

RECORD GROUPS BY FUNCTION

- ADM** **Administrative records -**
Archdiocese of Atlanta administrative files and operational records of various offices, departments, agencies, and parishes, excluding the Curia. May include forms, emails, correspondence, subject files, programs and various publications.
- EDU** **Education related records -**
Includes schools, as well as educational and religious programs of departments, agencies, parishes and ministries.
- EXE** **Executive records -**
Various administrative files, confidential files, and records of the Curia (Archbishop's Office). May include executive parish, agency and departmental files, forms, emails, correspondence, and subject files. Such records are permanent in nature.
- FIN** **Finance records -**
Includes accounting, payroll, insurance, budget, tax, and fundraising records.
- LEG** **Legal records -**
Includes civil and canonical legal matters, such as those related to marriages, annulments, and other sacraments (sacramental registers).
- PER** **Personnel records -**
Includes Human Resources, Safe Environments, clerical, religious and lay employee records.
- PRO** **Property and Construction records -**
Includes facilities management, construction and buildings, cemeteries, and other property related records.
- PUB** **Public Relations records -**
Includes communications, graphic and web design, marketing, and publications of the Archdiocese, such as the Georgia Bulletin and various newsletters in paper and digital formats. Often includes materials related to the history of the Archdiocese.