

RECORDS DISPOSITION FORM

All Archdiocesan Departments, Parishes, Schools, and other Agencies are required to complete a Records Disposition Form before destroying any official records as listed on the Records Retention Schedule.

Send completed form for review to the Office of Archives and Records at records@archatl.com. It will then be routed to the Chancellor for final approval. Once signed off on, a final copy will be sent back to you. Please maintain the approved copy of this form permanently, along with any certificates of destruction. Please call Archives and Records with any questions or concerns at 404-920-7690.

Agency/Office _____

Email _____

Contact Person _____

Phone _____

Records Title/Description	Inclusive Dates	Volume (# of boxes/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.

Pastor/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 _____

Please use the Archdiocesan preferred shredding vendor I-Shred, 770-667-9111.

Under no circumstances should intact records be placed in an unsecured trash can or dumpster. Please contact the Office of Archives and Records for alternate destruction methods.

