education - Psychological/Psychometric Reports	3 years after student leaves
Special Education - Test Protocols for Student	3 years after student leaves
Special Education - Transition Plans	3 years after student leaves
Student Attendance Record	Permanent
Student Classes attended	Permanent
Student Contact Information	Permanent
Student Enrollment Dates	Permanent
Student Final Grade Level	Permanent
Student Grades	Permanent
Student State Test Scores	Permanent
ST. MARY'S CHILD CENTER	Retention Period
Client Files or Case Files	Permanent

Parish Records Addendum

PARISH RECORDS	Retention Period
Sacramental Records	
Baptism Register	Permanent
First Communion Register	Permanent
Confirmation Register	Permanent
Marriage Register and Case Files	Permanent
Death Register	Permanent
Burial Cards/Record	Permanent
Publications	
Anniversary/History Books	Permanent
Annual Reports (Diocesan and Parish)	Permanent
Parish Bulletins/Newsletters	Permanent
Photos (selection)	Permanent
Administrative Records	
Annual Reports to Chancery	Permanent
Census Records/Roster of Parishioners	Permanent
Correspondence (official)	Permanent
Parish Council Minutes/Constitution	Permanent
Finance Council Minutes	Permanent
Inventory of Property	Permanent
Liturgical Minister Schedules	Until superseded
Mass Intention Books	5 Years
Policy Statements	Permanent
Financial Records	
Contribution Envelopes	3 Years
Debt Statements	7 Years
Leases	
Other	
Cemetery Lot Maps	Permanent