













DIOCESE OF BATON ROUGE-Records Retention Schedule

| Department/Section Personnel | | | | Effective Date | Schedule No. PER-05-01 | Page 1 | |
|---|---|--|---|---|---|---|-------------------------------------|
| Records Series Title | Description | | | Retention Period | | | Total Retention |
| | | | | Office | Storage | Total | |
| Personnel File | Alphabetically arranged by last name: may include letter of appointment, vita, emergency information, W-4 forms, referral letters, employment application, etc. Retain six years after termination of employee, and then dispose. 29 CFR 1627.3 | | | Active + 6 | 0 | Active + 6 | Destroy 6 yrs after separation |
| Employment Applications | Record of Application for employment. My include application, resume, applicant appraisal, reference checks, rejection letter, etc. Retain for two years, and then dispose 29 CFR 1627.3 | | | 2 | 0 | 2 | Destroy |
| IRS Form W-2 | Employer's copy of form which shows gross earnings, taxes withheld, non-taxable income, etc. Retain for four years after due date of last tax return. 29 CFR 1627.3 | | | 5 | 0 | 5 | Destroy |
| Health Plan Enrollment Forms | Record of employee's desire to enroll in particular health plan. Retain for four years after termination of employee's enrollment with the carrier. 26 CFR 31.6001-1 (General payroll withholding limit) | | | Active + 4 | 0 | Active + 4 | Destroy 4 years after termination |
| Benefit Accrual Report | Computer print-out showing, employee, ID code, dept. number, sick time, vacation time. Retain for four years. 26 CFR 31.6001-1 | | | 2 | 2 | 4 | Destroy |
| Labor Distribution Report | Computer print-out listing each employee, deductions by payee name, net pay, date. Arranged by department. Retain for four years. 26 CFR 31.6001-1 | | | 2 | 2 | 4 | Destroy |
| Master Control Report | Computer print-out listing employee name, dollar amounts distributed to each benefit plan, check number, date, amount of Y-T-D distribution. Retain for four years. 26 CFR 31.6001-1 | | | 2 | 2 | 4 | Destroy |
| | | | | | | | |
| Date | Archivist Approval (Print) | Date | Department Head or Cabinet Secretary Approval (Print) | Date | Finance Representative Approval (Print) | Date | Law Representative Approval (Print) |
| 5/16/05 | Emilie Leumas | | Joe Ingraham | | Joe Ingraham | | Charles Cusimano |
| Signature | | Signature | | Signature | | Signature | |
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| Payroll Report | Computer print-out generated by ADP. Includes Master control Report, Payroll summary, monthly summary, labor distribution, Payroll worksheet, and Benefit Accrual Report. Retain for four years. 26 CFR 31.6001-1 | | | 2 | 2 | 4 | Destroy |
| Workers Compensation claim-indemnity | File includes original claim and all supporting documents maintained by Gates McDonald. Retain for 3 years after date of last payment of medical benefits LRSA 23: 1209 | | | Active + 3 | 0 | Act + 3 | Destroy |
| Workers Compensation claim-medical only | File includes original claim and all supporting documents maintained by Gates McDonald. Retain for 3 years after date of last payment of medical benefits LRSA 23: 1209 | | | Active + 3 | 0 | Act + 3 | Destroy |
| Employee Eligibility Verification Forms | Immigration and Naturalization Service Form I-9 completed by employers for every employee hired after 11-6-1986, verifying that the employee is a US citizen or is otherwise legally authorized to work in the US. Retain for 3 years from date of hire or 1 year after termination, whichever is later. 8 CFR 274a.2 | | | Active +3 or 1 year after termination | 0 | Active +3 or 1 year aft. Term. | Destroy |
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| Date | Archivist Approval (Print) | Date | Department Head or Cabinet Secretary Approval (Print) | Date | Finance Representative Approval (Print) | Date | Law Representative Approval (Print) |
| 5/14/05 | Emilie Leumas | | Joe Ingraham | | Joe Ingraham | | Charles Cusimano |
| Signature | | Signature | | Signature | | Signature | |
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| Department/Section | | Effective Date | Schedule No. | Page | | | |
|--|---|---|--|--|---|--|---|
| Retirement and Benefits Office – Supplement to Personnel retention schedule | | 4-26-2011 | 2011-01 | 1 of 2 | | | |
| Records Series Title | Description | Retention Period | | | Total Retention | | |
| | | Office | Storage | Total | | | |
| Monthly Reports | Monthly logs of salaries and withholdings for retirement, disability, and life insurance for each employee of the diocese. Keep current year plus two in office, transfer to archives. | 3 | 0 | 3 | Destroy | | |
| Annual Reports | Compilation of monthly reports, may also include correspondence relating to enrollees by site. No longer generated as of June 30, 2009. Keep current year plus one in office, transfer to archives. | 2 | P | P | Permanent | | |
| Investment Reports (Monthly) | Monthly reports generated by investment corporations detailing diocesan investment funds relating to old retirement pension plan. Keep current year plus one in office. | 2 | 1 | 3 | Destroy | | |
| Investment Reports (Annual) | Year end summary of diocesan investments. Permanent retention, may be kept electronically. | P | P | P | Permanent | | |
| Actuarial Reports (Lay and Clergy) | Actuary company generated report detailing the status of and projections for the old pension retirement plan. Diocese froze lay plan effective June 30, 2009. Retain in office current year plus one, transfer to archives, permanent. | 2 | P | P | Permanent | | |
| Employee Summary Report | Annual participant data compiled by actuary company. Summary of benefits provided to participants. Retain in office current year plus one. Permanent. May be housed with actuary reports for corresponding years. | 2 | P | P | Permanent | | |
| 401 K Enrollment forms | Enrollment forms for 401 K retirement plan for all diocesan employees. Includes beneficiary information, contribution amount, authorization to enroll. Filed by site. May be kept electronically, indefinite retention. Transfer paper to archives. | P | P | P | Permanent | | |
| Lay Employee Retirement File | Monthly benefit information for each retiree within the diocesan system. Filed alphabetically by last name. Upon death of retiree transfer to archives once estate is settled. Keep current year plus one in office. Transfer to archives, permanent. | 2 | P | P | Permanent | | |
| Date 4/26/11 | Archivist Approval Ann Boltin | Date 4/26/11 | Department Head or Cabinet Secretary Approval (Print) Nancy Dupuy | Date 4/26/11 | Finance Representative Approval (Print) Joe Ingraham | Date 4/26/11 | Law Representative Approval (Print) Charles Cusimano |
| Signature  | | Signature  | | Signature  | | Signature  | |

