



## *Catholic Diocese of Peoria*

### Spalding Pastoral Center

419 N.E. Madison Avenue

Peoria, IL 61603

309.671.1550

## *Catholic Schools Records*

### *What to Keep*

#### **EMPLOYEE, FACULTY & STAFF** (*Retain 60 Years – Retire to Diocesan Archives*):

Each file should contain:

- Application
- References
- Copies of Certificates and Licenses (Administrators, Teachers, Counselors, Nurses, Bus Drivers, etc.)
- Transcripts
- Job Description
- Salary (W-2 Form)
- Attendance and Leave of Absence Records
- Review Forms

(It is recommended that a separate sheet be maintained with the following information: date of hire, salary, leave of absence and termination date.)

#### **STUDENT RECORDS** (*Retain for 60 years – Retire to Diocesan Archives*):

Each file should contain:

- Identification Record Card
- Birth Certificate
- Academic Transcript (including scores on college entrance examinations)
- Attendance Record
- Medical Records (health, immunizations, accident reports)

Optional:

- Honors and Awards
- Participation in School Sponsored Activities

#### **FINANCIAL RECORDS** (*See attached document*):

**Check with your bookkeeper before disposing of anything!**

## **ADMINISTRATIVE FILES** (*Permanent*)

- Annexations & Formation of School District
- Asbestos Files
- Census Reports
- Contracts
- Deed & Abstract of Titles
- Legal Opinions
- Blueprints (copies should be sent to the Diocesan Archives)
- Warranty Deeds
- School Board Minutes
- School Bus Accident Report
- Specifications/Bids/Proposals

### Purge/Retain for Informational or Historical Value:

- Committee Minutes
- Correspondence
- Subject/Admin Files (i.e. attendance reports/truancy complaints, time sheets/school schedules, lunch programs, school bus transport info, school calendar)
- Expired Insurance Policies

## **HISTORICAL FILES** (Permanent):

- Year Books/Annuals
- Scrapbooks
- Internal Publications
- School Newspapers
- Photographs