



A RECORDS MANAGEMENT HANDBOOK

Preparation of Records for Transfer to Delaware Public Archives

**Temporary Storage & Permanent
Preservation**

Delaware Public Archives

Revised June 26, 2013

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Delaware Public Archives Contact Information

Website: <http://archives.delaware.gov/>

General Line: (302) 744-5000

Agency Information Resource Specialists & Government Services

Information: <http://archives.delaware.gov/govsvcs/govsvcs.shtml>

INTRODUCTION

The Delaware Public Archives is the official repository for the archival records of this State and its political subdivisions. As such, the DPA recognizes that in order for the Records Officers and Authorized Agents to be successful in administrating their agency’s records management program, they may need some guidance in preparing all the necessary documents required to transfer their agency’s records for Temporary Storage and Permanent Preservation. The goal of this handbook is to provide instruction to the Records Officers and Authorized Agents so that they may properly prepare their records for physical storage, correctly select and label storage boxes, and to prepare accurate content lists (inventories) and Transfer Documents (TD).

I. Preparation of Records for Transfer:

Physical Preparation of the records prior to transfer:

A. Planning Considerations for Transfer Projects

1. Review Agency Specific or General Retention Schedules to locate the applicable series number and title of the records that are pending transfer.
2. Determine the volume of records to be transferred
3. Ordered the appropriate number of boxes based on the volume.

B. Select the proper type of box (One Cubic Foot).

1. Temporary records are to be placed in double walled, brown boxes
2. Permanent records are to be placed in double walled Acid-Free boxes
3. Architectural Plans, Plots or Maps: Contact your agency's DPA Analyst to borrow brown Map Boxes so that maps may be transferred to the DPA and placed in Acid Free Map Boxes.
4. Further information on the use and ordering of these boxes may be obtained from the DPA [User's Guide to Storage and Use of Archival \(Acid Free\) and Double Walled Boxes.](#)
5. Contact your DPA Analyst for instances when odd sized records or records amounts below one cubic foot require transfer to the DPA.

C. Remove the following items from the records prior to placing in to the storage boxes.

1. Notebooks and spiral binders (plastic and metal).
2. Metal fasteners (paper clips, large staples, clamps, clasps, etc.).
3. Computer printout binders.
4. Hard-back books.
5. Rubber bands (Do not use these to hold them together, as they will tear the documents).
6. Do not include audio or videotapes, microfilm or microfiche, or magnetic tapes.
7. Newspapers and Newspaper Articles, Clippings, etc.:
 - a. Newspapers contain a high amount of acid which causes them to become brown and brittle. This process degrades the quality of the record and may make it unreadable over time.
 - b. Please remove the actual newspaper and make a photocopy of the article or clipping.
 - c. Insure that you capture the name of the article, the newspaper, and the date of the newspaper.
 - d. Place the photocopy of the information back in the record in place of the newspaper.

D. Place the records in the box using the following methods.

1. *Only One (1) Records Series may be included in the boxes for each Transfer Document.*
2. Maintain the records/folders in proper sequential order: Alphabetical, Numeric, Alphanumeric, etc.
3. Place the files facing the front of the box.
4. Upright Position.
5. Insure all files are labeled and visible from the box opening
6. Do not remove the labels that are attached to the folders.
7. Do not over pack boxes; please leave two inches of space in the box to prevent damage to the files during future retrievals and returns.
8. Strictly monitor access to the boxes once the content and the boxes have been prepared
 - a. If a record is removed from the box, then complete an 'Out-Card' to save the record's place in the box (see [Annex E](#) below).
 - b. Inventory the boxes using the Content List immediately prior to the transfer of the records to DPA.

- c. If a file cannot be sent:
 1. The RO/AA will contact the DPA analyst and provide the record information so that the master content list may be updated and a new content list generated by DPA and sent to the agency.
 2. The RO/AA will then place the updated content list in the box.

- E. Prepare a Content List.
 1. The content list is a Microsoft (MS) Excel spreadsheet containing all files in consecutive order. See example in [Annex A](#).
 2. Content list templates for each record series will vary; contact your assigned DPA Information Resource Specialist ([Analyst](#)) to obtain the templates.
 3. Record Titles entered into the content list must match the order of the physical files in the boxes.
 4. Handwritten content lists are not acceptable.

