

000 1307
 001 001
 002 004
 003
 004
 005 State Personnel Office
 006 Office of the Director
 140 Director's Files
 200 1987
 210 2002
 220
 240 37.8 cf
 241 30 cfb
 261 Records documenting the formulation and adoption of policies and
 procedures and the implementation or management of the programs or
 functions of the department.
 270 Includes (1) policies and procedures developed by the agency which
 govern the operation of the agency (2) correspondence with citizens or
 other government officials regarding policy, procedure development, or
 program administration (3) annual, ad hoc, narrative, or statistical
 reports on program activities, achievements or plans (4) organizational
 charts and mission statements (5) studies regarding department or office
 operations (6) circular letters, directives or similar papers addressed
 to subordinate units or staff concerning policies, procedures or
 programs and (7) records related to significant events in which the
 department or office participated. Records may include photographs,
 published material, audio tapes or other record forms. Includes Agency
 Files, Subject Files, Committees and Board Files, Internal SPO Files,
 and Task Force Files. Subjects include AFSCME, health care, Blood Bank,
 Dover Air Force Base, DELAFLEX, Delaware Women's Leadership Program,
 financial disclosures, Freedom of Information Act, Joint Finance
 Committee, Livable Delaware, PHRST, SECC, travel, United Way, applicant
 inquiries, Delaware Award for Excellence, Delaware Financial Literacy
 Institute, disabilities, dual incumbencies, employee complaints, labor
 relations, media, training, affirmative action, hiring reviews, safety,
 pension, and speeches.
 329 WORK STATUS ARCHIVIST:
 ___ needs sorting ___ review for identification/
 ___ needs unfolding ___ further determination
 ___ needs refolding ___ processing
 ___ other: _____ ___ determine origin/purpose
 ___ other:
 CONDITION: FILM:
 ___ totally disorganized ___ for security
 ___ order not apparent ___ destroy original
 ___ origin questionable ___ other:
 ___ other: _____
 330 No apparent arrangement, partially alphabetical by subject heading.
 331
 332 Typed.
 350
 360 Good condition.
 390
 420 Accession AR 9621; 9964; 2000055; 2003010; 2004124
 430
 990
 995 March 13, 1996; February 20, 1997; May 27, 1999; April 13, 2000; January
 16, 2003; June 18, 2004;
 rlg