

ARCHDIOCESE OF ATLANTA
Office of the Chancellor and Office of Archives and Records
July 24, 2008

POLICY AND PROCEDURES

Regarding the Permanent Records of all Chancery Boards, Councils, Committees and Commissions

POLICY

The Office of the Chancellor and the Office of Archives and Records seek to promote an understanding of the origins, aims, and goals of the Archdiocese of Atlanta as reflected in the workings of the official Archdiocesan Chancery offices, agencies, consultative bodies and institutions. It is therefore necessary to establish guidelines that identify and preserve records of permanent value.

Permanent records are those which have enduring administrative, evidential, legal, fiscal or historical value. The Office of Archives and Records provides a safe environment for those records created by official Chancery boards, committees, commissions, and councils in which the instruments and writings that refer to both the spiritual and temporal affairs of the Archdiocese are documented. The Code of Canon Law, canons 298-329 that relate to Associations of the Christian Faithful, requires the retention of permanent records of the consultative bodies of the Archdiocese. **Such records consist of constitutions and by-laws, rosters of membership and attendance, meeting minutes, substantive correspondence, final reports, photographs, publications, and budgets.**

Currently most documents are created in digital format on a computer. Computer generated documents, also known as digitally born records, are considered the original records. Paper copies, therefore, would be copies of the original. The originals of documents must be transferred to the Archives on a scheduled basis within six months of creation and in appropriate format (see below) so they can be stored in a Digital Archives on the Archdiocesan computer server. It is understood that not all original records have been created or retained in digital format. In such an event, particularly for early records, good quality copies on acid-free paper are sufficient and can be sent to the Office of Archives and Records.

PROCEDURES

In order to facilitate the transfer of permanent records to the Digital Archives at least every six months, a new email address has been set up to assist the various boards and commissions. The Microsoft Outlook Global Address Book on the Archdiocesan email server lists the address as "Records to Archives."

Records@archatl.com

Documents should be emailed as PDF files if possible, or as Microsoft Word files. The file names for records must contain the full name of the organization first, then type of record, and date last (i.e., Pastoral Council Minutes 2008-02-15). Please do not use codes, abbreviations or partial dates, such as "PCMin08." Please put spaces between complete words and capitalize words for easy reading and searching. Remember that the title must be a logical description so that anyone in the future could understand the contents of the file.

Attached is a list of current Archdiocesan Boards, Councils, Committees and Commissions, as well as a former list. Please contact the Office of Archives and Records regarding omissions or errors on the list. If the volume of non-current digital records to be transferred is large, it may be easier to submit those files to the Archives on a CD. The Office of Archives and Records will continue to accept any important paper records of past archdiocesan organizations.

Questions, concerns, and corrections can be emailed to the address above or call 404-978-0796.

ARCHDIOCESE OF ATLANTA
BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS

July 24, 2008

Permanent records to be retained and sent to the Office of Archives and Records include:

- (1) Constitutions and By-laws; (2) Minutes; (3) Membership Lists and Rosters;
(4) Studies and Reports; (5) Correspondence; and (5) Associated Sub-Committee Records.**

*Select paper records currently retained in the Archives

Send to Records@archatl.com

Archbishop's Office:

ATLANTA ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN [AACCW]*

ATLANTA CONFERENCE OF SISTERS*

COLLEGE OF CONSULTORS [Same as Board of Consultors*]

COUNCIL OF PRIESTS* [Same as Presbyteral Council]

EUCCHARISTIC CONGRESS COMMITTEE*

LAY ADVISORY BOARD [Same as Lay Advisory Board on Sexual Abuse. Includes Clergy]

ONGOING FORMATION OF PRIESTS COMMITTEE [Was Continuing Formation of Priests Committee*]

PASTORAL COUNCIL*

PLANNING COMMITTEE [Including Sub-Committees – i.e., Facilities, Business Model, etc.]

PRIESTS PERSONNEL BOARD

SECRETARIAT

Archives and Records, Office of

ARCHIVES AND RECORDS ADVISORY BOARD*

Black Catholic Ministry, Office for:

BLACK CATHOLIC MINISTRY ADVISORY COMMITTEE

Campus Ministry Office:

CATHOLIC STUDENT ASSOCIATION

PRO-LIFE STUDENT ASSOCIATION

Catholic Charities of Atlanta, Inc. [Catholic Social Services]:

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT COMMITTEE

CATHOLIC CHARITIES ADVISORY COMMITTEE

CATHOLIC CHARITIES BOARD OF DIRECTORS

CATHOLIC CHARITIES DEVELOPMENT COMMITTEE

CATHOLIC CHARITIES EXECUTIVE COMMITTEE

CATHOLIC CHARITIES FINANCE COMMITTEE

CATHOLIC CHARITIES NEW BOARD MEMBER COMMITTEE

CATHOLIC CHARITIES PARISH & COMMUNITY OUTREACH COMMITTEE

CATHOLIC CHARITIES RULES & GOVERNANCE COMMITTEE

CATHOLIC HOUSING INITIATIVE BOARD

CATHOLIC RELIEF SERVICES COMMITTEE

CONTINUOUS QUALITY IMPROVEMENT COMMITTEE

JUST FAITH PROGRAM COMMITTEE

JUSTICE FOR IMMIGRANTS COMMITTEE

PRENANCY, PARENTING & ADOPTION PROGRAM ADVISORY COMMITTEE.

