

§2600 ARCHDIOCESAN RECORDS

§2601 OWNERSHIP OF RECORDS

2601.1. Policy All records¹ created, received, used, maintained or preserved by an agency² or employee of the Archdiocese of Chicago during the course of employment or in the transaction of Archdiocesan business are solely the property of the Archdiocese. No records shall be removed, destroyed, transferred, stored, transferred into another media type or otherwise disposed of except in compliance with Archdiocesan policies governing properly established Retention Schedules and the procedures developed by the Archives and Records Center.

§ 2602 RECORDS RETENTION SCHEDULES

2602.1. Policy Records retention scheduling for the disposition of all Archdiocesan Records shall be approved by the Records Conservation Board³ and administered by the Archives and Records Center.

Procedures

A records retention schedule is created by the Archives and Records Center Staff for each agency of the Archdiocese and includes a record's series title, description, retention period and legal citation. This schedule mandates the minimum retention period of records of the agency and is approved by the agency head, the Department Director and the Records

¹"Records" as used herein shall include, but shall not be limited to, all recorded information, documents, letters, maps, books, photographs, films, sound recordings, tapes (magnetic and otherwise), electronic data processing records, and any other documentary material regardless of media type or characteristics that have been created, received, used, maintained, or preserved by an agency of the Archdiocese of Chicago or its employees in the course or transaction of its business or pursuant to its legal obligations.

Examples of materials that are not records within the meaning of these policies and procedures include library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of documents that have been preserved for convenience of reference; stocks of publications or blank forms; and similar material not normally included within the definition of record.

²An "agency" as used herein shall include any department, institution, office, parish or any subdivision thereof owned and/or operated by the Roman Catholic Bishop of Chicago, a corporation sole.

³The Records Conservation Board is the governing authority for approval of records retention schedules for the Archdiocese of Chicago. The Board consists of the Archdiocesan Finance Officer, In-House Legal Counsel, the Vice Chancellor for Archives and Records and their designates.

Conservation Board. As the disposition of all records is to be in compliance with these schedules, all employees should consult the retention schedule for his or her respective agency. Any questions in this regard should be directed to the Archdiocesan Archives and Records Center.

§ 2603 LITIGATION HOLD NOTICES⁴

2603.1. Policy When any Archdiocesan entity receives written notification of anticipated litigation, said entity should preserve all records relevant to the anticipated litigation and shall suspend the routine destruction of relevant records until further notice.

PROCEDURES

1. If an Archdiocesan entity receives notification of, or identifies or anticipates potential litigation, the Office of Legal Services shall prepare a Litigation Hold Notice for all records relevant to the identified or anticipated litigation.
2. The Office of Legal Services shall determine the initial scope of the anticipated litigation and shall issue a Litigation Hold Notice to the Vice-Chancellor for Archives and Records. The Vice-Chancellor shall acknowledge receipt of the Litigation Hold Notice in writing to the Office of Legal Services.
3. The Vice-Chancellor of Archives and Records shall identify possible records custodians and the location of relevant records, and, in cooperation with the Department of Information Technology, shall suspend the routine destruction of records and shall take appropriate measures to ensure the preservation of such records for the duration of the Litigation Hold. The Vice-Chancellor shall communicate the nature of the preservation efforts to the Office of Legal Services.
4. The Office of Legal services may revise and re-issue a Litigation Hold Notice as needed during the course of investigation or litigation. The scope of a Litigation Hold may be refined in response to discovery requests or orders, or changes to the scope of the real or anticipated litigation. Any revised Litigation Hold Notices will modify the scope of the initial Litigation Hold.
5. The Office of Legal Services shall notify the Vice Chancellor for Archives and Records in writing when a Litigation Hold may be lifted. When a Litigation Hold

⁴ A litigation hold is a suspension of document retention/destruction policies for those documents that may be relevant to a legal issue and/or lawsuit that has been actually filed or one that is reasonably anticipated. It ensures that relevant data is not destroyed and that key employees are notified of document preservation requirements.

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is lifted, the destruction of records shall proceed in accordance with applicable archdiocesan record retention schedules.