

## **6.0 Organizational Records and Information**

*Church personnel should take great care in creating, storing, accessing, transferring and disposing of records and information.*

### **Sacramental Records**

- 6.1** Information found in sacramental records is to be used for purposes that promote or conform to the mission of the Catholic Church.
- 6.2** Those requesting access to, or information found in, the sacramental records ordinarily must establish that the record sought concerns their personal status. Moreover, the document in question must be of its nature a public document.<sup>3</sup> Finally, the person requesting the information must verify that the information will be used for purposes that promote or conform to the mission of the Catholic Church and will not be utilized for civil or criminal litigation of any kind.
- 6.3** Sacramental records older than 100 years will be considered historical documents. As such, they may be open to the public.
  - 6.3.1** Information regarding adoption and legitimacy remains confidential, regardless of the age of the document in question.
  - 6.3.2** Any information contained in historical documents that appears to require continued protection of confidentiality despite the age of the document will not be divulged for public use.
- 6.4** The pastor or pastoral life director should take great care in safeguarding the confidential information found in the records.

### **Financial Records**

- 6.5** Great care should be taken to protect the organization's and an individual's financial records. Access to these records should be controlled by the pastor, pastoral life director, principal or administrator and be granted on a "need to know" basis.
- 6.6** Church personnel shall follow applicable financial and administrative policies of the Archdiocese of Baltimore with regard to records.
- 6.7** Good stewardship requires that there be appropriate financial reporting provided to the community being served.

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<sup>3</sup> Canon 487

- 6.8** Contributions, fees, and payments for services should be recorded in a timely manner with monies deposited in the appropriate account.

#### **Other Records**

- 6.9** Other confidential records (e.g. educational records, personnel files, medical information, health insurance information) shall be maintained, used and disclosed in accordance with applicable federal, state, and local laws and Archdiocesan policies.

#### **Violations**

- 6.10** Church personnel should report to a supervisor or the appropriate Archdiocesan authority any violation of this section of the *Code*.