



ARCHDIOCESE OF CINCINNATI

Archdiocesan Archives

513.263.3387
archives@catholicaoc.org

To the Archives or Not to the Archives, That is the Question

Always first consult the [Records Retention Policy!](#)

Quick Tips, Permanent Records

- Boards, councils, committees meeting minutes
- Relevant subject files to your office's activities
- Annual reports
- Communications such as newsletters, press releases, printed materials (anniversaries, booklets, invitations, etc.)
- Photographs (sample; identify year, event, place, people)
- Audio tapes, videos, films, podcasts, interviews

Quick Tips, Non-Permanent Records

If your office didn't create it, you aren't responsible for it!

- Routine correspondence
- Duplicates
- Drafts
- Memoranda, handbooks, reports, publications from other offices
- External publications
- Reference materials
- Conferences you attended
- Receipts
- Inactive finance files (unless you are the finance department)
- Personal papers not related to archdiocesan business
- Catalogs, guides, publications of other departments, software manuals, blank forms or unused stationery
- Travel records

Fun Fact: Only 3-5% of the records we create are permanent.

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