
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Issued Date: 12/14/2016	Last Reviewed Date: 12/14/2016	Number: 302
	Subject: Clergy Records Policy		
	Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools		
	Reference:		
Archbishop Signature: 			

Purpose

The purpose of the Clergy Records Policy is to define what [Records](#) are to be kept regarding [Clergy](#) and in what manner. The policy aims to standardize the retention of [Records](#), to ensure that a complete [Record](#) is kept, to not destroy [Clergy](#) files, and to rightfully protect the privacy of individuals.

Policy

- I. The [Archdiocese](#) maintains [Clergy](#) files on all [Clerics](#) who are granted faculties to minister in the [Archdiocese](#) for more than thirty (30) days, including extern and religious [Clergy](#), whether they are ever incardinated or provided with an official assignment. [Clergy](#) files are never destroyed.

- II. [Clergy](#) compliance with the [Essential 3](#) requirements is to be documented in the [Clergy](#) file and monitored by the [Director of OMSSE](#) in an electronic database (CRM). On an annual basis the [Director of OMSSE](#) reviews [Clergy](#) compliance with the [Essential 3](#) and shall within a reasonable time send a letter of [Clergy](#) non-compliance, if applicable, to the board of [Trustees](#) of the relevant [Parish](#) or [School](#) where the [Cleric](#) is assigned.

- III. If a [Cleric](#) seeks assignment, transfer, or residence outside of the [Archdiocese Territory](#), the [Archdiocese](#) shall seek permission from the [Cleric](#) to make available for review by the receiving diocese, religious community, or organization a complete copy of the [Archdiocese](#) file materially related to the [Cleric](#). If the [Cleric](#) permits review, the [Archdiocese](#) shall provide such receiving entity access to the [Clergy](#) file. If the [Cleric](#) refuses review or limits review of the file, the [Archdiocese](#) shall notify the receiving entity that the [Cleric](#) refused access or is limiting access.

- IV. The [Clergy](#) file shall contain the following:
 - 1) Seminary [Records](#) (if available)
 - 2) Appointment letters and decrees and other assignment [Records](#)
 - 3) Testimonial letters, letters of good standing
 - 4) Biographical data, sacramental [Records](#), funeral arrangements, and last will and testament
 - 5) Psychological and medical [Records](#) (if applicable)

- a) Any [Records](#) or related correspondence will be marked “Confidential” and may only be accessed by authorized personnel. A signed release from the [Cleric](#) will be included in the file.
 - 6) Material correspondence and memoranda
 - 7) Communications related to the [Cleric’s](#) ministerial service
 - 8) Legal documents, including immigration [Records](#) (if applicable)
 - 9) Signed acknowledgment form or printed electronic [Record](#) verifying that the [Cleric](#) has received, understands, and will comply with the [Policies](#)
 - 10) Safe Environment compliance [Records](#), including:
 - a) Copies of background checks
 - b) [Records](#) and certification of safe environment training
 - c) Acknowledgment of receipt, understanding, and agreement to comply with the Code of Conduct
 - 11) [Records](#) of accusation(s), including any allegation of [Sexual Abuse of a Minor](#)
 - 12) [Records](#) of any internal investigation
 - 13) Internal memoranda or documentation regarding [Clergy](#) misconduct
 - 14) [Records](#) relating to review by the [Ministerial Review Board](#)
 - 15) Information pertaining to the POMS Program
 - 16) [Records](#) of any mandatory report made to law enforcement about the [Cleric](#)
 - 17) Civil and canonical legal documents
 - 18) [Records](#) of resolution of allegations and investigations
 - 19) Reports from the [Cleric](#) regarding any arrest or citation involving conduct that violates the [Archdiocese Policies](#) and available, relevant documentation gathered by the [Director of OMSSE](#)
- V. [Clerics](#) shall be notified in a timely manner of information being placed in their file related to allegations of a) illegal activity, b) violations of the [Code of Conduct](#) for [Clergy](#), or c) inappropriate behavior of a serious nature.
- VI. [Clerics](#) may review their personal file upon request to the Chancellor for Canonical Affairs. File reviews will be facilitated by an Archdiocesan staff member and documented in the file. Information marked “Confidential” will be made available to the [Cleric](#), with the exception that some information may be redacted to preserve the privacy of third parties. [Clerics](#) may not remove, alter, damage, or destroy any information in the file. [Clerics](#) may submit a written document to be included in the file. Such document may serve to refute, clarify, or give testimony that something exists in the file which the [Cleric](#) believes to be factually incorrect or subject to a different interpretation. [Clerics](#) may request copies of materials in the file, subject to approval by the Chancellor for Canonical Affairs. Copies will be provided for documents for which the [Cleric](#) was the author or the recipient, as well as documents that were publicly distributed or accessible. Documents requested in order to present a defense in a civil or canonical process will be processed accordingly.