



Department of Agriculture

Retention Schedule

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A. INTRODUCTION

It is the duty of the Delaware Public Archives (DPA) to administer, implement and enforce all provisions of the Delaware Public Records Law. In order to fulfill its obligation to the citizens of this state, the DPA is fully committed to providing assistance, expertise, and guidance to agencies to ensure that their records are properly managed and disposed of using collaboratively developed and legally binding guidelines. These procedures are outlined in the Retention Schedule Instructions.

Contained within this document are the approved Retention Schedules that list the records commonly used by the Department of Agriculture.

This schedule is used in conjunction with the general state records retention schedules. If a record series is not located on one of the retention schedules within this document or on an agency specific retention schedule, please contact the Information Resource Specialist (Analyst) that is assigned as the liaison to your agency.

The listed retention periods are the minimums necessary under normal conditions. However, they do not override federal or state law, litigation requirements or good judgment. Records may need to be retained beyond the recommended retention periods due to audits, litigation, or changes in legal statute (see Audit/Legal/Statutory Requirements). Records required beyond the recommended retention periods must be retained until cleared by the appropriate authority. As a reminder, Delaware Public Records Law requires the consent of the State Archivist prior to the disposal of any state agency records (Title 29 Delaware Code, §504).

The DPA has assigned an Information Resources Specialist (Analyst) to each state agency (see Agency Assignments). The agency Analyst is a valuable asset that should be consulted frequently regarding policies and procedures or to provide technical advice to the agency's management team, records officers or authorized agents. Furthermore, the DPA recommends that agencies survey their record collections on an annual or semi-annual basis in order to identify records that may be moved to off-site storage, destroyed, or imaged in compliance with the General Records Retention Schedule and Agency Specific Retention Schedules. By following the retention instructions as set forth by retention schedule, an agency may achieve significant savings in space and labor, ensure the preservation and security of valuable documents, and protect against liability for improper handling of official records.

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C. SCHEDULE FORMAT

Below is an explanation of the format of the Records Retention Schedule:

Series #	Series Numbers are alphanumeric designations assigned by an Information Resource Specialist (DPA Analyst) to identify the agency's records (Record Series).
Series Title and Description	The Series Title is the title most commonly used by an agency to identify records or items based on their filing arrangement or how they are maintained as a unit. The Description identifies typical documents found within the record; it explains their function, purpose and possible relationships to other records and organizations.
Confidential / Vital	Confidential: Confidential records are records that are not open to the public in order to protect the privacy rights of individuals or the security arrangements of locations, persons, places and items as defined by law. Federal and State statutes and regulations determine a record's confidentiality status. Restrictions to public inspection of confidential records may apply to the entire record or to discrete portions of information enclosed in the record. It is the agency's responsibility to identify records containing confidential information. Confidential records should always be handled to ensure the security of the information within. Vital: Vital Records are those records that are required to ensure that an agency is able to function during an emergency, disaster, and recovery operations. Furthermore, they are records that are crucial to protecting the legal and financial rights and interests of an agency and of the individuals directly affected by its activities. The agency is responsible for identifying which of their records are vital. The primary protection method for vital records is through duplication and dispersal. These records should be identified in record backup plans, contingency plans, migration strategies (eRecords), to ensure measures are in place to safeguard these records. (e.g. COOP)
Retention and Instructions	Specific instructions directing the minimum retention period and disposition actions for each record series. Instructions indicate length of time that the record should be retained by the agency, the location of the records, and the events or time-period that must occur before disposition of the record series can be effected. Retention periods must abide by the minimum of time determined by state and federal statute; however, records may be retained longer as warranted by best business practices. Exceptions to the retention instructions are noted.
Date Approved/ Revised	Date that the record series was added or revised
Agency Notes	Notes regarding the development of a retention schedule that include Statute requirements and other references to assist the agency records officers and management teams in future development or modification of the schedule
Retention Schedule Modification History	Provides a brief history of the record retention schedule, including the development and modification may occur to the record series.

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C. INDEX TO RECORD SERIES (Alphabetical by Series)

COMPLIANCE

Commercial Registrations	ACL-001
Milk Licenses And Permits	ACL-002
Inspection Reports (Formerly Report Cards)	ACL-003
Submitted Reports/Forms	ACL-004
Delaware Fertilizer And Liming Materials Tonnage Reporting Forms	ACL-005

FOOD PRODUCTS

Ante-Mortem Examination Records	MPI-001
Authorized Certifications	MPI-002
Certificate Of Recognition	MPI-003
Compliance Records	MPI-004
Compliance Work Plans	MPI-005
Consumer Complaints/Inquiries	MPI-006
Cooperative Agreements	MPI-007
Daily Disposition Records	MPI-008
Denaturing And Tanking Report	MPI-009
Laboratory Examination	MPI-010
Evaluation Incident Worksheet	MPI-011
General Information On Violations	MPI-012
Meat And Poultry Inspection Application And License	MPI-013
Meat And Poultry Plant Plans And Specifications	MPI-014
Monthly Report Of Inspected Poultry	MPI-015
Notice Of Detention	MPI-016
Processing Operations Report	MPI-017
Retention And Condemnation Reports	MPI-018
Shipper's / Receiver's Affidavit Certification	MPI-019
Sanitation Report	MPI-020
Weekly Activities Reports	MPI-021
Agricultural License And Bond	MPI-022 (PRP-001)
Fruit And Vegetable Inspection Certificate	MPI-023 (PRP-002)
Fruit And Vegetable Monthly Reports	MPI-024 (PRP-003)

Poultry And Eggs Grading Services Time Sheets	MPI-025 (PRP-006)
Fruit And Vegetable Annual Reports	MPI-026 (PRP-007)

FORESTRY

Forestry Tree/Seedling Applications	FOR-001
Progress Reports (Fire and Land Management)	FOR-002
Timber Sale Contracts and Bids	FOR-003
Woodland Management Service Records	FOR-004
Maps/Surveys	FOR-005
Photographs, Negatives, Slides, Films and Videotapes	FOR-006
Woodland Management Requests	FOR-007
Workshop Records	FOR-008
Tax Exempt Files / Referral for Technical Determination	FOR-009
United States Forest Service-Forest Legacy Program (FLP)	FOR-010
Project Learning Tree	FOR-011 (PLT-001)

HARNESS RACING

Harness Racing Files	HRC-001
Drug Chemical Results	HRC-002
Recap Sheets and Programs	HRC-003
Harness Racing Commission Files	HRC-004

LAND USE PLANNING AND PRESERVATION

LESA (Land Evaluation and Site Assessment) Records	ALP-001
Reports –Farmland Assessment Program	ALP-004
Century Farm Applications	ALP-007
Accounting – Administrative Funds	DALPF-001
Accounting- Development Rights Funds	DALPF-002
Correspondence -	DALPF-003
Minutes Official State Committees, Commissions, Boards and Councils	DALPF-004
Property Land Surveys	DALPF-005
Appraisals	DALPF-006
Agriculture Land Preservation Monitoring Program	DALPF-007

MARKETING

Farm to School Advisory Board	DAM-001
Agriculture Tourism Attraction Guide Sign Application	DAM-002

NUTRIENT MAGAMENT

Delaware Nutrient Management Commission Files	NM-001
Case Files	NM-003
Certification and Education Files	NM-004
Program Planning Files	NM-005
Relocation Files	NM-006
Nutrient Management Technology	NM-007
Statistical Data	NM-009
Concentrated Animal Feed Operation (CAFO)	NM-010

PESTICIDES

Business Licenses	PC-001
Complaint File	PC-002
Experimental Use Permits	PC-003
Inspection Reports	PC-004
Product Registrations and Labels	PC-006
Sample Collection Reports	PC-007
Special Local Needs Registration	PC-008
Applicator Certifications	PC-009
Certification Exams	PC-010
Training Class Information	PC-012 (PC-013& PC-014)
PC-015 Dealer Permits	PC-015

PLANT INDUSTRIES

Apiary Inspection Files	PI-001
Beekeeper Registrations	PI-002
Directory of Delaware Beekeepers	PI-003
Gypsy Moth Suppression Records	PI-005
Noxious Weed Files	PI-006
Nursery Certification Records	PI-007 (PI-008 & PI-009)

Federal Documents	PI-011
State Documents	PI-012 (PI-010)
Application For Licensing of Grain Inspectors	PI-013 (SL-001)
Seed Laboratory Ledgers (formerly Grain Mill Ledgers)	PI-014 (SL-003)
Certified Seed Ledgers	PI-015 (SL-005)
Office Sample Records (Book and Form Cards)	PI-017 (SL-007)
Grain Inspection Results(formerly Railcar Samples)	PI-018 (SL-007)
Seed Certification Records	PI-019 (SL-008)
Stop Sale Forms	PI-020 (SL-009)
Granary Certification and Registration Forms	PI-021 (SL-011)

POULTRY AND ANIMAL HEALTH

Foreign Animal Permits	PAH-002
Brucellosis Records	PAH-003
Certificate for Poultry or Hatching Eggs for Export	PAH-004
Epidemiology Records	PAH-005
Equine Infectious Anemia (E.I.A) Records	PAH-006
Eradication Program Records	PAH-007
Hatchery Records	PAH-008
Health Certificates	PAH-009
Swine Health Certificate	PAH-010
Laboratory Records (Departmental)	PAH-012
Movement Permits	PAH-013
Report of Back Tags Applied	PAH-014
Specimen Submissions	PAH-015
Tuberculosis Records	PAH-010
Livestock/Poultry License	PAH-017
License to Purchase Live Poultry	PAH-018 (PRP-004)

SPAY AND NEUTER

Income Eligible Applicants	SNP-001
Invoices & Completed Pet Registration Forms	SNP-002
Rabies Surcharge Revenue	SNP-003
Participating Veterinarians/Non-Profit Surgical Provider Agreements	SNP-004

STANDARD BRED BREEDER'S FUND

Fund Financial Administration and Maintenance Files	SBF-001
Forms	SBF-002
Program Information	SBF-003
Annual Reports	SBF-004

THOROUGHBRED RACING COMMISSION

Thoroughbred Racing Files	TR-001
Drug Chemical Results	TR-002
Thoroughbred Racing Commission Reports	TR-003
Recap Sheets and Programs	TR-004

WEIGHTS AND MEASURERS

Inspection Reports	WM-001
Test Reports	WM-003
Warning Notices	WM-004
Weights and Measures	WM-005
Applications and Licenses	WM-006

**D. DEPARTMENT OF AGRICULTURE
AGENCY SPECIFIC
RECORDS RETENTION SCHEDULE**

Schedule Name	Revision Date
Compliance	05/29/2013
Food Products	04/17/2013
Forestry	08/24/2023
Harness Racing	04/12/2013
Land Use Planning and Preservation	02/18/2014
Marketing	07/03/2013
Nutrient Management	10/03/2013
Pesticides	02/26/2013
Plant Industries	07/11/2013
Poultry and Animal Health	08/22/2013
Spay and Neuter (moved to DHSS-DPH)	07/01/2014
Standardbred Breeder's Fund	09/03/2013
Thoroughbred Racing Commission	01/2010
Weights and Measures	02/20/2013

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DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: COMPLIANCE SECTION

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED /REVISED
ACL-001	<p>COMMERCIAL REGISTRATIONS Documents commercial products distributed in state, which must be registered with the Agriculture Compliance Section. Files contain registration applications and information, and documentation of fees paid.</p> <p>A. Application for Registration of Liming Materials B. Application for Registration of Commercial Feeds and Pet Foods C. Application for Registration of Commercial Fertilizers, Fertilizer Materials, or Soil Conditioners</p>		Retain at agency 3 years; successful audit; destroy. 3 Del Code 19 , 3 Del Code 21	1/2010 5/29/2013
ACL-002	<p>MILK LICENSES AND PERMITS Documents annual licensing of Delaware commercial milk handlers (includes dairy, Babcock testers and milk weighers and samplers). Files contain copies of applications, licenses/permits and documentation of fees paid.</p>		Retain at agency 3 years after successful audit; destroy. 3 Del Code 31	1/2010 5/29/2013
ACL-003	<p>INSPECTION REPORTS (formerly REPORT CARDS) Documents laboratory testing results and product information from samples taken by inspection staff Products are tested for compliance with label guarantees and product standards. File contains test analyses and product information.</p> <p>A. Liming Inspection Report B. Feed Inspection Report C. Fertilizer Inspection Report D. Pet Food Inspection Report E. Frozen Desserts Inspection Report</p>		Retain at agency 3 years after close of reports; destroy. 3 Del Code 19 , 3 Del Code 21	1/2010 5/29/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED /REVISED
ACL-004	<p>SUBMITTED REPORTS/FORMS Documents laboratory testing results and grower information from samples received from the general public. Products are tested for nutrient content upon request. File contains test analyses and sample identification.</p> <p>A. Submitted Feed Report B. Submitted Pet Food Report C. Submitted Fertilizer Report D. Submitted Liming Materials Report E. Submitted Dry Manure Form F. Submitted Wet Manure Form</p>	<p>CONFIDENTIAL</p> <p>DE Title 3 § 2106(d)</p>	<p>Retain at agency 3 years after close of reports; destroy. 3 Del Code 17, 3 Del Code 19, 3 Del Code 21</p> <p>NOTE: Analysis data is public information (DE Title 3 § 2107(d)). Grower information is confidential DE Title 3 § 2106(d).</p>	5/29/2013
ACL-005	<p>DELAWARE FERTILIZER AND LIMING MATERIALS TONNAGE REPORTING FORMS Documents the number of tons of fertilizer, and soil conditioners and liming materials distributed in Delaware as reported by manufacturers. Files contain information about products distributed in Delaware and documentation of fees paid.</p> <p>A. Delaware Fertilizer Tonnage Reporting Form B. Delaware Liming Materials Tonnage Reporting Form</p>	<p>CONFIDENTIAL</p> <p>DE Title 3 § 2106(d)</p>	<p>Retain at agency 3 years after close of reports; successful audit; destroy. 3 Del Code 19, 3 Del Code 21</p> <p>NOTE: Reports are confidential and may not be disclosed in any manner that divulges the business operation of anyone or any registrant [3 DE Code-Chapter 19§1907 and DE Title 3 § 2106(d)]</p>	5/29/2013

