

## EXHIBIT 7



RECEIVED

APR 22 1994

OFFICE OF THE SECRETARY FOR CLERGY

FROM THE DESK OF: Reverend William J. Lynn

TO: Reverend Monsignor James E. Molloy

DATE: April 22, 1994

ITEM: Excerpt of Minutes, March 29, 1994 Issues Meeting

RE: Sexual Misconduct by Clerics:  
Counseling Assistance and Destruction of Records

- For Cardinal Bevilacqua's signature
- For Cardinal Bevilacqua's information
- For Bishop-Elect Cullen's information
- For your information
- Please handle
- Reaction requested
- Please forward as appropriate
- Prioritized attention required!

As requested in the above-referenced Issues minutes (copy attached for convenient reference), attached is a draft policy proposal outlining limitations and conditions on offering of assistance with counseling expenses in cases where a cleric is accused of sexual misconduct with minors. This proposal has been developed in consultation with Mr. O'Dea.

Also attached is Father Palmieri's April 8, 1994 memorandum providing canonical opinion retention/destruction of records of clerics who are deceased, as requested in the final sentence of the same Issues excerpt.

AOPWR033793

**PROPOSAL FOR COUNSELING ASSISTANCE IN CASES REGARDING  
SEXUAL MISCONDUCT BY CLERICS INVOLVING MINORS**

**DRAFT**

**CASE DISPOSITION**

**ARCHDIOCESAN RESPONSE**

**A. FOUNDED**

Out of charitable concern:

1. assistance with past therapy which can be legitimately determined.

2. assistance in present therapy with reports submitted annually by therapist to the Secretary for Clergy.

**B. NOT FOUNDED**

1. no assistance offered

**C. INCONCLUSIVE:**

Unlikely or Improbable, allegations not of recent occurrence (more than 5 years)

1. no assistance offered

Unlikely or Improbable, allegations current

1. no assistance offered

Likely or Probable, allegations not of recent occurrence (more than 5 years)

out of charitable concern:

1. assistance with past therapy which can be legitimately determined.

2. assistance in present therapy with reports submitted annually by therapist to the Secretary for Clergy.

Likely or Probable, allegations current

1. out of charitable concern, assistance with needed therapy.

**D. PENDING:**

Unlikely or Improbable

1. no assistance offered; offer to investigate further.

Likely or Probable

1. out of charitable concern, until a determination can be made, offer assistance with therapy.

*we shall use a signed agreement.*  
*Bp. Kenney's Committee has a spec. directive who can be called.*

*what is the cap (amount) per person, per person?  
what are other dioceses paying?*

APR 25 1994

Office of: Vicar for Administration

# Issues

TO:  
FROM:  
DATE:  
RE:

Anthony Cardinal Bevilacqua  
Monsignor James E. Molloy *JEM*  
25 April 1994  
Counseling Assistance and Retention/Destruction of Records  
(File 3)

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The attached documents are forwarded for your review in anticipation of discussion to be held at the Issues meeting scheduled for tomorrow.

**Attachments:**

1. Excerpt from Issues Meeting Minutes of 29 March 1994.
2. Memorandum of 08 April 1994 from Reverend Alexander J. Palmieri to Reverend William J. Lynn re: retention and/or destruction of records.
3. Memorandum of 22 April 1994 from Reverend William J. Lynn to Monsignor Molloy re: Proposal for counseling assistance.

cc: Most Reverend Edward P. Cullen (w/a)

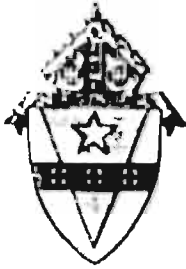
AOPWR033788

Anthony Cardinal Bevilacqua  
Most Reverend Edward P. Cullen  
April 28, 1994  
Issues discussed, April 26, 1994

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4. Memorandum of April 22, 1994 from Reverend William J. Lynn to Monsignor Molloy re: Sexual Misconduct by Clerics: Counseling Assistance and Destruction of Records

