

Parish Safes

Policy No. 223

Policy Statement: Each parish in the Archdiocese is to have secure fire proof storage for records.

Intent of Policy: To ensure the proper protection of records.

Procedure: As a precautionary measure against unforeseen eventualities, all pastors and persons responsible for church property must submit to the Office of the Financial Administrator, in a sealed envelope bearing the name of the parish, the combination for all vaults and safes in their care.