000 1306
001 001
002 007
003
004
005 Delaware State Planning Office
006
140 Correspondence files of David R. Keifer, Director.
200 1969
210 1974
220
240 13.29 cf
241 10 cfb and 1 @ 0.69
261 Correspondence received and sent by the Director David R. Keifer's office.
270 Correspondence reflects appointments of council members, the preparation of comprehensive development plans, development and review of Highway Department plans, preparation of the capital budget, public hearings and forums, and information to the General Assembly and the public.
290
310
329 WORK STATUS

___needs sorting
___needs unfolding
_X_needs foldering/reboxing
___other: _____

ARCHIVIST:

___review for identification/ further determination
_X_processing
___determine origin/purpose
___other: volunteer (?)

330 Some appear to be arranged chronologically by year and there under alphabetically by subject, other alphabetically. Lack of folders puts original order in question.
331 No index.
332 Typed.
350
360 Fair condition, acid, storage and dirt damage, mostly yellow carbon copies.
390
420 Transferred March 5, 1975.
430 Boxes labeled A-Z however due to lack of folders, original order in question.
990 5/16/1995
995 July 22, 1996; February 7, 1997; June 14, 2004
de/bh