

Record Retention Policy Update 2021



ARCHDIOCESE
OF INDIANAPOLIS
The Church in Central and Southern Indiana

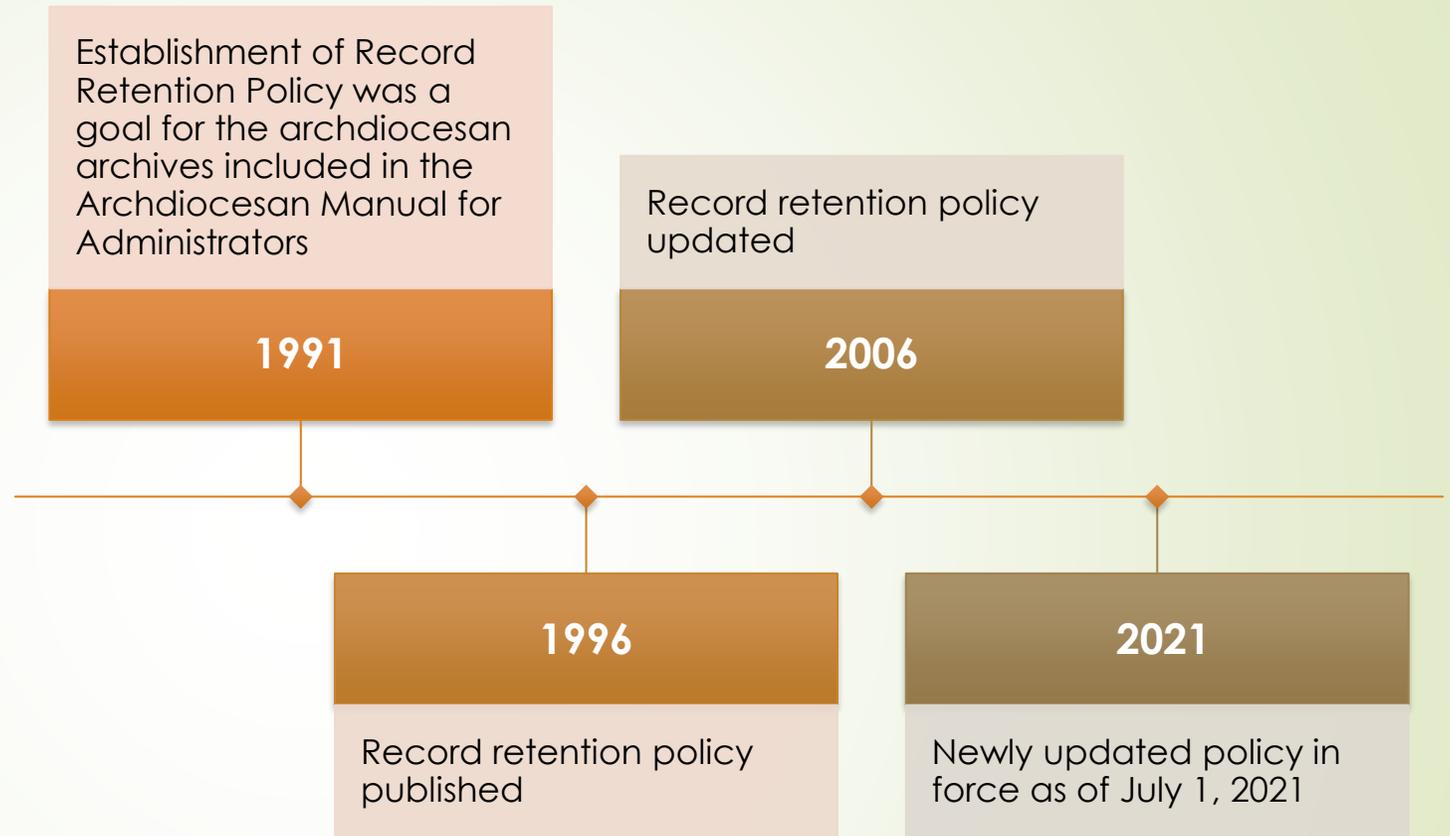


What is a record retention policy?

- ▶ a listing of organizational information types, or series of information in a manner which facilitates the understanding and application of the identified and approved retention period, and other information retention aspects
- ▶ Assists recordkeepers in knowing which records they must store, in what format, and for how long
- ▶ Rules and regulations (at the local, state or federal level) that govern for how long entities are required to keep records before they can safely dispose of them

Archdiocesan Record Retention Policy: <https://www.archindy.org/archives/record-retention.html>

History of the Archdiocesan Record Retention Policy



Overview of Updates to Policy

- ▶ This presentation is meant to highlight major categories of updates. View the complete policy to see all changes.
- ▶ Your parish may not have all of these record types. This policy applies to the entire archdiocese, including schools and the Catholic Center.



