



# **DELAWARE LOCAL GOVERNMENT GENERAL RECORD RETENTION SCHEDULE**

**Prepared by  
Delaware Public Archives  
Government Services Section  
121 Martin Luther King Jr. Blvd North  
Dover, DE 19901**

**Stephen Marz, CA  
Director  
and  
State Archivist**

**2023 Edition**

## **TABLE OF CONTENTS**

- A. Introduction**
- B. How to Use This Publication**
- C. Schedule Format**
- D. Local Government General Record Retention Schedules**
- E. Benefits of Record Management**
- F. Audits, Confidential Records, and Statutory Requirements**
- G. Non-Record Material**
- H. Agency Assignments**
- I. Record Management Online Resources**
- J. Glossary of Record Management Terms**
- K. Local Government General Retention Schedule Modification History**
- L. Record Group Numbers (Counties/Municipalities)**

## A. INTRODUCTION

It is the duty of the Delaware Public Archives (Archives) 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 Archives 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 General Records Retention Schedules that list the records commonly used by all local government agencies.

This schedule is to be used in conjunction with any Agency Specific Records Retention Schedules that may also apply. Each record is categorized by its function (e.g. administrative, grants, insurance, personnel, etc.) and by type (Series). Unless otherwise indicated, each agency is responsible to retain the original record copy that they create. Retention periods listed in this schedule supersede those found in previous versions of the General 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 Resources Specialist (Records 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 local government agency records ([29 Del. C. §504](#)).

The Archives has assigned an Information Resources Specialist (Records Analyst) to assist each local government agency ([see Agency Assignments](#)). The Records Analyst is a valuable asset that should be consulted frequently regarding policies, procedures, and to provide technical advice to the agency's management team, Records Officers or Authorized Agents. Furthermore, the Archives recommends that agencies survey their record collections on an annual or semi-annual basis in order to identify records that may be transferred or destroyed in compliance with the General Records Retention Schedules and Agency Specific Retention Schedules. By following the retention instructions as set forth by the appropriate 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.

## B. HOW TO USE THIS PUBLICATION

The General Records Retention Schedule contains the listing of common record series used by all local government agencies. 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 Archives, or in certain cases by both. Records Officers and Authorized Agents should contact their Records Analyst regarding any questions concerning records created or maintained by their agency (see [Agency Assignments](#)).

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 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 Schedules.** The General Records Retention Schedule is divided into sections according to the category of record, (e.g., administrative, grants, insurance, personnel, etc.).
- 3. Review the Local Government 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 Specific Records Retention Schedule, contact your Archives Records Analyst 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.** Ensure that all audit requirements have been met and litigation proceedings finalized prior to destruction (see section F. Audit and Statutory Requirements).
- 5. Do not destroy any records until you receive a copy of the Destruction Notice 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 audit 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 Archives. For more information, please refer to the Archives publication: [User's Guide for Destruction](#)
- 7. Make a Content List (inventory) of all the records that are eligible for transfer to the State Archives.** 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 Services section of the Archives) and the [Transfer Document](#). Email the Transfer Document and the Content List (Excel spreadsheet) to the agency's Archives Records Analyst or the Analyst Team mailbox ([AnalystTeam@delaware.gov](mailto:AnalystTeam@delaware.gov)) to coordinate arrangements for the transfer of records. For more information, please refer to the following Archives publications for further information regarding the transfer of records: [Preparation of Records for Transfer to Archives](#), [User's 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 Archives procedures.** Contact your Archives Records Analyst if you have questions regarding these procedures. For more information, please refer to the following Archives 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 Archives 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.

## C. SCHEDULE FORMAT

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

Record Series #.	<p>Record Series numbers are alphanumeric designations assigned by an Archives Records Analyst to identify the agency's records (Record Series).</p> <p>Example using the Local Government General Administrative Retention Schedule: LGADM-005 is the Record Series Number for the series title: PROCLAMATIONS AND DEDICATIONS</p>
Record Series Title and Description	<p>The Record 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 <b>Description</b> identifies typical documents found within the record; it explains their function, purpose and possible relationships to other records and organizations.</p> <p>Example using the Local Government General Accounts Payable/Receivable Retention Schedule: ACCOUNTING SUMMARY REPORTS; Reports indicating cash balance at end of month. Generally indicates vendors, invoice numbers, check numbers, dates paid, charged month, reversals (charged previous month), expenses, accruals, and total expenses for month.</p>
Confidential / Vital	<p><b>Confidential:</b> 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.</p> <p>Agency personnel may have to redact personally protected or confidential information discovered within a record whose series is not listed in the retention schedule as confidential. This information may have been included in the record by accident or because of an exceptional situation. In either case, the information must be redacted prior to servicing the record to requestors without the proper clearance and need to know.</p> <p><b>Vital:</b> 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, or migration strategies (electronic records) to ensure measures are in place to safeguard these records.</p>
Retention and Disposition Instructions	<p>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 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.</p>
Date Approved/ Revised	<p>Date that the Record Series was added or revised.</p>
Retention Schedule Modification History	<p>Provides a brief history of the Record Retention schedule, including the development and modification that may have occurred to the Record Series.</p>

**D LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULES****LOCAL GOVERNMENT GENERAL  
RECORD RETENTION SCHEDULES**

<b><u>Schedule Name</u></b>		<b><u>Revision Date</u></b>
<b>Accounts Payable/Receivable</b>	<b>(LGAPR)</b>	<b>01/14/2019</b>
<b>Administration</b>	<b>(LGADM)</b>	<b>01/14/2019</b>
<b>Assessment</b>	<b>(LGASS)</b>	<b>01/14/2019</b>
<b>Audit</b>	<b>(LGAUD)</b>	<b>01/14/2019</b>
<b>Bonds</b>	<b>(LGBND)</b>	<b>01/14/2019</b>
<b>Budget</b>	<b>(LGBUD)</b>	<b>01/14/2019</b>
<b>Cash Records</b>	<b>(LGCSH)</b>	<b>01/14/2019</b>
<b>Communications</b>	<b>(LGCOM)</b>	<b>01/14/2019</b>
<b>Elections</b>	<b>(LGEL)</b>	<b>01/14/2019</b>
<b>Electronic Records</b>	<b>(LGER)</b>	<b>01/14/2019</b>
<b>Emergency Planning and Operations</b>	<b>(LGEPO)</b>	<b>01/14/2019</b>
<b>Fire Service</b>	<b>(LGFS)</b>	<b>07/03/2017</b>
<b>Grants</b>	<b>(LGGRT)</b>	<b>01/14/2019</b>
<b>Insurance</b>	<b>(LGINS)</b>	<b>01/14/2019</b>
<b>Libraries</b>	<b>(LGLIB)</b>	<b>01/14/2019</b>
<b>Medical Services</b>	<b>(LGMED)</b>	<b>01/14/2019</b>
<b>Parks and Recreation</b>	<b>(LGPR)</b>	<b>01/14/2019</b>
<b>Payroll</b>	<b>(LGPAY)</b>	<b>01/14/2019</b>
<b>Personnel</b>	<b>(LGPER)</b>	<b>05/02/2019</b>
<b>Planning</b>	<b>(LGPLN)</b>	<b>05/10/2019</b>
<b>Police</b>	<b>(LGPOL)</b>	<b>03/28/2014</b>
<b>Purchasing</b>	<b>(LGPUR)</b>	<b>01/14/2019</b>
<b>Records Retention and Disposition</b>	<b>(LGRRD)</b>	<b>01/14/2019</b>
<b>Solid Waste</b>	<b>(LGSW)</b>	<b>01/14/2019</b>
<b>Taxes</b>	<b>(LGTAX)</b>	<b>01/14/2019</b>
<b>Utilities</b>	<b>(LGUTL)</b>	<b>01/14/2019</b>
<b>Water and Wastewater</b>	<b>(LGWW)</b>	<b>01/14/2019</b>
<b>Zoning</b>	<b>(LGZON)</b>	<b>01/14/2019</b>

