



**Diocese of Salt Lake City
Records Retention
Schedules for
Parishes
and
Schools**



Office of Archives and Records

Diocese of Salt Lake City

27 C Street

Salt Lake City, Utah 84103

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Administrative

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Administrative Records	Three Years	Destroy After Three Years
Correspondence, Executive	Permanent	Permanent
Correspondence, Administrative	Seven Years	Destroy After Seven Years
Correspondence, Transitory	Administratively Useful	Destroy After No Longer Administratively Useful.
Logs	Administratively Useful	Destroy After No Longer Administratively Useful.
Mail or Memberships Lists	Administratively Useful	Destroy After No Longer Administratively Useful.
Media Other (VHS Tapes, Videos, Flash drives)	Permanent	Permanent
Meeting Minutes	Permanent	Permanent
Photographs	Permanent	Permanent
Policy Manuals and Statements	Permanent	Permanent
Procedural Manuals	Administratively Useful	Destroy After Superseded
Publications	Permanent	Permanent
Reports, Annual or Major	Permanent	Permanent
Reports, Working or Interim	Three Years	Destroy, Three Years After Report Is Issued.

Administrative

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Scrapbooks	Permanent	Permanent
Security Videos	Thirty Days	Destroy After Thirty Days
Telephone Message Books	Currently in Use	Destroy After One Year

Construction

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Drawings	Permanent	Permanent (Transfer to Diocesan Archives).
As Built Plans	Permanent	Permanent (Transfer to Diocesan Archives).
Construction Files	Seven Years After Final Action on Project .	Destroy, Seven Years After Final Action on Project.
Operation Manuals	Administratively Useful	Destroy, When Superseded
Specifications	Permanent	Permanent (Transfer to Diocesan Archives).

Education

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Accident Report	Seven Years	Destroy Seven Years After Report is Filed.
Asbestos Emergency Card	Permanent	Permanent
Attendance Registers	Permanent	Permanent
Cumulative Cards	Permanent	Permanent
Curriculum Development	Current School Year	Destroy After No Longer Administratively Useful.
Emergency Cards	Current School Year	Destroy After School Year is Completed.
Immunization Records	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School.
Special Education	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School.
Standardized Test Results, Administrative	Eight Years	Destroy After Eight Years
Standardized Test Results, Students	Student is Enrolled in School	Permanent
Student Discipline Records	Retain Until Resolution of Issue	Destroy After Resolution of Issue
Student Files	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School. Retain Cumulative Card Permanently.
Student Files, Non –Transferred	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School. Retain Cumulative Card Permanently.
Student Files, International and Visa Cases	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School.

Education

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Tuition Records	Student is Enrolled in School	Destroy Three Years After Student Has Separated From School.
Western Catholic Education Association Report	Permanent	Permanent

Finance

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Accounts Payable/Accounts Receivable	Current Year + Six Years	Destroy After Seven Years
Assets, Capital, \$ 1,000.00 or More	Current Year + Six Years	Destroy After Seven Years
Assets, Capital, Below \$1,000.00	Current Year + Six Years	Destroy After Seven Years
Audits	Permanent	Permanent
Banking Account List	Permanent	Permanent
Banking	Current Year + Six Years	Destroy After Seven Years
Chart of Accounts	Permanent	Permanent
Deprecation Schedule	Permanent	Permanent
Exempt Federal Income Tax IRS 501 (c)(3) Letter	Permanent	Permanent
Fixed Assets	Currently Owned Assets	Destroy, Ten Years After Final Disposition of Fixed Asset.
Fixed Assets, Inventory	Current Year + Six Years	Destroy After Seven Years

