

**STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ADMINISTRATIVE RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAR-001	POLICY AND PROGRAM RECORDS (PRIMARY MISSION FILES)	Record Copy	Anywhere		PERMANENT	<p>1) If agency needs access to records for continuing administrative use after successful audit:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; film; destroy originals. Retain security film permanently at Archives.</p> <p>2) If agency needs occasional access to records after successful audit but before transfer to Archives:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; transfer to State Records Center for 10 yrs; transfer to Archives for permanent preservation.</p> <p>3) If agency has no use for the records after successful audit:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; transfer to Archives for permanent preservation.</p> <p>NOTE: See also Records in Transition for more specific requirements.</p> <p>NOTE: Information that is by statute, regulation, or court ruling confidential or restricted must be placed in separate containers and identified as such on Transfer Document (Form RM3) when transferred for filming.</p>
	<p>Records documenting the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as:</p> <p>(1) policies and procedures developed by the agency which govern the operation of the agency; (2) correspondence with citizens or other government officials regarding policy, procedure development, or program administration; (3) annual, ad hoc, narrative, or statistical reports on program activities, achievements or plans; (4) organizational charts and mission statements; (5) studies regarding department or office operations; (6) circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures or programs; and (7) records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes or other record forms.</p>					

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GAR-002	<p><b>ADMINISTRATIVE SUPPORT RECORDS</b></p> <p>Records of a general nature created or received in the course of administering programs. Included are such records as: (1) correspondence of a routine or repetitive type, such as requests for information; (2) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; (3) reference materials, sometimes of a technical nature, used but not created by the office; (4) daily, weekly or monthly office activity reports which are summarized in annual reports or which relate to routine activities (including work progress or statistical reports prepared in the office and forwarded to higher levels); (5) personnel data on office staff which is duplicated in Departmental Personnel Record (GPR-005); (6) purchase orders, payment vouchers, travel expense statements or similar financial documents which are duplicated in department/division fiscal office files; (7) daily, weekly, or monthly work assignments (including duty roster files) for office staff; (8) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and (9) unpublished calendars of events and activities.</p>	Record and Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.

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GAR-003	TRANSITORY FILES	Record Copy	Anywhere		ONE MONTH	Retain at agency 1 month; destroy.
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Documents of short-term interest that have no documentary or evidential value and normally need not be kept more than 1 month. Examples of transitory correspondence are shown below:

A. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.

B. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.

C. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charity and welfare fund appeals, bond campaigns, etc.

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GAR-004	<b>SUSPENSE FILES</b>					
	Documents arranged in chronological order as reminders that actions or replies to action are required on a given date or, if not received, should be traced.					
	A. Note or other reminder to take action.	Info and Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Destroy after action is taken.
	B. File copy or extra copy of an outgoing communication, filed by the date on which a reply is expected.	Info and Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Withdraw documents when reply is received. If copy is file copy, incorporate into official file. If copy is extra copy; destroy.
GAR-005	<b>TRACKING AND CONTROL RECORDS</b>					
	Logs, registers, and other records used to control or document the status of correspondence, reports or other records that are authorized for destruction by the General Records Retention Schedule or an agency records retention schedule.	Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Retain at agency until all actions contained therein are resolved or completed; destroy.
GAR-006	<b>FINDING AIDS</b>					
	Indexes, lists, or registers used to provide access to records in the General Records Retention Schedule or an agency retention schedule.	Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Retain at agency with the related records; destroy or delete when retention period has been met.  <b>EXCEPTION:</b> Records containing abstracts or other information that can be used as an information source apart from the related records should be maintained at the agency.

