



ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY CATEGORY)

Storage Location "cloud" includes an electronic storage device (ESD) such as an external hard drive, thumbdrive, disc, tape, microfiche

	RECORD TYPE	CATEGORY	MEDIUM	STORAGE LOCATION	RETENTION PERIOD
1.	Archdiocesan/Parish Organizational Records: Minutes, Correspondence, Publications, <i>etc.</i>	Administrative	Paper/electronic	On-site, Electronic storage device (ESD)	permanent
2.	Anniversary Books	Administrative	Paper/electronic	On-site, ESD	permanent
3.	Annual Reports	Administrative	Paper	On-site	permanent
4.	Articles of Incorporation and Bylaws	Administrative	Paper	On-site	permanent
5.	Census Records	Administrative	Paper/electronic	On-site, ESD	perpetual
6.	Contracts	Administrative	Paper/electronic	On-site, ESD	7 years after end of contract
7.	Correspondence (routine)	Administrative	Paper/electronic	On-site, ESD	2 years
8.	Correspondence, Official (regarding archdiocesan/parish policies, archdiocesan/parish directives, <i>etc.</i>)	Administrative	Paper/electronic	On-site, ESD	permanent
9.	Deacon Personnel Files	Administrative	Paper	On-site, archives on death	permanent
10.	Donor Lists	Administrative	Paper/electronic	On-site, ESD	permanent
11.	Endowment Records: Decrees	Administrative	Paper/electronic	On-site, ESD	permanent
12.	Finance Council Records	Administrative	Paper/electronic	On-site, ESD	permanent
13.	Hazardous Materials Records (MSDS)	Administrative	Paper/electronic	On-site, ESD	30 years
14.	Historical Files: Newspaper Clippings, Photos, <i>etc.</i> , related to archdiocese/parish /schools	Administrative	Paper/electronic	On-site, ESD	permanent
15.	Insurance Records (property)	Administrative	Paper/electronic	On-site, ESD	permanent
16.	Inventories of Property and Equipment	Administrative	Paper/electronic	On-site, ESD	perpetual
17.	Leases	Administrative	Paper/electronic	On-site	7 years after expiration
18.	Liturgical Minister's Schedules: Altar Servers, Ushers, Lectors, <i>etc.</i>	Administrative	Paper/electronic	On-site, cloud	retain until superseded
19.	Mass Intention Books	Administrative	Paper, electronic	On-site, cloud	7 years
20.	Newsletters of the Archdiocese/Parish or Affiliated Organizations	Administrative	Paper/electronic	On-site, cloud	permanent
21.	Parish Council Constitutions	Administrative	Paper/electronic	On-site, cloud	retain until superseded
22.	Photographs: Relating to Archdiocesan/Parish/School History, Clergy, Parishioners	Administrative	Paper (if originally printed on paper); electronic (if not originally printed on paper)	On-site, cloud	permanent



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23.	Policy Statements	Administrative	Electronic only	Online ADLA Administrative Handbook online	Permanent and perpetual
24.	Priest Personnel Files	Administrative	Paper	On-site, archives at death	permanent
25.	Religious Education Reports (for the archdiocesan offices)	Administrative	Paper/electronic	On-site, cloud	permanent
26.	Seminarian Files	Administrative	Paper	On-site	permanent
27.	Wills, Bequests, Estates, Testaments, Codicils	Administrative	Paper/electronic	On-site, ESD	permanent
28.	Decrees	Canonical	Paper/electronic	On-site, ESD	permanent
29.	Dispensation	Canonical	Paper	On-site, archives at death	permanent
30.	Lack of Form Persons Granted	Canonical	Paper	On-site	permanent
31.	Ordination Records	Canonical	Paper	On-site	permanent
32.	Record Search Requests	Canonical	Paper/electronic	On-site, cloud	1 year
33.	Account Cards: Record of Lot Ownership and Payments	Cemetery	Paper/electronic	On-site, ESD	permanent
34.	Burial Records	Cemetery	Paper/electronic	On-site, ESD	permanent
35.	Cemetery: Lot Ownership Contracts	Cemetery	Paper/electronic	On-site, ESD	permanent
36.	General Ledger: Cemetery Inventory	Cemetery	Paper/electronic	On-site, ESD	permanent
37.	1099 Form (copies)	Financial	Paper/electronic	On-site, ESD	7 years
38.	990 Form (copies)	Financial	Paper/electronic	On-site, ESD	permanent
39.	Balance Sheets (annual)	Financial	Paper/electronic	On-site, ESD	Permanent
40.	Balance Sheets (monthly/quarterly)	Financial	Paper/electronic	On-site, cloud	1 year
41.	Bonds: Investment	Financial	Paper/electronic	On-site	7 years from date of cancellation



