



London Diocesan Council  
Of  
The Catholic Women's League of Canada

One Heart, One Voice, One Mission

To: All Diocesan Council, All Parish Presidents, Corresponding Secretaries.

CC: London Diocesan Council

From: Cam Cadotte, London Diocesan Corresponding Secretary.

Date: September 19, 2015

Directive # 1

“The Best Portion of a Person's Life,  
is her little, nameless, unremembered acts of Kindness and Love.”

**William Wordsworth**

---

Summer is nearly done and routine starts again. I know that I am ready for routine even though I have no kids in my house. I hope that everyone had a restfull summer and ready to start again. But for corresponding secretaries I hope you did not take the summer off and continued to send greetings.

I was fortunate to attend Provincial convention and spoke with the provincial corresponding secretary. My question to her was 'how long do we need to keep parish council correspondence?' How and for how long do you keep yours?

All correspondence should be kept for 3 years, counting now as year 3. For diocesan council I keep all correspondence in a clear sleeve within a binder, usually 2 months in 1 sleeve and labeled for the months included. This make easy finding if the correspondence needs to be reviewed. I also write on the correspondence what action was taken at the time presented to council.

I hope this makes you job easier and more enjoyable.

Looking forward to seeing everyone at the Fall Regional Days in your area.

May Our Lady of Good Council bless you and your council.

*Cam*

Committee: Corresponding Secretary

Page 1 of 1

Directive: # 1

Date: September 19, 2015