

Diocesan Records Series:
Parishes

Record Series	Series No.	Description	Retention	Disposition
Baptismal Registers	2014.101	Register that documents all baptisms performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Census Records	2014.102	Vital data on parishioners. Records may include: name, address, family members, sacramental data, etc. May be in index cards, bound ledgers or created as part of parish membership database in the form of a record for a specific snapshot in time. Computer-generated reports should exclude financial data and social security numbers.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Combined Sacramental Registers	2014.103	Register containing more than one type of sacrament performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Confirmation Registers	2014.104	Register that documents all confirmations performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Convert Registers	2014.105	Register of names of people who have converted to Catholicism.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Death Registers	2014.106	Register that documents all deaths or funerals performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.

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First Communion Registers	2014.109	Register that documents all First Communions performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Homilies & Sermons	2014.110	Homilies or sermons given to celebrate significant events in the parish's history (parish anniversaries, dedications, etc.).	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Liturgy Files	2014.111	Files created to document significant liturgical events (parish anniversaries, jubilees, celebrations, musical events, etc.). May include: music, programs, project manuals, worship aids, lists of participants, etc.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Marriage Registers	2014.112	Register that documents all marriages performed at a parish. See <i>Care and Management of Sacramental Records</i> , 2013 for further requirements.	Permanent. (1983 Code c. 535)	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Mass Intentions	2014.113	Record of intentions and stipends for each Mass said during the calendar year.	Two years after final intention fulfilled.	Destroy.
Parish Bulletins	2014.114	Weekly publication covering events in the parish, parish organization news, times of liturgical events, names of parish staff, articles of interest, etc. Contains historical information.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Parishioner Contribution Envelopes	2014.107	Envelopes from donors documenting receipt of pledge bundled with internal Batch Slip and calculator tally slip. Written on envelope is donor number, amount of gift and check number if gift was a check.	1 year.	Destroy.
Parishioner Contribution Statements	2014.108	Periodic statements tracking the contributions made by donors to the parish. Shows amounts, dates and year's total. May be arranged by envelope number or by donor name.	3 years. (805 ILCS 410/1-6)	Destroy.

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Prenuptial Files (Marriage Case Files)	2014.115	Arranged either chronologically, by case number or alphabetically. May contain some or all of the following: memoranda, letters, copies of sacramental records, agreements, marriage data sheets, etc.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Sacramental Record Indexes	2014.116	Indexes to sacramental registers. May be bound registers, index cards or maintained in electronic database or spreadsheet.	Permanent.	Keep at parish. Consult Archivist if records are fragile or overly numerous.
Sacramental Record Notations, Received	2014.117	Requests received from other parishes for annotating baptismal records indicating the reception of additional sacraments (e.g. confirmation, marriage, holy orders, etc.).	Until annotation is recorded.	Destroy or return to requesting parish.
Sacramental Record Notations, Sent	2014.118	Requests sent to other parishes for annotating baptismal records indicating the reception of additional sacraments (e.g. confirmation, marriage, holy orders, etc.).	Until acknowledgement of entry is received. Until acknowledgement is received, reminders should be sent at 30-day intervals.	Destroy.
Sacramental Records Supporting Documentation Files	2014.119	Legal documents that serve as evidence of change to a sacramental record (e.g. adoption documents proving paternity, affidavits attesting to previously omitted baptisms, notarized court or governmental documents concerning name change, etc.). Documents should be kept in separate files corresponding to each sacramental register. Documents should be annotated with the register and page number.	Permanent.	Keep at parish.
Sick Call Registers	2014.120	Register of visits by pastoral staff to local hospitals and nursing homes. Includes: dates, name of person, location, reason for visit. May show illness and whether or not deceased.	75 years.	Transfer to Archives for review.