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [3 Del Code 17](#)
3. Delaware Code [3 Del Code 19](#)
4. Delaware Code [3 Del Code 21](#)
5. Delaware Code [Title 29 State Government](#) (chapter 81)
6. Federal Code [Title 7 Agriculture](#)
7. Federal Code [Title 9 Animals and Animal Products](#)
8. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
9. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
10. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
11. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
12. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
13. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
ACL-004	SUBMITTED REPORTS/FORMS	Created	5/29/2013
ACL-005	DELAWARE FERTILIZER AND LIMING MATERIALS TONNAGE REPORTING FORMS	Created	5/29/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
MPI-001	ANTE-MORTEM EXAMINATION RECORDS Records of animals inspected on ante-mortem inspections. Contains number of animals slaughtered and/or found dead.		Retain at agency 3 years; destroy. 3 Del. Code 87 , 7 U.S.C Chapter 48 Section 1901 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-002	AUTHORIZED CERTIFICATION Documents that provide companies permission to make brands/stamps for meat using legends or markings		Retain at agency permanently. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-003	CERTIFICATE OF RECOGNITION Certificates issued by the USDA (United States Department of Agriculture) that certifies that the state has achieved "at least equal to" status in regards to the Federal Poultry Products Inspection Act.		Retain at agency 2 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-004	COMPLIANCE RECORDS Documents violations of laws regarding packaging, labeling, or quality (including grade or weights) A. Compliance Violators Report Documents violator(s) and business, nature of violation and product description (including weight, container type, inspector markets and labels) B. Compliance Exhibit Sheet Contains the description and location(s) of the product(s) involved in violation C. Compliance Photographic Report Photographs taken and submitted with the Compliance Violator's Report which includes a description of the photograph. D. D. Voluntary Destruction Notice Documents the violator's agreement to destroy meat deemed unsuitable for human consumption.	CONFIDENTIAL Title 29 § 10002(1)(3) & (4)	Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-005	COMPLIANCE WORK PLANS Enforcement activities pertaining to federal and state meat and poultry inspection work plan. Plans and renewals are federally issued		Retain at agency 2 years after successful federal audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-006	CONSUMER COMPLAINTS / INQUIRIES Completed by plant inspectors during ante-mortem and post-mortem inspections Documents condition and disposition of animals, number that pass inspection without restrictions and number that is condemned.		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013

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MPI-007	COOPERATIVE AGREEMENTS Outline federal/state cooperation on meat and poultry inspection under various federal regulations. File contains letters of agreement, statements of policy and policy changes. The agreements are issued by the federal government and renewed yearly.		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-008	DAILY DISPOSTION RECORDS Completed by plant inspectors during ante-mortem and post-mortem inspection Documents condition and disposition of animals, number that pass inspection without restrictions and number that is condemned.		Retain at agency 3 years; destroy. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-009	DENATURING AND TANKING REPORT Documents the number of animals (or parts of animals) slashed, denatured, or condemned as unfit for human consumption.		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-010	LABORATORY EXAMINATIONS Serves as a check on compliance of product compositions in meat and poultry plant Contains ingredients of products and results of tests run by the laboratory		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-011	EVALUATION INCIDENT WORKSHEET Documents complaints received regarding foreign objects in purchased meats. Includes a description of problems and a trace-back to the plant of origin		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-012	GENERAL INFORMATION ON VIOLATIONS Documents violations of state and federal laws committed by the business or individual being cited. Contains background information on the business, including ownership, registration, incorporation information and names of officers		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-013	MEAT AND POULTRY INSPECTION APPLICATION AND LICENSE Authorizes wholesalers, retailers, vendors and distributors to operate/conduct business in the state Contains license, type of business, license number and amount of fee paid.		Retain at agency current year plus 2 years; successful audit; destroy 3 Del. Code 87, 21 U.S.C Chapter 12 Sub Chapter I, 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-014	MEAT AND POULTRY PLANT PLANS AND SPECIFICATIONS Files contain copies of blueprints and specifications, information on the business and copies of office approval(s).		Retain in office 1 year, transfer original blueprints to Delaware Public Archives for permanent preservation. 3 Del Code 87, 9 CFR Chapter III, Subchapter A	

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MPI-015	MONTHLY REPORT OF INSPECTED POULTRY Documents the amount of poultry inspected and processed in the state. Includes information on type of processing and numbers of animals condemned or used.		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-016	NOTICE OF DETENTION Documents products detained by meat and poultry inspectors in accordance with laws and the reasons for detention. A. Preliminary Notice of Detention The initial notice details type of inspection (state, federal), reasons for detention, origin of product, detained tag numbers, testing information and information on disposition. B. Notice of Termination of Detention Cancels the detention of product(s) Includes reason for termination (e.g., destruction, re-inspection, seizure) and any pertinent remarks.		Retain at agency 7 years after successful audit; destroy. 3 Del. Code 87 , 21 U.S.C Chapter 12 Sub Chapter I , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-017	PROCESSING OPERATIONS REPORT Documents amounts of products (e.g., smoked, cured beef or pork, sausage, convenience foods, etc.) produced in Delaware plants, completed on a quarterly basis.		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-018	RETENTION AND CONDEMNATION REPORTS Documents the amounts the amount of animals or animal parts retained for condemnation and disposition.		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-019	SHIPPER'S / RECEIVER'S AFFADAVIT CERTIFICATION Certifies that product(s) have been shipped/received and that the correct records are accompanying the shipment Contains names and addresses of shippers and processors, information and dates of transportation, invoice numbers and any pertinent information		Retain at agency 3 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-020	SANITATION REPORT Documents the results of daily inspections for cleanliness done throughout each plant		Retain at agency 2 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013

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MPI-021	WEEKLY ACTIVITIES REPORTS Document hours worked by Federal/State Meat and Poultry Inspectors for payroll/personnel purposes. File contains weekly activities sheets, inspectors work reports including products inspected, mileage logs and payroll worksheets including hours worked, wages, taxes. May also contain results of post-mortem exams		Retain at agency 7 years after successful audit; destroy. 3 Del Code 87 , 9 CFR Chapter III, Subchapter A	2010 4/17/2013
MPI-022 (PRP-001)	AGRICULTURAL LICENSE AND BOND Required of any dealer purchasing fruits and vegetables from producers and/or auction markets		Retain at agency 3 years after successful audit; destroy 3 Del Code Chapter 25 , 7 CFR Subtitle B Chapter 1 Sub Chapter C	7/1/2013
MPI-023 (PRP-002)	FRUIT AND VEGETABLE INSPECTION CERTIFICATE Certifies that produce at market/shipping point has been inspected Contains product, brand, volume, size, defects (including damage and decay), and inspection information.		Retain at agency 5 years; destroy 7 CFR Subtitle B Chapter 1 Sub Chapter C	7/1/2013
MPI-024 (PRP-003)	FRUIT AND VEGETABLE MONTHLY REPORTS Completed for the USDA; document monthly activities of the Marketing Section. A. Financial Records (Form FV218) Document monthly fees owed by the state to the federal government for inspection completed. B. Volume of Shipping Point (Form FV344) Documents the volume of fruits and vegetables moved through shipping points and out of the state per month C. Terminal Market Inspections (Form FV345) Documents market inspection of fruits and vegetables coming into the state per month		Retain at agency 5 years after successful federal audit; destroy 7 CFR Subtitle B Chapter 1 Sub Chapter C	7/1/2013
MPI-025 (PRP-006)	POULTRY AND EGGS GRADING SERVICES TIME SHEETS Completed monthly for USDA Documents hours worked and services rendered by federal and state poultry graders		Retain at agency 3 years after successful federal audit; destroy 7 CFR Subtitle B Chapter 1 Sub Chapter C	7/1/2013
MPI-026 (PRP-007)	FRUIT AND VEGETABLE ANNUAL REPORTS Documents results of inspection of fruits and vegetables complete in the state. Includes numbers of fruits and vegetables imported/exported This report is also provided to the USDA		Retain at agency 1 Year, transfer to Delaware Public Archives for permanent preservation	7/1/2013

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Agency Appendix:

1. Retention Schedule was formerly titled "Meat and Poultry Inspection," in 1988
2. [Delaware Public Records Law is Title 29, Chapter 5](#)
3. Delaware Code [Title 3 Agriculture](#)
4. Delaware Administrative Code, [Title 3 Agriculture](#)
5. Delaware Code [Title 29 State Government](#) (chapter 81)
6. Federal Code [Title 7 Agriculture](#)
7. Federal Code [Title 9 Animals and Animal Products](#)
8. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
9. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
10. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
11. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
12. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
13. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
14. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
MPI-022 (PRP-001)	AGRICULTURAL LICENSE AND BOND	New Series Number because it was moved from the obsolete section of Production and Promotion	07/01/2013
MPI-023 (PRP-002)	FRUIT AND VEGETABLE INSPECTION CERTIFICATE	New Series Number because it was moved from the obsolete section of Production and Promotion	07/01/2013
MPI-024 (PRP-003)	FRUIT AND VEGETABLE MONTHLY REPORTS	New Series Number because it was moved from the obsolete section of Production and Promotion	07/01/2013
MPI-025 (PRP-006)	POULTRY AND EGGS GRADING SERVICES TIME SHEETS	New Series Number because it was moved from the obsolete section of Production and Promotion	07/01/2103
MPI-026 (PRP-007)	FRUIT AND VEGETABLE ANNUAL REPORTS	New Series Number because it was moved from the obsolete section of Production and Promotion	07/01/2103
PRP-004	License to Purchase Live Poultry	Removed; moved to Poultry and Animal Health	07/01/2013
PRP-005	Milk Dealer Permits	Removed; moved to Public Health's Retention Schedule as of 9/30/1991	07/01/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED/ REVISED
FOR-001	FOREST TREE/SEEDLING APPLICATIONS		No longer creating	1/2010 5/9/2013 8/24/2023
FOR-002	PROGRESS REPORTS (FIRE AND LAND MANAGEMENT) Document work of the Forestry Section including services rendered, products harvested, number of fires and acres damaged, acres planted and areas under protection.		Retain at Agency 3 years, Scan to data system; verify; transfer electronic records to Delaware Public Archives for permanent preservation. Note: Updated information will be added to the archival records in paper and digital format periodically. Title 3 Chapter 10	1/2010 5/9/2013
FOR-003	TIMBER SALE (TIMBER SALE CONTRACTS AND BIDS) Document purchases of timber from state lands. Contain maps, advertising information, technical specifications, stumpage and sales information including prices, amounts and proposals.		Retain at agency 3 years; successful audit; transfer to Delaware Public Archives for permanent preservation. Title 3 Chapter 10	1/2010 5/9/2013 8/24/2023
FOR-004	WOODLAND MANAGEMENT SERVICE RECORDS Contain landowner's request for service, including reasons (i.e., inspection, tree planting, egg mass survey) and evaluation of trees, including volume, size any disease found and growth needed before destruction/sale.		Retain at agency 3 years; destroy. Title 3 Chapter 10	1/2010 5/9/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED/ REVISED
FOR-005	<p>MAPS / SURVEYS</p> <p>Documents changes in Delaware's forests and designates any new boundaries of state forests.</p>		<p>Retain at agency until information is verified in GIS database; transfer electronic record to Delaware Public Archives for permanent preservation-</p> <p>NOTE: Delaware Forest Service maintains all information within the Geographic Information System (GIS database)</p> <p>https://dataexchange.gis.delaware.gov/Title 3 Chapter 10</p>	<p>1/2010 5/9/2013</p>
FOR-006	<p>PHOTOGRAPHS, NEGATIVES, SLIDES, FILMS AND VIDEOTAPES</p> <p>Document work of the Forestry Section, including special events, projects and studies photographs, negatives and slides, films and videotapes</p>		<p>Retain at agency no longer than 15 years; place information onto a CD; transfer to Delaware Public Archives for permanent storage.</p> <p>Note: Agency storage must be approved by a DPA Records Analyst</p> <p>Title 3 Chapter 10</p>	<p>1/2010 5/9/2013</p>
FOR-007	<p>WOODLAND STEWARDSHIP PLANS (WOODLAND MANAGEMENT REQUESTS)</p> <p>Historical and technical state forest records, tables, data, tree inventory, etc. Management plans of DFS core Programs: Fire, Urban, Stewardship, Forest Health. Contains Monthly Managers reports.</p>		<p>Retain at agency 5 years; place information onto a CD; transfer to Delaware Public Archives for permanent preservation.</p> <p>NOTE: Any information is being maintained within the Geographic Information System (GIS database) to be verified in database and transferred electronic record to Delaware Public Archives for permanent preservation.</p> <p>https://dataexchange.gis.delaware.gov/Title 3 Chapter 10</p>	<p>1/2010 5/9/2013 8/24/2023</p>
FOR-008	<p>OUTREACH RECORDS (WORKSHOP RECORDS)</p> <p>Publications produces for distribution to other agencies and the public that detail or promote activities, DFS history, procedures, programs, regulations, statistical date, etc. File contains brochures, press releases, registrations, programs and agendas.</p>		<p>Retain press releases and registrations at agency 3 years; destroy. Upon publication submit 1 copy of brochures, programs and agendas to Delaware Public Archives for permanent preservation.</p> <p>Title 3 Chapter 10</p>	<p>1/2010 5/9/2013 8/24/2023</p>

