

CHANCERY RECORDS RETENTION SCHEDULE



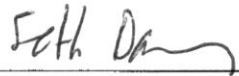
CHANCERY RECORDS RETENTION SCHEDULE

VERSION 1.7 (2021)

CHANCERY RECORDS RETENTION SCHEDULE

AUTHORIZATION:

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



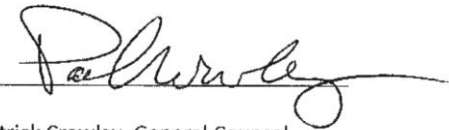
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(March 1, 2012)



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CHANCERY RECORDS RETENTION SCHEDULE

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

REVISIONS: SEE [APPENDIX C](#)

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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 | | |

CHANCERY RECORDS RETENTION SCHEDULE

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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 | | | | |
|--|---|-----------------|--|---------------------------|
| <p>110 Chancery Administration The activities associated with the day-to-day operations of the central agency of the Archdiocese of Seattle.</p> | | | | |
| 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.). | Any Office | 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. | Any Office | 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 . | Any Office | 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. | Any Office | Obsolete or superseded | RECYCLE |

CHANCERY RECORDS RETENTION SCHEDULE

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|----------|---|------------|---------------------------------|--------------|
| 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. | Any Office | Obsolete or superseded | RECYCLE |
| CS110-35 | REQUESTS FOR INFORMATION – Records are requests for information made by the public, parishes, and parishioners and responses. | Any Office | Resolution of request + 3 years | SHRED/DELETE |
| CS110-40 | SCHEDULING – APPOINTMENTS & MEETINGS – Records include: meeting invitations accepted/declined, calendar items, notifications, and related correspondence. | Any Office | Obsolete or superseded | RECYCLE |
| CS110-45 | TRANSITORY RECORDS – See Transitory Records Policy above . Please use the series number and title for destruction certificates. | Any Office | 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. | Any Office | 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. | Any Office | Completion of contract + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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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. | Any Office | Fiscal year + 3 years, then arrange for microfilming | SHRED AFTER MICROFILMED |
| CS115-25 | REQUESTS FOR VENDOR PROPOSALS (SUCCESSFUL) | Any Office | 6 years after completion of purchase or fulfillment of contract | SHRED/DELETE |
| CS115-30 | REQUESTS FOR VENDOR PROPOSALS (UNSUCCESSFUL) | Any Office | 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. For the coordination of board meeting, see [Board Administration \(105\)](#), and for the coordination of liturgical celebration, see [Liturgical Oversight \(1200\)](#).

| 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

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|----------|---|-----------------------------|--|-----------------|
| 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. | Any Office | 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. | Any Office | 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

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|----------|--|---|--|----------|
| | 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> | Any Office | 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. 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

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|----------|---|----------------------------|---|---------------------------|
| 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 | Any Office | 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. | Any Office | 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. | Any Office | 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 [Health & Safety \(700\)](#).

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 relating to the design, permitting, and construction or additions/remodels (affecting the structure of the building/facility). Includes, but is not limited to: <ul style="list-style-type: none"> • Project meeting minutes, approval, program review and/or comments • Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building) • Permits and Environmental Impact Statements (EIS) • Specifications, design calculations, contracts, test results, | Property and Construction | Life or sale of facility + 6 years, then arrange for appraisal by Archives | ARCHIVAL REVIEW |

CHANCERY RECORDS RETENTION SCHEDULE

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|----------|--|---------------------------|------------------------|-------|
| | <p>reports modification proposals and manuals</p> <ul style="list-style-type: none"> • Photographs/video showing major/significant stages of the project • Allotment and payment records and related documentation <p>For Contracts, see CS115-15. For Requests for Vendor Proposals, see CS115-25 and CS115-30.</p> | | | |
| CS205-20 | 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. | Property and Construction | Obsolete or superseded | SHRED |

210 Entitlement

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

| 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 [Valuation \(660\)](#).

| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|------------|---|---------------------------|------------------------------------|--------------|
| CS215-05 | <p>INVENTORY OF ARCHDIOCESAN PROPERTY – General information relating to all properties owned and maintained by the Archdiocese.</p> <p>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.</p> | 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 . | Any Office | Calendar year + 4 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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 [Valuation \(660\)](#).

