



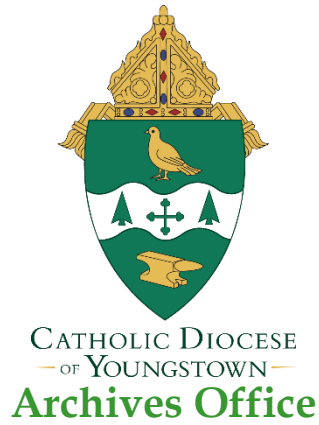
CATHOLIC DIOCESE
— OF YOUNGSTOWN —
Archives Office

Diocesan Archives Policy

Promulgated on March 13, 2023
Most Reverend David J. Bonnar
Bishop of Youngstown

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Archives Policies

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DIOCESE OF YOUNGSTOWN

March 13, 2023

OFFICE OF THE BISHOP

My Dear Friends,

In the course of our history, the leadership and people of the Diocese of Youngstown have done their best to announce the Gospel. The memory of that work must be kept alive in the present generation and in those to come.

In the mind of the Church, archives are places of memory of the Christian community and storehouses of culture for the new evangelization.... A well-documented and unprejudiced study of its own past makes the Church more “expert in humanity” because it reveals the historical richness which lies behind it and also allows her to identify herself with her essential, continuing, and varied mission. (The Pastoral Function of Church Archives, Circular Letter, Pontifical Commission for the Cultural Patrimony of the Church, February 2, 1997)

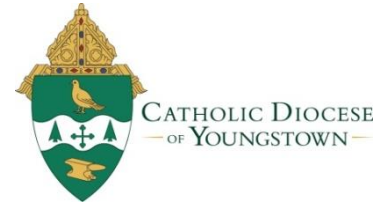
Canon law requires that a diocesan bishop is to “take care that there is an historical archive in the diocese and that documents having historical value are diligently protected and systematically ordered in it (Canon 491.2).” To that end, I have established the Archives Office of the Diocese of Youngstown, and by this letter promulgate policies, guidelines, and forms, approved by the Presbyteral Council, that enable the Diocese to preserve the materials of the past and keep the memory of our faith community alive.

Those in leadership in parishes, schools, and other diocesan organizations are expected to adhere to these policies and guidelines, and to know and understand why preserving our history is essential for our future. As Pope Francis asserts, “Knowing and judging past events is the only way to build a meaningful future. Memory is necessary for growth.” (Amoris Laetitia)

We all have a responsibility to increase our awareness of generations who have preceded us in our faith. Knowing where we’ve been makes clearer our journey toward the future, as we continue to pray “That All May Be One.”

Sincerely in Christ,

Most Reverend David J. Bonnar
Bishop of Youngstown



Archives Policies

- I. Mission Statement**
- II. Applicable Canons of the Church to Diocesan Archives**
- III. Acquisition Policy**
- IV. Deaccessioning Policy**
- V. Access to Records**
- VI. Outreach from the Archives**
- VII. Loan Policies and Procedures**

I. Mission Statement

The mission of the Archives Office of the Catholic Diocese of Youngstown is to collect, preserve, and make available the permanent and official records of the Diocese of Youngstown, its people, parishes, churches, institutions, and associations. It documents the historical richness of the development of the spiritual and temporal affairs of the Catholic Church in northeastern Ohio. It supports the protection, administration, and management of Diocesan records, based on legal and canonical statutes. The Archives Office serves the needs of the diocesan offices and agencies through assistance with research, and guidance for records preservation and management. It also serves the public for research, governed by access policies in accordance with applicable civil and canon law.

II. Applicable Canons of the Church to Diocesan Archives

The Archives of the Diocese of Youngstown is subject to and operates in accord with canons 482, 486-488, 491, and 535 of the *Code of Canon Law* of the Roman Catholic Church.

Can. 486

§1. All documents which regard the diocese or parishes must be protected with the greatest care.

§2. In every curia there is to be erected in a safe place a diocesan archive, or record storage area, in which instruments and written documents which pertain to the spiritual and temporal affairs of the diocese are to be safeguarded after being properly filed and diligently secured.

§3. An inventory, or catalog, of the documents which are contained in the archive is to be kept with a brief synopsis of each written document.

Can. 487

§1. The archive must be locked and only the bishop and chancellor are to have its key. No one is permitted to enter except with the permission either of the bishop or of both the moderator of the curia and the chancellor.

§2. Interested parties have the right to obtain personally or through a proxy an authentic written copy or photocopy of documents which by their nature are public and which pertain to their personal status.

Can. 488

It is not permitted to remove documents from the archive except for a brief time only and with the consent either of the bishop or of both the moderator of the curia and the chancellor.

Can. 491

§1. A diocesan bishop is to take care that the acts and documents of the archives of cathedral, collegiate, parochial, and other churches in his territory are also diligently preserved and that inventories or catalogs are made in duplicate, one of which is to be preserved in the archive of the church and the other in the diocesan archive.

§2. A diocesan bishop is also to take care that there is an historical archive in the diocese and that documents having historical value are diligently protected and systematically ordered in it.

§3. In order to inspect or remove the acts and documents mentioned in §§1 and 2, the norms established by the diocesan bishop are to be observed.

Can. 535

§1. Each parish is to have parochial registers, that is, those of baptisms, marriages, deaths, and others as prescribed by the conference of bishops or the diocesan bishop. The pastor is to see to it that these registers are accurately inscribed and carefully preserved.

§2. In the baptismal register are also to be noted confirmation and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

§3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parochial seal.

§4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage. The pastor is to take care that all of these things, which are to be inspected by the diocesan bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders.

§5. Older parochial registers are also to be carefully protected according to the precepts of particular law.