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GAR-007	MINUTES OF OFFICIAL STATE COMMITTEES, COMMISSIONS, BOARDS, AND COUNCILS	Record Copy	Anywhere		PERMANENT	Retain originals at agency 2 yrs; successful audit; transfer to Archives for permanent preservation. Retain duplicate copies at agency 10 yrs or until Sunset Committee Review; destroy.  NOTE: Minutes that are by statute, regulation, or court ruling confidential or restricted must be placed in separate containers and identified as such on the Transfer Document (Form RM3) when transferred to the Archives.
GAR-008	AGENCY STAFF MEETINGS  Agendas, handouts, and minutes of agency staff meetings. See also Internal Committee and Conference Files, GAR-009.	Record Copy	Anywhere		TWO YEARS; SUCCESSFUL AUDIT	Retain at agency 2 yrs; successful audit; destroy.
GAR-009	INTERNAL COMMITTEE AND CONFERENCE FILES  Records relating to establishment, organization, membership, and policy of internal committees. May include agenda, minutes, final reports and related records documenting the accomplishments of the committee.	Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.  NOTE: Records that relate to the formulation of policies and procedures or the implementation of programs or functions of the agency must be retained per the retention instructions for GAR-001.
GAR-010	VERBATIM RECORDINGS (STENOGRAPHIC, AUDIO, OR VIDEO)  Recordings of meetings made exclusively for notetaking or transcription of official meetings or proceedings.	Record Copy	Anywhere		TRANSCRIP- TION AND APPROVAL	Retain at agency until transcribed and approved; delete or destroy.  NOTE: If recordings are not transcribed, they must be retained per the retention instructions for GAR-007, GAR-008, GAR-009, or an agency records retention schedule.
GAR-011	STATE AND FEDERAL GUIDELINES  Guidelines issued by state and federal officials pertaining to program activities.	Record Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.

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<b>GAR-012</b>	<b>DIRECTIVES, MANUALS, AND HANDBOOKS</b>  Publications produced by agencies detailing their operations, regulations, and procedures.	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Submit 2 copies to Archives upon publication. Retain duplicate copies at agency until superseded and successfully audited for period in which publication was produced; destroy.</b>
<b>GAR-013</b>	<b>RULES AND REGULATIONS</b>  Regulatory requirements set forth by statute and subsequently implemented and enforced by state agencies.	<b>Record Copy</b>	<b>Leg. Council/ Div. of Research</b>		<b>PERMANENT</b>	<b>Submit rules and regulations to Registrar of Regulations per requirements of 29 DE Code, §10115.</b>
		<b>Info Copy</b>	<b>Agency</b>		<b>MAINTAIN AT AGENCY</b>	<b>Maintain master set at agency for reference.</b>
<b>GAR-014</b>	<b>ANNUAL REPORTS, STATE AGENCY</b>  Reports prepared annually by agencies documenting their activities during the preceding year.	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Submit 2 copies to Archives upon publication.</b>
		<b>Info Copy</b>	<b>Anywhere</b>		<b>MAINTAIN AT AGENCY</b>	<b>Maintain at agency for distribution.</b>
<b>GAR-015</b>	<b>PUBLICATIONS, STATE</b>  Printed material published by state agencies for distribution to the public. See Delaware Documentation Procedures for definition of "publication".	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Submit 2 copies to Archives upon publication.</b>
		<b>Info Copy</b>	<b>Anywhere</b>		<b>MAINTAIN AT AGENCY</b>	<b>Maintain at agency for distribution.</b>
<b>GAR-016</b>	<b>REFERENCE MATERIAL</b>  Externally generated books, magazines, pamphlets, manuals, or other publications used by the agency for general reference purposes.	<b>Record Copy</b>	<b>Anywhere</b>		<b>UNTIL NO LONGER NEEDED</b>	<b>Retain at agency until no longer needed; destroy.</b>