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II. TEMPORARY STORAGE: Transferring Records for Temporary Storage

- A. Use **Brown, Double-Walled**, boxes when transferring records for **Temporary Storage**. Acid Free boxes should not be used as they are too expensive to be used to maintain temporary storage and be destroyed following the retention period.
1. Note the following Information on the front of the box: Examples of box labeling is illustrated in Annex A. below.
 - d. Agency Record Group Number.
 - e. Agency Name and Division/Section.
 - f. Title of Records and Series Number .
 - g. Year Group of Records.
 - h. Contents: Name of the Starting –Name of the Ending record contained in the box
 2. Number the boxes to correspond with the sequence of the records in the box and on the content list. E.g., FY00 records Box #01 of 10, 02 of 10, etc.
 3. Use a black marker to write the information on the brown double walled boxes.
 4. Do not attach anything else to the boxes (labels, paper, stickers, etc.).
 5. Strictly monitor access to the boxes once the content and the boxes have been prepared.
- B. Preparing a [Transfer Document](#) for **TEMPORARY STORAGE**. The TD is completed electronically by the agency by completing the following fields:
1. Agency Information:
 - a. Records Officer/Authorized Agent (RO/AA) that is requesting the transfer.
 - b. Date.
 - c. Department.
 - d. Email: Enter the Email address of the Records Officer/Authorized Agent.
 - e. Division.
 - f. Telephone Number (to RO/AA).
 - g. Address (City/Town, State, and Zip Code).
 - h. Section/Program/Location.
 - i. Record Group (Agency specific Record Group number).
 - j. Records Series # (the Record Series number of the records pending transfer).
 - k. Confidential: X the applicable square Yes or No.
 2. Transfer Disposition for **Temporary Storage**:
 - a. Has this material met audit requirements: X the applicable square Yes or No.
 - b. Date Audited. Select F1 and then click the appropriate choice.
 - c. Please indicate year. Click on the box then select the appropriate year.
 - d. X the Box indicating Transfer to State Records Center for __ Years storage;
 - e. Enter the Destruction Date in the space provided.
 - f. Enter the Total Retention in years as indicated in the Retention Instructions.
 - e. Comments: Enter any additional description of the contents as necessary.
 3. Content Section:
 - a. Title of Record. Enter the Title of the Records being transferred; e.g. Personnel Records, Departmental.
 1. DO NOT Abbreviate this information.
 2. Record Series and Series Title must be the same as the retention schedule.
 - b. Agency Box Number. Enter the box number assigned by the agency for internal tracking (E.g. Box 01 of 12, or CD-R 01 of 04).
 - c. Description of the Contents of Each Box, with inclusive dates (FY or CY) (E.g. Adams, Andy – Jones, Brenda).

- d. Action Date. If the disposition dates are different from the date indicated in Section 2.d. and 3.d. above, then enter the date that the records must be reviewed for transfer to permanent preservation, destruction, or to be return to agency.
- e. DPA Storage Box Number. The DPA staff will enter this number as it is used to track the records location for future references.
- f. Records Received and Records Returned boxes. Located at the bottom of the form, are two boxes that are used to verify delivery and receipt of the records and are completed by DPA and agency staff at the time of delivery.

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III. PERMANENT PRESERVATION: Transferring Records for Permanent Preservation