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**ACCOUNTS PAYABLE/RECEIVABLE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGAPR-001</b>	<b>ACCOUNTING SUMMARY REPORTS</b>  Record indicating cash balance at end of month. Generally indicates vendors, invoice numbers, check numbers, dates paid, charged month, reversals (charged previous month), expenses, accruals, and total expenses for month.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGAPR-002</b>	<b>ACCOUNTS PAYABLE</b>  May also be called "Paid Bills File," "Vendor Files," "Payment Vouchers," or "Claim Files." Generally consists of purchase requisition, purchase orders, bills, invoices, check vouchers, bids, and payment authorizations, reports of receipt of goods or services, and shipping tickets. Document payments made by the local government for services rendered or items purchased.	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency 3 years; successful audit; destroy.  <b>Note:</b> Records that could jeopardize the security of any state owned structure, facilitate the planning of a terrorist attack, or endanger the life or physical safety of an individual are to be treated as confidential per <a href="#">29 Del C. § 10002(d)(17)a</a>	01/14/2019
<b>LGAPR-003</b>	<b>UNPAID/REJECTED CLAIMS</b>  Records of bills or claims which were not paid by the local government due to non-performance or non-delivery of goods and/or services.		Retain at agency 3 years after write-off; successful audit; destroy.	
<b>LGAPR-004</b>	<b>ACCOUNTS PAYABLE JOURNALS/DISTRIBUTION REPORTS</b>  Records detailing payments required and executed. Generally shows dates, vendor names and numbers, invoice numbers, account numbers, check numbers, amounts, discounts and net, and descriptions of bills. May also show reference budget numbers, month/year balances, and budget balances per cost center.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGAPR-005</b>	<b>ACCOUNTS RECEIVABLE</b>  May also be called "Cash Receipts File." Generally consists of billings issued to citizens, private organizations or other agencies or employees for authorized services or supplies furnished. Includes receipts showing monies received. Document the money owed to and collected by the local government.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGAPR-006</b>	<b>ACCOUNTS UNCOLLECTIBLE</b>  Record of accounts deemed uncollectible by a local government or any of its departments, including supporting documentation and write-off authorization.		Retain at agency 3 years after write-off; successful audit; destroy.	
<b>LGAPR-007</b>	<b>ACCOUNTS RECEIVABLE JOURNALS</b>  This record series consists of listings of outstanding accounts showing credits received on account. The lists are used to collect debts owed to a local government. May be separate journals for each agency or fund such as road, airport, etc.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-001</b>	<p><b>POLICY AND PROGRAM RECORDS (PRIMARY MISSION FILES)</b></p> <p>Records documenting the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as (1) correspondence with citizens or other government officials regarding policy, procedural development, or program administration; (2) annual or ad hoc narrative or statistical reports on program activities, achievements, or plans; (3) organizational charts and mission statements; (4) studies regarding department or office operations; (5) circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and (6) records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes, electronic media, and other record forms.</p>	<p><b>SEE RETENTION INSTRUCTIONS</b></p> <p><b>VITAL</b></p>	<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p> <p><b>Note:</b> Records that could jeopardize the security of any state owned structure, facilitate the planning of a terrorist attack, or endanger the life or physical safety of an individual are to be treated as confidential per <a href="#"><u>29 Del. C. § 10002(1)(17)a</u></a></p>	01/14/2019
<b>LGADM-002</b>	<p><b>ADMINISTRATIVE SUPPORT RECORDS</b></p> <p>Records of a general facilitative nature created or received in the course of administering programs. Included are such records as (1) correspondence of a routine or repetitive type, such as requests for information; (2) reference materials, sometimes of a technical nature, used but not created by the office; (3) daily, weekly or monthly office activity reports which relate to routine activities; (4) personnel data on office staff which is duplicated in personnel records; (5) purchase orders, travel expense statements or similar financial papers which are duplicated in fiscal office files; (6) daily or weekly work assignments for office staff; (7) suspense or follow-up files which duplicate copies of papers filed elsewhere; (8) circular letters, directives or similar papers received from other offices; and (9) rough drafts or notes created in compiling reports.</p>	<p><b>SEE RETENTION INSTRUCTIONS</b></p>	<p>Retain at agency 1 year, destroy.</p> <p><b>Note:</b> Duplicate/reference copies of confidential records are also to be treated as confidential.</p>	01/14/2019
<b>LGADM-003</b>	<p><b>TRANSITORY FILES</b></p> <p>Records of a general “housekeeping” nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as:</p> <ul style="list-style-type: none"> <li>• Miscellaneous notices or memorandum which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.)</li> <li>• Preliminary drafts of letters, memoranda, reports, worksheets, spreadsheets, and informal notes, etc.</li> <li>• Telephone messages (including voicemail)</li> <li>• Letters of transmittal which do not add any information to the transmitted materials</li> </ul>		<p>Retain at agency until no longer needed for reference; destroy.</p>	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-004</b>	<b>MINUTES AND HEARING PROCEEDINGS</b>  Approved accounts of the proceedings and actions of the local government's governing body, boards, agencies, commissions or committees, and supporting documentation presented to or in support of the minutes. Documentation may include agendas, reports, studies, requests for action, and other related materials.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-004A</b>	<b>Executive Session Meeting Minutes.</b>  This series documents meeting minutes that are closed to the public as provided by state law and described in <a href="#">29 Del. C. § 10004(f)</a>	<b>CONFIDENTIAL / VITAL</b>  <a href="#">29 Del. C. § 10004(f)</a>	<b>A.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019
<b>LGADM-004B</b>	<b>Recordings (Audio/Video)</b>  This series documents recordings of minutes that are typically made for note taking or transcription of official meetings or proceedings.	<b>VITAL</b>	<b>B.</b> Retain at agency 6 months after transcription and approval of proceedings; reuse. If recordings are not transcribed, they become the record copy and should be retained permanently. Transfer to Archives for permanent preservation.	01/14/2019
<b>LGADM-005</b>	<b>PROCLAMATIONS AND DEDICATIONS</b>  Proclamations of the governing body or executive officer. Include documents related to commemorative events, and dedications of buildings, monuments and other structures or systems.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-006</b>	<b>AFFIDAVITS OF PUBLICATION</b>  Clipping proofs and notarized certificates attesting to the publication of legal notices.		Retain at agency 2 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-007</b>	<b>ORDINANCES AND RESOLUTIONS</b>  Ordinances and resolutions issued by local governments (repealed, revoked, or amended) showing date of adoption or passage and signatures. Files also contain supporting documentation relating to their preparation, drafting, passage, and implementation.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	4/4/2023
<b>LGADM-007A</b>	<b>Ordinances</b>  This series documents ordinances issued by local governments (repealed, revoked, or amended) showing date of adoption or passage and signatures.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-007B</b>	<b>Resolutions</b>  This series documents resolutions issued by local governments (repealed, revoked, or amended) showing date of adoption or passage and signatures.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-008</b>	<b>LEGISLATION</b>  Documents pertaining to bills and prospective legislation affecting the agency. Supporting material includes newspaper clippings, reports and correspondence.		Retain at agency until no longer needed; destroy.	
<b>LGADM-009</b>	<b>REFERENCE COPIES OF LEGISLATION WHICH AFFECTS THE AGENCY</b>		DELETED. See LGADM-008.	
<b>LGADM-010</b>	<b>PHOTOGRAPHS, SOUND RECORDINGS, VIDEOTAPES</b>  Photographs and photographic scrapbooks, slides, sound recordings, videotapes and other non-textual media that document the history and development of the local government or any of its departments, subdivisions, or programs. Caution: Special care should be used in the handling and storage of non-textual media.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.  <b>NOTE:</b> See LGADM-004B for sound recordings which have been made for transcription only.	
<b>LGADM-011</b>	<b>SCRAPBOOKS</b>  Clipping scrapbooks, clipping files or similar records that document news references to the local government or any of its departments, subdivisions, or programs.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-012</b>	<b>PUBLICATIONS</b>  Pamphlets, annual or statistical reports, studies, proposals and similar material printed by or for the local government or any of its departments, subdivisions, or programs for distribution to the public.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-013</b>	<b>MAPS/PLANS/PLOTS</b>  Local government maps or drawings (current and outdated) of roads, streets, zoning, parks, flood plains, subdivision annexations, and other geographical and geological aspects of the local government, produced by or for any local government departments or subdivisions.	<b>VITAL</b>	Maintain permanently at agency. Transfer copy to Archives for permanent preservation.	
<b>LGADM-014</b>	<b>DEEDS AND LEASES</b>  Deeds, title opinions, abstracts and certificates of title, title insurance papers, leases, plot books and maps, documents concerning alteration or transfer of title, and similar records proving local government ownership of real property.	<b>VITAL</b>	Maintain permanently at agency. Transfer copy to Archives for permanent preservation.	
<b>LGADM-015</b>	<b>EASEMENTS AND RIGHTS-OF-WAY</b>  Documentation relating to the granting of access and rights-of-way by property owners for public works or other local government purposes, and releases from the local government to citizens for previously granted easements and rights-of-way.	<b>VITAL</b>	Maintain permanently at agency. Transfer copy to Archives for permanent preservation.	
<b>LGADM-016</b>	<b>PLANS, DESIGNS, AND SPECIFICATIONS</b>  Plans, designs, and specifications for buildings or other facilities owned by the local government, with indices.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(17)a</u></a>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019
<b>LGADM-017</b>	<b>COMPLAINTS</b>  Complaints received by the governing body, executive/administrator, department or agency heads, committees, commissions, boards and advisory bodies. Include documentation relating to the resolution of the complaint.		Retain at agency 3 years after disposition of complaint; destroy.	
<b>LGADM-018</b>	<b>CLAIMS</b>  Claims for payment, damages, or other redress. Include reports and recommendations from legal counsel and similar supporting documentation that does not become part of any Litigation Case File (LGADM-020).		Retain at agency 5 years after settlement or denial of claim; destroy.	
<b>LGADM-019</b>	<b>LEGAL OPINIONS</b>  Legal opinions rendered by legal counsel, the Attorney General of Delaware, or other counsel concerning the governance and administration of the local government or any of its departments or subdivisions.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-020</b>	<b>LITIGATION CASE FILES</b>  Legal documents, court decisions, correspondence, reports, background material, accident reports, and other documents relating to cases to which the local government is a party, including but not limited to those involving accounts receivable, real property, acquisition and control, negligence and personal injury, labor relations, workers' compensation, and tax foreclosures.	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency 10 years after close of case; destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to servicing any records.	01/14/2019
<b>LGADM-021</b>	<b>WAIVERS OF LIABILITY</b>  Signed waivers of liability with regard to the programs or activities of any local government department or subdivision.		Retain at agency 3 years; destroy.	
<b>LGADM-022</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS</b>		Replaced by Series LGADM-034.	
<b>LGADM-023</b>	<b>ACCIDENT REPORTS</b>  Include reports of accidents involving municipal employees resulting in personal injury. See also Workers' Compensation Claims, LGPER-032.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 5 years after settlement or denial of claim; destroy.	01/14/2019
<b>LGADM-024</b>	<b>VEHICLE OPERATIONS FILES</b>  Include service and repair records, warranty and guarantee statements, operating instructions, gas and oil consumption, dispatching, and scheduling.		Retain at agency until disposal and/or transfer, sale or surplus of vehicle; successful audit; destroy.	
<b>LGADM-025</b>	<b>LISTS/DIRECTORIES</b>  Include mailing lists, directories, rosters, and registers compiled by the agency.		Retain at agency until no longer needed; destroy.	
<b>LGADM-026</b>	<b>DISPATCH LOGS</b>  Record of communications between caller and receiving unit or between dispatch unit and mobile or field personnel, exclusive of that kept by law enforcement, firefighting, medical, or other emergency agencies. See also LGCOM-001.		Retain at agency 1 year; destroy.	
<b>LGADM-027</b>	<b>TELEPHONE CALL LOGS</b>  Record of calls received or made.		Retain at agency 1 year; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGADM-028</b>	<b>POSTAL RECORDS</b>  Include returned registered/certified mail cards; receipts; insurance receipts; packing slips; and receipts for postage used.		Retain at agency 1 year; successful audit; destroy.	
<b>LGADM-029</b>	<b>BUILDING/FACILITY SECURITY RECORDS</b>  Include but not limited to visitors' registers, security guards' reports, and automated security system reports. May also include video images created while monitoring activities within and outside of public buildings. Security setups vary; recordings may be continuous, stop frame, random, or triggered by 'panic button' use. Also show date and time indexing information.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(d)(17)a.</u></a>	Retain registers and reports at agency 3 years; destroy. Retain 'incident' videos 3 years; reuse. Retain other video records for the maximum length of time allowed by the recording system or 30 days, whichever is longer; reuse.	01/14/2019
<b>LGADM-030</b>	<b>FIRE SAFETY RECORDS</b>  Include fire drill reports, fire alarm records, and fire inspection/ investigation reports.		Retain at agency 3 years; destroy.	
<b>LGADM-031</b>	<b>CRISIS OR SPECIAL EVENT RECORDS</b>  Include diaries, logs, reports, photographs and notes which document what happened, when, and where; the results or any preliminary planning; and the extent of damages from storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the agency.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGADM-032</b>	<b>GIFTS AND DONATIONS</b>  Contain correspondence and work papers related to gifts or donations to the local government by an individual or group.		Retain at agency 3 years; successful audit; destroy.  <b>Note:</b> The records for gifts or donations will be retained in accordance with any agreement made with the person or organization making the gift/donation.	01/14/2019
<b>LGADM-033</b>	<b>VOLUNTEER GROUP RECORDS</b>  This series documents agreements and actions of volunteer groups that support local government programs.  <b>Note:</b> Individual volunteer records are maintained in accordance to the Local Government General Personnel Retention Schedule for LGPER-041, Volunteer and Contractual Employee. Records for Volunteer Groups that are supported by state or federally funded grant programs will be retained in accordance with that grant program and/or the Local Government Grant Retention Schedule.		Retain at agency 3 years; successful audit, destroy.	01/14/2019

DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION

RECORD SERIES NUMBER	RECORD SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RECORD RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
<b>LGADM-034A</b>  (LGADM-034A LGADM-034B LGADM-034C LGADM-034E)	<b>FREEDOM OF INFORMATION ACT (FOIA) RECORDS</b>  <b>REQUEST AND RESPONSE RECORDS:</b>  This series documents requests from the public and the agency's response for access to public records in accordance with the state Freedom of Information Act. This series includes the original request, the agency's response (approval and denial), supporting documentation, such as a list of records provided in response to the request, records, or portions of records that were withheld, information redacted and records that are non-existent.		<b>A.</b> Retain at agency 3 years after date of reply, final action by the agency or final adjudication by the courts, whichever is later; destroy.  <a href="#">29 Del. C. c. 100</a>	01/14/2019
<b>LGADM-034B</b>  (LGADM-034F)	<b>CONTROL LOG RECORDS:</b>  Records maintained to track the agency's response to requests. This series may include registers and similar records documenting the requestors' contact information, the date the agency received the request, the agency's response deadline and date of response, reasons for any extension, the names, contact information and dates of correspondence with individuals contacted in connection with requests, the dates and names of individuals conducting the agency review, whether documents were made available, the amount of fees assessed, and final disposition date.		<b>B.</b> Retain at agency 5 years after last entry, 5 years after final action by the agency or final adjudication by the courts, whichever is later; destroy.	01/14/2019
<b>LGADM-035</b>	<b>PRIVACY ACT REQUEST FILES</b>		Record Series Deleted	01/14/2019

DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ADMINISTRATION

RECORD SERIES NUMBER	RECORD SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RECORD RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
	<p><b>APPOINTMENT RECORDS</b></p> <p>Document appointments of persons to committees, commissions, task forces and other advisory groups. Files may include applications, letters of recommendation, letters of appointment, resumes, letters of resignation and related correspondence.</p>			
<b>LGADM-036A</b>	<p><b>Appointment Reflected in Minutes:</b></p> <p>Official appointments that have been recorded in the Minutes And Hearing Proceedings (LGADM-004)</p>		<b>A.</b> Retain at agency 2 years after expiration of term; destroy.	01/14/2019
<b>LGADM-036B</b>	<p><b>Appointment <u>Not</u> Reflected in Minutes:</b></p> <p>Official appointments that were <b><u>not</u></b> recorded in the Minutes And Hearing Proceedings (LGADM-004)</p>		<b>B.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019
<b>LGADM-036C</b>	<p><b>Unsuccessful Appointments:</b></p> <p>Records of individuals that were recommended but were not confirmed at the conclusion of the appointment process</p>		<b>C.</b> Retain at agency 2 years after conclusion of appointment process; destroy.	01/14/2019
<b>LGADM-037</b>	<p><b>AGENCY PROPERTY INVENTORY RECORDS</b></p> <p>This series documents records relating to inventories of buildings, real estate, equipment, furniture, vehicles, and other capital assets. Information may include asset number, description, location of asset, date received/purchased, purchase price, and other related information.</p>		Retain at agency 3 years; successful audit, destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ASSESSMENT**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGASS-001</b>	<b>ASSESSMENT RECORDS</b>  Books, rolls, ledgers, or similar records listing district; map and parcel; ownership; property description; and assessment figure. May also include special assessments for schools, streets, sidewalks, libraries, etc.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGASS-002</b>	<b>PROPERTY RECORD CARDS</b>  Card contains the history of a property. Information contained may include land identification, transfer of ownership, sale price, property factors, land computation, permits, assessment record, and values.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGASS-003</b>	<b>APPEALS TO BOARD OF ASSESSMENT REVIEW</b>  Appeal, property record card, statement, and Board's decision.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGASS-004</b>	<b>MAPS</b>  Maps or other drawings which illustrate property lines, ditches, etc.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGASS-005</b>	<b>OVER 65/DISABILITY EXEMPTION FORMS</b>  Used to verify exemption from taxation. May contain person's name, address, district, parcel number, date of birth, and income.		Retain at agency 3 years; successful audit; destroy.	
<b>LGASS-006</b>	<b>ALLOWANCE AND CHANGE OF ADDRESS SLIPS</b>  Show when address or value is incorrect and when an error in billing has occurred. Lists property owner's name, district, map and parcel number of property, and reason for change. Adjustments are subsequently made to property record card.		Retain at agency 2 years; successful audit; destroy.	
<b>LGASS-007</b>	<b>TRANSFER CARDS</b>  Contain name of property owner and to whom property was transferred. New card is filled out each time property is transferred.		Retain at agency 30 years; destroy.	
<b>LGASS-008</b>	<b>GEOGRAPHICAL CARDS</b>  Arranged alphabetically and geographically. Usually includes name, deed book reference, and address, owner, and property description. Includes condominiums.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ASSESSMENT**

