



Archdiocese of Atlanta
Office of Archives and Records
404-978-0796

Guidelines for Weeding Records
August 1, 2008

When preparing records for transfer to an off-site storage facility or to the Archives, please discard the categories of materials listed below. The result is significant savings in storage space and costs, and faster and more efficient retrieval of information for business and research purposes. Extensive weeding is necessary when record groups contain large numbers of information copies or duplicate copies of documents. Transfer only those materials that are original to your department or those which you as an employee or associate of the Archdiocese played an active role in creating. Call Archives and Records with any questions.

The following records should NOT be transferred to storage or the Archives:

Drafts: Upon final signature of a contract, agreement, letter, policy, etc., all prior drafts and notes, whether handwritten, hard copy or electronic, should be destroyed.

Routine Correspondence (housekeeping type records): Included in this category are letters of transmittal or cover letters that merely forward an enclosure and add nothing to the content of the item transmitted, meeting announcements, address changes, envelopes, invitations, calendars, phone logs, and requests for general information.

Memoranda: Only those memoranda sent by your department (i.e. the originating office) should be transferred to storage. Discard those concerning routine matters, such as holidays, vacation schedules, etc. Retain those concerning policies, procedures and collections of funds. Correspondence and memoranda sent outside the company relating to matters that are contentious or are likely to be contentious in the future should also be retained.

Inactive Routine Department Budget Files: Detailed and summary financial records are retained by the Finance Department. They do not need to be retained in the department.

Faxes: Copy all significant communications received on thermal fax paper to regular bond paper. Thermal copies will be virtually unreadable in the future. Discard them.

Personal Papers: Materials relating solely to an individual's private affairs that are outside business or professional pursuits, including diaries, journals, personal correspondence or other personal notes that are not prepared in the process of transacting archdiocesan business are not to be sent to storage.

Fragile Formats: Photographs, slides, tapes, computer disks, original art work or other materials all require a climate controlled environment while in storage. Contact the Office of Archives and Records for special handling of these types of records.

Miscellaneous: Discard multiple copies of documents and publications, old reference materials and books, supply and vendor catalogs, office supplies, tickler files, all binders, outdated tax guides, records and publications of other departments and institutions, software manuals, blank forms, old stationary, obsolete equipment manuals and warranties, Christmas decorations, etc.