

DELAWARE PUBLIC ARCHIVES
OPERATING POLICIES AND PROCEDURES

RECORDS TRANSFER AND DESTRUCTION BOXES

A. General Background

The Delaware Public Archives (DPA) accepts records only under conditions set forth in an authorized records retention schedule. Boxes used for storing records transferred to DPA must meet DPA specifications. These specifications are detailed below and relate to the specific retention and disposition requirements for the records transferred. DPA may modify storage box requirements for oversized or similar record formats, or to meet other special requirements of the transfer.

B. Records Box Costs

The transferring agency is responsible for purchasing records storage boxes that meet DPA's specific requirements. To facilitate this process, a contract with a supplier of records boxes is in place for government agencies to utilize. This vendor will take orders for boxes from agencies, deliver the boxes to the agency, and bill the agency directly. Details of Contract GSS12458 – Storage box and the ordering process are available at Contracting's website <http://contracts.delaware.gov/> or from your assigned DPA Information Resources Specialist.

C. Records Transferred for Security Destruction

Records transferred to DPA for immediate security destruction utilizing a commercial destruction service provider under contract to DPA must pack the records prior to transfer in standard-size records storage boxes. These boxes should meet the following specifications: Box measurement - 12"W x 15"L x 10"H with separate lid and cut out hand hold. Weight test minimum should be 40 lb. The contract referred to in (B) above can provide appropriate boxes for this purpose. Note: An agency may substitute a transfer box that substantially meets these specifications with approval of DPA.

D. (Deleted)

E. Records w/Non-Permanent Retentions Transferred for Storage

Records with non-permanent retention periods should be transferred to DPA in boxes that meet the following specifications: Box measurement - 12"W x 15"L x 10"H with separate lid and cut out hand hold. Boxes should be double-walled on all sides and have a double-walled solid bottom. Weight test minimum should be 40 lb. The contract referred to in (B) above can provide appropriate boxes for this purpose.

F. Records w/Permanent Retentions Transferred for Storage

Records with a retention instruction of permanent at any point in their life cycle should be transferred in boxes that are acid-free. The contract referred to in (B) above can provide appropriate boxes for this purpose.

PLEASE NOTE: Unlike the standard brown records storage boxes, gray acid-free boxes should never be labeled with markers or pens. As container lists are created and the records are being prepared for transfer, agencies may write the box contents lightly on the ends of the acid-free boxes using pencil only. The acid-free labels generated by DPA from the container lists showing the contents of the box are the only thing that will be applied to the box.

G. Records Transferred for Permanent Preservation in the Archives

Records with a retention instruction of permanent at any point in their life cycle should be transferred in boxes that are acid-free. The contract referred to in (B) above can provide appropriate boxes for this purpose. Records transferred to DPA for permanent preservation in the Archives come under both the physical and legal jurisdiction of DPA.

PLEASE NOTE: Unlike the standard brown records storage boxes, gray acid-free boxes should never be labeled with markers or pens. As container lists are created and the records are being prepared for transfer, agencies may write the box contents lightly on the ends of the acid-free boxes using pencil only. The acid-free labels generated by DPA from the container lists showing the contents of the box are the only thing that will be applied to the box.

Revised March 1, 2011

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