RECORD SERIES NUMBER	RECORD SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RECORD RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
LGASS-009	<b>REALTY TRANSFER TAX RECORDS</b>  Records which document the collection of taxes due local governments when ownership of real estate is transferred.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
AUDIT**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGAUD-001</b>	<b>AUDIT REPORTS</b>  Reports prepared by external auditors examining and verifying the local government's financial activities within a fiscal year. Usually includes statements of receipts and disbursements for every department and established fund of the local government. Annual financial statements and OMB A-133 Circulars may also be included.	<b>VITAL</b>	Maintain originals at agency. Transfer copy to Archives for permanent preservation.	
<b>LGAUD-002</b>	<b>INTERNAL AUDIT REPORTS</b>  Reports prepared by internal auditors on either a scheduled or special basis, examining or verifying the financial activities or condition of a local government or any of its departments, subdivisions, accounts, or funds.	<b>VITAL</b>	Retain through completion/acceptance of outside audit (LGAUD-001) or 3 years after all questions raised by the reports have been resolved; destroy.  NOTE: If internal audit is done to satisfy the annual audit requirements, retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGAUD-003</b>	<b>AUDIT WORKING PAPERS</b>  Working papers, summaries, and similar records created exclusively for the purpose of carrying out an internal audit.	<b>VITAL</b>	Retain at agency 3 years after all questions raised by the reports have been resolved; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
BONDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGBND-001</b>	<b>BOND AND COUPON FILES</b>  Generally include authorizations for bonds issued until they have been fully used and all the bonds issued thereunder have been paid or have matured. Coupons may show date, amount to be paid, bank, bond number, and signature of local government official. Deposit slips may also be attached. Represent financial vehicles for raising money for various local government projects.	<b>SEE RETENTION INSTRUCTIONS</b>  <b>VITAL</b>	Retain at agency 3 years after maturity; successful audit; destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to servicing any records.	01/14/2019
<b>LGBND-002</b>	<b>BOND ADMINISTRATION FILES</b>  Documents relating to the financing of local government projects through bonded indebtedness, including preliminary studies, legal opinions, proposals and prospectuses, authorizations and certifications for issuance and cancellation, and related correspondence.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGBND-003</b>	<b>BOND CERTIFICATES AND REDEEMED COUPONS</b>  Bonds and coupons that have been redeemed and retired.		Retain at agency 2 years after retirement of the issue; successful audit; destroy.	
<b>LGBND-004</b>	<b>BOND REGISTERS</b>  Document bond issues, details of bondholders, balances, interest paid, maturation dates, etc.	<b>VITAL</b>	Retain at agency 3 years after maturity; successful audit; destroy.	
<b>LGBND-005</b>	<b>CAPITAL IMPROVEMENT REPORTS</b>  Progress and financial reports on capital improvement projects funded by bonded indebtedness.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGBND-006</b>	<b>BOND EXCHANGE RECORDS</b>  Records relating to the exchange, conversion, or replacement of bonds by bondholders.	<b>VITAL</b>	If information is contained in Bond Registers (LGBND-004), retain at agency until no longer needed; destroy.  If information is not contained in Bond Registers, retain at agency 3 years after retirement of the issue; successful audit; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
BUDGET**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGBUD-001</b>	<b>BUDGET PREPARATION FILES</b>  Budget requests or estimates submitted by agency, department or department head. Includes but is not limited to the tentative budget appropriations, staffing requests, estimates of revenues or expenditures, narrative of services, budget messages, and related records submitted by a reporting agency or copies maintained by the budget office.		Retain at agency 3 years; destroy.	01/14/2019
<b>LGBUD-002</b>	<b>BUDGET HEARING AND REVIEW FILES</b>  Includes review of estimates and requests, and review of tentative budget.		Retain at agency 2 years; destroy.	
<b>LGBUD-003</b>	<b>PRELIMINARY OR TENTATIVE BUDGETS</b>  Draft budgets that are conditional until review process is complete.		Retain at agency 2 years; destroy.	
<b>LGBUD-004A</b>  <b>LGBUD-004B</b>  <b>LGBUD-004C</b>	<b>ANNUAL BUDGET REPORTS</b>  Approved annual departmental request to budget office or governing body/commission for allocations of operational funds for the upcoming fiscal year/calendar year.  <b>Official copy when included in minutes</b>  <b>Budget Record when included in minutes</b>  <b>Reporting office copy</b>	<b>VITAL</b>	<b>A.</b> Retain at agency 3 years; successful audit; transfer to Archives for permanent preservation.  <b>B.</b> Retain at agency until officially recorded in minutes; destroy.  <b>C.</b> Retain at agency 3 years; destroy.	
<b>LGBUD-005</b>	<b>SPECIAL BUDGETS</b>  Budgets filed with state or federal agencies.		Retain at agency 3 years; successful audit; destroy.	
<b>LGBUD-006A</b>  <b>LGBUD-006B</b>	<b>BUDGET STATUS REPORTS</b>  Reports on allocation, receipts, expenditures, encumbrances and unencumbered funds.  <b>Cumulative Reports</b>  <b>Monthly and Quarterly Reports</b>	<b>VITAL</b>	<b>A.</b> Retain at agency 3 years; successful audit; destroy.  <b>B.</b> Retain at agency; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
BUDGET**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGBUD-007</b>	<b>BUDGETARY CHANGE REQUESTS</b>  Includes approval or denial for change in approved budget and including, but not limited to, transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**CASH RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGCSH-001</b>	<b>CANCELED CHECKS (WARRANTS)</b>	<b>VITAL</b>	Series deleted, see LGCSH-007 Banking Records	01/14/2019
<b>LGCSH-002</b>	<b>CERTIFICATES OF DEPOSIT</b>  Records relating to original financial instruments executed to invest local government funds. Records contain amount of certificate, term, rate of interest, and supporting papers.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(2)</u></a>	Retain at agency 2 years after maturity date; destroy.	01/14/2019
<b>LGCSH-003</b>	<b>CHECK REGISTERS</b>	<b>VITAL</b>	Series deleted, see LGCSH-007 Banking Records	01/14/2019
<b>LGCSH-004</b>	<b>CHECK (WARRANT) STUBS</b>		Series deleted, see LGCSH-007 Banking Records	01/14/2019
<b>LGCSH-005</b>	<b>OUTSTANDING CHECK (WARRANTS) REPORTS</b>		Series deleted, see LGCSH-007 Banking Records	01/14/2019
<b>LGCSH-006</b>	<b>CHECK VOUCHERS</b>  Accounting copies of checks drawn on local government accounts, often with vouchers attached. Voucher portion is used to describe or designate the purpose for which the check is drawn. Show invoice date, invoice number, voucher number, amount, discount and net, to whom issued, check number, and amount of check. Records serve as a cross-reference to Accounts Payable.		Retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-007</b>  (LGCSH-001, LGCSH-003, LGCSH-004, LGCSH-005, LGCSH-012)	<b>BANKING RECORDS</b>  Records that reflect the agency's banking activity and transactions. Includes adjustment documents, cancelled checks, check registers, copies of checks issued, deposit slips, outstanding checks lists, reconciliation sheets, bank receipts verifying amounts deposited into bank accounts, and the Petty Cash Fund system containing small amounts of cash kept on hand for immediate cash purchases.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(2)</u></a>	Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGCSH-008</b>	<b>DAILY CASH ACCOUNTING RECORDS</b>  Adding machine tapes, register or cash drawer reconciliations, transmittal reports, and similar records used to compile or support Daily Cash Reports (LGCSH-009).		Retain at agency; successful audit; destroy.	
<b>LGCSH-009</b>	<b>DAILY CASH REPORTS</b>  Contain record of cash balances, receipts, and disbursements completed during the day.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**CASH RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGCSH-010</b>	<b>DESIGNATION OF BANK OR OTHER DEPOSITORY FOR LOCAL GOVERNMENT FUNDS</b>  Document establishment of depository accounts. May include formal authorization by governing body; depository resolutions; and collateral and/or cash management agreements.		Retain at agency 2 years after close of account; successful audit; destroy.	
<b>LGCSH-011</b>	<b>STATEMENT OF COLLATERAL SECURITY POSTED BY BANK OR OTHER DEPOSITORY OF LOCAL GOVERNMENT FUNDS</b>  Records documenting an institution's ability to protect deposited funds.		Maintain at agency; replace as updated.	
<b>LGCSH-012</b>	<b>BANK DEPOSITS (PASSBOOK CHECKING/SAVINGS)</b>		Series deleted, see LGCSH-007 Banking Records	01/14/2019
<b>LGCSH-013</b>	<b>DEPRECIATION SCHEDULES</b>  Show the useful life and depreciation periods of local government-owned equipment and property including requisition data and costs.		Retain at agency for life of equipment; successful audit; destroy.	
<b>LGCSH-014</b>	<b>REVENUE-SHARING ACCOUNTS</b>  Reports represent federal, state, or county revenue sharing, including summaries and expenditures. May also show annual cash and investment assets.		Retain at agency 3 years after submission of final report; successful audit; destroy.	
<b>LGCSH-015</b>	<b>FINANCIAL REPORTS OF RECEIPTS</b>  Include financial reports from various local government agencies documenting monies collected during a specified time period. May also indicate breakdown of fees as to specific collections. Used as supporting documentation for cash receipts and general ledger.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-016A</b>  <b>LGCSH-016B</b>	<b>FINANCIAL STATEMENTS</b>  Summary of income and expenditures. Statements generally itemize account name, actual current month expenditures, year-to-date expenditures (actual and budget), credits, receipts, and balances. Show pertinent data reflecting the financial status of the local government.  <b>Annual Financial Statements</b>  <b>Periodic Statements</b>	<b>VITAL</b>	<b>A.</b> Transfer copy to Archives for permanent preservation.  <b>B.</b> Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
CASH RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGCSH-017</b>	<b>GENERAL LEDGERS</b>  Books of accounts showing summary of receipts and disbursements for all local government funds and accounts. Generally indicates type of entry, debit, credit, month-to-date, year-to-date, and budget balance. Also may include cash-in-bank figures for each fund or account.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.  <b>NOTE:</b> If no Annual Financial Statement (LGCSH-016) is produced, transfer FY-end report to Archives for permanent preservation.	
<b>LGCSH-018</b>	<b>JOURNAL ENTRIES</b>  Record of adjusted entries into the local government books of accounts. Generally show general ledger number, account, debit, credit, transaction date, reference, and description. May also be used to allocate expenses to various departments or cost centers. Used to adjust and balance the account books.		Retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-019</b>	<b>JOURNAL OF CHECKS/WARRANTS ISSUED</b>  Contains a record of checks/warrants issued on the local government treasury for payments of bills and claims. Includes date, payee, check number, and amount of check.		Retain at agency 3 years after last entry; successful audit; destroy.	
<b>LGCSH-020</b>	<b>MOTOR FUEL USAGE REPORTS</b>  Used to back up gas logs for internal usage control and to gather statistical information for outside reports. Show vehicle number; gasoline, oil, or diesel issued; odometer reading; time; driver's signature; and department.		Retain at agency; successful audit; destroy.	
<b>LGCSH-021</b>	<b>OPERATING STATEMENTS</b>  Show department name, current budget, and current expense, expense to date, balance, expenses incurred but not yet reflected, and actual balance. Report provides the current operating financial status of the local government during a specified time period.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-022</b>	<b>RECEIPTS</b>  Local government copies of original receipts issued for payments of fees. Show receipt of monies collected and deposited into various local government funds. Usually indicate date, to whom issued, description, amount, receipt number, and signature of local government official.		Retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-023</b>	<b>SUBSIDIARY LEDGERS AND JOURNALS</b>  Books of account showing details of daily receipts and expenditures such as deposit amount, payment amount, date, payee, purpose, and fund credited or debited, and check number. Used to provide backup documentation for the general ledger.		Retain at agency 3 years; successful audit; destroy.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**CASH RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGCSH-024</b>	<b>POSTAGE METER AND REGISTERED MAIL RECORDS</b>  Document transmission and/or receipt of mailed items.		Retain at agency 2 years; successful audit; destroy.	01/14/2019
<b>LGCSH-025</b>	<b>STATUS REPORTS AND ANALYSES</b>  Reports, cost analyses, memoranda, or similar records produced for internal use which examine the status or current condition of a local government account/fund; a financial, budget, or audit process; or functions and activities of a local government.  Note: This series does not include official and periodic financial, budget, and audit statements or reports.		Retain at agency; successful audit; destroy.	
<b>LGCSH-026</b>	<b>LONG-RANGE FINANCIAL PLANNING REPORTS</b>  Reports, formal memoranda, analyses, projections, studies, and similar records created for and used in the development of long-range fiscal planning.		Retain at agency until no longer needed; destroy.	
<b>LGCSH-027</b>	<b>RECORD OF STORES (SUPPLIES) WITHDRAWN</b>  Account of goods withdrawn from central supply by each department.		Retain at agency; successful audit; destroy.	
<b>LGCSH-028</b>	<b>TRAVEL REQUESTS AND VOUCHERS</b>  Documentation of travel requests, authorizations, costs, and payments.		If locally funded, retain at agency; successful audit; destroy. If federally funded, retain at agency 3 years; successful audit; destroy.	
<b>LGCSH-029</b>	<b>BUSINESS LICENSES</b>  Licenses issued by government agencies to allow individuals or companies to conduct business within the government's geographical jurisdiction. Includes the original application to start a business and any relevant correspondence.		Retain at agency 1 year after expiration; destroy.	
<b>LGCSH-030</b>	<b>BOATING LICENSES</b>  Licenses required to operate boats within local government jurisdiction.		Retain at agency 1 year after expiration; destroy.	
<b>LGCSH-031</b>	<b>PARKING PERMITS</b>  Permits required to park within local government jurisdiction.		Retain at agency 1 year after expiration; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
COMMUNICATIONS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGCOM-001</b>	<b>DISPATCH REPORT/LOGS</b>  Reports, logs, or equivalent records maintained by dispatcher detailing fire, rescue, police, or other medical units dispatched. Generally include date and time call received; name of person receiving call; what happened; what is needed; number of vehicles, structures, or persons involved; name, location, and phone number of person calling; date and time vehicle dispatched; vehicle identification number; staff involved; arrival time on scene; date and time other officials notified; plus date and time mission completed. See also LGPOL-009.	<b>SEE RETENTION INSTRUCTIONS / VITAL</b>	Retain at agency 3 years; delete/destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to servicing any records.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ELECTIONS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>OATHS OF OFFICE</b>  Oaths of office of elected or appointed officials as required by ordinance or law.	<b>VITAL</b>		
<b>LGEL-001A</b>	<b>Elected officials</b>		<b>A.</b> Retain at agency 3 years after term of office expires; destroy.	01/14/2019
<b>LGEL-001B</b>	<b>Appointed officials</b>		<b>B.</b> Retain at agency 3 years after leaving post for which oath is required; destroy.	01/14/2019
	<b>FIDELITY AND PERFORMANCE BONDS (ELECTED/APPOINTED OFFICIALS)</b>  Bonds guaranteeing fidelity and performance of elected and appointed officials as required by ordinance or law.	<b>VITAL</b>		
<b>LGEL-002A</b>	<b>Elected officials</b>		<b>A.</b> Retain at agency 3 years after term of office expires; destroy.	01/14/2019
<b>LGEL-002B</b>	<b>Appointed officials</b>		<b>B.</b> Retain at agency 3 years after leaving post for which bond is required; destroy.	01/14/2019
<b>LGEL-003</b>	<b>REGISTERED VOTERS LISTS</b>  Roll of persons registered to vote.		Replace as updated.	
<b>LGEL-004</b>	<b>BALLOTS</b>  Documentation of ballots used in elections, including paper, absentee or any other machine-readable type. May include envelopes used for absentee and affidavit ballots, signed affirmation envelopes, and undelivered or returned envelopes.		Retain at agency 1 year after date of election; destroy.	12/01/2012
<b>LGEL-005</b>	<b>NOMINATING PETITIONS</b>  Petitions to place candidates on the ballot.		Retain at agency 1 year after date of election; destroy.	
<b>LGEL-006</b>	<b>ELECTION RETURNS/RESULTS</b>  Tally sheets showing election results.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE  
ELECTIONS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGEL-007</b>	<b>CERTIFICATION CARDS / VOTER LISTS</b>  Cards or lists of electors eligible to vote in an election. Include name, address and signature of voter.		Retain at agency 1 year after date of election; destroy.	
<b>LGEL-008</b>	<b>POLL WORKERS' OATHS</b>  Sworn statements signed by election officials to conduct fair elections.		Retain at agency 6 months after certification of election; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGER-001</b>	<b>MASTER FILES / MASTER RECORDS</b>  Relatively permanent computer files containing an organized, consistent set of records of complete and accurate information. Usually referred to as a data system or record-keeping system.		Maintain at agency. Delete after expiration of the retention period as authorized by this schedule.  <b>NOTE:</b> If data system replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.	
<b>LGER-002</b>	<b>RECORDS USED TO CREATE AND MAINTAIN MASTER FILES / RECORDS</b>  Records recorded on electronic media used to create or update a master file, including, but not limited to, work files, transaction files, and intermediate input/output records.		Delete after information has been transferred to the master file and verified.  <b>NOTE:</b> If this data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule.	
<b>LGER-003</b>	<b>TEST RECORDS</b>  Electronic files or reports created in the monitoring and testing of system quality and performance.		Delete/destroy after test is evaluated, and all problems or issues are resolved.	
<b>LGER-004</b>	<b>PRINT RECORDS</b>  Records extracted from a data file without changing values, often producing hard copy publications, tabulations, ledgers, registers and reports.		Delete/destroy when no longer needed.	
<b>LGER-005</b>	<b>CONTINGENCY BACKUP RECORDS</b>  Electronic media containing data identical to primary electronic files and retained in case they are damaged or lost.		Maintain a minimum of 3 cycles.  <b>NOTE:</b> Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.	
<b>LGER-006</b>	<b>WORD PROCESSING AND ELECTRONIC MAIL RECORDS</b>		<b>DELETED.</b> Replaced by LGER-014 and 015.	
<b>LGER-007</b>	<b>ELECTRONIC SPREADSHEETS</b>		<b>DELETED.</b> Replaced by LGER-014.	
<b>LGER-008</b>	<b>SYSTEMS USAGE RECORDS</b>  Electronic files created to monitor system usage, including but not limited to, log-in files, password files, audit trail files, and cost-back files used to assess charges for system use.		Retain at agency 3 years; successful audit; delete/destroy.	
<b>LGER-009</b>	<b>SYSTEMS PERFORMANCE RECORDS</b>		<b>DELETED.</b> Incorporated into LGER-003.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGER-010</b>	<b>PLANNING, DEVELOPMENT AND EVALUATION RECORDS</b>  Consist of planning, development, and evaluation records relating to selection (including feasibility studies and materials supporting decision); implementation; upgrading, modification, or conversion of systems and equipment; procedures; and manuals pertaining to the acquisition and use of electronic record-keeping systems.		Retain at agency 1 year after longest retention for information maintained on system has expired, or 1 year after successful migration of data to new system; destroy.	
<b>LGER-011</b>	<b>SYSTEMS DOCUMENTATION</b>  File consists of record layouts; code books; technical specifications; programs and equipment; detailed program descriptions; flow charts; test data; job control language; computer operating instructions; and other records pertaining to systems operation.		Retain at agency 1 year after longest retention for information maintained on system has expired, or 1 year after successful migration of data to new system; destroy.	
<b>LGER-012</b>	<b>FEASIBILITY STUDIES</b>		<b>DELETED.</b> Incorporated into GER-010.	
<b>LGER-013</b>	<b>Y2K (YEAR 2000) FILES</b>		<b>DELETED.</b>	
<b>LGER-014</b>	Documents (letters, memoranda, reports, directives, etc.), databases, spreadsheets, Geographic Information System (GIS) data, or other records recorded on any type of electronic media.		Retention of electronic data records is exactly the same as the retention would be if the records were being maintained in hard copy.  <i>See Model Guidelines for Electronic Records</i> on DPA's website for guidance and recommendations concerning the creation, maintenance, and disposition of electronic records.	
<b>LGER-015</b>	<b>ELECTRONIC MAIL</b>  Documents communications that use an electronic messaging system (Outlook, G-mail, etc.) to conduct agency business. Electronic messaging systems manage and facilitate the sending and receiving of electronic messages and may include correspondence, attachments, memoranda and circular letters.		After identifying type of record the message is (as determined by the content of the message), retain in accordance with retention as set forth in the records retention schedule.  <b>NOTE:</b> Refer to Electronic Mail Policy on DPA's website for additional information.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<p><b>WEBSITE RECORDS</b></p> <p>Content on an agency's website that documents an agency's duties and activities. In some cases, agencies may also be conducting business transactions or providing services through their websites. For many agencies, websites are the primary source point to access agency records. Websites may contain publications, meeting minutes, annual reports, photos, press releases, maps, organizational charts, policies and procedures, mission statements, etc. Additionally, websites may serve as access points for data in agency databases.</p>			
<b>LGER-016A</b>	<b>If content is duplicated</b>		<b>A.</b> Retain at agency until no longer needed; destroy.	
<b>LGER-016B</b>	<b>If content on the website serves as the official document and is not duplicated</b>		<b>B.</b> Identify the record type (minutes, annual reports, etc.); retain in accordance with the records retention schedule.	
<b>LGER-016C</b>	<p><b>Website Snapshots:</b></p> <p>Snapshots of an agency's website that are used to document the appearance and capture the content pages as they existed at particular points in time.</p>		<p><b>C.</b> Transfer to Archives for permanent preservation.</p> <p><b>NOTE:</b> Refer to the Guidelines for Maintaining and Preserving Records of Web-Based Activities on DPA's website for additional information.</p>	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
EMERGENCY PLANNING AND OPERATIONS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGEPO-001</b>	<b>ADMINISTRATIVE REFERENCE FILES</b>  Maintained for convenience of reference. Topics in the file may include, but are not limited to: training materials, publications, persons to contact for leasing of equipment in the event of disasters, statewide communication services, temporary housing available, equipment rental rates, evacuation plans, fallout shelter locations and capabilities, fuel tank locations, hazardous materials, county and state officials, Delaware National Guard, hospital locations and capabilities, and lists of volunteers to be contacted in emergency or disaster situations.	<b>VITAL</b>	Retain at agency until no longer needed; destroy.	
<b>LGEPO-002</b>	<b>EMERGENCY/DISASTER PLANS</b>  Consist of an approved plan for response to natural, nuclear and/or other disasters. May include crisis relocation plans, emergency reserve plans and medical treatment plans.	<b>VITAL</b>	Retain at agency 2 years after superseded; destroy.	
<b>LGEPO-003</b>	<b>EMERGENCY OPERATIONS REPORTS</b>  Reports document emergency operations undertaken by the agency. Include operation number, reporting organizations, starting date, time out, assistance request, call received by incident or nature of operation, summary of equipment, other agency assistance, victims, operators and signature of Civil Defense Director. Reports used to document major activities and equipment cost per hour of operation.	<b>VITAL</b>	Retain at agency 3 years after conclusion of event; destroy.	
<b>LGEPO-004</b>	<b>AGREEMENTS (LOCAL/COMPREHENSIVE/COOPERATIVE)</b>  Agreements between federal, state, and local governments concerning disaster preparedness/response. Identify programs or agencies that will perform specific tasks in the event of an emergency or disaster. Include related plans, jurisdictional information, training data, manpower statistics, public information, communications, and projected program activities.	<b>VITAL</b>	Replace as updated.	
<b>LGEPO-005</b>	<b>DAMAGE ASSESSMENT FORMS</b>  Local government copies of standard forms sent to the Federal Emergency Management Agency (FEMA) in the event of a disaster. Contain a detailed assessment of damages.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGEPO-006</b>	<b>HAZARDOUS MATERIAL INVENTORIES</b>  Maintained to inform local jurisdiction of any hazardous materials stored in, or being transported through the local government's jurisdiction. May include inventories of fossil fuels, agricultural chemicals, radiological materials, and chemical waste.	<b>VITAL</b>	Maintain at agency; update as needed.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**EMERGENCY PLANNING AND OPERATIONS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGEPO-007</b>	<b>PURCHASING AGENT LISTS</b>  Contain a list of people who have been authorized by the local government to purchase equipment and materials in an emergency or disaster situation. Include name, address, and telephone number.	<b>VITAL</b>	Replace as updated.	
<b>LGEPO-008</b>	<b>SURPLUS PROPERTY FILES</b>  Used to document property received, and to monitor maintenance. Consist of a description of property, shipping documents, and condition reports.	<b>VITAL</b>	Replace as updated.	
<b>LGEPO-009</b>	<b>DRILL AND SIMULATION RECORDS</b>  Include drill and simulation exercises pertaining to emergencies/disasters. Show types of exercises, number of personnel participating, equipment used, problems encountered, and other aspects of performance.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 1 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-001</b>	<b>FIRE INVESTIGATION REPORTS</b>  Reports generated because of complaints received or fire investigations that include criminal, accidental, and special case investigations. Contain original reports, supplemental reports, photographs, and arrest cards, newspaper clippings, and witness statements, criminal histories of arrest subjects, drawings and property insurance forms.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(3)</u></a>	Retain at agency 5 years after close of case; destroy.  <b>Note:</b> The confidential status of this series applies to investigatory files compiled for civil or criminal law-enforcement purposes.	07/03/2017
<b>LGFS-002</b>	<b>ARSON / FATALITY INVESTIGATION REPORTS</b>  Reports conducted as the result of fatalities caused by arson. Investigation may contain original reports, supplemental reports, photographs, arrest cards, newspaper articles, witness statements, criminal history, drawings, and property or individual insurance information.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(3)</u></a>	Retain at agency 5 years after close of case; transfer to Archives for permanent preservation.  <b>Note:</b> The confidential status of this series applies to investigatory files compiled for civil or criminal law-enforcement purposes.	07/03/2017
<b>LGFS-003</b>	<b>BUILDING PLAN REVIEWS</b>  Building and site plans submitted for review to determine compliance with fire regulations, may contain drawings and related correspondence.		Retain at agency 3 years after completion of review; destroy.	07/03/2017
<b>LGFS-004A</b>	<b>FIRE SAFETY CODE INSPECTIONS</b>  <b>A. Compliance Reports.</b> Inspection reports of properties for compliance of fire safety code, performed annually or as random/requested events.		<b>A.</b> If no violations: retain at agency 5 years, destroy. If violations have been noted: retain at agency 5 years after last violation and subsequent correction.	07/03/2017
<b>LGFS-004B</b>	<b>B. Punitive Closing Orders.</b> Orders from the Fire Service to close building due to a hazardous condition(s) until a Certificate of Occupancy is obtained.		<b>B.</b> Retain at agency 7 years after compliance with recommendations; destroy.	07/03/2017
<b>LGFS-004C</b>	<b>C. Request for Time Extension (Fire Code Violation).</b> Request to the enforcing agency for an extension to correct a fire code violation.		<b>C.</b> Retain at agency 7 years after compliance with recommendations; destroy.  <a href="#"><u>Delaware State Fire Prevention Regulation</u></a>	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 2 OF 8