- A. Use **Acid-Free boxes** when transferring records for **PERMANENT PRESERVATION**.
1. **Use Pencil Only.** Pencils are the only manner in which an Acid-Free box will be labeled.
 2. Note the following Information on the front of the box, centered, directly under the handle.
 - a. Agency Record Group Number.
 - b. Agency Box Number.
 - c. Agency Name and Division/Section.
 - d. Title of Records and Series Number.
 - e. Year Group of Records.
 - f. Contents: Name of the Starting – Name of the Ending record contained in the box
 3. Number the boxes to correspond with the sequence of the records in the box and on the content list. E.g., FY00 records Box #01 of 10, #02 of 10, #03 of 10, etc.
 4. **Do not use pen or marker**, as the ink will ruin the ability of the box to preserve and protect the records over time.
 5. Do not attach anything else to the boxes (labels, paper, stickers, etc.).
- B. Preparing a [Transfer Document](#) for **PERMANENT PRESERVATION**. The TD is completed electronically by the agency by completing the following fields:
1. Agency Information:
 - a. Records Officer/Authorized Agent (RO/AA) that is requesting the transfer.
 - b. Date.
 - c. Department.
 - d. Email: Enter the Email address of the Records Officer/Authorized Agent.
 - e. Division.
 - f. Telephone Number (to RO/AA).
 - g. Address (City/Town, State, and Zip Code).
 - h. Section/Program/Location.
 - i. Record Group (Agency specific Record Group number).
 - j. Records Series # (the Record Series number of the records pending transfer).
 - k. Confidential: X the applicable square Yes or No.
 2. Transfer Disposition for **PERMANENT PRESERVATION**:
 - a. Has this material met audit requirements: X the applicable square Yes or No.
 - b. Date Audited. Select F1 and then click the appropriate choice.
 - c. Please indicate year. Click on the box then select the appropriate year.
 - d. Select and X the appropriate square based on agency requirement and Retention Schedule guidance and indicated the duration of storage and destruction date of records. Choose either:
 - 1) Transfer to State Records Center for Storage ___ years; transfer to Archives for permanent storage___ transfer date. Enter the number of years as appropriate in each blank.
 - 2) Permanent Transfer of Records for Preservation in Archives: X this block if the records are going directly into Archives without a service period in the State Records Center.
 - 3) NOTE: Please contact the assigned DPA analyst if other requirements are necessary.
 - e. Comments: Enter any additional description of the contents as necessary.
 3. Content Section:
 - a. Title of Record. Enter the Title of the Records being transferred; e.g. Personnel Records, Departmental.
 - 1) DO NOT Abbreviate this information.
 - 2) Record Series and Series Title must be the same as the retention schedule.

- b. Agency Box Number. Enter the box number assigned by the agency for internal tracking (E.g. Box 01 of 12, or CD-R 01 of 04).
- c. Description of the Contents of Each Box, with inclusive dates (FY or CY) (E.g. Adams, Andy – Jones, Brenda).
- d. Action Date. If the disposition dates are different from the date indicated in Section 2.d. and 3.d. above, then enter the date that the records must be reviewed for transfer to permanent preservation, destruction, or to be return to agency.
- e. DPA Storage Box Number. The DPA staff will enter this number as it is used to track the records location for future references.
- f. Records Received and Records Returned boxes. Located at the bottom of the form, are two boxes that are used to verify delivery and receipt of the records and are completed by DPA and agency staff at the time of delivery.

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IV. Submitting the Documentation for Temporary Storage and Permanent Preservation.

- A. Record's Officers and Authorized Agents will submit the Transfer Document(s) and the Content List (MS Excel Spreadsheet-Outlined in section I.E.) as one group via Email to the agency's assigned DPA Information Resource Specialist (Analyst).
- B. DPA will contact the Agency RO/AA to schedule a delivery date once the TD and Content Lists are processed and are free of errors. The appointment will either be to deliver the records to DPA or to an offsite records storage vendor.
 - 1. Agencies are responsible for the transportation of the records to DPA.
 - 2. Agencies may discuss alternative transfer methods with the assigned IRS or DPA representative prior to scheduling.
- C. The DPA will complete the TD and Content List processing by assigned tracking/BAR codes after the records are received by DPA. An updated copy of the TD and the Master Content Lists will be provided to the originating agency's RO/AA for future retrieval of records. Please maintain these records at the agency permanently.
- D. In situations when the DPA contracts with an Offsite Storage Vendors:
 - 1. DPA will furnish the RO/AA with Barcode labels and instructions to which specific boxes the labels will be affixed before the pickup is scheduled.
 - 2. Upon receiving the barcodes and instructions, the agency RO/AA will complete the barcoding and inform DPA-Government Services that containers/storage boxes are ready to be picked up. DPA will then arrange with the vendors for an onsite pickup.

