



Memo

Date: February 5, 2024

To: Safe Environment coordinators, directors of Religious Education, youth ministers, principals

From: Jenni Weldin, director, Office of Safe Environment
Angelique Richardson, director, Office of Archives & Records

Re: VIRTUS children's training records retention update

The offices of Safe Environment and Archives and Records have discussed and consulted with our archdiocesan attorneys to clarify the retention of VIRTUS children's training records.

The updated retention of these records is now five years and is effective immediately. This applies only to children's trainings. All other Safe Environment records must still be kept for 50 years.

Below is a sample list of the VIRTUS children's training records that should be kept, either physically in paper format or digitally in PDF format (when possible):

- Any communication to parents about VIRTUS children's training for each year. We understand every parish/school communicates differently, so examples could include a copy of the registration form, an email, a bulletin announcement, a flier sent home, etc.
- A copy of all opt-out forms for each year.
- Copies of all lessons presented for the year.
- Copies of the documentation recorded in VIRTUS.

If you have questions regarding this retention update, please contact the Office of Archives and Records at records@archatl.com. They will coordinate with Jenni Weldin and assist you in any way they can.

Please note that normal disposition procedures apply for these records. You can find the disposition request form on the Office of Archives and Records website at <https://archatl.com/offices/archives/records-management/>.