

**STATE OF DELAWARE****EXECUTIVE DEPARTMENT  
DOVER**

EXECUTIVE ORDER ONE HUNDRED AND THIRTEEN  
NUMBER

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: RECORDS MANAGEMENT ADVISORY COMMITTEE

WHEREAS, by Executive Order Seventeen, dated May 26, 1977, the Records Management Advisory Committee was created to assist the Division of Historical and Cultural Affairs of the Department of State in the development of a state-wide records management program; and,

WHEREAS, the Records Management Advisory Committee has carried out its responsibilities pursuant to Executive Order Seventeen with care and diligence to the end that appropriate records retention schedules have been approved for virtually all state agencies; and,

WHEREAS, the state's records management program has now reached the point where it must consider different and increasingly technical issues associated with the creation, use and disposition of paper, microfilm and machine readable records;

NOW, THEREFORE, I, PIERRE S. duPONT, IV, by the authority vested in me as Governor of the State of Delaware, do hereby declare and order as follows:

1. Executive Order Seventeen, May 26, 1977, is hereby rescinded.

2. The Records Management Advisory Committee is reconstituted to consist of the following members:

The Secretary of State and, or as his delegate, the Director of the Division of Historical and Cultural Affairs;

The Secretary of Administrative Services and, or as her delegates,

the Director of the Division of Central Data Processing, and the Director of the Division of Support Services;

The Director of the State Budget Office and, or as his delegate,

the Chief of Management Services of the State Budget Office; and,

Two additional members from the private sector with expertise in records management.

3. The Secretary of State or his delegate shall serve as chairman of the Committee.
4. The Chief Justice of the Supreme Court, the Attorney General and the Auditor of Accounts, or their delegates, are requested to participate in the Committee's work.
5. The Committee may request the participation of representatives or other agencies of government or private citizens when appropriate to aid in the work of the Committee.
6. The Committee shall advise the Division of Historical and Cultural Affairs on enhancing, maintaining and implementing the state's records management program pursuant to the authority of Chapter 5, Title 29, Delaware Code.

7. Each agency of government shall, in consultation with the Division of Historical and Cultural Affairs, designate as many as appropriate, but at least one, agency Records Officer to serve as liaison between the agency and the Division of Historical and Cultural Affairs for the purpose of implementing the records management program in that agency.
8. The Division of Historical and Cultural Affairs shall create and revise records retention schedules insofar as possible to satisfy agency needs and good management practices, but in every case shall ensure that said schedules satisfy all legal and archival requirements for the documents in question.

APPROVED this *13<sup>th</sup>* day of

*April*, 1982.

*Richard L. Roth*  
Governor

ATTEST:

*Henry C. Kurt*  
Secretary of State