Archbishop's Records

- New section added to policy – previously was a separate document
 - Outlines what is retained, but not necessarily a guide to access
- 



General Office Files

- ▶ Event Registration Forms – retreats, workshops, classes, etc.
 - ▶ One year
- ▶ Contracts
 - ▶ 7 years after completion of terms
- ▶ Grant Records
 - ▶ Permanent
- ▶ Policy & Procedures
 - ▶ 4 years or until superseded



Accounting & Finance

- ▶ Increase in retention period (from 5 to 7 years) for some accounting files:
 - ▶ Accounts payable & receivable
 - ▶ Invoices
 - ▶ Expense Reports
 - ▶ Journal entries
 - ▶ Credit Card Statements
 - ▶ Payroll registers
 - ▶ W2s & W4s
 - ▶ Bank Deposits & Statements
 - ▶ Canceled checks
- ▶ Workers Comp Insurance Payments
 - ▶ 12 years after injury



Stewardship & Development

- ▶ Annual Appeal Ledgers
 - ▶ 2 years
- ▶ Annual Appeal Reconciliations
 - ▶ 2 years
- ▶ Pledge Cards
 - ▶ 7 years from end of campaign (increase from 5 years)
- ▶ Donor Lists & Restricted Gift Pledges
 - ▶ Permanent



Corporate Records

- ▶ Charters, Constitutions, Bylaws
 - ▶ Permanent
- ▶ Meeting Minutes & Newsletters
 - ▶ Permanent
- ▶ Contingency Plans/Planning Documents
 - ▶ Superseded + 4 years



Facilities

- Several new document types with permanent retention periods
 - Construction plan approvals
 - Building permits
 - Construction contracts
 - Environmental test records
 - Furniture, fixture, and equipment lists
 - Hazardous/toxic exposure records



Legal, Taxes, & Insurance

- ▶ “Legal” is new section on policy
 - ▶ Most legal documents (except for Workers Comp claims) must be kept for four years after the settlement of the case
- ▶ Tax Form 990 (Return of Organization Exempt from Income Tax)
 - ▶ Permanent
- ▶ IRS & State tax exemption certificates
 - ▶ Permanent
- ▶ “Insurance” section unchanged from 2006 update
 - ▶ Most files retained for 6 years, except for policies, which are permanent



Ministry



- ▶ Most documents used to manage or evaluate ministry are maintained for 3-7 years
- ▶ Major archdiocesan ministry event historical information, and any annual reports documenting ministry
 - ▶ Permanent



Human Resources & Safe Environment

- ▶ Many HR record types are now being kept for 7 years after the termination of employment
- ▶ Personnel files, Benefit, disability, retirement plans, pension plans, and open enrollment documents
 - ▶ Permanent
- ▶ Nearly all safe environment records have a permanent retention period (other than internal safe environment audits)



Real Estate

- ▶ Most real estate records are permanent
 - ▶ Letters of credit/mortgage payments – 7 years



School



- ▶ New section added to policy – previously was a separate document
- ▶ Many record types must be kept for three years after a student leaves
 - ▶ Immunization records must be kept for five years
- ▶ Some student records are permanent
 - ▶ Attendance
 - ▶ Contact Info
 - ▶ Enrollment dates
 - ▶ Final grade level
 - ▶ Grades & test scores



Parish Records Addendum

- ▶ New permanent record types
 - ▶ Photo collection - This should be a selection of historically-significant photos and not every photo ever taken at the parish
 - ▶ Official correspondence - Decrees, priest assignments, etc.
 - ▶ Inventory of Property
 - ▶ Policy Statements
- ▶ Mass intention books – 5 years
- ▶ Debt statements and leases (after termination) – 7 years



FAQs

How and where should I be storing records?

- Records with a time-limited retention period may be kept in electronic-only format
- Permanent records must be kept in paper format, but electronic copies are also recommended for ease of access.
- Records can be transferred to the archives when no longer practical to store in your office. Boxes should be labeled with info about contents and destruction date (if applicable).

We have a record type that is not covered by the policy. What do I do with those records?

- The policy is meant to give guidelines for potential general record types. Try to find a record type in the policy that is similar to your record type to guide your retention process.
- Contact the archives if you need further guidance.

We have documents that were created by other entities, like newsletters and pamphlets from outside groups. Do we have to keep those items?

- No. You are responsible for maintaining records created by your department.

What are my next steps?

- ▶ Read through the policy and take note of record types in your department.
- ▶ If you are not adhering to the current policy for any record types, make a plan for doing so.
 - ▶ Talk to the archivist if you need help.
 - ▶ Don't stress unduly about any records that were not maintained in the past if they should have been; just work toward insuring future compliance with the policy.
- ▶ Contact the archives if you need assistance. I am here to help you!

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Your
Questions

