

ARCHDIOCESE OF  
ATLANTA  
OFFICE OF  
ARCHIVES AND  
RECORDS



**WHAT TO TOSS:**  
Use the Records  
Retention Schedule  
and Guidelines for  
Weeding Records to  
determine when and  
what to destroy.  
*See Intranet site.*

**ONLY 3-5%** of all  
records created are  
archival and should  
be saved forever.

**AVOID USING**  
Post-a-Notes,  
staples, metal paper  
clips, tape of any  
kind, rubber bands,  
and ballpoint pens  
on archival records.

**DON'T**  
Hole punch and put  
archival records in  
binders.

January 7, 2009

**FOR MORE  
INFORMATION:**

Phone: 404.978.0796  
404.978.2772  
Fax: 404.885.7462  
archives@archatl.com

## *Chancery Records to Save Forever*

SEND ORIGINALS TO THE ARCHIVES ANNUALLY

*Archival records tell the story of the Archdiocese and protect it from harm.*

**Organizational Records** — *Required by Canon Law.* Send to [Records@archatl.com](mailto:Records@archatl.com)  
Boards, Councils, Committees & Commissions charters, constitutions and by-laws;  
Minutes of meetings and rosters of members; Policies and procedures.

**Executive Correspondence (ex officio)** — *Only that which is unique to the office.*  
Letters, diaries, memoranda, speeches, homilies, curia files, relevant subject files.

**Financial Records** — Audited financial statements, annual reports and balance sheets;  
Loans, securities, insurance, property, investments and estates.

**Legal Records**— Articles of Incorporation, deeds, copyrights, wills, adoptions, cemetery  
records, annulments, and sacramental registers (*required by Canon Law*).  
Accreditations, certifications, licenses and permits.

**Annual Reports** — Studies, statistics, reports, reviews, and planning documents.

**Personnel Records** — Disability, retirement, and employee permanent files;  
Seminarian, priest and deacon files; Years of service records;  
Safe Environment records; Social Services client forms and child welfare files.

**Property and Building Records** — Plat maps and ground surveys.  
Original architectural drawings (pencil, ink or CAD)— *contact the Archives.*  
Blueprints (*which are copies of originals*), and blue line or black line copies.  
Specifications (*specs*); Closing documents and Sold Property records.  
Easements, permits, deeds, titles, and equipment (*asset file*).

**Communications** — *Put the Archdiocesan Archives on the mailing list.*  
Weekly, monthly or quarterly newsletters and notices.  
Press releases and advertising.

**Printed Materials** — Directories, histories, and pictorial books.  
Anniversary programs, announcements, booklets, and invitations.  
Flyers, brochures and posters of annual events, workshops, seminars.  
Policies and procedures manuals; training manuals; press kits.  
Newspaper clippings with dates (*photocopy if on acidic/brittle paper, then toss originals*).

**Photographs** — Staff, events and buildings (*keep only best representative samples*).  
Identify by year, place, occasion and people (*use pencil on back*).

**Other Formats** — Digital records (*spreadsheets, images, databases, podcasts*).  
Original drawings, designs, paintings, prints, artifacts and sacred furnishings.  
Audio tape recordings, videos and films of speeches, interviews, and events.

For a detailed listing and how long to keep all records see:  
<http://www.archatl.com/intranet/archives/docs.html>  
<http://www.archatl.com/offices/archives/recmgmt.html>