



# Memo

**Date:** August 1, 2022  
**To:** Chancery employees, priests, business managers and principals  
**From:** Angelique Richardson, director, Office of Archives & Records  
**Re:** NEWLY UPDATED: Archdiocesan Records Retention Schedule

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The Office of Archives and Records has a [newly updated Archdiocesan Records Retention Schedule](#)! This updated version supersedes the previous one last revised in 2015.

The refreshed retention schedule simplifies the earlier one by combining similar records while also adding frequently requested record types. There is also clearer delineation between PSR records versus schools records in the Education section.

The [AOA Retention Schedule](#) continues to be format neutral, meaning it applies to both paper and digital records and information. Also, the current disposition procedures consisting of requesting permission for the destruction of records (shredding for paper or deleting for digital) remains in place as well.

You can find the [newly updated AOA Retention Schedule](#), as well as our General Records Policy, Records Disposition Form and many other useful guidelines on the Office of Archives and Records website at <https://archatl.com/offices/archives/records-management/>.

Please make sure to share this information with everyone in your office and to replace any printed versions of the AOA Retention Schedule you may have with the newly updated document.

Also, please remember that we are still under an existing litigation hold. [Please review the 2020 Memo outlining what records are restricted per the litigation hold.](#)

If you have any questions regarding the retention of records, please contact our office at [records@archatl.com](mailto:records@archatl.com).