

CHANCERY RECORDS RETENTION SCHEDULE



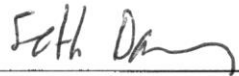
CHANCERY RECORDS RETENTION SCHEDULE

VERSION 1.7 (2021)

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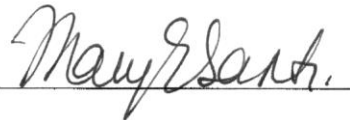
AUTHORIZATION:

Version 1.7 of the Chancery Records Retention Schedule has been approved by the following:



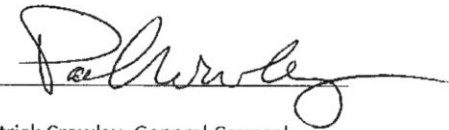
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(March 1, 2012)



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(March 1, 2012)



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(March 1, 2012)

CHANCERY RECORDS RETENTION SCHEDULE

DOCUMENT HISTORY

TITLE: CHANCERY RECORDS RETENTION SCHEDULE

PUBLICATION DATE: APRIL 2021

RELATED POLICIES, PROCEDURES, AND FORMS:

Transitory Records Policy (see [APPENDIX A](#))

REVISIONS: SEE [APPENDIX C](#)

REVIEW CYCLE: ANNUAL

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WHAT IS A FUNCTIONAL RECORDS RETENTION SCHEDULE?

The Chancery's *Functional Records Retention Schedule* (hereafter called the *Schedule*) is a document that lists all of the records series produced throughout the Chancery. It explains how long each records series must be kept and describes what to do with the records once their retention period is over. It is organized by business or pastoral functions instead of by *hierarchy* or *department* as has been done in the past. This new method more accurately reflects the functions and mission of the Chancery regardless of position, department, or office.

A functional records retention schedule allows a great deal of flexibility for the inevitable changes that occur in organizations. The major functions of the Chancery will remain relatively stable over time despite changing departmental responsibilities.

Another benefit of the functional approach to scheduling records series is that all Chancery records series are centralized in one document. Other institutions often require users to consult their department schedule in addition to a general schedule (containing institutionally common records series).

Departments create many common record types (e.g., subject files, meeting records, training files, event records, etc.). By grouping those common records types together in one document, this *Schedule* facilitates efficient staff use and also improves the management and continued maintenance by Archives & Records Management.

HOW DO I USE THIS SCHEDULE?

The *Schedule* is organized by function, **not** by department. By looking at the table of contents, you can place your records first within one of the 15 main functions of the Chancery. Think how the record you want to find is used. Does it have to do with an Asset? Does it support Administration? Once you've isolated the main function your records relate to, refer to the subdivisions called "Activities" within each function to further refine your search.

You can also refer to the [index](#) to help you find the correct records series.

Next, determine whether you have an "official record" or an information copy. The *Schedule* identifies the department or office responsible for retaining the official record. All records held by other departments/offices are unofficial records – they are copies which must be disposed of when no longer needed. For further assistance on using the schedule, please contact [Archives & Records Management](#).

CHANCERY RECORDS RETENTION SCHEDULE

EMAIL RETENTION

Emails are records which may contain evidence of official diocesan actions, decisions, approvals, or transactions. Emails do **NOT** have a blanket retention period. Like all records, they are scheduled according to the business or pastoral function to which they relate and not by their format. Virtually all of the records series listed in this schedule are likely to include emails. The *content* of the email determines whether and how long a particular email message should be retained. For example, if an email message is related to a project, then refer to the retention period for projects. Please review the Transitory Records Policy ([Appendix A](#)) for information on what type of material can be safely destroyed without permission from Archives and Records Management when obsolete or superseded. Please contact [Archives & Records Management](#) for more information.

LEGAL HOLDS: PRESERVING RECORDS DURING LITIGATION OR INVESTIGATIONS

When litigation, an audit, or investigation occurs or is reasonably anticipated, a written notice (referred to as a “Litigation Hold Notice” or “Legal Hold”) will be issued to appropriate staff. All records, whether official records, information copies, working documents, or transitory records, potentially relevant to the matter must be retained until the Litigation Hold is terminated. The effect of this notice is to freeze or suspend the destruction or alteration of records, electronically stored information, and other materials identified in the notice.

Records relevant to the matter may **not** be destroyed – even if the retention period in the *Schedule* has expired or expires during the Litigation Hold – until the action is resolved and a notice terminating the Hold has been issued. There are serious legal consequences for individuals that destroy or alter records under a Litigation Hold or know of a pending issue and do not halt destruction.

CHANCERY RECORDS RETENTION SCHEDULE

EXPLANATION OF CHANCERY FUNCTIONS

<p><u>100 ADMINISTRATION GENERAL</u> The function of administering programs and offices throughout the Chancery.</p>	<p><u>900 PERSONNEL ADMINISTRATION</u> The function of recruiting, selecting, assessing, and managing employees, clergy, and volunteers. This also includes the administration of benefits service.</p>
<p><u>200 ASSET MANAGEMENT</u> The function of managing the physical assets and temporal goods of the Archdiocese (facilities, land, equipment, vehicles, supplies, etc.). Includes: asset acquisition, maintenance, inventories, and disposal.</p>	<p><u>1000 INFORMATION MANAGEMENT</u> The function of managing diocesan information, including forms and publications, mail services, records administration, marketing, and public relations.</p>
<p><u>300 CANONICAL SERVICES</u> The function of administering formal legal processes within the juridical system of the Roman Catholic Church.</p>	<p><u>1100 LEGAL</u> The function of managing the civil legal affairs of the Archdiocese, including litigation and legal advice.</p>
<p><u>400 CEMETERY ADMINISTRATION</u> The function of coordinating and effecting burial services within the four diocesan cemeteries.</p>	<p><u>1200 LITURGICAL OVERSIGHT</u> The function of coordinating and overseeing liturgies celebrated by the bishops of Seattle.</p>
<p><u>500 CURRICULUM DEVELOPMENT & TRAINING</u> The function of developing, approving, and/or implementing structured teaching and training plans for Catholic schools, religious education, catechesis, parish employees, clergy, and Chancery staff.</p>	<p><u>1300 SCHOOLS ADMINISTRATION</u> The function of administering the academic assessment and accreditation of Catholic schools and teachers' clock hours.</p>
<p><u>600 FINANCIAL MANAGEMENT</u> The function of managing CCAS financial resources, obligations, and monetary infrastructure.</p>	<p><u>1400 TECHNOLOGY MANAGEMENT</u> The function of acquiring, developing, implementing, testing, supporting, and monitoring Chancery computer, networking, imaging, telecommunication, and other technologies.</p>
<p><u>700 HEALTH & SAFETY</u> The function of creating and maintaining a safe and healthy work environment for employees and volunteers.</p>	<p><u>1500 YOUTH & YOUNG ADULT MINISTRY</u> The function of providing Catholic programs and resources for youth and young adults.</p>
<p><u>800 MARKETING</u> The function of advertising, publicizing, and garnering attention for Chancery programs, projects, and offices.</p>	

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CHANCERY RECORDS RETENTION SCHEDULE

RECORDS NOT INCLUDED IN THE SCHEDULE

Working Documents – Working documents, including drafts, rough notes, revisions, etc., are not listed in the *Schedule*. Working documents may be destroyed once a final work product is produced, and there is no longer any reference needed.

Transitory Records – Records that only document information of routine, temporary, and short-term value, and are **not** needed as evidence of a business transaction and are **not** covered by a more specific records series on the *Schedule*.

Examples include:

- Chancery announcements and notifications
- Conference room schedules
- Miscellaneous notices or memoranda which do not relate to the functioning of the Chancery (employee meetings, holidays, etc.)
- Telephone messages that do not document a decision or action
- Letters of transmittal which do not add any information to the transmitted material

The Chancery's Transitive and Substantive Records Policy ([Appendix A](#)) provides additional information on records not included in the Schedule.

CHANCERY RECORDS RETENTION SCHEDULE

100 ADMINISTRATION GENERAL

The function of administering programs and offices throughout the Chancery.

105 Board Administration

The activity of coordinating and/or staffing boards, committees, councils, and commissions.

SERIES NO.	SERIES TITLE / DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS105-05	<p>BOARD, COUNCIL, COMMITTEE, COMMISSION, & GROUP MATERIALS – Records documenting the deliberations, decisions, and actions of consultative bodies within the Archdiocese.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • administrative correspondence, • adopted by-laws, • attached reference material, • audio/video recordings, • membership lists, • mission statements, • reports, • sign-in sheets, and • transcribed minutes. 	See below	Calendar year + 3 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW
	<ul style="list-style-type: none"> • ARCHDIOCESAN BUILDING COMMISSION 	Property and Construction		
	<ul style="list-style-type: none"> • ARCHDIOCESAN CURIA MEETING 	Chancery Operations		
	<ul style="list-style-type: none"> • ARCHDIOCESAN FAITH FORMATION COMMISSION 	Catholic Faith Formation		
	<ul style="list-style-type: none"> • ARCHDIOCESAN FINANCE COUNCIL 	Administration and Finance		
	<ul style="list-style-type: none"> • ARCHDIOCESAN LITURGICAL COMMISSION 	Liturgy		
	<ul style="list-style-type: none"> • ARCHDIOCESAN REVIEW BOARD 	Chancellor		
	<ul style="list-style-type: none"> • ARCHDIOCESAN SCHOOL BOARD 	Catholic Schools		
	<ul style="list-style-type: none"> • ATHLETICS ADVISORY COMMITTEE 	Youth and Young Adult		

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	<ul style="list-style-type: none"> • CATHOLIC SCHOOLS: DEANERY 	Catholic Schools		
	<ul style="list-style-type: none"> • CATHOLIC COMMITTEE ON SCOUTING 	Youth and Young Adult		
	<ul style="list-style-type: none"> • CATHOLIC YOUTH ORGANIZATION EXECUTIVE COMMITTEE 	Youth and Young Adult		
	<ul style="list-style-type: none"> • CONTINUING FOMATION OF CLERGY ADVISORY BOARD 	Vicar for Clergy		
	<ul style="list-style-type: none"> • CULTURAL AND ETHNIC MINISTRY ADVISING COMMITTEE 	Vicar for Clergy		
	<ul style="list-style-type: none"> • EXECUTIVE PRINCIPAL LEADERSHIP GROUP 	Catholic Schools		
	<ul style="list-style-type: none"> • HIGH SCHOOL LEADERSHIP GROUP 	Catholic Schools		
	<ul style="list-style-type: none"> • HOUSING AND COMPENSATION COMMITTEE 	Vicar for Clergy		
	<ul style="list-style-type: none"> • INDIVIDUAL SCHOOL BOARDS 	Catholic Schools		
	<ul style="list-style-type: none"> • INVESTMENT COMMITTEE (TAX DEFERRED ANNUITY) 	Benefits Services		
	<ul style="list-style-type: none"> • LAY PENSION PLAN BOARD 	Benefits Services		
	<ul style="list-style-type: none"> • PARISH ACTION COMMITTEE 	Vicar for Clergy		
	<ul style="list-style-type: none"> • PARISH REVOLVING FUND COMMISSION 	Parish Financial Services		
	<ul style="list-style-type: none"> • PRESBYTERAL COUNCIL 	Chancellor		
	<ul style="list-style-type: none"> • PRIEST HEALTH PLAN BOARD 	Benefits Services		
	<ul style="list-style-type: none"> • PRIEST PENSION PLAN BOARD 	Benefits Services		
	<ul style="list-style-type: none"> • PRIEST PERSONNEL BOARD 	Vicar for Clergy		
	<ul style="list-style-type: none"> • QUARTERLY PRINCIPALS MEETING 	Catholic Schools		
	<ul style="list-style-type: none"> • RISK MANAGEMENT MEETING 	Parish Financial Services		
	<ul style="list-style-type: none"> • SAFETY COMMITTEE 	Human Resources		
	<ul style="list-style-type: none"> • SALARY COMMITTEE 	Human Resources		
	<ul style="list-style-type: none"> • WASHINGTON STATE CATHOLIC CONFERENCE BOARD OF DIRECTORS MEETING 	Washington State Catholic Conference		
CS105-10	COUNCIL, BOARD, COMMITTEE, & GROUP ELECTION	ALL	Votes counted + 1 year	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

RECORDS				
110 Chancery Administration				
The activities associated with the day-to-day operations of the central agency of the Archdiocese of Seattle.				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS110-05	CHANCERY WEEKLY MAILINGS	Communications	Permanent (Obsolete or superseded, then transfer one copy to Archives)	ARCHIVES
CS110-10	EXTERNAL INFORMATION, GENERAL – Information received from external sources and is no longer needed for diocesan business including: <ul style="list-style-type: none"> • Catalogs, external reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, and announcements; and • Unsolicited information (junk mail, spam, advertisements, etc.). 	ALL	Obsolete or superseded	RECYCLE, SHRED, OR DELETE
CS110-15	OFFICE MEETING MATERIALS – Records of routine meetings such as departmental check-ins, office staff meetings. For Board, Council, Committee, Commission, and Group Meeting Materials, see CS105-05. Records also include any audio or video recordings.	ALL	Calendar year + 2 years	SHRED/DELETE
CS110-20	PROJECT RECORDS – Records of major projects at the Chancery such as strategic initiatives. May include, but not limited to: work plans, status reports, meeting materials and notes, project plans, financial records, and related correspondence. For Contracts, see CS115-15. For Requests for Vendor Proposals, see CS115-25 and CS115-30. For Technology Project records, see CS1405-35. For Building Projects, see CS205-15.	ALL	Completion of project, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS110-25	REFERENCE MATERIALS – Externally-created materials collected by staff for reference use. Includes: copies of published articles, catalogs, promotional materials, policies, reports, and conference/workshop handouts.	ALL	Obsolete or superseded	RECYCLE

CHANCERY RECORDS RETENTION SCHEDULE

CS110-30	REQUESTS FOR BASIC/ROUTINE INFORMATION – Records are routine requests for information about the Chancery offices and programs. Includes: business hours, location, contact information, website links, and meeting times. Please see CS110-35 for substantive requests for information that require research.	ALL	Obsolete or superseded	RECYCLE
CS110-35	REQUESTS FOR INFORMATION – Records are requests for information made by the public, parishes, and parishioners and responses.	ALL	Resolution of request + 3 years	SHRED/DELETE
CS110-40	SCHEDULING – APPOINTMENTS & MEETINGS – Records include: meeting invitations accepted/declined, calendar items, notifications, and related correspondence.	ALL	Obsolete or superseded	RECYCLE
CS110-45	TRANSITORY RECORDS – See Transitory Records Policy above . Please use the series number and title for destruction certificates.	ALL	Obsolete or superseded	RECYCLE

115 Contracts/Agreements

The activity of managing contracts and agreements and all processes involved in their development.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS115-05	BENEFITS SERVICES PLAN DOCUMENTS – Records may include: plan documents, financial statements, meeting materials, statistical and enrollment information, investment policies, determinations, statements, trustee lists, fiduciary insurance policies, IRS Private Letter Ruling and correspondence.	Benefits Services	Permanent (Calendar year + 5 years, then arrange for transfer to Archives)	ARCHIVES
CS115-10	CHILD PHOTO/MEDIA RELEASES – Records documenting permission for the school to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.). Includes: annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	ALL	Retain for 6 years after image/recording no longer being used, then Destroy.	SHRED/DELETE
CS115-15	CONTRACTS, SERVICE AND MAINTENANCE AGREEMENTS, & WARRANTIES – Records documenting the Chancery’s obligations with third parties under contracts, licenses, and other agreements not covered elsewhere on this schedule.	ALL	Completion of contract + 6 years	SHRED/DELETE

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	Records may include: Camp Facility Rental and Hold Harmless Agreements, Vendor Contracts, Union Contracts, Software Licenses, Trademark Licenses, Purchase Agreements, Temporary Access Agreements, and Non-Disclosure Agreements.			
CS115-20	INDEPENDENT CONTRACTORS AGREEMENTS – Agreements between the Archdiocese of Seattle and independent contractors for goods, services, and payment.	ALL	Fiscal year + 3 years, then arrange for microfilming	SHRED AFTER MICROFILMED
CS115-25	REQUESTS FOR VENDOR PROPOSALS (SUCCESSFUL)	ALL	6 years after completion of purchase or fulfillment of contract	SHRED/DELETE
CS115-30	REQUESTS FOR VENDOR PROPOSALS (UNSUCCESSFUL)	ALL	Calendar year + 1 years	SHRED/DELETE

120 Establishment

The activity of establishing or changing the corporate authority and structure of CCAS and Chancery offices. Includes: incorporating, registering power of attorney, mapping organizational structures, delegating executive responsibility, etc.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS120-05	ARTICLES OF INCORPORATION – Records documenting the creation, structure, and governance of CCAS and Chancery offices. Records include: articles of incorporation, by-laws, and committee charters.	Administration and Finance	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES
CS120-10	POWER OF ATTORNEY	Administration and Finance	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES

125 Events and Retreats

The activity of planning, coordinating, and delivering events, celebrations, and retreats. Includes: the arrangement of site reservations, permits, transportation and parking, entertainment and presenters, set up and clean up, and catering. Does not include the coordination of board meetings (see [105 Board Administration](#)) or liturgical celebrations (see [1200 Liturgical Oversight](#)).