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42.	Budgets: Approved	Financial	Paper/electronic	On-site, cloud	7 years
43.	Cash Journal: Offering Receipts, Pledge Payment	Financial	Paper/electronic	On-site, cloud	7 years
44.	Certificates of Deposit	Financial	Paper/electronic	On-site, ESD	3 years after redemption
45.	Checks: Cancelled	Financial	Paper/electronic	On-site, cloud	7 years
46.	Closed Accounts	Financial	Paper/electronic	On-site, ESD	7 years
47.	Credit Card Statements/Charge Slips	Financial	Paper/electronic	On-site, cloud	7 years
48.	Donor Records	Financial	Paper/electronic	On-site, ESD	7 years
49.	Financial Reports (annual)	Financial	Paper/electronic	On-site, ESD	permanent
50.	Financial Reports (monthly)	Financial	Paper/electronic	On-site, cloud	Destroy after 1 year
51.	Financial Statements	Financial	Paper/electronic	On-site, ESD	permanent
52.	General Ledger (annual)	Financial	Paper/electronic	On-site, ESD	permanent
53.	Investment Pool Statements	Financial	Paper/electronic	On-site, cloud	7 years
54.	Invoices and Paid Bills	Financial	Paper/electronic	On-site, cloud	7 years
55.	IRS Exemption Determination Letters (for organizations other than those listed in The Official Catholic Directory)	Financial	Paper/electronic	On-site, ESD	permanent
56.	Journal Entry Sheets	Financial	Paper/electronic	On-site, ESD	7 years
57.	Journals, General and Specific Funds	Financial	Paper/electronic	On-site, ESD	permanent
58.	Letters of Credit	Financial	Paper/electronic	On-site, ESD	7 years
59.	Pledge Registers/Ledgers	Financial	Paper/electronic	On-site, ESD	7 years
60.	Receipts	Financial	Paper/electronic	On-site, cloud	7 years
61.	Restricted Gift Documents (permanently)	Financial	Paper/electronic	On-site, ESD	permanent
62.	Restricted Gift Documents (temporarily)	Financial	Paper/electronic	On-site, ESD	7 years after meeting restrictions
63.	Securities Sales	Financial	Paper/electronic	On-site, cloud	7 years
64.	State Tax Exemption Certificates: Income, Excise, Property, Sales/Use, etc.	Financial	Paper/electronic	On-site, ESD	permanent



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	RECORD TYPE	CATEGORY	MEDIUM	STORAGE LOCATION	RETENTION PERIOD
65.	Stock Investments	Financial	Paper/electronic	On-site, cloud	7 years after sale
66.	Accounts Payable: Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
67.	Accounts Receivable: Deposit Slips, Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
68.	Audit Reports	Financial	Paper/electronic	On-site, ESD	7 years
69.	Check Requests	Financial	Paper/electronic	On-site, cloud	7 years
70.	Investment Certificates, Passbooks	Financial	Paper/electronic	On-site, ESD	permanent
71.	Petty Cash Records	Financial	Paper/electronic	On-site, cloud	4 years
72.	Purchase Orders	Financial	Paper/electronic	On-site, cloud	4 years
73.	Pension Vesting Files	Financial / Human Resources	Paper/electronic	On-site, ESD	permanent
74.	Tuition and Fee Ledgers	Financial / Schools	Paper/electronic	On-site, cloud	4 years
75.	School Account Books	Financial /Schools	Paper/electronic	On-site, ESD	permanent
76.	Bank Records: Statements, Reconciliations	Financial Services	Paper/electronic	On-site, cloud	10 years
77.	Board Meetings: Agenda, Minutes, Resolutions	Financial Services	Paper/electronic	On-site, ESD	permanent
78.	Board Meetings: Committee Records	Financial Services	Paper/electronic	On-site, ESD	permanent
79.	Employment Taxes, Contributions and Payments: FICA, PIT, Social Security, Medicare	Financial Services	Paper/electronic	On-site, ESD	7 years from date of filing
80.	Investment Pool Records	Financial Services	Paper/electronic	On-site, ESD	permanent
81.	Pension Records	Financial Services	Paper/electronic	On-site, ESD	permanent
82.	Electronic Communications Policy Form	Human Resources	Paper	On-site, ESD	4 years after separation
83.	Emergency Contact Information	Human Resources	Paper	On-site, ESD	retain until superseded
84.	Employee Advertisement Records	Human Resources	Paper/electronic	On-site, cloud	2 years
85.	Employee Applications (not hired)	Human Resources	Paper/electronic	On-site, cloud	2 years
86.	Employee Contracts and Offer Letters	Human Resources	Paper	On-site, ESD	7 years after employment
87.	Employee Evaluations	Human Resources	Paper	On-site, ESD	2 years after termination



