

STATE OF DELAWARE



EXECUTIVE DEPARTMENT
DOVER

EXECUTIVE ORDER
NUMBER SEVENTEEN

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: RECORDS MANAGEMENT ADVISORY COMMITTEE

WHEREAS, well-ordered State government requires an efficient and comprehensive program to manage the ever-increasing body of records it produces; and

WHEREAS, the Division of Historical and Cultural Affairs of the Department of State, under the provisions of Chapter 33, Title 29, Delaware Code, is charged with the responsibility of developing and implementing such a program; and

WHEREAS, in order to be useful, efficient and economical, any program developed by the Division of Historical and Cultural Affairs must reflect the concerns of all affected agencies of State government; and

WHEREAS, it would be helpful to the Division of Historical and Cultural Affairs in promulgating a records management program to draw on expertise from other agencies of State government.

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

1. A Records Management Advisory Committee is hereby created.
2. Said Advisory Committee shall consist of the following State officers:

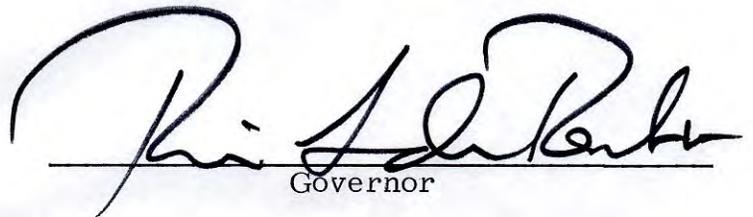
The Chief Justice of the Supreme Court or his designee
The Attorney General or his designee

The Auditor of Accounts or his designee
The Secretary of Administrative Services or her designee
The Director of the Office of Planning or his designee
The Secretary of State or his designee, who shall serve as Chairman.

3. The Committee shall review the records management program developed by the Division of Historical and Cultural Affairs and shall approve records retention schedules for the documents of the various agencies of State government. The head of any agency whose records are being considered by the Committee, or the designee thereof, shall sit with the Committee as a member ex-officio.

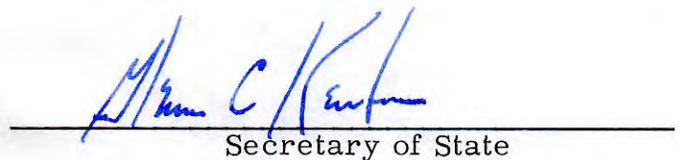
4. The Committee shall submit to the Governor a yearly report of its work, which shall include an assessment of the economy to the State resulting from the implementation of records management and suggestions for any improvements in the program which would result in further economy and efficiency.

APPROVED this 26th day of May, 1977.



Governor

ATTEST:



Secretary of State