III. Acquisition Policy

A. Records

1. The Archives acquires and preserves records of enduring value which were produced in the course of Diocesan ministry and operations and which reflect the work of the Catholic Church within the Diocese, or are directly concerned with the Diocese and its parishes and schools. Records are defined as all recorded information, regardless of media type or characteristics.
2. Regular acquisition should include but not be limited to the following:
 - a. Records of the Bishops and Auxiliary Bishops of the Diocese;
 - b. Records of the central Diocesan administration, ministries, and services;
 - c. Records of parishes, especially but not only parishes that have closed;
 - d. Records of church-related institutions and agencies engaged in educational, charitable, and social service work;
 - e. Personal records or papers pertaining to the Diocesan work of individual clergy, religious, and laity who have played an active role in the life of the Diocese

B. Objects

The Archives may acquire select objects of lasting historical significance to the Diocese of Youngstown, including instruments of liturgy and worship, vestments, church ornaments and furnishings, and original works of art. Artifacts will be considered on the basis of their uniqueness, condition, intrinsic value, and suitability for exhibition. Objects should clearly represent significant aspects or events of Diocesan history, culture, or identity, or be a holy relic.

C. Closed or Closing of Parishes, Churches, and Schools

The Archives will acquire records from closed and closing parishes and schools, including sacramental records, records that document the history of the parish, church, or school that should be retained permanently, and records that are not permanent but must be retained for a long period of time, such as marriage files.

The Diocesan Checklist for Closing Churches will guide pastors, staff, and volunteers in how to preserve the records of the parish and present them to the Archives upon its closing.

D. Methods of Acquisition

Records and artifacts will be acquired through transfers from diocesan departments and offices, and from parishes. Other records may be acquired from Catholic organizations, institutions, or person by donation or bequest, which will be confirmed in writing and signed by appropriate individuals. The Archives may refuse ad hoc transfers or gifts if they do not fit the acquisition policy. The Archives will not conduct or fund monetary appraisals of donations, nor recommend an appraiser.

1. Materials to be transferred will be accepted with a Transmittal Form.
2. Donations and bequests will be accepted with a signed Deed of Gift Form.

E. Roles and Responsibilities in Acquisitions

1. The Bishop of Youngstown is the sole and final arbiter of the acquisition policies, priorities, strategies, and practices developed by the Chancellor and the Diocesan Archivist.
2. The Chancellor provides strategic oversight and supervises the Archivist in the administration of the archives program. In terms of acquisition policy, the Chancellor approves strategies developed by the Archivist, reviews plans or proposal for acquisitions, reviews proposed deaccessions, and procures any required approval from the Bishop.
3. The Archivist is responsible for carrying out the following acquisition activities:
 - a. Developing acquisition strategies and carrying out the policy;
 - b. Managing transfers of records of enduring value to the Archives from the Bishop, Chancery departments, and appropriate parishes and schools;
 - c. Negotiating with potential outside donors for acquisition of materials that have a bearing on the history of the Diocese of Youngstown and bringing the acquisition proposals to the Chancellor;
 - d. Working cooperatively with other local archival and historical records repositories to ensure that the history of the Diocese and the Catholic community of northeastern Ohio is adequately documented.

IV. Deaccessioning Policy

- A. In some cases, materials already held by the Archives may not adhere to the acquisitions policy and may need to be removed from archival custody (deaccessioned). The Chancellor and Archivist should agree on deaccessioning. Deaccessioning should occur only when:
 1. materials do not reflect the stated mission of the Archives;
 2. the Archives cannot preserve or care for the materials properly; or
 3. the object may be duplicated by a better or more representative example of the same type or class of material.
- B. Archives staff and volunteers are prohibited from purchasing or claiming materials deaccessioned by the Archives.

- C. Deaccessioned materials may be disposed of by
 - 1. Transfer to an Education Collection within the Archives, to be used/used up in educational programming;
 - 2. Transfer to a parish for educational purposes;
 - 3. Transfer to another diocese, religious order, or institution
 - 4. Public sale, in which case monies realized must be used for needs of the Archives; or
 - 5. Destruction, because of inherent vice or vermin, or condition beyond help of expert conservation.
- D. Deaccessioning will be documented with a Deaccession Record.

V. Access Policy

The Archives must strike a balance between providing access to staff and researchers and also respecting the right to privacy of persons as subjects in records. This Access Policy acknowledges both the right to know and the right of confidentiality. The Archives is not a public institution, and therefore the records it holds are not public records as defined in civil law. Staff will strive to make as much material as possible available for research, however the Archives has the right to refuse access to collections that are restricted by their nature, their department of origin, the donor agreement, the Chancellor, or the Bishop of Youngstown.

A. Sacramental Records

Requests for access to sacramental information are made to the parish where the sacrament took place, or to the parish into which it was merged. If a parish has been suppressed, the sacramental records are in the Archives of the Diocese of Youngstown. Sacramental records are highly personal to the individual who is the subject of the record, and at the same time a rich source of historical and genealogical information. Because of the private nature of the records and their physical condition, access will be restricted to Archives staff.

- 1. For 70 years from the celebration of the sacrament, certificates will be provided for the person named in the sacramental record, a diocesan official involved in canonical investigations, a parent or legal guardian of a minor child, and an individual with valid power of attorney for the person who received the sacrament.
- 2. After 70 years, information will be released subject to confidentiality provisions of state laws governing adoption records.
- 3. If the record is for a person born of unmarried parents, information will be provided only on the date and the sacrament.

B. Non-sacramental Records

- 1. Tribunal records are permanently restricted to the petitioner, respondent, and the involved clergy and mental health professional.
- 2. Burial records are not sacramental and can be accessed after 20 years.
- 3. Some materials may be sequestered from common viewing for a certain period of time, such as student records. They will be made available in a scheduled manner in keeping with civil law, canonical requirements, and donor or bequest agreements. Medical and materials containing personal health information will be restricted.
- 4. The Diocese may impose fees to cover the staff and supplies costs of researching and duplicating records. Fees will be set by the Chancellor.

VI. Outreach from the Archives

The Archives Office will actively engage in encouraging interest in archives and historical material. Public programs are to be undertaken to interest potential users of the resources in the archival holdings. Outreach activities which take the mission and resources of the Archives to a wider community will foster an understanding of the rich history of the faith and the Church's impact on regional history and development.