V. Other considerations and notable issues

- A. Once records are transferred to the DPA for permanent preservation, they become the property of the DPA. Original records remain at the DPA and only copies are sent to the agency. Additionally, the agency may incur copying fees. Records sent for permanent preservation may be retrieved only if their Record Series Retention Instructions include the following language: "...transfer to State Records Center for (xx) years; transfer to Archives for permanent preservation."
- B. If the agency requires continuing access to records after they have been transferred, the RO/AA should contact the Information Resource Specialist and discuss plans to revise the agency's retention schedule.
- C. When it is necessary to request a file, the requests are submitted by an agency RO/AA. Requests may be made with a [Record Services Form](#) and submitted to e-mail to **Ready Records (MailBox Resources)**. rrecords@state.de.us

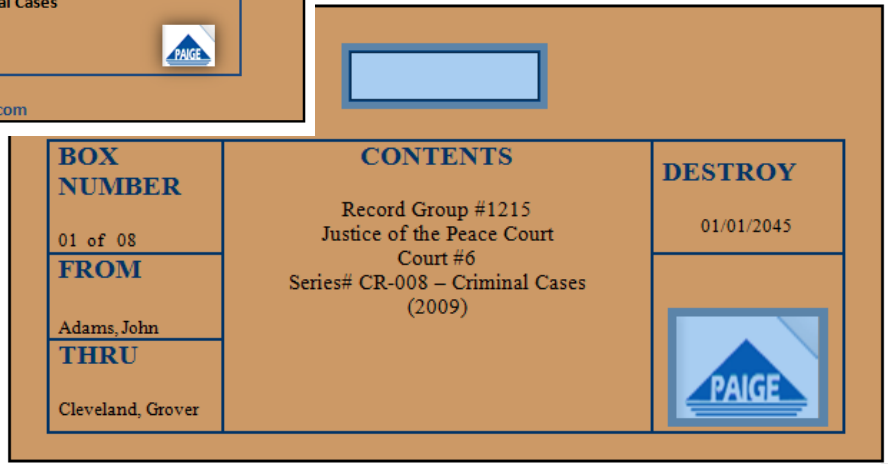
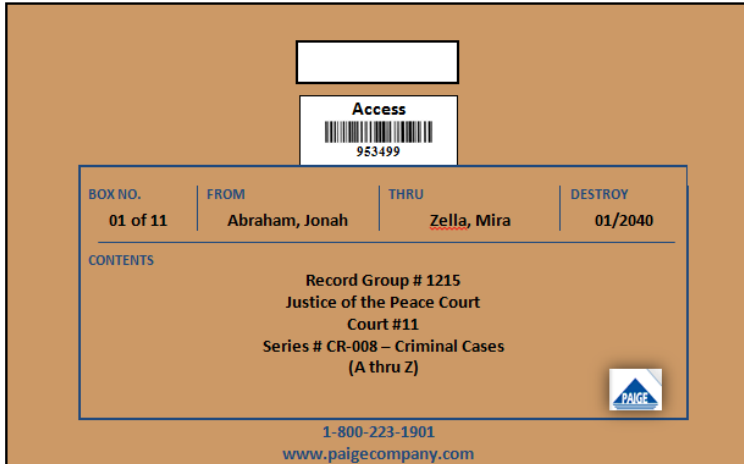
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BROWN, DOUBLE WALLED BOXES for TEMPORARY STORAGE

These diagrams indicate the method for marking the Brown, Double-Walled, boxes in preparation of transferring records into **Temporary Storage**:

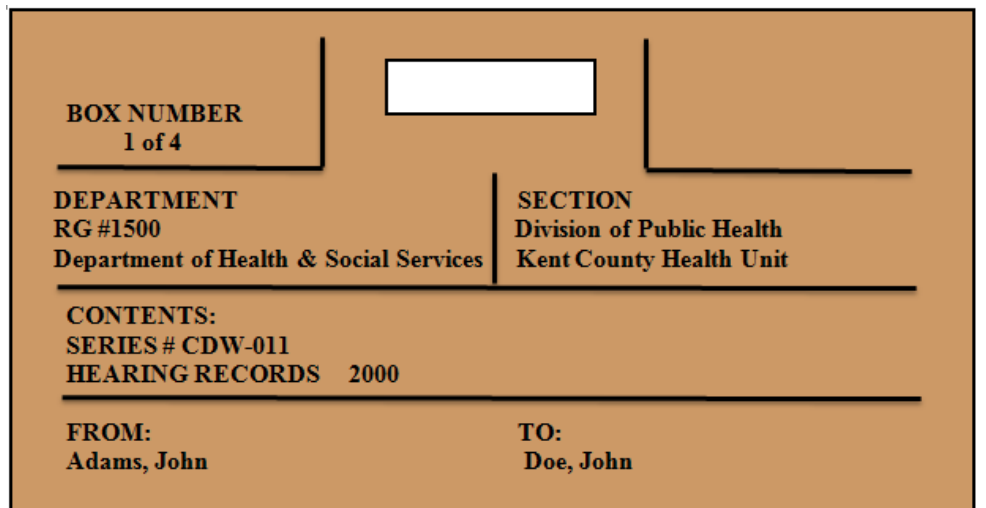
Please print using Black Marker only.

