

DELAWARE PUBLIC ARCHIVES  
OPERATING POLICIES AND PROCEDURES

**REVIEW PROCESS FOR TRANSFER DOCUMENTS (TD)**

I. TRANSFER OF RECORDS FOR STORAGE

- A. The agency prepares its records according to the guidelines contained in "[Preparation of Records for Temporary Storage](#)" a records management handbook published by Delaware Public Archives (DPA) and also available from the assigned Information Resources Specialist (IRS) at DPA.
- B. [Transfer Document](#) (TD) is completed electronically by the agency, along with all electronic container/box content checklists, and then submitted to DPA's Government Services unit at [AnalystTeam@state.de.us](mailto:AnalystTeam@state.de.us).
- C. TD and container/box content checklists are reviewed and verified with agency retention schedule (series numbers, record titles, descriptions, and dates). TD and container/box content checklists are forwarded to IRS.
- D. IRS reviews the information on the TD and container/box content checklists, contacting the agency to clarify and/or question any information on the TD and container/box content checklists.
- E. DPA schedules the records for delivery to Archives or offsite records storage vendors. Agencies will be responsible for the transportation of the records to DPA. Alternative transfer methods should be discussed with the assigned IRS.
- F. Records to Archives: Upon arrival, the containers are barcoded, entered into the inventory control database, shelved, and again scanned to add the shelf location to the database. The records center container/storage box barcode is listed on the TD in the appropriate space. A copy of the TD and updated master checklist is retained by DPA, and a copy of the TD and updated master checklist is also sent to the agency for future retrieval of records transferred.
- G. Records to Offsite Storage Vendors: Barcode labels will be assigned and provided to agency by DPA before pickup is arranged. Upon receiving the barcodes and instructions, agency will complete the barcoding and inform DPA/Government Services that containers/storage boxes are ready for pickup. DPA will then arrange with the vendors for an onsite pickup.

II. TRANSFER OF RECORDS FOR PERMANENT PRESERVATION

- A. The agency prepares its records according to the guidelines contained in "[Preparation of Records for Permanent Preservation](#)", a records management handbook published by Delaware Public Archives (DPA) and available from the assigned Information Resources Specialist (IRS) at DPA.
- B. [Transfer Document](#) (TD) is completed electronically by the agency, along with all electronic container/box content checklists, and then submitted to DPA's Government Services unit at [AnalystTeam@state.de.us](mailto:AnalystTeam@state.de.us).

- C. TD and container/box content checklists are reviewed and verified with agency retention schedule (series numbers, record titles, descriptions, and dates). TD and container/box content checklists are forwarded to IRS.
- D. IRS reviews the information on the TD and container/box content checklists, contacting the agency to clarify and/or question any information on the TD and container/box content checklists. TD and container/box content checklists are also reviewed by DPA's Records Services unit.
- E. DPA schedules the records for delivery to Archives. Agencies will be responsible for the transportation of the records to DPA. Alternative transfer methods should be discussed with the assigned IRS.
- F. Upon arrival at Archives, the containers are barcoded, entered into the inventory control database, shelved, and again scanned to add the shelf location to the database. The records center container/storage box barcode is listed on the TD in the appropriate space. A copy of the TD and updated master checklist is retained by DPA, and a copy of the TD and updated master checklist is also sent to the agency as an audit trail for the records transferred.

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