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS125-05	ARCHBISHOP’S ACTIVITIES PLANNING RECORDS – Records related to the planning of the Archbishop’s activities, including: travel, birthdays, anniversaries, celebrations, ordinations, planning and research projects, and other events.	Chancery Operations	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW

CHANCERY RECORDS RETENTION SCHEDULE

CS125-10	EVENT PLANNING RECORDS, GENERAL – May include, but not limited to: agendas, temporary use permits, invitations, attendance rosters, time and action plans, agendas, notifications, reservations, gifts, photographs, thank-you notes, talking points, promotional materials, and educational resources. For event insurance, see CS135-25 Insurance Policy Records.	ALL	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS125-15	EVENT REGISTRATION RECORDS, GENERAL* – May include, but not limited to: enrollment records, contact information, attendance lists, and correspondence. *For events that minors attend without guardian supervision, use CS1510-15 Camp, Retreat, and Event Registrations.	ALL	End of event + 2 years*	SHRED/DELETE
CS125-20	FUNDRAISING EVENT PLANNING RECORDS – May include: invitations, attendance rosters, time and action plans, agendas, notifications, photographs, thank-you notes, talking points, promotional materials, and educational resources.	Stewardship and Development	Obsolete or superseded	RECYCLE
CS125-25	RETREAT REGISTRATION RECORDS* – May include: reservation form and contract agreement, billing estimate and final invoice, insurance policies, staff worksheet for guest arrangements, deposit information, equipment requirements, correspondence, notes from phone calls, attendance list, room assignments, evaluations, spiritual directors contact information, and volunteer agreement forms. Includes both general retreats and private retreats. *For retreats that children attend without guardian supervision, use CS1510-15 Camp, Retreat, and Event Registrations.	Retreat Centers	End of retreat + 2 years*	SHRED/DELETE

130 Policies & Procedures

The activity of developing and implementing policies, procedures, directives, guidelines, and process documents.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS130-05	POLICIES, PROCEDURES, & GUIDELINES: ACCOUNTING – May	Accounting, Associated	Obsolete or superseded + 6 years	RECYCLE

CHANCERY RECORDS RETENTION SCHEDULE

	include: parish and Chancery accounting policies, chart of accounts, capital assets and expenditures, custodial collections, Parish Revolving Fund and Archdiocesan Revolving Fund, restricted funds, and Payment Card Industry compliance.	Catholic Cemeteries, Parish Financial Services		
CS130-10	<p>POLICIES, PROCEDURES, & GUIDELINES: GENERAL – Records pertaining to the development, drafting, adoption, and amendment of policies and procedures for individual Chancery offices.</p> <p>Records may include: final document as well as all related correspondence and substantial comments and drafts.</p>	ALL	Permanent (Obsolete or superseded, then transfer final copy to Archives)	ARCHIVES

135 Risk Management/Insurance

The activity of identifying and mitigating risks to CCAS.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS135-05	<p>ACCIDENTS/INCIDENTS – NO CLAIM FILED – Records relating to accidents/incidents involving individual(s) not employed by the Archdiocese of Seattle, and where a formal claim for damages is not filed. Records include, but are not limited to, reports, notes, photographs, correspondence, and investigations.</p> <p>For accidents or incidents where a claim is filed, see CS135-10. For Workers’ Compensation Claims, see CS905-35.</p> <p>Excludes hazardous materials accidents and incidents covered by CS700-05.</p>	Administration and Finance	<p>If under the age of 18: 3 years after individual reaches age 18.</p> <p>If over the age of 18: 3 years after the incident.</p>	SHRED/DELETE
CS135-10	<p>CLAIMS FOR DAMAGES – Accident/Incident Claims which are called into the Archdiocese’s insurance company and for which a formal case is opened. Records include, but are not limited to: reports, correspondence, investigations, notes, testimony, and photographs.</p> <p>For accidents/incidents where no claim is filed, see CS135-05.</p> <p>Excludes hazardous materials accidents and incidents covered by CS700-05. For Workers’ Compensation Claims, see CS905-35.</p>	Administration and Finance	<p>Close of claim + 6 years</p> <p>Claims regarding children under the age of 18: 3 years after individual reaches age 18.</p>	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS135-15	<p>EXCESS WORKERS' COMPENSATION INSURANCE RECORDS – Insurance policies related to workers' compensation claims that exceed the archdiocesan self-insured threshold.</p> <p>May include: policy documents, check requisitions, reports, and supplemental documents.</p>	Administration and Finance	<p>Termination of policy + 75 years</p> <p>Insurance policy certificates: Permanent</p>	<p>SHRED/DELETE</p> <p>ARCHIVES</p>
CS135-20	<p>HIPAA COMPLIANCE DOCUMENTATION – May include: carrier documentation, policies, security rules, legislative correspondence, business associate agreements, business associate logs, seminarian records, lay health and priest health plan records, and HIPAA security rule project files.</p>	Benefits Services	Calendar year + 6 years or obsolete or superseded, whichever is longer	SHRED/DELETE
CS135-25	<p>INSURANCE RECORDS – Records documenting the insurance process for events and fixed assets.</p> <p>Includes: property, liability, fire, special event, and supplemental insurance policies.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • ad-hoc reports • billings estimate and vehicle invoice • bills for property and vehicle coverage • building inspection and property report • correspondence • certificates of coverage • endorsement request form • facility or vehicle information insurance details and rates, • insurance premium • invoice history • maps, site plans, drawings & photographs • official documentation to add or remove coverage • rates and calculations • replacement value • reports for claims made • transaction forms • valuation report • vehicle endorsement request form. 	Administration and Finance	<p>For policies purchased after 1990: Termination of Policy + 6 years</p> <p>For policies purchased before 1990: Send to Archives for review.</p>	<p>SHRED/DELETE</p> <p>ARCHIVAL REVIEW</p>

CHANCERY RECORDS RETENTION SCHEDULE

CS135-30	RISK ANALYSIS & MANAGEMENT REPORTS – Records produced through an annual insurance review of all archdiocesan properties to assess repairs necessary to maintain insurance.	Administration and Finance	Calendar year + 4 years* *Records need to be reviewed by department prior to destruction in case of pending litigation	SHRED/DELETE AFTER REVIEW
CS135-35	WORKERS’ COMPENSATION SURETY RECORDS – Records certifying that the Archdiocese of Seattle is bonded. May include: acknowledgement letter from Washington State and other related correspondence.	Administration and Finance	Termination of policy + 6 years	SHRED/DELETE

140 Research, Analysis, & Planning

The activity of conducting statistical research, and developing, monitoring, auditing and reviewing plans, long term strategies, and functions and goals of offices, departments, projects, and programs.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS140-05	DEPARTMENTAL ANNUAL REPORTS	ALL	Calendar year + 5 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS140-10	PARISH ANNUAL REPORT: FINAL	Chancellor	Permanent	ARCHIVES
CS140-15	SUBJECT OR REFERENCE FILES – Collections of resources related to research done by departments or programs. May include, but not limited to: correspondence, photographs, external and internal publications, biographical files, vendor catalogs, reports, external advertising and marketing information, legislation information, presentation preparation, newspaper clippings, working files, and issue files.	ALL	Obsolete or superseded, then arrange for appraisal by Archives (Review Annually)	ARCHIVAL REVIEW
CS140-20	SURVEYS, REPORTS, & STUDIES – May include, but not limited to: U.S. Census information, local demographic information, supporting materials, presentations, notes, reports, background information, mass attendance, survey questionnaires and results, and final published reports.	ALL	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW

CHANCERY RECORDS RETENTION SCHEDULE

200 ASSET MANAGEMENT

The function of managing the physical assets of the Archdiocese (facilities, land, equipment, vehicles, supplies, etc.). Includes: asset acquisition, maintenance, inventories, and disposal. For training and curricula development for handling hazardous materials, see [700 Health & Safety](#).

205 Design & Construction

The activity of designing, constructing, or remodeling buildings, structures, and infrastructures owned, leased, or otherwise occupied by CCAS.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS205-05	BLUEPRINTS & ARCHITECTURAL PLANS – Final versions of final as-built and final initial as-designed drawings, and plans.	Property and Construction	Construction project plans: Life or sale of facility + 3 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS205-10	CONSTRUCTION BOND RECORDS – Bonds that pledge payment to contractors for a construction or a general project which guarantee repairs if necessary. May include: parish ID number, parish/agency address, date of bond acquisition, bond holder address and form, bond number, agency requesting bond address and contact information, special number assigned by agency, description, schedule release date, actual release date, and comments.	Property and Construction	Redemption of project or building bonds + 6 years	SHRED OR DELETE
CS205-15	MAJOR CONSTRUCTION PROJECT FILES – Records produced through the processes of planning and design phase, permitting and approval, inspection and quality control, and completion and close out of Archdiocesan building projects. May include: <ul style="list-style-type: none"> •as-built drawings (final drawing) •as-designed drawings (final initial drawing) •archdiocesan approvals and initial program bids •budgets •buildings and plans •certificates of substantial completion 	Property and Construction	Life or sale of facility + 6 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW

CHANCERY RECORDS RETENTION SCHEDULE

	<ul style="list-style-type: none"> •certificates of occupancy •concrete studies •construction deficiencies/corrections, •cost data/reports •cost estimates •codes and other applicable regulations, •preliminary drawings •design criteria •discernment •draft construction proposals and plans, •geotechnical reports •guarantees, bonds •maintenance manuals •masonry reports •meeting reports •memoranda •preliminary lien notices •project manuals •project team lists and contact information •proposals •project schedules •related affidavits or releases •special product warranties •site/project visit reports and studies •steel reports •surveys •test reports •warranties and guarantees <p>For Contracts, see CS115-15. For Requests for Vendor Proposals, see CS115-25 and CS115-30.</p>			
CS205-20	<p>VENDOR, CONSULTANT, & CONTRACTOR FILES – Records are the information resources for vendors, consultants, and contractors employed by the Chancery for design, building, planning, permitting, maintenance, services, projects, etc.</p>	Property and Construction	Obsolete or superseded	SHRED

210 Entitlement

The activity of obtaining permits for use, design, and building.

CHANCERY RECORDS RETENTION SCHEDULE

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS210-05	PERMITS – Records include: site and building permits, zoning, occupancy permits, master and conditional use permits, land use permits, environmental impact statements (EIS), and SEPA.	Property and Construction	Expiration of permit + 6 years	RECYCLE

215 Inventory

The activity of detailing or itemizing goods, materials, and resources. For Fixed Asset financial reports, see [660 Valuation](#).

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS215-05	INVENTORY OF ARCHDIOCESAN PROPERTY – General information relating to all properties owned and maintained by the Archdiocese. May include: parcel number, parish ID, parish/agency, address, tax status, county, acquisition type, acquisition forms, date acquired, legal information, merge/segregate, payee, taxes, values, descriptions, and comments.	Property and Construction	Life or sale of facility + 6 years	SHRED/DELETE
CS215-10	INVENTORY OF FIXED ASSETS – Includes: material, equipment, & supplies. For inventory of property, see CS215-05.	ALL	Calendar year + 4 years	SHRED/DELETE

220 Leasing

The activity of either acquiring or granting temporary authority to use goods, materials, and resources.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS220-05	LEASE RECORDS	Property and Construction, Retreat Center	Lease expiration + 6 years	SHRED/DELETE

225 Maintenance

The activity of repairing or servicing the assets of CCAS. Includes: buildings, vehicles, and equipment. For Fixed Asset financial reports, see [660 Valuation](#).

