



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	Administrative	Paper/electronic	On-site, cloud	retain until superseded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	Parish Council Constitutions	Administrative	Paper/electronic	On-site, cloud	retain until superseded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
42.	Budgets: Approved	Financial	Paper/electronic	On-site, cloud	7 years



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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 Deend of employment 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.	Parish Collection Envelopes	Financial	Paper/electronic	On-site	6 months after individual or cumulative/annual acknowledgment of donation
60.	Payroll Protection Program (PPP) Loan	Financial	Paper/electronic	On-site, ESD	6 years after the loan is forgiven or repaid in full
61.	Pledge Registers/Ledgers	Financial	Paper/electronic	On-site, ESD	7 years
62.	Receipts	Financial	Paper/electronic	On-site, cloud	7 years
63.	Restricted Gift Documents (for permanently restricted gifts)	Financial	Paper/electronic	On-site, ESD	permanent
64.	Restricted Gift Documents (temporarily)	Financial	Paper/electronic	On-site, ESD	7 years after meeting restrictions



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	RECORD TYPE	CATEGORY	MEDIUM	STORAGE LOCATION	RETENTION PERIOD
65.	Securities Sales	Financial	Paper/electronic	On-site, cloud	7 years
66.	State Tax Exemption Certificates: Income, Excise, Property, Sales/Use, etc.	Financial	Paper/electronic	On-site, ESD	permanent
67.	Stock Investments	Financial	Paper/electronic	On-site, cloud	7 years after sale
68.	Accounts Payable: Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
69.	Accounts Receivable: Deposit Slips, Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
70.	Audit Reports	Financial	Paper/electronic	On-site, ESD	7 years
71.	Check Requests	Financial	Paper/electronic	On-site, cloud	7 years
72.	Investment Certificates, Passbooks	Financial	Paper/electronic	On-site, ESD	permanent
73.	Petty Cash Records	Financial	Paper/electronic	On-site, cloud	4 years
74.	Purchase Orders	Financial	Paper/electronic	On-site, cloud	4 years
75.	Pension Vesting Files	Financial / Human Resources	Paper/electronic	On-site, ESD	permanent
76.	Tuition and Fee Ledgers	Financial / Schools	Paper/electronic	On-site, cloud	4 years
77.	School Account Books	Financial /Schools	Paper/electronic	On-site, ESD	permanent
78.	Bank Records: Statements, Reconciliations	Financial Services	Paper/electronic	On-site, cloud	10 years
79.	Board Meetings: Agenda, Minutes, Resolutions	Financial Services	Paper/electronic	On-site, ESD	permanent
80.	Board Meetings: Committee Records	Financial Services	Paper/electronic	On-site, ESD	permanent
81.	Employment Taxes, Contributions and Payments: FICA, PIT, Social Security, Medicare	Financial Services	Paper/electronic	On-site, ESD	7 years from date of filing
82.	Investment Pool Records	Financial Services	Paper/electronic	On-site, ESD	permanent
83.	Pension Records	Financial Services	Paper/electronic	On-site, ESD	permanent
84.	Electronic Communications Policy Form	Human Resources	Paper	On-site, ESD	4 years after separation
85.	Emergency Contact Information	Human Resources	Paper	On-site, ESD	retain until superseded
86.	Employee Advertisement Records	Human Resources	Paper/electronic	On-site, cloud	4 years



