



Moderator of the Curia

The Roman Catholic Archdiocese of Washington

Dear Brother Priests,

Happy Easter!

I write today to provide you with updates and will continue to share with you information as needed.

Records Retention Policy Training Sessions for Parishes and Schools

The Office of Archives is holding short online training sessions for all new Parish and School staff.

If you have attended in the past, you do not need to attend again unless you want a refresher.

Each training session will last a little over an hour and provide a forum for staff to ask questions. The parish staff that should attend include: pastors and parochial vicars, bookkeepers, parish secretaries, directors of religious education, and child protection coordinators and any parish staff member responsible for keeping records. School staff include Principals, secretaries, child protection coordinators, and school administrators. Teaching staff do not need to attend unless they have other administrative duties outside the classroom that involve handling records. New employees should be encouraged to attend.

Training will be held online on the following dates:

April 25, 2023 – 10:00 a.m. - School Records Retention Training

Please register for School Records Retention Training on Tuesday, April 25, 2023 10:00 AM - 12:00 PM EDT [here](#).

April 26, 2023 – 1:00 p.m. - Parish Records Retention Training

Please register for Parish Records Retention Training on Wednesday, April 26, 2023 1:00 PM - 3:00 PM EDT [here](#).

The links above are for registration only. Please register for the training session that you wish to attend. Once a registration is received, the staff member will receive emails confirming registration and a link to attend the training. If you do not receive a confirmation email, please contact the Director of Archives.

If you or any member of your staff have any questions, please email Stephanie A.T. Jacobe, Ph.D., Director of Archives at JacobesS@adw.org.

Remind the Faithful of Information on the Website

The archdiocesan website, adw.org and adw.org/es, is updated regularly with current information for you to share with your community. Please see adw.org/coronavirus for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at cathstan.org and elpreg.org for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office and the Pastoral Center, please let us know.

With gratitude for your priestly ministry, I am

Sincerely yours in Christ,

Most Reverend Juan Esposito

Vicar General and Moderator of the Curia



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