Do not use abbreviations **Current Styles of Paige boxes.**



Place the lid on the box prior to marking it, to insure all writing is visible with the lid on the box.

Older Version of Paige Boxes



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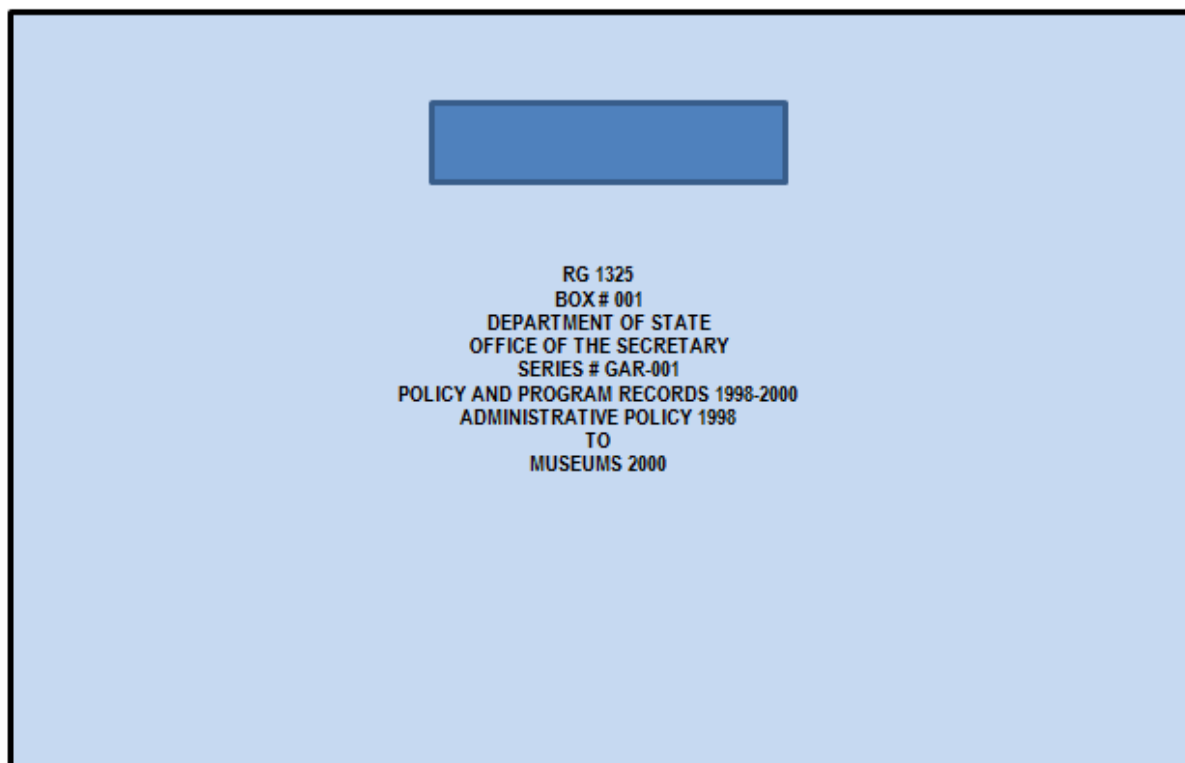
ACID FREE BOXES for PERMANENT PRESERVATION

This diagram indicates the method for marking the Acid-Free boxes in preparation of transferring records into Permanent Preservation at the Archives:

Please print using PENCIL only.