RECORD SERIES NUMBER	RECORD SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RECORD RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
<b>LGFS-005A</b>	<b>FIRE PROTECTION SYSTEMS (LICENSING, CERTIFICATIONS, INSPECTIONS)</b>  <b>A. Licensing Files.</b> Document the licensing and subsequent operations of Fire Alarm Signaling System (FASS) and/or Fire Suppression System (FSS) vendors. All vendors licensed to design, install, maintain, inspect and test fire protection systems. This series may contain: <ul style="list-style-type: none"> <li>• Original Application</li> <li>• Delaware Business License</li> <li>• Certificate of Insurance for Worker's Compensation and Liability</li> <li>• Prior Work Performed</li> <li>• Renewal Application</li> <li>• Copy of License Issued and Correspondence</li> </ul>		<b>A.</b> If no violations: retain at agency 5 years, destroy. If violations noted: retain at agency 5 years after last violation and subsequent correction.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-005B</b>	<b>B. Certification Files.</b> Used to certify that vendors maintain qualified certificate holders on staff to perform work to design, install, inspect, maintain and test fire protection systems. This series may contain: <ul style="list-style-type: none"> <li>• Certificate Application</li> <li>• Driver's License</li> <li>• Birth Certificate</li> <li>• Resume</li> <li>• Full-time Employment Letter</li> <li>• Examination Results</li> <li>• NICET Certificate</li> <li>• Copy of certificate issued and correspondence</li> </ul>		<b>B.</b> If no violations: retain at agency 5 years, destroy. If violations have been noted: retain at agency 5 years after last violation and subsequent correction.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-005B</b>	<b>C. Inspection Files.</b> Submission required from vendors providing information regarding inspection and testing for reliability of fire protection system.		<b>C.</b> If no violations: retain at agency 5 years, destroy. If violations have been noted: retain at agency 5 years after last violation and subsequent correction.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-006</b>	<b>INCIDENT REPORTS</b>  Reports generated because of a concerning incidents or complaints, which, upon investigation, were of a non- criminal nature.		Retain at agency 3 years; destroy.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 3 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-007</b>	<b>PUBLIC INFORMATION STATEMENTS</b>  Information released to the public or news media concerning the activities and investigations of the agency.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	07/03/2017
<b>LGFS-008</b>	<b>GENERAL AND OPERATIONAL ORDERS</b>  Official orders, policy statements, and directives governing the organization and operation of the Fire Service or their officers.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	07/03/2017
<b>LGFS-009A</b>	<b>VIDEO RECORDINGS</b>  Video recordings (analog or digital) collected during the course of investigations of fire incidents.  <b>A. Routine.</b> Video recordings that do not contain any evidence or information of value.		<b>A.</b> Retain at agency 90 days; re-use/destroy.	07/03/2017
<b>LGFS-009B</b>	<b>B. Evidentiary.</b> Evidence gathered on incidents that led to the opening of an official case file.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(3)</u></a>	<b>B.</b> Transfer record into Record Series LGFS-001, Fire Investigation Reports.	07/03/2017
<b>LGFS-009C</b>	<b>C. Fatalities.</b> Evidence gathered on cases that involve a fatality.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(3)</u></a>	<b>C.</b> Transfer record into Record Series LGFS-002, Arson / Fatality Investigation Reports.	07/03/2017
<b>LGFS-010</b>	<b>WEAPONS ISSUANCE FILES</b>  Record has name of person weapon issued to, armaments issued including handcuffs.		Replace as updated <u>OR</u> retain at agency 1 year after termination of employment; destroy.	07/03/2017
<b>LGFS-011</b>	<b>QUALIFICATION SCORES</b>  Listings of investigators and their scores during weapons requalification, which is required periodically throughout the year.		Retain at agency 5 years; destroy.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 4 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-012</b>	<b>FIREWORKS PERMITS</b>  Contain application, bond and inspection report for approved fireworks displays within the jurisdiction.		Retain at agency 3years; destroy.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-013</b>	<b>COMPANY JOURNALS</b>  Daily summary record of the calls answered, services provided, and responses made.		Retain at agency permanently.	07/03/2017
<b>LGFS-014</b>	<b>COMPANY ROSTERS</b>  A current listing of active-duty fire personnel.		Replace as updated.	07/03/2017
<b>LGFS-015</b>	<b>INTERNAL AFFAIRS INVESTIGATIONS</b>  Document investigations of incidents in which police actions are questioned or proper procedures may have been compromised, in-house or in relation to the public (racial, excessive force, etc.). May contain the following: <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Notes</li> <li>• Inquiry Coversheet (participants and details of incident)</li> <li>• Depositions</li> <li>• Interview Tapes and Synopses</li> <li>• Medical Release and/or Reports</li> <li>• Psychological Examinations</li> <li>• Polygraph Results</li> <li>• Disposition Sheet with conclusion reached</li> </ul>		Retain at agency permanently.	07/03/2017
<b>LGFS-016</b>	<b>EGRESS/FACILITY EXIT PLANS</b>  Plans and diagrams showing access points within the coverage area that might impact a fire call.		Replace as updated.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 5 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>EQUIPMENT FILES</b>  Ongoing tracking documentation of all assets of the Fire Service (e.g. uniforms, vehicles, fire apparatus, etc.)			07/03/2017
<b>LGFS-017A</b>	<b>A. Equipment Inspections.</b> Documents the Annual and Monthly inspections of assets assigned to the Fire Service		<b>A.</b> Annual: Retain at agency 7 years; destroy. Monthly: Retain at agency 1 year; destroy.	
<b>LGFS-017B</b>	<b>B. Equipment Inventory.</b> Documents the daily inventory of vehicles, Self-Contained Breathing Apparatus (SCBA), Personal Protection Equipment (PPE), safety equipment, generators, tools, and other items used in the day-to-day work of the fire service for accountability and serviceability.		<b>B.</b> Retain at agency 1 year; destroy.	07/03/2017
<b>LGFS-017C</b>	<b>C. Equipment Out of Service.</b> Documents the status of equipment that is not available due to serviceability issues.		<b>C.</b> Retain at agency 3 years; destroy.	07/03/2017
<b>LGFS-017D</b>	<b>D. Equipment Received.</b> Documents new equipment received by the Fire Service until it is added to the permanent inventory.		<b>D.</b> Retain at agency 2 years; destroy.	07/03/2017
<b>LGFS-017E</b>	<b>E. Damaged or Lost Equipment.</b> Documents the status of equipment of lost and or damaged equipment.		<b>E.</b> Retain at agency 3 years; destroy.	07/03/2017
<b>LGFS-017F</b>	<b>F. Test Reports From Fire Protection Equipment.</b> Documents that fire equipment (e.g. pumpers, ladders, etc.) is in good working condition and is used in the certification process by the National Fire Protection Association.		<b>F.</b> Retain at agency 6 years; destroy.	07/03/2017
<b>LGFS-017G</b>	<b>G. Hose Inventory, Maintenance and Test Records.</b> This record series documents that hoses have been tested according the National Fire Association guidelines and that there are no problems. Tested for pressure adherence and fitting durability.		<b>G.</b> Retain at agency 6 years; destroy.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 6 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-018</b>	<p><b>NATIONAL FIRE INCIDENT REPORTING SYSTEM (NFIRS)</b></p> <p>The National Fire Incident Reporting System is a reporting standard supported by the U. S. Department of Homeland Security, Federal Emergency Management Agency, U.S. Fire Administration that fire services use to uniformly report on the full range of their activities, from fire to Emergency Medical Services to equipment involved in the response. Examples of reports retained within the NFIRS included:</p> <ul style="list-style-type: none"> <li>• False Alarms and Needless Calls</li> <li>• Fire Activity Report Files</li> <li>• Fire Boat/Watercraft Files</li> <li>• Fire Losses</li> <li>• Sprinkler System Reports</li> </ul>		Retain at agency permanently.	07/03/2017
<b>LGFS-019</b>	<p><b>FIRE SAFETY PERMIT FILES</b></p> <p>A permit to safely maintain, store, or handle materials, conduct processes which may produce hazardous conditions, or to install equipment used in connection with such activities in accordance with the Uniform Fire Code.</p>		<p>Retain at agency 3 years after expiration; destroy.</p> <p><a href="#">Delaware State Fire Prevention Regulation</a></p>	07/03/2017
	<p><b>FIRE SAFETY TRAINING PROGRAM FILES</b></p> <p>Safety programs performed as public outreach for school districts, public/private agencies and the public.</p>			07/03/2017
<b>LGFS-020A</b>	<b>A. Training Conducted without Incident.</b>		<b>A.</b> Retain at agency 3 years; destroy.	
<b>LGFS-020B</b>	<b>B. Training Conducted with Incident.</b>		<b>B.</b> Retain at agency 7 years; destroy.	07/03/2017
<b>LGFS-021</b>	<p><b>FUEL OIL USED</b></p> <p>Document the usage of fuel by fire vehicles.</p>		Retain at agency 2 years; destroy.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 7 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-022</b>	<b>NOTICE OF IMMINENT HAZARD AND ORDERS TO TAKE CORRECTIVE ACTION FILE</b>  A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation is corrected.		Retain at agency 7 years after compliance with recommendations; destroy.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-023</b>	<b>NOTICE OF VIOLATION AND ORDER TO CORRECT FILE</b>  A notice issued upon inspection detailing a violation requiring corrective action by the property owner. File also includes a written statement of the owner's right to appeal.		Retain at agency 7 years after compliance with recommendations; destroy.  <a href="#">Delaware State Fire Prevention Regulation</a>	07/03/2017
<b>LGFS-024</b>	<b>ROLL CALL</b>  This series documents the daily attendance and availability of fire staff.		Retain at agency 50 years after separation from organization; destroy.	07/03/2017
<b>LGFS-025</b>	<b>SCHOOL DISTRICT FACILITY/INSPECTION FILES</b>  Copies of assessments of school district facilities conducted by the State Fire Marshal that summarizes readiness of the facilities in the event of a fire. These copies are provided for reference and the original record is maintained at the State Fire Marshal's Office.		Replace as updated.	07/03/2017
<b>LGFS-026</b>	<b>STATION MAINTENANCE COST RECORDS</b>  Cost accounting records for the maintenance of the physical structure housing the equipment and staff of the fire company.		Retain at agency 6 years; destroy.	07/03/2017



