



Memo

Date: February 9, 2026
To: Priests, parish staff, school staff and Chancery staff
From: Angelique M. Richardson, director, Office of Archives and Records
Re: Retention schedule overhaul

The Office of Archives and Records has spent several months overhauling the archdiocesan retention schedule to create descriptive versions that include more context and more details about the various records and their retention periods. **As a result, there are now three completely new versions of the retention schedule:**

- [Records Retention Schedule](#) – Chancery,
- [Records Retention Schedule](#) – Parish and
- [Records Retention Schedule](#) – School.

In these schedules, you will find only the records relevant to your type of location (Chancery, parish or school). This was done to alleviate any confusion about which record categories apply to which locations. Additionally, most record types have a full description of what they mean, and all the retention periods are fully written out to remove the need for a reference key.

The new retention schedules are available on the brand-new Resources website! You can find them at <https://resources.archatl.com/business/records-management/>.

Please share the new retention schedule with all your employees to ensure they're aware of the changes. If you have any questions, you can contact the Office of Archives and Records at records@archatl.com.