| 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 Finance | Superseded + 6 years | SHRED/DELETE |
| CS225-10 | 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. Included in this series are: accident/traffic collision records, as well as any inspection documentation or safety analysis records. | 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 | MAINTENANCE & SERVICE REQUESTS (MINOR AND/OR UNREGULATED) – Records documenting minor and/or unregulated repairs and services performed by maintenance staff, vendors, and third parties. May include: email calendar appointments, events, and tasks as well as email. | Maintenance, Youth and Young Adult, Property and Construction, Associated Catholic Cemeteries | Calendar year + 3 years If security/safety issues, then retain indefinitely | 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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 | 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. | Maintenance | Obsolete or superseded | SHRED/DELETE |
| CS230-10 | VEHICLE TITLES & REGISTRATIONS – May include: physical title, tab renewal, report of sale, and vehicle donation records. | Parish Financial Services, Retreat Centers, Chancery Operations, Administration and Finance, Youth and Young Adult | Disposition of vehicle + 4 years | SHRED/DELETE |
| 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 |

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.

| 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, | Calendar year + 3 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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|----------|---|---------------------------------|---|---|
| | | Information Technology Services | | |
| CS235-20 | LIEN RECORDS | Property and Construction | Closure of dispute + 10 years | SHRED/DELETE |
| CS235-25 | MATERIALS ORDERS/REQUISITIONS | Any Office | Calendar year + 6 years | SHRED/DELETE |
| CS235-30 | MATERIALS RECEIVING & DISBURSEMENT REPORTS | Any Office | 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 Schools and parishes properties: arrange for appraisal by Archives | SHRED/DELETE SHRED/DELETE 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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 |

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 |

CHANCERY RECORDS RETENTION SCHEDULE

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| 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 |
| CS300-35 | MARRIAGE DISPENSATION/PERMISSION APPLICATION RECORDS | Chancellor | Permanent | SHRED/DELETE AFTER MICROFILMED |
| CS300-40 | <p>PRENUPTIAL DOCUMENTS FOR INTERDIOCESAN MARRIAGES – Materials prepared for those within the diocese wishing to marry outside the diocese or county.</p> | <p>Chancellor*</p> <p>*For extradiocesan marriages within the diocese: the Parishes retain the official record</p> | Cover Letter: Permanent | ARCHIVES |
| CS300-45 | <p>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.</p> | 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 | Tribunal | Permanent | RETAIN IN OFFICE |

CHANCERY RECORDS RETENTION SCHEDULE

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|----------|---|------------|-----------|----------|
| | 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. | | | |
| CS300-60 | VATICAN'S GENERAL STATISTICAL QUESTIONNAIRES | Chancellor | Permanent | ARCHIVES |

400 CEMETERY ADMINISTRATION

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

| 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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 [Health & Safety \(700\)](#). For the development, administration, and finalization of individual training courses, see activity [Training, General \(515\)](#).