Do not use abbreviations

Begin writing directly under the handle opening of the box



Annex B. Sample Content List

I17														
	A	D	E	F	G	H	I	J	K	L	M	N	O	P
	Record Group #	Series #	Begin Date	End Date	Department	Division	Section	Series Name	Last Nam	First Nam	Suffi x	Date of Birth	Disposition Date	Agency Box #
1					Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Doe	Jane		01/01/2001	2040/01	01 of 01
2	1500	CHF-008	2007	2009	Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Doe	Jim	Jr	02/02/2002	2040/01	01 of 01
3	1500	CHF-008	2007	2009	Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Doe	Joe		03/03/2003	2040/01	01 of 01
4	1500	CHF-008	2007	2009	Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Jones	Joe		04/04/2004	2040/01	02 of 02
5	1500	CHF-008	2007	2009	Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Jones	Jim	III	05/05/2005	2040/01	02 of 02
6	1500	CHF-008	2007	2009	Health and Social Services	Public Health	Kent County Health Unit	Field Service Records	Smith	Jane		06/06/2006	2040/01	02 of 02
7														
8														
9														
10														
11														

Annex C. Sample Temporary Storage Transfer Document



SLC D575B State of Delaware Delaware Public Archives 121 Martin Luther King Jr. Blvd. North Dover, DE 19901
Phone: (302) 744-5000 Email: AnalystTeam@state.de.us

TRANSFER DOCUMENT



THIS FORM IS USED EACH TIME MATERIAL IS TRANSFERRED TO OR FROM THE DELAWARE PUBLIC ARCHIVES

DEPT. RECORDS OFFICER REVIEW		DIV. RECORDS OFFICER REVIEW		DELAWARE PUBLIC ARCHIVES USE ONLY							
INITIALS	DATE	INITIALS	DATE	Archives Series #	Reviewed By:			TD/Storage Location #			
					INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	
Joe Smith <i>Records Officer/Authorized Agent</i>		July 1, 2013 <i>Date</i>		Health And Social Services <i>Department</i>							
Joe.Smith@State.De.Us <i>Email</i>		857-0000 <i>Telephone Number</i>		Public Health <i>Division</i>							
805 River Road, Dover De 19901 <i>Mailing Address</i>				Kent County Health Unit <i>Section/Program/Location</i>							
1500 <i>Record Group #</i>	CHF-008 <i>Series #</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Confidential</i>							
THESE RECORDS HAVE MET ALL AUDIT AND RETENTION REQUIREMENTS AND ARE TRANSFERRED FOR THE FOLLOWING DISPOSITION:											
Has this material met audit requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Audited? <i>Select F1 for assistance on type of year</i> No audit required.											
<input checked="" type="checkbox"/> Transfer to State Records Center for 27 year(s) storage; destruction date 1/1/2040; Total Retention: 30											
<input type="checkbox"/> Transfer to State Records Center for Storage; _____ years; then Transfer to Archives for Permanent Preservation on: _____											
<input type="checkbox"/> Permanent transfer of records for preservation in Archives											
MICROFORM REQUESTED: ROLL FILM <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM <input type="checkbox"/> CARTRIDGE <input type="checkbox"/> MICROFICHE <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM											
COMMENTS: Formerly Family Folder Record (FF-001)											

Agency Box Number	TITLE OF RECORD: Field Service Records 2007 - 2009	DESCRIPTION OF THE CONTENTS OF EACH BOX, WITH INCLUSIVE DATES (FY OR CY)	ACTION DATE	DPA Storage Box Number
01 OF 02		Doe, Jane - Doe, Joe		
02 OF 02		Jones, Joe - Smith, Jane		

RECORDS RECEIVED BY THE DPA OR SUBCONTRACTOR:	RECORDS RETURNED TO AGENCY FROM THE DPA:
<input type="text"/>	<input type="text"/>
Signature _____ Date _____	Signature _____ Date _____

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Annex D. Sample Permanent Preservation Transfer Document



SLC D575B State of Delaware Delaware Public Archives 121 Martin Luther King Jr. Blvd. North Dover, DE 19901
 Phone: (302) 744-5000 Email: AnalystTeam@state.de.us

