



# Archdiocese of Atlanta Retention Schedule

Revised May 2022

Attendance Records (daily sheets)	CY	<b>Facilities &amp; Services</b>	
Attendance Records (year-end listing)	P		
Attendance, Student File	5AG	Accidents, non-hazardous materials	5
Behavior Records, discipline letters (1 year after student ceases to be enrolled)	1AT	Asbestos Abatement Files	P
Class Schedules	SUP	Contracts—Service & Vendor	7AE
Clinic Records (Visits/Medications)	3	Emergency/Disaster Plans	SUP+5
Closed School Records – Send to Archives	P	Equipment Leasing	7AE
Curriculum Course Guides	P	Equipment Logs, Utility Charts	5AD
Custody Agreements	5AG	Equipment, Vehicle Purchases	5AD
Drop Out Reports	5	Floor Plans	P
Emergency Medical Card/Form	SUP	Hazardous Materials Incident Reports	P
Expulsions	P	Inventories—Equipment	5AD
Family Record, general info	OBS	Maintenance & Repair—Major/Structural	P
Field Trip Permission Slips with incident	6AS	Maintenance & Repair—Routine	5
Field Trip Permission Slips, if no incident	CY	Security Records & Procedures	5
Financial Aid/Scholarships	5	Security Videos, with incident	6AS
Grade Reports	5	Security Videos, with no incident	30 days
Graduate & Class Ranking Lists	P	Space Allocations	5
Guidance Counselor Student Files	AG	Vehicle Accident Reports	5
Handbooks	P	Vehicles—Operations & Maintenance	3AD
Immunizations, Vaccinations	P	<b>Finance</b>	
Information Form	SUP	Bank Account Documentation, Opening/Closing	P
Inventories, Federal Program Materials	P	Bank/Investment Statements, Annual	P
Inventories, general	SUP	Bids, Vendors & Services	7
Lesson Plans	CY	Bonds	5AE
Medication Consent Form	SUP +5AG	Cemetery Repairs, Contracts & Quotes	7
Medications Administered Log	SUP	Chart of Accounts	OBS
Notes, Parent/Absentee/etc.	CY	Contracts & Leases	7AE
Parish Verification Forms	C	Contracts, Capital Improvements	10AE
Permanent Health Card	P	Credit Agreements	3AT
Permanent Record Card	P	Credit Cards, Employee	7
Private School Enrollment Data/Registers	P	Depreciation Schedules	P
PSR Attendance Records	P	General Financial Records	5
PSR Class Lists	CY	Accounts Payable/Receivable, Fixed Assets, Year-End	
PSR Parent Notification/Opt Out Forms	3	Balance Sheet, Periodic/Monthly Bank Statements, Annual	
PSR Permission to Contact Youth forms	CY	Budget, Cash Receipts Journals/Details, Check	
PSR Registration Form	CY	Registers/Stubs, Cancelled Checks, Deposit	
PSR Teacher Lists	CY	Slips/Reconciliations, General Ledger & Trial Balances,	
Psychological, Tests & Final Reports	5AG	Journal Entries, Receipts, Donation Records,	
Psychological, Working Files	5	Refund/Disbursement Records, Internal Audit Reports (or	
Quality Assurance Reports	5	last 2 audits if longer), Tuition Bills/Receipts, etc.	
Race & Ethnicity Forms	3	Financial Statements, Annual Certified/Audited	P
Religious Education Annual Report	P	Health Insurance Billing Statements	7
Screening Tests	SUP	Insurance Policies & Ledgers,	
Stipends, Teacher Education	7	Auto	7AE
Student Evaluations	5AG	Liability/Misconduct	IND
Student Lunch Reduction Records	4 or AA	Property	IND
Student Standardized Test Scores	P	Workers Comp	IND
Student Transfer Records		Parish Envelopes & Count Sheets	18 mos.
Transcripts/Grades/Discipline	5AG	Signature Authorizations	7AE
Student Work	CY		
Teacher Employment Contracts or			
Surrogate Record of Employment History	50AT		
Transcripts	P		

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## Fundraising

Annual Appeal, Second Collections	5
Applications for Funding	5
Donor Files (ParishSoft)	OBS+5
Federal & State Grant Project Files, Non-Education Agencies	3AT
Federal & State Grant Project Files, Education Agencies	5AT
Federal & State Final Grant Reports	P
Planning Studies & Statistics	P

## Information Technology

Backups	SUP+1
Computer Inventories	4AT
Computer System Documentation, after migration to new systems	5
Equipment Records	OBS
Licensing Files	SUP
System Architecture & Wiring Schemas	OBS+3

## Legal (Canonical & Civil)

Acquisitions	P
Annulments—Acts of Case, paper	P
Annulments—Confirmation Decree, paper	P
Annulments—Final Decision, paper	P
Annulments—Final Decree, paper	P
Annulments—Full Case, digital copy	P
Annulments—Full Case, paper	1
Annulments—Votum of the Defender of the Bond, paper	P
Bankruptcy	6AS
Cemetery Ownership Plot Records	P
Cemetery Remains Removal	P
Copyrights & Trademarks	P
Curia Files	P
Dispensations—Full Case, paper	1
Dispensations—Full Case, digital	P
Dispensations—Rescript, paper	P
Dispensations—Case Summary, paper	P
Legal Cases	P
Licenses, Business	2AT
Licenses, Alcohol	7AE
Parish/Mission Establishment Decrees	P
Petitions to the Holy See	P
Records Destruction Forms	P
Records Retention Schedule	P
Sacramental Registers in Parishes	P

