

DELAWARE PUBLIC ARCHIVES
OPERATING POLICIES AND PROCEDURES

DELAWARE DOCUMENTATION PROCEDURES

In 1977 Governor duPont established a system of control for printing and publishing in State government. The Delaware Public Archives was given responsibility for administering the program called DELAWARE DOCUMENTATION (see Delaware Public Records Law, 29 Del Code, Section 519).

All agencies are required by State law to submit two copies of the best edition of each publication to Archives. Agency Records Officers are responsible for seeing that deposit requirements are met. At least one person in each agency should be assigned the duty of overseeing Delaware Documentation program activities. This person will assign document control numbers and submit the publications and monthly document logs to Archives. Some agencies assign this duty to the Records Officer, who then handles the program for the entire department. Other agencies have personnel in individual offices handle the needs of their respective sections. Your agency head should make this decision.

The following regulations govern the deposit of State publications in the Archives:

1. A "publication" for purposes of deposit is any book, report, pamphlet, brochure, map, video or any other document in hard copy or electronic format intended for circulation outside the originating agency.
2. Certain internal documents may be considered publications if they are of general interest.
3. Letterhead, forms, internal memoranda and duplicated procedural materials are not publications and need not be submitted to the Archives.
4. These regulations apply to all publishing, whether produced internally with a desktop publishing program or by Division of Support Services.

DOCUMENT CONTROL NUMBERS

Every form, publication or other printed document produced by or for a State agency should bear a document control number. The document control number consists of the six digit budget number of the agency; the two digit calendar year; the month; and a sequential number, as follows:

Document #20-03-01-03-04-11

This number tells us that the document was issued by the Delaware Public Archives (20-03-01); in 2003 (03); during April (04); and was the eleventh (11) document issued that month.

The document control number identifies printing jobs for billing purposes and identifies the originating agency. Agencies are encouraged to use other numerical designations, such as form numbers; revision dates; and quantity numbers in addition to the document numbers. Guidelines for the assignment of document control numbers are as follows:

DO NOT ASSIGN NUMBERS OR LOG:

1. Quick copy internal forms or documents, unless the document is of interest to the public or is going outside the agency
2. Desk signs
3. Printed supplies (such as labels or novelties)
4. Display materials

5. Composition work to be used in graphic arts

ASSIGN NUMBERS AND LOG BUT DO NOT PRINT NUMBERS:

1. Letterhead including envelopes, business cards, invitations, etc.
2. Imprinted forms where local information is added to a pre-printed form
3. Photocopies of material distributed to the public if more than ten copies are made

IMPRINT NUMBERS AND LOG BUT DO NOT SEND TO ARCHIVES:

1. Forms
2. Test materials
3. Draft reports circulated for comments
4. Grant proposals

IMPRINT NUMBERS, LOG AND SEND TO ARCHIVES:

1. Books
2. Periodicals, newsletters, magazines
3. Reports (particularly annual reports)
4. Policy manuals
5. Rules and regulations
6. Maps
7. General information brochures

NOTE: If there are any questions regarding a certain document, please send it to Archives with your monthly log and a decision will be made by the Coordinator after review. Publications should be sent in with the monthly log sheets. However, if there is a delay in printing do not hold the logs. Send the delayed publications to Archives when they are received.

DOCUMENT LOGS

The designated person should keep a monthly document control log of all items published that month. The document logs should be prepared as follows:

MONTHLY DOCUMENT LOG

Agency Name: Delaware Public Archives
 Dept 20 Div 03 Section 01
 Year 03 Month 04

Publication No.	Title or Identification	Copies Issued	Date
1	Dimensions (newsletter)	5000	04/06/2003
2	Memo form	600	04/10/2003
3	Reference request forms	1000	04/13/2003
4	Public Services brochure	2000	04/29/2003

If an agency does not publish anything during the month, log sheets are still required. In that case, a notation of "No printing" should appear on the log.

Log sheets should be submitted to the Delaware Public Archives by the 10th of the following month. Agencies should make copies of their logs and retain them for reference. Log sheets are a useful management tool and, if used effectively, perform the following functions:

1. Monitor printing costs.
2. Provide a check on billings from Division of Support Services.
3. Provide a list of publications sent to Archives.
4. Aid in forms management.

Effective June 1, 2002
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