Cardinal Bevilacqua reviewed the materials submitted on this topic by Father Lynn. It was determined that discussion of the policy concerning destruction of records would be deferred until the next Issues Meeting. Given the pending request for assistance received from Mr. [REDACTED] J. [REDACTED], Cardinal Bevilacqua accepted, provisionally, the proposal for counseling assistance. In light of that proposal, Father Lynn should submit a recommendation concerning the disposition of the request from Mr. J. [REDACTED]. Subsequently, Father Lynn should contact either a central source (such as the Executive Director on the Committee headed by Bishop Kinney) or a few large dioceses in order to gather information concerning their procedures for handling such assistance payments. For example, should there be included in the policy some pre-determined cap amount of assistance offered or some formula used to determine funding on a percentage basis? Monsignor Molloy will convey to Father Lynn additional details concerning the information to be gathered. Additionally, the value of using signed agreements should be investigated. (Monsignor Molloy)



## ARCHDIOCESE OF PHILADELPHIA

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OFFICE of the VICAR FOR ADMINISTRATION

### MEMORANDUM

**TO:** Reverend William J. Lynn  
Secretary for Clergy

**FROM:** Reverend Joseph R. Cistone *JRC*  
Assistant Vicar for Administration

**DATE:** August 14, 1996

**ITEM:** Memorandum dated April 28, 1994 from Monsignor James E. Molloy to Reverend William J. Lynn

**RE:** Sexual Misconduct by clerics: Counseling Assistance and Destruction of Records

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Attached is the material related to the pending item which I discussed with you on the telephone today. It is listed on your pending list under April 22, 1994.

As I indicated to you, there are two issues involved in this item:

1. Destruction of Records
2. Counseling Assistance

I would appreciate your direction regarding how to proceed with these two issues. I am available to discuss this with you once you have had an opportunity to review this matter.

attachment(s)

AOPWR033785

**FILE COPY**

**OFFICE FOR CLERGY**

**FROM THE DESK OF:**

Reverend William J. Lynn *WJL*

**TO:** Reverend Joseph R. Cistone  
Assistant Vicar for Administration

**DATE:** August 14, 1995

**ITEM:** Attached Draft concerning Priest Personnel Files

**RE:** DRAFT FILE CLASSIFICATIONS

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We are attempting an effort to better coordinate the files of the Priest Personnel of the Archdiocese. In the past, it appears that everything was filed in the priest's personnel file except for sexual misconduct material. There is a need to establish a "level two" file which would filter out from the regular personnel file sensitive material as noted on the attached draft.

It is also noted that this need is greater with the publication of the Priest Personnel Manual which states under Item: 3-1 that the priest has access to his personnel file. Father Palmieri has reviewed this draft for canonical considerations and has no objections. He noted canon 489 which refers to a secret archive only.

At this time I seek approval to begin the process of separating the Priest Personnel files according to the attached draft file classifications. Your assistance in forwarding this material for approval is sought. I remain available for any further discussion as necessary.

AOPWR033801



Vicar for Administration

EXCERPT  
COPY

Anthony Cardinal Bevilacqua  
Most Reverend Edward P. Cullen  
October 2, 1995  
Issues discussed, September 25 and 28, 1995

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This memorandum will serve as a record of the action taken in our discussion on Monday, September 25, and Thursday, September 28, 1995:

10. Memorandum dated August 14, 1995 from Reverend William J. Lynn to Reverend Joseph R. Cistone re: Draft File Classifications

Cardinal Bevilacqua approved the request to begin a process of separating the Priest Personnel files. However, with reference to the draft file classifications submitted with the above referenced memorandum, His Eminence noted that the distinction between File 2 and File 3 is blurred. Also, while it appears that an attempt is made to present "taxative" lists for File 2 and File 3, there are categories of materials not included. A suggestion would be to clearly identify the categories under File 3 and indicate that File 2 includes all confidential/sensitive material not applicable to File 3. Under File 2, the abbreviation "etc." should be added after "mental illness", since the list is not exhaustive. Under File 3, the abbreviation "etc." should be added after "embezzlement", since the list is not exhaustive.

Fr. Cistone noted that the special committee of representatives from the Dioceses of Pennsylvania, chaired by Father Michael Fitzgerald, are also developing similar categories; however, to proceed with the categories as recommended by Father Lynn would be a beneficial first step.