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| Retirement and Benefits Office – Supplement to Personnel retention schedule | | 4-26-2011 | 2011-01 | 2 of 2 | | | |
| Records Series Title | Description | Retention Period | | | Total Retention | | |
| | | Office | Storage | Total | | | |
| Clergy Retirement File | Monthly benefit information for retired diocesan clergy. Filed alphabetically by last name. Upon death of retiree transfer to archives once estate is settled. Keep current year plus one in office. Transfer to archives, permanent. | 2 | P | P | Permanent | | |
| Short Term Disability Claims | Claims from employees for short-term disability coverage. Closed files paid out by insurer, filed by individuals last name. Retain in office current year plus one, transfer to archives. | 2 | 5 | 7 | Destroy | | |
| Long Term Disability Claims | Claims from employees for long-term disability coverage. Closed files paid out by insurer, filed by individuals last name. Retain in office current year plus one, transfer to archives. | 2 | 5 | 7 | Destroy | | |
| 1099 Forms | Tax forms generated by the Benefits Office and submitted to the IRS and the participant when a retirement payout is made. Retain in office current year plus one, transfer to archives. | 2 | 2 | 4 | Destroy | | |
| Insurance Monthly Premium Billing Statements | Monthly billing statements generated by Benefits Office for premiums owed insurer for life insurance, short and long term disability. Retain in office current year plus one. Destroy. | 2 | 2 | 4 | Destroy | | |
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| Date | Archivist Approval (Print) | Date | Department Head or Cabinet Secretary Approval (Print) | Date | Finance Representative Approval (Print) | Date | Law Representative Approval (Print) |
| 4/26/11 | Ann Boltin | 4/26/11 | Nancy Dupuy | 4/26/11 | Joe Ingraham | 4/26/11 | Charles Cusimano |
| Signature | | Signature | | Signature | | Signature | |
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