

RECORDS RETENTION SCHEDULE FOR PARISHES AND FAITH COMMUNITIES OF THE CATHOLIC ARCHDIOCESE OF SEATTLE

CODES:

ACT- Active; AR- Annual Review; CY- Current Year; FY- Fiscal Year; P-Permanent; SUP- Superseded;

VR- Vital Record

Series/Title Description	Retention	Notes
Administrative Records		
Annual Reports (parish and diocesan)	P	VR
Appointments, canonical	P	
Articles of Incorporation	P	VR
Census Records (may include parish list)	P	
Correspondence, routine	AR	
Correspondence, non-routine	P	
History File	P	
Inventories, filing systems	SUP	
Inventories, property	SUP	
Personal Papers		
Papers from pastors, parochial vicars, etc. May include correspondence, homilies, notes, and diaries	P	
Boards, Commissions, Committee Records		
Constitution and Bylaws (for all parish organizations)	P	
Finance Council Minutes/Agendas	P	
Pastoral Council Minutes/Agendas	P	
Altar Guild Minutes/Agendas	P	
Other Committee Minutes/Agendas	P	
Financial Records		
Audit Reports	P	VR
Accounts Payable	FY+6	
Accounts Receivable	FY+6	
Bank Deposits/Registers	FY+6	
Charitable Gaming Records	FY+6	
Check Registers	FY+6	
Check Copies/Stubs	FY+6	
Contributions and Donations	FY+6	Contact Archdiocesan Archivist/ Records Manager

Series/Title Description	Retention	Notes
General Ledger	P	VR
Journal Entries	FY+6	
Monthly Summaries	FY+6	
Payroll Journal	P	
Tax Exemption (parish)	P	
Tax Forms (e.g., 1099, W-2)	FY+6	
Property Records		
Appraisals	SUP	
Architectural Drawings and Specifications	P	VR
Construction Files	P	
Deeds	P	
Leases	ACT+10	
Maintenance and Repair of Property	3 yrs	
Property Sales	P	
Property Taxes	P	
Asbestos Report	30 yrs	Copy of hazardous materials and asbestos reports should be sent to Archdiocese of Seattle
Cemetery Reports		
Annual Report (part of Parish Annual Report)	P	VR
Board Minutes	P	
Burial Records (Sacramental Register)	P	
Correspondence	AR	
Cemetery Map	P	
Rules and Regulations	SUP	
Personnel Records		
Employee Files	ACT+6	Contact Archdiocesan Archivist/ Records Manager before destruction of these files
Immigration and Naturalization/ I-9 Forms	1 yr past date of termination or 3 yrs after date of hire; whichever is longer	
Performance Evaluations	ACT+6	
Short Term Disability	P	
Time Cards	FY+6	

Series/Title Description	Retention	Notes
Volunteer Files	ACT+6	
Worker's Compensation Insurance Payments	FY+7	
W-4	FY+6	
Sacramental Registers		
Marriage Envelopes	P	Transfer to Archdiocesan Archives after 99 years
Sacramental Registers	P	VR
Sacramental Registers, supporting documentation (includes index)	P	VR
Memorabilia		
Pamphlets	P	
Programs	P	
Scrapbooks	P	
Photographs		
Activities	P	
Complex/Building	P	
Personnel	P	
Publications		
Bulletins	P	
Directory	P	
History	P	