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 development of education curricula by schools within the diocese. | Catholic Schools | Permanent (Obsolete or superseded, then arrange for transfer to Archives) | 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 Training, General (515) . | 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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| 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 the Chancery, parishes, and schools. Includes: course materials, handouts, trainer’s manual, and information for parents. | Human Resources | Permanent (Obsolete or superseded, then arrange for the transfer of 1 copy to the Archives) | ARCHIVES |
| 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. | Catholic Faith Formation | Catechist Certification Database: Permanent. Paper files: | ARCHIVES SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | <p>Includes:</p> <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. | | <p>1.) certification or recertification applications: Obsolete or superseded</p> <p>2.) affidavits from parish/school (documenting completion of requirements for certification): Obsolete or superseded</p> <p>3.) copies of certificates signed by the Archbishop: Permanent</p> <p>4.) proof of re-certification: Obsolete or superseded</p> | <p>SHRED/DELETE</p> <p>ARCHIVES</p> <p>SHRED/DELETE</p> |
| CS510-10 | <p>CATECHIST CERTIFICATION TRAINING PROGRAM MATERIALS: FINAL VERSIONS – Records used in the training of catechetical instructors.</p> <p>May include: handouts, course materials, and course objectives.</p> | Catholic Faith Formation | Permanent (Obsolete or superseded + 1 year, then arrange for transfer of 1 copy to Archives) | ARCHIVES |
| CS510-15 | <p>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.</p> <p>Includes: training and presentation materials.</p> | Catholic Faith Formation | Permanent (Obsolete or superseded + 1 year, then arrange for transfer to Archives) | ARCHIVES |
| CS510-20 | <p>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.</p> <p>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.</p> | Catholic Faith Formation | Permanent (Completion of Program + 10 years, then microfilm) | SHRED AFTER MICROFILMING |
| CS510-25 | SEATTLE UNIVERSITY PROFESSIONAL DEVELOPMENT | Catholic Faith Formation | 7 years after completing program | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | <p>CREDITS – Records documenting Seattle University professional development credits earned by students through coursework provided by the Office of Catholic Faith Formation.</p> <p>May include: attendance sheets, credit application, grade sheet, and log of transactions.</p> | | <p>or obsolete or superseded, whichever is longer</p> | |
|--|--|-----------------|---|--------------|
| <p>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 CS700-30.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS515-05 | <p>TRAINING COURSE ADMINISTRATION RECORDS – CERTIFIED, HOURS/CREDITS EARNED, OR MANDATORY – Records produced through the administration of training courses, 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. | Any Office | After training + 6 years | SHRED/DELETE |
| CS515-10 | <p>TRAINING COURSE ADMINISTRATION RECORDS – GENERAL – Records produced through the administration of training courses, workshops, classes, orientations, and seminars given by the</p> | Any Office | After training + 3 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | <p>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 CS515-25. | | | |
| CS515-15 | <p>TRAINING COURSE LOGISTICS – Records are training and date scheduling records, availability notices, participant registrations, arrangements related to catering, facilities, and equipment.</p> | Any Office | Obsolete or superseded | SHRED/DELETE |
| CS515-20 | <p>TRAINING MATERIALS DEVELOPMENT RECORDS – Records produced in the creation of training courses, workshops, classes, orientations, and seminars put on by the Archdiocese.</p> <p>May include, but not limited to: draft course curricula, reference publications, manuals, draft syllabi, lecture notes, draft outlines and agendas, handouts, and readings.</p> | Any Office | Obsolete or superseded | SHRED/DELETE |
| CS515-25 | <p>TRAINING MATERIALS: FINAL VERSIONS – Finalized copies of materials distributed at a training course, workshop, class, orientation, or seminar put on by the Archdiocese.</p> <p>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.</p> | Any Office | Permanent (Obsolete or superseded + 1 year, then arrange for transfer of 1 copy to Archives) | <p>ARCHIVES</p> <p>for all other copies: RECYCLE, SHRED, OR DELETE</p> |

CHANCERY RECORDS RETENTION SCHEDULE

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 Financial Services | Fiscal year + 6 years | SHRED/DELETE |
| 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 | Accounting, Retreat | Fiscal year + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | cancellation of a payment due to an incorrect check, lost check, or problem with direct deposit. | Centers, Associated Catholic Cemeteries | | |
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| 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 Compliance (915) . | | | | |
| 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 the priest 403(b) thrift plan. May include audit reports and authorizations. | Benefits Services | Fiscal year + 6 years | SHRED/DELETE |
| 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 | Washington State Catholic Conference | End of year + 5 years. | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | includes records substantiating reports such as receipts, ledgers, account information, and payroll records. | | | |
|---|--|--|----------------------------------|--------------|
| 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. | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS620-05 | BANKING – ACCOUNTS 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. For stop payments, see CS605-30 VOID/STOP PAYMENTS . | Accounting, Associated Catholic Cemeteries, Benefits Services, Parish Financial Services | Fiscal year + 6 years | SHRED/DELETE |
| CS620-10 | CHART OF ACCOUNTS – Records are the current listing and specifications of financial accounts held by CCAS. Includes: company name and fund, account number, cost center department number, program number, project number, budget number, audit number, and authorizations. | Accounting, Associated Catholic Cemeteries | Fiscal year + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

625 Budget Development

The activity of determining estimates of future revenue and expenditures.

| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|------------|--|---|--|--------------|
| CS625-05 | APPROVED CHANCERY BUDGET – Budgets produced by the Chancery, which include: <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 | BUDGET DEVELOPMENT WORKING FILES – May include: deadline sheets, forecasts, calculations, revisions, schedules, salaries worksheets, notes, and correspondence. | 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 |
| 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 |

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.

| 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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| 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 |
| 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. | Stewardship and Development | Endowment liquidated + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | 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. | | | |
| 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 letters, verification of donation to the parish, recommendation list to the Archbishop, and correspondence. | Stewardship and Development | Final selection made + 6 years | SHRED/DELETE |
| 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 |
|------------|----------------------------|-----------------|-----------|-------------|
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CHANCERY RECORDS RETENTION SCHEDULE