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS225-05	BUILDING INSURANCE INSPECTION RECORDS – Records are the results of insurance company inspections of all properties.	Administration and	Superseded + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

		Finance		
CS225-10	<p>MAINTENANCE HISTORY RECORDS – MAJOR AND/OR REGULATED – Records of major and/or regulated maintenance on buildings, equipment, and any vehicles performed by maintenance staff, vendors, or contractors. May include: logs, reports, and related correspondence/email.</p> <p>Included in this series are: accident/traffic collision records, as well as any inspection documentation or safety analysis records.</p>	Maintenance, Property and Construction, Youth and Young Adult, Associated Catholic Cemeteries	Disposal or sale of property, equipment, or vehicle + 6 years	SHRED/DELETE
CS225-15	<p>MAINTENANCE & SERVICE REQUESTS (MINOR AND/OR UNREGULATED) – Records documenting minor and/or unregulated repairs and services performed by maintenance staff, vendors, and third parties.</p> <p>May include: email calendar appointments, events, and tasks as well as email.</p>	Maintenance, Youth and Young Adult, Property and Construction, Associated Catholic Cemeteries	<p>Calendar year + 3 years</p> <p>If security/safety issues, then retain indefinitely</p>	SHRED/DELETE
CS225-20	OPERATING MANUALS	Maintenance	Disposition or sale of facility or equipment or transfer to new owner	RECYCLE
CS225-25	OPERATING PERMITS	Maintenance	Expiration of permit + 6 years	RECYCLE

230 Operations

The activity of managing the day-to-day usage of buildings, vehicles, and equipment.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS230-05	<p>CHANCERY BUILDING ACCESS PRIVILEGE & PARKING PERMIT RECORDS – Records include inventory of metal keys, keycards (Key Log), and parking permits, holder listings, time zone and schedules, group access privileges, door unlock/lock status, holiday privileges, reports, alarm listings, the 5-digit bit code for the creation of replacement keys, and ad-hoc reports.</p>	Maintenance	Obsolete or superseded	SHRED/DELETE
CS230-10	<p>VEHICLE TITLES & REGISTRATIONS – May include: physical title, tab renewal, report of sale, and vehicle donation records.</p>	Parish Financial Services, Retreat Centers, Chancery Operations, Administration and	Disposition of vehicle + 4 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

		Finance, Youth and Young Adult		
CS230-15	VISITOR REGISTRATION LOGS – Records documenting all visitors to Chancery offices and temporary keycards that are checked out.	Chancery Operations	Calendar year + 4 years	SHRED/DELETE
<p>235 Purchasing/Acquisitions & Disposal The activities of acquiring assets through purchase or donation and disposing of assets through sale or otherwise. Includes: records documenting ownership of assets.</p>				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS235-05	EASEMENTS	Property and Construction	End of easement + 10 years	SHRED/DELETE
CS235-10	EQUIPMENT AND VEHICLE SALVAGE/SALE RECORDS – Records of resulting from the sale or salvage of equipment and and vehicles.	Maintenance, Accounting, Associated Catholic Cemeteries, Information Technology Services	Disposal of equipment + 6 years	SHRED/DELETE
CS235-15	EQUIPMENT/VEHICLE PARTS ORDERS	Maintenance, Information Technology Services	Calendar year + 3 years	SHRED/DELETE
CS235-20	LIEN RECORDS	Property and Construction	Closure of dispute + 10 years	SHRED/DELETE
CS235-25	MATERIALS ORDERS/REQUISITIONS	ALL	Calendar year + 6 years	SHRED/DELETE
CS235-30	MATERIALS RECEIVING & DISBURSEMENT REPORTS	ALL	Calendar year + 3 years	SHRED/DELETE
CS235-35	PROPERTY DEEDS/TITLES	Property and Construction	County auditor/recorder retains permanent record All other copies: sale or disposal of land + 10 years	SHRED/DELETE SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

			Schools and parishes properties: arrange for appraisal by Archives	ARCHIVAL REVIEW
CS235-40	PROPERTY MANAGEMENT RECORDS – Records used to track property owned or managed by CCAS. May include, but not limited to: parcel number, parish ID number, property tax status, tax year, taxes paid, payee name, valuations, legal and property descriptions, and purchase/acquisition information.	Property and Construction	Life or sale of property + 10 years	SHRED/DELETE
CS235-45	PROPERTY PURCHASE PROPOSALS (OFFERS WITHDRAWN) – Successful or accepted offers, see CS235-35 and CS235-50	Property and Construction	Calendar year + 3 years	SHRED/DELETE
CS235-50	REAL ESTATE TRANSACTION RECORDS – Records used to track the sale and purchase of property and real estate owned or previously owned by CCAS. May included, but not limited to: parish ID number, address, lien, county recording number, valuations, and information relating to easements and right of way.	Property and Construction	Life or sale of property + 10 years	SHRED/DELETE

240 Security

The activity of protecting physical goods and resources against danger, loss, or threat.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS240-05	SECURITY ROUNDS LOGS – Records documenting all actions and observations made by security personnel on Chancery property during a 24-hour block of time. Incidents are highlighted by security staff.	Chancery Operations	Calendar year + 1 year	SHRED/DELETE
CS240-10	SECURITY/INCIDENT REPORTS – Includes: date of incident, incident description, location of incident, and resolution.	Cemeteries, Chancery Operations, Retreat Centers	Resolution of incident + 6 years	SHRED/DELETE
CS240-15	SURVEILLANCE RECORDS – Records produced through digital video recordings from cameras strategically placed throughout Chancery buildings.	Chancery Operations	If no incident occurs, creation date + 30 days If incident, resolution of incident + 6 years	DELETE DELETE

CHANCERY RECORDS RETENTION SCHEDULE

300 CANONICAL SERVICES

The function of administering formal legal processes within the juridical system of the Roman Catholic Church.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS300-05	AD LIMINA / QUINQUENNIAL REPORTS	Chancellor	Permanent Reference copies: Obsolete or superseded	ARCHIVES
CS300-10	CANONICAL REFERENCE REQUESTS	Chancellor	Resolution + 3 years	SHRED/DELETE
CS300-15	EXORCISM CASE FILES	Chancellor	Permanent (Resolution + 3 years, then transfer to Archives)	ARCHIVES
CS300-20	IMPRIMATURS	Chancellor	Permanent	ARCHIVES
CS300-25	LAICIZATION CASE FILES – File becomes part of priest personnel file when case is closed.	Chancellor	Permanent (After finalized + 1 year, then arrange for transfer to Archives)	ARCHIVES
CS300-30	<p>MARRIAGE CASE FILES – Records produced through requests for clarification of marital status according to the Catholic Church.</p> <p>May include, but not limited to: the initial request libellus petition (includes: description of process and disclaimer, as well as signatures of advocate and petitioner), advocate information form, petitioner form, respondent form (former spouse), wedding of petitioner form (details of the event), witness questionnaires, mental health professional witness report, release of confidentiality, petitioners testimony questionnaire, fee agreement, copy of baptismal certificate or profession of faith certificate, marriage certificate, decree of dissolution, civil divorce paperwork, judgment sheets, transcription of audio tapes, and correspondence.</p> <p>May also include: documentation of First and Second Instance Courts in the Seattle Metropolitan area (third instance in Roman Rota if necessary), and appeal proceedings of appeals to the Vatican Courts.</p>	Tribunal	Permanent (Close of case + 1 year, then arrange for microfilming)	SHRED/DELETE AFTER MICROFILMED

CHANCERY RECORDS RETENTION SCHEDULE

CS300-35	MARRIAGE DISPENSATION/PERMISSION APPLICATION RECORDS	Chancellor	Permanent	SHRED/DELETE AFTER MICROFILMED
CS300-40	PRENUPTIAL DOCUMENTS FOR INTERDIOCESAN MARRIAGES – Materials prepared for those within the diocese wishing to marry outside the diocese or county.	Chancellor* *For extradiocesan marriages within the diocese: the Parishes retain the official record	Cover Letter: Permanent	ARCHIVES
CS300-45	REPORT ON THE STATE & ACTIVITY OF THE TRIBUNAL FOR THE LATIN CHURCH – Annual report of Tribunal activities at the Archdiocese of Seattle sent to the Supreme Tribunal of the Apostolic Signatura at the Vatican. This includes reports for both first and second instance courts.	Tribunal	Permanent	ARCHIVES
CS300-50	SANATIOS IN RADICE	Chancellor	Permanent (Close of case + 1 year, then arrange for microfilming)	SHRED/DELETE AFTER MICROFILMED
CS300-55	TRIBUNAL MARRIAGE CASE STATUS RECORDS – Database tracking tribunal case files and their current status. May include: information about the marriage and divorce history, listing of all relevant parties, decisions and restrictions, appeals, and process notes.	Tribunal	Permanent	RETAIN IN OFFICE
CS300-60	VATICAN’S GENERAL STATISTICAL QUESTIONNAIRES	Chancellor	Permanent	ARCHIVES

400 CEMETERY ADMINISTRATION

The function of coordinating burial services within the four diocesan cemeteries.

CHANCERY RECORDS RETENTION SCHEDULE

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS400-05	BURIAL INDEX/REGISTERS – Records documenting those buried and their burial locations at all cemeteries managed by Associated Catholic Cemeteries. Includes: name, burial identification number, plot location, contract number, burial date, and map location.	Associated Catholic Cemeteries	Permanent	ARCHIVES
CS400-10	BURIAL TRANSIT PERMITS – Copies of non-cremated transit records.	Associated Catholic Cemeteries	Health district or department retains primary copy Cemetery: obsolete or superseded	SHRED/DELETE
CS400-15	CEMETERY LOT CARDS – Records summarizing purchase forms and agreements.	Associated Catholic Cemeteries	Permanent	RETAIN IN OFFICE
CS400-20	CEMETERY MAPS – Records documenting burial plots and cremation locations for those buried in Associated Catholic Cemeteries.	Associated Catholic Cemeteries	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS400-25	OBITUARIES	Associated Catholic Cemeteries	Obsolete or superseded	RECYCLE
CS400-30	PURCHASE FORMS & AGREEMENTS: ASSOCIATED CATHOLIC CEMETERIES	Associated Catholic Cemeteries	Permanent	RETAIN IN OFFICE

500 CURRICULUM DEVELOPMENT & TRAINING

The function of developing, approving, and/or implementing structured teaching and training plans for Catholic schools, religious education, catechesis, and Chancery staff. For training and curricula development for handling hazardous materials, see [700 Health & Safety](#). For the development, administration, and finalization of individual training courses, see activity [515 Training, General](#).

505 Curriculum Development

The activity of developing, approving, and/or implementing structured teaching and training plans for Catholic schools.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS505-05	CATHOLIC SCHOOLS EDUCATIONAL CURRICULUM GUIDES (pre K-12) – Records produced and resources collected for the	Catholic Schools	Permanent (Obsolete or superseded, then arrange for	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	development of education curricula by schools within the diocese.		transfer to Archives)	
CS505-10	CHILDREN’S PRAYER BOOKS	Catholic Faith Formation	Permanent	ARCHIVES
CS505-15	CURRICULUM DEVELOPMENT FILES – Records leading up to the formal adoption of educational curricula within the diocese. Includes: correspondence, reference material, notes, and substantial drafts.	Catholic Faith Formation, Catholic Schools, Human Resources, Liturgy, Tribunal, Youth and Young Adult	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS505-20	CURRICULUM MATERIALS (FINAL) – Final versions of formally adopted curricula for educational programs in the diocese. For religious education curriculum standards, see CS505-35 below. For the development, finalization, and administration of individual courses, see activity 515 Training, General .	Catholic Faith Formation, Catholic Schools, Human Resources, Liturgy, Tribunal, Youth and Young Adult	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES
CS505-25	HISPANIC RELIGIOUS EDUCATION ATTENDANCE ROSTERS – Records documenting the attendance and completion of Hispanic students completing Catholic education. May include: name, address, parish, and other contact information.	Catholic Faith Formation	Calendar year + 4 years or obsolete or superseded, whichever is longer	SHRED/DELETE
CS505-30	HISPANIC RELIGIOUS EDUCATION CURRICULUM MATERIALS	Catholic Faith Formation	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES
CS505-35	RELIGIOUS EDUCATION CURRICULUM STANDARDS – Final published versions of educational curriculum standards. Includes: <ul style="list-style-type: none"> •K-8 Prayer List •K-8 Prayer Text •K-8 Religious Textbook List •K-8 Scripture Stories List •K-8 Vocabulary Definitions •K-8 Vocabulary List 	Catholic Faith Formation	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES
CS505-40	SAFE ENVIRONMENT CHILDREN & ADULT CURRICULA – Curriculum materials for child sexual abuse prevention training provided to clergy, employees, volunteers, parents, and children at	Human Resources	Permanent (Obsolete or superseded, then arrange for the transfer of 1 copy to the Archives)	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	the Chancery, parishes, and schools. Includes: course materials, handouts, trainer’s manual, and information for parents.			
CS505-45	SAFE ENVIRONMENT INSTRUCTOR TRAINING CURRICULA – Materials used to train the instructors of the <i>Called to Protect</i> program.	Human Resources	Permanent (Obsolete or superseded, then arrange for the transfer of 1 copy to the Archives)	ARCHIVES
CS505-50	SAFE ENVIRONMENT WEBSITE RECORDS – Screen capture of what information was provided to the public regarding the Safe Environment program.	Communications	Capture before major content change	ARCHIVES

510 Faith Formation & Liturgical Training

The activity of providing programs and services relating to catechetical training, Catholic social teaching, religious education curriculum, and training developed and given through the Liturgical Ministries Institute.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS510-05	CATECHIST CERTIFICATION TRAINEE RECORDS -- Records tracking the process for those participating in the Catechist Certification. This includes certification and recertification. Includes: <ul style="list-style-type: none"> • Database – Student data. • Paper Files – Applications, affidavits from parish/school documenting completion of requirements for certification; copies of certificates signed by Archbishop; and proof of re-certification. 	Catholic Faith Formation	Catechist Certification Database: Permanent. Paper files: 1.) certification or recertification applications: Obsolete or superseded 2.) affidavits from parish/school (documenting completion of requirements for certification): Obsolete or superseded 3.) copies of certificates signed by the Archbishop: Permanent 4.) proof of re-certification: Obsolete or superseded	ARCHIVES SHRED/DELETE SHRED/DELETE ARCHIVES SHRED/DELETE
CS510-10	CATECHIST CERTIFICATION TRAINING PROGRAM	Catholic Faith Formation	Permanent (Obsolete or	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	MATERIALS: FINAL VERSIONS – Records used in the training of catechetical instructors. May include: handouts, course materials, and course objectives.		superseded + 1 year, then arrange for transfer of 1 copy to Archives)	
CS510-15	CATHOLIC SOCIAL TEACHING MATERIALS – Records documenting the instruction provided by the Archdiocese of Seattle to aid Catholics with an interpretation of faithful citizenship, marriage preparation and enrichment, natural family planning, and Formation of Love and Chastity. Includes: training and presentation materials.	Catholic Faith Formation	Permanent (Obsolete or superseded + 1 year, then arrange for transfer to Archives)	ARCHIVES
CS510-20	LAY ECCLESIAL MINISTER CERTIFICATION RECORDS – Records documenting the process for those seeking to become a lay ecclesial minister through the Christifideles or Companion in God’s Service programs. May include: applications, references, academic transcripts, essay, background check form, interview forms and notes, evaluation committee results, sacramental records, acceptance letter, letter to pastor, and correspondence.	Catholic Faith Formation	Permanent (Completion of Program + 10 years, then microfilm)	SHRED AFTER MICROFILMING
CS510-25	SEATTLE UNIVERSITY PROFESSIONAL DEVELOPMENT CREDITS – Records documenting Seattle University professional development credits earned by students through coursework provided by the Office of Catholic Faith Formation. May include: attendance sheets, credit application, grade sheet, and log of transactions.	Catholic Faith Formation	7 years after completing program or obsolete or superseded, whichever is longer	SHRED/DELETE

515 Training, General

The activity of administering training courses and events such as conferences, seminars, certifications, classes, workshops, and similar gatherings. For training and curricula development for handling hazardous materials, see [700 Health & Safety](#).

