The Record Retention Schedule is provided in two different formats. The first lists the records by record type and the second lists the records by category.

**Record Type** refers to the particular contents of the documents that constitute the records. **Category** refers to the general department, administrative unit, location, or grouping that applies to the type of record, as follows:

- **Administrative**: Pertaining to administration at all locations
- **Canonical**: Maintained by the Vicar for Clergy or Tribunal
- **Cemetery**: Maintained by the Cemeteries Department
- **Financial**: Accounting, banking, bookkeeping, investment records
- **Financial Services**: Maintained by the archdiocesan Financial Services Department
- **Human Resources**: Records pertaining to lay employees, clergy, volunteers
- **Insurance**: Accident, liability, workers compensation records
- **Legal**: Maintained by the archdiocesan Legal Department
- **Parish**: Pertaining to parishes
- **Real Estate/Property**: Pertaining to real estate or property at all locations
- **Sacramental**: As defined in and required by the Handbook for Sacramental Records
- **Schools**: Maintained by archdiocesan elementary and high schools
- **Technology**: Maintained by Information Technology staff at all locations
- **Trusts and Estates**: Maintained by the archdiocesan Trusts and Estates Department
- **Vocations**: Maintained by the archdiocesan Vocations Office or Juan Diego House

**Retention Period** refers to the length of time the records should be retained.

- **X years** is measured from the date on the document.
- **X years after _______ or X years from ___________** is measured from the event identified.
- **Permanent** means the document contents are fixed and not subject to revision. These records are never destroyed.
- **Perpetual** means the document contents are updated periodically. The current operative record is the only copy retained; prior versions may be destroyed.