VII. Loan Policies and Procedures

A. Outgoing Loans

1. Purpose:

The Archives loans objects for the purpose of research, expanding awareness of diocesan and Church history, enhancing goodwill, and furthering its own educational programming.

2. Authorization of Outgoing Loans

The Chancellor or Archivist may approve outgoing loans.

The object(s) requested for loan must be free of any restrictions in the original Deed of Gift prohibiting a loan.

The Archives will loan objects only to qualified organizations that meet the purposes of loan and the requirements of care. The Archives will not loan collection objects to individuals, including staff members.

3. Loan Agreement for Outgoing Loans

An Outgoing Loan Agreement will be signed by the Borrower and an authorized Archives staff member. By signing the form, the Borrower agrees to all of the conditions stated on the reverse side of the Agreement.

The Archives will provide the Borrower with a copy of the signed Agreement. The original Agreement with any supporting materials will be kept in the Archives Loan File.

The Loan Agreement will state clearly the duration and purpose for the loan. The duration of the loan is at the discretion of the Archives staff. The nature or condition of the object(s) may affect the duration of the loan.

The Archives will not sign an Outgoing Loan Agreement for a period longer than a year. An evaluation of the loan will be made at the end of the period specified in the Agreement. A renewal of the Agreement may be granted at that time.

The borrower may not in turn loan a borrowed object without prior written agreement of the Archives. The Archives reserves the right to terminate a loan at any time and request its return upon written notice to the borrower or immediately upon violation of the terms of the agreement.

The Borrower may also terminate the loan agreement prior to its expiration date by notifying the Archives in writing thirty days in advance. Arrangements for return of the object(s) will be agreed to by both the Archives and the borrower.

4. Care, Preservation, and Return of Outgoing Loans

The Archives will request a facilities report from the borrower or a personal inspection of the facility by an authorized staff member prior to agreeing to the loan. Unless otherwise specified, the criteria must meet or surpass those standards set by the Archives for its own storage and exhibition of collections.

The Archives loans objects that are in good condition and able to withstand the ordinary strains of packing, shipping, handling, and exhibition.

An Archives staff member will fill out a condition report prior to shipment of the object and immediately upon its return. The Archives will promptly notify the borrower in writing of evidence of damage and/or loss.

The borrower will inspect the loan materials immediately upon arrival. The borrower will immediately notify the Archives of any deviation in the condition of the material from that noted on the condition report.

The borrower will not alter in any way or allow alteration to the original state of the object(s) including, but not limited to, cleaning, repair, or restoration, without prior written approval of the Chancellor or Archivist.

The borrower may not mount an Archives object with tape, glue, pins, staples, wires, or material that will alter in any way the original state of the object. The borrower must consult the Archives for mounting instructions if not specified in the Loan Agreement.

All loaned object(s) shall be kept in a secure area with minimum access and locked up at all times for the duration of the loan. All object(s) on display must be in secured, locked cases unless specified to the contrary in the Loan Agreement. The borrower must have some type of 24-hour security.

Methods of returning the object(s) on loan shall be agreed upon by both the Archives and the Borrower. All costs of crating, packing, handling, transporting, and shipping shall be paid by the borrower unless otherwise agreed to in writing by the Archives and the borrower. The borrower will save all reusable packing materials for return shipment.

5. Insurance for Outgoing Loans

An organization requesting a loan from Archives collections must submit a Certificate of Insurance, listing the objects on loan and naming the Diocese of Youngstown as a certificate holder and an additional insured, prior to receiving the loan. The borrowing organization will pay for the insurance which will be a type that is suitable to the Archives.

6. Reproduction and Credit for Outgoing Loans

Object(s) on loan from the Archives may not be individually photographed, filmed, televised, or reproduced without the prior written consent of the Archives, with the exception of general views of an exhibition taken for educational use or publicity. In case the Archives agrees in writing to photographic reproduction of the loaned object(s), the Borrower will credit Diocese of Youngstown Archives as the owner. The general public may not photograph the Archives object(s). Copyright restrictions may apply. Photographs of the object(s) may not be offered for sale by the Borrower without written permission from the Archives.

All Archives objects will be clearly labeled while on exhibit with the approved Archives credit line and with the accession or catalogue number of the object.

7. Ownership of Outgoing Loans

The Archives warrants full title as the sole owner of the object(s) listed on the Agreement or that it has prior agreement from the owner(s) to lend it.

B. Incoming Loans

1. Purpose of Incoming Loans

The Archives may accept loans for the purposes of exhibition, research, and/or duplication of material. Any copyright restrictions and/or rights associated with duplication will be taken into account and placed into the loan files. Restrictions associated with use of duplicated materials will also be kept as part of the Archive's records.

2. Authorization of Incoming Loans

The Chancellor or Archivist has the authority to approve Incoming and Outgoing Loans.

3. Incoming Loan Agreement

An Incoming Loan Agreement will be signed by the lender and an authorized staff member of the Archives. By signing the loan agreement, the lender agrees to all of the conditions stated within the agreement.

A copy of the signed agreement shall be provided to the lender. The original document with any supporting materials shall be kept in the Incoming Loan file by the Archives.

The loan agreement will state clearly the duration and purpose of the loan and arrangements for return.

The Archives will accept loans for a period of time not to exceed one year unless specified at the time of the agreement. An evaluation of the loan will be made at the end of the specified period, when a renewal of the agreement may be made.

The Archives reserves the right to terminate a loan at any time.

The lender may terminate the loan agreement prior to its expiration date provided the lender notifies the Archives in writing at least thirty days in advance.

An object on loan to the Archives will not be loaned to another organization without prior written permission of the owner(s).

4. Care, Preservation, and Return of Incoming Loans

The Archives will follow the same standards of care for a loaned item as for permanent collection items.

By signing the Incoming Loan Agreement, the lender verifies that objects lent are in good condition and able to withstand the ordinary strains of packing, shipping, handling, exhibiting, and/or duplicating if applicable.