On a related issue, Bishop Cullen raised the question of guidelines for the destruction of a priest's personal file following the priest's death. There should be a time limit to the retention of a priest's files after his death or after a determined period of time, with the exception of maintaining an outline of essential data. Cardinal Bevilacqua directed that Father Lynn is to immediately consult with Father Palmieri (Canon Law) and Stradley, Ronon (Civil Law) to report on the canonical and civil issues regarding the destruction of personal records immediately following the death of a priest.

(Fr. Cistone)

AOPWR033777

**FILE COPY**



**FROM THE DESK OF:** Reverend Michael T. McCulken *MTM*

**TO:** Reverend Alexander J. Palmieri, JCL

**DATE:** August 1, 1995

**ITEM:** Attached Draft concerning Priest Personnel Files

**RE:** Draft File Classifications

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Your canonical review is sought concerning the attached draft File Classifications of priest personnel files. The citing of any pertinent canons concerning this topic will be appreciated as well.

AOPWR033806

**PRIEST PERSONNEL FILES**

**DRAFT FILE CLASSIFICATIONS**

**FILE 1 [regular or standard material]**

**Basic Personnel Files**

Record of Priest form  
Picture/Information from Seminary  
any Clergy/Minsitry Preference Forms  
Letters from /to Priest directly  
Letters of Appointment/Residence  
Pastor letters of appointment/residence  
File memos re: interviews/contacts  
Letters of commendation  
Letters of complaint, not involving addiction/abuse  
Review Instruments

**FILE 2 [confidential/sensitive material]**

File memoranda from Archbishop  
Information/memoranda/letters/reports/psychological reports re:  
Addictions, mental illness  
Any legal procedures incurred except re: abuse

**FILE 3 [secret archive material]**

*c.489*

Information/memoranda/letters/reports/psychological reports re:  
sexual abuse, misconduct, canonical trials,  
embezzlement

ppb-file.cls 8/1/95

AOPWR033807

Vicar for Administration

EXCERPT

Anthony Cardinal Bevilacqua  
Bishop-elect Edward P. Cullen

Issues discussed, March 29, 1994

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9. Memorandum of March 29, 1994 from Reverend William J. Lynn to Cardinal Bevilacqua re: Mr. [REDACTED] J[REDACTED]

Cardinal Bevilacqua did not act on the recommendations as submitted. Rather, His Eminence directed that the Secretary for Clergy notify Mr. J[REDACTED] that his request is being reviewed and that further communication will be forthcoming. Concomitantly, Father Lynn, in consultation with Mr. John P. O'Dea, is to formulate a policy proposal which would recommend whatever limits ought to be considered for the offering of counseling assistance and a classification scheme indicating the circumstances under which such limits would apply. Attention should be given to dimensions including, but not necessarily limited to, the amount and duration of assistance; the present, future, or retrospective application of the assistance; the status of the allegation's investigation (e.g., founded, unfounded, possible, pending, etc.). It may be helpful also to consider whether or not assistance which is authorized ought to be available on a graduated basis. Father Alexander Palmieri is to be contacted by Father Lynn with the request that Father Palmieri investigate prescriptions of the Code of Canon Law concerning the retention and/or destruction of records of clerical personnel who are deceased.

(Monsignor Molloy)

Perna

- trip back to jail possibility

- No - however,



use 10 pages - plus on hints on parents of  
officer help on court. -

- make what circumstances

- how much, for how long -

🌀 Classified police →

REDACTED

Just

- permit report - reply

- policy

Allow to look in code to see what code says about details of records  
about details of records

188

# County

1) During course of investigation - offer surrender with great things?

2) Cases - guilt -  
1) bad things  
2) present - period normally  
proper report done Report

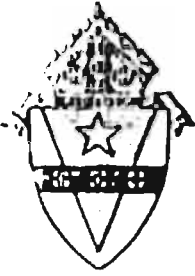
OTT  
marks

3) Case - process - do papers

4) Case - guilt not proven but seems likely  
- part things  
period normally

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- all part case - status quo



## ARCHDIOCESE OF PHILADELPHIA

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COPY

OFFICE of the VICAR FOR ADMINISTRATION

### MEMORANDUM

JAN 7 1997

**TO:** Reverend William J. Lynn  
Secretary for Clergy

**FROM:** Reverend Joseph R. Cistone   
Assistant Vicar for Administration

**DATE:** January 6, 1997

**ITEM:** Excerpt from Minutes of Issues Meeting of December 20, 1996

**RE:** Your memorandum to me dated October 31, 1996 - Priest Files,  
Destruction of Records

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Please note that Cardinal Bevilacqua approved the recommendation contained in the above referenced memorandum. You are asked to proceed in accord with the attached excerpt.