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS515-05	TRAINING COURSE ADMINISTRATION RECORDS – CERTIFIED, HOURS/CREDITS EARNED, OR MANDATORY – Records produced through the administration of training courses,	ALL	After training + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	<p>workshops, classes, orientations, and seminars given by the Archdiocese which are mandatory, a certification is given, or hours or credits are earned.</p> <p>May include, but not limited to: instructor records, student attendance and sign-in sheets, applications and registrations (if no other attendance list exists), payment information, student essays and résumés, test results evaluations, listing of completed courses, student progress status, copy of graduation certificate, and course or instructor evaluations.</p> <ul style="list-style-type: none"> • For trainings, where hours or credits are not earned, see CS515-10. • For training records related to hazardous materials, see CS700-30. • For final versions of materials, see CS515-25. • For Safe Environment training administration, see CS915-30. 			
<p>CS515-10</p>	<p>TRAINING COURSE ADMINISTRATION RECORDS – GENERAL – Records produced through the administration of training courses, workshops, classes, orientations, and seminars given by the Archdiocese, which do not confer a certification, are not mandatory or no hours or credits are earned.</p> <p>May include, but not limited to: instructor records, student attendance and sign-in sheets, applications and registrations (if no other attendance list exists), payment information, student essays and résumés, test results evaluations, listing of completed courses, student progress status, copy of graduation certificate, and course or instructor evaluations.</p> <ul style="list-style-type: none"> • For Catechist Certification Trainee Records, see CS510-05. • For mandatory trainings or trainings where hours or credits are earned, see CS515-05. • For training records related to hazardous materials, see CS700-30. • For final versions of training course materials, see CS515- 	<p>ALL</p>	<p>After training + 3 years</p>	<p>SHRED/DELETE</p>

CHANCERY RECORDS RETENTION SCHEDULE

	25.			
CS515-15	TRAINING COURSE ARRANGEMENTS RECORDS – Records are training and date scheduling records, availability notices, participant registrations, arrangements related to catering, facilities, and equipment.	ALL	Obsolete or superseded	SHRED/DELETE
CS515-20	TRAINING COURSE DEVELOPMENT RECORDS – Records produced in the creation of training courses, workshops, classes, orientations, and seminars put on by the Archdiocese. May include, but not limited to: draft course curricula, reference publications, manuals, draft syllabi, lecture notes, draft outlines and agendas, handouts, and readings.	ALL	Until curriculum or training is no longer offered	SHRED/DELETE
CS515-25	TRAINING MATERIALS: FINAL VERSIONS – Finalized copies of materials distributed at a training course, workshop, class, orientation, or seminar put on by the Archdiocese. May include, but not limited to: course curricula, reference publications, manuals, booklets, syllabi, outlines, agendas, handouts, tests, and readings. For Catechist Certification Training Program Materials, see CS510-10.	ALL	Permanent (Obsolete or superseded + 1 year, then arrange for transfer of 1 copy to Archives)	ARCHIVES for all other copies: RECYCLE, SHRED, OR DELETE

600 FINANCIAL MANAGEMENT

The function of managing CCAS financial resources, obligations, and monetary infrastructure.

605 Accounting

The activity relating to the creation of financial records of business transactions and the preparation of statements concerning the assets, liabilities, and performance of CCAS.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS605-05	ACCOUNTS PAYABLE & RECEIVABLE – Records include: invoices, debit and credit memos, and finance charges and reports. Also includes: cancelled checks.	Accounting, Associated Catholic Cemeteries, Benefits Services, Maintenance, Parish	Fiscal year + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

		Financial Services		
CS605-10	CASH RECEIPTS – Records documenting cash received and processed. Includes cash receipts and deposit slips.	Accounting, Associated Catholic Cemeteries, Benefits Services, Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
CS605-15	CHECK REQUISITIONS – Records documenting requests for payment from outside vendors.	Accounting, Associated Catholic Cemeteries, Parish Financial Services, Retreat Centers	Fiscal year + 6 years	SHRED/DELETE
CS605-20	GENERAL LEDGERS – Records documenting financial transactions (debts and credits) for each account. May include: balance sheets, budget status reports, trial balances, posted deposits, and ad-hoc reporting.	Accounting, Associated Catholic Cemeteries, Benefits Services, Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
CS605-25	JOURNAL ENTRIES – Records are a ledger of all financial transactions as they occur, tracked by accounting. May include: hard copy of journal with original approved signatures, worksheets, and supporting documentation.	Accounting, Associated Catholic Cemeteries, Benefits Services, Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
CS605-30	VOIDS/STOP PAYMENTS – Records documenting the halting or cancellation of a payment due to an incorrect check, lost check, or problem with direct deposit.	Accounting, Retreat Centers, Associated Catholic Cemeteries	Fiscal year + 6 years	SHRED/DELETE
CS605-35	WIRE TRANSFERS – Records documenting the direct transfer of funds from one financial institution to another.	Accounting, Associated Catholic Cemeteries, Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE

610 Auditing

The activity of verifying the accuracy of financial accounts. For USCCB Audits or Human Resources Audits, see [915 Compliance](#).

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS610-05	ACCOUNTING AUDITS – Records includes: annual audits, financial reports, worksheets, and correspondence.	Accounting	Fiscal year + 6 years	SHRED/DELETE
CS610-10	BENEFITS SERVICES AUDIT RECORDS – Records are the annual financial audits for the lay health and welfare plan, lay pension plan, lay 403(b) plan, priest pension plan, priest health plan, and	Benefits Services	Fiscal year + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	the priest 403(b) thrift plan. May include audit reports and authorizations.			
CS610-15	DEPARTMENT OF LABOR & INDUSTRIES AUDIT RECORDS – Records produced through the periodic audit of the worker's compensation program to ensure that the program is legally compliant. May include: findings and compliance reports, letter of correction, and letter of audit completion.	Administration and Finance	Fiscal year + 6 years	SHRED/DELETE
CS610-20	PARISH FINANCIAL OPERATIONS REVIEWS (PARISH AUDIT) – Records produced through reviews conducted by outside accountants or Parish Financial Staff. Records include: reports and workplace audits, correspondence, letter to pastor, invoices and deposits, map and profiles, balance sheets, financial statements, work papers, and questionnaires.	Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
CS610-25	PUBLIC DISCLOSURE COMMISSION (PDC) FILINGS – Records are: L-1 Lobbyist Registration form, L-2 Monthly Expenditure Report, L-2 Memo, & L-3 Lobbyist Employer's Annual Report, and L-3a Employer's Monthly Contribution Report which are all filed with the Washington State's Public Disclosure Commission. Also includes records substantiating reports such as receipts, ledgers, account information, and payroll records.	Washington State Catholic Conference	End of year + 5 years.	SHRED/DELETE

615 Authorization

The activity of granting and/or receiving permission or approval in relation to financial management.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS615-05	APPROVALS FOR COMPANY CREDIT CARDS & STORE CREDIT APPLICATIONS	Accounting, Associated Catholic Cemeteries	Obsolete or superseded + 6 years	SHRED/DELETE
CS615-10	AUTHORIZED SIGNATURE LISTS – Records are the authorized signatures for each cost center of financial account.	Accounting, Associated Catholic Cemeteries, Parish Financial Services	Obsolete or superseded + 6 years	SHRED/DELETE

620 Banking

The activity of transacting monetary exchanges with outside financial institutions.

CHANCERY RECORDS RETENTION SCHEDULE

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS620-05	<p>BANKING – ACOUNTS AND TRANSACTIONS – Records relating to the Archdiocese’s banking activities and transactions. Records may include: deposits and withdrawals including Electronic Funds Transfers (EFTs); bank, dividend, and investment account statements; checks; warrants; bank/investment reconciliation reports; records documenting the status of and adjustment to accounts; trial balances; working papers; and non-routine correspondence.</p> <p>For stop payments, see CS605-30 VOID/STOP PAYMENTS.</p>	Accounting, Associated Catholic Cemeteries, Benefits Services, Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
CS620-10	<p>CHART OF ACCOUNTS – Records are the current listing and specifications of financial accounts held by CCAS.</p> <p>Includes: company name and fund, account number, cost center department number, program number, project number, budget number, audit number, and authorizations.</p>	Accounting, Associated Catholic Cemeteries	Fiscal year + 6 years	SHRED/DELETE

625 Budget Development

The activity of determining estimates of future revenue and expenditures.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS625-05	<p>APPROVED CHANCERY BUDGET – Budgets produced by the Chancery, which include:</p> <ul style="list-style-type: none"> • Operational, • One-Time, and/or • Capital. 	Chancery Operations	Permanent (Fiscal year + 3 years, then transfer to Archives)	ARCHIVES
CS625-10	<p>BUDGET DEVELOPMENT WORKING FILES – May include: deadline sheets, forecasts, calculations, revisions, schedules, salaries worksheets, notes, and correspondence.</p>	Accounting, Associated Catholic Cemeteries, Retreat Centers	Obsolete or superseded	SHRED/DELETE
CS625-15	BUDGET STATUS REPORTS	Accounting	Fiscal year + 3 years or until completion of audit	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS625-20	FINAL DEPARTMENTAL BUDGET	Accounting, Retreat Centers	Obsolete or superseded	SHRED/DELETE
CS625-25	YEAR END ACCOUNTING REPORTS	Accounting	Last report of year: Permanent	ARCHIVES
<p>630 Development & Fundraising The activity of soliciting and gathering contributions of money and/or other resources through capital campaigns, fundraising events, special collections, and estate planning.</p>				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS630-05	ANNUAL CATHOLIC APPEAL DEVELOPMENT RECORDS – May include: correspondence, IRS Letter, donation statistical data, artwork, contact information, vendor information, parish reports (weekly and monthly), donor letters, meeting notes, and vendor bids.	Accounting, Stewardship and Development	End of appeal + 6 years	SHRED/DELETE
CS630-10	ANNUAL CATHOLIC APPEAL DONATION REPORTS – May include: parish daily reports and parish donor summary sheets.	Stewardship and Development	Paper copy: Fiscal year + 6 years Electronic copy: Fiscal year + 1 year	SHRED/DELETE
CS630-15	ANNUAL CATHOLIC APPEAL EMPLOYER MATCHING GIFTS – May include: verification from donor, employer correspondence, and printouts of employer's web-based receipt.	Stewardship and Development	Paper copy: Fiscal year + 6 years Electronic copy: Fiscal year + 1 year	SHRED/DELETE
CS630-20	ANNUAL CATHOLIC APPEAL FUNDRAISING GOAL WORKSHEETS – Goal calculations based on previous results, goal worksheets, and history worksheet of participation and pledges. Full packet sent to all pastors and parish leadership.	Stewardship and Development	Fiscal year + 6 years	SHRED/DELETE
CS630-25	ANNUAL CATHOLIC APPEAL PARISH REGISTRATION RECORDS – Records documenting corrections, additions, and deletions of parish registrations for the Annual Catholic Appeal. May include: daily and monthly campaign status reports, year-end detail donor reports, and monthly parish rebate status reports.	Stewardship and Development	Fiscal year + 1 year	SHRED/DELETE
CS630-30	CCAS FUNDRAISING DONOR DATABASE RECORDS – Includes: contact information, demographic information, educational and business information, how donors wish to be recognized, donation amount, history of gifts, attendance at activities, as well as other attributes relevant to the donor's relationship with the Archdiocese of Seattle.	Accounting, Stewardship and Development	Fiscal year + 6 years or obsolete or superseded, whichever is longer	DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS630-35	COLLECTIONS FUNDRAISING MATERIALS – Records produced through promotion of Archdiocesan collections & offerings. May include: cover letter from the Archbishop, guidelines, apostolic nuncio thank you letter, and correspondence with parishes, bulletin inserts, periodicals, posters, statistics, and tax-letter template.	Stewardship and Development	Obsolete or superseded + 1 year	SHRED/DELETE
CS630-40	CROZIER SOCIETY DONATION RECORDS – May include: membership registration for Crozier Society participants and sponsored priests, thank you and donation acknowledgement letters, general correspondence, copies of pledges and checks, fundraising planning records, and payment checklist.	Stewardship and Development	Fiscal year + 6 years or obsolete or superseded, whichever is longer	SHRED/DELETE
CS630-45	DONATION BATCH SUMMARY RECORDS – Summaries created annually for tracking the activity of each donor.	Accounting	Paper copy: Fiscal year + 6 years Electronic copy: Fiscal year + 1 year	SHRED/DELETE
CS630-50	ESTATE DONATIONS TO MISSIONS AGENCIES – Records produced through estate donations processed by missions for the Catholic Campaign for Human Development, Catholic Relief Services, or the Pontifical Mission Societies in the United States. May include: notification of bequest intention, notice of probate, request for agency verification, notice of change in the will, change in estate representative, court appearance requests, and an acknowledgment.	Stewardship and Development	Endowment liquidated + 6 years	SHRED/DELETE
CS630-55	FUNDRAISING PLEDGE RECORDS – May include: pledge card, payment form, credit card or electronic fund transfer information, batch records, cash receipts journal, pledge status report, summary reports, ad-hoc reports, donor gift, and pledge adjustment documentation.	Accounting	Fiscal year + 6 years	SHRED/DELETE
CS630-60	MISSIONS COLLECTION PROMOTIONAL MATERIALS – Records of fundraising materials created by Missions and also provided by national charitable and disaster-relief organizations.	Stewardship and Development	Obsolete or superseded	RECYCLE
CS630-65	MISSIONS COOPERATION PLAN RECORDS – Records relating to requests, approval, and processing of funds by domestic and international organizations seeking to send a representative to speak in parishes to solicit donations. May include: check requests, applications, acknowledgement	Stewardship and Development	Final selection made + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	letters, verification of donation to the parish, recommendation list to the Archbishop, and correspondence.			
CS630-70	STOCK DONATION RECORDS – May include: stock donation information sheet (information on where funds are to be allocated, contact information, what is being donated, broker information), correspondence, stock certificates, invalid stock certificates, trade confirmations, confirmation letters (date of sale, price per share), stock donation receipt, donation acknowledgements, donor information and contribution history, broker information, completed transfers, possible donations, and unknown checks.	Parish Financial Services	Fiscal year + 6 years	SHRED/DELETE
635 Grants The activity of giving or receiving grant funds.				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS635-05	GRANT ADMINISTRATION RECORDS – Records produced through the annual parish fundraising drive to support and promote spiritual growth among impoverished Native American and African American communities within the Archdiocese of Seattle. Records may include approval letters (Signed by the Archbishop), policies/procedures, applications for funds, financial information, committee records that reviewed the grant applications, evaluations, grantee reports, site visit records, and correspondence.	Vicar for Clergy, Catholic Faith Formation, Stewardship and Development	End of grant period (and any subsequent renewal period) + 6 years For denied grant applications: Calendar year + 1 year	SHRED/DELETE
640 Investment The activity of laying out money or capital with the expectation of return or profit.				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS640-05	BEQUESTS, TRUSTS, & ANNUITY RECORDS – Include: name and beneficiary, probate correspondence, litigation records, property records, third-party consultant agreements and correspondence, cash receipts, specification of how funds will be used, Archdiocesan Investment Committee fund reports (endowment	Parish Financial Services, Stewardship and Development	Liquidation/ dispersement of bequest, trust, or annuity + 1 year, then send to Archives.	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	records), correspondence with accounting department, and endowment contract.			
CS640-10	CHARITABLE GIFT ANNUITIES PURCHASE RECORDS – May include: charitable contract, annuity agreement, bank forms and correspondence, attorney correspondence, beneficiary information, cash receipts, cancelled checks, draft illustration of potential annuity, handwritten notes, contact notes, notes documenting the story of the donor, and copies of death certificates and obituaries.	Accounting, Stewardship and Development	Retain for duration of annuity + 6 years	SHRED/DELETE
CS640-15	CHARITABLE GIFT ANNUITIES STATE REPORTS – Records documenting the filing requirements for charitable gift annuities. Includes: Washington State report, actuarial report, CCAS finance report, check requisitions, and correspondence.	Accounting	Fiscal year + 6 years	SHRED/DELETE
CS640-20	EARNINGS PAYMENT REPORTS – Records certifying earnings payouts, annuity financial transactions, and annual earnings to purchasers of archdiocesan annuity products.	Accounting	Fiscal year + 6 years	SHRED/DELETE
CS640-25	INVESTMENT MANAGER’S REPORTS	Accounting, Associated Catholic Cemeteries	Fiscal year + 3 years	SHRED/DELETE

