

Records Retention Schedule for Catholic Schools

RECORD TYPE	RETENTION PERIOD
<i>ADMINISTRATIVE RECORDS</i>	
Annual School Reports (State)	Permanent
Articles of Incorporation and Bylaws	Permanent
Asbestos	Permanent
Contracts, Inactive	7 Years after End of Contract
Correspondence, Legal	Permanent
Correspondence, Official (regarding diocesan/school policies, diocesan/school directive, etc.)	Permanent
Correspondence, Routine	Review/Discard Biannually
Damage and Theft Reports	7 Years
Donor Lists	Permanent
Endowment Decrees	Permanent
Government Programs: Federal and State Grants	As Mandated by Agency
Insurance Policies	Permanent
Inventories of Property and Equipment	Permanent
Leases	Destroy 7 Years after Expiration
Minutes of Meetings	Permanent
Office Files, Subject	Selective Retention; Retain those that Document Diocesan/School Administration and Activities
Photographs (relating to school history)	Permanent
Required Services	Current/3 Years
Safe Environment Records	Permanent
Student Permanent Records	Permanent
Subject Files (correspondence, memos, rules, schedules, etc.)	Annual Review; Destroy Superseded Files Biannually
Test Results	Current/8 Years
<i>PERSONNEL RECORDS</i>	
BENEFITS	
Disability Records	Permanent
Pension Vesting Files	Permanent
Retirement Benefits	Permanent
Service Records	Permanent
GENERAL	
Permanent Earnings and Records	7 Years after Benefit Termination
Attendance Records	7 Years after Termination
Employee Contracts	7 Years after Termination
Employee Expense Reports	4 Years
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Employee Leave Reports	Retain final leave balance for 7 years after termination. During the time the employee is active, retain ongoing leave balance for three years (or until audit requirements – if any – are met).
Employee Salary Schedules	7 Years
HEALTH AND SAFETY	
Accident/Injury Reports	7 Years
Employee Medical Complaints	7 Years
Employee Medical Records	30 Years from Termination
Integrated Pest Management (IPM) Plans	3 Years
Toxic Substance Explore Reports	Permanent
Workers' Compensation Records	12 Years after Injury (filing), Death, or Last Compensation Payment
LAY PERSONNEL ACTIONS	
Applications Rejected	3 Years
Employee Evaluations	3 Years after Termination
Personnel Files	7 Years after Termination
Termination Records	7 Years
SALARY ADMINISTRATION	
W-2 Forms	7 Years from Time of Filing
W-4 Forms	7 Years from Date of Filing
Time Sheets	3 Years from Date of Filing
I-9 Form	7 Years after Termination
FINANCIAL	
BANKING	
Bank Deposits	7 Years
Bank Statements	7 Years
Cancelled Checks (Cancelled checks for Important Payments, i.e., taxes, purchase of property, special contracts, etc., should be filed with papers – permanently)	7 Years
Check Registers/Stubs	7 Years
GENERAL	
Audit Reports	Permanent
Balance Sheets, Annual	Permanent
Balance Sheets, Monthly/Quarterly	Destroy after 1 Year
Budgets, Approved, Revised	7 Years
Financial Reports, Annual	Permanent
Financial Reports, Monthly	Destroy after 1 Year
Financial Statements	Permanent
INVESTMENTS/INSURANCE	
Bonds, Cancelled	7 Years from Date of Cancellation
Certificates of Deposit, Cancelled	3 Years after Redemption
Insurance Policies/Active	Permanent
Insurance Policies/Cancelled	Permanent
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Letters of Credit	7 Years
Mortgage Records	Permanent
Securities Sales	7 Years
Stock Investment	7 Years After Sale
ACCOUNTING	
Accounts Payable Invoices	7 Years
Accounts Payable Ledgers	7 Years
Accounts Receivable Ledgers	7 Years
Bills of Sale – Assets	7 Years from Disposal of Asset
Credit Card Statements/Charge Slips	7 Years
Invoices and Paid Bills, Major Building Construction	Permanent
Invoices and Paid Bills, General Accounts	7 Years
Cash Books	7 Years
Cash Journals	7 Years
Cash Journal, Receipts on Offerings and Pledges	7 Years
Receipts	7 Years
Mortgage Payments	7 Years
OTHER RECORDS	
General Ledger/Annual	Permanent
Journals, General and Specific Funds	Permanent
Journal Entry Sheets	7 Years
Ledgers, Subsidiary	7 Years
Payroll Journals	7 Years
Payroll Registers, Summary Schedule of Earnings, Deductions, and Accrued Leave	7 Years
Pension Records	Permanent
Pledge Registers/Ledgers	7 Years
Permanently Restricted Gift Documents	Permanent
Temporarily Restricted Gift Documents	7 Years after Meeting Restrictions
TAX RECORDS	
Employment Taxes, Contributions, and Payments, Including Taxes Withheld, FICA	7 Years from Date of Filing
W-2 Forms	7 Years from Date of Filing
W-4 Forms	7 Years from Date of Filing
State Tax Exemption Certificates (Income, Excise, Property, Sales/Use, etc.)	Permanent
PROPERTY RECORDS	
Architectural Records, Blueprints, Building Designs Specifications	Permanent
Architectural Drawings	Permanent
Deeds Files	Permanent
Mortgage Documents	Permanent
Property Appraisals	Permanent
Real estate Surveys/Plots, Plans	Permanent
Title Search Papers and Certificates	Permanent
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