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| CS635-05 | <p>GRANT AMINISTRATION 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.</p> <p>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.</p> | Vicar for Clergy, Catholic Faith Formation, Stewardship and Development | <p>End of grant period (and any subsequent renewal period) + 6 years</p> <p>For denied grant applications: Calendar year + 1 year</p> | SHRED/DELETE |
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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 | <p>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 records), correspondence with accounting department, and endowment contract.</p> | Parish Financial Services, Stewardship and Development | Liquidation/ dispersement of bequest, trust, or annuity + 1 year, then send to Archives. | ARCHIVES |
| CS640-10 | <p>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.</p> | Accounting, Stewardship and Development | Retain for duration of annuity + 6 years | SHRED/DELETE |
| CS640-15 | <p>CHARITABLE GIFT ANNUITIES STATE REPORTS – Records documenting the filing requirements for charitable gift annuities.</p> <p>Includes: Washington State report, actuarial report, CCAS finance report, check requisitions, and correspondence.</p> | Accounting | Fiscal year + 6 years | SHRED/DELETE |
| CS640-20 | <p>EARNINGS PAYMENT REPORTS – Records certifying earnings payouts, annuity financial transactions, and annual earnings to</p> | Accounting | Fiscal year + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | purchasers of archdiocesan annuity products. | | | |
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| 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 and adjustments to accounts, payroll distribution, warrant distribution log/sheet, notes, and amendments. | Payroll Services | Fiscal year + 3 years | SHRED/DELETE |
| 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/ | SHRED/DELETE RETAIN IN OFFICE SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | | | reference reports: Obsolete or superseded | |
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| 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 |
| <p>650 Savings & Loan The activity of operating an internal savings and loan system for parishes and faith communities of the Archdiocese of Seattle.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS650-05 | <p>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.</p> <p>May include: third-party newsletters and financial correspondence.</p> | Administration and Finance, Parish Financial Services | Obsolete or superseded | SHRED/DELETE |
| CS650-10 | <p>BUILDING PROJECT FINANCIAL RECORDS – Records relating to the financing of any active building project utilizing funds from Parish Financial Services.</p> <p>May include: request for project, budget worksheets, correspondence from Parish Revolving Fund Commission meetings, summaries and reports, and general correspondence.</p> | Associated Catholic Cemeteries, Parish Financial Services | Project completion + 6 years | SHRED/DELETE |
| CS650-15 | <p>LOAN AGREEMENTS & AMORTIZATION SCHEDULES – Records documenting payments and interest requirements for funds that CCAS has agreed to lend out.</p> | Accounting, Parish Financial Services | Repayment of loan + 6 years | SHRED/DELETE |
| CS650-20 | <p>LOAN AUTHORIZATION CORRESPONDENCE – Records produced through interactions between the Director of Administration and Finance and the recipients of loans through the Parish Revolving Fund.</p> <p>May include: loan statements, notes, check requisitions, general</p> | Parish Financial Services | Repayment of loan + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | correspondence, financial correspondence, construction correspondence, property issue, and attorney information. | | | |
|--|---|-------------------------------|-----------------------------|--------------|
| CS650-25 | <p>LOAN COMMITMENT & FINANCIAL RECORDS – Records documenting the loans provided to participants in the Parish Revolving Fund and Archdiocesan Revolving Fund.</p> <p>Includes: loan commitment (signature and terms), quarterly loan statement, annual statement, financial transactions, and correspondence.</p> | Parish Financial Services | Repayment of loan + 6 years | SHRED/DELETE |
| <p>655 Tax The activity of filing any required annual or special-purpose tax returns.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS655-05 | <p>B&O TAX RETURNS – Records documenting the taxes due for printing and publishing within the City of Seattle.</p> <p>Includes: City of Seattle business license tax and statement and check requests.</p> | Accounting | Fiscal year + 6 years | SHRED/DELETE |
| CS655-10 | <p>EXCISE TAX RETURNS – Records documenting the use taxes due for purchasing a product that did not have proper sales tax charges.</p> | Accounting | Fiscal year + 6 years | SHRED/DELETE |
| CS655-15 | <p>INTERNAL REVENUE SERVICE (IRS) RECORDS – Includes:</p> <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 | <p>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.</p> | Property and Construction | Calendar year + 6 years | SHRED |
| CS655-25 | PROPERTY TAX STATEMENTS | Property and | Fiscal year + 6 years | SHRED |