645 Payroll

The activity relating to the monetary compensation of employees on a periodic basis.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS645-05	MANUAL CHECKS SUMMARY REPORTS – Records documenting manual checks issued by payroll instead of by a third-party payroll administrator.	Accounting, Benefits Services	Fiscal year + 4 years or until completion of audit, whichever is longer	SHRED/DELETE
CS645-10	PAYROLL DEDUCTION AND AUTHORIZATION REQUESTS – Records are authorizations for deductions from wages/salary by the employee or court order. Includes: transportation discount products, garnishment for liens or child support, donated funds, retirement products, health savings accounts, flexible spending accounts, identity theft protection, and elective insurance.	Accounting, Benefits Services	Date of authorization + 6 years	SHRED/DELETE
CS645-15	PAYROLL PROCESSING RECORDS – Records related to the processing of payroll, including verifying actions and ensuring accuracy. Records include: listing of payroll deductions, status of	Payroll Services	Fiscal year + 3 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	and adjustments to accounts, payroll distribution, warrant distribution log/sheet, notes, and amendments.			
CS645-20	PAYROLL REGISTERS – The official record of the Chancery’s payroll activity for each pay period. Includes: employee name & ID, pay period, earnings, hours, pay rate, gross & net pay, deductions, withholdings, employer contributions, and taxes. Could be found in paper and/or payroll system. Includes: Wage and Tax Registers	Payroll Services	Permanent	SHRED/DELETE
CS645-25	PAYROLL VENDOR REPORTS	Accounting, Associated Catholic Cemeteries, Benefits Services	Master Control, Monthly/Quarterly reports: End of fiscal year Last Master Control report of Calendar year: Permanent General informational/reference reports: Obsolete or superseded	SHRED/DELETE RETAIN IN OFFICE SHRED/DELETE
CS645-30	TIMECARDS – Records related to the identification and reporting of hours worked by hourly employees, and the number of extra hours requiring payment for salaried, non-exempt employees.	Benefits Services	Calendar year + 4 years	SHRED/DELETE

650 Savings & Loan

The activity of operating an internal savings and loan system for parishes and faith communities of the Archdiocese of Seattle.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS650-05	ARCHDIOCESAN REVOLVING FUND DISTRIBUTION APPROVALS – Records documenting financial information and distributions that require the approval of the Director of Administration and Finance when distributing funds to outside Catholic organizations. May include: third-party newsletters and financial correspondence.	Administration and Finance, Parish Financial Services	Obsolete or superseded	SHRED/DELETE
CS650-10	BUILDING PROJECT FINANCIAL RECORDS – Records relating to the financing of any active building project utilizing funds from	Associated Catholic Cemeteries, Parish	Project completion + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	Parish Financial Services. May include: request for project, budget worksheets, correspondence from Parish Revolving Fund Commission meetings, summaries and reports, and general correspondence.	Financial Services		
CS650-15	LOAN AGREEMENTS & AMORTIZATION SCHEDULES – Records documenting payments and interest requirements for funds that CCAS has agreed to lend out.	Accounting, Parish Financial Services	Repayment of loan + 6 years	SHRED/DELETE
CS650-20	LOAN AUTHORIZATION CORRESPONDENCE – Records produced through interactions between the Director of Administration and Finance and the recipients of loans through the Parish Revolving Fund. May include: loan statements, notes, check requisitions, general correspondence, financial correspondence, construction correspondence, property issue, and attorney information.	Parish Financial Services	Repayment of loan + 6 years	SHRED/DELETE
CS650-25	LOAN COMMITMENT & FINANCIAL RECORDS – Records documenting the loans provided to participants in the Parish Revolving Fund and Archdiocesan Revolving Fund. Includes: loan commitment (signature and terms), quarterly loan statement, annual statement, financial transactions, and correspondence.	Parish Financial Services	Repayment of loan + 6 years	SHRED/DELETE

655 Tax

The activity of filing any required annual or special-purpose tax returns.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS655-05	B&O TAX RETURNS – Records documenting the taxes due for printing and publishing within the City of Seattle. Includes: City of Seattle business license tax and statement and check requests.	Accounting	Fiscal year + 6 years	SHRED/DELETE
CS655-10	EXCISE TAX RETURNS – Records documenting the use taxes due	Accounting	Fiscal year + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	for purchasing a product that did not have proper sales tax charges.			
CS655-15	INTERNAL REVENUE SERVICE (IRS) RECORDS – Includes: <ul style="list-style-type: none"> •1099 MISC and 1099R FORMS •941 TAX QUARTERLY STATEMENTS OF FILING AND DEPOSITS •990-T UNRELATED BUSINESS INCOME TAX •ABSOLUTION LETTERS •CP-2100A NOTICE •W-2 FORM (WAGE AND TAX STATEMENT) •W-4 FORM (EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATE) •W-9 FORM 	Accounting, Benefits Services	Calendar year + 6 years	SHRED/DELETE
CS655-20	PROPERTY TAX EXEMPTION RENEWAL RECORDS – Records are WA State Department of Revenue forms, and correspondence used in the renewal process of a parish or school's tax exempt status.	Property and Construction	Calendar year + 6 years	SHRED
CS655-25	PROPERTY TAX STATEMENTS	Property and Construction	Fiscal year + 6 years	SHRED

660 Valuation

The activity of valuing land, property, or other assets belonging to CCAS.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS660-05	COUNTY PROPERTY VALUATIONS – Records are cards received by various county assessor's offices detailing the value of properties owned by CCAS. Also called Real Property Value Notices or Official Property Value Notices.	Property and Construction	Calendar year + 4 years	SHRED
CS660-10	FIXED ASSETS REPORTS – Records documenting the fixed asset depreciation (original cost compared to current) financial information for buildings, vehicles, equipment, furniture, and fixtures.	Accounting	Permanent	RETAIN IN OFFICE

700 HEALTH & SAFETY

The function of creating and maintaining a safe and healthy work environment for employees. This function also contains the management of hazardous materials.

CHANCERY RECORDS RETENTION SCHEDULE

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS700-05	<p>ACCIDENTS/INCIDENTS (HAZARDOUS MATERIALS) – Records relating to accidents/incidents involving individual(s) not employed by the Archdiocese of Seattle, and where a formal claim for damages is not filed. Records include, but are not limited to, reports, notes, photographs, correspondence, and investigations.</p> <p>For Accidents or Incidents where a claim is filed, see CS135-10. For accidents or incidents that don't pertain to hazardous materials and a claim has not been file, see CS135-05.</p>	Property and Construction	<p>No human exposure: 50 years after date of incident/accident</p> <p>Human exposure: 100 years after individuals date of birth or 30 years after individual's death, whichever is sooner.</p>	SHRED/DELETE
CS700-10	<p>BUILDING SAFETY PERMITS/INSPECTIONS – Fire extinguishers, alarms, sprinklers, suppression systems; heating, ventilation, air conditioning systems; boilers/hot water tanks, elevators, etc. Does not include hazardous waste inspection/abatement records. See HAZARDOUS MATERIALS FILES.</p>	Maintenance; Property and Construction; Camps; Associated Catholic Cemeteries	Retain for 6 years after inspection superseded (<u>and</u> conditions of inspection satisfied <u>and</u> violations corrected/ resolved), then Destroy	SHRED/DELETE
CS700-15	<p>DISASTER/EMERGENCY PREPAREDNESS PLAN – Records documenting instruction procedures in the event of a catastrophic emergency affects the Chancery.</p> <p>Includes: emergency handset instructions, emergency notification procedure for Chancery facilities, and personnel and emergency contact information. This also includes the Disaster Plan for Archives and Records Management.</p>	Chancery Operations, Archives and Records Management, Benefits Services	Obsolete or superseded + 6 years	RECYCLE
CS700-20	<p>EARTHQUAKE REPORTS – Records documenting the earthquake preparedness, structural integrity, and deficiency plans for Catholic schools and facilities in the Archdiocese of Seattle.</p>	Property and Construction	Obsolete or superseded + 6 years	SHRED/DELETE
CS700-25	<p>HAZARDOUS MATERIALS FILES – Records related to the identification, investigation, abatement/remediation, disposal, management, and tracking of hazardous materials. Records include: permits/licenses, forms, risk assessments, contracts/agreements, certifications, studies, reports, notifications, Asbestos Hazard Emergency Response Act (AHERA) Management Plan documentation, and inspections of asbestos, lead, and underground storage tanks.</p>	Property and Construction	Permanent	ARCHIVES
CS700-30	HAZARDOUS MATERIALS HANDLING TRAINING – Records	Property and	End of training + 50 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	relating to training for the safe handling of hazardous materials (including: communicable infectious disease, toxic substances, asbestos, and harmful physical agents). Records include: curricula, instructional materials, tests & results, reference material/handouts, attendee lists, evaluations, sign-in sheets, permit, authorizations, licenses, and certificates (if no master certification list exist).	Construction; Chancery Operations	Final training materials or presentation: obsolete then send final versions to Archives	ARCHIVAL REVIEW
CS700-35	HEALTH DEPARTMENT FOOD SAFETY INSPECTION REPORTS	ALL	Retain until next inspection, then Destroy	SHRED/DELETE

800 MARKETING

The function of advertising, publicizing, and garnering attention for Chancery programs, projects, and offices.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS800-05	LOGOS: ORGANIZATIONAL & DEPARTMENTAL	ALL	Permanent	ARCHIVES
CS800-10	<p>MARKETING MATERIALS – Records regardless of format produced by archdiocesan departments for marketing or promotional purposes. May include, but not limited to:</p> <ul style="list-style-type: none"> • Advertisements • Audio/Video tape cassettes • Brochures • Catalogs • CD-ROMs • Digital Photographs • Direct Mailings • Films and Presentations • Fliers • Manuals • Pamphlets • Photographic Prints and Negatives • Posters 	ALL	Permanent	ARCHIVAL REVIEW

CHANCERY RECORDS RETENTION SCHEDULE

900 PERSONNEL ADMINISTRATION

The function of recruiting, selecting, assessing, and managing employees, clergy, and volunteers.

905 Benefits Administration

The activity of administering lay and clergy health, welfare, retirement, pension, disability, life insurance, and workers' compensation programs. See also [135 Risk Management/Insurance](#)

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS905-05	<p>BENEFITS SERVICES NOTIFICATIONS TO STAKEHOLDERS – General communications and marketing material between the Benefits Services office and relevant units, administrators and employees.</p> <p>May include: correspondence, post cards, and plan packets.</p>	Benefits Services	Obsolete or superseded	SHRED
CS905-10	<p>CORRECTIONS TO BENEFITS SELECTION – Written permission/ requests from diocesan employees for Benefits staff to select or change individual plan options on their behalf when there are technical difficulties.</p>	Benefits Services	Calendar Year + 2 years	SHRED/DELETE
CS905-15	<p>EMPLOYEE BENEFITS ENROLLMENT RECORDS – Records related to the management and administration of benefit plans such as pension and insurance plans, and records of election by employees of the Archdiocese of Seattle for type and amount of participation in benefit plans.</p> <p>May include: benefit enrollment and application forms, beneficiary designations, COBRA elections, change of address, disability benefit records, domestic partnership affidavits, enrollment educational assistance plan documents, leave of absence forms, long term disability claims, insurance policies, pension enrollment and participation, plan amendments & restated, plan documents, service provider records (selection & monitoring of service providers, general correspondence and contracts with service providers).</p>	Benefits Services	Employee participation in the benefit/plan + 8 years (End of calendar year, then arrange for microfilming)	SHRED/DELETE AFTER MICROFILMED

CHANCERY RECORDS RETENTION SCHEDULE

	Excludes participation records (see CS905-30).			
CS905-20	<p>LAY & PRIEST CLAIMS RESOLUTION FILES – Records produced through lay and clergy employee claim disputes with an insurance company.</p> <p>May include: bills, death claim form, death claim application materials, explanation of benefits, phone action slips, priest excess out-of-pocket forms, priest health plan files, personnel action forms, and correspondence.</p>	Benefits Services	Settlement of claim + 6 years	SHRED/DELETE
CS905-25	<p>LAY PENSION CONTRIBUTION REPORTS – The report includes the following elements: name, date, hire date, latest hire date, term date, contribution calculation date, total hours paid, unit hours paid, unadjusted total gross wages, unadjusted gross wages from calculation date, and pension contribution for the year.</p>	Benefits Services	Fiscal year + 6 years	SHRED/DELETE
CS905-30	<p>RETIREMENT PLAN PARTICIPATION RECORDS – Records documenting activities relating to the pensions for both priests and employees of the Archdiocese of Seattle.</p> <p>May Include: non-incardinated priest pension contributions, pension contribution report, pension distribution request forms, priest pension contributions and distributions, priest pension records, salary reduction form, and correspondence.</p>	Benefits Services	<p>For records related to the maintenance, contributions, and distributions of retirement accounts, <i>retain in office</i> for termination of retirement benefit eligibility + 75 years</p> <p>For records related to the selection of investment products by benefits or a contracted provider: Closeout of agreement + 6 years</p>	SHRED/DELETE
CS905-35	<p>WORKERS’ COMPENSATION CLAIMS – COMPENSABLE – Records related to workers' compensation claims filed for on-the-job accidents, and financial records related to employees on long-term disability.</p> <p>May include: accident reports, claim closure documents, claim forms, claim rejection documents, claim reopen documents, medical documentation, notices of workers compensation claim arrival, return to work notices, state workers compensation filing forms and documentation, time loss payouts, and workers’ compensation appeals.</p>	Administration and Finance	<p>Close of claim + 75 years</p> <p>Claims for eye injuries: Close of claim + 10 years</p>	SHRED

CHANCERY RECORDS RETENTION SCHEDULE

CS905-40	<p>WORKERS' COMPENSATION CLAIMS – NON-COMPENSABLE – Records related to non-compensable workers' compensation claims for on-the-job accidents.</p> <p>May include: accident reports, claim closure documents, claim forms, claim rejection documents, claim reopen documents, medical documentation, notices of workers compensation claim arrival, return to work notices, state workers compensation</p>	Administration and Finance	Close of claim + 40 years	SHRED
CS905-45	<p>WORKERS' COMPENSATION QUARTERLY REPORTS FOR SELF – INSURED BUSINESSES – Statistical data summarizing workers' hours and claims costs paid by the Archdiocese to Washington State Department of Labor and Industries.</p> <p>May include: annual and quarterly reports, copies of check requests, cash receipts, deposit slips, and correspondence.</p>	Administration and Finance	Calendar year + 6 years	SHRED/DELETE

