

Permanent File

Policy No. 615

Policy Statement: A Permanent File is to be created for each person who is baptized or makes a Profession of Faith.

Intent of Policy: To create and maintain essential documents of each person baptized or received into the Catholic Church.

Procedure: The Permanent File will include but is not limited to:

- Baptism of a Child Application Form – Appendix 603A
or
- Rite of Christian Initiation of Adults (RCIA) Form –
Appendix 612A
or
- (RCIA) Rite of Christian Initiation of Adults, adapted for
Children Form - Appendix 612B
- Birth Certificate (with parentage)
- Any other relevant document(s)
- Documentation forwarded some time after the Baptism or
Profession of Faith for notation in the Baptism Register.

a) The Permanent File is to be permanently kept ‘locked & fireproofed’ in the parish office or archives.

b) Permanent files may be shredded or burned after 100 years.

Also refer to Appendix:

Appendix 603A Baptism of a Child Form

Appendix 612A Rite of Christian Initiation of Adults (RCIA) Form

Appendix 612B RCIA adapted for Children Form