



Catholic Diocese of Columbus

Policy Guideline

Diocesan Parish School All

204.0 – Financial Records Storage & Retention

All financial records documenting transactions should be available to the parish, school, agency or institution as needed.

Records should not be kept off-site at the residence of employees or other locations where access to the records is limited.

Financial records are the property of the parish, school, agency or institution and should be kept on the premises at all times.

Records must be protected from destruction or misuse in compliance with policy **1600.0 – Records Retention/Safekeeping**.

Records must be retained for the period of time outlined in **Policy 1600.0**.