TRANSFER DOCUMENT

THIS FORM IS USED EACH TIME MATERIAL IS TRANSFERRED TO OR FROM THE DELAWARE PUBLIC ARCHIVES									
DEPT. RECORDS OFFICER REVIEW		DIV. RECORDS OFFICER REVIEW		DELAWARE PUBLIC ARCHIVES USE ONLY					
INITIALS	DATE	INITIALS	DATE	Archives Series #			TD/Storage Location #		
				Reviewed By:		INITIALS	DATE	INITIALS	DATE
Joe Smith <small>Records Officer/Authorized Agent</small>				July 1, 2013 <small>Date</small>		State <small>Department</small>			
Joe.Smith@State.De.US <small>Email</small>				744-0000 <small>Telephone Number</small>		Office Of Secretary <small>Division</small>			
401 Federal St. Ste 3, Dover De 19901 <small>Mailing Address</small>						Administration <small>Section/Program/Location</small>			
1325 <small>Record Group #</small>		GAR-007 <small>Series #</small>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>Confidential</small>					
THESE RECORDS HAVE MET ALL AUDIT AND RETENTION REQUIREMENTS AND ARE TRANSFERRED FOR THE FOLLOWING DISPOSITION:									
Has this material met audit requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Audited? Select F1 for assistance on type of year. No audit required.									
<input type="checkbox"/> Transfer to State Records Center for _____ year(s) storage; destruction date _____ : Total Retention: _____									
<input type="checkbox"/> Transfer to State Records Center for Storage; _____ years; then Transfer to Archives for Permanent Preservation on: _____									
<input checked="" type="checkbox"/> Permanent transfer of records for preservation in Archives									
MICROFORM REQUESTED: ROLL FILM <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM <input type="checkbox"/> CARTRIDGE MICROFICHE <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM									
COMMENTS: _____									
TITLE OF RECORD: Minutes Of Official State Committees, Commissions, Boards, And Councils 2000-2002									
Agency Box Number	DESCRIPTION OF THE CONTENTS OF EACH BOX, WITH INCLUSIVE DATES (FY OR CY)							ACTION DATE	DPA Storage Box Number
01 OF 03	Administrative Meetings Fy2000								
02 OF 03	Administrative Meetings Fy 2001								
03 OF 03	Administrative Meetings Fy 2002								
RECORDS RECEIVED BY THE DPA OR SUBCONTRACTOR:					RECORDS RETURNED TO AGENCY FROM THE DPA:				
_____					_____				
Signature					Signature				
Date					Date				

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SAMPLE

OUT CARD

Description of records: Hearing Records 2000

Brown, Charlie

Agency and/or individual requesting records: Div. of Public Health/Kent County Health Unit

Bill Brown

Date Pulled: 12/2/06

Record Pulled By: Sue Adams

OUT CARD

Description of records: _____

Agency and/or individual requesting records: _____

Date Pulled: _____

Record Pulled By: _____

Annex F: User's Guide to Processing Transfer Documents



June 24, 2013

TO: Records Officers and Authorized Agents

FROM: Government Services

SUBJECT: User's Guide to Processing Transfer Documents

- I. Transfer Documents (TD) are generated by State and Local Government Agencies' Record's Officers and Authorized Agents (RO/AA) to transfer records to the Delaware Public Archives (DPA) for temporary storage and permanent storage.
 - A. The agency RO/AA will prepare the agency's records using the guidelines contained in the DPA Records Management Handbook "Preparation of Records for Temporary Storage."
 - B. The TD is completed electronically by the agency by completing the following fields:
 1. Agency Information:
 - a. Records Officer/Authorized Agent (RO/AA) that is requesting the transfer.
 - b. Date.
 - c. Department.
 - d. Email: Enter the Email address of the Records Officer/Authorized Agent.
 - e. Division.
 - f. Telephone Number (to RO/AA).
 - g. Address (City/Town, State, and Zip Code).
 - h. Section/Program/Location.
 - i. Record Group (Agency specific Record Group number).
 - j. Records Series # (the Record Series number of the records pending transfer).
 - k. Confidential: X the applicable square Yes or No.
 2. Transfer Disposition for **Temporary Transfers**:
 - a. Has this material met audit requirements: X the applicable square Yes or No.
 - b. Date Audited. Select F1 and then click the appropriate choice
 - c. Please indicate year. Click on the box then select the appropriate year.
 - d. Select and X the appropriate square based on agency requirement and Retention Schedule guidance and indicate the duration of storage, the destruction date, the Total Retention period of the records in the fields as applicable.
 - e. If requesting microforms, X box that applies and indicate the record(s) requested in the description field below
 - f. Comments: Enter any additional description of the contents as necessary.
 3. Transfer Disposition for **Permanent Transfers**:
 - a. Has this material met audit requirements: X the applicable square Yes or No.
 - b. Date Audited. Select F1 and then click the appropriate choice.
 - c. Please indicate year. Click on the box then select the appropriate year.