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GAR-017	<b>LEGISLATION, AGENCY FILES</b>	Record Copy	Anywhere		PERMANENT	Retain at agency 2 yrs after termination of session; transfer to Archives for permanent preservation.
	Supporting documents relating to bills and proposed (draft) legislation. Contain copies of legislation, newspaper clippings, reports, and correspondence.					
	A. Reference copies of legislation which affects the agency.	Info Copy	Anywhere		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy.
		Record Copy	House/ Senate		PERMANENT	
GAR-018	<b>EXECUTIVE ORDERS, PROCLAMATIONS AND LEGISLATIVE ADVISORIES</b>	Info Copy	Anywhere		UNTIL SUPERSEDED	Retain at agency until superseded; destroy.
	Instructions issued by the Governor as the chief executive of state government.	Record Copy	Governors Office		PERMANENT	
GAR-019	<b>ATTORNEY GENERAL'S OPINIONS</b>	Info Copy	Anywhere		UNTIL NO LONGER PERTINENT	Retain at agency until no longer pertinent to the operation of the agency; destroy.
	Written opinions, in answer to agency legal questions involving interpretation of state or federal law, which establish policy or precedent.	Record Copy	Dept. of Justice		PERMANENT	
GAR-020	<b>PUBLIC RELATIONS FILE</b>	Record Copy	Anywhere		PERMANENT	Retain at agency until no longer required for administrative purposes; transfer to Archives for permanent preservation.
	Consists of news releases and clippings, cassette recordings of broadcast announcements, speeches, photographs and other public relations materials.					

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GAR-021	<p><b>LEGAL ADVERTISEMENTS</b></p> <p>Consists of advertisements which have appeared in newspapers on matters pertaining to the agency or other ads which may or may not indirectly affect the agency, such as bid invitations, public hearings or notices, public sales, etc.</p> <p>NOTE: See GAF-034 for retention instructions regarding construction project advertisements.</p>	Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAR-022	<p><b>SPEECHES</b></p> <p>Public speeches given by representatives of state agencies. See also GAR-020.</p>					
	<p>A. Speeches and presentations relating to general information about the agency.</p>	Record Copy	Anywhere		REPLACE AS REVISED	Retain at agency; replace as revised.
	<p>B. Speeches relating to issues, policies, procedures, or activities of state government.</p>	Record Copy	Anywhere		PERMANENT	Retain at agency 2 yrs; transfer to Archives for permanent preservation.
	<p>C. Speeches of high level officials; heads of departments and independent agencies including their deputies and assistants; heads of program and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; staff assistants to those aforementioned officials, such as special or administrative assistants; and political appointees.</p>	Record Copy	Anywhere		PERMANENT	Retain at agency 2 yrs; transfer to Archives for permanent preservation.

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<b>GAR-023</b>	<b>TELEPHONE LOGS</b>					
	<b>A. Listing of long distance calls made by agency personnel for a particular time period.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>RECONCILIATION; SUCCESSFUL AUDIT</b>	<b>Retain at agency; reconcile with Telephone Billing (GAF-021); successful audit; destroy.</b>
	<b>B. Listing of incoming calls to an agency.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>ONE MONTH</b>	<b>Retain at agency 1 month; destroy.</b>
	<b>C. Record of messages taken for agency employees.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>ONE MONTH</b>	<b>Retain at agency 1 month; destroy.</b>
<b>GAR-024</b>	<b>SIGN-IN/VISITOR CONTROL LOGS</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>THREE YEARS</b>	<b>Retain at agency 3 yrs; destroy.</b>
	<b>Logs, registers and other records documenting entry of employees, visitors, and clients into a state office or facility during or after office hours.</b>					
<b>GAR-025</b>	<b>INCIDENT REPORTS</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>THREE YEARS</b>	<b>Retain at agency 3 yrs; destroy.</b>
	<b>Document events involving employees which warrant subsequent investigation or where the state might be liable for damages.</b>					<b>NOTE: Incidents that result in Grievances (GPR-007) or Discipline (GPR-005F) should follow retention instructions for those series.</b>
<b>GAR-026</b>	<b>KEY ACCOUNTABILITY FILES</b>					
	<b>Lists of keys with agency staff to whom they have been assigned.</b>					
	<b>A. Maximum security areas</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>SEE RETENTION INSTRUCTION</b>	<b>Retain at agency 3 yrs after key is returned; successful audit; destroy.</b>
	<b>B. Other areas</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>SEE RETENTION INSTRUCTION</b>	<b>Retain at agency 1 yr after key is returned; successful audit; destroy.</b>

