



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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.	1099 Form (copies)	Financial	Paper/electronic	On-site, ESD	7 years
2.	990 Form (copies)	Financial	Paper/electronic	On-site, ESD	permanent
3.	Accident/Injury Reports	Human Resources, Insurance	Paper/electronic	On-site, ESD	7 years
4.	Account Cards: Record of Lot Ownership and Payments	Cemetery	Paper/electronic	On-site, ESD	permanent
5.	Accounts Payable: Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
6.	Accounts Receivable: Deposit Slips, Invoices, Ledgers	Financial	Paper/electronic	On-site, cloud	7 years
7.	Anniversary Books	Administrative	Paper/electronic	On-site, ESD	permanent
8.	Annual Reports	Administrative	Paper	On-site	permanent
9.	Archdiocesan/Parish Organizational Records: Minutes, Correspondence, Publications, <i>etc.</i>	Administrative	Paper/electronic	On-site, Electronic storage device (ESD)	permanent
10.	Architectural Records: As--builts, Blueprints, Building Designs, Specifications	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
11.	Articles of Incorporation and Bylaws	Administrative	Paper	On-site	permanent
12.	Attendance Records: Pupils	Schools	Paper/electronic	On-site, ESD	7 years
13.	Audit Reports	Financial	Paper/electronic	On-site, ESD	7 years
14.	Automobile Accident Files	Insurance	Paper/electronic	On-site, cloud	7 years
15.	Automobile Records: Registration Renewals, Certificates of Title for Vehicles Owned by Archdiocese	Insurance	Paper/electronic	On-site, cloud	Until sale of vehicle
16.	Balance Sheets (annual)	Financial	Paper/electronic	On-site, ESD	Permanent
17.	Balance Sheets (monthly/quarterly)	Financial	Paper/electronic	On-site, cloud	1 year
18.	Bank Records: Statements, Reconciliations	Financial Services	Paper/electronic	On-site, cloud	10 years
19.	Bankruptcy Files	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
20.	Baptism Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
21.	Beneficiary Cards	Insurance	Paper	On-site, ESD	7 years from paid life claims
22.	Board Meetings: Agenda, Minutes, Resolutions	Financial Services	Paper/electronic	On-site, ESD	permanent
23.	Board Meetings: Committee Records	Financial Services	Paper/electronic	On-site, ESD	permanent
24.	Bonds: Construction, Performance & Surety Bonds	Real Estate/Property	Paper/electronic	On-site, ESD	7 years from date of cancellation or exoneration
25.	Bonds: Investment	Financial	Paper/electronic	On-site	7 years from date of cancellation
26.	Budgets: Approved	Financial	Paper/electronic	On-site, cloud	7 years
27.	Burial Records	Cemetery	Paper/electronic	On-site, ESD	permanent
28.	Cash Journal: Offering Receipts, Pledge Payment	Financial	Paper/electronic	On-site, cloud	7 years
29.	Catholic Identity and Professional Conduct Review Forms	Schools	Paper/electronic	On-site, ESD	7+ years after end of employment
30.	Cemetery: Lot Ownership Contracts	Cemetery	Paper/electronic	On-site, ESD	permanent
31.	Census Records	Administrative	Paper/electronic	On-site, ESD	perpetual
32.	Certificates of Deposit	Financial	Paper/electronic	On-site, ESD	3 years after redemption
33.	Check Requests	Financial	Paper/electronic	On-site, cloud	7 years
34.	Checks: Cancelled	Financial	Paper/electronic	On-site, cloud	7 years
35.	Closed Accounts	Financial	Paper/electronic	On-site, ESD	7 years
36.	Confirmation Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
37.	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
38.	Consultative School Council Records	Schools	Paper/electronic	On-site, cloud	3 years
39.	Contracts	Administrative	Paper/electronic	On-site, ESD	7 years after end of contract
40.	Contracts	Legal	Paper	On-site, ESD	permanent



