

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, and rubber bands on archival records.

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

November 24, 2008

FOR MORE INFORMATION:

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Parish Records to Save Forever

Organizational Records

Constitutions and Bylaws; List of Charter Members of the Parish;
Rosters of Committee & Council members and minutes of meetings.

Sacramental Records— Keep in fireproof cabinets.

Transfer books prior to 1930 to the Archdiocesan Archives.

Communications — Put the Archdiocesan Archives on the mailing list.

Parish Bulletins – Send extra copies to the Archdiocesan Archives annually.
Announcement Books (which preceded bulletins).
Monthly or Quarterly Newsletters.

Correspondence — Only that which is unique to the parish.

Annual Reports — Reports of parish and parish organizations.

Photographs — Staff, events and buildings (keep only best representative samples).

Identify by year, place, occasion and people (use pencil on back).

Printed Materials

Parish directories, histories, and pictorial books.
Anniversary programs, announcements, booklets, invitations, etc.
Flyers or posters of annual events.
Newspaper clippings with dates (photocopy if acidic/brittle, then toss originals).

Property and Building Records

Plat maps and ground surveys.
Original architectural drawings in pencil or ink – contact the Archives.
Blueprints (which are copies of originals), and blue line or black line copies.
Specifications (specs).
Easements, taxes, and deeds.
Wills and bequests (especially if funds were designated for a particular project).
Equipment (asset file).

School Records

Student and faculty handbooks; special events programs and pictures.
Student records, transcripts, and rolls.
Staff employment records and date of service lists.

Cemetery Records

Plot maps and owner information.
Internment records and financial reports.

For a detailed listing and how long to keep all records see:

<http://www.archatl.com/offices/archives/recmgmt.html>
<http://www.archatl.com/intranet/archives/docs.html>