



and current baptismal certificates (dated within the last 6 months) and other pertinent documents. Before wedding day, transfers completed marriage envelope to Pastor.

**Pastor:** Reviews documentation, marries couple, signs forms, signs and sends Washington State marriage license, and then transfers marriage envelope to PAA's desk.

**PAA:** Delegates recording to parish volunteer. Places *marriage information sheet* on Volunteer's desk. Files marriage envelope permanently in Parish Archives, per the records retention schedule.

**Volunteer:** Records marriage in register. Sends marriage notifications to parishes of baptism. Places completed *marriage information sheet* in dedicated "Completed" basket in PAA's office.

**PAA:** Does a periodic audit of sacramental notifications of "Completed" basket and in register to confirm marriages were accurately recorded.

**PAA:** After recordings are verified, puts *marriage information sheet* into a file folder. Destroys all notifications at the end of the year.