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TO: Records Officers and Authorized Agents

FROM: Government Services

SUBJECT: Information Paper: Suitable Media and Formats for submitting Electronic Records to the Delaware Public Archives

This Information Paper is designed to provide guidance to Records Officers and Authorized Agents on the submittal of their agencies and/or municipalities' official records. Electronic records submitted to the DPA must be designated by the originating agency to serve as the official record copy for business, historical and legal functions.

Agencies benefit when submitting electronic records by ensuring the legal acceptability of their records, reducing costs for the retrieval and storage of business activity or obsolete records when they no longer need to be maintained on the system, and the ability to predict costs required for migrating records to successive generations of technology and systems. The most important benefit is to ensure the creation and management of accurate and reliable electronic records. This allows agencies to fulfill legal mandates concerning the protection of their records and the adequacy of documentation about their operations. In implementing electronic record keeping, agencies can also achieve the full utilization of information technology and reduce the burden of paper records keeping.

Suitable Media for submitting electronic records to DPA: Records/files must be transferred to the DPA on Compact Disc (CD-R), Digital Versatile Disc (DVD-R), or external hard drives with appropriate electronic indices.

Optical Discs: (CD-R and DVD-R) that are manufactured with a gold layer are made to higher standards overall and claim a lifespan of 100-300 years, compared to those manufactured with aluminum or silver, whose reliability are rated to be between 1-10 years. Examples of manufacturer's gold layered optical Discs (The DPA is not endorsing any of the products listed below; they are just meant as informational examples):

- Delkin Archival Gold CD-R or DVD-R
- MAM-A Archival Gold CD-R or DVD-R
- Verbatim Archival Gold CD-R or DVD-R

Do not:

- Submit records on Optical Discs that are CD-RW/DVD-RW. These Optical Discs are not authorized because the data may be manipulated.
- Write on either of the Optical Disc surfaces.
- Apply adhesive labels to the disc surfaces. Labeling should be on the disc case only.

Basic Requirements:

- **INDEXING:** Information on Optical Discs must be indexed at the time it is created because the data will be maintained and accessed over a number of years, the indices must be developed and documented with future users in mind who may need the information for purposes not required by the creating agency.

- **LABELING:** It is essential to label discs and similar storage media with extreme care since it is impossible to determine content merely by visual inspection. Accurate labeling is even more critical when the information and its index are on different media.

Microfilm and COM (Computer Output Microfilm): Film produced to acceptable archival standards is also appropriate for transferring archival records to DPA. See “Guidelines for Utilizing Paper and Computer Output Image Conversion Services.”

File Formats: Public records scheduled for long-term or permanent transfer to the DPA will only be accepted in the following formats:

- TIFF or PDF/PDF-A (for scanned documents)
- Text or PDF/PDF-A (for documents born digitally)
- Files created using Microsoft Office productivity software programs (e.g. Word, Excel, Access, PowerPoint) operating under Microsoft Windows operating systems [XP or higher]
- TIFF or JPEG (for photographs/TIFF preferred)

DPA Contact Information:

The Delaware Public Archives has assigned an Information Resources Specialist (IRS) to each state and local government agency. A listing of [agency assignments](#) may be located by using the link below.

<https://archives.delaware.gov/government-services/>

For further information and assistance, please review the references listed at the bottom of the information paper or contact the DPA Government Services section at (302) 744-5000.

References:

Delaware Public Record Law ([29 Del. C. c. 5](#))

Delaware Freedom of Information Act ([29 Del. C. §§10001-10005](#))

[Model Guidelines for Electronic Records Revised August 15, 2017](#)

[Guidelines for Utilizing Paper and Computer Output Image Conversion Services](#)

[Department of Defense Standard 5015.2 Electronic Records Management Software Applications Design Criteria Standard](#); April 25, 2007

ANSI/AIIM Standard TR31-2004 "Legal Acceptance of Records Produced by Information Technology Systems."