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED/ REVISED
FOR-009	<p>TAX EXEMPT FILES / REFERRAL FOR TECHNICAL DETERMINATION</p> <p>Landowner applications for Forest Land Tax Exemption from County Tax Rolls for a period of thirty years. Information includes number of acres of wooded land, location, hundred, county and approval or denial.</p>		<p>Retain at agency 5 years after exemption has expired or been removed from list; destroy.</p> <p>NOTE: The record copy of the approved applications is retained by the County Board of Assessment for 30 years</p> <p>Title 3 Chapter 26; Title 3 Chapter 10</p>	<p>1/2010 5/9/2013</p>
FOR-010	<p>UNITED STATES FOREST SERVICE- FOREST LEGACY PROGRAM (FLP)</p> <p>Monitor documentation as per the FLP guidelines. Records include a baseline documentation report, forest stewardship plan, monitoring reports, conservation easement, plot of the tract, a property appraisal, and digital photographs.</p>		<p>Retain at agency 10 years, transfer to Delaware Public Archives for permanent preservation.</p> <p>Title 3 Chapter 10</p>	<p>1/2010 5/9/2013</p>
FOR-011 (PLT-001)	<p>FOREST EDUCATION AND INFORMATION (PROJECT LEARNING TREE)</p> <p>Contains Project Learning Tree and Agency's environmental education workshop for Teachers the reference materials and guides are provided by the American Forest Foundation</p>		<p>Retain at agency until no longer needed; destroy.</p> <p>Title 3 Chapter 10</p>	<p>8/3/1989 8/30/2013 8/24/2023</p>
FOR-012	<p>FOREST HEALTH STUDIES</p> <p>USADA-FS Forest Inventory and Analysis records; plot reports.</p>		<p>Retain at agency for 3 years, transfer to Public Archives for permanent preservation.</p> <p>Title 3 Chapter 10</p>	<p>8/24/2023</p>

Agency Notes:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Public Archives Information Paper http://archives.delaware.gov/govsvcs/pdfs/Records%20Policies/SuitableMediaAndFormats_20130312.pdf
3. Geographic Information System (GIS) data for State Forests (Delaware Forest Service) uses a polygon shape file. This data is only updated when they acquire new lands. An always-current version can be downloaded from the Delaware Geospatial Data Exchange at <https://dataexchange.gis.delaware.gov/>

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4. Delaware Code [Title 3 Agriculture](#)
5. Delaware Administrative Code, [Title 3 Agriculture](#)
6. Delaware Code [Title 29 State Government](#) (chapter 81)
7. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
8. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
9. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
10. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
11. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
12. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
13. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series change	Title and Explanation and action taken	Retention	Date of
FOR-011 (PLT-001)	PROJECT LEARNING TREE	New Series Number because it was moved from the Office of the Secretary of Agriculture (1989); Added description and retention information	8/30/2013
FOR-001 FOR-003	FOREST TREE/SEEDLING APPLICATIONS TIMBER SALE CONTRACTS AND BIDS	Agency is no longer creating Series title has changed to Timber Sale and the retention instructions were changed.	8/24/2023 8/24/2023

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FOR-007	WOODLAND MANAGEMENT REQUESTS	Series title has changed to Woodland Stewardship Plans and the description has changed.	8/24/2023
FOR-008	WORKSHOP RECORDS	Series title changed to Outreach Records and the description has changed.	8/24/20234
FOR-011	PROJECT LEARNING TREE	Series title changed to Forest Education and Information and the description has changed.	8/24/2023
FOR-012	FOREST HEALTH STUDIES	Series has been created.	8/24/2023

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DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: HARNESS RACING COMMISSION

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2/2/2004

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
HRC-001	<p>HARNESS RACING FILES Contains information on all track employees (includes licenses, trainers, track officials, judges, stewards, jockeys, vendors, etc.).</p> <p>A. License Applications Contains personal information on applicants, including criminal charges</p> <p>B. Appeal Folders Documents appeals of penalties given to horsemen for infractions at the track. Includes Notice of Suspension and fines or suspensions given</p>		<p>A. License Applications Input license applications to computer databases at the respective tracks. New licenses are required for each meet during each calendar year. Destroy paper copies after verification of database. Retain in computer database 3 years; successful audit; destroy.</p> <p>B. Appeal Folders Retain at agency 2 years or until resolution of litigation; successful audit; destroy 3 Del Code 100 3 Del Admin Code 501</p>	<p>8/1/2006 4/12/2013</p>
HRC-002	<p>DRUG CHEMICAL RESULTS Documents testing completed on horsemen and horses. File contains cards and results forms.</p>	<p>CONFIDENTIAL Title 29 § 10002(1)(3) & (4)</p>	<p>Retain at respective tracks 1 year; transfer to State Record Center for 6 years; destroy. 3 Del Code 100 3 Del Admin Code 501</p>	<p>8/1/2006 4/12/2013</p>
HRC-003	<p>RECAP SHEETS AND PROGRAMS Documents daily activities of racetracks (attendance, fees, files and tickets) in statistical format Used to compile Harness Racing Commission Annual Report.</p>		<p>Retain at respective track 3 year; successful audit; destroy. 3 Del Code 100 3 Del Admin Code 501 29 Del Code 48</p>	<p>8/1/2006 4/12/2013</p>
HRC-004	<p>HARNESS RACING COMMISSION FILES Commission Meeting Minutes contains the original official records of the proceeds of meetings. May include agenda and other supporting documents NOTE: The Harness Racing Commission's annual report is included in the Department of Agriculture Annual Report.</p>		<p>Retain originals at Agency 2 years; transfer to Delaware Public Archives for permanent preservation. Retain copies at agency 10 years or until Sunset Committee review; destroy. 3 Del Code 100 3 Del Admin Code 501</p>	<p>8/1/2006 4/12/2013</p>

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DELAWARE PUBLIC ARCHIVES

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Agency: AGRICULTURE
Division: HARNESS RACING COMMISSION

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2/2/2004

Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
4. Delaware Code [Title 29 State Government](#) (chapters 48 and 81)
5. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
6. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
7. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
8. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
9. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
10. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
11. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
HRC-003	RECAP SHEETS AND PROGRAMS	Increased retention do to the audit requirements	4/12/2013

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Record Group: 1380
Agency: AGRICULTURE
Division: DELAWARE AGRICULTURE LAND USE PLANNING AND PRESERVATION

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
ALP-001	<p>LESA (Land Evaluation and Site Assessment) RECORDS Document the need for agricultural land preservation in the state. File contains correspondence, reports and handbook (including maps, graphs, checks and worksheets). <i>This information is updated every 10 years</i></p>		<p>Upon publication, send 2 copies of handbook to Delaware Public Archives for permanent preservation. Retain remaining files at agency 2 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>3 Del Code 9, 3 Del Admin Code 700</p>	12/2009
ALP-002	PROJECT REVIEW FILES		DELETING SERIES	12/2009 2/18/2014
ALP-003	PROMOTION/PUBLIC RELATIONS FILES		DELETING SERIES	12/2009 2/18/2014
ALP-004	<p>REPORTS Document the work of the Farmland Assessment Program. File contains correspondence (including Attorney General opinions and contracts) and reports (including charts, graphs and laws).</p>		<p>Upon publication, submit 2 copies of report to Delaware Public Archives for permanent preservation. Retain correspondence at agency 2 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>3 Del Code 9, 3 Del Admin Code 700</p>	12/2009
ALP-005	SURVEYS		DELETING SERIES	12/2009 2/18/2014
ALP-006	APPRAISALS		DELETING SERIES	12/2009 2/18/2014
ALP-007	<p>CENTURY FARM APPLICATIONS This program recognizes farms that have belonged to the same family for over one hundred years. Applications for reorganization with supporting documentation are submitted to the program for approval to have applicant farms designated as "Century Farms". Files contain correspondence to and from the council president or secretary, news clippings or copies of news articles and copies of legislation. Some of this information was recorded on cassette tapes for the oral history of the farms and will be stored separate from the paper copies of information</p>		<p>Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation</p> <p>3 Del Code 9, 3 Del Admin Code 700</p>	7/9/2013
DALPF-001	ACCOUNTING – ADMINISTRATIVE FUNDS		<p>Scan to data system; Verify; destroy hard copies; Retain Electronic Records at agency 5 years; destroy.</p> <p>3 Del Code 9, 3 Del Admin Code 700</p>	8/1/2006 5/16/2011

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
DALPF-002	ACCOUNTING – DEVELOPMENT RIGHTS FUNDS		Scan to data system; Verify; destroy hard copies; Retain Electronic Records at agency 5 years; destroy. 3 Del Code 9, 3 Del Admin Code 700	8/1/2006 5/16/2011
DALPF - 003	CORRESPONDENCE Documents communication concerning DALPF business		Scan to system as soon as practical; successful audit; destroy paper documents when verified on system; retain on system until no longer needed. 3 Del Code 9, 3 Del Admin Code 700	8/1/2006 5/16/2011
DALPF - 004	MINUTES OF OFFICIAL STATE COMMITTEES, COMMISSIONS, BOARDS, AND COUNCILS Original official records of the proceedings of meetings May include agendas and other media as well as supporting documents		Scan to system as soon as practical; retain originals at agency 2 years; transfer to Archives for permanent preservation. Retain duplicate copies at agency 10 years or until Sunset Committee Review; destroy. 3 Del Code 9, 3 Del Admin Code 700	8/1/2006 5/16/2011
DALPF-005	PROPERTY LAND SURVEYS Property surveys for easements purchased by the Agricultural Lands Preservation Foundation, including Agricultural Lands Preservation Program easements, Forestland Preservation Program easements, and Young Farmers Program easements.		Retain at agency electronically indefinitely for reference; transfer originals that have been recorded at the respective County Recorder of Deeds Office to Delaware Public Archives for Permanent Preservation 3 Del Code 9, 3 Del Admin Code 700	5/16/2011 2/18/2014
DALPF-006	APPRAISALS Real estate appraisals of land and improvements of interest to the Agricultural Lands Preservation Program		Retain the appraisals for those properties selected for easement at agency 10 years; destroy. 3 Del Code 9, 3 Del Admin Code 700	5/16/2011 2/18/2014
DALPF-007	AGRICULTURE LAND PRESERVATION MONITORING PROGRAM All properties are monitored on an annual or bi-annual basis files may contain photographs/images and reports on the property.		Maintain electronically 2 years; destroy	2/18/2014

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
4. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
5. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
6. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
7. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
8. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
9. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
10. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
ALP-007	CENTURY FARM APPLICATIONS	Created	7/9/013
DALPF-007	AGRICULTURE LAND PRESERVATION MONITORING PROGRAM	Created	2/18/2014
ALP-002	PROJECT REVIEW FILES Deleting series	Maintained with OSPC/OMB	2/18/2014
ALP-003	PROMOTION/PUBLIC RELATIONS FILES Deleting series	Maintained with the Marketing Section	2/18/2014
ALP-005	SURVEYS	Deleting series because these documents are created by NASS under USDA	2/18/2014
ALP-006	APPRAISALS	Deleting because this is duplicated in DALPF-006	2/18/2014

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL /VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
CD1	DELAWARE POTATO BOARD RECORDS		NO LONGER DOING	7/3/2013
CD2	DELAWARE SOYBEAN BOARD RECORDS		NO LONGER DOING	7/3/2013
CD3	PHOTOGRAPHS, SLIDES AND VIDEO TAPES		SEE GENRAL SCHEDULE GAR-036 GAR-037 GAR-038	7/3/2013
CD4	DELAWARE BEEF ADVISORY BOARD RECORDS		NO LONGER DOING	7/3/2013
DAM-001	FARM TO SCHOOL ADVISORY BOARD Files may contain minutes, agendas, policies, financial and project data		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation NOTE: The retention of Policy and Program Records are governed in the State General Administrative Retention Schedule : Policy and Program Records	7/3/2013
DAM-002	AGRICULTURE TOURISM ATTRACTION GUIDE SIGN APPLICATION Files may contain a listing of farmers, location, application and any other correspondence		Retain at agency 1 year after installation; destroy	7/3/2013

