

**Diocesan Records Series:**  
**Legal**

<b>Record Series</b>	<b>Series No.</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<b>Articles of Incorporation &amp; Bylaws</b>	2014.095	Documentation on the formation of a corporation and its rules of operation.	Permanent.	Transfer to Archives.
<b>Attorney Billings</b>	2014.096	Billings by outside counsel and attorneys. Records include: billing summaries, detail invoices, case progress, other correspondence.	3 years. (805 ILCS 410/1-6)	Destroy.
<b>Contracts</b>	2014.098	Record between two or more parties in which each party agrees to perform services or provide goods in exchange for compensation.	10 years after completion of terms, expiration or cancellation. (735 ILCS 5/13-206)	Transfer to Archives.
<b>Estate Settlements</b>	2014.099	Legal records of bequests, legal file folders, tri-folded letters, correspondence relating to estate settlements, etc.	Permanent.	Transfer to Archives.
<b>Legal Case Files</b>	2014.097	These files may contain request for investigation, correspondence, subpoenas, court documents (i.e. arbitration briefs, notice of lien, transcripts, motions, decisions), financial statements of case, copy of requests for funds and disbursements, client documents, case summary sheet, etc.	Permanent, pending Archivist review.	Transfer to Archives.
<b>Special Consultation Files</b>	2014.100	Identical in possible content to Case Files, but concern more sensitive cases and for security reasons are maintained in the Director's office.	Permanent, pending Archivist review.	Transfer to Archives.