910 Clergy Personnel Management

The activity of overseeing services and programs relating to the formation, assignment, evaluation, and support of priests, deacons, seminarians, and appointed lay leadership.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS910-05	<p>CONTINUING FORMATION RECORDS – Records documenting local and national annual events, orientations and training programs, seminars, conferences, pilgrimages, and diocesan policies for clergy.</p>	Vicar for Clergy	Permanent (Obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES
CS910-10	<p>DIOCESAN PRIEST PERSONNEL FILES – Records may include: Priest Personnel Action Forms (PPAFs), decrees, letters of appointment, contracts, reviews, emergency contact, funeral plans, last will and testament, sexual abuse prevention training certification, criminal background checks, celebrets/outgoing testimonials, stat sheets, ministry correspondence, medical records, psychological assessments, evaluations, and mentoring records.</p>	Vicar for Clergy	Permanent	ARCHIVES
CS910-15	<p>EXTERN PRIESTS PERSONNEL FILES – Records may include: testimonial letters, turndowns, Priest Personnel Action Forms</p>	Vicar for Clergy	Permanent	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	(PPAFs), decrees, letters of appointment, contracts, reviews, emergency contact, funeral plans, last will and testament, sexual abuse prevention training certification, criminal background checks, celebrets/outgoing testimonials, stat sheets, ministry correspondence, medical records, psychological assessments, immigration records, and extra-diocesan correspondence.			
CS910-20	<p>PARISH TRANSITION RECORDS – Records relating to the process a parish undertakes during clergy transition.</p> <p>May include: field staff reports, program guidebooks, survey forms, worksheets, and follow-up documentation.</p>	Pastoral Ministries	Permanent	ARCHIVES
CS910-25	<p>PASTORAL LIFE DIRECTORS/PASTORAL COORDINATORS PERSONNEL FILES – Records may include: Personnel Action Forms, letters of recommendation, decrees, letters of appointment, contracts, reviews, emergency contact, sexual abuse prevention training certification, criminal background checks, stat sheets, ministry correspondence, medical records, psychological assessments, and immigration records.</p>	Vicar for Clergy	Permanent	ARCHIVES
CS910-30	PERMANENT DEACON APPLICATIONS	Vicar for Clergy	Date of application + 5 years	SHRED
CS910-35	<p>PERMANENT DEACON PERSONNEL FILES (FORMATION) – Records may include: application form, vocational autobiography, references, sacramental records, spouse's application (for married diaconate applicants), signature for commitment to celibacy, medical records, interview forms, evaluations, application checklist, acceptance/denial letters, reflection and commitment form, sexual abuse prevention training certification, psychological testing results, transcripts, pastoral placement correspondence, ministry correspondence, course assignments, decrees, appointments, contracts, and criminal background checks.</p>	Pastoral Ministries	<p>Departed deacons: Permanent (Calendar year + 2 years, then transfer to Archives for microfilming)</p> <p>Ordained Deacons: Permanent (Ordination of next class, then transfer to Archives)</p>	ARCHIVES
CS910-40	<p>PERMANENT DEACON PERSONNEL FILES (ORDAINED) – Records may include: Priest Personnel Action Forms (PPAFs), decrees, letters of appointment, pastoral placement correspondence, contracts, reviews, emergency contact, funeral plans, last will and testament, sexual abuse prevention training certification, criminal background checks, celebrets/outgoing testimonials, stat sheets, ministry correspondence, medical</p>	Vicar for Clergy	Permanent	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	records, psychological assessments, evaluations, and acceptance/denial letters.			
CS910-45	PRIEST PERSONNEL BOARD: CLERGY ASSIGNMENT RECOMMENDATIONS	Vicar for Clergy	Permanent	ARCHIVES
CS910-50	SEMINARIAN PERSONNEL FILES – Records may include: application form, vocational autobiography, references, sacramental records, decrees, canonical forms of commitment, physician letters, interview forms, evaluations, acceptance/denial letters, reflection and commitment form, sexual abuse prevention training certification, psychological testing results, transcripts, pastoral placement correspondence, seminary correspondence, and general correspondence.	Vicar for Clergy	Departed seminarians: Permanent (Calendar year + 2 years, then transfer to Archives for microfilming) If ordained: Permanent (Calendar year + 1 year, then transfer to Archives)	ARCHIVES
CS910-55	TESTIMONIALS – Records relating to priests, deacons, seminarians, religious and layity of religious institutes or other dioceses who wish to work within the Archdiocese (either on a one-time or continuing basis). Includes: speaker approvals and immigration records	Pastoral Ministries, Vicar for Clergy, Religious Communities	Retain until visiting religious leaves the diocese, then arrange for appraisal by Archives	ARCHIVAL REVIEW

915 Compliance

The activity of ensuring the compliance of parishes and Chancery departments/programs with human resources laws and regulations.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS915-05	ACA ACCREDITATION CERTIFICATES – Records are certificates given by American Camp Association every three years upon successful accreditation. Also includes: annual statement of compliance.	Youth and Young Adult	Permanent	ARCHIVES
CS915-10	ACA ACCREDITATION WORKING FILES – Workbooks or binders which are part of the accreditation process from the American Camping Association (ACA). For certificates, see CS915-05.	Youth and Young Adult	Until completion of next accreditation period	SHRED/DELETE
CS915-15	COMPLIANCE AUDIT REPORTS – Records issued by the Compliance Program related to the auditing of parishes, schools, and Catholic agencies for compliance with internal policies, reporting requirements, and applicable laws and regulations.	Human Resources	Calendar year + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS915-20	<p>RELIGIOUS ORDER SAFE ENVIRONMENT ACCREDITATION RECORDS – Records certifying that members of religious orders within the Archdiocese (but are without assignment) have received the equivalent of Safe Environment compliance by a third party provider through their order. Orders are audited every four years.</p> <p>May include: official accreditation letter to the Archbishop from the Superior of the religious community, training verification, tracking log, and correspondence.</p>	Human Resources	End of accreditation period + 6 years	SHRED/DELETE
CS915-25	SAFE ENVIRONMENT PARENT OPT-OUT FORMS – Forms completed by parents who have opted out of Safe Environment training offered to all children who attend Archdiocesan schools or a parish Faith Formation program.	Human Resources	Permanent (Until completion of audit + 1 year, then arrange for microfilming)	SHRED/DELETE AFTER MICROFILMED
CS915-30	SAFE ENVIRONMENT TRAINING ADMINISTRATION RECORDS – Records are those used for the administration of both the online and in-person Safe Environment training program. Elements include: live training sign-in/attendance sheets, policy sign-off, list of completed courses, required courses, background checks, employee names, and employee roles.	Human Resources	<p>Permanent</p> <p>For electronic records: obsolete or superseded, then arrange for transfer to Archives.</p> <p>For paper records: Retain until completion of audit, then arrange for microfilming.</p>	<p>ARCHIVES</p> <p>SHRED/DELETE AFTER MICROFILMED</p>
CS915-35	SAFE ENVIRONMENT TRAINING STATISTICS FORMS – Forms completed by Archdiocesan Schools or Faith Formation Programs at Parishes totaling the number of children trained. Also called the “Recording the Training” forms.	Human Resources	Retain until completion of audit	SHRED/DELETE
CS915-40	SAFE ENVIRONMENT TRAINING VERIFICATIONS – Signed and dated forms completed by locations (parishes and schools) verifying that they’ve satisfied all requirements of Safe Environment Training for staff.	Human Resources	Until completion of audit + 1 year	SHRED/DELETE
CS915-45	UNITED STATES COUNCIL OF CATHOLIC BISHOPS AUDIT RECORDS: DEPARTMENTAL DRAFTS – Final version located in the Chancellor’s Office.	Human Resources, Administration and Finance, Chancellor	<p>Departmental Drafts: Obsolete or superseded</p> <p>Final Report (Chancellor’s Office): Permanent</p>	<p>SHRED/DELETE</p> <p>ARCHIVES</p>

CHANCERY RECORDS RETENTION SCHEDULE

	For Final Report, see United States Council of Catholic Bishops Audit Records: Final Report CS915-50			
CS915-50	UNITED STATES COUNCIL OF CATHOLIC BISHOPS AUDIT RECORDS: FINAL REPORT	Chancellor	Permanent	ARCHIVES
CS915-55	UNITED STATES COUNCIL OF CATHOLIC BISHOPS AUDIT RECORDS: SAFE ENVIRONMENT – Includes: exhibits, compliance letter, and instrument.	Human Resources	Permanent (Fiscal year + 2 years, then transfer to Archives)	ARCHIVES

920 Misconduct/Discipline/Grievances

The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS920-05	EMPLOYEE DISPUTE RESOLUTION RECORDS – May include: notes from supervisor and employee, mediation documentation, and notes related to resolution.	Human Resources	Resolution of dispute + 6 years If terminated, then permanent	SHRED/DELETE ARCHIVES
CS920-10	SCHOOL COMPLAINTS, GENERAL – Records documenting routine school-related complaints by parents/guardians. See CS920-15 SCHOOL COMPLAINTS, PERSONNEL below for complaints of inappropriate behavior.	Catholic Schools	Resolution of matter + 3 years	SHRED/DELETE
CS920-15	SCHOOL COMPLAINTS, PERSONNEL – Records documenting significant school-related personnel complaints by parents/guardians related to alleged abuse or inappropriate behavior.	Catholic Schools	Permanent	ARCHIVES
CS920-20	TERMINATED SCHOOL EMPLOYEE RECORDS – May include: teaching history and reason for termination, complaint records, evaluations, contracts, psychological evaluation, teacher termination reports, and correspondence.	Catholic Schools	Termination of employee + 6 years Permanent, if terminated for sexual misconduct	SHRED/DELETE ARCHIVES

925 Personnel Documentation

The activity of documenting an individual’s employment. Includes volunteers.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS925-05	BACKGROUND CHECKS, POSITIVE CRIMINAL HISTORY RESULTS – Includes: application for pre-employment or volunteer, signed background check authorization form, and all	Human Resources	Calendar year + 3 years, then arrange for microfilming	SHRED/DELETE AFTER MICROFILMED

CHANCERY RECORDS RETENTION SCHEDULE

	result sheets.			
CS925-10	CONFIDENTIALITY AGREEMENTS – Records are contracts signed by staff that ensure that personnel, legal, and health information will not be disclosed outside of office-approved situations. See CS925-35 PERSONNEL FILES for more information.	Benefits, Human Resources, Archives & Records Management, Vicar for Clergy	Separation of employee + 1 year, then send to Human Resources to be included in employee’s personnel file	SHRED/DELETE AFTER MICROFILMED
CS925-15	DRUG & ALCOHOL TEST RESULTS	Associated Catholic Cemeteries	Date of results + 5 years	SHRED/DELETE
CS925-20	EMPLOYMENT ELIGIBILITY FORMS – Records certifying an employee's legal eligibility to work in the United States.	Human Resources, Associated Catholic Cemeteries	Separation of employee + 1 year or 3 years after hire, whichever is longer	SHRED/DELETE
CS925-25	FAMILY MEDICAL LEAVE RECORDS* – Records allow for employees to take leaves of absence in certain circumstances without losing their employment or benefits. May include: application, correspondence with physician, physician notes and letters, and release to return to work. *Records must be kept in a file separate from general personnel file.	Human Resources, Associated Catholic Cemeteries	Retain for 6 years after expiration of leave or denial of request	SHRED/DELETE
CS925-30	HIPAA TRAINING CERTIFICATES	Benefit Services	Calendar year + 6 years	SHRED/DELETE
CS925-35	PERSONNEL FILES – Records of Archdiocesan employees, volunteers, and retreat employees. For Catholic Schools Personnel Record Keeping Requirements, see here . May include, but not limited to: <ul style="list-style-type: none"> • BACKGROUND CHECKS, NEGATIVE CRIMINAL HISTORY RESULTS • CONFIDENTIALITY AGREEMENTS • CONTINUING EDUCATION CERTIFICATES • EMPLOYEE PERSONNEL POLICY AGREEMENTS • FAMILY MEDICAL LEAVE ACT INFORMATION • LAY OFF/SEVERENCE NOTIFICATION LETTER • LETTERS OF REFERENCE • PAY RATE/HISTORY • PERFORMANCE EVALUATIONS • PERSONNEL ACTION FORMS 	Catholic Schools, Human Resources, Associated Catholic Cemeteries	Permanent (Separation of employee + 1 year, then microfilm)	SHRED/DELETE AFTER MICROFILMED

CHANCERY RECORDS RETENTION SCHEDULE

	<ul style="list-style-type: none"> PERSONNEL STATUS TRACKING RECORDS PLEDGES, CONTRACTS, AND SERVICE/WORK AGREEMENTS TERMINATION CHECKLIST TRANSCRIPTS 			
CS925-40	SAFE ENVIRONMENT TRAINING PROOF OF COMPLETION	Human Resources, Youth and Young Adult, Pastoral Ministries	<p>Before 1 July 2015: Permanent. Printed proof must be included in Personnel File see PS925-35.</p> <p>After 1 July 2015: Permanent. Records maintained by Virtus.</p>	ARCHIVES
CS925-45	SEASONAL/CONTRACTED WORKER AGREEMENTS	Human Resources, Youth and Young Adult	Current year + 6 years	SHRED/DELETE
CS925-50	<p>SEX OFFENDER PARISH RECORDS – Records produced through the process that registered sex offenders must undertake to obtain permission to attend Mass.</p> <p>May include: instructions for parishes, sex offender guidelines for mass attendance, guardian agreement form, sex offender Mass attendance agreement form, Washington state, local municipality or county notification of registered sex offenders, background check information, and correspondence to parishes and schools.</p>	Human Resources	Permanent	SHRED/DELETE AFTER MICROFILMED

930 Position Development

The activity of classifying, grading, and describing employment positions.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS930-05	EMPLOYEE POSITION DESCRIPTIONS	Human Resources, Vicar for Clergy, Associated Catholic Cemeteries	Obsolete or superseded + 6 years	SHRED/DELETE
CS930-10	<p>PARISH & PRIEST COMPENSATION PLANS – Records documenting the salary and benefits information for priests and parish employees.</p> <p>Includes: billing letter, compensation planning worksheets, and compensation plan.</p>	Human Resources	Obsolete or superseded + 6 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS930-15	SALARY COMPENSATION SCHEDULES – Records certifying the annual compensation paid out by the Archdiocese of Seattle. Includes: minimum, average, and high pay range for each position plus the appropriate salary grade.	Human Resources	Obsolete or superseded + 6 years	SHRED/DELETE
CS930-20	WASHINGTON STATE UNEMPLOYMENT INSURANCE REPORTS – Quarterly filing requirement to Washington State regarding unemployment insurance. Includes: unemployment insurance report, monthly statements from Washington State, and correspondence.	Human Resources	Calendar year + 6 years	SHRED/DELETE

935 Recruitment & Hiring

The activity of screening, selecting, and employing individuals. Includes volunteers and visiting and temporary religious community members.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS935-05	EMPLOYEE RECRUITMENT RECORDS* – Records related to the recruitment and selection of employees, job description, and determination of rate of pay. Records may include: summary of position responsibilities, requirements, applications (not hired) and rejection letters, wage rate, and reporting relationships. *Records of hired employees should be added to the employee’s personnel file. For Personnel Records, see CS925-35.	Catholic Schools, Human Resource, Associated Catholic Cemeteries	Position filled + 3 years	SHRED/DELETE

1000 INFORMATION MANAGEMENT

The function of managing diocesan information, including forms and publications, mail services, records administration, marketing, and public relations.

1005 Library Administration

The activity of administering the Chancery library media center.

