

Record Retention Policy Update 2021



**ARCHDIOCESE
OF INDIANAPOLIS**
The Church in Central and Southern Indiana



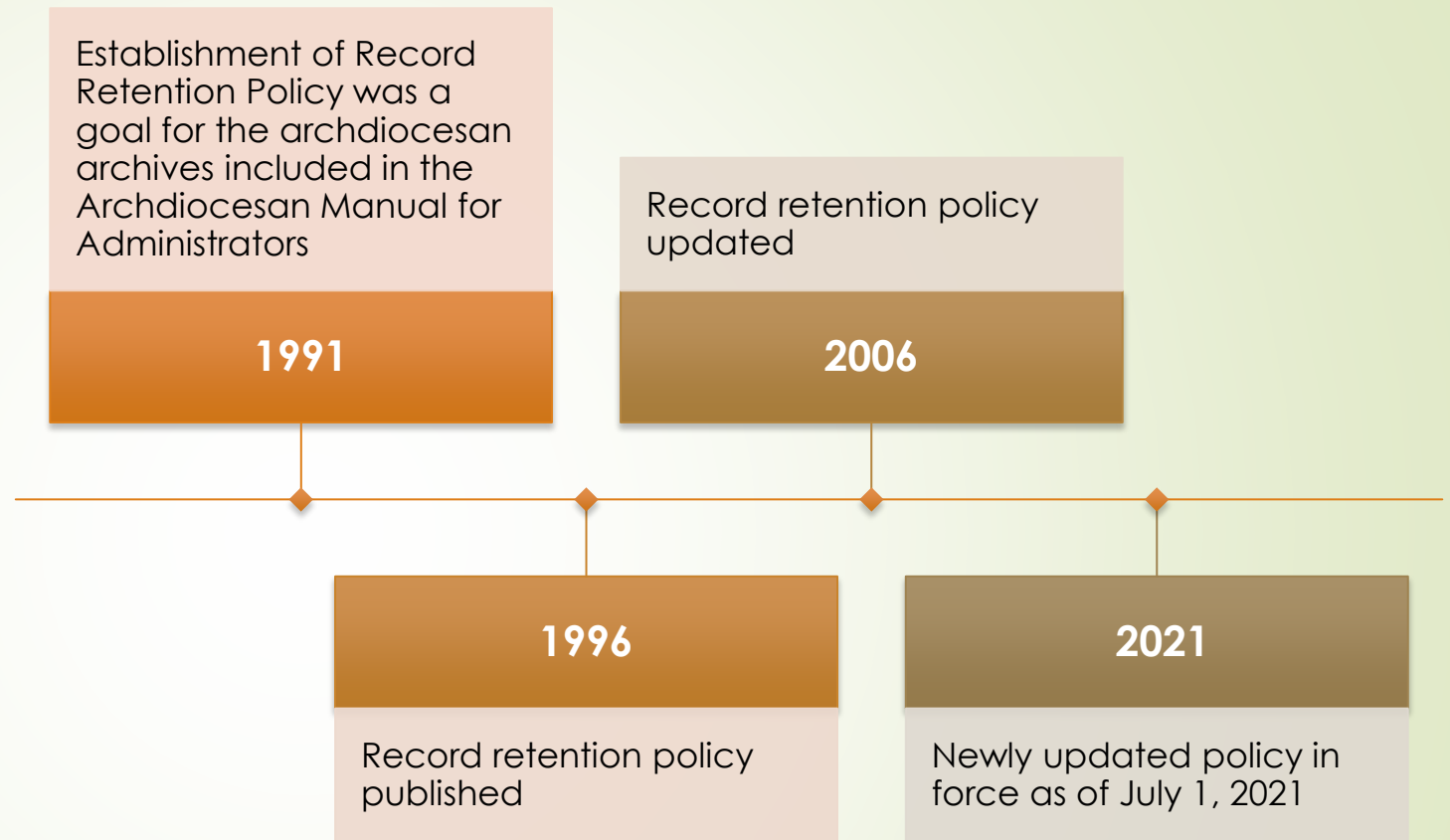
What is a record retention policy?

- ▶ a listing of organizational information types, or series of information in a manner which facilitates the understanding and application of the identified and approved retention period, and other information retention aspects
- ▶ Assists recordkeepers in knowing which records they must store, in what format, and for how long
- ▶ Rules and regulations (at the local, state or federal level) that govern for how long entities are required to keep records before they can safely dispose of them

Archdiocesan Record Retention Policy:

<https://www.archindy.org/archives/documents/Record%20Retention%20Policy%207.1.2021.pdf> (Link at archindy.org/archives)

History of the Archdiocesan Record Retention Policy



Overview of Updates to Policy

- ▶ This presentation is meant to highlight major categories of updates. View the complete policy to see all changes.
- ▶ Your parish may not have all of these record types. This policy applies to the entire archdiocese, including schools and the Catholic Center.