Catholic Construction Services, Inc.:

CATHOLIC CONSTRUCTION OVERSIGHT COMMITTEE

Catholic Schools, Office of:

CATHOLIC HOME-SCHOOL ASSOCIATION
SCHOOL ADVISORY COUNCIL
SCHOOL DISCIPLINARY COMMITTEES
SCHOOL HONOR COUNCILS

Development and Stewardship Office:

CATHOLIC FOUNDATION OF NORTH GEORGIA, INC.
PLANNING COMMITTEE
STEWARDSHIP MODEL SUB-COMMITTEE

Divine Worship, Office of:

LECTOR TRAINING COMMITTEE
LITURGICAL COMMISSION* [First known as Commission for the Sacred Liturgy]
MUSIC COMMITTEE

Human Resources, Office for:

BENEFITS COMMITTEE
CRISIS MANAGEMENT COMMITTEE
SAFE ENVIRONMENTS COMMITTEE [2008]

Finance Office:

AUDIT COMMITTEE
BUDGET AND OPERATIONS COMMITTEE
FINANCE COMMITTEE
INSURANCE AND BENEFITS COMMITTEE
INVESTMENT COMMITTEE
PROJECT REVIEW COMMITTEE

Georgia Bulletin, The:

ADVERTISING COMMISSION
TEEN BOARD

Hispanic Ministry Office:

OUR LADY OF GUADALUPE COMMITTEE
HISPANIC MINISTRY OFFICE BOARD

HIV and AIDS Ministry, Office of:

HIV AND AIDS MINISTRY ADVISORY COMMITTEE

Permanent Diaconate, Office for the:

COUNCIL OF DEACONS
DIACONATE ADVISORY BOARD

Persons with Disabilities, Ministry of:

ADVISORY COUNCIL ON DISABILITY CONCERNS

Pro-Life Office:

PRO-LIFE LEADERSHIP COMMITTEE

Vocations, Office of:

VOCATIONS BOARD

Please send additions, deletions, and corrections to Records@archatl.com.

**FORMER ARCHDIOCESAN BOARDS,
COMMISSIONS, COMMITTEES, AND COUNCILS**

*Select paper records currently retained in the Archives

AD HOC COMMITTEE ON EVANGELIZATION/COMMUNICATION*
Ad HOC COMMITTEE ON SCHOOL TUITION AND PARISH SUPPORT POLICIES
AD HOC COMMITTEE ON THE CATHOLIC RESPONSE TO THE ATLANTA OLYMPIC GAMES*
ADMINISTRATIVE COUNCIL [Changed name to Finance Council]*
ARCHDIOCESAN EXPANSION CAMPAIGN COMMITTEE
ARCHDIOCESE OF ATLANTA CLERGY CONVOCATION*
ARCHDIOCESE OF ATLANTA SYNOD*
ATLANTA COMMUNITY RELATIONS COMMISSION
BISHOP'S COMMITTEE FOR CHILD AND YOUTH PROTECTION [See Lay Advisory Board]
BOARD OF COMMUNICATIONS
BOARD OF DEVELOPMENT
BOARD OF EDUCATION*
BOARD OF LAY ORGANIZATIONS
BOARD OF SOCIAL SERVICES [See Catholic Charities]
BUDGET PREPARATION COMMITTEE
BUILDING COMMISSION*
CATHOLIC PERSONAL CARE HOMES ADVISORY COMMITTEE
CATHOLIC PERSONAL CARE HOMES BOARD
COMMISSION FOR RELIGIOUS UNITY*
COMMISSION ON CHRISTIAN UNITY*
COMMISSION ON WOMEN'S CONCERNS ON CHURCH AND SOCIETY*
COMMITTEE FOR THE BICENTENNIAL*
COMMITTEE ON CANONICAL AFFAIRS
COMMITTEE ON EVANGELIZATION*
COMMISSION FOR LITURGY
COMMITTEE FOR PRO-LIFE*
COMPUTER ADVISORY BOARD
CONFIRMATION TASK FORCE COMMITTEE
CONTINUING FORMATION FOR CLERGY COMMITTEE*
COUNCIL OF CATHOLIC MEN
CLERGY RETIREMENT BOARD*
EDUCATION COMMITTEE
EXECUTIVE BOARD
FINANCE COUNCIL*
GEORGIA BULLETIN REVIEW BOARD
JUSTICE AND PEACE COMMITTEE
LAY ADVISORY COMMITTEE
LAY FINANCE COUNCIL
METROPOLITAN ATLANTA CATHOLIC SCHOOL BOARD*
PASTORIAL REVIEW COMMITTEE*
PERSONNEL BOARD*
PLANNING & DEVELOPMENT COUNCIL*
PRIESTLY LIFE AND MINISTRY COMMITTEE
PRIESTS RETIREMENT BOARD*
PRIESTS SENATE [Same as Senate of Priests]*
PROPERTY COMMISSION*
PROVINCIAL BOARD OF MEDIATION
PROVINCE OF ATLANTA ECUMENICAL COMMITTEE*
RELIGIOUS RESOURCES PLANNING COMMITTEE
RELIGIOUS UNITY COMMISSION [See Commission for Religious Unity]
SALARY COMMITTEE
SAINT MARTIN DE PORRES COUNCIL ON HUMAN RELATIONS*
SENATE OF SISTERS*
SOCIAL SERVICES COMMITTEE [See Catholic Charities]
STEERING COMMITTEE
STEWARDSHIP COMMITTEE
SUSTENANCE COMMITTEE
VOCATIONS COMMISSION