

## **PREPARATION OF RECORDS FOR TRANSFER TO DPA**

### **Kit Carson, Delaware Public Archives**

This is the second course in the Delaware Public Archives Records and Information Management program series. This course is recommended for all agency Records Officers and Authorized Agents.

This course will provide step-by-step instruction of the process of preparing transfer documents and boxing records for transfer to the DPA for temporary storage or permanent preservation. Students will learn the best style of box to use, how to correctly create and populate a file checklist for each transfer of boxes, and proper manner in which to label the boxes for easy retrieval.

Other topics to be discussed will be the costs involved, the proper form and process to use when retrieving files, how to make the most of your storage space, the differences between temporary storage and archival storage, and interacting with the two commercial vendors supporting Archives with agency records storage.

Each class is scheduled from 9:00am - 12:00pm.  
**(Please Note: Class size limited)**

**Date:** February 09, 2017  
February 23, 2017  
September 14, 2017  
September 28, 2017

**Location:** Delaware Public Archives (Delaware Room)  
**Address:** 121 Martin Luther King Jr. Blvd North, Dover, DE 19901  
**Map Link:** <https://www.google.com/maps/@39.1580111,-75.5207573,18z>

Registration for this course is managed by the Office of Management and Budget, Statewide Training and Development:  
[http://www.delawarepersonnel.com/search/training\\_schedule.asp?page=CEPMDI](http://www.delawarepersonnel.com/search/training_schedule.asp?page=CEPMDI)

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