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Agency Appendix:

1. Retention Schedule was formerly titled "Commodity Development 1988 And Marketing Product Development 1990."
2. [Delaware Public Records Law is Title 29, Chapter 5](#)
3. Delaware Code [Title 3 Agriculture](#)
4. Delaware Administrative Code, [Title 3 Agriculture](#)
5. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
6. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
7. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
8. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
9. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
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11. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
CD1	Delaware Potato Board Records	Series Deleted No longer used by agency	7/3/2013
CD2	Delaware Soybean Board Records	Series Deleted No longer used by agency	7/3/2013
CD3	PHOTOGRAPHS, SLIDES AND VIDEO TAPES	Series deleted because it is a duplications of series within the State General Administrative Retention Schedule (Photographs; Graphic Arts Files Motion Pictures/Video Records/Sound Records) Agency will reference the State General Administrative Retention Schedule	7/3/2013
CD4	Delaware Beef Advisory Board Records	Series Deleted No longer used by agency	7/3/2013
DAM-001	Farm to School Advisory Board	Created-Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation	7/3/2013
DAM-002	Agriculture Tourism Attraction Guide Sign Application	Created Retain at agency 1 year after installation; destroy	7/3/2013

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Record Group: **1380**
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Division: **NUTRIENT MANAGEMENT**

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8/1/2006

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
NM-001	<p>DELAWARE NUTRIENT MANAGEMENT COMMISSION FILES</p> <p>A. Annual Report Financial and statistical information from the Commission for the past year</p> <p>B. Commission Meeting Minutes and Public Meetings Records Original official records of the proceeds of meetings May include agenda and other supporting documentation. Documenting the proceedings of Official Public Meetings</p> <p>C. Nutrient Management Mandate Mandate record numbers, name address, date, and signature, explanation of the law and the regulations, responses to the mandate, queried reports and mailing list. Records documenting the formulation and adoption of policies and procedures and the implementation of the programs or functions of the office or department</p>		<p>A. Submit 1 copy, upon publication, to Delaware Documentation at Delaware Public Archives for permanent preservation.</p> <p>B. Retain originals at Agency 2 years; successful audit; transfer to Delaware Public Archives for permanent preservation.</p> <p>C. Retain at agency 1 year; transfer to Delaware Public Archives for permanent preservation</p> <p>3 Del Code 22</p>	2010 10/16/2013
NM-002	BUDGETARY RECORDS		This series became obsolete as of 2004 and the responsibility moved to the Financial Office	2010 10/16/2013
NM-003	<p>CASE FILES</p> <p>Record of specific nature of complaint, violation of specified law or regulation, audit finding and results, memorandum of resolutions, official and formal hearing minutes, history of complaints May contain complaints, violations, memoranda of resolutions (MOR), hearing minutes, and complaint history</p>	CONF	<p>Retain at agency 1 year after all litigation cases have been resolved or referred to the Justice Department</p> <p>3 Del Code 22</p>	2010 10/16/2013
NM-004	<p>CERTIFICATION AND EDUCATION FILES</p> <p>May contain certification number, application, name, address, date, signature, copy of certification card</p> <p>A. Nutrient Consultants</p> <p>B. Commercial Nutrient Handlers, Private Nutrient Handlers and Nutrient Generators</p>	CONF	<p>A. Retain at agency 3 years after certification is renewed; destroy.</p> <p>B. Retain at agency until certification is renewed; destroy</p> <p>3 Del Code 22</p>	2010 10/16/2013
NM-005	DELAWARE NUTRIENT MANAGEMENT HISTORY		This series is obsolete this information is maintained in NM-001 and with the Governor and Legislators who make the appointments	2010 10/16/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
NM-006	PROGRAM PLANNING FILES May include planning number, owner's name, farm name, and address, Social Security Number and/or Employer Identification Number	CONF	Retain at agency 1 year after final cost share payment; successful audit; destroy. 3 Del Code 22	2010 10/16/2013
NM-007	RELOCATION FILES May include relocation number, name, farm name, address, Social Security Number, FEI, back up invoices, poultry manure test results, alternative use projects (pending, approved, disapproved).	CONF	Retain at agency 3 years after cost share payment; successful audit; destroy. 3 Del Code 22	2010 10/16/2013
NM-008	NUTRIENT MANAGEMENT TECHNOLOGY May include scientific research data, reports, resources and other reference materials		Retain at agency 1 year; destroy. 3 Del Code 22	2010 10/16/2013
NM-009	STATISTICAL DATA May contain annual reports from farmers, growers, nutrient applicators and activities from previous year for statistics		Retain at agency 1 year after verified in database	10/16/2013
NM-010	CONCENTRATED ANIMAL FEED OPERATION (CAFO) May contain notice of intent, animal waste management plan or comprehensive nutrient management plan, inspection/audit reports and manure analyst reports		Retain paper copies at agency until scanned and verified in database; destroy paper copies; maintain on database 5 years; delete 3 Del Code 22 , 7 Del Code 60 40 CFR 122 , 40 CFR 122.23 , 40 CFR 412	10/16/2013

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Code [Title 7 Conservation](#)
4. Delaware Administrative Code [Title 3 Agriculture](#)
5. Federal Code [Title 40 Protection of the Environment](#)
6. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
7. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
8. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
9. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
10. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
11. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures](#) and/or [29 Del Code, §519](#))
12. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
NM-001	Delaware Nutrient Management Commission Files	Deleted D because this is covered in this section Under B	10/16/2013
NM-002	Budgetary Records	Obsolete as of 2004 because the responsibility Moved to the Financial Office	10/16/2013
NM-003	Case Files	Changed until all litigation to 1 year after all litigation	10/16/2013
NM-004	Certification Files Changed to Certification and Education Files	Added B. Retain at agency until certification is Renewed; destroy	10/16/2013
NM-005	Delaware Nutrient Management History	Obsolete information maintained in NM-001 and with the Governor and Legislators who make appointments	10/16/2013
NM-006	Program Planning Files	Changed from 3 years to 1 year	10/16/2013
NM-008	Nutrient Management Technology	changed from obsolete to 1 year	10/16/2013
NM-009	Statistical Data	Created this series	10/16/2013
NM-010	Concentrated Animal Feed Operation (CAFO)	Created this series	10/16/2013

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SERIES#	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/ VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PC-001	BUSINESS LICENSES Authorize businesses (i.e. exterminators) to use pesticides in the process of their work. Contains original applications, annual licenses, insurance documents, renewals and employee listings	CONF	Retain at agency until scanned and verified; papers can be destroyed; retain on database 3 years; destroy 3 Del. Code 12 40 CFR 152-180	8/5/2011 2/26/2013
PC-002	COMPLAINT FILE Summary of pesticide use/misuse complaints. If an investigation results, file will contain product labels, notice(s) of inspections, investigation of use, sample of pesticide and chain of custody within the Department and pertinent correspondence. The complaint information is included in annual federal reports.		Retained at agency 3 years or until any litigation is resolved; destroy. Submit 1 copy of the federal report to Delaware Public Archives for permanent preservation. 3 Del. Code 12 , 29 Del. Code §508 40 CFR 152-180	2/26/2013
PC-003	EXPERIMENTAL USE PERMITS Issued by the USEPA for the trial use of pesticides in Delaware File contains type, batch number and amount of pesticide used, location(s) where used, cooperators and inspection reports. USEPA retains original applications and information. Department receive copy of permit and send annual reports to USEPA.		Retain permits at agency 2 years; destroy. Submit 1 copy of the federal report to Delaware Public Archives for permanent preservation. 3 Del. Code 12 , 29 Del. Code §508 40 CFR 152-180	2/26/2013
PC-004	INSPECTION REPORTS Document inspections held annually at retail businesses, sporadically at farms. File includes complaints, comments, procedures followed, items investigated and results.		Retain at agency 3 years; destroy. 3 Del. Code 12 40 CFR 152-180	2/26/2013
PC-006	PRODUCT REGISTRATIONS AND LABELS Documentation of pesticides product registrations File contains approved applications for product registration (listing information on product and company) and copies of each product label. (Renewed annually)		Retain at agency 2 years; destroy. 3 Del. Code 12 40 CFR 152-180	2/26/2013
PC-007	SAMPLE COLLECTION REPORTS Document official records of samples collected by the Department for investigation. File may contain registration information, labels, photographs, shipping invoices, reports and chain of custody. These reports are cross-referenced with PC-002		Retain at agency 3 years or until any litigation is resolved; destroy. 40 CFR 152-180	2/26/2013

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PC-008	SPECIAL LOCAL NEEDS REGISTRATION Lists pesticides, which have been granted special labels and authorization to use other than is standard/normal. File contains applications and supporting data of use and federal comments (Federal government receives information and has 90 days to respond).	CONFIDENTIAL	Retain at agency until scanned and verified; paper copies can be destroyed; retain on database 2 years; destroy. 40 CFR 152-180	2/26/2013
PC-009	APPLICATOR CERTIFICATIONS Document persons who have been certified to use/sell pesticides. The certificate must be presented when purchasing restricted use pesticides. Private/individual certifications are renewed every three years. Commercial certifications are renewed yearly. File contains verifications of training.		Retain private and commercial renewal certifications at agency until scanned and verified; paper copies can be destroyed; retain on database 4 years; destroy. 3 Del. Code 12 40 CFR 152-180	8/5/2011 2/26/2013
PC-010	CERTIFICATION EXAMS Test and certify competence of restricted use and commercial pesticide applicators. There is one exam and twelve category exams; tests are given every thirty days. Results: successful exam-cover page with score and personal information is retained. Failed exam-entire test is retained in-case of challenge.		Retain at agency until scanned and verified; paper copies can be destroyed; retain on database 3 years or until resolution of challenges; destroy. 3 Del. Code 12 40 CFR 152-180	8/5/2011 2/26/2013
PC-012 (PC-013 PC-014)	TRAINING CLASS INFORMATION Contains information on training, including attendance, agendas, course content, etc.		Retain at agency on computer 4 years; destroy course information at end of retention period.	2/26/2013
PC-013	TRAINING CLASSES (HARD COPY)		SERIES COMBINED WITH PC-012	
PC-014	ATTENDANCE VERIFICATIONS		SERIES COMBINED WITH PC-012	
PC-015	DEALER PERMITS Permit required for restricted use pesticide sales.		Retain at agency until scanned and verified; paper copies can be destroyed; retain in database 3 years; destroy. 3 Del. Code 12 40 CFR 152-180	2/26/2013

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Agency Appendix:

1. According to section head David Pyne there are no audits done and there is no need of having this in the schedule
2. [Delaware Public Records Law is Title 29, Chapter 5](#)
3. [Delaware Code Title 3 Agriculture](#)
4. Delaware Administrative Code, [Title 3 Agriculture](#)
5. Federal Code [Title 40 Protection of Environment](#) (chapter 1, subchapter E)
6. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
7. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
8. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
9. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
10. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures](#) and/or [29 Del Code, §519](#))
11. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
PC-002	EXPERIMENTAL USE PERMITS	Removed successful audit and changed from 2 copies to 1 copy	2/26/2013
PC-003	COMPLAINT FILE	Removed successful audit and changed from 2 copies to 1 copy	2/26/2013
PC-004	INSPECTION REPORTS	Removed successful audit from retention instructions	2/26/2013
PC-005	PRODUCT REGISTRATIONS	Series Deleted No longer used by agency	2/26/2013
PC-006	PRODUCT REGISTRATIONS AND LABELS	Increased retention from 1 year to 2 years	2/26/2013
PC-007	SAMPLE COLLECTION REPORTS	Removed successful audit from retention instructions	2/26/2013
PC-008	SPECIAL LOCAL NEEDS REGISTRATION	Added scanned and verified; paper copies can be destroyed; retain on database 2 years – Removed successful audit	2/26/2013
PC-011	APPLICATOR TRANSCRIPTS	Series Deleted No longer used by agency	2/26/2013
PC-012	TRAINING CLASS INFORMATION	Added Series: Training classes (hard copy) PC-013 and Attendance verifications PC-014	2/26/2013
PC-013	TRAINING CLASSES (HARD COPY)	Series Deleted combined with Training Class Information PC-012	2/26/2013
PC-014	ATTENDANCE VERIFICATIONS	Series Deleted combined with Training Class Information PC-012	2/26/2013
PC-015	DEALER PERMITS	Added scanned and verified; paper copies can be destroyed; retain on database 3 years – Removed successful audit	2/26/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PI-001	<p>APIARY INSPECTION FILES Documents inspection of honeybee colonies and records occurrences of disease</p> <p>A. Apiary Certificates Documents that hives have been inspected and found free of disease. Certificates are issued after annual inspections.</p> <p>B. Apiary Inspection Records Documents inspection of hives and any evidence of disease found.</p> <p>C. Notices of Existing Bee Diseases and Quarantines Notifies beekeepers of disease(s) found during inspection. Includes type of hive, race of bees, type of disease and treatment or quarantine instructions</p>		<p>Retain at agency 5 years; destroy. 3 Del Code 75 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>
PI-002	<p>BEEKEEPER REGISTRATIONS Lists all Delaware beekeepers. Beekeepers register annually and provide information on the number and location of their colonies.</p>		<p>Retain at agency 5 years; destroy. 3 Del Code 75 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>
PI-003	<p>DIRECTORY OF DELAWARE BEEKEEPERS Lists the names, addresses, phone numbers and number of colonies of each registered beekeeper</p>		<p>Send 1 copy to Delaware Public Archives; Delaware Documentation for permanent preservation 3 Del Code 75 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>
PI-004	<p>CHRISTMAS TREE INSPECTION REPORTS</p>		DELETED SERIES NO LONGER DOING	<p>3/1/2004</p>

