GUIDE TO ARCHIVES RECORD GROUPS

New Record Group Numbers in Archon	New Titles in Archon	Old Collection Titles/Numbers from previous Microsoft Access Database merged into New Archon Groups
01	Archbishops and Bishops of Atlanta	No change
02	Archbishops' Office (The Chancery)	Archbishop's Office (4) and Archbishops' Subject Files (12); Religious Institutes of Women (8); Religious Institutes of Men (8); Other Catholic Dioceses (15) will be added to Subject Files; Non-archdiocesan agencies outside territory will be added to Subject Files (6)
03	Archdiocesan Boards, Councils, and Committees	Archdiocesan boards, councils, committees, commissions, and related groups (3)
04	Archdiocesan Offices and Ministries	Archdiocesan Departments and Ministries (16); Pro-Life Office (19); Catholic Schools (10); Campus Ministry (5); Department of Education (13); Office of Development (14); Department of Communication (18); Property Records (attributed to Finance Office) (900) - includes Sold Properties
05	Parishes and Missions	Parishes and Missions (7)
06	Schools	Combines individual school materials in Parishes/Missions (7) and Catholic Schools (10)
07	Non-Archdiocesan Catholic Organizations	Local Catholic Organizations and Institutions (2); Includes Eastern Rite Churches and all entities operating in the territory of the Archdiocese
08	Catholic Social Services	Department of Social Services (17); Catholic Charities
09	Individual and Family Collections	Private Collections (20)
10	Audiovisual Collection	Includes Oral Histories
11	Artifacts Collection	
12	Photographs Collection	Includes both photographic prints and negatives. Such materials require a separate record group because of frequent reference and incoming Georgia Bulletin files
13	Archdiocesan Publications	Georgia Bulletin; Saint Anthony's News; Clergy Newsletters; Pastoral Communiqués; Other Archdiocese Publications
14	Monographs and Serials Collection	Non-Archdiocesan publications and books. Range 4, Section 3; Range 7, Section 1, 2 and 3; Origins
15	Cemeteries	Individual cemetery records and information [record group may move to 02 if warranted]
16	Catholic Construction Services, Inc.	Catholic Construction (847). Records were removed from the Archives in December 2007. When/if the records are returned to the Archives, the record group will be established with reference to Record Group 04

Revised 20110822