The lender will assure that the loaned objects are adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and re-packing. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the lender.

Condition reports will be completed by the Archives at the times of arrival and return of the loan. The lender must approve the condition reports as part of the Incoming Loan Agreement. Evidence of damage while in Archives custody will be promptly reported to the lender.

The lender agrees to inspect the loaned materials immediately upon receipt of the object(s). Failure to do so forfeits any claim for loss or damage.

The Archives will not clean, repair, restore, or otherwise alter the objects without the lender's written permission.

The Archives will release borrowed objects only to the lender or his/her legal guardian or possessor of power of attorney, unless otherwise notified in writing.

The Archives may request lenders to retrieve their property by written notice. If the Archives after making all reasonable efforts and through no fault of its own shall be unable to return the object(s) within sixty days after such notice, then the Archives shall have the right to treat the loaned materials as abandoned property under applicable law in effect at the time of the loan.

5. Cost of Shipment for Incoming Loans

All costs of crating, packing, handling, transporting, and shipping shall be paid by the Archives unless otherwise agreed to in writing by both parties. The Archives will save all reusable packing materials for return shipment.

6. Insurance for Incoming Loans

The Archives will insure borrowed objects through the Diocesan insurance carrier subject to policy terms and conditions. Any cancellation or meaningful change in the Diocesan insurance policy must be communicated by the Archives to the owner of the object in writing within twenty days of the change. The Archives is not liable for damages due to deterioration inherent to the object(s) themselves. The Archives will notify the lender of any extreme changes in condition.

7. Reproduction and Credit for Incoming Loans

Unless otherwise notified in writing by the lender, the Archives may photograph or reproduce by other conventional means the image of borrowed objects for education, publication, and/or publicity purposes.

The Archives is not responsible for any claims made by the lender concerning loaned items. The Archives acceptance of a loan in no way verifies ownership, provenance, or authenticity.

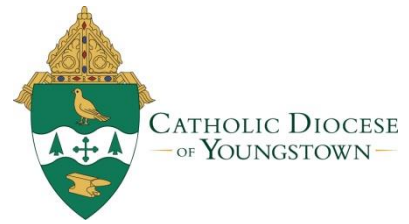
At the lender's request, all of the borrowed objects exhibited will be credited as the property of the lender unless otherwise specified.

Any loan made to the Archives by staff member shall be credited as an anonymous loan.

8. Ownership of Incoming Loans

By signing the Incoming Loan Agreement, the lender warrants full right and title as the sole owner or as the legal guardian or possessor of power of attorney for the owner.

It is the responsibility of the lender to give prompt notice to the Archives if there is a change in ownership of the object(s) on loan or if there is a change in the address of the lender.



Glossary of Terms in Archives Policy

ACCESSION - The formal documentation of an incoming archives gift, purchase, exchange, transfer or field collection. Also includes establishment of legal title and/or custody.

ACQUISITION – a process to obtain custody of an object, document, or collection that involves physical transfer.

ARTIFACT – a material object created by a human being, typically of cultural or historical interest.

CANON – an ecclesiastical rule or law enacted by a council or other competent authority and approved by the pope.

CHURCH – a sacred building designated for divine worship to which the faithful have the right of entry for the exercise, especially the public exercise, of divine worship. (Canon 1214)

DEACCESSION – to permanently remove accessioned materials from archives holdings.

DOCUMENT – traditionally considered to mean text fixed on paper, but is now understood to include all media and formats. Photographs, drawings, sound recordings, and videos, as well as word processing files, spreadsheets, web pages, and database reports, are now generally considered to be documents.

LOAN - the temporary transfer of materials from one party to another. Archives may borrow or lend materials from individuals or other organizations for the purposes of exhibition, consultation, or reproduction.

PARISH – a clearly defined community of the faithful stably constituted in the diocese whose pastoral care is entrusted to a pastor under the authority of the diocesan bishop. (Canon 515)

Catholic Diocese of Youngstown Archives
144 W. Wood St., Youngstown, OH 44503



Date of transfer: _____
Accession #: _____

Transmittal to Archives Form

Office/Department/Parish/School: _____

Contact Person: _____ email _____

Source of Material(s) (Who generated or used them?): _____

Date(s) of Material(s): _____

How were these records/materials used? _____

What is the significance of the material? _____

Types of materials (e.g. correspondence, reports, blueprints, photographs, chalice, vestments, etc.):

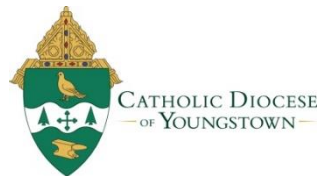
If records, how are they arranged? (e.g. alphabetical, chronological, case files, etc.)

Number of containers: _____

I hereby transfer custody of the above listed materials to the Archives of the Diocese of Youngstown. I acknowledge that these materials are not required for current operational needs. I understand that the Archivist is authorized to dispose of all or portions of these materials in accordance with the Acquisition Policy of the Archives.

Signature

Date



Deed of Gift

Donor: _____ Phone: _____

Address: _____

Date Received: _____ Date Processed: _____

Item Description(s): Attach extra sheets as needed

I, the undersigned, hereby offer the Diocese of Youngstown Archives as an unrestricted gift the objects described above, to which I have clear title. I assign both physical and literary rights of the item(s), unless covered by prior copyright restrictions, to the Diocese of Youngstown Archives. This donation is made with no limiting conditions or restrictions and such objects may be exhibited, stored, loaned, maintained, reproduced, or disposed of in such a manner as is in the sole discretion of the Diocese of Youngstown Archives.

I/We wish that the gift be identified to the public and in the records of the Archives as:

Gift of _____

Donor's Signature: _____ **Date:** _____

I hereby accept with gratitude the material described above on behalf of the Diocese of Youngstown Archives and certify that material retained will be administered according to the Archives Policies of the Diocese of Youngstown. Receipt of the above is acknowledged by:

Diocesan Staff: _____ **Date:** _____

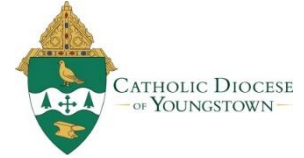
Title: _____

Attachments: _____

PLEASE SIGN AND RETURN.

