

## Policy on File Maintenance for Seminarians

All seminarians studying for the Diocese of Spokane have a file held and maintained by the Director of Seminarians. This file contains application materials, seminary evaluations, grade reports, and all other documentation regarding his spiritual, human, pastoral and academic formation.

The primary purpose of the data contained in a seminarian's file is to document his progress while in the priestly formation program and to chart his readiness for ordination to the priesthood. A candidate's final seminary evaluation serves as a summary of his formation and also contains specific recommendations for his ongoing formation.

Once a man is ordained, the Director of Seminarians prepares a one page summary sheet of the data contained in his seminary file and forwards the information, along with the final seminary evaluation, to the Chancellor of the diocese for placement in his priest personnel file. The summary lists the following events and their corresponding dates of completion:

1. Date of Birth
2. Sacraments of Initiation
3. Psychological Evaluation(s)
4. WSP Background Check
5. Code of Conduct Training
6. Installation to Candidacy, Lector and Acolyte
7. Ordination to the Diaconate
8. Degrees Earned

Once the summary sheet and final evaluation are submitted to the Chancellor for the new priest's personnel file, the data in the seminary file are no longer necessary and are disposed of by the Director of Seminarians in a confidential manner.

Reviewed by the Priestly Formation Council

Confirmed by Bishop Skylstad

March 19, 2010