SERIES	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
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CHANCERY RECORDS RETENTION SCHEDULE

NO.				
CS1005-05	LIBRARY CATALOGS	Catholic Faith Formation	Obsolete or superseded	DELETE
CS1005-10	LIBRARY CIRCULATION RECORDS – Records tracking materials checked in/out of library. Includes membership roster and statistics.	Catholic Faith Formation	Obsolete or superseded	DELETE

1010 Mail Services

The activity of managing the circulation of printed information, including incoming and outgoing, internal and external processes.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1010-05	MAIL DELIVERY AND RECEIPT – Records documenting incoming and outgoing mail to/from the Chancery. Includes: certified/registered/insured mail logs and return receipts, postage meter logs/reports, private ground delivery registers/receipts, signed pick up and delivery receipts, monthly reports for bulk mailing, certified letter signatures, and statements of postage due.	Chancery Operations	Fiscal year + 1 year	SHRED/DELETE

1015 Publications

The activity of drafting, producing, and managing public documents, including printed and electronic matter, broadcast media, and website material.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1015-05	CATHOLIC DIRECTORY DEVELOPMENT MATERIALS – Applications submitted by organizations and services requesting a listing in the Catholic Directory. May include: application, mission statement, non-profit status verification, financial report, and board member listing.	Catholic Faith Formation	Publication of new edition	SHRED/DELETE
CS1015-10	CATHOLIC DIRECTORY: FINAL	Communications	Permanent (Obsolete or superseded, then transfer one copy to Archives)	ARCHIVES
CS1015-15	CATHOLIC DIRECTORY REPORTS – Records produced through the collection of contact information for Archdiocese of Seattle Chancery offices, parishes, schools, and affiliated services for the	Chancellor	Obsolete or superseded	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	<p>Official Catholic Directory.</p> <p>May include: worksheets, correspondence, and USCCB Group Ruling applications (provides non-profit status to Catholic organizations operating within the Archdiocese of Seattle).</p>			
CS1015-20	CONTACT LISTS & DIRECTORIES	ALL	Obsolete or superseded	SHRED/DELETE
CS1015-25	NECROLOGY REPORTS – Records documenting all of the deaths of archdiocesan priests and deacons from 1884 to present.	Vicar for Clergy	Obsolete or superseded	SHRED/DELETE
CS1015-30	<p>NEWSLETTERS, BULLETINS, PERIODICALS, & PUBLICATIONS – Records are newsletters, bulletins, periodicals, publications, newspapers, magazines, notifications, etc. about Chancery programs, events, projects, campaigns, and work which is produced by Chancery offices.</p> <p>May include, but not limited to: editor comments, photographs, email, drafts, proofs, and advertisements.</p>	ALL	Obsolete or superseded, then arrange for appraisal of final published copy by Archives	ARCHIVAL REVIEW
CS1015-35	NORTHWEST CATHOLIC ADVERTISEMENTS – Records may include: unaltered digital advertising images and text provided by client, finalized digital advertising images and text, finalized advertisement as seen in the <i>Catholic Northwest Progress</i> , original unaltered advertising images and text (if provided as paper) by client, and backup discs.	Communications	Obsolete or superseded	RECYCLE OR DELETE
CS1015-40	NORTHWEST CATHOLIC DEVELOPMENT RECORDS – May include: Catholic Northwest Progress finalized photographs, unaltered digital photographs and text, draft articles, and finalized digital proof files.	Communications	Obsolete or superseded	RECYCLE
CS1015-45	<p>NORTHWEST CATHOLIC FINAL PHOTOGRAPHS, AUDIO, & FILMS – Original photographs, audio records, and films used in the publication of the Northwest Catholic or Catholic Northwest Progress.</p> <p>Includes: digital, paper, and analog versions of records.</p>	Communications	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS1015-50	NORTHWEST CATHOLIC SUBSCRIPTION RECORDS – Completed subscription forms to be added to the database. Contains subscriber name and address information.	Communications	Obsolete or superseded	SHRED/DELETE
CS1015-55	WEBSITE RECORDS – Records documenting the publishing of	Catholic Schools,	Capture before major content	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	<p>online (internet and intranet) content. For Safe Environment Website records, see CS505-50.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). 	<p>Communications, Washington State Catholic Conference, Associated Catholic Cemeteries, Youth and Young Adult, Marriage and Family Life, Vicar for Clergy</p>	<p>change, then transfer to archives</p>	
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1020 Public Statement

The activity of communicating official information to the press and/or public on behalf of the Archbishop/Archdiocese.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1020-05	BROADCASTS – SCRIPTS & RECORDINGS – Records are audio and video recordings as well as scripts of broadcasts, developed and produced by Communications.	Communications	Obsolete or superseded, then arrange for appraisal by Archives	ARCHIVAL REVIEW
CS1020-10	PRESS RELEASES – Formal statements or announcements prepared on behalf of the Archbishop of Seattle by the Communications delegate or the Washington State Catholic Conference.	Communications, Washington State Catholic Conference	Permanent (Transfer one copy of each release to Archives)	ARCHIVES

1025 Records Administration

The activity of systematically managing Chancery records throughout their lifecycles. This includes: controls over the creation, maintenance, use, retention and disposition of current records, as well as the selection, appraisal, arrangement, and description of historical records. See [700 Health and Safety](#) for Archives and Records Management Disaster Plan.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1025-05	ACCESSIONS REGISTER – Records of archival holdings formally accepted into the Archives. Describes office of origin, accession number, arrangement, stack location, date range of records, quantity of records, access conditions, copyright issues, and date of accession.	Archives & Records Management	Permanent	ARCHIVES
CS1025-10	ARCHIVES STACKS ENTRANCE LOGS – Records documenting the names, dates, and purpose of maintenance and service visitors to the Archives.	Archives & Records Management	Obsolete or superseded + 3 years	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

CS1025-15	ARCHIVES VISITOR LOGS – Records documenting researchers and volunteers working with the archival collections and the purpose of their research.	Archives & Records Management	Permanent	ARCHIVES
CS1025-20	CATALOG RECORDS – Records cataloging collections of artifacts and photographs held by the Archives.	Archives & Records Management	Obsolete or superseded	DELETE
CS1025-25	DEEDS OF GIFT – Records certifying the transfer of archival materials and copyright from a private party to the Archdiocese of Seattle.	Archives & Records Management	Permanent	ARCHIVES
CS1025-30	GUIDES & INVENTORIES – Document the records holdings of the archdiocesan Archives, inventories and finding aids of archival collections, and inventories of parish and Chancery institutions.	Archives & Records Management	Obsolete or superseded	DELETE
CS1025-35	PERMISSION TO PUBLISH CONTRACTS – Records certifying that researchers are permitted to publish archival materials if compliant with the terms and fees associated with published use.	Archives & Records Management	Permanent	ARCHIVES
CS1025-40	RECORD DESTRUCTION CERTIFICATES – Records certifying the physical disposal/deletion of records that have completed their retention period.	Archives & Records Management	Permanent	ARCHIVES
CS1025-45	RECORD RETENTION SCHEDULES – Records documenting the required retention of records before disposition.	Archives & Records Management	Permanent	ARCHIVES
CS1025-50	RECORD SURVEYS – Inventories of the records of Chancery, parish, and school offices. Includes: interview details, description of records, management of records, access and security, business need of records, proposed retention, and any relevant comments.	Archives & Records Management	Permanent	ARCHIVES
CS1025-55	RECORDS TRANSMITTALS – Records certifying the transfer and custody change of records from a Chancery office to the Archives. Includes: records transmittal forms and tracking spreadsheets.	Archives & Records Management	Permanent	ARCHIVES
CS1025-60	REFERENCE REQUESTS – Records document requests for access or research assistance made to the Archives. This includes completed sacramental records request forms.	Archives & Records Management	Resolution of request + 3 years	SHRED
CS1025-65	VENDOR RECORDS SHREDDING CERTIFICATES – Receipts from local shredding vendor that include: date, time, volume of secured destruction of:	Archives & Records Management	Calendar year + 2 years	SHRED

CHANCERY RECORDS RETENTION SCHEDULE

	<ul style="list-style-type: none"> • Drafts • Working papers • Copies 			
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1100 LEGAL

The function of managing the civil legal affairs of the Archdiocese, including litigation and legal advice. Includes internal and outside counsel.

1105 Claims Management

The activity of processing incoming complaints, researching insurance policies relevant to current and pending lawsuits, and mediating and tracking settlements.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1105-05	<p>PASTORAL OUTREACH RECORDS – Intake statements of alleged sex abuse victims that have directly approached the Archdiocese of Seattle.</p> <p>May include: intake form (contact information, narrative story), phone call logs, counseling information, photocopies of treatment bills, correspondence, and pastoral letters to the alleged victims from the Archbishop.</p>	Pastoral Outreach	Permanent	ARCHIVES
CS1105-10	<p>SEX ABUSE CLAIM (SPECIAL CASES RECORDS) – Records documenting the financial obligations of the Archdiocese of Seattle in paying alleged sex abuse victim claims.</p> <p>May include: attorney bills and correspondence, expert bills, records search bills, vendor bills, financial releases, complaint court summons, insurance policy information, insurance company correspondence, complaint for damages, and an insurance binder of settled and unsettled cases (2003-present).</p>	Administration and Finance	Permanent	ARCHIVES

1110 Counsel

The activity of requesting and receiving legal advice and opinions.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1110-05	LEGAL ADVICE AND OPINIONS	ALL	Permanent	ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

1115 Litigation Support

The activity of providing consultation and support services to diocesan legal counsel in regard to current and pending cases.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1115-05	LITIGATION SUPPORT RECORDS – Records produced through research relating to compliance with requests for production. Includes: complaint, interrogatories, requests for production/ admissions, review notes, attorney meeting notes, background material, and correspondence.	Archives & Records Management	Obsolete or superseded	SHRED/DELETE
CS1115-10	LITIGATION WORK PRODUCT FILES	Administration and Finance, Archives & Records Management, Chancellor, Chancery Operations, Human Resources	Close of case + 10 years, then arrange for appraisal by Archives	ARCHIVAL REVIEW

1200 LITURGICAL OVERSIGHT

The function of coordinating and overseeing liturgies celebrated by the bishops of Seattle.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1200-05	ATTESTATION CERTIFICATES – Records certifying the dedication and blessing by the Archbishop of new religious buildings.	Liturgy	Permanent	ARCHIVES
CS1200-10	CALENDAR OF LITURGIES – Records are the schedule of liturgies created by the Archbishop and his auxiliaries and sent to the liturgy office.	Liturgy	Obsolete or superseded	SHRED/DELETE
CS1200-15	LITURGY EVALUATIONS AND REVIEWS	Vicar for Clergy	Obsolete or superseded	SHRED/DELETE
CS1200-20	ORDERS OF CELEBRATION (LITURGY BRIEFS) – Records are the Masses produced for the Archbishop or Auxiliary Bishops by the Liturgy office. May include: Orders of Celebration, correspondence, information	Liturgy	Obsolete or superseded	SHRED/DELETE

CHANCERY RECORDS RETENTION SCHEDULE

forms, and briefing memoranda (orientation material for the Bishops).

1300 SCHOOLS ADMINISTRATION

The function of administering the academic assessment and accreditation of Catholic schools and teacher’s clock hours.

1305 Accreditation

The activity of ensuring the accreditation of schools by the Western Catholic Education Association and the Northwest Association of Accredited Schools.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1305-05	CATHOLIC SCHOOLS ACCREDITATION PROCESS RECORDS – Records include: an accreditation self- study, visiting team report, references, statements, team rosters, and correspondence.	Catholic Schools	End of accreditation process + 12 years	SHRED/DELETE

1310 Assessment

The activity of collecting and monitoring academic assessment, enrollment, and budget data and providing this information to the Western Catholic Education Association.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1310-05	NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION DATA BUDGET REPORTS – Records documenting the annual budget for Catholic schools, school enrollment, faculty information, census data, and demographics.	Catholic Schools	Academic year + 6 years	SHRED/DELETE
CS1310-10	STUDENT ASSESSMENT DATA – Records are the annual student assessment test performance results. May include: data summary and school analyses.	Catholic Schools	Academic year + 6 years	SHRED/DELETE

1315 Clock Hours

The activity of awarding clock hour credits to teachers at Catholic schools within the Archdiocese of Seattle.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
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CHANCERY RECORDS RETENTION SCHEDULE

CS1315-05	<p>CLOCK HOURS TRACKING RECORDS – Records of continuing education programs recognized for clock hour credit, the amount of clock hours awarded to teachers, and the application process for a training to be recognized for clock hours.</p> <p>May include: requests, listing of approved courses, sign-in forms, evaluations, application for new training (who is presenting, credentials of provider, purpose of training).</p>	Catholic Schools	Academic year + 7 years	SHRED/DELETE
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1320 Employee Data Collection

The activity of collecting data about school faculty and staff.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1320-05	<p>FACULTY CENSUS RECORDS – Annual statistical reports regarding names of the teachers, classes taught, teacher certification and credentials (initial date and renewal), and student body breakdown.</p>	Catholic Schools	Permanent (Close of school, then arrange for transfer to Archives)	ARCHIVES
CS1320-10	<p>SCHOOL STAFF EMPLOYMENT RECORDS – Records of each school’s staff including: principals, teachers, aids, administrative staff, and other employees.</p> <p>Includes: school of employment, hire date, end date, and other diocesan schools of employment.</p>	Catholic Schools	Permanent (Retain until obsolete or superseded, then arrange for transfer to Archives)	ARCHIVES

1400 TECHNOLOGY MANAGEMENT

The function of acquiring, developing, implementing, testing, supporting, backing up, investigating, and monitoring Chancery computer, networking, imaging, telecommunication, and other technologies.

1405 Logging & Reporting

The activity of monitoring and reporting on computer and system usage, traffic, server events. Also included in this activity is technology project records.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1405-05	COMPUTER PATCH MANAGEMENT LOGS – Records	Information Technology	Obsolete or superseded	DELETE

CHANCERY RECORDS RETENTION SCHEDULE

	documenting updates to workstation software or security programs.	Services		
CS1405-10	<p>HELP DESK SERVICE LOGS – Records produced through help desk, telephone, and technology implementation services.</p> <p>May include: each event entry, status of the event, requesting office, requesting customer, date received, priority, and staff assigned to the event.</p>	Information Technology Services	Resolution of request + 1 year	DELETE
CS1405-15	<p>INTERNET TRAFFIC LOGS – Records documenting a comprehensive listing of all Internet and firewall traffic activity, time spent, websites visited, and bandwidth usage by Chancery employees and server software. Includes: firewall logs.</p>	Information Technology Services	Calendar year + 1 year	DELETE
CS1405-20	<p>NETWORK SERVERS EVENT LOGS – Records documenting errors and exceptions to routine network server functionality.</p> <p>Includes: application logs, operating system logs, security logs, update logs, and file replication logs.</p>	Information Technology Services	Obsolete or superseded	DELETE
CS1405-25	<p>SYSTEM BACKUP LOGS – Records documenting which files are backed-up or not backed-up for each file server operated by the Chancery.</p>	Information Technology Services	Obsolete or superseded	DELETE
CS1405-30	<p>TECHNOLOGY IMPLEMENTATION LOGS – Records produced through technology implementation services.</p> <p>May include: each event entry, status of the event, requesting office, requesting customer, date received, priority, and staff assigned to the event.</p>	Information Technology Services	Until application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned	DELETE
CS1405-35	<p>TECHNOLOGY PROJECT RECORDS – Records of major technology projects at the Chancery such as system implementations.</p> <p>May include, but not limited to: work plans, status reports, meeting materials and notes, project plans, financial records, and related correspondence.</p> <p>For Requests for Vendor Proposals, see CS115-25 and CS115-30. For Contracts, Service and Maintenance Agreements see CS115-15.</p>	Information Technology Services	Completion of project, then arrange for appraisal by Archives	ARCHIVAL REVIEW

CHANCERY RECORDS RETENTION SCHEDULE

CS1405-40	WEBSITE USAGE REPORTS – Records documenting monthly internet usage by Chancery employees. Include: office usage profile, usage breakdown, site ranking categories, top users, offensive users, most accessed sites, and overall usage.	Information Technology Services	Calendar year + 1 year	DELETE
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1410 Investigations

The activity of investigating Information Technology Services resources including: computers, applications, and systems for legal or criminal investigations.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1410-05	COMPUTER FORENSIC INVESTIGATION RECORDS* – May include: forensics PC examination checklist, evidence security bag, static hard drive bag, case management materials inventory form, CCAS Chancery "inappropriate use" response procedure, evidence chain of custody form, correspondence with security consulting firm and/or law enforcement, security consulting firm's formal report, and Chief Information Officer's formal report. *Includes both Chancery and parishes.	Information Technology Services	Close of case, then transfer to Chancellor's Office for 10 years	DELETE

1500 YOUTH & YOUNG ADULT MINISTRY

The function of providing Catholic programs and resources for youth and young adults.