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**FIRE SERVICES**

PAGE 8 OF 8

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGFS-027</b>	<b>TRAINING FILES (FIREFIGHTER/EMERGENCY SERVICES)</b>  Personnel and training file that may contain but is not limited to the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management/Supervision Training.		Retain at agency 50 years after separation from organization; destroy.	07/03/2017
<b>LGFS-028</b>	<b>VARIANCE REQUESTS</b>  This series documents applications from property owners requesting a variance from the State of Delaware Fire Regulation.		Retain at agency 7 years; destroy.	07/03/2017

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**GRANTS**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGGRT-001</b>	<b>GRANT PROPOSAL AND DEVELOPMENT FILES</b>  Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies; final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.		Retain at agency 3 years after submission of final report; successful audit; destroy. Submit copy of final disposition and expenditure report to Archives for permanent preservation.	
<b>LGGRT-002</b>	<b>GRANT REPORTS (PERIODIC)</b>  Copies of financial and performance reports submitted periodically to funding agencies.		Retain at agency 3 years after submission of grant closeout letter; successful audit; destroy.	
<b>LGGRT-003</b>	<b>GRANT FINANCIAL FILES</b>  Financial records of grant-funded projects. Include relevant accounting, banking, purchasing, and payroll records; and other documents and working papers associated with the administration of the grant funds. Used to prepare reports as required by federal or state laws or regulations.		Retain at agency 3 years after submission of grant closeout letter; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**INSURANCE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGINS-001</b>	<b>FLOOD INSURANCE</b>  National Flood Insurance Program policies purchased by local governments. This series includes the policy terms and endorsements, agency and agent of record, correspondence, expiration date, payment plans, premium rate change notices and related documents.	<b>VITAL</b>	Retain at agency life of policy plus 5 years; destroy.  <a href="#">FEMA Manual 5400.2</a>	03/13/2015
<b>LGINS-002</b>	<b>INSURANCE POLICIES</b>  Includes all policies purchased by local government agencies, including but not limited to: accident, health, automobile, burglary, robbery, theft, fidelity, surety, fire, liability, life and worker's compensation.	<b>VITAL</b>	Retain at agency life of policy plus 3 years; destroy.	03/13/2015

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
LIBRARIES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGLIB-001</b>	<b>SHELF LISTS (INVENTORY OF HOLDINGS)</b>  Inventory of all library holdings, including all volumes and titles in the collection. Generally arranged in shelf or class order.	<b>VITAL</b>	Replace as updated.	
<b>LGLIB-002</b>	<b>LIBRARY CATALOGS</b>  Finding aids that provide access to library holdings by subject, title and author.		Replace as updated.	
<b>LGLIB-003A</b> <b>LGLIB-003B</b> <b>LGLIB-003C</b> <b>LGLIB-003D</b>	<b>CIRCULATION RECORDS</b>  Document the loaning and return of library materials. Include information concerning non-return and damage, plus fees/fines received and outstanding.  <b>Lists of materials loaned/returned.</b>  <b>Lists of fees and fines received due to late return, non-return, and damage</b>  <b>Lists of all outstanding materials, fees and fines</b>  <b>Annual statistics</b>		<b>A.</b> Retain at agency until materials are returned; destroy.  <b>B.</b> Retain at agency; successful audit; destroy.  <b>C.</b> Retain at agency 3 years; successful audit; destroy.  <b>D.</b> Retain at agency; submit a copy to Archives for permanent preservation.	
<b>LGLIB-004</b>	<b>FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS</b>  Document monies received for overdue book fines and the replacement of lost books. May include receipts, checks, warrants, vouchers, and ledgers.		Retain at agency; successful audit; destroy.	
<b>LGLIB-005</b>	<b>INTER-LIBRARY LOANS</b>  Loans of materials received from and sent to other libraries.		Retain at agency until transaction is completed; destroy.	
<b>LGLIB-006</b>	<b>PATRON REGISTRATIONS</b>  Information about patrons, containing addresses, phone numbers, and names of patrons, parents or guardians.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(12)</u></a>	Replace as updated.	01/14/2019
<b>LGLIB-007</b>	<b>MEETING ROOM REQUESTS</b>  Applications to use meeting rooms and charges to be paid.		Retain at agency 6 months; destroy.	
<b>LGLIB-008</b>	<b>VOLUNTEER GROUP RECORDS</b>		<b>DELETED. See LGADM-033.</b>	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
LIBRARIES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGLIB-009</b>	<b>PUBLIC NOTICES</b>  Include news releases and public service announcements concerning library activities/programs.		Retain at agency 1 year; destroy.	
<b>LGLIB-010</b>	<b>COPYRIGHT COMPLIANCE RECORDS</b>  Forms verifying compliance with federal copyright laws.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**MEDICAL SERVICES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGMED-001</b>	<b>ACTIVITY REPORTS</b>  Record of daily activities such as time out, time in, mileage, number of passengers, number of stops, collections, gas and oil used, and driver's name.		Retain at agency 5 years; destroy.	
<b>LGMED-002</b>	<b>PATIENT REPORTS</b>  Show equipment used, patient locations, nature of call, time factors, primary complaint, vital signs and other physical signs, site of injury, care rendered, medicine ordered, changes in condition, name and address of patient, driver, attendant, and type of payment. May also include related information such as EKG (electrocardiogram) results.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 6 years; successful audit; destroy.	
<b>LGMED-003</b>	<b>PATIENT REFUSAL FORMS</b>  Documents used to verify a patient's refusal of treatment.		Retain at agency 6 years; destroy.	
<b>LGMED-004</b>	<b>NARCOTIC ADMINISTRATION RECORDS</b>  This series records the inventory of the Controlled Substances Count conducted at the beginning and end of each shift: contains date, time, name and signature of off-going and on-going paramedics. Information pertaining to the number of bottles, vials, patches, and cards used.		Retain at agency 2 years; successful audit; destroy.  <a href="#"><u>21 CFR 1304.04</u></a>	09/12/2014

