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**Date:** May 26, 2015  
**To:** The Archdiocesan Pastoral Communique  
**From:** Kevin L. Brown, Records Analyst, Office of Archives and Records  
**Re:** Archives and Records Monthly Tips

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The Office of Archives and Records is introducing a “Monthly Archives and Records Tip” in the *Pastoral Communique*. In anticipation for our Chancery “Shred Day” later in the summer, here are a few tips regarding records.

## **Records Tip**

How do I determine what to name a record?

Whether naming electronic or hard-copy records it is important to include a reference to the date, office, ministry, type, and/or personnel when applicable. These lists of [Abbreviations for File Names](#) and [Standard Names of Offices, Ministries, & Agencies](#) are great helps for creating file names.

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