Finance

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
General Ledger	Permanent	Permanent
Giving, Donations, Fits and other Revenue	Current Year + Six Years	Destroy After Seven Years
Giving Donation, IRS Tax Letter	Current Year + Six Years	Destroy After Seven Years
Giving, Grants	Seven Years or the Retention Period Stipulated by the Grant Provider.	Destroy Seven Years After Final Action or the Final Disposition Stated by the Grant
Investments, Bonds, Securities, Stocks	Current Year + Six Years	Destroy After Seven Years
Journal	Current Year + Six Years	Destroy After Seven Years
Marketing	Current Year + Six Years	Destroy After Seven Years
Paycheck Protection Loan (PPP)	Six Years After the Loan is Forgiven or the Loan is Repaid	Destroy Six Years After Either the Loan is Forgiven or the Loan Has been
Payroll Records and Taxes	Current Year + Six Years	Destroy After Seven Years
Sales Tax Receipts	Current Year + Six Years	Destroy After Seven Years

Human Resources, General

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Application Files	Retain for One Year After Personnel Action is Taken	Destroy One Year After Personnel Action is Taken.
Employment Eligibility Verification Form (I-9)	Three Years After the Date of the Hire or One Year After the Date the individual's Employee is Terminated, whichever is later.	Destroy, If the Employee Leaves Before Their Third Year of Employment, Retain for Three Years. If the Employee Separates After the Third Years of Employment, Retain for One Year After Separation.

Human Resources, Personnel Files

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Certificates and Continue Education Documents	Currently Employed	Destroy, Seven Years After Retirement or Termination.
Diocesan New Hire/Employee Termination Form	Currently Employed	Permanent
Direct Deposit Form	Currently Employed	Destroy, Seven Years After Retirement or Termination.
Performance Evaluations	Currently Employed	Destroy, Seven Years After Retirement or Termination.
Record of Corrective Action	Retain for Seven Years After Separation or Retain for Seven Years After Case is Closed.	Destroy After Seven Years After Separation from Employment or Destroy Seven Years After Case is closed.
Resignation Letter/ Termination Letter	Currently Employed	Permanent

Human Resources, Personnel Files

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Signed Benefits Forms	Currently Employed	Destroy, Seven Years After Retirement or Termination.
Signed Employee Acknowledgment Policy Form	Currently Employed	Destroy, Seven Years After Retirement or Termination.

Human Resources, Employee Legal Files

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Statement Abuse: and Neglect of Minors	Permanent	Permanent
Uniformed Services Employment and Reemployment Rights (USERRA)	Permanent	Permanent
Whistleblower Complaint	Permanent	Permanent

Human Resources, Medical

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Family and Medical Leave Act (FMLA)	Three Years After Employee's FMLA Absence Ends	Destroy Three Years After Employee's FMLA Absence Ends.

Insurance

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Appraisals	Permanent	Permanent
Boiler Inspections	Four Years	Destroy Four Years After Certificate is Issued.
Certificate of Insurance	Permanent	Permanent

Insurance

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Claims	Twelve Years	Destroy Twelve Years After Claim is Resolved.
Risk Inspection	Twelve Years	Destroy Twelve Years After report is issued.
Special Events Coverage	Twelve Years	Destroy Twelve Years After Event is Held or Claims are Settled.

Legal

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Asbestos Files	Permanent	Permanent
Contracts	Seven Years After Expiration of Contract	Destroy Seven Years After the Expiration of Contractual Agreements.
Constitutions, Charters, Bylaws	Permanent	Permanent
Legal Correspondence	Permanent	Permanent
Licenses	Seven Years After Expiration License	Destroy Seven Years After the Expiration of the License.
Warranties	Seven Years After Expiration of Warranties	Destroy Seven Years After Expiration of Warranty.

Parish

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Annual Parish Financial Report	Permanent	Permanent
Bulletins	Permanent	Permanent
Marriage Preparation Files	Permanent	Permanent
Mass Intention Books	Permanent	Permanent

Parish

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Pulpit Announcements	Permanent	Permanent
Sacramental Registers	Permanent	Permanent
Weekly Donation Envelopes	Current Year + One	Destroy After Two Years.

