



# Joseph Cardinal Bernardin Archives and Records Center

## GENERIC OFFICE RECORDS RETENTION SCHEDULE

Retention Schedule Number	Classification Title	Description of Classification	Retention Time Period
90/01/87	<b>Administrative Records – Addresses, Speeches and Articles</b>	Copies of addresses, speeches, talks and articles written by employees of the archdiocese. May include either clean or annotated versions of writings.	Retain permanently. Submit to Archives for archival review.
89/01/01	<b>Administrative Records – Agencies, Schools, Parishes, or Institutions Files</b>	Arranged alphabetically by entity. May contain: Correspondence, reports, publications documenting interactions between archdiocesan agencies and those entities.	Retain in office for 10 years, then transfer to Archives for archival review.
2012/11/01	<b>Administrative Records – Agency Budget (Office Copy)</b>	Proposal for agency budget. Contains itemized account budgets, description of account, proposed budget, previous budget, etc. Official copy kept by Financial Services.	Destroy in two years. Maintained in office until administrative use is complete, then destroy. Formerly schedule 93/01/01.
2012/11/02	<b>Administrative Records – Appointment Books</b>	Calendar appointment books for each year detailing the day to day activities of individual generating the book.	Retain for two years. Retention based upon administrative usefulness. Destroy in two years. Formerly schedule 89/03/40.
89/01/35	<b>Administrative Records – Board, Committee and Taskforce Meeting Files</b>	Records pertaining to any boards, committees or taskforces of which an archdiocesan employee is a member. Information usually pertains to intra-archdiocesan boards, committees or taskforces, but may be regional or national in scope (e.g. a lay USCCB committee). May contain minutes, agendas, notes, documentation of committee activity, or general information.	Generic retention schedule for business records in the Archdiocese of Chicago. Retain for three years then dispose. 805 ILCS 410/1–6 (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.

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97/03/36	<b>Administrative Records – Check Requests (Office Copy)</b>	Copies of vouchers requested for checks in payment for goods or services. Also may include copies of invoices and receipts. Originals sent to Accounting.	Maintain for current year plus one then destroy. Retain in office until administrative usefulness is completed then dispose of.
2012/11/05	<b>Administrative Records – Computer Software</b>	Magnetic disc that contains information to run an agency computer system.	Maintain permanently or submit to archives to aid future emulation efforts in document recovery. Formerly schedule 99/01/46.
2012/11/07	<b>Administrative Records – Correspondence Files</b>	Correspondence (memos, letters, etc.) between agency and other agencies and the public. Folders arranged alphabetically with chronological breaks.	Generic retention schedule for business records in the Archdiocese of Chicago. Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material. Formerly schedule 89/01/35.
99/01/65	<b>Administrative Records – Deposit Advice (Office Copy)</b>	Form and supporting documentation of agency revenue. Form and monies to be deposited are sent to Accounting. Duplicate copy used for reference.	Office copy used for reference. Destroy in two years.
2012/11/08	<b>Administrative Records – Equipment Files</b>	Files created to document the purchase and continuing maintenance of equipment purchased by the agency. May include copies of purchase orders and requisitions, proposals, operating manuals, service contracts, etc. Any invoices should be maintained under the record classification Paid Invoices.	Retain for life of equipment, then dispose of. Formerly schedule 90/01/70.

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2012/11/09	<b>Administrative Records – Grant Record Files</b>	Files used to track the progress of funded groups during the funding year (7/1-6/31). National and Local grant records include application, correspondence, contracts, etc. Also rejected proposals, pre applications, and seed grants.	Retain for 10 years after completion of terms of the grant. Ill. Rev. Stat. ch. 110, para. 13.206 (Contracts). Rejected proposals and pre-applications can be destroyed when record ceases to have administrative value. Formerly schedule 90/02/31.
2012/11/11	<b>Administrative Records – Manuals</b>	Books that give detailed instruction on how to perform a task, operate office equipment, etc.	Keep until superceded or if necessary to emulate previous system. Formerly schedule 99/02/15.
2012/11/12	<b>Administrative Records – Minutes</b>	A record (either synopsis or verbatim) of a meeting.	Retain permanently. Submit to Archives for Archival Review. Formerly schedule 89/01/04.
2012/11/13	<b>Administrative Records – Newsletters</b>	Publication of the agency, parish, or school distributed to interested parties inside and outside the entity. Contains articles, news, information of interest to the readership.	Retain two copies of publication permanently. Formerly schedule 89/02/85.
93/01/06	<b>Administrative Records – Paid Invoices (Office Copy)</b>	Files documenting payments to vendors for goods or services. Duplicate copy used for reference. Originals sent to Accounting.	Destroy in two years. Maintain for current year plus one then destroy.
93/01/08	<b>Administrative Records – Policy and Procedure Manual (Office Copy)</b>	Manual details the policies and procedures for office personnel. Official copy kept in originating office. Office copy for reference use only.	Manual details the policies and procedures for office personnel. Official copy kept in originating office. Office copy for reference use only. Maintain until superseded by new manual then destroy.
90/02/55	<b>Administrative Records – Printed Material: Various</b>	Publicly published books, newspapers, etc.	Transfer to Archives for archival review.