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PARKS AND RECREATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPR-001</b>	<b>VOLUNTEER SERVICE RECORDS</b>		See LGPER-041 (Volunteer Records)	01/14/2019
<b>LGPR-002</b>	<b>USE PERMITS</b>  Applications/permits to reserve use of Parks Department facilities and equipment. May include schedules of league play.		Retain at agency 1 year after expiration or denial of permit; destroy.	
<b>LGPR-003</b>	<b>PROGRAM INSURANCE POLICIES</b>  Policies held for participants and staff involved in programs sponsored and conducted by Parks/Recreation Department.	<b>VITAL</b>	Retain at agency 3 years after termination of policy or resolution of claim, whichever is later; destroy.	01/14/2019
<b>LGPR-004</b>	<b>RATES AND FEES</b>  Contain copies of ordinances outlining rates and fees; condensed list of those rates, and related statistical records.		Replace as updated.	
<b>LGPR-005</b>	<b>DAMAGE AND VANDALISM REPORTS</b>  Describes vandalism activity and/or damage at a Parks/Recreation Department facility or on Department property, extent of damage, and corrective measures to be taken.		Retain at agency 3 years; destroy.	
<b>LGPR-006</b>	<b>RULES AND REGULATIONS</b>  Rules and regulations governing the operation and use of park facilities, beaches, pools, skating rinks, etc.		Maintain at agency. Submit copy to Archives for permanent preservation.	
<b>LGPR-007</b>	<b>ACTIVITY REGISTRATIONS</b>  Document participation in activities conducted by the agency or while using agency facilities. May include financial information.		Retain at agency 2 years; successful audit; destroy.	
<b>LGPR-008</b>	<b>GIFTS AND DONATIONS</b>		See LGADM-032.	01/14/2019
<b>LGPR-009</b>	<b>SWIMMING POOL RECORDS</b>  Water quality and pH readings for pools managed by local governments.		Retain at agency 3 years; destroy.	
<b>LGPR-010</b>	<b>TICKET SALES</b>  Document tickets sold and funds collected. May include collected/unused tickets and turnstile readings.		Retain at agency 3 years; successful audit; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PARKS AND RECREATION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPR-011</b>	<b>NEIGHBORHOOD OPEN SPACE FILES</b>  Document land dedicated by the local government for use of residents as park land. Include recommendations on land use and agreements between municipalities and developers on conditions of use and amount of land.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPAY-001</b>	<b>EMPLOYEE EARNINGS RECORDS</b>  Records such as the Gross Earnings Control Proof or Payroll Attendance Record Edit that detail, by pay period and cumulatively, the earnings, withholding, and deductions for each local government employee. NOTE: See also LGPAY-004(C) for further instructions.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGPAY-002</b>	<b>EMPLOYEE PENSION RECORDS</b>  Records that detail, by pay period and cumulatively, deductions, disbursements, adjustments, or other actions involving the pension or retirement accounts of local government employees.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 100 years; destroy.	01/14/2019
<b>LGPAY-003</b>	<b>EMPLOYEE EARNINGS HISTORY FILE</b>  Cumulative salary history, showing name and address of employee, department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 50 years; destroy.	01/14/2019
<b>LGPAY-004A</b>  <b>LGPAY-004B</b>  <b>LGPAY-004C</b>	<b>PAYROLL REGISTERS</b>  Registers or similar records produced each pay period detailing the earnings, withholdings, and deductions for local government employees.  Separate Payroll Year-To-Date Register (LGPAY-005) is maintained  Separate Payroll Year-To-Date Register (LGPAY-005) is not maintained but Payroll Register shows cumulative year-to-date totals  Separate Payroll Year-To-Date Register (LGPAY-005) does not show cumulative year-to-date totals	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	<b>A.</b> Retain at agency 3 years; destroy.  <b>B.</b> Retain at agency 3 years for all pay periods except final one of fiscal year, which should be retained at agency 50 years; destroy.  <b>C.</b> Retain Individual Employee Earnings Record (LGPAY-001) at agency 50 years; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPAY-005</b>	<b>PAYROLL YEAR-TO-DATE (MASTER)</b>  Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions for local government employees.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 50 years; destroy.	01/14/2019
<b>LGPAY-006A</b>  <b>LGPAY-006B</b>  <b>LGPAY-006C</b>	<b>DEDUCTION REGISTERS</b>  Master registers or similar records produced each pay period detailing the withholding and deductions for local government employees or, in the absence of a master register, any of a series of similar registers maintained for each type of deduction or withholding.  <b>Master</b>  <b>Subsidiary</b>  <b>Pension or Deferred Compensation</b>	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	<b>A.</b> Retain at agency 3 years; successful audit; destroy.  <b>B.</b> Retain at agency 3 years; successful audit; destroy.  <b>C.</b> Retain at agency 50 years; destroy.	01/14/2019  01/14/2019  01/14/2019
<b>LGPAY-007</b>	<b>ADJUSTMENT TRANSACTION REGISTERS</b>  Registers or similar records detailing adjustments to payroll processed during pay periods to provide an audit trail to determine if adjustments were properly posted.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGPAY-008</b>	<b>DEDUCTION AUTHORIZATIONS</b>  Authorizations to deduct from wages or to adjust deductions from wages.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain initial and most recent versions at agency 3 years after employee termination; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPAY-009</b>	<b>PAYROLL DISTRIBUTIONS</b>  Registers, ledgers, vouchers, or similar records produced by pay period detailing and/or providing for the distribution and allocation of the payroll among local government departments, subdivisions, accounts, or programs.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPAY-010</b>	<b>FEDERAL AND STATE TAX FORMS</b>  Federal and state tax forms used to report the collection, distribution, deposit, and transmittal of federal income tax and FICA tax, including forms OAR-S3, OAR-S4, OAR-S30, 941E, 501, W-2, W-3, W-4, W-9, and 1099.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 4 years after tax due date or date tax paid, whichever is later; successful audit; destroy.  <a href="#"><u>26 CFR 31.6001(e)(2)</u></a>	01/14/2019
<b>LGPAY-011</b>	<b>HOURS-TO-DATE REGISTERS</b>  Registers or similar records, produced periodically, that show accumulated hours worked, plus accrued vacation, sick, and compensatory time for local government employees.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPAY-012</b>	<b>TIME AND ATTENDANCE REPORTS</b>  Payroll department copies of reports or cards detailing hours worked; vacation, sick, or compensatory time used by employees; and exceptions to normally scheduled hours.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPAY-013</b>	<b>PERSONNEL ACTION NOTICES</b>  Payroll department copies of forms or notices used to indicate changes in the records of employees, including vital information, wage and salary rates, promotions, transfers, etc.		Retain at agency 4 years; successful audit; destroy.	
<b>LGPAY-014</b>	<b>EMPLOYEE PAYROLL CHANGE REQUESTS</b>  Requests, authorizations, denial reports, and similar records relating to requested changes by employees for payroll records due to alleged errors, etc.		Retain at agency 4 years; successful audit; destroy.	
<b>LGPAY-015</b>	<b>HEALTH AND WELFARE CLAIMS (PAID)</b>  Document payments made by employees for which reimbursement is being requested.		Retain at agency 4 years; successful audit; destroy.	
<b>LGPAY-016</b>	<b>ATTACHMENTS/GARNISHMENTS OF SALARY OR WAGES</b>  Amounts deducted from employees' pay to satisfy debts or claims.		Retain at agency 4 years after satisfaction or termination of employment; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPAY-017</b>	<b>PAYROLL JOURNALS</b>  List check number of every check written within a pay period, amount, and name of department. Used to identify errors. Report is usually structured numerically by check number.		Retain at agency 4 years; successful audit; destroy.	
<b>LGPAY-018</b>	<b>PAYROLL SUMMARY REPORTS</b>  Show summarized payroll expenses by department, listing salary totals, regular earnings, other earnings, FICA deductions, federal and state taxes withheld, and net pay.		Retain at agency 3 years after last entry; successful audit; destroy.	
<b>LGPAY-019</b>	<b>PAYCHECK ADDRESS OR DEPOSIT AUTHORIZATIONS</b>  Instructions or authorizations from an employee to mail check to a specified address or deposit it in a specified bank account.		Retain at agency 1 year after revocation, superseding, or employee termination; destroy.	
<b>LGPAY-020</b>	<b>PAYROLL INITIATION/CHANGE DOCUMENTS</b>  Include personnel action or notice of appointment of new employee, changes or alterations of employee payroll information, and similar authorizations to establish or change a payroll account.		Retain at agency 50 years; destroy.	01/14/2019
<b>LGPAY-021</b>	<b>PAYROLL WITHHOLDING/ASSESSMENT BILLINGS</b>  Received from insurance companies and other types of agencies, with receipts of payment.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPAY-022A</b>	<b>PAYROLL WORKSHEETS/SOURCE DOCUMENTS</b>  Prepared for input from other documents which are covered by this schedule.  <b>Editing and correction copies</b>		<b>A.</b> Retain at agency; successful audit; destroy.	
<b>LGPAY-022B</b>	<b>Budget preparation copies</b>		<b>B.</b> Retain at agency through next budget preparation; destroy.	
<b>LGPAY-023</b>	<b>SAVINGS BOND STUBS</b>  Contain records of issuance and transmittal.		Retain at agency; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPAY-024</b>	<b>WORKERS' COMPENSATION REPORTS</b>  Employer's report of injury or disease, statements of payments made, and other documents resulting from claims after employee returns to work, resigns, or retires. See also LGPER-032, Workers' Compensation Claims.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 5 years; successful audit; destroy.	01/14/2019
<b>LGPAY-025</b>	<b>EMPLOYER QUARTERLY TAX REPORTS</b>  Show gross wages for the quarter, total nontaxable wages, and list of employees by department.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-001</b>	<p><b>PERSONNEL RECORDS</b></p> <p>Documents related to an employees' employment history. Files may also contain employee-related records, which have temporary retention, and kept current by removing such temporary records upon expiration of the retention periods specified. Includes the following records for each employee, whether filed herein or separately:</p> <ul style="list-style-type: none"> <li>• Appointment letters, orders, notices, etc.</li> <li>• Approved applications for sabbatical or educational leave</li> <li>• Attendance and leave records</li> <li>• Certifications and licenses</li> <li>• Commendations</li> <li>• Confidentiality statements</li> <li>• Correspondence and memorandums</li> <li>• Disciplinary</li> <li>• Education and tuition reimbursements</li> <li>• Employee contracts</li> <li>• Employment application and Resume</li> <li>• Health or disability limitations</li> <li>• Last position and duties performed</li> <li>• Letters of intent or retirement</li> <li>• Name changes</li> <li>• Oaths of Office, or allegiance</li> <li>• Promotions</li> <li>• Policy acknowledgments and user agreements</li> <li>• Reclassifications</li> <li>• Record of service</li> <li>• Reinstatement</li> <li>• Surety bond records</li> <li>• Training completed and examination results</li> <li>• Transfers</li> <li>• Termination</li> </ul>	<p><b>CONFIDENTIAL / VITAL</b></p> <p><a href="#"><u>29 Del. C. § 10002(1)(1)</u></a></p> <p><a href="#"><u>29 Del. C. § 10002(1)(6)</u></a></p>	Retain at agency 50 years after termination; destroy.	01/14/2019
<b>LGPER-002</b>	<p><b>INDIVIDUAL EMPLOYEE HISTORY CARDS</b></p> <p>Summary record, generally in card form or on the folder in which individual personnel records are kept, of each employee and their service with local government. Documents may include name, social security and employee numbers, date of birth and other vital statistics, dates of employment, positions held, wage and salary rates, and similar information summarizing a person's employment history.</p>	<p><b>CONFIDENTIAL / VITAL</b></p> <p><a href="#"><u>29 Del. C. § 10002(1)(1)</u></a></p> <p><a href="#"><u>29 Del. C. § 10002(1)(6)</u></a></p>	Retain at agency 50 years after termination; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-003</b>	<b>JOB ANNOUNCEMENTS</b>  Announcements of job openings, including those for both merit service and non-merit service positions.		Retain at agency 1 year after closing date or position filled; delete/destroy.  <a href="#">29 C.F.R § 1627.3 (b)(1)(vi)</a>	
<b>LGPER-004</b>	<b>POSITION DESCRIPTION AND ANALYSIS FILES</b>  Documents contain reports, correspondence, memoranda, job analyses, interview date, selection criteria, authorizations, agreements, and similar material relating to job descriptions and positions in local government. Detail duties and responsibilities of each position, time percentage breakdown of tasks, skills, and abilities needed for each position, etc., and comparable records document the development, modification, or redefinition of each job or position.	<b>VITAL</b>	Replace as updated.	
<b>LGPER-005</b>	<b>ELIGIBILITY LISTS</b>  Lists or rosters of eligible candidates for classified or unclassified positions with name, rank, and grade, if applicable.	<b>VITAL</b>	Retain at agency 3 years or until the final disposition of any legal action, whichever is later; destroy.  <a href="#">29 C.F.R. § 1627.3(b)(1)(iii)</a>	07/25/2017
<b>LGPER-006</b>	<b>TEST RECORDS</b>  Applicant and employee test records, including answer sheets, interview data, ranking sheets, and similar material.		Retain at agency 3 years or until the final disposition of any legal action, whichever is later; destroy.  <a href="#">29 C.F.R. § 1627.3(b)(1)(iv)</a>	01/14/2019
<b>LGPER-007</b>	<b>PERSONNEL POLICIES</b>  Documents include memoranda's, reports, announcements, and similar records relating to the creation and revision of policies, rules, and regulations governing personnel and personnel systems.	<b>VITAL</b>	See LGADM-001 Policy and Program Records (Primary Mission Files)	07/25/2017
<b>LGPER-008</b>	<b>PERSONNEL REQUISITIONS</b>  Requests to fill vacant positions; certification list; and person selected to fill the position.		Retain at agency 1 year; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-009A</b>  <b>LGPER-009B</b>	<b>APPLICATION AND SELECTION FILES</b>  Includes applications, resumes, interview records, evaluations, letters of recommendation, references from previous employers, and background checks.  <b>Successful Applications</b>  <b>Unsuccessful Applications</b>	<b>CONFIDENTIAL</b>  <a href="#">29 Del. C. § 10002(1)(1)</a>  <a href="#">29 Del. C. § 10002(1)(6)</a>	A. Place in Personnel Record (LGPER-001).  B. Retain at agency 3 years or through final disposition of any legal action; delete/destroy.  <a href="#">29 C.F.R. § 1602.31</a> <a href="#">29 C.F.R. § 1627.3(b)(l)</a>	01/14/2019
<b>LGPER-010</b>	<b>PERSONNEL INVENTORIES</b>  Reports regarding currently established positions.		Replace as updated.	
<b>LGPER-011</b>	<b>COLLECTIVE BARGAINING FILES</b>  Contain contracts; minutes; recordings; reports of collective bargaining negotiations/meetings; and associated correspondence and exhibits.	<b>VITAL</b>	Retain at agency 10 years after completion of negotiations or end of contract, whichever is sooner; destroy.  <a href="#">29 C.F.R. § 516.5</a>	
<b>LGPER-012</b>	<b>GRIEVANCES</b>  This series documents grievances, filed by employees and includes the investigations conducted and the disposition. This series contains supporting documentation, investigative notes, findings, and determinations by responding supervisors, any documents, recordings or other information presented by any party involved investigation and/or resolution of the grievance.	<b>CONFIDENTIAL</b>  <a href="#">29 Del. C. § 10002(1)(1)</a>  <a href="#">29 Del. C. § 10002(1)(6)</a>	Retain at agency 10 years after final disposition of charges; destroy.	01/14/2019
