

**CATHOLIC SCHOOLS RECORDS -  
What to Keep**

Catholic Diocese of Peoria - Archives & Records Office  
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**EMPLOYEE, FACULTY & STAFF – (Retain 60 Yrs/Retire To Diocesan Archives):**

In each file should be:

- Application
- References
- Medical Files (possibly)
- Review Forms
- Records of Leave of Absence
- W-2s

For teachers/subs you should also have:

Teacher Certification

*\*\*SUGGESTION: It is recommended for your convenience that a separate sheet be maintained at the start of each file with the following information: hire date, raises/salaries, termination date, leave of absence or anything unique or out of the ordinary.*

**STUDENT RECORDS – (Retained For 60 Yrs/ Retire To Diocesan Archives):**

In each file should be found:

- Record Card (Parent/Home info)
- Picture(s)
- Birth Certificate
- Standardized Test Scores
- Medical Records – Immunizations/Physicals
- Transfer of Grades/School(s) Previously Attended
- High School/Constitution Test

**FINANCIAL RECORDS - (See attached document):**

**Check with your bookkeeper before disposing of anything!**

**ADMINISTRATIVE FILES (*Permanent*):**

Annexations & Formation of School District  
Asbestos Files  
Census Reports  
Contracts  
Deed & Abstract of Titles  
Legal Opinions  
Blueprints (copies should be sent to the Diocesan Archives)  
Warranty Deeds  
School Board Minutes  
School Bus Accident Report  
Specifications/Bids/Proposals

**(*Purge/Retain for Informational or Historical value*):**

Committee Minutes  
Correspondence  
Subject/Admin Files (i.e. attendance reports/truancy complaints,  
time sheets/school schedules, lunch program, school bus  
transport info, school calendar)  
Expired Insurance Policies

**HISTORICAL FILES (*permanent*):**

Yearbooks/Annuals  
Scrapbooks  
Internal Publications  
School Newspapers  
Photographs