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<b>GAR-027</b>	<b>LISTS/DIRECTORIES</b>  Include mailing lists, directories, rosters, and registers compiled by the agency.	<b>Record Copy</b>	<b>Anywhere</b>		<b>REPLACE AS UPDATED</b>	<b>Replace as updated.</b>
<b>GAR-028</b>	<b>DEEDS TO STATE PROPERTY</b>  Documents establishing the state's legal title to real property.	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Transfer originals to Archives upon receipt for permanent preservation. Retain copy at agency in property file. (29 Del. Code, Section 508)</b>
<b>GAR-029</b>	<b>SURVEYS/MAPS</b>  Materials relating to surveying and mapping activities used in location, marking, or erection of boundaries, property lines, corners, monuments, markers, or road placements. Include aerial photographs and reproductions.	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</b>
<b>GAR-030</b>	<b>ARCHITECTURAL AND ENGINEERING PLANS/BLEUPRINTS</b>  As-built drawings and specifications of buildings and other public works built on state-owned property, including alterations. See also GAF-034, Construction Documents.	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Transfer original or archival quality copies to Archives for permanent preservation. Retain copy permanently at agency. (29 Del. Code, Section 507)</b>
<b>GAR-031</b>	<b>VEHICLE OPERATIONS FILES</b>					
	<b>A. Maintenance records relating to service and repair; warranty and guarantee statements; and operating manual.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>DISPOSITION OF VEHICLE; SUCCESSFUL AUDIT</b>	<b>Retain at agency until transfer, sale, or surplus of vehicle; successful audit; destroy.</b>
	<b>B. Operating records relating to gas and oil consumption; dispatching; and scheduling.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>SUCCESSFUL AUDIT</b>	<b>Retain at agency; successful audit; destroy.</b>

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<b>GAR-032</b>	<b>EQUIPMENT MAINTENANCE FILES</b>  Contain information reflecting the history of major equipment repair and maintenance, such as work orders, dates, locations, cost of parts and labor, etc. See also GAR-031.	<b>Record Copy</b>	<b>Anywhere</b>		<b>DISPOSITION OF EQUIPMENT; SUCCESSFUL AUDIT</b>	<b>Retain at agency until transfer, sale, or surplus of equipment; successful audit; destroy.</b>
<b>GAR-033</b>	<b>WARRANTY FILES</b>  Warranties for equipment purchased by an agency for its use.	<b>Record Copy</b>	<b>Anywhere</b>		<b>DISPOSITION OF EQUIPMENT; SUCCESSFUL AUDIT</b>	<b>Retain at agency until transfer, sale, or surplus of equipment; successful audit; destroy.</b>
<b>GAR-034</b>	<b>RECORDS MANAGEMENT FILES</b>  Include materials relating to the records management program of an agency.					
	<b>A. Records Retention Schedules (Agency/General)</b>	<b>Info Copy</b>	<b>Anywhere</b>		<b>REPLACE AS UPDATED</b>	<b>Replace as updated.</b>
		<b>Record Copy</b>	<b>Archives</b>		<b>PERMANENT</b>	
	<b>B. Records Manuals</b>	<b>Info Copy</b>	<b>Anywhere</b>		<b>REPLACE AS UPDATED</b>	<b>Replace as updated.</b>
		<b>Record Copy</b>	<b>Archives</b>		<b>PERMANENT</b>	
	<b>C. Destruction Notices (Form RM5) Approved requests for destruction of records.</b>	<b>Info Copy</b>	<b>Anywhere</b>		<b>TEN YEARS; SUCCESSFUL AUDIT</b>	<b>Retain at agency 10 yrs; successful audit; destroy.</b>
		<b>Record Copy</b>	<b>Archives</b>		<b>PERMANENT</b>	