Terms and Conditions of Donations

1. Donors to the Archives are asked to sign a Deed of Gift form, which will indicate that the donor has full ownership of the item(s) and has complete authority to make the donation, or grant permission to the Archives to duplicate the items, and gives legal rights to the item(s) to the Archives.
2. In the event that the donor does not return the signed Deed of Gift or Release Form, Archives staff will make all reasonable efforts to secure the donor's signature. If after 90 days, the donor has not signed and returned the Deed of Gift and has not notified the Diocese of Youngstown Archives in writing that he/she does not wish to transfer title to the Archives, in accordance with applicable law, the item(s) shall be deemed an unrestricted gift to the Archives. Final disposition of the item(s) shall be determined by the Archives.
3. The donor received no goods or services in exchange for this gift.



Incoming Loan Agreement

Date: _____

Lender: _____ Phone: _____

Address: _____

Email: _____

In accordance with the conditions printed on the reverse, the objects listed below are borrowed for the following

purpose(s): _____

for the period _____ to _____

Objects/Records:

Description: (please include size, materials, and condition, and attach recent photo if possible)

Insurance: Insurance Value: (If additional space is necessary, attach extra sheets) _____

Insurance carried by: _____

Credit Line (for exhibit label & catalog): _____

Special Conditions: _____

I have read and agree to the conditions listed on the reverse of the Loan Agreement and certify that I have full authority to enter into this agreement.

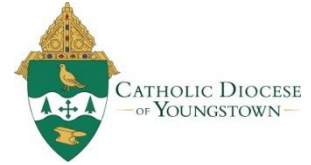
Signed: _____ Date: _____

Approved for Diocese of Youngstown Archives:

Signed: _____ Date: _____

Title: _____

PLEASE SIGN AND RETURN BOTH COPIES.



Outgoing Loan Agreement

The object(s) described below is(are) lent by the Diocese of Youngstown Archives to the borrower identified below. Loans are subject to conditions printed on the reverse side.

Borrower: _____ **Contact Person:** _____
Name of Borrowing Institution

Address: _____
_____ Phone: _____

Email: _____

Duration of Loan: For the period of _____ through _____
Date

Purpose of Loan: _____

Approved By:
Diocesan Staff: _____ Date: _____

Title: _____

DESCRIPTION OF OBJECTS: (use additional pages as needed to list objects.)

Total Number of Objects: _____ **Additional Documents Attached:** YES _____ NO _____

Accession or Catalog Number	Description	Condition	Insurance Value
_____	_____	_____	_____
_____	_____	_____	_____

Conditions of Loan: (Attach additional pages as needed) _____

Shipping Conditions: _____

Exhibit/Storage Conditions: _____ **Lighting:** _____ **Temperature:** _____ **Humidity:** _____

Special Security: _____ **Insurance** (Total Amount Required) \$ _____

I hereby acknowledge that I have full power to execute this agreement, that I have read and understands the conditions of the loan as outlined on the front and back of this form and attached documents, as appropriate.

Signature: _____ **Date:** _____

Title: _____

PLEASE SIGN AND RETURN FORM.

Conditions for Outgoing Loans

1. The Borrower agrees to abide by the guidelines for loans as set out below. These conditions may be modified only in writing and with the approval of the Chancellor of the Diocese of Youngstown. Application for change must be made through Diocese of Youngstown Archives.
2. The Archives reserves the right to recall the loan at any time if these conditions are not met, and disclaims any liability resulting from such action.
3. The Borrower may not alter or modify object(s) on loan in any way, or allow alterations or modifications to object(s) on loan, except as approved in writing by the Chancellor of the Diocese of Youngstown.
4. The Borrower will exercise due care in the custody, handling, transport, unpacking and repacking of the loan.
5. The Borrower, upon unpacking, will acknowledge immediately the receipt of the loan by signing and returning one copy of this agreement to the Archives. One copy should be retained by the Borrower.
6. The Borrower must return the loan packed in the same manner as received, with the same cases, pads, and packing materials. In cases of damage to packing materials, the Borrower must contact the Archives for instructions before packing.
7. The Borrower agrees to provide insurance, or provide an indemnity, acceptable to the Archives. Insurance will be "wall-to-wall," that is, from point of departure until the insured item is received back into the Archives. The Archives must have received a Certificate of Insurance from the Borrower before it will place the loan in transit.
8. Any change in the condition of the loaned object(s), variation from the stated guidelines in this agreement, loss, theft, or damage to the loan, in transit, during storage or exhibit must be reported immediately to the Archives.
9. The Borrower must undertake to maintain constant and adequate protection of the loaned object(s) to minimize the risk of theft or damage, and from hazards including but not limited to fire and flood, exposure to harmful light levels, extremes of temperature and relative humidity, insect attack, and pollution.
10. In the event of damage to the loaned object(s) while in the custody of the Borrower, the Borrower will be responsible for all conservation and any other costs necessary to return the loan object(s) to the same or better condition.
11. The loaned object(s) must not be individually photographed, videoed, or reproduced, without the prior written consent of the Chancellor of the Diocese of Youngstown with an exception of general views of an exhibition taken for publicity purposes.
12. In the case of the Archives agreeing to photographic reproduction of the loan object(s), the Borrower will ensure that the ownership of the loaned object(s) is indicated as: *Courtesy of the Diocese of Youngstown Archives, Youngstown, Ohio.*
13. The credit line for all loan objects used on exhibit shall be *Courtesy of the Diocese of Youngstown Archives, Youngstown, Ohio.*
14. The Borrower will not loan any borrowed Diocese of Youngstown materials.