I call your attention to the stipulation added by His Eminence, that is, that notice be given to the Executor in sufficient time prior to the destruction of records. This courtesy may be of benefit to those handling estates and safeguard against any premature destruction of records.

Attachment(s)

AOPWR031064

# EXCERPT

Vicar for Administration

Anthony Cardinal Bevilacqua  
Most Reverend Edward P. Cullen  
December 30, 1996  
Issues discussed, December 20, 1996

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This memorandum will serve as a record of the action taken in our discussion on Friday, December 20, 1996:

5. Memorandum dated October 31, 1996 from Reverend William J. Lynn to Reverend Joseph R. Cistone re: Priest Files, Destruction of Records

Cardinal Bevilacqua reviewed the above referenced memorandum and approved Father Lynn's recommendation, namely, that a priest's personnel and personal file, including files 2 and 3, be destroyed one year after death, except for the following: historical data (curriculum vitae and letters of appointment), date of birth, social security number and amount of stipend. His Eminence added the stipulation that, when the year has elapsed, the Secretary for Clergy is to write to the Executor of the Will to notify the Executor that the file will be destroyed on the specified date and, if the Executor has not completed all necessary tasks and/or has any reason to delay the destruction of files, the Executor is to notify the Secretary for Clergy prior to the stated date.

(Father Cistone)

AOPWR031065



*Rev's*  
*10-31-96*  
*John*

OFFICE OF THE SECRETARY FOR CLERGY

COPY

FROM THE DESK OF: Reverend William J. Lynn *WJL*

TO: Reverend Joseph R. Cistone  
Assistant Vicar for Administration

DATE: October 31, 1996

ITEM: Your Memorandum to me dated October 10, 1995  
and  
Your Memorandum to me dated August 14, 1996

RE: Draft File Classifications - A related question from  
Excerpt dated October 2, 1995 of Issues Meetings  
and  
Sexual Misconduct by clerics: Counseling Assistance and  
Destruction of Records

Attached to the above referenced Memorandum dated October 10, 1995 is an Excerpt dated October 2, 1995 from Issues Meetings of September 25 & 28, 1995 [copies attached for convenience]. In this excerpt Bishop Cullen asked a question about guidelines for the destruction of a priest's personal file following death. I was directed to consult with Father Palmieri and Stradley, Ronon concerning both canonical and civil issues regarding this question.

I wrote to both Father Palmieri and Mr. John O'Dea concerning this matter. Father Palmieri's memorandum to me dated October 25, 1995 is attached. Mr. O'Dea's letter to me dated October 18, 1996 is also attached. Evidently the letter to Mr. O'Dea was lost and upon inquiry from me in July, 1996 research on this topic commenced. Mr. O'Dea's letter give a summary of their research.

*Redacted*

This information also applies to the same question raised in your above referenced memorandum to me dated August 14, 1996 in reference to Sexual Misconduct by clerics: Counseling Assistance and Destruction of Records. Copy attached for convenience.

In light of the above information, I recommend that a priest's

REVEREND JOSEPH R. CISTONE

RE: DRAFT FILE CLASSIFICATIONS - A RELATED QUESTION FROM EXCERPT DATED OCTOBER 2, 1995 OF  
ISSUES MEETINGS

AND

SEXUAL MISCONDUCT BY CLERICS: COUNSELING ASSISTANCE AND DESTRUCTION OF RECORDS

OCTOBER 31, 1996

PAGE 2

personnel and personal file [including files 2 and 3] be destroyed one year after death except for the following: historical data [curriculum vitae and letters of appointment], date of birth, social security number and amount of stipend. The reason to wait the one year is to provide time for the estate of the priest to be settled.

Your assistance is requested in forwarding this information as appropriate for review and approval.

AOPWR031067