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	RECORD TYPE	CATEGORY	MEDIUM	STORAGE LOCATION	RETENTION PERIOD
87.	Employment Applications (not hired)	Human Resources	Paper/electronic	On-site, cloud	4 years
88.	Employee Contracts and Offer Letters	Human Resources	Paper	On-site, ESD	7 years after end of employment
89.	Employee Evaluations	Human Resources	Paper	On-site, ESD	4 years after end of employment
90.	Employee Medical Records	Human Resources	Paper/electronic	On-site, ESD	30 years after end of employment
91.	Employee Personnel Files	Human Resources	Paper/electronic	On-site, ESD	7 years after end of employment
92.	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 end of employment
93.	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
94.	Employee Salary Schedules	Human Resources	Paper/electronic	On-site, cloud	7 years after end of employment
95.	Employee End of employment Records	Human Resources	Paper/electronic	On-site, ESD	7 years after end of employment
96.	Employee Work Record/Employment History Form	Human Resources	Paper/electronic	On-site, ESD	permanent
97.	Employment Applications	Human Resources	Paper	On-site, cloud	7 years after end of employment
98.	Harassment Training Records/Certificates	Human Resources	Paper/electronic	On-site, cloud	7+ years after end of employment
99.	I-9 Forms	Human Resources	Paper	On-site, ESD	3 years after end of employment
100.	Insurance Records (employee)	Human Resources	Paper/electronic	On-site, ESD	2 years after end of employment
101.	Medical Records (medical leave of absence, workers compensation) ACC & Cemeteries	Human Resources	Paper/electronic	On-site, ESD	30 years
102.	Payroll Records (bi-weekly, year-to-date)	Human Resources	Paper/electronic	On-site, cloud	3 years from last entry
103.	Payroll/Earnings Records: Timesheets, Master Payroll Reports, Payroll Deduction Authorizations	Human Resources	Paper/electronic	On-site, cloud	7 years after employment
104.	Personnel Files --- ACC Lay Employees (current)	Human Resources	Paper	On-site, ESD	7+ years after end of



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	RECORD TYPE	CATEGORY	MEDIUM	STORAGE LOCATION	RETENTION PERIOD
					employment
105.	Professional Relationships With Students Acknowledgment Form With Signature	Human Resources	Paper	On-site, cloud	perpetual
106.	Retirement Benefits	Human Resources	Paper/electronic	On-site, ESD	permanent
107.	Vacation/Sick Leave/Leave of Absence	Human Resources	Paper/electronic	On-site, cloud	7 years after end of employment
108.	W-2 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing
109.	W-4 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing
110.	Waiver of Medical Insurance Form, if Applicable	Human Resources	Paper	On-site, ESD	perpetual
111.	Workers' Compensation Accident/Injury Reports	Human Resources	Paper/electronic	On-site, cloud	30 years or 12 years after death
112.	Accident/Injury Reports	Human Resources, Insurance	Paper/electronic	On-site, ESD	7 years
113.	Environmental Test Records/Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
114.	Hazardous Exposure Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
115.	Fingerprinting reports & VPIN database	Human Resources, Schools	Paper/electronic	On-site, cloud	permanent
116.	TB Examination Documentation	Human Resources, Schools	Paper/electronic	On-site, cloud	perpetual
117.	Automobile Accident Files	Insurance	Paper/electronic	On-site, cloud	7 years
118.	Automobile Records: Registration Renewals, Certificates of Title for Vehicles Owned by Archdiocese	Insurance	Paper/electronic	On-site, cloud	Until sale of vehicle
119.	Beneficiary Cards	Insurance	Paper	On-site, ESD	7 years from paid life claims
120.	Disability Claim Files	Insurance	Paper/electronic	On-site, cloud	7 years after return to work, retirement or death



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121.	Employee Benefits Files (active employees)	Insurance	Paper	On-site, cloud	10 years
122.	Employees' Enrollment/Change Forms	Insurance	Paper	On-site, cloud	7 years after separation
123.	Incident Reports/Claims	Insurance	Paper/electronic	On-site, cloud	7 years
124.	Life Claims	Insurance	Paper/electronic	On-site, cloud	7 years
125.	Priest Files (active)	Insurance	Paper	On-site, ESD	permanent
126.	Retired Priests Medical Files	Insurance	Paper	On-site, ESD	permanent
127.	Terminated Employee Benefits Files	Insurance	Paper	On-site, ESD	7 years from end of employment
128.	Terminated Employee Enrollment/Change Form	Insurance	Paper	On-site, ESD	7 years from end of employment
129.	Workers' Compensation Claim Files	Insurance, Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
130.	Bankruptcy Files	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
131.	Contracts	Legal	Paper	On-site, ESD	permanent
132.	Corporate Files	Legal	Paper	On-site, ESD	permanent
133.	Litigation Files: Pleadings, Briefs, Discovery, Memoranda, Correspondence	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
134.	Parish Bulletins	Parish	Paper/electronic	On-site, cloud	Permanent
135.	Parish Council Records	Parish	Paper/electronic	On-site, cloud	permanent
136.	Easement Documents	Parish, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
137.	Architectural Records: As--builts, Blueprints, Building Designs, Specifications	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
138.	Bonds: Construction, Performance & Surety Bonds	Real Estate/Property	Paper/electronic	On-site, ESD	7 years from date of cancellation or exoneration
139.	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