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PI-005	<p>GYPSEY MOTH SUPPRESSION RECORDS Documents gypsy moth suppression activities. Files contain federal and state documents as this program operates under both federal and state guidelines. Arranged as follows:</p> <p>A. Survey, detection and monitoring</p> <ol style="list-style-type: none"> 1. Fall egg mass surveys and results 2. Biological project data 3. Maps of coordinates and woodlots surveyed 4. Program coordinator/woodlot owner lists <p>B. Public communications/contacts</p> <ol style="list-style-type: none"> 1. Records of public meetings, meeting agendas, public notices, recorded proceedings, etc. 2. Natural Heritage site evaluations and comments 3. Lists of property owners in wooded spray areas 4. Lists of pesticide sensitive people 5. Media information <p>C. Administrative/project records</p> <ol style="list-style-type: none"> 1. Environmental assessments, biological assessments 2. Federal grant documents 3. Program guidelines/updates 4. Spray contracts 5. Work safety plans 6. Aircraft calibration/application records <p>D. Spray project records</p> <ol style="list-style-type: none"> 1. Insecticides used, spray records 2. Aerial application and follow-up monitoring data 3. Maps of treated areas 4. Pre- and post-spray application pesticide monitoring data 5. Defoliation data and defoliation maps <p>E. Specialized maps and documents</p> <ol style="list-style-type: none"> 1. Infrared photographs 		<p>NOTE: this program has been discontinued; the last treatment was 1998 and the last survey in 2009; however, records may still exist at agencies that require the application of the following instructions:</p> <p>A. Survey, Detection and Monitoring. Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>B. Public communications/contacts Retain at agency 10 years; transfer to Delaware Public Archives for 5 years; destroy.</p> <p>C. Administrative/project records Retain at agency 5 years; transfer to Delaware Public Archives for 5 years; destroy.</p> <p>D. Spray project Records Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>E. Specialized maps and documents Retain at agency 15 years; destroy</p>	<p>3/1/2004 2010 7/11/2013</p>

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PI-006	<p>NOXIOUS WEED FILES Documents noxious weed infestations and compliance with Delaware Code, Title 3, Chapter 24 including type of weed, acreage and tillage, crop and treatment. Files contain compliance agreements, case histories and correspondence.</p>		<p>Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. 3 Del Code 24 3 Del Code 15 3 Del Admin Code 800 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>
PI-007 (PI-008, PI-009)	<p>NURSERY CERTIFICATION RECORDS Document state plant regulatory inspection and certification information for both field growers and retail establishments.</p> <p>A. Nursery Industry License Records Document that all nursery businesses have filled out an application, been issued a license and are approved to operate and market their plants, plant products and plant related services. Applications are reviewed annually. Licenses are issued annually.</p> <p>B. Certificate of Inspection Records Documents the plant material on the business premises has been inspected for, and is free of, any dangerously injurious pests and approved for intra or interstate shipment and sales. Certifications are issued annually. Nursery inspection reports record plants and pests encountered, degree of infestation, location on premises and inspector notes. Inspections are completed at least once annually. Retail establishments may be inspected multiple times annually as seasonal products change.</p> <p>C. Nursery Industry License Directory Documents the status of all nursery and nursery related licensed and certified establishments. The directory is available online at the agency's website. Each directory lists the business name, physical location address, and license number. The directory is searchable by keyword(s) county, business type and selling mode</p>		<p>A. Nursery Industry License Records Retain at agency 20 years; destroy. 3 Del Code 13 7 CFR 300-380</p> <p>B. Certificate of Inspection Records Retain at agency until updated; destroy. 3 Del Code 13 7 CFR 300-380</p> <p>C. Nursery Industry License Directory Submit 1 copy to Delaware Public Archives, Delaware Documentation for permanent preservation. Discard unused directories when no longer needed. 3 Del Code 13 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>

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PI-011	<p>FEDERAL DOCUMENTS Documents with original signatures by joint USDA-APHIS (Animal and Plant Health Inspections Service)-PPQ (Plant Protection and Quarantine) for other federal agencies) and Plant Industry efforts. Includes the following:</p> <p>A. Memoranda of Understanding Documents that outlines jurisdictional boundaries, limits of cooperation and specific obligations within each party's theater of operations</p> <p>B. Memoranda of Agreement Documents that outline and state each party's obligation as defined within the documents.</p> <p>C. Compliance Agreements Documents of agreed operations between USDA-APHIS-PPQ Plant Industries Section and commercial pest control operations.</p> <p>DOCUMENTS WITH ORIGINAL SIGNATURES AND OF SET DURATION</p> <p>A. Applications/Permits to move Live Plant Pests or Noxious Weeds PPQ-526 - Removing never had</p> <p>B. Post Entry Quarantine Notices, inspections, etc.</p> <p>C. Federal Phytosanitary Certificates</p> <p>D. Biotechnology Permits/Notifications - Removing never had</p> <p>DOCUMENTS WITH ORIGINAL SIGNATURES AND OF SET DURATION (PPQ-530 AND PPQ-540 ONLY)</p> <p>E. Limited Movement Permit (PPQ-530)</p> <p>F. Certificate of Inspection (PPQ-540)</p>		<p>Retain at agency for duration of agreement-document; transfer to Delaware Public Archives for permanent preservation. If the agreement/document terminates prior to 10 years; retain at agency for the remainder of the 10 year period; transfer to Delaware Public Archives for permanent preservation.</p> <p>3 Del Code 11 7 CFR 300-380</p> <p>After initial time interval expires, documents are to be retained on site for an additional 3 years; destroy.</p> <p>Biotechnology CBI information can be destroyed as soon as the permit, notification, etc. expires.</p> <p>3 Del Code 11 7 CFR 300-380</p> <p>PPQ-530 and PPQ-540 books are to be returned to USDA-APHIS-PPQ-Dover upon completion.</p> <p>3 Del Code 11 7 CFR 300-380</p>	<p>3/1/2004 2010 7/11/2013</p>

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PI-012 (PI-010)	STATE DOCUMENTS Plant Industries interstate and intrastate regulatory documents A. State Phytosanitary Certificate Interstate plant movement permits B. State Certificate of Inspection Houseplant movement permits and other inspections not covered as a phytosanitary certificate. C. State Ribes (current) Permit Permit to grow plants of the genus <i>Ribes L</i> in specific locations and areas of the state.		Retain at agency 5 years after expiration; destroy. 3 Del Code 11 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-013 (SL-001)	APPLICATION FOR LICENSING OF GRAIN INSPECTORS List of company, employees who are authorized to inspect grain. These employees must pass an examination. The inspector signs their name on the application when exam is passed. The company receives a license. Seed Laboratory retains only the application with the company information and a list of authorized employees. Applications are renewed bi-annually and updated as new employees are certified Training records are submitted to the Department for review for renewal of application of Grain Inspectors		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-014 (SL-003)	SEED LABORATORY LEDGERS (formerly Grain Mill Ledgers) Records company name, amount of payment dues to Seed Laboratory for testing done, invoice numbers, billing posts, date of payment, receipt and check number of payment		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-015 (SL-004)	CERTIFIED SEED LEDGERS Records seed type, total acreage and seed tag number, as well as information on amounts due, invoice numbers, billing postings data of payment receipt and check number of payment. A consecutive listing of seed tag numbers is also recorded		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-016 (SL-005)	GRAIN INSPECTORS Records company name, amount due for licensing fee, billing postings date of payment receipt and check number of payment.		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013

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PI-017 (SL-006)	OFFICE SAMPLE RECORDS (Book and Form Cards) Form cards with information of seed samples tested at the laboratory. Contain information on grower, date received, certification, purity "carryover" (store seeds), and test results. Customer either paid when sample was delivered, or billed at the time when test results were sent.		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-018 (SL-007)	GRAIN INSPECTION RESULTS (formerly Railcar Samples) Samples are taken or submitted for quality testing Two forms are completed during the inspection: A. An Inspection Certificate is completed by the Seed Laboratory inspector; B. A Grain Samples Ticket is completed by the Laboratory Secretary Copies are sent to grower companies. Each form contain company name, ID number, type of seed, test results, amount of payment due, invoice number and date.		Retain at agency 3 years; successful audit; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-019 (SL-008)	SEED CERTIFICATION RECORDS Application for inspection forms, tags and requests for tags. Records information on inspection of seeds for germination, presence of foreign matter and purity Seeds must be inspected before harvest. Tags listing the quality and any problems are then issued for seeds, which are saleable. All seeds must be tagged before they can go to market.		Retain at agency 5 years; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-020 (SL-009)	STOP SALE FORMS Information on form has the name of the store that originated the sale. The name of the company where the seeds were manufactured is also listed. The form will list the problem, lab test number, date of inspection and a deadline for removal of seeds from the store. The seeds are removed from shelves and disposed of by the store		Retain at agency 2 years; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013
PI-021 (SL-011)	GRANARY CERTIFICATION and REGISTRATION FORMS This form is filed annually with the Delaware Department of Agriculture with upgrades as needed. Renewed applications are annual.		Retain at agency 2 years; destroy. 3 Del Code 15 7 CFR 300-380	3/1/2004 2010 7/11/2013

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
4. Federal Code [Title 7 Agriculture](#)
5. Federal Code [Title 9 Animals and Animal Products](#)
6. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
7. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
8. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
9. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
10. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
11. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures](#) and/or [29 Del Code, §519](#))
12. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
PI-004	Christmas Tree Inspection Reports	Series Deleted No longer used by agency	3/1/2004
PI-005	Gypsy Moth Suppression Records	This program has been discontinued; the last treatment was 1998 and the last survey in 2009; however, records may still exist at agencies that require the application of the following instructions Changed A to Retain at agency 20 years, and modified C. to submit 1 copy to DPA for permanent preservation. Discard unused directories when no longer needed	7/11/2013
PI-007	Nursery Certification Records	Series Deleted combined with PI-007 Nursery Certification Records	3/1/2004
PI-008	Nursery Dealer Certification Records	Series Deleted combined with PI-007 Nursery Certification Records	3/1/2004
PI-009	Directory of Certified Nurseries and Dealers	Series Deleted combined with PI-012 State Documents	3/1/2004
PI-010	Ribes Permits	Removed D -Facility Inspections -done in another section, E -Soil Laboratory/Movement Permits moved to another section, F -Cooperative Agricultural Pest Survey is maintained by Financial Office and in the next section Documents with original signatures A , and D never had signed copies of these Forms so these have been removed	7/11/2013
PI-011	Federal Documents	Merged PI-010 Ribes Permits into series and changed retentions 5 years after expiration	7/11/2013
PI-012	State Documents		

STATE OF DELAWARE
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Record Group: 1380
Agency: AGRICULTURE
Division: PLANT INDUSTRIES AND SEED LABORATORY

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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
PI-013 (SL-001)	Application for Licensing of Grain Inspectors	Series number changed due to merger of retention schedules Corrected name and description of records to the 10/2008 schedules	7/11/2013
PI-014 (SL-003)	Seed Laboratory Ledgers (formerly GRAIN MILL LEDGERS)	Series number changed due to merger of retention schedules	7/11/2013
PI-015 (SL-004)	Certified Seed Ledgers	Series number changed due to merger of retention schedules	7/11/2013
PI-016 (SL-005)	Grain Inspectors	Series number changed due to merger of retention schedules	7/11/2013
PI-017 (SL-006)	Office Sample Records	Series number changed due to merger of retention schedules	7/11/2013
PI-018 (SL-007)	Grain Inspection Results (formerly RAILCAR SAMPLES)	Series number changed due to merger of retention schedules	7/11/2013
PI-019 (SL-008)	Seed Certification Records	Series number changed due to merger of retention schedules	7/11/2013
PI-020 (SL-009)	Stop Sale Forms	Series number changed due to merger of retention schedules	7/11/2013
PI-021 (SL-011)	Granary Certification and Registration Forms	Series number changed due to merger of retention schedules	7/11/2013
SL-002	Grain Mill Contracts	Series Deleted: no longer used	10/2003
SL-010	Certified Seed Directory	Series Deleted: no longer used	10/2003

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Record Group: 1380
Agency: AGRICULTURE
Division: POULTRY AND ANIMAL HEALTH