CHANCERY RECORDS RETENTION SCHEDULE

| | | Construction | | |
|--|--|---|--|------------------|
| <p>660 Valuation The activity of valuing land, property, or other assets belonging to CCAS.</p> | | | | |
| 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 |
| <p>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.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS700-05 | 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. 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 . | Property and Construction | No human exposure: 50 years after date of incident/accident Human exposure: 100 years after individuals date of birth or 30 years after individual’s death, whichever is sooner. | SHRED/DELETE |
| CS700-10 | 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. | 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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| | See CS700-25 for more information. | | | |
| 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 | EARTHQUAKE REPORTS – Records documenting the earthquake preparedness, structural integrity, and deficiency plans for Catholic schools and facilities in the Archdiocese of Seattle. | Property and Construction | Obsolete or superseded + 6 years | SHRED/DELETE |
| CS700-25 | 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. | Property and Construction | Permanent | ARCHIVES |
| CS700-30 | HAZARDOUS MATERIALS HANDLING TRAINING – Records 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). | Property and Construction; Chancery Operations | <p>End of training + 50 years</p> <p>Final training materials or presentation: obsolete then send final versions to Archives</p> | <p>SHRED/DELETE</p> <p>ARCHIVAL REVIEW</p> |
| CS700-35 | HEALTH DEPARTMENT FOOD SAFETY INSPECTION REPORTS | Any Office | 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 | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|--------|----------------------------|-----------------|-----------|-------------|
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CHANCERY RECORDS RETENTION SCHEDULE

| NO. | | | | |
|----------|--|------------|-----------|-----------------|
| CS800-05 | LOGOS: ORGANIZATIONAL & DEPARTMENTAL | Any Office | 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 | Any Office | Permanent | ARCHIVAL REVIEW |

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 [Risk Management/Insurance \(135\)](#).

| 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 | CORRECTIONS TO BENEFITS SELECTION – Written permission/ | Benefits Services | Calendar Year + 2 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | requests from diocesan employees for Benefits staff to select or change individual plan options on their behalf when there are technical difficulties. | | | |
| 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> <p>Excludes participation records (see CS905-30).</p> | Benefits Services | Employee participation in the benefit/plan + 8 years (End of calendar year, then arrange for microfilming) | SHRED/DELETE AFTER MICROFILMED |
| 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/PENSION VERIFICATION DOCUMENTATION - Information relating to individuals’ enrollment and participation in retirement/pension plans made available through the Archdiocese of Seattle. Includes:</p> | Benefits Services | For lay employees and non-incardinated priests, separation + 60 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | <ul style="list-style-type: none"> • Priest and lay employee retirement plan contribution and distribution data • Application for plan enrollment/participation • Determination and notification of eligibility/entitlement or ineligibility | | For incardinated priests, retain until death | |
| 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 |
| 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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 | CONTINUING FORMATION RECORDS – Records documenting local and national annual events, orientations and training programs, seminars, conferences, pilgrimages, and diocesan policies for clergy. | Vicar for Clergy | Permanent (Obsolete or superseded, then arrange for transfer to Archives) | ARCHIVES |
| CS910-10 | 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. | Vicar for Clergy | Permanent | ARCHIVES |
| CS910-15 | EXTERN PRIESTS PERSONNEL FILES – Records may include: testimonial letters, turndowns, 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, immigration records, and extra-diocesan correspondence. | Vicar for Clergy | Permanent | ARCHIVES |
| CS910-20 | PARISH TRANSITION RECORDS – Records relating to the process a parish undertakes during clergy transition. May include: field staff reports, program guidebooks, survey forms, worksheets, and follow-up documentation. | Pastoral Ministries | Permanent | ARCHIVES |

CHANCERY RECORDS RETENTION SCHEDULE

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| CS910-25 | 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. | Vicar for Clergy | Permanent | ARCHIVES |
| CS910-30 | PERMANENT DEACON APPLICATIONS | Vicar for Clergy | Date of application + 5 years | SHRED |
| CS910-35 | 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. | Pastoral Ministries | Departed deacons: Permanent (Calendar year + 2 years, then transfer to Archives for microfilming) Ordained Deacons: Permanent (Ordination of next class, then transfer to Archives) | ARCHIVES |
| CS910-40 | 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 records, psychological assessments, evaluations, and acceptance/denial letters. | Vicar for Clergy | Permanent | ARCHIVES |
| 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, | 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 |

