

Records to Save Forever

Revised June 2020

This list of permanent historical records of interest to the Office of Archives and Records has been provided as a one-page cheat sheet that can be printed and posted in your office. For a complete list of how long to retain specific records, please see the Archdiocesan Retention Schedule.

If you have questions about archival records or have records to transfer to the Office of Archives and Records, please contact us at archives@archatl.com. Please remember that records can be physical or digital!

Cemetery/Columbarium Records—Plot maps, owner information, interment records, and financial reports.

Communications—Weekly, monthly, or quarterly newsletters and notices. Press releases and advertising. You're more than welcome to put the Office of Archives and Records on your bulletin email or mail list!

Executive Correspondence—Only that which is unique to the office. Letters, diaries, memoranda, speeches, homilies, curia files, relevant subject files.

Financial Records—Audited financial statements; annual reports and year-end balance sheets; investments and estates.

Organizational Records—Required by Canon Law. Boards, Councils, Committees, and Commission charters, constitutions, and by-laws. Minutes of meetings and rosters of members. Policies and procedures.

Other—Drawings, paintings, prints, artifacts and furnishings. Audio and video of speeches, interviews, and events.

Personnel Records—Disability, retirement, and permanent employee files. Seminarian, priest, and deacon files. Years of service records and change of salary records. Volunteer roster lists and statistical reports. Social Services client forms and child welfare files.

Photographs—Best representative samples from events, of staff, and of buildings. Identify by year, place, occasion, and people on the back using pencil.

Planning Records—Studies, statistics, reports and reviews.

Property Records—Plat maps, ground surveys, and specifications (specs). Asset file (easements, permits, deed, titles, and equipment). Closing documents and sold property records. Architectural drawings, renderings (ink, pencil, CAD), or blueprints.

Publications and Printed Materials—Directories, histories, and pictorial books. Policies and procedures manuals, training manuals, press kits. Anniversary programs, mass programs, announcements, booklets, and event invitations. Flyers, brochures, and posters of annual events, workshops, and seminars. Newspaper clippings with dates (if not from the *Georgia Bulletin*.)

Sacramental Records—Keep in fireproof cabinets. Transfer registers older than 75 years ago to the Office of Archives and Records.

School Records—Student and faculty handbooks, student record cards, student health care card and immunizations, transcripts/grades, standardized test scores, and rolls. Transfer closed school records to the Office of Archives and Records.