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2/24/1988

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-001	APPLICATION FOR VETERINARY ACCREDITATION		Delete series no longer used	2010
PAH-002	FOREIGN ANIMAL PERMITS Completed for businesses (e.g., zoos, pet stores, circuses) and individuals (owning reptiles) Contains owner and business information (if applicable) and animal information. Licenses are issued by the state.		Retain at agency 3 years; successful audit; destroy. 9 CFR Chapter 1 Subchapter D	9/18/1990
PAH-003	BRUCELLOSIS RECORDS A. Application for Classification or Re-classification State completes annual application for the federal Government giving information on geographic area and herds, summaries of field and surveillance testing. Federal government issues status classification. B. Field Investigations of Market Test Documents investigations of Market Test Documents Investigations done on market animals, which have tested positive for brucellosis. Includes information on animal (e.g., identification numbers, breed, sex, age, weight), results of tests completed, trace of animal origin and information on animals sold at the same time. C. Market Cattle Testing Documents results of tests done at store/market sales for brucellosis.		A. Application for Classification or Re-classification Retain at agency 3 years; successful audit; destroy. B. Field Investigations of Market Test. Retain at agency 15 years; destroy C. Market Cattle Testing. Retain at agency 7 years after successful audit; destroy. 9 CFR Chapter 1 Subchapter B	2010 8/22/2013
PAH-004	CERTIFICATE FOR POULTRY OR HATCHING EGGS FOR EXPORT Documents mandatory inspection of eggs and poultry completed prior to export. Contains product information (e.g., quantity, variety, type, and classification)		Retain at agency 2 years; destroy. 21 USC Chapter 10 9 CFR Chapter III Subchapter I 3 Del Code 35, 3 Del Code 63	2010 8/22/2013

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Record Group: 1380
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Division: POULTRY AND ANIMAL HEALTH

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-005	<p>EPIDEMIOLOGY RECORDS Concerns epidemic outbreaks of disease and are used to assist in elimination of disease.</p> <p>A. Epidemiological Investigation of Brucellosis Reactor Herd Information on owner, herd status, (e.g., type of cattle, clinical signs of disease), trace-back of herd origin and disease and information on quarantine and permits issued.</p> <p>B. Origin of Reactors/Herd Additions (supplement to PAH-005a) Lists individual information for reaction animals (including tag numbers, sex, breed, test results and any remarks) Used to trace animal origin File may also include health certificates, sales slips and teat charts.</p> <p>C. Animals Removed From Infested Herds (Supplement to PAH-005a) Lists information on animals sold or otherwise removed from infected herd within the previous two years or since infection was introduced. File may contain supporting documentation.</p> <p>D. Epidemiology Reports (Area Herds) Documents geographic location of neighboring herds in relation to infected herd Includes diagram of area, listing of owners, testing information and any remarks</p>		<p>Retain at agency 15 years; destroy</p> <p>9 CFR Chapter 1 Subchapter B 3 Del Code 73</p>	<p style="text-align: center;">2010 8/22/2013</p>

STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: 1380
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Division: POULTRY AND ANIMAL HEALTH

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2/24/1988

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-006	<p>EQUINE INFECTIOUS ANEMIA (E.I.A.) RECORDS</p> <p>A. E.I.A. Form Contains information on horse (name, identification, breed, sex and age), history (if applicable) and information on veterinarian and client. Completed form is presented before animal participates in a show.</p> <p>B. E.I.A. Laboratory Test Contains information on owner, veterinarian and auction market, diagrams and descriptions of horse's markings and identification data. Form is used for state testing.</p> <p>C. E.I.A. Daily Log Documents billing for testing done on samples submitted by area veterinarians. Lists sample number, information on horse) including description and owner), amount paid and type of payment. Log is turned in to Department's finance office daily and a copy is kept in the laboratory.</p>		<p>Retain at agency 3 years; successful audit; destroy.</p> <p>9 CFR Chapter 1 Subchapter C 3 Del Code 74</p>	<p style="text-align: center;">2010 8/22/2013</p>
PAH-007	<p>ERADICATION PROGRAM RECORDS Documents the Cooperative State/Federal Eradication Program</p> <p>A. Billing Form Records payments made to veterinarians by the Department of Agriculture.</p> <p>B. Brucellosis Test Records Contain information on herd owner and any previous testing, detailed test information and results, animal information (e.g., tattoo, age, breed, sex and reactor tag number).</p> <p>C. Tuberculosis Test Records Contain detailed test information, test results and reactor tag numbers. Includes background information on animal.</p> <p>D. Vaccination Records (Brucellosis) Document vaccination of calves, including witness, payment and re-establishing vaccination status (if applicable) certifications. List information on animals (sex, age, breed) and owners.</p> <p>E. Livestock Sanitation Herd Records Log information on herds tested annually for brucellosis and tuberculosis. Contains date of test and results, vaccination information and comments. Retained for reference purposes.</p>		<p>A. Billing Forms. Retain at agency 3 years after successful audit; destroy.</p> <p>B. Brucellosis Test Records. Retain at agency 10 years; successful audit; destroy.</p> <p>C. Tuberculosis Test Records. Retain at agency 10 years; successful audit; destroy.</p> <p>D. Vaccination Records (Brucellosis). Retain at agency 10 years; destroy.</p> <p>E. Livestock Sanitation Herd Records. Retain at agency 10 years; successful audit; destroy.</p> <p>9 CFR Chapter 1 Subchapter B 3 Del Code 73</p>	<p style="text-align: center;">2010 8/22/2013</p>

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DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: POULTRY AND ANIMAL HEALTH

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-008	<p>HATCHERY RECORDS Document spot testing done on area hatcheries for presence of bacteria, mold or disease. Program assists hatcheries in evaluating cleanliness of their operations.</p> <p>A. Sanitation Service Reports Document results of swab tests done on floors, windowsills, equipment or eggs. Lists rating classifications resultant from tests</p> <p>B. Location of Swab Test Consecutive listing of tests done in laboratory Completed daily</p> <p>C. Sanitation Report (Air Samples) Tests for presence of bacteria and mold in hatchery Counts are listed by rating (excellent through poor) and averaged</p> <p>D. Hatchery Sanitation Report Records information on bacteria and mold (e.g., rank, hatchery, number, class) and a rating</p>		Retain at agency 3 years; destroy. 9 CFR Chapter III Subchapter I 21 USC Chapter 10 3 Del Code 35, 3 Del Code 63	2010 8/22/2013
PAH-009	<p>HEALTH CERTIFICATES All animals must be inspected and certified healthy (by state and federal standards) before they can be moved intrastate or interstate. Contains information on animal (including species, purpose of movement, herd/flock status, and individual animal identification and test data)</p>		Retain at agency 4 years; destroy. 3 Del Code 63	2010 8/22/2013
PAH-010	<p>SWINE HEALTH CERTIFICATE Contains identification number, breed and vaccination information for all swine They are inspected for disease before they are sold.</p>		Retain at agency 4 years; destroy. 9 CFR Chapter 1 Subchapter L	2010 8/22/2013
PAH-011	<p>HERD RECORDS</p>		Delete Records are now retained with PAH-007	9/18/1990
PAH-012	<p>LABORATORY RECORDS (DEPARTMENTAL) Documents testing done, including animal history, type if test requested and specimen(s) given; also results of hematology and urinalysis tests.</p>		Retain at agency 4 years; destroy.	2010 8/22/2013

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Record Group: 1380
Agency: AGRICULTURE
Division: POULTRY AND ANIMAL HEALTH

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-013	<p>MOVEMENT PERMITS Certify that animals have received mandatory inspection for compliance with health regulations before being moved into trade/sales market(s).</p> <p>A. Export Certificates Certificates for sheep/goats/horses destined for Canada.</p> <p>B. Permit for Movement Documents location inspected animals are moving to and reason for movement. Contains certification of inspection, background information on animals</p> <p>C. Permit for Movement of Restricted Animals (See PAH-013b) This file also contains conformation of arrival at destination.</p>		Retain at agency 3 years; destroy.	2010 8/22/2013
PAH-014	<p>REPORT OF BACK TAGS APPLIED Consecutive listing of back tags applied to animals going to slaughter. Blood sample is taken after slaughter and sent with back tag for testing at Federal Laboratory If animals are diseased, a report is sent and sales barns are notified.</p>		Retain at agency 2 years; destroy.	2010 8/22/2013
PAH-015	<p>SPECIMEN SUBMISSIONS Documents specimens being sent to Federal Laboratory for testing, type of sample and information on animal (e.g., identification, age, and sex and herd background).</p>		Retain at agency 3 years; destroy.	2010 8/22/2013

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
PAH-016	<p>TUBERCULOSIS RECORDS</p> <p>A. Accredited Area Surveillance for TB Application completed periodically by state to federal government for accreditation. Gives information on area cattle (e.g., types of cattle, quarantined cattle), names and location of suspicious/confirmed herd's slaughter and test information</p> <p>B. Comparative Cervical TB Test Results Document results of tests in graph form.</p> <p>C. Report of Non-Reactors Showing TB Lesions of Thoracic Granulomas Documents identification of slaughtered animals, including post-mortem exam results Completed when disease is discovered at slaughterhouse.</p> <p>D. TB Test Record (Special) Lists animals tested, including identification, breed, sex age and caudal test results. Contains owner information and reasons for testing.</p>		Retain at agency 10 years; successful audit; destroy. 9 CFR Chapter 1 Subchapter B	2010 8/22/2013
PAH-017	<p>LIVESTOCK/POULTRY LICENSE Document transportation of animals; includes animal and transporter information, purpose of movement.</p>		Retain at agency 3 years; destroy.	2010 8/22/2013
PAH-018 (PRP-004)	<p>LICENSE TO PURCHASE LIVE POULTRY Document transportation of animals; includes animal and transporter information, purpose of movement.</p>		Retain at agency 3 years; destroy	2010 8/22/2013

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DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: POULTRY AND ANIMAL HEALTH

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
4. Federal Code [Title 7 Agriculture](#)
5. Federal Code [Title 9 Animals and Animal Products](#)
6. Federal Code [Title 21 USC Chapter 10 Poultry and Poultry Products Inspection](#)
7. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
8. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
9. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
PAH-001	Application for Veterinary Accreditation	Series Deleted No longer used by agency	2/24/1988
PAH-003	Brucellosis Records	D Ring Test Patron List Deleted No longer used by agency	2/24/1988
PAH-003	Brucellosis Records	B Change retention from permanent to 15 years destroy	8/22/2013
PAH-005	Epidemiology Records	all sub series- changed retention from permanent to 15 years; destroy	8/22/2013
PAH-007	Eradication Program Records	F Tester Card Deleted No longer used by agency	2010
PAH-011	Herd Records	Series Deleted No longer used by agency	9/18/1990
PAH-018	License to Purchase Live Poultry	New series number created because this was Moved from Production and Promotion and increased To 3 years to match the Permit for Movement series	7/1/2013

STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: SPAY AND NEUTER PROGRAM (moved to DHSS- Public Health)

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7/23/2013

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
SNP-001	Income Eligible Applicants	Series created	7/23/2013
SNP-002	Invoices & Completed Pet Registration Forms	Series created	7/23/2013
SNP-003	Rabies Surcharge Revenue	Series created	7/23/2013
SNP-004	Participating Veterinaries/Non-Profit Surgical Provider Agreements	Series created	7/23/2013
MOVED TO THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES – DIVISION OF PUBLIC HEALTH AS OF 7/1/2014			

STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: DELAWARE STANDARDBRED BREEDER'S FUND

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6/7/2007

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
SBF-001	<p>FUND FINANCIAL ADMINISTRATION AND MAINTENANCE FILES The Delaware Standardbred Breeders' Fund (DESBF) Administrator and the Delaware Department of Agriculture maintain the Fund financial transactions.</p>		<p>Retain at agency 5 years or as necessary; successful audit; destroy. 3 Del Code 100, 3 Del Admin Cod e 500</p>	<p>1/2010 9/3/2013</p>
SBF-002	<p>FORMS Stallion Registration Form, Sustaining Form For 3 Year Olds, Yearling Nomination Form, Sustaining Form for 2 Year Olds, Etcetera, updated as necessary.</p>		<p>Retain at agency until updated or replaced. 3 Del Code 100, 3 Del Admin Cod e 500 Note: Forms are available online at Delaware Standardbred Breeders' Fund (DESBF) website.</p>	<p>1/2010 9/3/2013</p>
SBF-003	<p>PROGRAM INFORMATION List of Registered Sires, 2 Year Old Eligibles, 3 Year Old Eligibles, Yearling Eligibles, Racing Dates and Schedule of Payments Due, updated as necessary</p>		<p>Retain at agency until updated or replaced. 3 Del Code 100, 3 Del Admin Cod e 500 Note: Forms are available online at Delaware Standardbred Breeders' Fund (DESBF) website.</p>	<p>1/2010 9/3/2013</p>
SBF-004	<p>ANNUAL REPORT Summary of annual accomplishments and statistical information for the Delaware Standardbred Breeders Fund</p>		<p>Retain in accordance with the State General Administrative Retention Schedule, transfer to Archives for permanent preservation with the Delaware Department of Agriculture Annual Report. 3 Del Code 100, 3 Del Admin Cod e 500</p>	<p>9/3/2013</p>

STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: DELAWARE STANDARD BRED BREEDER'S FUND

