

Annulment Files in the Parish

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Most Often Asked Questions

Where should active case files be stored?

- In a secure location, preferably a locked file drawer or cabinet.

Who can have access?

- The Pastor and the Parish Advocate.

Once a case is decided, what must be kept?

- Keep only the final decrees. All other paperwork and notes are to be shredded. You should have nothing related to the case in your home. Completely delete from your computer any e-mails regarding the case.

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Most Often Asked Questions

How long does a parish have to keep files?

- In perpetuity (or, 100 years; must be assured the party in question has died).

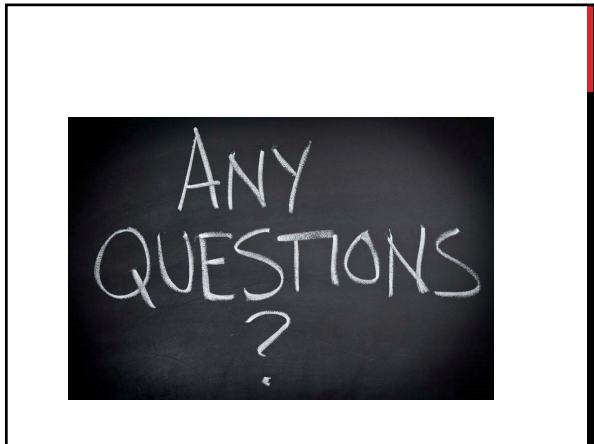
Can annulment files be used outside of the Church process?

- No.

Can a lawyer request copies of my communication with a Petitioner?

- A lawyer may make a request, but nothing may be given to the lawyer.

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