



Memo

Date: February 8, 2021

To: Priests, business managers and school principals

From: Angelique Richardson, Director, Office of Archives and Records

Re: Annual records review/disposition reminder

Many of you have already begun your annual review of records. For those of you who have not, we wanted to remind you that the new year is a good time to clean up both paper and digital clutter.

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 is 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.