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140.	Deed and Supporting Files: Affidavits, Certificates of Occupancy, Conditional Use Permits, Encumbrances, Entitlements, Recorded Agreements	Real Estate/Property	Paper	On-site, ESD	permanent
141.	Deeds/Abstracts	Real Estate/Property	Paper	On-site, ESD	permanent
142.	Hazardous Materials Reports: Inspection, Manifests, Remediation and Clearance; Asbestos (AHERA); Lead, Mold, etc.	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
143.	Invoices and Paid Bills, Major Building Construction	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
144.	Lot Maps	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
145.	Mineral, Oil & Gas Interests	Real Estate/Property	Paper	On-site, ESD	permanent
146.	Mortgage Documents (e.g., payment history)	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
147.	Municipal Entitlements	Real Estate/Property	Paper	On-site, ESD	permanent
148.	Property Appraisals	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
149.	Property Tax Records & Bills	Real Estate/Property	Paper/electronic	On-site, cloud	Permanent
150.	Real Estate Surveys/Plots, Plans	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
151.	Rental/Income Property	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
152.	Transaction Files: Sale, Purchase, Donations	Real Estate/Property	Paper/electronic	On-site, cloud	3 years after completion of transaction



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153.	Baptism Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
154.	Confirmation Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
155.	Death Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
156.	First Communion Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
157.	Marriage Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
158.	Sacramental Records	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
159.	Training Records (VIRTUS – adults)	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer service
160.	USCCB Audit Report	Safe Environment	Paper/electronic	On-site, cloud	permanent
161.	Policy Acknowledgment	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer service
162.	Teaching Touching Safety (TTS) Permission Slips	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer service
163. of	Teaching Touching Safety (TTS) Opt-out Forms	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer services
164.	Attendance Records: Pupils	Schools	Paper/electronic	On-site, ESD	7 years
165.	Catholic Identity and Professional Conduct Review Forms	Schools	Paper/electronic	On-site, ESD	7+ years after end of employment
166.	Consultative School Council Records	Schools	Paper/electronic	On-site, cloud	3 years



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167.	Employee Work Record/Employment History Form	Schools	Paper/electronic	On-site, ESD	permanent
168.	E-rate Records	Schools	Paper/electronic	On-site, cloud	5 years from last date of service
169.	Final Exams	Schools	Paper/electronic	On-site, ESD	1 year
170.	Immunization Records	Schools	Paper/electronic	On-site, ESD	4 years after graduation
171.	Section 504 (student inclusion)	Schools	Paper/electronic	On-site, ESD	5 years after graduation
172.	Standardized Testing Results: AP Test Scores, SAT, ACT, etc.	Schools	Paper	On-site, ESD	4 years after graduation
173.	Student Cumulative Records	Schools	Paper	On-site, ESD	permanent
174.	Suspected Child Abuse Report	Schools	Paper/electronic	On-site, ESD	permanent
175.	Teacher Grade Books	Schools	Paper/electronic	On-site, cloud	5 years
176.	Fire Drill/Earthquake Practice Records	Schools, Parishes	Paper/electronic	On-site, ESD	7 years
177.	Enterprise Email	Technology	Paper/electronic	On-site, ESD	permanent
178.	Internal Support Tickets	Technology	Paper/electronic	On-site, ESD	2 years
179.	Source Code Files	Technology	Paper/electronic	On-site, ESD	perpetual
180.	System Logs	Technology	Paper/electronic	On-site, ESD	1 year
181.	Trust Records	Trusts and Estates	Paper/electronic	On-site, ESD	permanent
182.	Vocations Log (summary register of all applicants)	Vocations	Paper/electronic	On-site, ESD	perpetual
183.	Vocations: Applicant (accepted)	Vocations	Paper	On-site, ESD	30 years or until transfer of record to House of Discernment or seminary
184.	Vocations: Applicant (not accepted)	Vocations	Paper	On-site, ESD	7 years