*See Sacramental Records Handbook for more details.*

## Payroll

Payroll Documentation	5
Check reconciliations, register copies, payroll tax copies, periodic tax reports, time sheets, time cards, vacation, sick leave, W-2s, W-3s, W-4s, G-4s, deduction reports	
Payroll Garnishments	4AE

## Personnel (Lay & Religious)

Abuse & Neglect of Minors Statements	P
Accidents, Non-Hazardous Materials	2
Applications & Resumes, Hired	2AT
Applications & Resumes, Non-Hires	3
Benefit Plan Summary List of Employees <i>or 7 years after last employee is terminated</i>	IND
Benefit Plan Worksheet, Employees	7
Catechist Personnel File	6AT
Child Safety	P
Clergy Personnel Files	P
Contracts, Employment (Non-Teacher)	7AE
Contracts, Employment (Teachers) or Surrogate Record of Employment History	50AT
Deduction & Direct Deposit Authorizations	6AT
Disability Records, Employee	P
Earnings Records	3AT
Earnings Records, Annual	50ATX
Education Reimbursement	3
EEOC & GEOC Complaints	2AS
EEOC Compliance Reports	3
Employee Assistance (3 <sup>rd</sup> Party)	6AC
Employee Files	7AT
Employee Grievances	2
Employee Retirement Plan-Active & Inactive	P
Employee Retirement Records, Individual	IND
Employee Salary & Wage Reports (3 <sup>rd</sup> Party)	5
Employee Salary Adjustments	P
Employee Security Access Badges	5AT
Employee Work & Salary History	7AT
Family Medical Leave Act (FMLA)	3
Hazardous Exposure Medical Records	30AT
Health Plan Enrollee Lists	7
Health Plan Enrollment Forms	7
1-9 Form (Employee Eligibility Verification) <i>or 3 years after hire if longer</i>	1AT
Insurance—Disability, Life, Workers Comp	IND
Insurance—Health	10AE
Insurance, Group—Employee	10AT
Ministerial Standards Signed, Originals	1AT
Ministerial Standards Signed, PDF copy	50
OCYP Case Files	P
OCYP Counseling Files	P
Ordination Files	P
Organizational Chart	P
OSHA Logs	6

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Parent Notification Forms (SE training)	3
Pension Files, retirees & senior priests	IND
Retirement & Pension Plans (record copy)	P
Rosters, Employees & Volunteers	P
Safe Environments, compliance & audit (USCCB)	P
Safe Environments PDFs, lay & religious	50
Acknowledgment Forms, Background Checks & Consent Forms	
Safety Records	5
Teacher Personnel Files	7AT
<i>See also Contracts, Employment (Teachers)</i>	
Training Manuals, Handbooks (record copy)	P
Volunteer Safe Environments PDFs	50
Acknowledgment Forms, Background Checks, Consent Forms, Applications	
Volunteer Statistical Report, Annual	P
Volunteers with Client or Child contact	P
Volunteers, Individual Records PDF copy	50
Volunteers, Parish Time & Talent Forms	CY
Volunteers, Rejected (Chancery list)	P
W-4 & G-4 Forms	4
Workers Compensation Claims	5AS
Workshop Files	3
Years of Service Record	P

### Legend for Retention Periods:


AA .....	After Final Audit
AC .....	After Completion
AD .....	After Disposal
AE .....	After Expiration
AG .....	After Graduation
AS .....	After Settlement
AT .....	After Termination
ATX .....	After Tax Filing
C .....	Current, while useful
CY .....	Current Year
IND .....	Indefinite
OBS .....	When Obsolete
P .....	Permanent
SUP .....	When Superseded

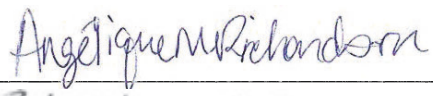
RED = GA & Federal Guidelines  
 BLUE = Canon Law

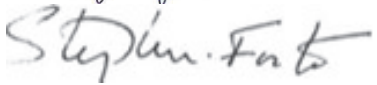
## TAX

Audit Working Papers	4ATX
Depreciation Schedules	4
Paid Tax Bill Receipts	3
Personal Property Returns	7
State & Federal Income Tax Files (backup)	4ATX
State & Federal Income Tax Return, Signed	P
State & Federal Tax Form 1099-MISC	4ATX
State & Federal Tax Form 8282	P
State & Federal Tax Form 940, 941	4ATX
Tax Exemption	P

The following Archdiocesan authorities have approved all updates to this policy:

Chancellor  Date June 24, 2022

Director of Archives & Records  Date June 24, 2022

Smith, Gambrell, & Russel, LLP  Date June 23, 2022