



**Help Pages to Native Catholic Record Guides**  
[See User Guide for help on interpreting entries](#)

**RECORD RETENTION AND DISPOSITION SCHEDULE FOR MUSEUM/ HERITAGE CENTER**

*Secondary Schedule*

*rev. 2002*

**SHORT-TERM RECORDS: DISPOSE AS NOTED**

Administrative: Catalogs (Books, Equipment, Supplies). [Destroy when superseded.]  
Administrative: Election Ballots. [Destroy after 1 year; Shredding recommended.]  
Financial: Bank Deposit Slips and Register. [Destroy after 5 years; Shredding recommended.]  
Financial: Bank Statements. [Destroy after 5 years; Shredding recommended.]  
Financial: Canceled Checks and Check Stubs. [Destroy after 5 years; Shredding recommended.]  
Financial: Cash Book (Daily Receipts and Disbursements). [Destroy after 5 years; Shredding recommended.]  
Financial: Check Registers. [Destroy after 5 years; Shredding recommended.]  
Financial: Correspondence on Payments/Receipts. [Destroy after 5 years.]  
Financial: Expansion Fund Prospects. [Destroy when superseded; Shredding recommended.]  
Financial: Loan Files. [Destroy after 5 years; Shredding recommended.]  
Financial: Paid Bills. [Destroy after 5 years; Shredding recommended.]  
Financial: Receipts. [Destroy after 5 years; Shredding recommended.]  
Financial: Special Collections. [Destroy after 1 year; Shredding recommended.]  
Financial: Tax Records (Corporate and Personal). [Destroy after 1 year; Shredding recommended.]  
Financial: Treasurer's Account Book. [Destroy after 1 year; Shredding recommended.]  
Personnel: Employment Contracts. [Destroy 5 years after termination; Shredding recommended.]  
Personnel: Individual Files (Applications, Contracts, Evaluations, Resumes). [Destroy 10 years after termination; Shredding recommended.]  
Personnel: Job Descriptions. [Destroy when superseded.]  
Personnel: Social Security Withholding Records. [Destroy after 4 years; Shredding recommended.]  
Personnel: Tax Forms (W-2s, W-3s, W-4s). [Destroy after 5 years; Shredding recommended.]  
Personnel: Time Cards. [Destroy after 2 years; Shredding recommended.]

**SHORT-TERM RECORDS (CONTINUE): DISPOSE AS NOTED**

Personnel: Vacation and Sick Leave Forms. [Destroy after 5 years; Shredding recommended.]

Property: Equipment Files (Inspections, Instructions, Manuals, Warranties). [Destroy when superseded.]  
Property: Insurance Records (Claims, Correspondence, Policies). [Destroy when superseded; Shredding recommended.]  
Property: Inventories. [Destroy when superseded.]

PERMANENT RECORDS: AFTER 6 YEARS, TRANSFER TO MARQUETTE FOR PRESERVATION AND MICROFILMING

Administrative: Accession Records- Texts in print-form only (Artistic/Cultural Objects).  
Administrative: Accession Records- Texts in print-form only (Books and Library Materials).  
Administrative: Acquisition List.  
Administrative: Announcements.  
Administrative: Annual Reports.  
Administrative: Appointments File.  
Administrative: Articles of Incorporation.  
Administrative: Constitutions and By-laws.  
Administrative: Correspondence- Official (Policy, Directives).  
Administrative: Correspondence- Routine. [After 1 year, selectively weed and destroy and transfer remainder to Marquette.]  
Administrative: Minutes (Advisory Board/Board of Directors).  
Administrative: Programs.  
Administrative: Publications.  
Administrative: Reports.  
Administrative: Rosters.  
Administrative: Subject Files (Correspondence, Memos, Rules, Schedules). [After 1 year, selectively weed and destroy and transfer remainder to Marquette.]  
Financial: Audit Reports.  
Financial: Building Fund Account Book.  
Financial: General Ledger.  
Financial: Statements.  
Financial: Trust Fund/Estate Contributions.  
Property: Appraisals.  
Property: Architectural Drawings and Specifications of Buildings.  
Property: Construction Files (Contracts, Correspondence).  
Property: Deeds (Including Abstracts).  
Publications: Activity Programs.  
Publications: Anniversary Booklets.  
Publications: Annual Reports (Parish).  
Publications: Bulletins.  
Publications: Histories.  
Publications: Informational Books and Pamphlets.  
Publications: Newsletters.  
Publications: Public Relations.

PERMANENT RECORDS: RETAIN COPY AND TRANSFER ORIGINALS TO MARQUETTE FOR PRESERVATION AND REFORMATTING

Administrative: Accession Records- Digitized texts with images (Artistic/Cultural Materials).

PERMANENT RECORDS: AFTER 6 YEARS, TRANSFER TO MARQUETTE FOR PRESERVATION AND DIGITAL SCANNING

Publications: Photographic Files.

PERMANENT RECORDS: AFTER 6 YEARS, TRANSFER TO MARQUETTE FOR  
PRESERVATION AND REFORMATTING  
Recordings: Cultural Programs (Locally Based Recordings).  
Recordings: Informational Programs (Locally Based Recordings).

REFERENCE SOURCE: *Records Management for Parishes and Schools*, compiled  
by David P. Gray, Association of Catholic Diocesan Archivists, 1987