CHANCERY RECORDS RETENTION SCHEDULE

| | and general correspondence. | | 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 |
| CS915-20 | 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. May include: official accreditation letter to the Archbishop from the Superior of the religious community, training verification, tracking log, and correspondence. | Human Resources | End of accreditation period + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| 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 | Permanent For electronic records: obsolete or superseded, then arrange for transfer to Archives. For paper records: Retain until completion of audit, then arrange for microfilming. | ARCHIVES SHRED/DELETE AFTER MICROFILMED |
| 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. For Final Report, see United States Council of Catholic Bishops Audit Records: Final Report CS915-50 | Human Resources, Administration and Finance, Chancellor | Departmental Drafts: Obsolete or superseded Final Report (Chancellor’s Office): Permanent | SHRED/DELETE ARCHIVES |
| 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 | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|--------|----------------------------|-----------------|-----------|-------------|
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CHANCERY RECORDS RETENTION SCHEDULE

| NO. | | | | |
|----------|--|------------------|---|------------------------------|
| 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 result sheets. | Human Resources | Calendar year + 3 years, then arrange for microfilming | SHRED/DELETE AFTER MICROFILMED |
| 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 | Human Resources, | Retain for 6 years after expiration | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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| | <p>employees to take leaves of absence in certain circumstances without losing their employment or benefits.</p> <p>May include: application, correspondence with physician, physician notes and letters, and release to return to work.</p> <p>*Records must be kept in a file separate from general personnel file.</p> | Associated Catholic Cemeteries | of leave or denial of request | |
| CS925-30 | HIPAA TRAINING CERTIFICATES | Benefit Services | Calendar year + 6 years | SHRED/DELETE |
| CS925-35 | <p>PERSONNEL FILES – Records of Archdiocesan employees, volunteers, and retreat employees. For Catholic Schools Personnel Record Keeping Requirements, see here.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Applications/resumes • Background checks/criminal history results • Confidentiality agreements • Continuing education certificates • Correspondence/email • Directory information • Employee personnel policy agreements • HIPAA training certificates • Lay off/severance notification letter • Letters of reference • Pay rate/history • Performance evaluations • Personnel action forms • Personnel status tracking records • Transcripts | Catholic Schools, Human Resources, Associated Catholic Cemeteries | Permanent (Separation of employee + 1 year, then microfilm) | SHRED/DELETE AFTER MICROFILMED |
| 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, | Current year + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

| | | Youth and Young Adult | | |
|---|--|---|----------------------------------|--------------------------------|
| 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 |
| <p>930 Position Development The activity of classifying, grading, and describing employment positions.</p> | | | | |
| 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 |
| CS930-15 | <p>SALARY COMPENSATION SCHEDULES – Records certifying the annual compensation paid out by the Archdiocese of Seattle.</p> <p>Includes: minimum, average, and high pay range for each position plus the appropriate salary grade.</p> | Human Resources | Obsolete or superseded + 6 years | SHRED/DELETE |
| CS930-20 | <p>WASHINGTON STATE UNEMPLOYMENT INSURANCE REPORTS – Quarterly filing requirement to Washington State regarding unemployment insurance.</p> <p>Includes: unemployment insurance report, monthly statements from Washington State, and correspondence.</p> | Human Resources | Calendar year + 6 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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 | <p>EMPLOYEE RECRUITMENT RECORDS* – Records related to the recruitment and selection of employees, job description, and determination of rate of pay.</p> <p>Records may include: summary of position responsibilities, requirements, applications (not hired) and rejection letters, wage rate, and reporting relationships.</p> <p>*Records of hired employees should be added to the employee’s personnel file. For Personnel Records, see CS925-35.</p> | Catholic Schools, Human Resource, Associated Catholic Cemeteries | <p>Position filled + 3 years</p> <p>Applications of hired individuals to be transferred to personnel file.</p> | 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 NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|------------|--|--------------------------|------------------------|-------------|
| CS1005-05 | LIBRARY CATALOGS | Catholic Faith Formation | Obsolete or superseded | DELETE |
| CS1005-10 | <p>LIBRARY CIRCULATION RECORDS – Records tracking materials checked in/out of library.</p> <p>Includes membership roster and statistics.</p> | 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 | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
|--------|----------------------------|-----------------|-----------|-------------|
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CHANCERY RECORDS RETENTION SCHEDULE