Parish Records Addendum

- ▶ New permanent record types
 - ▶ Photo collection - This should be a selection of historically-significant photos and not every photo ever taken at the parish
 - ▶ Official correspondence - Decrees, priest assignments, etc.
 - ▶ Inventory of Property
 - ▶ Policy Statements
- ▶ Mass intention books – 5 years
- ▶ Debt statements and leases (after termination) – 7 years



General Office Files

- ▶ Event Registration Forms – retreats, workshops, classes, etc.
 - ▶ One year
- ▶ Contracts
 - ▶ 7 years after completion of terms
- ▶ Grant Records
 - ▶ Permanent
- ▶ Procedures
 - ▶ 4 years or until superseded



Accounting & Finance

- ▶ Increase in retention period (from 5 to 7 years) for some accounting files:
 - ▶ Accounts payable & receivable
 - ▶ Invoices
 - ▶ Expense Reports
 - ▶ Journal entries
 - ▶ Credit Card Statements
 - ▶ Payroll registers
 - ▶ W2s & W4s
 - ▶ Bank Deposits & Statements
 - ▶ Canceled checks
- ▶ Workers Comp Insurance Payments
 - ▶ 12 years after injury



Cemetery



- ▶ Most cemetery record types have permanent retention periods
 - ▶ Burial records
 - ▶ Annual Reports
 - ▶ Board Minutes
 - ▶ General Ledger
 - ▶ Lot maps
 - ▶ Lot ownership contracts
- ▶ Cemetery bank statements – 7 years



Facilities

- Several new document types with permanent retention periods
 - Construction plan approvals
 - Building permits
 - Construction contracts
 - Environmental test records
 - Furniture, fixture, and equipment lists
 - Hazardous/toxic exposure records



Legal & Taxes

- ▶ Most legal documents (except for Workers Comp claims) must be kept for four years after the settlement of the case
- ▶ Tax Form 990 (Return of Organization Exempt from Income Tax)
 - ▶ Permanent
- ▶ IRS & State tax exemption certificates
 - ▶ Permanent



Human Resources & Safe Environment

- ▶ Many HR record types are now being kept for 7 years after the termination of employment
- ▶ Personnel files, Benefit, disability, retirement plans, pension plans, and open enrollment documents
 - ▶ Permanent
- ▶ Nearly all safe environment records have a permanent retention period (other than internal safe environment audits)



School

- ▶ Many record types must be kept for three years after a student leaves
 - ▶ Immunization records must be kept for five years
- ▶ Some student records are permanent
 - ▶ Attendance
 - ▶ Contact Info
 - ▶ Enrollment dates
 - ▶ Final grade level
 - ▶ Grades & test scores



FAQs

How and where should I be storing records?

- Records with a time-limited retention period may be kept in electronic-only format
- Permanent records must be kept in paper format, but electronic copies are also recommended for ease of access.
- Paper records should be stored in a dry, climate-controlled area.

We have a record type that is not covered by the policy. What do I do with those records?

- The policy is meant to give guidelines for potential general record types. Try to find a record type in the policy that is similar to your record type to guide your retention process.
- Contact the archdiocesan archives if you need further guidance.

We have documents that were created by other entities, like newsletters from Catholic Charities, pamphlets published by the USCCB, or parish history books from other parishes in our area. Do we have to keep those items?

- No. You are responsible for maintaining records created by your parish.

What was the rationale behind the updates made to the policy?

- Bringing archdiocesan policy in line with other diocesan record retention policies and reevaluating it relation to legal requirements

Is the archdiocese keeping copies of any of our parish's records?

- If it is a document that you have submitted to the archdiocese, the department you submitted it should maintain it in accordance with the record retention policy.
- Locating a document submitted to the archdiocese may take time, so it is best for parishes to maintain their own copies.
- The archive maintains a limited historical file for each parish (e.g., parish history books, photos, programs from special Masses & events). For space reasons, the archives cannot offer complete record storage to parishes.
- The archives also has microfilmed copies of pre-1920 sacramental records.
- Please contact archives with specific questions about parish records being maintained at archdiocese.



FAQs

What are my next steps?

- ▶ Read through the policy and take note of record types at your parish
- ▶ If you are not adhering to the current policy for any record types, make a plan for doing so.
 - ▶ Talk to your pastor if you need help.
 - ▶ Don't stress unduly about any records that were not maintained in the past if they should have been; just work toward insuring future compliance with the policy.
- ▶ Contact the archives if you need assistance. We are here to help you!

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Your
Questions