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
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10. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
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STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: **1380**
Agency: **AGRICULTURE**
Division: **THOROUGHBRED RACING COMMISSION**

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8/1/2006

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
TR-001	<p>THOROUGHBRED RACING FILES Contains information on all track employees (includes licenses, trainers, track officials, judges, stewards, jockeys, vendors, etc.)</p> <p>A. License Applications Contains personal information on applicants, including criminal charges New licenses are required for each meet during each calendar year.</p> <p>B. Appeal Forms Folders Documents appeals of penalties given to horsemen for infractions at the track. Includes Notice of Suspension and fines or suspensions given</p>	CONFIDENTIAL	<p>A. License Applications Retain at agency, Input license applications to computer databases at the respective track; destroy paper copies after verification of database. Retain in computer database 5 years; destroy.</p> <p>B. Appeal Forms Folders Retain at agency, Input appeals and related documents to computer databases at respective track; destroy paper copies after verification of database. Retain in database 2 years or until resolution of litigation; destroy. 3 Del Admin Code 500, 3 Del Code 101, 3 De Code 1000</p>	1/2010
TR-002	<p>DRUG CHEMICAL RESULTS Drug testing and lab results on horsemen and horses. File contains card and results form.</p>	CONFIDENTIAL Title 29 § 1002(3) & (4)	<p>Retain at agency 1 year; transfer to Delaware Public archives for 6 years; destroy. 3 Del Admin Code 500, 3 Del Code 101, 3 De Code 1000</p>	1/2010
TR-003	<p>THOROUGHBRED RACING COMMISSION REPORTS</p> <p>A. Annual Report Reports prepared annually by agencies documenting their activities during the preceding year.</p> <p>B. Commission Meeting Minutes Original official records of the proceedings of meetings May include agenda and other supporting documents</p>		<p>A. Annual Report Retain in accordance with the State General Administrative Retention Schedule, transfer to Archives for permanent preservation with the Delaware Department of Agriculture Annual Report.</p> <p>B. Commission Meeting Minutes Retain originals at agency 2 years; transfer to Delaware Public Archives for permanent preservation. Retain duplicate copies at agency 10 years or until Sunset Committee review; destroy. 3 Del Admin Code 500, 3 Del Code 101, 3 De Code 1000</p>	1/2010
TR-004	<p>RECAP SHEETS AND PROGRAMS Documents daily activities of racetracks May contain attendance numbers, fees, fines and tickets in statistical format Used to compile Thoroughbred Racing Commission Annual Report</p>		<p>Retain at respective track 3 year; successful audit; destroy. 3 Del Admin Code 500, 3 Del Code 101, 3 De Code 1000</p>	1/2010

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DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: THOROUGHBRED RACING COMMISSION

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 3 Agriculture](#)
3. Delaware Administrative Code, [Title 3 Agriculture](#)
4. Delaware Freedom of Information Act (FOIA) [Title 29 § 10002\(1\)\(3\) & \(4\)](#)
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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
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STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: 1380
Agency: AGRICULTURE
Division: WEIGHTS AND MEASURES

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
WM-001	<p>INSPECTION REPORTS Record results of various inspections carried out by the Weights and Measures Section. All forms contain information on the business and equipment tested. Files are arranged by company and contain pertinent general correspondence. Companies receive copies of inspections as needed.</p> <p>A. Package Checking Reports Records results of spot checks done on items in market/stores. Labels and weights are checked; error percentages and price are recorded. There are forms for liquid and standard packages.</p> <p>B. Price Verification Recent results of spot checks done on items in market/stores. Price and location are checked for errors.</p>		<p>Retain at agency 2 years from date of origin; destroy. 6 Del Code 51, 3 Del Admin Code 1100</p>	<p>3/2010 2/20/2013</p>
WM-002	<p>PACKAGE CHECKING REPORTS</p>	<p>DELETED</p>	<p>Combined into WM-001</p>	<p>3/2010</p>
WM-003	<p>TEST REPORTS Record results of various tests carried out by the Weights and Measures Section. All forms contain information on the business and equipment tested/inspected. Files are arranged by company name and contain pertinent general correspondence.</p> <p>A. Field Test Reports Test on equipment</p> <p>B. Gas Pump Field Test Reports Gasoline pumps are tested for accuracy.</p> <p>C. Liquid Propane Gas (LPG) Meter Test Reports Propane truck meters are tested for accuracy of weight and distribution.</p> <p>D. Meter Test Reports Fuel truck meters are tested for accuracy of weight and distribution.</p> <p>E. Vehicle Scale Test Reports Scales that weigh trucks (e.g., weigh stations, granaries) are tested for accuracy.</p> <p>F. Grain Moisture Metering Testing Forms Equipment is tested to make certain all parts are in working order and accurate samples are taken for comparison testing.</p> <p>G. Scale Test Reports Equipment is tested for accuracy.</p>		<p>Retain at agency 2 years from date of origin; destroy. 6 Del Code 51, 3 Del Admin Code 1100</p>	<p>3/2010 2/20/2013</p>

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DELAWARE PUBLIC ARCHIVES

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
WM-004	WARNING NOTICES Record violations of the Weights and Measures Act which have been discovered during testing or inspection		Retain at agency 2 years from date of origin; destroy. 6 Del Code 51 , 3 Del Admin Code 1100	3/2010 2/20/2013
WM-005	WEIGHTS AND MEASURES EQUIPMENT TEST RECORDS Precision test weights, measures and length references are tested and calibrated for accuracy as required.		Retain at agency 2 years; destroy. 6 Del Code 51 , 3 Del Admin Code 1100	3/2010 2/20/2013
WM-006	APPLICATIONS AND LICENSES A. Weighmaster Employees of commercial firms who own and/or operate motor vehicle scales must apply for and receive weigh master certificates before operating the equipment. An application must be completed and three references supplied. If approved, as fee of \$25.00 is paid and the license is issued. License is renewed every three years. B. Commercial Weighing and Measuring Device Service License Employees of commercial firms who repair and/or service commercial measuring device and/or metering devises must complete the required seminar and apply for a Registered Serviceperson license before placing any device in service. If approved, a fee of \$25.00 is paid and the license is issued. License is renewed annually at no cost.		A. Weighmaster Retain at agency 3 years or until applications are renewed; destroy B. Commercial Weighing and Measuring Device Service License Retain at agency 1 year or until applications are renewed; destroy 6 Del Code 51 , 3 Del Admin Code 1100	3/2010 2/15/2011 2/20/2013

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Agency Appendix:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. Delaware Code [Title 6 Commerce and Trade Chapter 51 Standard Weights and Measures](#)
3. Information concerning the Delaware Public Records Law may be found in [29 Del. Code, Chapter 5](#).
4. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA) ([29 Del. Code §504\(b\)](#)).
5. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
6. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22](#).)
7. Delaware Public Archives may attempt to extract electronic records and/or publications from websites using a web crawler; however, this *does not* absolve any agency of the responsibility to identify, manage, and confirm the transfer of any archival content that is contained in, or integral to, an agency's website. (see [Delaware Documentation Procedures and/or 29 Del Code, §519](#))
8. An "Electronic record" is defined as a public record that is stored, generated, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another ([29 Del.Code §502](#) and [6 Del. Code §12A-102](#))

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
WM-002	Package Checking Reports	Series Deleted combined with WM-001 Inspection Reports	03/2010

Reviewed all series and no corrections need to be made of 2/20/2013

E. BENEFITS OF RECORDS MANAGEMENT

Centralized management of records is essential in government agencies. Effective records management programs enable agencies to:

- Identify and protect vital records
- Identify records with enduring value (archival records), that track the development of government policy
- Improve customer support
- Improve the performance of storage and retrieval systems through files management.
- Improve the accountability of public funds.
- Increase the efficiency and productivity of office operations through better accessibility and faster retrieval ability
- Reduce the costs associated to support record storage: equipment, supplies, office space, and personnel.
- Reduce information duplication and waste by standardizing processes within an agency so personnel know where and how information is stored and how it may be retrieved
- Reduce the legal liability risks by keeping records according to retention schedule
- Reduce the volume of records stored by destroying records that have reached the end of their retention and transferring permanent records to archives
- Apply available technologies to manage electronic records that can improve both information handling and public service delivery
- Reduce the amount of electronic records and thereby reducing the total costs of ownership associated with paying fees for backups, maintenance, migration, recovery and infrastructure support

Government records document the conduct of public business and are the "memory" of government. They contain information on the administration of public policies and programs, the decision-making process, development, and origin. Furthermore, government records provide a means for monitoring activities and programs, accountability, document, protect the rights of citizens, and define the obligations of governments.

F. HELPFUL HINTS FOR RECORDS MANAGEMENT

The Retention Schedule contains the listing of records series used by the Department of Agriculture. As noted in the introduction, the instruction provided within this schedule reflects the minimum length of time a record series shall be retained by the agency, the DPA, or in certain cases by both. Records Officers and Authorized Agents should contact their DPA Information Resources Specialist regarding any questions concerning records created or maintained by their agency.

The following suggestions will be helpful when using this publication:

1. To be successful at records management, the General and Agency Specific Retention Schedules will become the most referenced document in your agency's program. Their purpose is to provide instruction on the how long to retain records and the statutory or business practice requirements.
2. Become familiar with the General Records Retention Schedule and the Agency Specific Records Retention Schedule. The General Records Retention Schedule is divided into sections according to the category of record, (e.g., accounting and financial, administrative, electronic, and personnel).
3. Review the State General Records Retention Schedule and Locate all records used by your agency. If a record cannot be located within a record series in the General Records Retention Schedule or the agency's records retention schedule, contact the Information Resources Specialist so that the record may be analyzed and added to the agency's schedule.
4. Identify the records that have met their recommended retention period. Insure that all audit requirements have been met and litigation proceedings finalized prior to destruction (see Audit/Legal/Statutory Requirements).
5. Do not destroy any records until you receive a copy of the Destruction Notice that is signed by the State Archivist, authorizing the destruction. Agencies will receive an official notification of all approvals or denials.
6. List records eligible for destruction on a Destruction Notice. Record titles should be worded exactly the same as listed on the retention schedule. The Destruction Notice must be authorized/signed by the records officer, authorized agent or agency head. This authorization certifies that all the records listed, have met all state and federal audits requirements, all audit reports have been accepted, and all issues resolved. Furthermore, that no legal actions are pending to which the records may pertain. In addition, it certifies that all images generated from the records have been verified for completeness and accuracy. The Destruction Notice must be emailed to the DPA. For more information, please refer to the DPA publication: User's Guide for Destruction
7. Make a Content List (inventory) of all the records that are eligible for transfer to the State Records Center for storage, or the State Archives for permanent preservation. Review the records using the appropriate Retention Schedule and then complete a Content List (this is a Microsoft Excel Spreadsheet that is created by the Government Service section of DPA) and the Transfer Document. Email the Transfer Document and the Content List (Excel spreadsheet) to the agency's DPA analyst or the Analyst Team mailbox (AnalystTeam@state.us.de) to coordinate arrangements for the transfer of records. For more information, please refer to the following DPA publications for further information regarding the transfer of records: Preparation of Records for Transfer to DPA, User' Guide to Storage and Use of Archives Boxes, and User's Guide for Transfer.

8. Records that are eligible for document imaging must be prepared according to DPA procedures. Contact your DPA Analyst if you have questions regarding these procedures. For more information, please refer to the following DPA publications for further information regarding the transfer of records: [User's Guide for Imaging Support Request Form](#).
9. Confidential records shall be destroyed in a manner that ensures no breach of confidentiality will occur. The DPA offers destruction services for confidential records, this service requires an approved [Destruction Notice](#).
10. Examine any and all of your agency's storage areas. Older records are frequently discovered in attics, basements, closets, stairwells, sheds, vaults, warehouses, etc.

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G. AUDITS AND STATUTORY REQUIREMENTS

Audit Considerations:

Records subject to successful audit must be retained for the periods listed in the General Records Retention Schedules or in any Agency Specific Retention Schedules. During that period, the records must be audited, and have all questioned expenditures, procedures, or other issues noted in the audit report, satisfactorily resolved and/or all recommendations for changes have been implemented and approved by all applicable federal and state agencies.

If state and federal funds are commingled on a project, then the longer retention applies. After all audit requirements have been met, those documents having a permanent retention status should be imaged or transferred per retention schedule instructions.

Agencies are responsible for knowing all audit requirements and other specific program regulations that apply to their records. This information should be obtained from the agency/grantor that is administering, funding, or licensing the program or grant. An all-encompassing retention description cannot be stated in every case. Refer to the terms of the state or federal grant.

Legal and Statutory Considerations:

Federal and state statutes and administrative regulations are subject to change. When this occurs, agencies may be required to retain certain records for a longer period than indicated in the retention schedules. In these cases, the administrative code, statutory, or regulatory requirement take precedence to the retention schedule instructions ([Title 29 Delaware Code, §524](#)). Additionally, agencies must contact their assigned DPA Information Resource Specialist to update their retention schedule so that it complies with the applicable legal statutes.

Records that are involved in any legal action must be retained until after exhaustion of all legal appeals, challenges and remedies, even if they have met the minimum retention requirements.