| NO. | | | | |
|---|---|--------------------------|--|-----------------|
| CS1010-05 | <p>MAIL DELIVERY AND RECEIPT – Records documenting incoming and outgoing mail to/from the Chancery.</p> <p>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.</p> | Chancery Operations | Fiscal year + 1 year | SHRED/DELETE |
| <p>1015 Publications The activity of drafting, producing, and managing public documents, including printed and electronic matter, broadcast media, and website material.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS1015-05 | <p>CATHOLIC DIRECTORY DEVELOPMENT MATERIALS – Applications submitted by organizations and services requesting a listing in the Catholic Directory.</p> <p>May include: application, mission statement, non-profit status verification, financial report, and board member listing.</p> | 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 | <p>CATHOLIC DIRECTORY REPORTS – Records produced through the collection of contact information for Archdiocese of Seattle Chancery offices, parishes, schools, and affiliated services for the 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> | Chancellor | Obsolete or superseded | SHRED/DELETE |
| CS1015-20 | CONTACT LISTS & DIRECTORIES | Any Office | 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 | NEWSLETTERS, BULLETINS, PERIODICALS, & PUBLICATIONS – Records are newsletters, bulletins, periodicals, publications, | Any Office | Obsolete or superseded, then arrange for appraisal of final | ARCHIVAL REVIEW |

CHANCERY RECORDS RETENTION SCHEDULE

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|-----------|--|---|--|-------------------|
| | <p>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> | | published copy by Archives | |
| CS1015-35 | <p>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.</p> | Communications | Obsolete or superseded | RECYCLE OR DELETE |
| CS1015-40 | <p>NORTHWEST CATHOLIC DEVELOPMENT RECORDS – May include: Catholic Northwest Progress finalized photographs, unaltered digital photographs and text, draft articles, and finalized digital proof files.</p> | 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 | <p>NORTHWEST CATHOLIC SUBSCRIPTION RECORDS – Completed subscription forms to be added to the database. Contains subscriber name and address information.</p> | Communications | Obsolete or superseded | SHRED/DELETE |
| CS1015-55 | <p>WEBSITE RECORDS – Records documenting the publishing of 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). | Catholic Schools, Communications, Washington State Catholic Conference, Associated Catholic Cemeteries, Youth and Young Adult, Marriage and Family Life, Vicar for Clergy | Capture before major content change, then transfer to archives | ARCHIVES |

CHANCERY RECORDS RETENTION SCHEDULE

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 [Health and Safety \(700\)](#) 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 |
| 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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|-----------|---|-------------------------------|---------------------------------|----------|
| 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: <ul style="list-style-type: none"> • Drafts • Working papers • Copies | Archives & Records Management | Calendar year + 2 years | SHRED |

1100 LEGAL

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

CHANCERY RECORDS RETENTION SCHEDULE

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 | PASTORAL OUTREACH RECORDS – Intake statements of alleged sex abuse victims that have directly approached the Archdiocese of Seattle. 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. | Pastoral Outreach | Permanent | ARCHIVES |
| CS1105-10 | SEX ABUSE CLAIM (SPECIAL CASES RECORDS) – Records documenting the financial obligations of the Archdiocese of Seattle in paying alleged sex abuse victim claims. 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). | 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 | Any Office | Permanent | ARCHIVES |

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. | Archives & Records Management | Obsolete or superseded | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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|-----------|---|---|--|-----------------|
| | Includes: complaint, interrogatories, requests for production/ admissions, review notes, attorney meeting notes, background material, and correspondence. | | | |
| CS1115-10 | LITIGATION WORK PRODUCT FILES – Records developed between legal counsel and the Archdiocese in preparation for litigation. May include, but is not limited to writings, notes, memoranda, reports, photographs, audio/video recordings. | 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 forms, and briefing memoranda (orientation material for the Bishops). | Liturgy | Obsolete or superseded | SHRED/DELETE |

1300 SCHOOLS ADMINISTRATION

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

CHANCERY RECORDS RETENTION SCHEDULE

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 |
|------------|---|------------------|-------------------------|--------------|
| CS1315-05 | 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. May include: requests, listing of approved courses, sign-in forms, evaluations, application for new training (who is presenting, | Catholic Schools | Academic year + 7 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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|--|--|--|--|--|
| | credentials of provider, purpose of training). | | | |
|--|--|--|--|--|