- d. Select and X the appropriate square based on agency requirement and Retention Schedule guidance and indicated the duration of storage and destruction date of records. Choose either:
 - 1) Transfer to State Records Center for Storage __ years; transfer to Archives for permanent storage ___ transfer date. Enter the number of years as appropriate in each blank.
 - 2) Permanent Transfer of Records for Preservation in Archives: X this block if the records are going directly into Archives without a service period in the State Records Center.
 - 3) NOTE: Please contact the assigned DPA analyst if other requirements are necessary.
- e. Comments: Enter any additional description of the contents as necessary.

4. Content Section:

- a. Title of Record (enter the Title of the Records being transferred; i.e. Personnel Records, Departmental).
 - b. Agency Box Number. Enter the box number assigned by the agency for internal tracking (E.g. Box 01 of 12, or CD-R 01 of 04).
 - c. Description of the Contents of Each Box, with inclusive dates (FY or CY) (E.g. Adams, Andy – Jones, Brenda).
 - d. Action Date. If the disposition dates are different from the date indicated in Section 2.d. and 3.d. above, then the enter the date that the records must be reviewed for transfer to permanent preservation, destruction, or to be return to agency.
 - e. DPA Storage Box Number. This number is entered by DPA staff and will be used to track the records location for future references.
 - f. Records Received and Records Returned boxes. Located at the bottom of the form, are two boxes that are used to verify delivery and receipt of the records and are completed by DPA and agency staff at the time of delivery.
- C. An electronic Content List (checklist) will also be completed for each container/box's contents listed in the TD, and submitted in the electronic format via Email to the agency's assigned DPA Information Resource Specialist (Analyst). Each Content List varies in accordance with the specific information pertaining to the record series; please contact the agency's assigned Analyst for a contest list template. The Content List is in a Microsoft Office- Excel format.
- D. After the agency RO/AA has completed the TD and the Content Lists, the RO/AA will send the TD(s) and Content Lists as one group to the assigned DPA analyst via email for review and processing.
- E. DPA will contact the Agency RO/AA to schedule a delivery date once the TD and Content Lists have been processed and are free of errors. The appointment will either be to deliver the records to DPA or to an offsite records storage vendor.
1. Agencies are responsible for the transportation of the records to DPA.
 2. Alternative transfer methods may be discussed with the assigned IRS or DPA representative prior to scheduling.
- F. The DPA will complete the TD and Content List processing by assigned tracking/BAR codes after the records are received by DPA. An updated copy of the TD and the Master Content Lists will be provided to the originating agency's RO/AA for future retrieval of records.
- G. In situations when the DPA contracts with an Offsite Storage Vendors:
1. DPA will furnish the RO/AA with Barcode labels to be affixed to specific boxes and provided instructions before pickup is scheduled.
 2. Upon receiving the barcodes and instructions, agency RO/AA will complete the barcoding and inform DPA-Government Services that containers/storage boxes are ready to be picked up. DPA will then arrange with the vendors for an onsite pickup.

II. DPA Contact Information:

- A. The Delaware Public Archives has assigned an Information Resources Specialist (IRS) to each state and local government agency. A listing of agency assignments may be located by using the link below:
<http://archives.delaware.gov/govsvcs/pdfs/Agency%20Assignments/Agency%20Analyst%20Assignments.pdf>.
- B. For further information or assistance, please review the references listed at the bottom of the information paper, contact your assigned analyst, or contact the DPA Government Services section at (302) 744-5000.

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References:

The Delaware Public Archives Records Management Handbook: "[Preparation of Records for Temporary Storage](#)"

The Delaware Public Archives Records Management Handbook: "[Preparation of Records for Permanent Preservation](#)"