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88.	Employee Medical Records	Human Resources	Paper/electronic	On-site, ESD	30 years after termination
89.	Employee Personnel Files	Human Resources	Paper/electronic	On-site, ESD	7 years after employment
90.	Employee Records (other): e.g., Credentials, Degrees, Fingerprinting, TB Screening, Blood Borne Pathogen Training, Cathecist Certification	Human Resources	Paper/electronic	On-site, ESD	7 years after employment
91.	Employee Records of Employees Who Separate From Employment and Who Provide Notice of Intent Not to Serve in Any Volunteer Capacity at Any Parish or Archdiocesan Workplace	Human Resources	Paper/electronic	On-site, ESD	permanent
92.	Employee Salary Schedules	Human Resources	Paper/electronic	On-site, cloud	7 years after termination
93.	Employee Termination Records	Human Resources	Paper/electronic	On-site, ESD	7 years after employment
94.	Employee Work Record/Employment History Form	Human Resources	Paper/electronic	On-site, ESD	permanent
95.	Employment Applications	Human Resources	Paper	On-site, cloud	2 years
96.	Harassment Training Records/Certificates	Human Resources	Paper/electronic	On-site, cloud	7+ years after termination
97.	I-9 Forms	Human Resources	Paper	On-site, ESD	3 years after end of employment
98.	Insurance Records (employee)	Human Resources	Paper/electronic	On-site, ESD	2 years after termination
99.	Medical Records (medical leave of absence, workers compensation) ACC & Cemeteries	Human Resources	Paper/electronic	On-site, ESD	30 years
100.	Payroll Records (bi-weekly, year-to-date)	Human Resources	Paper/electronic	On-site, cloud	3 years from last entry
101.	Payroll/Earnings Records: Timesheets, Master Payroll Reports, Payroll Deduction Authorizations	Human Resources	Paper/electronic	On-site, cloud	7 years after employment
102.	Personnel Files	Human Resources	Paper	On-site, ESD	permanent
103.	Personnel Files --- ACC Lay Employees (current)	Human Resources	Paper	On-site, ESD	7+ years after termination
104.	Professional Relationships With Students Acknowledgment Form With Signature	Human Resources	Paper	On-site, cloud	perpetual
105.	Retirement Benefits	Human Resources	Paper/electronic	On-site, ESD	permanent
106.	Vacation/Sick Leave/Leave of Absence	Human Resources	Paper/electronic	On-site, cloud	7 years after employment
107.	W-2 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing



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108	W-4 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing
109	Waiver of Medical Insurance Form, if Applicable	Human Resources	Paper	On-site, ESD	perpetual
110	Workers' Compensation Accident/Injury Reports	Human Resources	Paper/electronic	On-site, cloud	30 years or 12 years after death
111	Accident/Injury Reports	Human Resources, Insurance	Paper/electronic	On-site, ESD	7 years
112	Environmental Test Records/Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
113	Hazardous Exposure Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	Permanent
114	Fingerprinting reports & VPIN database	Human Resources, Schools	Paper/electronic	On-site, cloud	permanent
115	TB Examination Documentation	Human Resources, Schools	Paper/electronic	On-site, cloud	perpetual
116	Automobile Accident Files	Insurance	Paper/electronic	On-site, cloud	7 years
117	Automobile Records: Registration Renewals, Certificates of Title for Vehicles Owned by Archdiocese	Insurance	Paper/electronic	On-site, cloud	Until sale of vehicle
118	Beneficiary Cards	Insurance	Paper	On-site, ESD	7 years from paid life claims
119	Disability Claim Files	Insurance	Paper/electronic	On-site, cloud	7 years after return to work, retirement or death
120	Employee Benefits Files (active employees)	Insurance	Paper	On-site, cloud	10 years
121	Employees' Enrollment/Change Forms	Insurance	Paper	On-site, cloud	7 years after separation
122	Incident Reports/Claims	Insurance	Paper/electronic	On-site, cloud	7 years
123	Life Claims	Insurance	Paper/electronic	On-site, cloud	7 years
124	Priest Files (active)	Insurance	Paper	On-site, ESD	permanent
125	Retired Priests Medical Files	Insurance	Paper	On-site, ESD	permanent