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 | 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. | Catholic Schools | Permanent (Close of school, then arrange for transfer to Archives) | ARCHIVES |
| CS1320-10 | SCHOOL STAFF EMPLOYMENT RECORDS – Records of each school’s staff including: principals, teachers, aids, administrative staff, and other employees. Includes: school of employment, hire date, end date, and other diocesan schools of employment. | 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 documenting updates to workstation software or security programs. | Information Technology Services | Obsolete or superseded | DELETE |
| CS1405-10 | HELP DESK SERVICE LOGS – Records produced through help desk, telephone, and technology implementation services. May include: each event entry, status of the event, requesting office, requesting customer, date received, priority, and staff | Information Technology Services | Resolution of request + 1 year | DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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|-----------|---|---------------------------------|---|-----------------|
| | assigned to the event. | | | |
| CS1405-15 | 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. | Information Technology Services | Calendar year + 1 year | DELETE |
| CS1405-20 | NETWORK SERVERS EVENT LOGS – Records documenting errors and exceptions to routine network server functionality. Includes: application logs, operating system logs, security logs, update logs, and file replication logs. | Information Technology Services | Obsolete or superseded | DELETE |
| CS1405-25 | SYSTEM BACKUP LOGS – Records documenting which files are backed-up or not backed-up for each file server operated by the Chancery. | Information Technology Services | Obsolete or superseded | DELETE |
| CS1405-30 | TECHNOLOGY IMPLEMENTATION LOGS – Records produced through technology implementation services. May include: each event entry, status of the event, requesting office, requesting customer, date received, priority, and staff assigned to the event. | 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 | TECHNOLOGY PROJECT RECORDS – Records of major technology projects at the Chancery such as system implementations. May include, but not limited to: work plans, status reports, meeting materials and notes, project plans, financial records, and related correspondence. For Requests for Vendor Proposals, see CS115-25 and CS115-30 . For Contracts, Service and Maintenance Agreements see CS115-15 . | Information Technology Services | Completion of project, then arrange for appraisal by Archives | ARCHIVAL REVIEW |
| 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 |

CHANCERY RECORDS RETENTION SCHEDULE

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 | <p>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.</p> <p>*Includes both Chancery and parishes.</p> | 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 | <p>ATHLETIC EVENT INCIDENT COMPLAINTS – Records documenting complaints against a referee, player, or coach, typically during a game or event.</p> <p>May include: incident reports, correspondence, notes from phone calls, and a final determination letter.</p> <p>Excludes records related to claims and litigation, see Legal (1100). For non-athletic incidents, see CS135-05.</p> | Youth and Young Adult | <p>Resolution of complaint + 3 years</p> <p>If incident involves abuse or misconduct, then retain permanently</p> | <p>SHRED/DELETE</p> <p>ARCHIVES</p> |
| CS1505-10 | ATHLETIC EVENT SCHEDULES – Records documenting the events scheduled for youth team sports. | Youth and Young Adult | Academic year + 6 years | RECYCLE |

CHANCERY RECORDS RETENTION SCHEDULE

| | Includes: athletic event schedules and field request forms. | | | |
|---|---|-----------------------|--|--|
| 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 |
| <p>1510 Camping & Retreats The activity of administering camps and expeditions for Catholic youth. For ACA accreditation certificates and statements of compliance, see Compliance (915).</p> | | | | |
| 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, and correspondence. See also, CS115-10 Child Photo/Media Releases. *Includes: Junior High Rally, High School Convention, | 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 |

CHANCERY RECORDS RETENTION SCHEDULE

| CS1510-20 | <p>FOREST MANAGEMENT RECORDS – Records documenting the management of the trees and forests of the three OYYAE camp facilities.</p> <p>May include: reports, cost analysis, and correspondence with consultants.</p> <p>For Requests for Vendor Proposals, see CS115-25 and CS115-30. For Contracts, Service and Maintenance Agreements see CS115-15.</p> | Youth and Young Adult | <p>For records related to vendor hiring: Completion of contract + 6 years</p> <p>Reports generated by contractors: Calendar year + 3 years</p> | SHRED/DELETE |
|---|--|-----------------------|--|--------------|
| <p>1515 Scouting The activity of providing scouting emblems on behalf of the National Committee for Catholic Scouting.</p> | | | | |
| SERIES NO. | SERIES TITLE & DESCRIPTION | OFFICIAL RECORD | RETENTION | DISPOSITION |
| CS1515-05 | <p>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.</p> | Youth and Young Adult | Completion of program + 2 years | SHRED/DELETE |

CHANCERY RECORDS RETENTION SCHEDULE

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.

CHANCERY RECORDS RETENTION SCHEDULE

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](#).

CHANCERY RECORDS RETENTION SCHEDULE

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

CHANCERY RECORDS RETENTION SCHEDULE

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.

CHANCERY RECORDS RETENTION SCHEDULE

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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NOTICE: Before destroying any records on this records retention schedule or otherwise please consult Archives & Records Management.