



December 19, 2025

Subject: Destruction of Duplicate Permanent Records

Purpose

The Delaware Public Archives (DPA) issues this policy for use by all state and local government agencies in Delaware. The purpose of this policy is to clarify and update procedures for the destruction of duplicate permanent records.

Background

As the repository for records of Delaware state and local government agencies, DPA's mission is to identify, collect, and preserve public records of enduring historical value. Additionally, under the Delaware Public Records Law, 29 Del.C. §§ 501-526, no public record may be destroyed without the consent of the State Archivist.

To request approval for destruction, agencies must file a Destruction Notice listing the record types, record date span(s), and the volume of the records. Minimum retention periods before transfer or destruction are established in approved records retention schedules.

Agencies that create records designated for permanent preservation may produce multiple copies, or scan and retain electronic copies. Unless otherwise specified by law or a retention schedule, the Archives requires one copy of any document or file designated for transfer to the Archives for permanent preservation.

Policy

- I. The Delaware Public Archives will not approve a Destruction Notice for any duplicate copy of a permanent record unless the Archives has accessioned the official copy for permanent preservation.
- II. Accordingly, agencies that scan paper permanent records and wish to destroy the paper afterward must first transfer the official version—paper or electronic—to the Archives. DPA will not approve a Destruction Notice of the paper copies until that transfer has occurred.

Effective Date: January 5, 2026