

#### **2.1.5.4 MAINTENANCE OF RECORDS RELATED TO SAFE ENVIRONMENT**

1. The diocesan legal counsel is to be contacted immediately whenever an agent of the diocese or a diocesan entity is approached to release any information, document or electronic medium that might be associated with litigation, or a canonical or criminal investigation, connected with allegations of misconduct, abuse or neglect.
2. No document or electronic medium is to be deleted, destroyed or removed from premises if it is connected to an allegation or investigation of misconduct, abuse or neglect, until explicit permission is received from diocesan legal counsel or the lawyer assigned by the diocese to provide representation.
3. Records pertaining to sexual abuse, whether of a minor or of an adult, by Church personnel are to be preserved permanently.

I hereby approve, with immediate effect, the policy entitled *Maintenance of Records Related to Safe Environment* as revised above, amending the previous norms which I approved on February 9, 2016.

Anything to the contrary notwithstanding.

Given at the Curia in Lansing on this the fourth day of November, the memorial of Saint Charles Borromeo, bishop, in the year of our Lord 2020.

Most Reverend Earl Boyea  
Bishop of Lansing

Mr. Michael Andrews  
Chancellor