

REACHING OUT WEDNESDAYS

Topic: Seminarian Paperwork

Diocese of Brooklyn: We don't shed any of the documents. We are supposed to send the original documents to the Chancery once a priest is ordained.

Archdiocese of Cincinnati: We keep the whole of the seminarians file throughout his time in seminary. We also have a 'former seminarian' file cabinet, where we keep files of men no longer in seminary. We turn over the initial psychological report and every year end evaluation to the chancery office in a sealed file to be placed in his priest personal file upon ordination. Every thing else is shredded.

Archdiocese of Newark: Once they are accepted by the Archbishop, their psychological evaluations goes to the seminary that they will be attending. Once they're out of our office, we have no idea how long the seminary retains them. You would have to contact Immaculate Conception Seminary or St. Andrew's College Seminary for that information. Also, Clergy Personnel retains the files of men who have been ordained to the priesthood. Again they would have that information.

Mundelein Seminary: We do not shred any documents from a seminarian's file, i.e., the psychological is kept in the file forever. A complete file is kept on newly ordained priests. Nothing is shredded.

Diocese of Fargo: The Psychological Evaluation stays in the file. Once they are ordained the entire file is passed on to the Vicar for Clergy.

Diocese of Saginaw: The files are maintained. Psychological reports are kept in a confidential manner. They are not shredded. After ordination, the files are maintained, with the exception of duplicates or anything that would be simply a task (such as an email in the file that we need to sign a seminarian up for health insurance).

Diocese of Orlando: Once ordained, we go through the file, keep sacramental certificates, autobiography, application, psychological, medical records. All other material is shredded. The file is then sealed and given to the Chancellor who then places it in the priests file.

Diocese of Paterson: We keep every single document forever, even after priesthood ordination, and we do not shred any document that is received, including more than one psychological.

Diocese of St. Augustine: We keep psychologicals in their files forever. After a seminarian is ordained, his file goes to the Bishop's Administrative Assistant. She creates a priest file for the newly-ordained, incorporating pertinent information from the seminarian file -- and then keeps the seminarian file in storage where it is easily accessible. The Bishop's office keeps the criminal background clearance, the compliance certificate for Protecting God's Children and Baptismal records in the new file. The seminarian file is kept on site. When priest is deceased the both the files are sent to our Archives for permanent storage.

Archdiocese of Philadelphia: We keep everything. However, the Archdiocese of Philadelphia has recently asked for assistance from the Archdiocese of Chicago for advice on record retention policies for clergy records and we hope to develop something soon for the Vocation Office.

Diocese of Phoenix: We have recently determined that seminarian files are to be kept indefinitely for legal purposes (application, evaluations/transcripts and psychological evaluation). As for the files of newly ordained priests, they are sent to the Vicar for Priests Office.

Archdiocese of Kansas City-Kansas: We keep the psychological evaluation in the seminarian's file the entire time. Once a seminarian is ordained their file goes to the Vicar General's office where all priest files are kept. That office decides what they want to keep and shred.

Diocese of Des Moines: Currently, we keep the entirety of a seminarians file throughout their formation period and even if they withdraw, keep all relevant documentation in archives. Once a former seminarian's file is 5 or more years old or is no longer a candidate for priesthood (marriage, deceased) all but the original application, psychological evaluations, ministry institution documentation (ministry of acolyte, reader, etc.) are shredded. We archive only the essentials of a newly ordained priests file, such as transcripts, major formation evaluations, ministry institution documentation, psychological evaluations. Anything else in the file is shredded, which includes most formation evaluations, semester report cards, correspondence between seminarian and the diocese, correspondence between diocese and seminary personnel, etc. The only other thing that is kept (in cases where applicable) would be active loan agreements between the diocese and the seminarian.

Diocese of Rapid City: From their policy manual:

1. All materials collected during the application process will be maintained in a file by the Office of Vocations.
2. During the period of formation, all grades, evaluations, correspondence, and other materials will be added to the seminarian's file.
3. Upon ordination to the priesthood, the complete file will be transferred to the chancellor.
4. Upon ordination to the priesthood, any psychological evaluations used in the application and formation process will be removed and destroyed.
5. Should a seminarian withdraw or be removed from formation, his file will be transferred to the diocesan archives. Any psychological evaluations used in the application and formation process will be removed and destroyed.
6. Whenever a psychological evaluation is removed from a seminarian's file, according to the norms above, a notation will be placed in the file indicating: Date of the Psychological Evaluation, Name of Reviewing Psychologist, and Date of Removal from the file.

Diocese of Allentown: Although we do not shred the documents of the psychological reports (keep them in secured files as historical info), but only would see them as being valid for three years in terms of the application process. We definitely do not forward these documents with out the Seminarians written permission and never after 3-5 years.