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126	Terminated Employee Benefits Files	Insurance	Paper	On-site, ESD	7 years from end of employment
127	Terminated Employee Enrollment/Change Form	Insurance	Paper	On-site, ESD	7 years from end of employment
128	Workers' Compensation Claim Files	Insurance, Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
129	Bankruptcy Files	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
130	Contracts	Legal	Paper	On-site, ESD	permanent
131	Corporate Files	Legal	Paper	On-site, ESD	permanent
132	Litigation Files: Pleadings, Briefs, Discovery, Memoranda, Correspondence	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
133	Parish Bulletins	Parish	Paper/electronic	On-site, cloud	Permanent
134	Parish Council Records	Parish	Paper/electronic	On-site, cloud	permanent
135	Easement Documents	Parish, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
136	Architectural Records: As--builts, Blueprints, Building Designs, Specifications	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
137	Bonds: Construction, Performance & Surety Bonds	Real Estate/Property	Paper/electronic	On-site, ESD	7 years from date of cancellation or exoneration
138	Construction: Certificates of Insurance, Notice of Completion, Payment Applications, Conditional & Unconditional Waivers, Lien Releases	Real Estate/Property	Paper/electronic	On-site, ESD	10 years after completion of construction
139	Deed and Supporting Files: Affidavits, Certificates of Occupancy, Conditional Use Permits, Encumbrances, Entitlements, Recorded Agreements	Real Estate/Property	Paper	On-site, ESD	permanent
140	Deeds/Abstracts	Real Estate/Property	Paper	On-site, ESD	permanent
141	Hazardous Materials Reports: Inspection, Manifests, Remediation and Clearance; Asbestos (AHERA); Lead, Mold, etc.	Real Estate/Property	Paper/electronic	On-site, ESD	permanent



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142	Invoices and Paid Bills, Major Building Construction	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
143	Lot Maps	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
144	Mineral, Oil & Gas Interests	Real Estate/Property	Paper	On-site, ESD	permanent
145	Mortgage Documents (e.g., payment history)	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
146	Municipal Entitlements	Real Estate/Property	Paper	On-site, ESD	permanent
147	Property Appraisals	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
148	Property Tax Records & Bills	Real Estate/Property	Paper/electronic	On-site, cloud	Permanent
149	Real Estate Surveys/Plots, Plans	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
150	Rental/Income Property	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
151	Transaction Files: Sale, Purchase, Donations	Real Estate/Property	Paper/electronic	On-site, cloud	3 years after completion of transaction
152	Baptism Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
153	Confirmation Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
154	Death Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
155	First Communion Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
156	Marriage Register	Sacramental	Paper	On-site	Permanent, refer to



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					Sacramental Handbook
157	Sacramental Records	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
158	Training Records (VIRTUS – adults)	Safe Environment	Paper/electronic	On-site, cloud	7 + years after termination
159	USCCB Audit Report	Safe Environment	Paper/electronic	On-site, cloud	permanent
160	Policy Acknowledgment	Safe Environment	Paper/electronic	On-site, cloud	7 + years after termination
161	Teaching Touching Safety (TTS) Permission Slips	Safe Environment	Paper/electronic	On-site, cloud	7 + years after termination
162	Teaching Touching Safety (TTS) Opt-out Forms	Safe Environment	Paper/electronic	On-site, cloud	7 + years after termination
163	Attendance Records: Pupils	Schools	Paper/electronic	On-site, ESD	7 years
164	Catholic Identity and Professional Conduct Review Forms	Schools	Paper/electronic	On-site, ESD	7+ years after termination
165	Consultative School Council Records	Schools	Paper/electronic	On-site, cloud	3 years
166	E-rate Records	Schools	Paper/electronic	On-site, cloud	5 years from last date of service
167	Final Exams	Schools	Paper/electronic	On-site, ESD	1 year
168	Immunization Records	Schools	Paper/electronic	On-site, ESD	4 years after graduation
169	Section 504 (student inclusion)	Schools	Paper/electronic	On-site, ESD	5 years after graduation
170	Standardized Testing Results: AP Test Scores, SAT, ACT, etc.	Schools	Paper	On-site, ESD	4 years after graduation
171	Student Cumulative Records	Schools	Paper	On-site, ESD	permanent
172	Suspected Child Abuse Report	Schools	Paper/electronic	On-site, ESD	permanent
173	Teacher Grade Books	Schools	Paper/electronic	On-site, cloud	5 years
174	Fire Drill/Earthquake Practice Records	Schools, Parishes	Paper/electronic	On-site, ESD	7 years
175	Enterprise Email	Technology	Paper/electronic	On-site, ESD	permanent
176	Internal Support Tickets	Technology	Paper/electronic	On-site, ESD	2 years
177	Source Code Files	Technology	Paper/electronic	On-site, ESD	perpetual
178	System Logs	Technology	Paper/electronic	On-site, ESD	1 year
179	Trust Records	Trusts and Estates	Paper/electronic	On-site, ESD	permanent



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180	Vocations Log (summary register of all applicants)	Vocations	Paper/electronic	On-site, ESD	perpetual
181	Vocations: Applicant (accepted)	Vocations	Paper	On-site, ESD	30 years or until transfer of record to Juan Diego House or seminary
182	Vocations: Applicant (not accepted)	Vocations	Paper	On-site, ESD	7 years