

Approved Diocesan Records Series: Parishes

Record Series	Series No.	Description	Retention	Disposition
Census Records	2014.102	Vital data on parishioners. Records may include: name, address, family members, sacramental data, etc. May be in index cards, bound ledgers or created as part of parish membership database in the form of a record for a specific snapshot in time. Computer-generated reports should exclude financial data and social security numbers.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Homilies & Sermons	2014.110	Homilies or sermons given to celebrate significant events in the parish's history (parish anniversaries, dedications, etc.).	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Liturgy Files	2014.111	Filed created to document significant liturgical events (parish anniversaries, jubilees, celebrations, musical events, etc.). May include: music, programs, project manuals, worship aids, lists of participants, etc.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Mass Intentions	2014.113	Record of intentions and stipends for each Mass said during the calendar year.	7 years after final intention fulfilled.	Destroy.
Parish Bulletins	2014.114	Weekly publication covering events in the parish, parish organization news, times of liturgical events, names of parish staff, articles of interest, etc. Contains historical information.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Parishioner Contribution Envelopes	2014.107	Envelopes from donors documenting receipt of pledge bundled with internal Batch Slip and calculator tally slip. Written on envelope is donor number, amount of gift and check number if gift was a check.	1 year.	Destroy.
Parishioner Contribution Statements	2014.108	Periodic statements tracking the contributions made by donors to the parish. Shows amounts, dates and year's total. May be arranged by envelope number or by donor name.	7 years.	Destroy.
Prenuptial Files (Marriage Case Files)	2014.115	Arranged either chronologically, by case number or alphabetically. May contain some or all of the following: memoranda, letters, copies of sacramental records, agreements, marriage data sheets, etc.	70 Years.	Destroy

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Sacramental Record Indexes	2014.116	Indexes to sacramental registers. May be bound registers, index cards or maintained in electronic database or spreadsheet.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Sacramental Record Notations, Received	2014.117	Requests received from other parishes for annotating baptismal records indicating the reception of additional sacraments (e.g. confirmation, marriage, holy orders, etc.).	Until annotation is recorded.	Destroy or return to requesting parish.
Sacramental Record Notations, Sent	2014.118	Requests sent to other parishes for annotating baptismal records indicating the reception of additional sacraments (e.g. confirmation, marriage, holy orders, etc.).	Until acknowledgement of entry is received. Until acknowledgement is received, reminders should be sent at 30-day intervals.	Destroy.
Sacramental Records Supporting Documentation Files	2014.119	Legal documents that serve as evidence of change to a sacramental record (e.g. adoption documents proving paternity, affidavits attesting to previously omitted baptisms, notarized court or governmental documents concerning name change, etc.). Documents should be kept in separate files corresponding to each sacramental register. Documents should be annotated with the register and page number.	Permanent.	Keep at parish.
Sacramental Registers	2026.001	Includes Baptism, Confirmation, Death, First Communion, Marriage, Catechumen, Book of the Elect, Those Received into Full Communion, and Combination registers. Registers document all sacraments performed at a parish. All persons buried from a church, funeral home, or graveside by a priest, deacon, or delegated minister should be recorded in the parish's death register. <i>See Care and Management of Sacramental Records for further information.</i>	Permanent. (1983 Code c. 535)	Keep at parish Consult Archivist if records are fragile or overly numerous.

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Sick Call Registers	2014.120	Register of visits by pastoral staff to local hospitals and nursing homes. Includes: dates, name of person, location, reason for visit. May show illness and whether or not deceased. Does NOT include personal calendars or journals kept by priests for the purpose of scheduling visits or praying for those they anoint.	50 years.	Transfer to Archives for review.

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

Vice-Chancellor for Archives and Records <u>Katherine Oulre</u>	Date <u>5/21/2026</u>
Chancellor <u>Sr. Mary Maximilian Koos, O.Praem., JCL</u>	Date <u>05-21-2026</u>
General Counsel <u>[Signature]</u>	Date <u>5-21-2026</u>
Vicar Judicial <u>Fr. Dominic Valery</u>	Date <u>5/21/2026</u>
Moderator of the Curia <u>[Signature]</u>	Date <u>5/28/2026</u>