

**Diocesan Records Series:  
Administrative – Buildings & Property**

<b>Record Series</b>	<b>Series No.</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<b>Architectural Drawings: As-Builts</b>	2014.121	Drawings prepared for the design and construction of structures. Must be preserved in some form permanently.	Permanent.	1 copy to Archives.
<b>Architectural Drawings: Drafts, Proposals</b>	2014.122	Drawings prepared for the design and construction of structures. May be revised and superseded as a project develops.	Until administrative value ceases.	Destroy.
<b>Asbestos Abatement Files</b>	2014.123	Files documenting asbestos presence and abatement in diocesan buildings. Arranged alphabetically by city, parish, building name.	Permanent.	Transfer to Archives.
<b>Capital Goods Inventory</b>	2014.124	Inventories and documents related to equipment, furniture and goods with a value greater than \$5,000 and a life of longer than 1 year.	7 years after disposal of related capital good.	Destroy.
<b>Construction Files</b>	2014.125	Records documenting construction projects on diocesan land. May contain architect's renderings, certificates of insurance from contractors, letters of permission from the Bishop, project manuals, correspondence, permits, inspection files, reports, etc. and related correspondence. Organized by project. Arranged alphabetically by city, parish, building (or property) name, year(s) of project.  Possible Subseries: Certificates of Insurance, Bonds, Correspondence, Inspections, Permission Letters, Permits, Project Manuals.	Permanent.	Transfer to Archives.
<b>Incorporation Files</b>	2014.126	Files documenting the diocesan restructuring project that began in 2011.	Permanent.	Transfer to Archives.
<b>Property Files</b>	2014.127	Records depicting the legal acquisition, rental and disposal of properties. May include deeds, easements, leases, sales documents, etc. and related correspondence. Arranged alphabetically by city, parish, building (or property) name.  Possible Subseries: Deeds, Easements, Leases, Sales.	Permanent.	Transfer to Archives.
<b>Tax Exemption Certificates</b>	2014.128	The certificates of tax exemption from county property tax assessors.	Until property is no longer owned.	Destroy.