

 ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS	Issued Date: 10/15/2025	Number: 204
	Subject: Records Retention Policy	
	Scope: ☒ Archdiocese ☒ Parishes ☒ Schools	
	Reference: Records Retention Schedule	
Archbishop Signature: 		

Purpose

To establish an institution-wide records management program to retain, secure, and dispose of [Records](#) in accordance with operational needs, legal requirements, and historical considerations.

Policy

I. OWNERSHIP OF RECORDS

- 1) All [Records](#) are solely the property of the [Archdiocese](#) or the [Parish](#) or [School](#) and will be maintained in compliance with the Archdiocesan Records Retention Schedules, as well as civil laws and regulations, and canon law.
- 2) Retention decisions will be made based on the content of the [Record](#), not its paper or electronic format. A [Record](#) must be accessible and retrievable for the stated retention period.

II. RECORDS RETENTION SCHEDULES

- 1) The Records Retention Schedules are proposed by the Department of Archives and Records Management, approved by the Chief Operating Officer and administered by the Department of Archives and Records Management.
- 2) The Records Retention Schedules classify [Records](#) and set forth the retention periods for each classification.
- 3) The current Records Retention Schedules are posted on the Archdiocesan website along with this policy.
- 4) [Records](#) are not accessed, shared, removed, destroyed, stored, or transferred into another media format, or otherwise disposed of, except in compliance with [Archdiocese](#), [Parish](#), or [School](#) policies.

III. CONFIDENTIALITY

- 1) Confidential [Records](#) are kept separate from public records for privacy purposes. Confidential [Records](#) include sacramental [Records](#), clergy files, personnel files, student [Records](#), and [Records](#) of individual financial contributions to, as well as financial [Records](#) of, the [Archdiocese](#), [Parish](#), or [School](#).

- 2) When compiling and publishing statistical information from [Records](#), great care will be taken to preserve the anonymity of individuals.