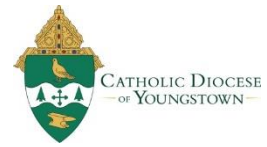
I have read and agree to the above conditions. _____ Initials

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Items on Loan Returned in satisfactory condition to the Diocese of Youngstown Archives

by _____ Accepted by _____
Borrower Diocesan Staff Member

on _____ (date).



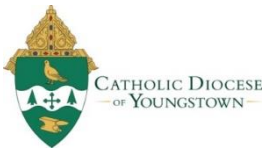
Parish Alteration and Church Closing Checklist for the Preservation of Patrimony and Archives

The closing of a church building can occur for a variety of reasons. The process is initiated after considerable thought, consultation, and prayer, yet nonetheless the closing can become a stressful time for parishioners and parish staff. It is expected that the announcement of the closing will have been anticipated by parishioners, given the steps involved in the process.

This checklist is intended to assure that the records, materials, and essence of the church building are preserved in the best way possible during the time of transition from active building to closed building, and that the history of the church and parish is documented and honored.

Once the Pastor has begun the process with the Bishop of altering, merging, or suppressing a parish, the Pastor should alert the Diocesan Archivist and the Diocesan Curator of Patrimony that a decision on a decree is awaited. When the decree is decided, the pastor should make arrangements for the Archivist and Curator of Patrimony to visit the site, review the contents, and consult on the determination of the future location(s) of materials and records.

The following checklist should be followed in the process to assure a transition that best reflects the goodness of the people and property of the parish.

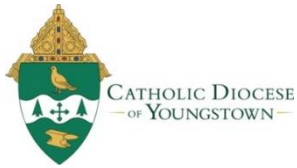


Catholic Diocese of Youngstown Archives
Church Closings Checklist - Building and Contents

Church Name & Address: _____

Category	Type	Item	Position responsible	√	Notes	
Buildings	Security	Insurance provider notified	Pastor/staff			
		Water valves turned off in strategic areas	Pastor/staff			
		Arrange for regular building walkthroughs and inspections	Pastor/staff			
		Utilities accounts transferred to the Diocese where applicable	Pastor/staff			
		Alarm monitoring transferred where applicable	Pastor/staff			
Non-sacred building contents	Equipment	Leased and rented office equipment to be returned to the appropriate provider or party assuming the lease	Pastor/staff			
		Office furniture and filing cabinets re-distributed	Pastor/staff			
		Safe relocated	Pastor/staff			
	Supplies	Unused paper and office supplies	Pastor/staff			
		Liturgical environment supplies (banners, artificial flowers, Christmas trees, etc.)	Pastor/staff			
		Parish Records	Liturgical, financial, property, personnel, and historical records and photographs sorted, boxed, and labelled according to diocesan records retention schedule (see attached records checklist)	Pastor/staff		
			Sacramental registers and marriage records boxed and labelled separately (see attached records checklist)	Pastor/staff		
	Catechetical Materials	Textbooks & catechist books	Pastor/staff			
		Craft and personal supplies	Pastor/staff			
		Classroom environment	Pastor/staff			
Bibles/prayer books		Pastor/staff				
Non-religious art	Framed or mounted prints	Pastor/staff				
	Signs, except emergency evacuation and exit signs	Pastor/staff				
	Memorial plaques		Curator of Patrimony & Archivist			

Category	Type	Item	Position responsible	√	Notes
Liturgical/ Devotional Materials	Books	Hymnals	Pastor/staff		
		Lectionaries	Curator of Patrimony		
		Missals	Curator of Patrimony		
	Vestments & Linens	Albs/cinctures	Pastor/staff		
		Chasubles/dalmatics/stoles	Curator of Patrimony		
		Altar Linens	Curator of Patrimony		
	Vessels	Chalices/pattens	Curator of Patrimony		
		Monstrances	Curator of Patrimony		
		Sacred oils vessels	Curator of Patrimony		
	Furnishings	Altar/presider's chair/ambo	Curator of Patrimony		
		Baptismal font	Curator of Patrimony		
		Credence table	Curator of Patrimony		
		Stained glass windows (depending on purchase agreement)	Curator of Patrimony		
		Crosses, crucifixes	Curator of Patrimony		
		Statues, Stations of the Cross	Curator of Patrimony		
		Organ/piano	Pastor/staff		



**Catholic Diocese of Youngstown
Church Closing Checklist – Records
(see also Record Retention Guidelines)**

Church Name & Address: _____

PERMANENT RECORDS:

Record Type	Box type	Mark Box	Staff member responsible	√
ADMINISTRATIVE				
Abstracts, deeds (property)	Archival	Church name/Administrative		
Annual reports to Chancery (Status Animarum)	Archival	Church name/Administrative		
Annual reports to entity members	Archival	Church name/Administrative		
Articles of Incorporation and bylaws of entity	Archival	Church name/Administrative		
Bequests and estate papers	Archival	Church name/Administrative		
Bishop’s Decrees	Archival	Church name/Administrative		
Census records	Archival	Church name/Administrative		
Communication from the Bishop regarding the diocesan entity	Archival	Church name/Administrative		
Correspondence, legal	Archival	Church name/Administrative		
Correspondence, official regarding entity directives and/or procedures	Archival	Church name/Administrative		
Donor lists	Archival	Church name/Administrative		
Finance Committee or Council minutes	Archival	Church name/Administrative		
Insurance Policies	Archival	Church name/Administrative		
Inventories of property and equipment	Archival	Church name/Administrative		
Parish council constitution, most recent	Archival	Church name/Administrative		
Parish Council minutes	Archival	Church name/Administrative		
Parish organization records (minutes, correspondence, etc)	Archival	Church name/Administrative		
Policy statements	Archival	Church name/Administrative		
Religious education/faith formation reports to the diocese	Archival	Church name/Administrative		
Rosters of parishioners	Archival	Church name/Administrative		
Wills, testaments, codicils	Archival	Church name/Administrative		