<b>LGPER-013</b>	<b>PERFORMANCE APPRAISALS</b>  Personnel department copies of performance ratings, work evaluations, and similar reports concerning the work, productivity, and conduct of employees.	<b>CONFIDENTIAL</b>  <a href="#">29 Del. C. § 10002(1)(1)</a>  <a href="#">29 Del. C. § 10002(1)(6)</a>	Retain at agency 5 years; destroy.	01/14/2019
<b>LGPER-014</b>	<b>LAYOFF FILES</b>  Layoff procedures including eliminated positions, name of employees affected, and justification for contracts held by local government.		Retain at agency 10 years; destroy.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-015</b>	<b>DISCIPLINARY FILES</b>  Records relating to the dismissal, suspension, or other action against local government employees, other than internal affairs files of police and fire departments or case files of civil service or grievance boards. Include reports, correspondence, investigative documents, progressive disciplinary steps taken, and similar material.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 2 years after last or similar offense; destroy.	01/14/2019
<b>LGPER-016</b>	<b>EMPLOYEE SERVICE AWARDS</b>  Documents produced by Award committee for recommendations, award letters, and eligibility lists, and records related to service award programs.		Retain at agency 3 years or through final disposition of any legal action; delete/destroy.	07/25/2017
<b>LGPER-017</b>	<b>BENEFITS ENROLLMENT/BENEFICIARY CARDS</b>  Documents employee's benefit elections and authorizations. Show coverage, premium, social security number, name, work section, employment dates, birth, sex, name and address of beneficiary, and signature.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain initial and most recent version of each form in Personnel Record (LGPER-001).	01/14/2019
<b>LGPER-018</b>	<b>WAIVER CARDS</b>  Employee elections to decline benefits. Show name, social security number, section of employee, date, and signature.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain in Personnel Record (LGPER-001).	01/14/2019
<b>LGPER-019</b>	<b>SALARY SCHEDULES</b>  Documents relating to pay schedules, pay plans, wages, and salary rates.		Maintain at agency; replace as updated.	
<b>LGPER-020</b>	<b>COUNSELING FILES</b>  Reports, questionnaires, interview sheets, correspondence, and similar records relating to the counseling of employees, other than comparable records placed in Disciplinary Files (LGPER-015).	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 2 years after last action; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-021</b>	<b>LEAVE RECORDS</b>  Documents summarizing authorization, schedules, records relating to sick, vacation or other type of authorized leave requested by employees.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGPER-022</b>	<b>TIME CHANGE REQUESTS</b>  Requests and authorizations for overtime, time trading, and other actions that affect normal work time, except Leave Records (LGPER-021).	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>	Retain at agency 3 years; successful audit; destroy.	
<b>LGPER-023</b>	<b>TIME AND ATTENDANCE REPORTS</b>  Personnel department copies of reports or cards detailing hours worked or vacation, sick, or compensatory time used by employees; or similar records noting exceptions to normal work hours.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGPER-024</b>	<b>EMPLOYEE PENSION AND RETIREMENT RECORDS</b>  Personnel department records of each employee's participation in a pension, retirement, and/or disability plan, including enrollment cards, summaries of contributions and deductions, personal data forms, beneficiary information, and authorizations.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 100 years; destroy.	01/14/2019
<b>LGPER-025</b>	<b>PENSION ADMINISTRATION FILES</b>  Documents related to the design, implementation, administration, and revision of pension, and retirement systems, including periodic actuarial evaluations and reports.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 100 years; destroy.  <a href="#"><u>29 Del. C. § 8308(d)</u></a>	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-026</b>	<b>PERSONNEL STUDIES AND SURVEYS</b>  Studies, statistical reports, surveys, memoranda, cost analyses, projections, and comparable records that examine any long-range aspect of personnel administration.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPER-027A</b>  <b>LGPER-027B</b>  <b>LGPER-027C</b>  <b>LGPER-027D</b>	<b>TRAINING RECORDS</b>  <b>Contracts or agreements.</b> Contracts or agreements made for employee training courses or programs, with specifications, correspondence, and worksheets.  <b>Course Outlines and Materials.</b>  <b>Enrollment and Attendance Records.</b>  <b>Applications or Requests for Training.</b> Requests from employees for training, educational leave or schedule adjustments.		<b>Contracts or agreements.</b> Retain at agency through completion of contract or agreement plus 3 years; successful audit; destroy.  <b>Course Outlines and Materials.</b> Replace as updated.  <b>Enrollment and Attendance Records.</b> Retain at agency 2 years; destroy.  <b>Applications or Requests for Training.</b> Retain at agency 2 years; destroy.	
<b>LGPER-028</b>	<b>AFFIRMATIVE ACTION PLANS</b>  Records of employees and unsuccessful applicants that demonstrate compliance with the statutes and regulatory requirements of the Equal Employment Opportunity Commission (EEOC), including reports, plans, statistical data, and other source material used to complete EEO-4 reports.		Retain at agency 5 federal fiscal years; destroy.  <a href="#">29 C.F.R. § 1602.7</a> <a href="#">29 C.F.R. § 1602.30</a> <a href="#">29 C.F.R. § 1608.4</a>	
<b>LGPER-029</b>	<b>AFFIRMATIVE ACTION/ADA CASE FILES</b>  Legal and investigative documents and correspondence involving grievances, complaints, or charges of discrimination brought in relation to Affirmative Action or the Americans with Disabilities Act.	<b>CONFIDENTIAL</b>  <a href="#">29 Del. C. § 10002(1)(1)</a>  <a href="#">29 Del. C. § 10002(1)(3)</a>  <a href="#">29 Del. C. § 10002(1)(6)</a>	Retain at agency 10 years after resolution of case; destroy.	01/14/2019
<b>LGPER-030</b>	<b>ACCIDENT AND SAFETY STUDIES</b>  Studies, analyses, cost data, and similar records concerning employee accidents and comparable records pertaining to accident prevention and safety.		Retain at agency 5 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-031</b>	<b>UNEMPLOYMENT COMPENSATION CLAIMS</b>  Unemployment claims, pertinent correspondence, and similar material relating to unemployment compensation cases.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 5 years after final disposition; successful audit; destroy.	01/14/2019
<b>LGPER-032</b>	<b>WORKERS' COMPENSATION CLAIMS</b>  Contain accident reports; claim forms; hospital, physician, and emergency medical service bills and reports; correspondence; legal papers; and other documentation relating to claims eligible under workers' compensation laws.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 6 years; destroy.	01/14/2019
<b>LGPER-033</b>	<b>ACCIDENT REPORTS</b>  Documents related to accidents involving local government employees.  Note: See appropriate retention instructions if accident related to Worker's Compensation (LGPER-032) or Litigation (LGADM-020).		Retain at agency 5 years; destroy.	
<b>LGPER-034</b>	<b>INSURANCE CLAIMS</b>  Documentation used in the payment of employee health and death benefit claims, or payments to non-employees under liability policies. Include insurance claim forms; copies of hospital, physician and medication bills; death certificates; correspondence; beneficiary information; and other supporting papers used in processing the claims.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 5 years after final settlement; successful audit; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>EMPLOYEE EXPOSURE RECORDS</b>  Documents related to employee's exposure to toxic substance or harmful physical agents.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>		<b>07/25/2017</b>
<b>LGPER-035A</b>	<b>Maintained In Personnel Record.</b>		<b>Maintained In Personnel Record.</b> See retention instructions for Personnel Record (LGPER-001).	
<b>LGPER-035B</b>	<b>Maintained Separately from Personnel Record.</b>		<b>Maintained Separately from Personnel Record.</b> Retain at agency 50 years after separation; destroy.	
<b>LGPER-035C</b>	<b>Duplicated.</b> If duplicates are maintained in separate locations.		<b>Duplicated.</b> Upon separation, forward all documents to personnel office for comparison and purging.	
	<b>EMPLOYEE MEDICAL RECORDS</b>  Information concerning the health status of an employee, which is made or maintained by a physician, nurse, technician, or other health care personnel to determine eligibility for Americans with Disability Act (ADA) requests for accommodation, disability (long term and short term), Family and Medical Leave Act (FMLA), sick leave, donated leave, return to work, workers' compensation benefits, etc. Include medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. This series also contains written authorizations provide by employees to access records regulated by the Health Insurance Portability and Accountability Act.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>		<b>01/14/2019</b>
<b>LGPER-036A</b>	<b>Maintained Separately from Personnel Record.</b>		<b>Maintained Separately from Personnel Record.</b> Retain at agency 50 years after separation; destroy.	
<b>LGPER-036B</b>	<b>Duplicated.</b> If duplicates are maintained in separate locations.		<b>Duplicated.</b> Upon separation, forward all documents to personnel office for comparison and purging.	
<b>LGPER-036C</b>	<b>Employed less than one year.</b>		<b>Employed less than one year.</b> Retain at agency 3 years after termination; destroy.	
<b>LGPER-036D</b>	<b>Drug and Alcohol Testing Records.</b> Drug and alcohol tests required by local, state, or federal government as part of initial employment screening and periodic testing to insure the employee is capable of performing safety sensitive functions, etc.		<b>Drug and Alcohol Testing Records.</b> Retain at agency 5 years from test result date; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-037</b>	<b>COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) / JOB TRAINING PARTNERSHIP ACT (JTPA) FILES</b>  Administrative records relating to the Comprehensive Employees Training Act and its programs. NOTE: Program was repealed in 1998.		Retain at agency 3 years after final audit; destroy.	
<b>LGPER-038</b>	<b>WORKERS' PERMITS</b>  Employment certificates for minors under age 18. Show name, vital statistics, type of job, and parents or guardian's name and signature.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency until age 18 or 1 year after last activity; destroy.	01/14/2019
<b>LGPER-039A</b>	<b>CRIMINAL HISTORY RECORD</b>  This series documents criminal background information obtained and required to make employment and personnel decisions. This series includes records that document identifiable descriptions and notations of arrests, detentions, indictments, information or other formal criminal charges, and any disposition arising there from, sentencing, correctional supervision and release.  <b>Note:</b> Criminal History Record Information is not to be retained in the Personnel Record.  <b>In-State Information.</b> Criminal History Record Information (CHRI) obtained from the Delaware State Police/State Bureau of Identification's Criminal Justice Information System (CJIS).	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>  <a href="#"><u>1 Del. Admin. C. § 1301-7.0</u></a>	<b>In-State Information.</b> Retain at agency 5 years or until final disposition of any legal action, whichever is later; destroy.  <a href="#"><u>29 C.F.R. § 1602.31</u></a> <a href="#"><u>31 Del. C. § 309(c)(3)</u></a>	01/14/2019
<b>LGPER-039B</b>	<b>Out-Of-State Information.</b> Criminal History Record Information (CHRI) obtained from the Federal Bureau of Investigation National Crime Information Center (NCIC) or National Instant Criminal Background Check Systems (NICS).		<b>Out-Of-State Information.</b> Retain at agency for 5 years or until the final disposition of any legal action, whichever is later; destroy. Out-Of-State Information must be shredded onsite and conducted or witnessed by authorized personnel.  <a href="#"><u>11 Del. C. § 8605</u></a> <a href="#"><u>31 Del. C. § 309(c)(3)</u></a> <a href="#"><u>1 Del. Admin. C. § 1301-7.2.2</u></a> <a href="#"><u>29 C.F.R. § 1602.31</u></a>	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPER-040</b>	<p><b>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (FORM I-9)</b></p> <p>This series includes Employment Eligibility Verification Forms (Form I-9) as well as copies of passports, valid driver's licenses, birth certificates, etc., that verify the identity and employment authorization of individuals hired for employment in the United States, as required by the United States, as required by the United States Citizenship and Immigration Services.</p> <p>Note: Employment Eligibility Verification Forms are not to be retained in the Personnel Record.</p>	<p><b>CONFIDENTIAL</b></p> <p><a href="#"><u>29 Del. C. § 10002(1)(1)</u></a></p> <p><a href="#"><u>29 Del. C. § 10002(1)(6)</u></a></p>	<p>Retain at agency 3 years after date of separation of service; destroy.</p> <p><a href="#"><u>8 C.F.R. § 274a.2</u></a></p>	05/02/2019
<b>LGPER-041</b>	<p><b>VOLUNTEER AND CONTRACTUAL EMPLOYEE RECORDS</b></p> <p>This series documents the record of volunteers, unpaid interns, or contracted individuals who receive all benefits and compensation through a non-state employment agency, that assist state agencies. Documents may include applications for security access, computer and equipment use agreements, duty and policy acknowledgements, training records, and other agreements or records required by the workplace.</p> <p><b>Note:</b> The records for volunteers that support state or federally funded grant programs will be retained in accordance with that grant program.</p>	<p><b>CONFIDENTIAL</b></p> <p><a href="#"><u>29 Del. C. § 10002(1)(1)</u></a></p> <p><a href="#"><u>29 Del. C. § 10002(1)(6)</u></a></p>	<p>Retain at agency 5 years after separation; destroy.</p>	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPLN-001</b>	<b>ARTWORK FOR STUDIES</b>  Plans for development projects.		Retain at agency until no longer needed; destroy.	
<b>LGPLN-002</b>	<b>AERIAL PHOTOGRAPHS</b>  Aerial photographs and negatives of local governments and their environs.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-003</b>	<b>MAPS/PLOTS/DRAWINGS</b>  Include maps and other drawings concerning all facets of the area's development including zoning, soil, land use, utilities, and water supplies.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-004</b>	<b>TECHNICAL REPORTS</b>  Consist of published final project reports on studies on land use, housing market, mobile homes, analysis of governmental services, open space, tax, residential development, parking and traffic, water supply, population, transportation, etc.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-005</b>	<b>REFERRED PROJECTS</b>  Project plans and statements referred to the department from other agencies for evaluation.		Retain at agency 5 years; destroy.	
<b>LGPLN-006</b>	<b>LAND SURVEY RECORDS</b>  Field notes, benchmark books, corner section monument logs, profile and grade books, and similar field data bearing directly on the surveying of land within the local government's boundaries.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-007</b>	<b>HOUSING FILES</b>  Project files regarding the identification and development of housing sites.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-008</b>	<b>PROJECT FILES</b>  Records concerning the planning, design, and construction of local government-owned facilities, structures, and systems, including those involving water and wastewater services, solid waste management, streets and bridges, and all other public works and buildings. Include planning memoranda; feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, profiles, blueprints, and as-built; inspection and investigative reports; laboratory test reports; environmental impact statements; cost estimates; correspondence; and similar documents not noted elsewhere in this manual.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(17)a</u></a>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	01/14/2019