Safe Environment

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Allegation Intake	Permanent	Permanent
Background Check	Permanent	Permanent
Circle of Grace "Opt Out" Form	Permanent	Permanent
Circle of Grace Children's Safe Environment Training Report	Permanent	Permanent
Circle of Grace Children's Safe Environment Training Worksheet	Permanent	Permanent
Consent to Participate Form	Seven Years	Destroy Seven Years After Program Ends.
Deanery Audit Checklist for Parishes and Schools/Parish and School Audit Questionnaire and Checklist	Permanent	Permanent
Disclosure Information and Consent for Background Check	Three Years	Destroy Three Years After Background Check is Performed.
Driver Information Form	Seven Years	Destroy Seven Years After Form is Signed.
Field Trip Permission Form	One Year	Destroy Seven Years After Form is Signed.

Safe Environment

<u>Records Title</u>	<u>Total Retention Period</u>	<u>Final Disposition</u>
Publications/ Social Networking/Social Media Authorization Release Form	Seven Years	Destroy Seven Years After Agreement Has Expired.
Sex Offender Guidelines and Talking Points/Sex Offender Checklist Forms (Adults)	Permanent	Permanent
Sex Offender Guidelines and Talking Points/Sex Offender Checklist Forms (Minors)	Retain Until Student of parishioner turns eighteen years of age or school/ parish receives written notification that the student or parishioner's juvenile record has been expunged.	Destroy after student or parishioner turns eighteen years of age or school/parish receives written notification that the student or parishioner's juvenile record has been expunged.



Teresa Mixco –Chancery Secretary, Early 1980s

4. De Aedificiis Parochialibus Extraneis et Conservandis

221. Ecclesia, domus parochialis, schola vel aliud quodlibet parochiale aedificium non erigatur nisi prius obtento scripto consensus Ordinarii et proprietatis aedificii transacti, si possibile sit, ad eundem Ordinarium.

222. Eadem requiritur licentia scripto data quando agitur de veteri aedificio instaurando, ampliando vel renovando.

223. Quae licentia et obliuiscatur photographia aedificii (plans) cum probabili computatione impensarum exhibenda sunt Ordinarii et Commissioni diocesanae (Building Commission), et exemplar eorum prout approbatae fuerint deponatur in Cancelleria.

224. Exorandum iudicio submittantur contractus de extraneis aedificiis ab Ordinario sublegendi et unum exemplar eorum servetur in archivo parochiae, aliud deponatur in Cancelleria.

225. Praesenter agunt concorditer si quando agitur de erigendo vel instaurando aedificio citantur consilio et opera doctorum vel trium laicorum qui honestate et rerum peritia praestant.

226. Vigilent parochi ne aedificia vel alia bona ecclesiastica sine curae concordia pereant ad detrimentum capient (Can. 1323).

227. De associatione omnium bonorum ecclesiasticorum et etiam vitae clerici et laicorum operarum curat Cancelleria diocesana ad quam quotannis transmittendum erit pretium societati assuecanti solvendum.

CAPUT XI

De Liberis Parochialibus et Documentis ad Cancelleriam

Transmittendis

228. In omnibus parochiis habentur:

1. Libri de quibus supra dictum est: (a) Baptisatorum; (b) Confirmationum; (c) Primarum Communionum; (d) Matrimoniorum; (e) Defunctorum.

2. Liber Census seu Status animarum in quo notetur:

- exujalibet familiae nomen et loca habitationalia; quoad autem singula membra: (a) Christianorum nomina; (b) tempus satisfactionis; (c) Baptisatus; (d) Prima Communio; (e) Confirmatio; (f) Matrimonium; (g) Annullatio Matrimoniae; (h) Adimpletio parochialis praecipii; (i) Affiliatio cum societatibus Catholicis; (j) Contributio ad sustentandam ecclesiam; (k) Occupatio.

3. Liber Ceterorum Hospitali indicans diem quo sacerdos extraneus Missam in parochia celebravit, ejus nomen; diocesium vel ordinem; locum residentiae.

4. Liber infirmorum, indicans nomina infirmis, ejus residentiam; diem quo ejus infirmitas necessitas; sacramenta recepta; locum actualis commoracionis.

5. Liber Nativorum (Announcement Book) in quo notetur quae denuntiandi sunt populo diebus dominicis.

6. Liber Annalium Parochiae breviter narrans ejus originem et progressum ac praecipue eventus anni.

7. Liber Inventarii Parochiae singulis annis reponendum, accurate descriptis omnia quae ad parochiam pertinent, bona immobilia et mobilia, sacras suppellectiles, jura et debita, secundum scholam a Cancelleria praescriptam.

