

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.

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.

September 22, 2011

**FOR MORE
INFORMATION
CONTACT**

Carolyn S. Denton,
Archivist
Phone: 404.920.7692
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
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, contracts, 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 Construction 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/offices/archives/recmgmt.html>