



Archdiocese of Atlanta
Office of Archives and Records
 Carolyn S. Denton, Archivist
 404-920-7692

Application for Authority to Dispose of Records

Because all records created by employees in connection with the transaction of business for the archdiocese are owned by the archdiocese, permission to destroy records must be obtained from the Chancellor. Please use the following form when considering purging files of significance or disposing of entire record groups based on age, retention schedule, or obsolescence. No form is required to discard materials that are listed on the Guidelines for Weeding Records.

Records may not be disposed of until approval has been received. Records should be burned or shredded, if possible. Agency head or designate should witness pick up and removal by records destruction services. Records should be disposed of immediately after the date indicated by the Office of Archives and Records. Under no circumstances should intact records be placed in an unsecured trash can or dumpster. The approved copy of this form should be maintained in the agency's file permanently, along with any certificates of destruction. Send completed form below to the Office of Archives and Records for review. It will then be routed to the Chancellor for final approval. Please call Archives and Records with any questions or concerns.

Agency/Office _____
 Contact Person _____ Phone _____

Records Series No. (if there is one)	Records Title/Description	Inclusive Dates	Volume Number of boxes or files

I certify that the above listed records are no longer needed for administrative, fiscal, legal, historical, or archival purposes and are eligible for destruction.

AGENCY HEAD _____ DATE _____

For Archives and Records Use Only:

Date Received _____ Chancellor's Approval _____
 The Archivist certifies that the records listed are not subject to archival review and meet the criteria for destruction _____ Date _____
 Records May Be Destroyed on _____