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2012/11/17	<b>Administrative Records – Program Files</b>	File folders arranged by program; includes correspondence, reports, audit reports, budget material.	Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Submit for Archival Review.  Formerly 89/02/65.
2012/11/07	<b>Administrative Records – Project Files</b>	Files relating to the administration of a limited or one-time action of the agency. File may include: correspondence, reports, data, etc., gathered to document aspects of the project.	Generic retention schedule for business records in the Archdiocese of Chicago.  Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.  Formerly schedule 89/01/35.
95/08/23	<b>Administrative Records – Publications</b>	Printed material produced by agencies for distribution. May include directories, etc.	Printed material produced by agencies for distribution.  Permanent.
2012/11/07	<b>Administrative Records – Report</b>	A specific report created by an archdiocesan department, agency, office or individual that summarizes or documents the status of a project, event or research. Submit to Archives for archival review.	Generic retention schedule for business records in the Archdiocese of Chicago.  Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.  Formerly schedule 89/01/35.
2012/11/19	<b>Administrative Records – Subject Files</b>	Drop files used for administrative purposes, usually alphabetically arranged by subject. May contain brochures, newspaper clippings, packets of information, etc.	Retain for two years then transfer to Archives for archival review. Destroy in two years.  Formerly schedule 89/01/30.

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<b>89/03/68</b>	<b>Administrative Records – Surveys, Studies and Planning Files</b>	Surveys, studies and planning materials relating to issues which affect the entire archdiocese or some broad-based element of the archdiocese. These may be produced internally or externally.	Retain permanently. Submit for archival review.
<b>91/01/78</b>	<b>Administrative Records – Telephone Activity Log</b>	Records kept of telephone activity that may document calls or messages either incoming or outgoing. May be kept in various formats (e.g. spiral bound message books, computer print outs, electronic databases, individual message sheets).	Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material. If telephone activity log pertains to allegations of sexual misconduct with minors or belongs to employees who are identified as child care workers, retain for 12 years after claimant reaches the age of majority or, if age of child is unknown, 30 years. 735 ILCS 5/13/202.2
<b>93/01/11</b>	<b>Administrative Records – Time Sheets (Office Copy)</b>	Include name, pay period, and employee number. Employee enters in dates worked, time in and time out, and total hours for day and pay period. The original record is maintained by Payroll.	Maintain for current year plus one then destroy.
<b>90/01/77</b>	<b>Administrative Records – Vendor Files</b>	Files relating to offers of services, equipment or supplies. These are informational files and do not contain formal proposals. Files may contain: catalog pages, brochures, company information and contacts.	Retain for one year, then destroy all materials not having continuing administrative value.

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<b>2012/11/07</b>	<b>Financial Records – Bank Statements</b>	Monthly statements of account activity.	Generic retention schedule for business records in the Archdiocese of Chicago.  Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.  Formerly schedule 89/01/35.
<b>2012/11/24</b>	<b>Financial Records – Check Copies</b>	A carbonless or carbon copy of a check used in payment of an account. The check copy provides verification of the payee and payment amount of the original check. May be filed alphabetically by payee, numerically, or filed with the invoice.	Retain for one year or until administrative value ceases, whichever is longer. Copies filed with paid invoices need not be destroyed until invoices are destroyed. Destroy in one year.  Formerly schedule 89/01/20.
<b>89/01/35</b>	<b>Financial Records – Financial Reports</b>	Various reports produced for statistical analysis. May contain: Parish Interim Report, Parish Budget to Actual Comparison, Five Year Trend Analysis, Director’s Book, etc.	Generic retention schedule for business records in the Archdiocese of Chicago.  Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.
<b>89/01/35</b>	<b>Financial Records – Petty Cash Receipts</b>	Receipts and payment acknowledgement of items purchased out of Petty Cash Fund.	Generic retention schedule for business records in the Archdiocese of Chicago.  Retain for three years then dispose. 805 ILCS 410/1-6. (Uniform Preservation of Private Business Records Act). Archival review for possible historical material.

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<b>2012/11/37</b>	<b>History Records – Photographs</b>	Photographs may exist in either physical or digital media. Media may include prints, film (16mm, 35mm slides or negatives, etc.), digital images on discs, hard drives, thumb drives, etc. Photographs are images that document a time and place. Photographs should be reviewed to include only images that document an important event in the life of the parish, agency, or school. All retained photographs should contain a brief description and date.	General retention period is permanent but final review is left for archival appraisal. Formerly schedule 90/02/54.
<b>89/02/16</b>	<b>Legal Records – Contracts</b>	Record between two or more parties in which each party agrees to perform services or provide goods in exchange for compensation.	Retain for 10 years after completion of terms, expiration, or cancellation. Submit to Archives for archival review. Ill. Rev. Stat. ch. 110, para. 13.206.
<b>90/01/13</b>	<b>Personnel Records – Personnel Files (Agency)</b>	Agency copies of personnel records. May include: evaluations, resumes, correspondence, copy of the application, etc. No record should be placed in a personnel file maintained by an agency that is not also included in the official personnel file kept at Human Resources. Any admonitions or discipline information must be forwarded immediately to the official personnel file at Human Resources.	Retain for two years after termination of employment, then dispose of. 29 CFR 16273.