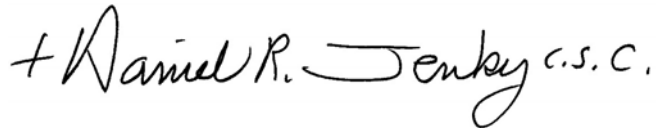


# Catholic Diocese of Peoria Archives Office Records Policy

All records<sup>i</sup> created, received, used, maintained or preserved by an agency<sup>ii</sup> or employee of the Diocese of Peoria during the course of employment or in the transaction of Diocesan business are solely the properties of the Diocese. No records shall be removed, destroyed, transferred, stored, transferred into another media type or otherwise disposed of except in compliance with Diocesan policies governing properly established Retention Schedules and the procedures developed by the Diocesan Archives Office.

Record retention scheduling<sup>iii</sup> for the disposition of all Diocesan Records shall be approved by the Chancellor, the In-House Legal counsel, and the Finance Officer (when necessary). The Archives Office will carry out the schedule.

Dated this 7<sup>th</sup> day of September, 2004.



Most Reverend Daniel R. Jenky, C.S.C.  
Bishop of Peoria

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<sup>i</sup> “Records” as used herein shall include, but shall not be limited to, all recorded information, documents, letters, maps, books, photographs, films, sound recordings, tapes (magnetic and otherwise), electronic data processing records, and any other documentary material regardless of media type or characteristics that have been created, received, used, maintained, or preserved by an agency of the Diocese of Peoria or its employees in the course or transaction of its business or pursuant to its legal obligation.

Examples of materials that are not records within the meaning of these policies and procedures include library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of documents that have been preserved for convenience of reference; stocks of publications or blank forms; and similar material not normally included within the definition of record.

<sup>ii</sup> An “agency” as used herein shall include any department, institution, office, parish or any subdivision thereof owned and/or operated by the Roman Catholic Bishop of Peoria.

<sup>iii</sup> A records retention schedule is created by the Archivist for each agency of the Diocese and includes a record’s series title, description, retention period and legal citation. This schedule mandates the minimum retention period of records of the agency.