Record Type	Box type	Mark Box	Staff member responsible	√
CATHOLIC SCHOOLS				
Articles of Incorporation	Archival	School name		
NCEA reports	Archival	School name		
AHERA school management plans	Archival	School name		
AHERA periodic surveillance reports	Archival	School name		
AHERA abatement documents and manifests	Archival	School name		
Employee service record (including wage and salary)	Archival	School name		
Official teacher service record	Archival	School name		
School board minutes	Archival	School name		

Record Type	Box type	Mark Box	Staff member responsible	√
CEMETERY				
Cemetery account cards (record of lot ownership & payments)	Archival	Church name/Cemetery		
Cemetery annual reports	Archival	Church name/Cemetery		
Cemetery board minutes	Archival	Church name/Cemetery		
Cemetery burial cards (alphabetical by name of the interred, date of burial, etc)	Archival	Church name/Cemetery		
Cemetery burial record (record of interred name, date of burial, etc)				
Cemetery contracts documenting lot ownership	Archival	Church name/Cemetery		
Cemetery correspondence of legal, historical, fiscal significance	Archival	Church name/Cemetery		
Cemetery general ledger	Archival	Church name/Cemetery		
Cemetery lot maps	Archival	Church name/Cemetery		

Record Type	Box type	Mark Box	Staff member responsible	√
HISTORY				
Bulletins	Archival	Church name/Publications		
History files	Archival	Church name/History		
Deceased clergy files	Archival	Church name/Clergy		
Clergy card files	Archival	Church name/Clergy		
Clergy information files	Archival	Church name/Clergy		
History/Anniversary book(let)s	Archival	Church name/History		
News/Media clippings	Archival	Church name/History		
Newsletters published by parish/entity	Archival	Church name/Publications		
Parish boundaries, decrees and maps	Archival	Church name/Boundaries		
Photographs (priests, parish, institution, general)	Archival	Church name/History		

Record Type	Box type	Mark Box	Staff member responsible	v
FINANCE				
Audit reports	Archival	Church name/Finance		
Annual balance sheets	Archival	Church name/Finance		
Annual Financial reports	Archival	Church name/Finance		
Employee Pension records	Archival	Church name/Personnel		
Endowment decrees	Archival	Church name/Finance		
Finance committee minutes	Archival	Church name/Finance		
Financial statements	Archival	Church name/Finance		
General ledger, annual	Archival	Church name/Finance		
Journals, general and specific funds	Archival	Church name/Finance		
Permanently restricted gift documents	Archival	Church name/Finance		
Insurance policies, active	Archival	Church name/Finance		
Insurance policies, canceled	Archival	Church name/Finance		
Personnel: Benefits records Disability, pension vesting, retirement, service records	Archival	Church name/Personnel		
Personnel: health & safety Environmental test records/reports Hazardous exposure records, toxic substance exposure records; employee medical records, workers' compensation records	Archival	Church name/Personnel		
Taxes: IRS exemption determination for organizations other than those listed in <u>The Official Catholic Directory</u> (Kenedy's)	Archival	Church name/Finance		
Taxes: Sales tax exemption certificates	Archival	Church name/Finance		

Record Type	Box type	Mark Box	Staff member responsible	v
PROPERTY				
Architectural records: Blueprints, drawings, designs, specifications	Archival	Church name/Property		
Deeds files	Archival	Church name/Property		
Environmental test records/reports	Archival	Church name/Property		
Hazardous exposure records	Archival	Church name/Property		
Inventories of property & equipment	Archival	Church name/Property		
Invoices and paid bills, major building construction	Archival	Church name/Property		
Mortgage documents	Archival	Church name/Property		
Property appraisals	Archival	Church name/Property		
Real estate surveys/plots/plans	Archival	Church name/Property		
Title search papers, certificates	Archival	Church name/Property		
Toxic substance exposure reports	Archival	Church name/Property		

Record Type	Box type	Mark Box	Staff member responsible	v
SACRAMENTS				
Sacramental register: baptism	Archival	Church name/Sacraments		
Sacramental register: confirmation	Archival	Church name/Sacraments		
Sacramental register: communion	Archival	Church name/Sacraments		
Sacramental register: marriage	Archival	Church name/Sacraments		
Sacramental register: death	Archival	Church name/Sacraments		
Sacramental records: marriage case files	Archival	Church name/Sacraments		

For Non-PERMANENT RECORDS, see Records Retention Guidelines that follow.

RECORD RETENTION GUIDELINES

Introduction

The records retention guidelines for diocesan entity records were prepared to assist pastors/administrators/parish leaders in the establishment of controls over routine records and to preserve records of permanent value. The list of records included is lengthy but not definitive. Each diocesan entity may have a series of records not mentioned here. Retention periods were devised based on canon law, state and federal statutes, and practical diocesan entity realities. The schedule to be followed should be determined based on the context of the record. For example, an email about financial matters would follow the schedule for financial records.

Definition of Records

Records include all recorded information, documents, letters, maps, books, photographs, films, sound recording, emails sent and received, recorded voicemails, and electronic data banks. Some records can be converted to an electronic medium. When the conversion is complete, the electronic record should be treated on the same schedule for destruction as the paper record. In no case should paper sacramental records ever be destroyed. While databases can be beneficial for tracking sacramental records, the written registers themselves are the **only official record** and **must** be maintained.

Record Retention Period

Record retention period represents the period of time that records must be kept according to legal and/or organizational requirements. Retention periods are absolute, except when legally halted by official notice. They are not minimum guidelines. There are no exceptions.

