



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.

Effective March 2013
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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](#)"