



Memo

Date: September 20, 2021
To: Priests, business managers and school principals
From: Angelique Richardson, Director, Office of Archives and Records
Re: Annual records review/disposition reminder

This is your semi-annual reminder to review your records to see if any have met their retention periods and are eligible for destruction.

Our retention schedule is format-neutral. While you are reviewing your paper files, please remember to look at your electronic records as well. Make sure to determine if they are eligible for destruction and, if so, to include them on your Records Disposition Request Form.

Records may be shredded or deleted *only with permission from the Chancellor*. To get permission to dispose of records:

1. Use the [Records Retention Schedule](#) to determine if your records are eligible for destruction.
2. **REMINDER:** Even though there have been updates, we are still under an existing litigation hold, [please review the latest memo outlining what is included in the litigation hold before submitting your disposition form](#).
3. Complete the Records Disposition Request Form and submit it to records@archatl.com.
4. The disposition form will be returned to you upon approval of the Chancellor.
5. Once you have received your signed copy of the disposition form, you may proceed with destruction. Authorized employees should shred records. If you require a shredding vendor, we suggest I-Shred. You may reach I-Shred at 770-667-9111. The cost is approximately \$4 per box of shredded materials. Do not include binders, as shredding the metal in binders is a fire hazard.

Do not dispose of any records until AFTER you have received your approved Records Disposition Request Form back. Following the above steps are crucial to having a defensible records policy and disposition process.

If you have any questions concerning records retention or the disposition process, you can contact us at records@archatl.com.