



Memo

Date: July 1, 2019
To: All Chancery Employees
From: Office of Archives and Records
Re: July Shred Day

The Office of Archives and Records encourages you to evaluate the records in your respective offices to determine what may be destroyed. To coincide with this, we invite all Chancery departments to participate in our upcoming **Shred Day**:

1. Use the [Records Retention Schedule](#) to determine if a group of records is eligible for destruction.
2. REMEMBER that we are still under an existing Litigation Hold, [please review the Memo outlining what is included in the Litigation Hold before submitting your disposition form](#).
2. Complete the [Records Disposition](#) form and submit to records@archatl.com **before 4:00 p.m. on Friday, July 19**. You may also consult the [Guidelines for Weeding Records](#) for materials that may be destroyed without approval.
3. The disposal form will be reviewed and signed by the Archivist, and then approved by the Chancellor. The form will then be scanned and returned to you for your permanent records.
4. Once you have received a signed copy of the disposition form, you must bring your records to be shredded to the Office of Archives and Records **by 4:00 p.m. on Wednesday, July 24**.

Our preferred shredding vendor, I-Shred, is responsible for shredding the materials and providing certificates of destruction. The Office of Archives and Records will pay to shred the first 15 boxes for each office. Offices would pay approximately \$4 per additional box.

Please do not include binders in your shredding material. Shredding the metal in binders is a fire hazard.