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
41.	Corporate Files	Legal	Paper	On-site, ESD	permanent
42.	Correspondence (routine)	Administrative	Paper/electronic	On-site, ESD	2 years
43.	Correspondence, Official (regarding archdiocesan/parish policies, archdiocesan/parish directives, etc.)	Administrative	Paper/electronic	On-site, ESD	permanent
44.	Credit Card Statements/Charge Slips	Financial	Paper/electronic	On-site, cloud	7 years
45.	Deacon Personnel Files	Administrative	Paper	On-site, archives on death	permanent
46.	Death Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
47.	Decrees	Canonical	Paper/electronic	On-site, ESD	permanent
48.	Deed and Supporting Files: Affidavits, Certificates of Occupancy, Conditional Use Permits, Encumbrances, Entitlements, Recorded Agreements	Real Estate/Property	Paper	On-site, ESD	permanent
49.	Deeds/Abstracts	Real Estate/Property	Paper	On-site, ESD	permanent
50.	Disability Claim Files	Insurance	Paper/electronic	On-site, cloud	7 years after return to work, retirement or death
51.	Dispensation	Canonical	Paper	On-site, archives at death	permanent
52.	Donor Lists	Administrative	Paper/electronic	On-site, ESD	permanent
53.	Donor Records	Financial	Paper/electronic	On-site, ESD	7 years
54.	Easement Documents	Parish, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
55.	Electronic Communications Policy Form	Human Resources	Paper	On-site, ESD	4 years after separation
56.	Emergency Contact Information	Human Resources	Paper	On-site, ESD	retain until superseded
57.	Employee Advertisement Records	Human Resources	Paper/electronic	On-site, cloud	4 years
58.	Employee Benefits Files (active employees)	Insurance	Paper	On-site, cloud	10 years
59.	Employee Contracts and Offer Letters	Human Resources	Paper	On-site, ESD	7 years after end of employment



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
60.	Employee End of employment Records	Human Resources	Paper/electronic	On-site, ESD	7 years after end of employment
61.	Employee Evaluations	Human Resources	Paper	On-site, ESD	4 years after end of employment
62.	Employee Medical Records	Human Resources	Paper/electronic	On-site, ESD	30 years after end of employment
63.	Employee Personnel Files	Human Resources	Paper/electronic	On-site, ESD	7 years after end of employment
64.	Employee Records (other): e.g., Credentials, Degrees, Fingerprinting, TB Screening, Blood Borne Pathogen Training, Catechist Certification	Human Resources	Paper/electronic	On-site, ESD	7 years after end of employment
65.	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
66.	Employee Salary Schedules	Human Resources	Paper/electronic	On-site, cloud	7 years after end of employment
67.	Employee Work Record/Employment History Form	Human Resources	Paper/electronic	On-site, ESD	permanent
68.	Employee Work Record/Employment History Form	Schools	Paper/electronic	On-site, ESD	permanent
69.	Employees' Enrollment/Change Forms	Insurance	Paper	On-site, cloud	7 years after separation
70.	Employment Applications	Human Resources	Paper	On-site, cloud	7 years after end of employment
71.	Employment Applications (not hired)	Human Resources	Paper/electronic	On-site, cloud	4 years
72.	Employment Taxes, Contributions and Payments: FICA, PIT, Social Security, Medicare	Financial Services	Paper/electronic	On-site, ESD	7 years from date of filing
73.	Endowment Records: Decrees	Administrative	Paper/electronic	On-site, ESD	permanent
74.	Enterprise Email	Technology	Paper/electronic	On-site, ESD	permanent
75.	Environmental Test Records/Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	permanent
76.	E-rate Records	Schools	Paper/electronic	On-site, cloud	10 years from last date of service
77.	Final Exams	Schools	Paper/electronic	On-site, ESD	1 year
78.	Finance Council Records	Administrative	Paper/electronic	On-site, ESD	permanent



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
79.	Financial Reports (annual)	Financial	Paper/electronic	On-site, ESD	permanent
80.	Financial Reports (monthly)	Financial	Paper/electronic	On-site, cloud	Destroy after 1 year
81.	Financial Statements	Financial	Paper/electronic	On-site, ESD	permanent
82.	Fingerprinting reports & VPIN database	Human Resources, Schools	Paper/electronic	On-site, cloud	permanent
83.	Fire Drill/Earthquake Practice Records	Schools, Parishes	Paper/electronic	On-site, ESD	7 years
84.	First Communion Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
85.	General Ledger (annual)	Financial	Paper/electronic	On-site, ESD	permanent
86.	General Ledger: Cemetery Inventory	Cemetery	Paper/electronic	On-site, ESD	permanent
87.	Harassment Training Records/Certificates	Human Resources	Paper/electronic	On-site, cloud	7+ years after end of employment
88.	Hazardous Exposure Reports	Human Resources, Real Estate/Property	Paper/electronic	On-site, ESD	Permanent
89.	Hazardous Materials Records (MSDS)	Administrative	Paper/electronic	On-site, ESD	30 years
90.	Hazardous Materials Reports: Inspection, Manifests, Remediation and Clearance; Asbestos (AHERA); Lead, Mold, etc.	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
91.	Historical Files: Newspaper Clippings, Photos, etc., related to archdiocese/parish /schools	Administrative	Paper/electronic	On-site, ESD	permanent
92.	I-9 Forms	Human Resources	Paper	On-site, ESD	3 years after end of employment
93.	Immunization Records	Schools	Paper/electronic	On-site, ESD	4 years after graduation
94.	Incident Reports/Claims	Insurance	Paper/electronic	On-site, cloud	7 years
95.	Insurance Records (employee)	Human Resources	Paper/electronic	On-site, ESD	2 years after end of employment
96.	Insurance Records (property)	Administrative	Paper/electronic	On-site, ESD	permanent
97.	Internal Support Tickets	Technology	Paper/electronic	On-site, ESD	2 years
98.	Inventories of Property and Equipment	Administrative	Paper/electronic	On-site, ESD	perpetual



