

THE EPISCOPAL DIOCESE OF ARIZONA

Policies and Procedures

RECORD KEEPING

We recommend that you keep as many records forever. Some parishes have been involved in litigation recently where being able to produce documentation from as long ago as 40 years would have made a huge difference. The documents you must include but are not limited to parish registers (baptisms, confirmation, marriage, and funerals. They have the status of legal documents and are vital for historical purposes. You should also keep personnel files, insurance information, and land and property documents in perpetuity. If you have storage issues, please contact the Diocesan Office.