Grouping of Records

This document covers retention schedules for different groups of diocesan entity records as follows:

- Administrative
- Archive
- Publications and Communications
- Catholic Schools
- Risk Management
- Employee Personnel
- Payroll and Tax Filing
- Financial Banking
- General Financial
- Investment/Insurance
- Accounting
- Property
- Cemetery

Administrative Records

Type of Record	Retention period
Abstracts, deeds (property)	Permanent
Annual reports to Chancery (<i>Status Animarum</i>)	Permanent
Annual reports to entity members	Permanent
Articles of incorporation and bylaws of entity	Permanent
Bequest and estate papers	Permanent
Bishop's Decrees	Permanent
Communication from the Bishop regarding the diocesan entity	Permanent
Constitution and Bylaws	Until Dissolved
Correspondence, legal	Permanent
Correspondence, official regarding entity directives and/or procedures	Permanent
Correspondence, routine	Review/discard biannually
Donor lists	Permanent
Finance Committee or Council minutes	Permanent
Insurance policies	Permanent
Inventories of property and equipment	Permanent
Leases	7 years after expiration
Office files, general	Review/discard biannually
Parish council constitutions	Until superseded
Parish council minutes	Permanent
Policy statements	Permanent
Subject files (<i>memos, rules, schedules, etc.</i>)	Annually
Will, testaments, codicils	Permanent

Archive Records

Type of Record	Retention period
Diocesan entity history files	Permanent
Deceased clergy files	Permanent
Photo files (priests, parishes, institution, general)	Permanent
Clergy card files	Permanent
Clergy information files	Permanent
Baptism Register and record index files	Permanent
Death Register	Permanent
First Communion Register	Permanent
Marriage Register and case files	Permanent

Parish boundaries, Decrees and Maps	Permanent
Historical Material (clippings, photos, booklets, etc.)	Permanent

Publications and Communication Records

Type of Record	Retention period
Diocesan entity histories	Permanent
Diocesan entity anniversary books	Permanent
News media clippings	Permanent
Newsletters	Permanent
Diocesan entity bulletins	Permanent

Catholic Schools Records

Type of Record	Retention period
Standardized test results	10 years
Curriculum standards	Until superseded
School calendar	Current Year
Crisis management	1 year
School board minutes	Permanent
School board by-laws	Until superseded
Federal program requirements	5 years
Articles of incorporation	Permanent
NCEA reports	Permanent
AHERA school management plans	Permanent
AHERA periodic surveillance reports	Permanent
AHERA abatement documents and manifests	Permanent
Education personnel certificates and licenses	4 years after termination
Employee service record (including wage & salary)	Permanent
Official teacher service record	Permanent
Employment applications (non-hires)	1 year from receipt
Official transcripts	4 years after termination
Employment contracts	4 years after ending date
Grievance records	2 years
Training and education attainment records	4 years after termination
CPE course rosters	4 years after termination

Risk Management Records

Type of Record	Retention period
Accident/injury reports	7 years
Employee medical complaints	7 years
Employee medical records	30 years from termination
Environmental test records/reports	Permanent
Hazardous exposure records	Permanent
Toxic substance exposure reports	Permanent
Workers' compensation records	12 years after injury (filing), death, or last compensation payment

Employee Personnel Records

Type of Record	Retention period
Employee applications/Resumes for hired employees	4 years after termination
Employee applications/Resumes for rejected applicants	1 year after rejection
Employee Policy Manual	4 years after superseded
Job Descriptions	4 years after superseded
Organization Chart	While current
Employee Contract/Offer Letters	4 years after termination
Salary Information	4 years after termination
Attendance Records (jury, PTO, LTD, FMLA, Bereavement)	4 years after termination
I-9 Form	4 years after termination
Performance Reviews	4 years after termination
Employee Permanent Earnings and Records	7 years after termination
Employee Attendance Records	7 years after termination
Employment Contract	7 years after termination
Employee Deduction Authorization	7 years after termination
Employee Pension Records	Permanent

Payroll and Tax Filing Records

Type of Record	Retention period
W-2 Forms	7 years after filing
Time Cards and Time Records	3 years after filing
Payroll Journals	7 years
Payroll Registers (schedule of earnings, deductions & leave)	7 years
Payroll Tax Returns and Filings	7 years after filing

Financial Banking Records

Type of Record	Retention period
Bank deposits	7 years
Bank statements	7 years
Cancelled checks	7 years
Check registers/stubs	7 years

General Financial Records

Type of Record	Retention period
Audit reports	Permanent
Balance sheets, annual	Permanent
Balance sheets, monthly/quarterly	1 year
Budgets, approved, revised	7 years
Financial reports, annual	Permanent
Financial reports, monthly	1 year
Financial statements	Permanent

Investment/Insurance Records

Type of Record	Retention period
Bonds, cancelled	7 years from date of cancellation
Certificates of deposit, cancelled	3 years after redemption
Insurance policies, active and cancelled	Permanent
Letters of credit	7 years
Security sales	7 years
Stock investment	7 years after sale

Accounting Records

Type of Record	Retention period
Accounts payable invoices	7 years
Accounts payable ledgers	7 years
Accounts receivable ledgers	7 years
Credit card statements/charge slips	7 years
Invoices and paid bills, major building construction	Permanent
Invoices and paid bills, general accounts	7 years
Cash books	7 years
Cash journals	7 years
Cash journal, receipts on offerings and pledges	7 years

Receipts	7 years
Mortgage payments	7 years
Chart of Accounts	7 years

Accounting Records (continued)

Type of Record	Retention period
General ledger, annual	Permanent
Journals, general and specific funds	Permanent
Journal entry sheets	7 years
Ledgers, subsidiary	7 years
Pledge registers	3 years
Permanently restricted gift documents	Permanent
Temporarily restricted gift documents	3 years after restriction

Property Records

Type of Record	Retention period
Architectural records, blueprints, building designs, specification	Permanent
Architectural drawings	Permanent
Deeds files	Permanent
Mortgage documents	Permanent
Property appraisals	Permanent
Real estate surveys/plots, plans	Permanent
Title search papers and certificates	Permanent

Cemetery Records

Type of Record	Retention period
Account cards (<i>record of lot ownership and payments</i>)	Permanent
Annual report	Permanent
Burial cards (<i>record of interred name, date of burial, etc., alphabetically</i>)	Permanent
Burial record (<i>record of interred name, date of burial, etc.</i>)	Permanent
Contracts documenting lot ownership	Permanent
Lot maps	Permanent