1505 Athletics

The activity of administering extracurricular youth athletic programs.

SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1505-05	ATHLETIC EVENT INCIDENT COMPLAINTS – Records documenting complaints against a referee, player, or coach, typically during a game or event. May include: incident reports, correspondence, notes from phone	Youth and Young Adult	Resolution of complaint + 3 years If incident involves abuse or misconduct, then retain permanently	SHRED/DELETE ARCHIVES

CHANCERY RECORDS RETENTION SCHEDULE

	calls, and a final determination letter. Excludes records related to claims and litigation, see Legal CS1100. For non-athletic incidents, see CS135-05.			
CS1505-10	ATHLETIC EVENT SCHEDULES – Records documenting the events scheduled for youth team sports. Includes: athletic event schedules and field request forms.	Youth and Young Adult	Academic year + 6 years	RECYCLE
CS1505-15	ATHLETIC TEAM ROSTERS – Records are team assignments for youth team sports. Includes team rosters (names and contact information).	Youth and Young Adult	Academic year + 12 years	SHRED/DELETE
1510 Camping & Retreats				
The activity of administering camps and expeditions for Catholic youth. For ACA accreditation certificates and statements of compliance, see 915 Compliance .				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1510-05	CAMP FACILITY RENTALS – Records related to the off-season rentals of camp sites, including: pricing schedule, invoices, retreat facility checkout form, questionnaire, kitchen regulations and correspondence.	Youth and Young Adult	Obsolete or superseded	SHRED/DELETE
CS1510-10	CAMP AND EVENT INCIDENT REPORTS (NO CLAIM FILED) – Records are incident reports filed by Camps staff concerning accidents, behavior, illness, and/or injury. May also include: correspondence. For accidents/incidents where a claim is filed, see CS135-10.	Youth and Young Adult	If under the age of 18: 3 years after individual reaches age 18 If over the age of 18: 3 years after the incident. If incident involves abuse or misconduct, then retain permanently	SHRED/DELETE SHRED/DELETE ARCHIVES
CS1510-15	CAMP, RETREAT, AND EVENT REGISTRATIONS* – Records may include: completed registration form, event schedule and dates, camper information, primary parent/guardian, secondary parent/guardian, emergency contact, financial aid campership application, basic health information, camp choices, transportation options, payment information, authorization signature and disclosure, camp registration by year, grade level, demographics,	Youth and Young Adult	For paper forms, retain until minor is age 18 + 3 years For secondary database copies, retain until obsolete or superseded	SHRED/DELETE

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	and correspondence. See also, CS115-10 Child Photo/Media Releases. *Includes: Junior High Rally, High School Convention,			
CS1510-20	FOREST MANAGEMENT RECORDS – Records documenting the management of the trees and forests of the three OYYAE camp facilities. May include: reports, cost analysis, and correspondence with consultants. For Requests for Vendor Proposals, see CS115-25 and CS115-30. For Contracts, Service and Maintenance Agreements see CS115-15.	Youth and Young Adult	For records related to vendor hiring: Completion of contract + 6 years Reports generated by contractors: Calendar year + 3 years	SHRED/DELETE
1515 Scouting				
The activity of providing scouting emblems on behalf of the National Committee for Catholic Scouting.				
SERIES NO.	SERIES TITLE & DESCRIPTION	OFFICIAL RECORD	RETENTION	DISPOSITION
CS1515-05	SCOUTING EMBLEM APPLICATIONS – Records documenting the awarding of emblem medal awards for eligible Boy and Girl Scouts, including: application forms, workbooks, certification oaths, informational resources, and spreadsheets documenting awards.	Youth and Young Adult	Completion of program + 2 years	SHRED/DELETE

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GLOSSARY

Archives – The place where permanent inactive records are stored. Archival records in the Archives of the Archdiocese of Seattle are non-circulating, meaning that once they are officially transferred to the Archives, staff may view the records, but not remove or check them out.

Diocesan Record – The Archdiocese of Seattle defines its *records* as any documents (regardless of format) that are made or received in the course of business or pastoral affairs and saved for future reference, action, or evidence. Aside from more familiar paper-based documents, records can be word processing documents, databases, spreadsheets, instant messages and chats, websites, digital images, video files, websites, and sound recordings. Please consult [Archives & Records Management](#) if you would like more information.

Disposition – Actions taken when records are no longer legally or administratively required to be retained. The dispositions on the Chancery's Records Retention Schedule are:

ARCHIVAL REVIEW: The series must be reviewed (or appraised) by Archives' staff in order to determine its archival value. Before sending any records that are deemed ARCHIVAL REVIEW, please contact [Archives & Records Management](#).

ARCHIVES: Records have ongoing legal, fiscal, evidential, or historical value and should be retained in the diocesan Archives.

DELETE: Records contain electronic information that should be deleted from drives, desktops, or databases once it reaches the end of its retention period. Please consult [Archives & Records Management](#) before you delete any records that appear on this records retention schedule.

RECYCLE: Records do **not** contain sensitive information and can be discarded in a paper recycling bin once it reaches the end of its retention period. Please consult [Archives & Records Management](#) before you recycle any records that appear on this records retention schedule.

SHRED: Records contain sensitive information such as names and addresses, health information, and financial or payment information (such as checks or credit cards). Please dispose of records designated as SHRED/DELETE in a secured shredding receptacle. Please consult [Archives & Records Management](#) before you shred any records that appear on this records retention schedule.

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SHRED/DELETE AFTER MICROFILMED: Records have ongoing legal, operational, or archival value, but are microfilmed to conserve space and ensure permanence. Paper documents can be shredded once a method of reproduction has been approved by the Diocesan [Archives & Records Management](#). Please contact them for more information.

Obsolete or Superseded – This is the *Records Retention Schedule* designation which means that it is up to the creator or keeper of the record to decide when a particular record ceases to be useful or relevant. This period will inevitably vary from person to person and from department to department. It is the responsibility of the owner of the records or department to review these records annually to determine their usefulness.

Official Record – This column on the *Records Retention Schedule* denotes which department/office maintains the official record, to which the retention period and disposition applies. Copies are not considered an official record and are usually maintained for reference purposes only (see Transitory Records Policy [Appendix A](#)). A record series with multiple department/offices designations means that multiple departments create, manage, or receive this *type* of record (e.g. contracts), but not the exact same record. The designation **ALL** means that all departments/offices create, receive, or manage this type of record and is not limited to a specific department/office.

Records Retention Schedule – A document that states how long particular records must be kept based on administrative concerns as well as statutes, regulatory requirements, and best practices. It describes the records series number; records series title/description; and states the disposition (or method of destruction) of a particular records series. Some are deemed archival and must be retained in the Archives permanently while others can be shredded, recycled, or deleted once they've reached the end of their retention period. Before destroying any records, please consult [Archives & Records Management](#).

Retention Period – The length of time needed to retain a certain record series. Based on the type of record, this time period can be as short as its *obsolescence* or as long as *separation of employee + 60 years*. For most retention periods, there are two parts: a cut-off (trigger) and the time period. A cut-off or trigger is the action portion of the period. It can be the *end of calendar year, end of fiscal year, when obsolete or superseded, life of equipment, resolution of case*, to name only a few. It tells you when to start “counting.” The date portion is how long you should count after the action is completed. If a particular record's retention period is: *calendar year + 6 years*, you would wait out the current calendar year and then wait another six years on top of that before disposing of the record. Before destroying any records, please consult [Archives & Records Management](#).

Series Number – This column on the *records retention schedule* is the unique identifier for each record series. It is also the number needed when filling out Archives & Records Management forms such as the [Records Transfer Form](#) and [Records Destruction Form](#).

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Substantive Records – See [Appendix A](#)

Transitory Records – See [Appendix A](#)

APPENDIX A

TRANSITORY AND SUBSTANTIVE RECORDS POLICY

TRANSITORY RECORDS POLICY

Transitory records are routine documents of temporary and short-term value in any format that are made or received in the course of diocesan business or pastoral work. Transitory records are not included in the *Records Retention Schedule*.

- Transitory records can be destroyed once you have used them or acted on them because they don't contain information that will be needed in the future.
- Transitory records do **not**
 - set policy,
 - establish guidelines or procedures,
 - identify the person(s) who participated in a business activity or had knowledge of an event, and/or
 - make or document decisions.

Types of Transitory Records

1. Transitory Correspondence

- Memos and postings that do **not** relate to the functional responsibility of the department (e.g., announcements of meetings, reservations, confirmations, itineraries, acknowledgements, form-letter thank you notes, etc.)
- Notes and memos of short term interest involved in answering routine requests for information or publications, in requesting or transmitting routine data to other offices, in acknowledging materials/information received, or in scheduling meetings, reservations, conferences, etc.
- Letters of transmittal that do not add information to the transmitted materials
- Routine requests for information that require no administrative action, policy decision, special compilation, or research

2. Duplicates

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- Extra copies of correspondence, forms, bulletins, statistics, reports, hardcopy mailing lists, etc. used only for reference or informational distribution
- Duplicate/extra copies of records created and circulated for reference purposes, convenience, reading copies or follow-up: branch-wide memos; "all staff" communications; notices of special events; and routine administration issues
- Copies of electronic publications produced outside the office and no longer needed
- Electronic documents which are used to produce a hard copy version which is maintained in the hard copy files
- Email CCs (carbon copies) and BCCs (blind carbon copies) where you have been copied for informational purposes only and are not expected to take action yourself

3. Personal Documents

- Email messages and documents used for casual or personal communications
- To-do lists

4. Drafts and Working Materials

- Preliminary drafts and annotated drafts where annotations become a part of a subsequent version and are not evidence of decisions related to the evolution of the final document
- Rough notes, preliminary or informal drafts used in the preparation of correspondence, reports, memoranda, statistics, or other records that are of no value in documenting data collection or in showing how policies or programs were developed or implemented

5. Other

- Document errors: incorrect versions of documents, forms or reports that had to be regenerated in order to correct errors in typing, data entry, spelling, grammar, or format
- Information or forms which are used to compile or update another record and which will be obsolete once the update or data entry is validated and backup procedures are completed.
- Informational resources about outside organizations, individuals, or subjects once these resources have served their purpose.
- Letters of transmittal which do not add any information to the transmitted materials
- Copies of financial documents already maintained by Finance and Administration
- Miscellaneous notices or memoranda which do not relate to the functioning of the agency (notice of community affairs, employee meetings, holidays, etc.)

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- Preliminary drafts, reports, work sheets, spreadsheets, presentations, and informal notes which do not represent basic steps in the preparation of record documents

SUBSTANTIVE RECORDS

Substantive records are documents that are made or received in the normal course of diocesan business or pastoral work. These records, however, are important to the ongoing functioning of the Chancery. They tell us why things were done, why decisions were made, how money was spent, etc. Substantive records are included in the records retention schedule.

Substantive records are documents in any format that:

- relate to the key activities undertaken to accomplish a mission or mandate,
- give evidence of decisions and policies,
- prove that *significant* transactions occurred (or did not occur),
- provide information needed for future decision/policy making, and
- support programs and projects.

Examples of substantive records include:

- Official copies of agendas and meeting minutes of management teams, committees, councils, and administrative groups
- Correspondence related to official business communications at the executive level, to and from others inside and outside the organization
- Documentation of an office or department's decisions and operations
- Final reports or recommendations of diocesan agencies
- Grant proposals, approvals, reports
- Legal, financial, and property records
- Official copies of policy, program, and procedure directives, such as manuals, bulletins, orders, rules, directives, or policy statements
- Official copies of press releases
- Transmittal emails containing no substantive information but which are sent to provide attachments that fall into one of the categories above

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APPENDIX B

LEGAL CITATIONS & REFERENCES DISCLAIMER

Extensive research has been done before assigning retention periods to Chancery records series in order to assure compliance with government regulations and best business practices. CCAS has used the following statutes and/or acts as resources in creating this retention policy, even if the provisions of those statutes and acts do not apply.

- **29 C.F.R. § 1607.4 (RET); 29 C.F.R. § 1602.13 (NS)** – Records as to racial or ethnic identity of employees. Employers may acquire the information necessary for completion of items 5 and 6 of Report EEO-1 either by visual surveys of the work force, or at their option, by the maintenance of post-employment records as to the identity of employees where the same is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.
- **29 C.F.R. § 1620.32 (2 years)** – Employer subject to The Equal Pay Act must maintain records to the payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, and description of practices or matter explaining basis for wage differential between employees of opposite sex.
- **29 C.F.R. § 1904.33 and § 1904.44**
- **ADEA 29 C.F.R. § 1627.3(b)(1) (CR+01)** – Job applications, promotions, demotions, test papers, transfer records; *Title VII of the Civil Rights Act* §790(c); 29 C.F.R. § 1602.14.
- **Civil Rights Act of 1964 (Title VII)** 29 C.F.R. § 1602.7 (NS) – Copy of most recent EEO-1 report filed for each reporting unit must be retained at each such unit; 29 C.F.R. § 1607.4 (RET); 29 C.F.R. § 1602.13 (NS) – Records as to racial or ethnic identity of employees. Employers may acquire the information necessary for completion of items 5 and 6 of Report EEO-1 either by visual surveys of the work force, or at their option, by the maintenance of post-employment records as to the identity of employees where the same is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.
- **FMLA 29 C.F.R. § 825.500(b) (CR + 3)** – Documents describing employee benefits or employer policies/practices concerning taking paid/unpaid leave.
- **Immigration and Nationality Act** 8 U.S.C.A. § 1342a; 8 C.F.R. § 274a.2(b)(2)(A), (B), (c)2 (3 years after hire date or one year after termination; whichever is later).
- **RCW 4.16.080 (2)** Limitation of action for EEO discrimination complaints is 3 years. The ADA, Rehabilitation Act, *Title VII of the Civil Rights Act*, and ADEA require employers to keep all resumes and job applications on file for one year. Because the ADEA further stipulates a two-year retention period for paperwork for individuals over the age of 40 (something that may be difficult to determine and is, of course, illegal to ask), retain all resumes and applications 2 years.

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APPENDIX C:

REVISIONS & VERSIONS

Version	Date	Revisions
1.0	03/01/2012	Implemented Records Retention Schedule
1.1	03/05/2014	Annual Audit
1.2	03/13/2015	Annual Audit
1.3	2016	Annual Audit (throughout the year)
1.4	2017	Annual Audit (throughout the year)
1.5	01/23/2018	Annual Audit
1.6	09/12/2019	Annual Audit
1.7	04/07/2021	Annual Audit

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