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GAR-034	<b>RECORDS MANAGEMENT FILES</b> (continued)					
	<b>D. Transfer Documents (Form RM3)</b> Lists of records transferred by agencies to Archives or State Records Center.	Info Copy	Anywhere		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy.
		Record Copy	Archives		PERMANENT	
	<b>E. Record Series Inventory Forms (Form RM1)</b> Appraisal form for each record series appearing on an approved records retention schedule (GAR-034A).	Info Copy	Anywhere		APPROVAL OF SCHEDULE	Retain at agency until retention schedule is approved; destroy.
		Record Copy	Archives		PERMANENT	
	<b>F. Correspondence, directives, policies, and related materials concerning the records management program.</b>	Info Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.
		Record Copy	Archives		PERMANENT	
GAR-035	<b>FORMS FILES</b>					
	<b>A. One record copy of each form created by an agency with instructions and documentation detailing creation, scope, and purpose of the form.</b>	Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Retain at agency 2 yrs after form is discontinued, superseded, or canceled; destroy.
	<b>B. Background materials, requisitions, specifications, processing data, and control records.</b>	Record Copy	Anywhere		FORM SUPERSEDED OR DISCONTINUED	Retain at agency until form is discontinued or superseded; destroy.

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GAR-036	<b>PHOTOGRAPHS</b>  Photographs or collections of photographs documenting agency mission/programs or significant events in which the agency participated, such as awards ceremonies or social events. Also includes internal personnel and administrative training filmstrips and slides of program activities. May also include an index. See also GAR-001 and GAR-020.	Record Copy	Anywhere		PERMANENT	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
GAR-037	<b>GRAPHIC ARTS FILES</b>  Contain routine artwork for handbills, flyers, posters, letterhead; line and half-tone negatives, screened paper prints, and offset lithographic plates used for photo-mechanical reproduction; and line copies of graphs and charts.	Record Copy	Anywhere		SEE RETENTION INSTRUCTION	Retain at agency 2 yrs after no longer in production; destroy.
GAR-038	<b>MOTION PICTURES / VIDEO RECORDINGS / SOUND RECORDINGS</b>  A. Films/recordings acquired from outside sources for personnel and management training; rehearsal or practice tapes; recordings documenting routine meetings and awards presentations; and duplicate prints and preprint elements required for preservation, duplication, and reference.  B. Internal personnel and administrative training programs that do not reflect the mission of the agency. These include "role-play" sessions, management and supervisory instruction, etc.	Record Copy	Anywhere		UNTIL NO LONGER NEEDED  ONE YEAR AFTER COMPLETION	Retain at agency until no longer needed; destroy.  Retain at agency 1 yr after completion of training program; destroy.

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GAR-038	<b>MOTION PICTURES / VIDEO RECORDINGS / SOUND RECORDINGS (continued)</b>					
	<b>C. Films/recordings created to document agency activities and events, public relations, promotions, etc.</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>PERMANENT</b>	<b>Retain at agency 2 yrs; transfer to Archives for permanent preservation.</b>
	<b>D. Video images created while monitoring activities within and outside of public buildings. Security setups vary; recordings may be continuous, stopframe, random, or triggered by 'panic button' use. Also show date and time indexing information.</b>	<b>Record Copy</b>	<b>Anywhere</b>	<b>CONF.</b>	<b>SEE RETENTION INSTRUCTIONS</b>	<b>Retain 'incident' videos 3 yrs; reuse. Retain other video records for the maximum length of time allowed by the recording system or 30 days, whichever is longer; reuse.</b>
GAR-039	<b>DISASTER PLANNING AND RECOVERY FILES</b>	<b>Record Copy</b>	<b>Anywhere</b>		<b>SEE RETENTION INSTRUCTION</b>	<b>Replace formal plan as updated. Retain files related to actual disasters permanently at agency for planning use in mitigating damages during any future occurrences.</b>
	<b>An agency's formal plan of action to be implemented in the event of a disaster, and any subsequent documentation of disaster recovery activities.</b>					