

## Diocese of Houma-Thibodaux Records Retention Schedule

Department/Section				Effective Date		Schedule No.		Page			
Office of Catholic School								1			
Records Series Title		Description		Retention Period			Final				
				Active	Inactive	Total	Disposition				
Attendance Records		<b>Attendance Records</b> – records of students’ attendance during the school year. May include tardy slips and absent notes. Must be added to cumulative record card.  <i>LDOE Bulletin 741: 505</i>		1	0	1	Destroy after attendance for the school year is entered on cumulative card				
Cumulative Record Cards		<b>Cumulative Record Cards</b> - may include grades, standardized test scores, attendance, student’s address, date and place of birth and other personally identifiable information, place and date of sacraments (baptism, communion, and confirmation) schools attended, student activities, promotion to high school, date of graduation.  <i>LDOE Bulletin 741: 505</i>		Student registered at the school.	After graduation or left school.	Permanent	Permanent				
Permission Forms		<b>Permission Forms</b> – liability waiver form for retreats, field trips, photographs, and other off campus activities.  <i>Administrative Decision</i>		1	0	1	Destroy				
Registration Forms		<b>Registration Forms</b> – records of students’ registration for the school year.  <i>Administrative Decision</i>		1	0	1	Destroy				
Date	Archivist Approval (Print)		Date	Department Head or Cabinet Secretary Approval (Print)		Date	Finance Representative Approval (Print)		Date	Law Representative Approval (Print)	
11/11/24	Michelle LeBlanc		11.11.24	marcwilliams		11/11/24	William J. Barbera		11/11/24	Michael G. Monier	
Signature			Signature			Signature			Signature		
Michelle LeBlanc			marcwilliams			William J. Barbera			Michael G. Monier		

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Department/Section Office of Catholic School				Effective Date		Schedule No.	Page 2
Records Series Title	Description	Retention Period			Final		
		Active	Inactive	Total	Disposition		
Report Cards	<b>Report Cards</b> -- quarterly and yearly records of student's grade and classes taken during the school year. Must be added to cumulative record card.  <i>LDOE Bulletin 741: 505</i>	1	0	1	Destroy after grades for the school year are entered on cumulative card.		
Required Services	<b>Required Services</b> -- The Required Services Program is intended to reimburse approved nonpublic schools for the actual cost of performing selected activities.  <i>Administrative Decision</i>	Current Year	3	Current + 3 Years	Destroy after four years.		
School Improvement Programs Reports, Elementary and Secondary	<b>School Improvement Programs Reports, Elementary and Secondary</b> -- report documenting schools improvement from previous report	5	0	5	Destroy once new report has been approved		
Date 11/11/24	Archivist Approval (Print) Michelle LeBlanc	Date 11.11.24	Department Head or Cabinet Secretary Approval (Print) Marie Williams	Date 11/11/24	Finance Representative Approval (Print) William J. Barbora	Date 11/11/24	Law Representative Approval (Print) Michael G. Monier
Signature Michelle LeBlanc		Signature Marie Williams		Signature William J. Barbora		Signature Michael G. Monier	

## Diocese of Houma-Thibodaux Records Retention Schedule

Department/Section Department of Christian Formation: Office of Catholic School				Effective Date		Schedule No.		Page 3	
Records Series Title		Description		Retention Period			Final Disposition		
				Active	Inactive	Total			
Standardized Test Scores		<b>Standardized Test Scores</b> – formal test given to students, such as Terra Nova, California or Iowa tests.  <i>LDOE Bulletin 741: 505</i>		Student registered at school	0	Permanent	Permanent. Test scores should be entered on cumulative card.		
Student Evaluations		<b>Student Evaluations</b> -- report on student's performance during the school year.		Current school year	0	Current school year	Destroy at end of school year		
Student Files		<b>Student Files</b> – may contain cumulative card, test scores, correspondence, birth certificates, sacramental records, student evaluations, report cards, parent custody records, social security card, accident reports, registration forms, IEP plans, athletic forms, contact forms, permission forms, attendance, or transfer records.		Student registered at school.	0	Student registered at school.	Destroy after student transfer to different school. Must retain cumulative card.		
Student Health Records		<b>Student Health Records</b> – record of student's health. Must be maintained for each student from kindergarten through twelfth grade.  <i>LDOE Bulletin 741: 519</i>		Student in school.	0	Student in School.	Destroy after student graduates from twelfth grade.		
Date	Archivist Approval (Print)	Date	Department Head or Cabinet Secretary Approval (Print)	Date	Finance Representative Approval (Print)	Date	Law Representative Approval (Print)		
11/11/24	Michelle LeBlanc	11/11/24	mark williams	11/11/24	William J. Barbera	11/11/24	Michael G. Monier		
Signature <i>Michelle LeBlanc</i>		Signature <i>mark williams</i>		Signature <i>William J. Barbera</i>		Signature <i>Michael G. Monier</i>			