

PARISH RECORD RETENTION

POLICY: All parish records should be kept in a secure place. When possible, important documents such as employee records, payroll records, important legal documents and current journals and ledgers should be kept in a fire proof cabinet.

RATIONALE: Records should be kept as long as they serve a useful purpose or until legal requirements are met.

PROCEDURES: The following is a list of the required retention time period for each type of record.

ADMINISTRATIVE RECORDS:

Annual reports to the Diocese	Permanent
Bequests and estate papers (<i>wills</i>)	Permanent
Contracts, inactive	7 years after end of contract
Correspondence, legal	Permanent
Correspondence, routine	Review/discard biannually
Donor lists	Permanent
Finance Committee minutes	Permanent
Insurance policies	Permanent
Inventories of property equipment	Permanent
Leases	7 years after end of lease
Policy statements	Permanent
Property deeds	Permanent

PERSONNEL RECORDS:

A personnel file should be maintained for each active parish employee. That file should contain the following:

- 1) Employee application
- 2) Resume
- 3) Eligibility verification form (I-9)
- 4) Salary information
- 5) Sick leave taken and accrued
- 6) Vacation record of hours earned and hours taken
- 7) Performance evaluations
- 8) W-4 form

These records are confidential and should be made available only to diocesan/parish representatives with a legitimate right to know, unless their disclosure is compelled by some legal action.

Benefits

Disability records	Permanent
Service records	Permanent

General

Permanent earnings & records	7 years after benefit termination
Attendance records	7 years after termination
Employee contracts	7 years after termination
Employee salary schedules	7 years after termination

Health and safety

Accident/injury reports	7 years
Workers' compensation records	12 years after injury (filing), death or last compensation payment

Lay Personnel actions

Applications rejected	6 months
Employee evaluations	2 years after termination
Personnel files, terminated	7 years
Termination records	7 years

Salary administration

W-4 forms	7 years from date of filing
Time sheets	3 years from date of filing
I-9 form	7 years after termination

FINANCIAL AND ACCOUNTING RECORDS:

Banking

Bank deposits	7 years
Bank statements	7 years
Check registers/stubs	7 years
Duplicate deposit slips	2 years

General

Audit reports	Permanent
Balance sheets, annual	Permanent
Balance sheets, monthly/quarterly	Destroy after 1 year
Budgets, approved, revised	7 years
Financial reports, annual	Permanent
Financial reports, monthly	Destroy after 1 year
Financial statements	Permanent
<i>Investment/Insurance</i>	
Bonds, cancelled	7 years from date of cancellation
Certificate of deposit, cancelled	3 years after redemption
Insurance policies/active	Permanent
Insurance policies/cancelled	Permanent
Mortgage records	Permanent
<i>Accounting</i>	
Accounts payable invoices	7 years
Accounts payable ledgers	7 years
Accounts receivable ledgers	7 years
Bank reconciliations	7 years
Credit card statements/charge Slips	7 years
Invoices and paid bills, major Building construction	Permanent
Invoices and paid bills, General accounts	7 years
Cash books	7 years
Cash journals	7 years
Receipts	7 years
Weekly Offering Envelopes	9 months after calendar year end
Mortgage payments	7 years
<i>Other Records</i>	
General ledger/annual	Permanent
Journals, general and specific Funds	Permanent
Journal entry sheets	7 years
Ledgers, subsidiary	7 years
Payroll registers	7 years
Pledge registers/ledgers	7 years
Permanently restricted gift Documents	Permanent
Temporarily restricted gift Documents	7 years after meeting restrictions

PROPERTY RECORDS:

Architectural records, blueprints, Building designs, specification	Permanent
Architectural drawings	Permanent
Deeds files	Permanent
Property appraisals	Permanent
Real estate surveys/plots, plans	Permanent
Bills of sale	Permanent