



Permanent Parish Records

A quick view list of those records we keep until the Second Coming of Our Lord

(Adapted from Archdiocese of Atlanta. Contact Diocese of Gallup Office of Archives' Records Retention Schedule for further details.)

Annual Reports

Reports of parish and parish organizations.

Communications

Parish bulletins; Announcement books (which may have preceded bulletins); Audio and video of speeches, interviews, events and historical anniversary books/booklets. (Please send a copy to the Diocesan archives).

Correspondence

Only that which is unique to the parish; any communications with courts of law or legal documents

Cemetery /Columbarium Records

Plot Maps and owner information; internment records and financial reports.

Financial Records

Audited financial statements; annual reports and year-end balance sheets; payments/receipts due to litigations/legal settlements investments and estates.

Organizational Records

Articles of Incorporation; Documents of parish founding, boundaries; Rosters of Boards, Councils, Committees' members; meeting minutes; Constitution and Bylaws; Rosters of Parishioners; Census Records; Pastoral Reports. (Canon 491).

Personnel Records for Employees and Affected volunteers

Include resume; personnel policy agreements, their safe environment documents, (background checks, VIRTUS certification

history of negative criminal history results, code of ethics); performance evaluations; severance letters etc.

NOTE: Parishes' annual Safe Environment Charter Audit Master Report files go in separate file.

Photographs

Staff, events, and buildings (keep only the best representative samples); Identify by year, place occasion and people with pencil on back.

Property and Building Records

Plat maps and ground surveys. Original architectural drawings in pencil or ink; Blueprints (which are copies of originals), and blue line or black line copies/rendering; Specifications (specs); Easements, taxes, deeds, permits, leases, titles); Closing documents and sold property records. Wills and bequests (especially if funds were designated for a particular project; Equipment (asset file).

Sacramental Records- in lockable fireproof cabinets

Canon 491 states they are to be carefully kept and safeguarded. Transfer Registers to custodial parish if Parish or Mission closes. Send copies of Baptism, Confirmation and Deaths annually to archivist@dioceseofgallup.org.

Safe Environment Charter Audit files

Employee/Volunteer PI files; SET facilitators training records and lists for classes/ instructors/students; youth group travel events; visiting speakers/outside groups utilizing the church facilities; complaints regarding adult-child interactions and follow-up; annual Statistical Master Report compliance. (Master Reports are sent to SEO office annually, as well).

School Records- see the Diocese of Gallup OCS policy for further details

Student and faculty handbooks, student record cards, student health care card and immunizations, transcripts/grades, standardized test scores, and rolls. Transfer closed school records to the closest Parish.