Confidential Records:

Records may be deemed confidential by statute or by the personal nature of the information contained therein. Records designated as confidential on the General Records Retention Schedule or agency retention schedule should be maintained and handled in a manner that will ensure that the confidentiality of the information is not breached. If a record's confidential information cannot be separated from information that is not confidential, the whole file or series should be maintained and handled as a confidential series. Not all record series can be identified on the General Records Retention Schedule as confidential. It is the agency's responsibility to determine the confidentiality of these records and maintenance thereof. Confidential records transferred to DPA for storage, document imaging or preservation must be identified.

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H. NON-RECORD MATERIAL

Non-record materials are not “record” in character because they do not serve to document the function, policies, decisions, procedures, operations, finances or other activities of the organization.

When in doubt: When it is difficult to decide whether files are record or non-record materials, you should treat them as records. You should consult with DPA to determine the record or non-record status of a particular file.

Non-record materials may include:

- Blank forms
- Duplicate Copies: duplicates of any documents or publications kept solely for convenience and ease of reference
- Business Catalogs, trade journals, and other similar publications or papers that are not created by the agency, require no action, and are not part of a record series upon which action is taken
- Government Publications (External) or processed materials that are received from another activity or office that require no action and are not required to support any other documentation (the originating office is required to maintain record copies)
- Government Publications (Internal) or processed material inventories for which an official copy has been already been retained by the agency for record purposes (See Delaware Documentation)
- Sample letters and Templates (samples/templates of letters used by the agency that contain no real information)

Shredding (crosscut) is the approved method of destruction for records containing confidential or sensitive information (e.g. names, addresses, DOB, financial data, SSN, etc.). Once records are shredded, they may be recycled.

It is highly recommended that non-records materials be maintained separate from the official records to avoid confusion. An agency’s records management program should include a process that regularly scrutinized records to remove non-record materials.

I. GLOSSARY OF RECORDS MANAGEMENT TERMS

ACCESS

The archival term for authority to obtain information from or to perform research in archival materials

ACCESSION

(v.) To transfer physical and legal custody of documentary materials to an archival institution

(n.) Materials transferred to an archival institution in a single accessioning action

ACTIVE RECORD

A record needed to perform current operations; It is frequently used and usually retained at the agency.

ADMINISTRATIVE VALUE

The usefulness of a record to the originating group in the conduct of its business or daily operations

AGENCY

An office, department, board, commission, or other separate unit of county, state or municipal government, regardless of branch (executive, legislative, or judicial)

APPRAISAL

The process of determining the value and disposition of records based on their current administrative, evidential, fiscal, informational, and legal value; their arrangement; and their relationship to other records. This appraisal is conducted jointly by the agency and a DPA analyst using the [Record Series Inventory Form](#)

ARCHIVAL VALUE

The enduring worth of documentary materials for continued preservation in an archival repository. May also be referred to as historical, continuing, or enduring value.

ARCHIVES

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value

2. The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value.

3. The building in which an archival repository is located. See also DELAWARE PUBLIC ARCHIVES.

AUDITS

Audits examine the management and financial operations of an agency. Audits measure the economy and efficiency with which agency operations are managed;

how program results are achieved; and program effectiveness. They also verify compliance with laws, regulations, and internal policies in carrying out programs. Audits may also recommend improvements in the management and conduct of state and local government programs and activities. It is the agency's responsibility to identify records requiring audits and maintain awareness of the audit status. Agencies may contact the State Auditor of Accounts office for the status of state audits.

COMPUTER OUTPUT MICROFILM (COM) See Micrographics

CONFIDENTIAL RECORDS

Confidential records are records that are not open to the public in order to protect the privacy rights of individuals or the security arrangements of locations, persons, places and items as defined by law. Federal and State statutes and regulations determine a record's confidentiality status. Restrictions to public inspection of confidential records may apply to the entire record or to discrete portions of information enclosed in the record. It is the agency's responsibility to identify records containing confidential information.

CONSERVATION

Treatments that stabilize, repair, or restore deteriorated records to a usable condition. Also means the transfer of information from a deteriorating recording medium to a more stable recording medium (Migration).

CONVENIENCE COPY / READING FILE:

Unofficial files; duplicates of any documents or publications kept solely for ease of reference

COPIES:

The Official Copy of a record should be designated whenever possible if copies are made. A copy of a record does not always give it non-record status. Several copies of a single form may have record status because each serves a separate program purpose. Multiple copies of an original record are typically categorized as non-record materials.

CUBIC FEET

Measurement of volume for records, archives, and manuscripts A cubic foot (cu. ft. or c.f.) is 1' x 1' x 1'. To determine a cubic foot measure the dimensions of the container's length, width and height in inches and input them into the following formula: **(Length x Width x Height) / 1728**

CUSTODY

The guardianship of records, archives and manuscripts which may include both physical possession (protective responsibility) and legal title (legal responsibility).

DELAWARE PUBLIC ARCHIVES

The Delaware Public Archives is hereby constituted the central depository for the reports, publications, rules and regulations of the government of this State and

all political subdivisions thereof. [Title 29 Delaware Code § 519](#).

DESCRIPTION

A list of representative records in the records series, or a clarification of the title in a retention schedule.

DISPOSITION

The final action that puts into effect the results of an appraisal decision for a series of records e.g. transfers to the archives for permanent preservation, transfer to a records center, or destruction.

DOCUMENT

Recorded information, regardless of form or medium, with three basic elements: base, impression, and message frequently used interchangeably with record or documentary materials

ELECTRONIC RECORDS

An electronic record is a record that is stored, generated, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another. Electronic record formats include, but are not limited to, word processing documents, spreadsheets, databases, emails, websites, audio, and video files, etc. NOTE: The content of a record, not the medium, determines whether a record constitutes a public record.

ELECTRONIC MAIL

Electronic mail are text documents which are created, stored, and delivered in an electronic format. As such, email messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. Email may also contain features commonly associated with traditional records systems. They include calendars, directories, distribution lists, and attachments such as word processing documents, spreadsheets, or images that are incorporated into an email message. Also referred to as E-mail

EVIDENTIAL VALUE

The value of records or papers as documentation of the operations and activities of the records-creating organization, institution, or individual

FINDING AID

A description or list from any source that provides information about the contents, location, and nature of documentary materials

FISCAL VALUE

Records used to document an agency's financial decisions and activities. These records are critical in supporting the agency while undergoing audits.

GENERAL SCHEDULE

A records retention schedule which specifies the disposition of certain series of records common to many offices or agencies within the same organization or type

of government. See also RETENTION SCHEDULE.

HISTORICAL RECORDS

Records that will be a community resource for historical and genealogical research, exhibits, publications, teaching aids, long-term legal documentation, or other activities. The long-term usefulness of a record for historical or other research determines whether a record will be kept permanently.

INFORMATION RESOURCE SPECIALIST:

A duty position within the Delaware Public Archives that is also referred to as a Records Analyst. This person is responsible to coordinate records management functions (e.g. policies and procedures, create schedules, and training) with an agency's Records Officers to ensure compliance with the State of Delaware's Public Records Law.

LEGAL VALUE

Records that document or support an organization's business agreements, ownership rights, or that document the rights of citizens

LIFE CYCLE

Records pass through identifiable phases from the point of their creation, through their active maintenance and use, to their final disposition by destruction or transfer to an archival institution or records center.

MICROFILM

Reduced scale, photographic record of documentary materials

MICROGRAPHICS

The technology involved in the creation and use of microfilm media, including reels, fiche, and computer output microfilm (COM).

NON-RECORD MATERIAL

Material that is not record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are non-documentary.

OPTICAL CHARACTER RECOGNITION (OCR)

Process used to capture, recognize, and translate printed alphanumeric characters into machine readable and searchable text.

PERMANENT RETENTION

Indicates need for continued retention of record due to its long-term administrative, legal, fiscal, or historical value.

PRESERVATION

Action taken to slow or prevent the deterioration or damage of archival records. Basic actions to provide adequate facilities for the protection, care, and

maintenance of archives, records, and manuscripts

PUBLIC RECORDS

Any document, book, photographic image, electronic data recording, paper, sound recording or other material regardless of physical form or characteristics, including electronic records created or maintained in electronic information systems, made, used, produced, composed, drafted or otherwise compiled or collected or received in connection with the transaction of public business or in any way related to public purposes by any officer or employee of this state or any political subdivision thereof

PURGING

The process of examining files to identify and selectively remove, non-record materials and documents of short-term value, especially those eligible for immediate destruction. Also known as screening and weeding files.

RECORDS CENTER (STATE)

A facility designed and constructed to provide low-cost efficient storage and reference service for inactive records pending ultimate disposition. In this case, the State Record Center is synonymous with the Delaware Public Archives.

RECORD GROUP

Organizationally related records established on the basis of origin with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organization.

RECORDS MANAGEMENT

The application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposition of records, undertaken to reduce costs and improve efficiency in record-keeping. Includes management of filing and imaging equipment and supplies; filing and information retrieval systems files; correspondence, reports, and forms management; historical documentation; imaging; systems applications; retention scheduling; and vital record identification and protection.

RECORDS OFFICER

The person(s) whose responsibilities include the development and oversight of an agency's records management programs. [29 Delaware Code § 502\(9\), 504\(a\)\(3\), 506, and 521\(b\) & \(c\).](#)

RECORD SERIES

Records, files or items arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship due to their creation, receipt, or use. An example of a Records Series, using the State Agency General Personnel Retention Schedule, is GPR-005: PERSONNEL RECORD, DEPARTMENTAL. It is the Master personnel record for each employee established and maintained by the appointing authority of each agency. This series is a file unit that is comprised of many items but maintained as a single unit out of operational necessity.

RECORDS SERIES INVENTORY

1. A detailed listing that may include the types, locations, dates, volumes, equipment, classification systems, and usage data of an organization's records
2. The breaking down of each record to capture all pertinent information about the record for use in its appraisal

RETENTION INSTRUCTIONS

Specific instructions directing the minimum retention for each record series. Remarks indicate length of time that the record should be retained by the agency and the events or time periods that need to occur before disposition of the record series can be effected. Exceptions to the retention instructions are noted.

RETENTION SCHEDULE

A list of record series which describes an agency's records; establishes a **minimum** period for their retention by the agency, and provides mandatory instructions on what to do with them when they are no longer needed for current business. Also called records disposition schedule, records control schedule, records retention schedule, records retention and disposition schedule, or schedule.

SCHEDULE

To establish retention periods for current records and provide for proper disposition at the end of their active use.

SECURITY COPY

Copy of a vital record that is stored for security purposes in a location apart from the original records Used to restore data in case of an emergency or disaster

VITAL RECORDS

Vital Records are those records that are required to ensure that an agency is able to function during an emergency, disaster, and recovery operations. Furthermore, they are records that are crucial to protecting the legal and financial rights and interests of an agency and of the individuals directly affected by its activities. The agency is responsible for identifying which of their records are Vital.

Working Papers

Working papers are Records. Do not confuse "Non-records" with "working papers". Working papers are public records assembled or created in the preparation of other records, and are needed to trace actions, steps, and decisions covered in the final or master record. These may include rough notes or calculations used in the preparation of audits, budgets, studies, or reports that are not fully represented in the final product. They support the final product, but are not fully represented by the final product and may offer important evidence concerning how the final product was derived.

Credits: Portions of this glossary were retrieved from the National Archives, [Archives Library Information Center \(ALIC\)](#)

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J. RECORDS MANAGEMENT ON-LINE RESOURCES

Access To Records	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Information Resource Specialist (Analyst) Assignments	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Appointment of Records Officers and Authorized Agents	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments (OMB Circular A-102) Audits of States, Local Governments, and Non-Profit Organizations (OMB Circular A-133)	http://www.whitehouse.gov/omb/circulars_index-slg/
Delaware Documentation Procedures	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Delaware Statutes <ul style="list-style-type: none">• Freedom of Information Act• Public Records Law• Uniform Electronic Transactions Act	http://delcode.delaware.gov/title29/c100/index.shtml http://delcode.delaware.gov/title29/c005/sc01/index.shtml http://delcode.delaware.gov/title6/c012a/index.shtml
Delaware Public Archives Forms	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Destruction <ul style="list-style-type: none">• Items Prohibited in Destruction Boxes• Records Transfer and Destruction Boxes	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Electronic Records <ul style="list-style-type: none">• Model Guidelines for Electronic Records• Suitable Media and Formats for Submitting eRecords• Electronic Mail• Guidelines for Maintaining and Preserving Records of Web-based Activities	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Guidelines for Utilizing Paper and Computer Output Conversion Services	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Records Retention / Disposition Projects Cubic Foot Conversion Chart	http://archives.delaware.gov/govsvcs/govsvcs.shtml

Transfers <ul style="list-style-type: none">• Preparation of Records for Transfer to DPA• Guidelines for Utilizing Records Storage Facilities	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Users Guides For: <ul style="list-style-type: none">• Appointment Orders• Destruction• Imaging Support• Record Series Inventory• Record Service Requests• Transfers	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Vital Records Management	http://archives.delaware.gov/govsvcs/govsvcs.shtml

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