Help Pages to Native Catholic Record Guides

See User Guide for help on interpreting entries

RECORD RETENTION AND DISPOSITION SCHEDULE FOR RADIO STATION

Secondary Schedule *rev. 2002*

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

SHORT-TERM RECORDS: DESTROY AS NOTED

Administrative: Election Ballots. [Destroy after1 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; Shredding recommended.]

Financial: Expansion Fund Prospects. [Destroy when superseded; Shredding recommended.]

Financial: Grade and High School Collection Register. [Destroy after 7 years; Shredding recommended.]

Financial: Loan Files. [Destroy after 5 years; Shredding recommended.]

Financial: Paid Bills. [Destroy after 5 years; Shredding recommended.]

Financial: Pew Rent Record Book. [Destroy after 7 years; Shredding recommended.]

Financial: Receipts. [Destroy after 5 years; Shredding recommended.]

Financial: Special Collections. [Destroy after 7 years; Shredding recommended.]

Financial: Tax Records (Corporate and Personal). [Destroy after 7 years; Shredding recommended.]

Financial: Treasurer’s Account Book. [Destroy after 7 years; 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 [Destroy when superseded.]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.]

SHORT-TERM RECORDS (CONTINUED): DESTROY AS NOTED

Personnel: Time Cards. [Destroy after2 years; Shredding recommended.]
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.]
Recordings: Cultural Programs (Non-Locally Based Recordings). [Destroy when superseded.]
Recordings: Informational Programs (Non-Locally Based Recordings). [Destroy when superseded.]
Recordings: Music (Non-Locally Based Recordings). [Destroy when superseded.]
Recordings: News Programs (Non-Locally Based Recordings). [Destroy when superseded.]
Recordings: Religious Programs (Non-Locally Based Recordings). [Destroy when superseded.]

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

Administrative: Announcements.
Administrative: Annual Report.
Administrative: Appointments File.
Administrative: Articles of Incorporation.
Administrative: Constitutions and By-laws (Parish Organizations).
Administrative: Correspondence- Official (Policy, Directives).
Administrative: Correspondence- Routine. [After 1 year, selectively weed and destroy and transfer remainder to Marquette.]
Administrative: Editorials/Viewpoints (Publications).
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.]
Finance Committee Minutes.
Financial: Audit Reports.
Financial: Building Fund Account Book.

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

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.
Publications: Public Relations.
Scripts to Recordings: Cultural Programs (Locally Based Recordings).
Scripts to Recordings: Informational Programs (Locally Based Recordings).
Scripts to Recordings: Music (Locally Based Recordings).
Scripts to Recordings: News Programs (Locally Based Recordings).
Scripts to Recordings: Religious Programs (Locally Based Recordings).

PERMANENT RECORDS: AFTER 6 YEARS, TRANSFER TO MARQUETTE FOR PRESERVATION AND DIGITAL SCANNING
Administrative: Photographs.
Publications: Photographic Files.
Publicity: Photographic Files.

PERMANENT RECORDS: AFTER 6 YEARS, TRANSFER TO MARQUETTE FOR PRESERVATION AND REFORMATTING
Administrative: Editorials/Viewpoints (Recordings).
Recordings: Cultural Programs (Locally Based Recordings).
Recordings: Informational Programs (Locally Based Recordings).
Recordings: Music (Locally Based Recordings).
Recordings: News Programs (Locally Based Recordings).
Recordings: Religious Programs (Locally Based Recordings).