



121 Martin Luther King Jr. Blvd. North | Dover, DE 19901 | (302) 744-5000
<https://archives.delaware.gov>

ITEMS PROHIBITED IN DESTRUCTION BOXES

Delaware Public Archives must abide by certain requirements provided by the vendor contracted to administer destruction (shredding) services. Agencies that have been approved to send their records to the Delaware Public Archives for destruction shall remove the following items prior to sending their destruction boxes to the Archives:

- Notebooks and Spiral Binders (*Metal or Plastic*)
- Computer Print Out Binders
- Binder Clips
- Office Waste (*Food Packages, Glass, Books, etc.*)
- Audio and Video Tapes*
- Microfiche and/or Microfilm*
- Magnetic Tapes*

** Please note that items marked with an asterisk may be destroyed by other vendors; therefore, if you have any of these items, please be sure to separate them from the boxes containing paper records and contact Delaware Public Archives to make arrangements to have these items destroyed individually.*

Delaware Public Archives will not accept boxes that contain any of the prohibited items listed above. If this presents a problem to your agency, then you may wish to consider an alternate commercial destruction vendor.

Delaware Public Archives will not accept boxes larger than the typical one cubic foot records box or copy paper boxes for destruction. Boxes will not be returned to agencies after the records are destroyed.

Effective: April 12, 2017

References:

Delaware Public Record Law: ([29 Del. C. c. 5](#))