8. Liber accepti et expensi cum specifica indicatione omnium reddituum simul ac expensarum, juxta eundem ordinem ac supra.

229. Haec et omnia alia documenta stricto parochialia deponantur et tunc custodiantur in archivo parochiali.

230. Habet parochus speciale signum quo documenta parochialia obteguntur (Can. 470).

231. Si transferatur parochus ab una de aliis parochiis, libros parochiales successori tradat simul cum summa relationum qua actualis parochus condidit parochiae, usque ad praesentem tempus descripta, patet. Hujus relationis exemplar ad Cancelleriam quoque transmittat.

232. In archivo diocesano statim deponantur omnia instrumenta quae pertinent ad titulos in fundo, hypotheca, contrahunt associationem, tunc vel debita solida, legalia documenta, cautiones et alia hujusmodi.

233. Quotannis ad Cancelleriam diocesanam mittantur:

1. Ante diem 15m Januarii: (SPIRITUAL REPORT) relatio de spirituali statu parochiae, de vita religiosa fidelium, frequentatione sacramentorum; praecipue de Dni et Ecclesiae observantia; de vocalibus religionis et circumspectis in parochia existis juxta formam a Cancelleria praeparatam.
2. Ante diem 15m Januarii: (FINANCIAL REPORT) relatio scripta et propria manu parochi signata de statu oeconomico parochiae cum acceptis et expensis juxta formam a Cancelleria praeparatam simulque numerum eorum qui nomine laicorum et eorum qui re et grati sunt Catholici; numerum etiam pauperum ac puerorum qui frequentant scholam tum Catholicam tum publicam tum catecheticae instructionis; numerum defunctorum et variorum sacramentorum quae fuerint administrata per annum; electionum plarum societatum cum summa membrorum et relationum de Operariorum compositione (WORKMEN'S COMPENSATION REPORT) juxta formam a Cancelleria praeparatam.
3. Ante diem 15m Januarii: (STATISTICAL REPORT) descriptio juxta formam a Cancelleria praeparatam, indicans summam incolarum parochiae cum numero Catholicorum in quolibet oppido parochiae simulque numerum eorum qui nomine laicorum et eorum qui re et grati sunt Catholici; numerum etiam pauperum ac puerorum qui frequentant scholam tum Catholicam tum publicam tum catecheticae instructionis; numerum defunctorum et variorum sacramentorum quae fuerint administrata per annum; electionum plarum societatum cum summa membrorum et relationum de Operariorum compositione (WORKMEN'S COMPENSATION REPORT) juxta formam a Cancelleria praeparatam.
4. Ante diem 15m Aprilis: (PAROCHIAL AND PERSONAL INVENTORY REPORT) exemplar inventarii eorum rerum quae ad parochiam pertinent cum elenchis eorum quae a parochia nomine proprio possidentur juxta formam a Cancelleria praeparatam et ejus testamento (LAST WILL).
5. Ante diem 15m Octobris: (CENSUS REPORT) exemplar census seu libri status animarum, juxta formam a Cancelleria praeparatam.
6. Adhibitis ordinatis formis (INDEX CARDS) a Cancelleria praeparatis relatio de singulis Baptismis, Confirmationibus, Primis Communionibus, Matrimonis et Obituibus, cito post eventum ad Cancelleriam mittantur vel saltem in fine cujuslibet mensis.

DECRETUM DE SYNODO TERMINANDA

Quoniam omnia quae in hac prima diocesana Synodo agenda, declaranda, deliberanda ac statuenda propositum jam peracta et ad finem deducta sunt, quae optamine divina gratia tum venerabili clero tum fidei populo notoria curae commissio non modice confidimus profutura, statimque ac decernimus hanc Synodo nunc finem fieri et jam factum esse. Deus gratias.

IOANNES JOSEPHUS,
Episcopus Lacus Salis.



St. John Parish, Silver Reef, 1878-1884

Holy Cross Sisters with Students from the Parish School.

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