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
99.	Investment Certificates, Passbooks	Financial	Paper/electronic	On-site, ESD	permanent
100.	Investment Pool Records	Financial Services	Paper/electronic	On-site, ESD	permanent
101.	Investment Pool Statements	Financial	Paper/electronic	On-site, cloud	7 years
102.	Invoices and Paid Bills	Financial	Paper/electronic	On-site, cloud	7 years
103.	Invoices and Paid Bills, Major Building Construction	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
104.	IRS Exemption Termination Letters (for organizations other than those listed in The Official Catholic Directory)	Financial	Paper/electronic	On-site, ESD	permanent
105.	Journal Entry Sheets	Financial	Paper/electronic	On-site, ESD	7 years
106.	Journals, General and Specific Funds	Financial	Paper/electronic	On-site, ESD	permanent
107.	Lack of Form Persons Granted	Canonical	Paper	On-site	permanent
108.	Leases	Administrative	Paper/electronic	On-site	7 years after expiration
109.	Letters of Credit	Financial	Paper/electronic	On-site, ESD	7 years
110.	Life Claims	Insurance	Paper/electronic	On-site, cloud	7 years
111.	Litigation Files: Pleadings, Briefs, Discovery, Memoranda, Correspondence	Legal	Paper/electronic	On-site, ESD	Length of case + 7 years
112.	Liturgical Minister's Schedules: Altar Servers, Ushers, Lectors, <i>etc.</i>	Administrative	Paper/electronic	On-site, cloud	retain until superseded
113.	Lot Maps	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
114.	Marriage Register	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
115.	Mass Intention Books	Administrative	Paper, electronic	On-site, cloud	7 years
116.	Medical Records (medical leave of absence, workers compensation) ACC & Cemeteries	Human Resources	Paper/electronic	On-site, ESD	30 years
117.	Mineral, Oil & Gas Interests	Real Estate/Property	Paper	On-site, ESD	permanent
118.	Mortgage Documents (e.g., payment history)	Real	Paper/electronic	On-site, ESD	permanent



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
		Estate/Property			
119.	Municipal Entitlements	Real Estate/Property	Paper	On-site, ESD	permanent
120.	Newsletters of the Archdiocese/Parish or Affiliated Organizations	Administrative	Paper/electronic	On-site, cloud	permanent
121.	Ordination Records	Canonical	Paper	On-site	permanent
122.	Parish Bulletins	Parish	Paper/electronic	On-site, cloud	Permanent
123.	Parish Collection Envelopes	Financial	Paper/electronic	On-site	6 months after individual or cumulative/annual acknowledgment of donation
124.	Parish Council Constitutions	Administrative	Paper/electronic	On-site, cloud	retain until superseded
125.	Parish Council Records	Parish	Paper/electronic	On-site, cloud	permanent
126.	Payroll Protection Program (PPP) Loan	Financial	Paper/electronic	On-site, ESD	6 years after the loan is forgiven or repaid in full
127.	Payroll Records (bi-weekly, year-to-date)	Human Resources	Paper/electronic	On-site, cloud	3 years from last entry
128.	Payroll/Earnings Records: Timesheets, Master Payroll Reports, Payroll Deduction Authorizations	Human Resources	Paper/electronic	On-site, cloud	7 years after employment
129.	Pension Records	Financial Services	Paper/electronic	On-site, ESD	permanent
130.	Pension Vesting Files	Financial / Human Resources	Paper/electronic	On-site, ESD	permanent
131.	Personnel Files --- ACC Lay Employees (current)	Human Resources	Paper	On-site, ESD	7+ years after end of employment
132.	Petty Cash Records	Financial	Paper/electronic	On-site, cloud	4 years
133.	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
134.	Pledge Registers/Ledgers	Financial	Paper/electronic	On-site, ESD	7 years
135.	Policy Acknowledgment	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
					service
136.	Policy Statements	Administrative	Electronic only	Online ADLA Administrative Handbook online	Permanent and perpetual
137.	Priest Files (active)	Insurance	Paper	On-site, ESD	permanent
138.	Priest Personnel Files	Administrative	Paper	On-site, archives at death	permanent
139.	Professional Relationships With Students Acknowledgment Form With Signature	Human Resources	Paper	On-site, cloud	perpetual
140.	Property Appraisals	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
141.	Property Tax Records & Bills	Real Estate/Property	Paper/electronic	On-site, cloud	Permanent
142.	Purchase Orders	Financial	Paper/electronic	On-site, cloud	4 years
143.	Real Estate Surveys/Plots, Plans	Real Estate/Property	Paper/electronic	On-site, cloud	permanent
144.	Receipts	Financial	Paper/electronic	On-site, cloud	7 years
145.	Record Search Requests	Canonical	Paper/electronic	On-site, cloud	1 year
146.	Religious Education Reports (for the archdiocesan offices)	Administrative	Paper/electronic	On-site, cloud	permanent
147.	Rental/Income Property	Real Estate/Property	Paper/electronic	On-site, ESD	permanent
148.	Restricted Gift Documents (temporarily)	Financial	Paper/electronic	On-site, ESD	7 years after meeting restrictions
149.	Restricted Gift Documents (for permanently restricted gifts)	Financial	Paper/electronic	On-site, ESD	permanent
150.	Retired Priests Medical Files	Insurance	Paper	On-site, ESD	permanent
151.	Retirement Benefits	Human Resources	Paper/electronic	On-site, ESD	permanent





## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
152.	Sacramental Records	Sacramental	Paper	On-site	Permanent, refer to Sacramental Handbook
153.	School Account Books	Financial /Schools	Paper/electronic	On-site, ESD	permanent
154.	Section 504 (student inclusion)	Schools	Paper/electronic	On-site, ESD	5 years after graduation
155.	Securities Sales	Financial	Paper/electronic	On-site, cloud	7 years
156.	Seminarian Files	Administrative	Paper	On-site	permanent
157.	Source Code Files	Technology	Paper/electronic	On-site, ESD	perpetual
158.	Standardized Testing Results: AP Test Scores, SAT, ACT, etc.	Schools	Paper	On-site, ESD	4 years after graduation
159.	State Tax Exemption Certificates: Income, Excise, Property, Sales/Use, etc.	Financial	Paper/electronic	On-site, ESD	permanent
160.	Stock Investments	Financial	Paper/electronic	On-site, cloud	7 years after sale
161.	Student Cumulative Records	Schools	Paper	On-site, ESD	permanent
162.	Suspected Child Abuse Report	Schools	Paper/electronic	On-site, ESD	permanent
163.	System Logs	Technology	Paper/electronic	On-site, ESD	1 year
164.	TB Examination Documentation	Human Resources, Schools	Paper/electronic	On-site, cloud	perpetual
165.	Teacher Grade Books	Schools	Paper/electronic	On-site, cloud	5 years
166. of	Teaching Touching Safety (TTS) Opt-out Forms	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer services
167.	Teaching Touching Safety (TTS) Permission Slips	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer service
168.	Terminated Employee Benefits Files	Insurance	Paper	On-site, ESD	7 years from end of employment
169.	Terminated Employee Enrollment/Change Form	Insurance	Paper	On-site, ESD	7 years from end of employment



## ARCHDIOCESE OF LOS ANGELES RECORD RETENTION SCHEDULE (SORTED BY TYPE)

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
170.	Training Records (VIRTUS – adults)	Safe Environment	Paper/electronic	On-site, cloud	7 + years after end of employment or volunteer service
171.	Transaction Files: Sale, Purchase, Donations	Real Estate/Property	Paper/electronic	On-site, cloud	3 years after completion of transaction
172.	Trust Records	Trusts and Estates	Paper/electronic	On-site, ESD	permanent
173.	Tuition and Fee Ledgers	Financial / Schools	Paper/electronic	On-site, cloud	4 years
174.	USCCB Audit Report	Safe Environment	Paper/electronic	On-site, cloud	permanent
175.	Vacation/Sick Leave/Leave of Absence	Human Resources	Paper/electronic	On-site, cloud	7 years after end of employment
176.	Vocations Log (summary register of all applicants)	Vocations	Paper/electronic	On-site, ESD	perpetual
177.	Vocations: Applicant (accepted)	Vocations	Paper	On-site, ESD	30 years or until transfer of record to House of Discernment or seminary
178.	Vocations: Applicant (not accepted)	Vocations	Paper	On-site, ESD	7 years
179.	W-2 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing
180.	W-4 Forms	Human Resources	Paper/electronic	On-site, ESD	7 years from date of filing
181.	Waiver of Medical Insurance Form, if Applicable	Human Resources	Paper	On-site, ESD	perpetual
182.	Wills, Bequests, Estates, Testaments, Codicils	Administrative	Paper/electronic	On-site, ESD	permanent
183.	Workers' Compensation Accident/Injury Reports	Human Resources	Paper/electronic	On-site, cloud	30 years or 12 years after death
184.	Workers' Compensation Claim Files	Insurance, Legal	Paper/electronic	On-site, ESD	Length of case + 7 years