

DIOCESE OF DALLAS

Record Retention Policy

Record Management and Retention Policy and Schedule Pastoral Center - Roman Catholic Diocese of Dallas

1) Definition of records:

The word “records” used in this policy refers to all recorded information, documents, letters, maps, books, photographs, films, sound recordings, tapes (magnetic and otherwise), electronic data processing records, emails sent and received, electronic data banks and other documentary material created, received, maintained or preserved by any department or employee of the Pastoral Center of the Diocese of Dallas in the course of transaction of business or ministry or in pursuit of its legal obligations.

2) Ownership of records:

All records as defined in ¶1 created or preserved by a department or employee of the Pastoral Center of the Diocese of Dallas in the course of employment or in the transaction of Diocesan business are solely the property of the Diocese.

3) Conservation of records:

No records shall be removed, destroyed, transferred, stored, transferred into another media or otherwise disposed of except in compliance with Diocesan policies.

4) Retention periods:

Retention periods in this policy are absolute, except when legally halted by official notice. They are not minimum guidelines. There are no exceptions.

5) Electronic records:

Records generated and/or stored electronically, including emails, are subject to these policies in the same manner as printed documents. Retention decisions will be based on the content of the electronic record in the same manner as a printed document. As is the case with all records, they must be accessible and retrievable for the stated retention period.

6) Disposal of Expired Records:

Annually, the second week of January, each department of the Pastoral Center will dispose of records whose retention time has expired. Records may be shredded or, if electronic, deleted or destroyed by another approved method. No

exceptions may be made, the retention times are absolute. Arrangements will be made for commercial shredding. A copy of the Certificate of Destruction will be executed and signed by the department head. One copy should be sent to Archives, one retained by the department and one placed in the box containing the material to be shredded.

7) Certification of disposal of expired records:

Each year, by February 1, every department head will submit to the Chancellor a letter testifying to the fact that all expired records pertaining to his/her department have been destroyed in accordance with the Record Retention Schedule.

8) Off Site Storage of Inactive Records:

Records that are generally inactive but must be retained permanently or for a set period of time will be stored off site. Records will be prepared for storage annually during the second week of January. Boxes will be provided for the records. Each box will be identified with a label to be provided. A Certificate of Off Site Storage must be completed in triplicate. One copy should be placed in the storage box. One copy sent to Archives and one copy retained by the department.

9) Conversion of Records to Electronic Medium:

Paper records may be scanned or otherwise transferred to an electronic medium. [See ¶15] When the conversion is complete the paper records will be destroyed in accordance with ¶16 above.

10) Administration:

Administration of the Record Management and Retention Program will be the responsibility of the Chancellor of the Diocese and will be the specific responsibility of the Diocese of Dallas Archivist, who will publish the exact dates and confirm conformance to this policy by all departments. The Archivist will submit a written report of conformance to the Chancellor by March 1 of each year.

11) Changes and implementation:

Changes to this policy or the Record Retention Schedule may be made only with the written approval of the Bishop of Dallas. This policy will become effective upon approval of the Bishop of Dallas with the first period for record disposal the July following promulgation.