

Approved Diocesan Records Series: Personnel

Lay Employees and All Employees:

Record Series	Series No.	Description	Retention	Disposition
Child Protection File	2015.038	Includes background checks conducted on all diocesan employees and volunteers in accordance with USCCB guidelines, and the DCFB CANTS forms. May also include Safe Environment training documentation, mandated reporter training documentation, and fingerprint results.	10 years after termination.	Destroy.
Background Checks with Disqualifying Hit	2024.2	Includes background checks conducted on all diocesan employees and volunteers in accordance with USCCB guidelines, and the DCFB CANTS forms which include a disqualifying hit.	50 years	Destroy.
Employment Applications	2015.039	Record of application for employment for individuals NOT hired. May contain: application, resume, application appraisal, skills tests, reference checks, rejection letters, etc. Keep Employment Applications for hired employees with Personnel File. See also Personnel – Personnel Files.	3 years after hiring decision. (29 CFR 1627.3)	Destroy.
Employment Eligibility Verifications (I-9)	2015.040	Record mandated by Immigration Reform and Control Act of 1986. Used to verify eligibility of persons for employment. Should be filed separately from Personnel Files.	3 years after termination. (8 CFR 274a.2)	Destroy.
Job Descriptions	2015.041	Descriptions of tasks performed by employees. May be created by employee, agency head or Employee Services. One copy of job description should be filed in employee's Personnel File upon hire or change in position.	Until superseded.	Destroy.
Personnel Files	2015.042	Personnel files for lay employees. May include: employment applications, referral letters, vita information, letters of appointment, emergency cards, W-4 forms, evaluations, correspondence, etc. Does not include payroll or pension records. See also Personnel - Child Protection File See also Retention Schedule Financial – Payroll Documentation See also Retention Schedule Insurance – Pension Files, Pension Log Books, Pensions: Benefit Listings, or Pensions: Monthly Reports	5 years after termination. (29 CFR 1627.3)	Destroy.

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Personnel Files (Office Copy)	2015.043	Agency copies of personnel records. May include: evaluations, resumes, correspondence, copy of the application, etc. Does not include payroll-type information. No record should be placed in a personnel file maintained by an agency that is not also included in the official personnel file kept at Human Resources. Any admonitions or discipline information must be forwarded immediately to the official personnel file in Human Resources.	1 year after termination. (29 CFR 1627.3)	Destroy.
Personnel Files: Teachers	XXX	See: School Schedules: Personnel Files: School Employees.	XXX	XXX
Volunteer Files	2015.044	File created for each person interested in volunteer work. May include: Volunteer information form, references, TB test results, hour logs, etc. See also Personnel – Child Protection File.	Volunteer Files: 5 years after last action date Inactive Applications: (Volunteer did not actually serve.) 3 years after application becomes inactive.	Destroy. Destroy.

The following Diocesan authorities have approved all updates to this retention schedule:

Vice-Chancellor for Archives and Records <u>Katherine Oubre</u>	Date <u>8/20/2024</u>
Chancellor and General Counsel <u>[Signature]</u>	Date <u>8/26/24</u>
Vicar Judicial <u>[Signature]</u>	Date <u>8/21/24</u>
Moderator of the Curia <u>[Signature]</u>	Date <u>8/20/2024</u>
Director, Department for Personnel Services <u>[Signature]</u>	Date <u>8/21/24</u>