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPLN-009</b>	<b>COMPREHENSIVE PLAN FILES</b>  Plans for overall zoning and development within the local government. Contain statements of research findings, analyses and recommendations, correspondence, hearing transcripts, surveys, studies, reports, and related materials.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-010</b>	<b>QUESTIONNAIRES</b>  Forms with sets of questions filled out by citizens, which are then analyzed as groups and designed to accurately reflect public opinion on various matters.		Retain at agency until information is abstracted or reported; destroy.	
<b>LGPLN-011</b>	<b>MASTER SUMMARY RECORD</b>  Log or register documenting all activity of agency, covering housing rehabilitation, tenant relocation, economic development, property acquisition and resale, special projects and various contracts.		Maintain at agency; update as needed.	
<b>LGPLN-012A</b>	<b>CASE FILES</b>  Economic Development: including but not limited to application, copy of loan approved or denied, financial statements, progress reports, copies of plans and specifications, and correspondence.		<b>A.</b> Retain at agency 6 years after denial or invalidation of application or final payment on loan; successful audit; destroy.	
<b>LGPLN-012B</b>	<b>Business or Resident Relocation:</b>  Records include, but not limited to, vacation notice, income and need determination records, and field reports, estimates of expenditures, copies of property acquisition records, rent collection records, and correspondence.		<b>B.</b> Retain at agency 6 years after last entry in record; successful audit; destroy.	
<b>LGPLN-012C</b>	<b>Housing Rehabilitation:</b>  Records include, but not limited to, application, notice of denial or approval, contract, grant or loan agreement, copies of real property records, building department records, rental assistance records, specifications, property description, certificate of completion, and correspondence.		<b>C.</b> Retain at agency 6 years after denial of application or completion of project or final payment on loan; successful audit; destroy.	
<b>LGPLN-012D</b>	<b>Property Acquisition Records:</b>  Records include, but not limited to, maps, plans and specifications; rent collection records; demolition records; property improvements; advertisements of property for sale; bids and records of bid acceptance or refusal; property description; appraisal and eminent domain records, and correspondence.		<b>D.</b> Retain at agency 6 years after sale of property by local government; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>CASE FILES (Continued)</b>			
<b>LGPLN-012E</b>	<b>Property Purchase and Resale (such as FHA or real property tax foreclosures):</b>  Records include, but not limited to, copies of real property records, foreclosure records, copies of building department records, property description, property improvements, advertisement of sale, bids and records of bid acceptance or refusal, copy of sale agreement, and correspondence.		<b>E.</b> Retain at agency 6 years after sale of property by local government; successful audit; destroy.	
<b>LGPLN-012F</b>	<b>Photographs, architects' plans and sketches:</b>  Record series consists of photographs, plans and/or sketches of buildings, streets and urban areas from all case files.		<b>F.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-013</b>	<b>MAJOR DEVELOPMENT FILES</b>  The department and/or Planning Commission's evaluation of major developments, including copies of permits issued, environmental impact statements, and complaints.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-014</b>	<b>SUBDIVISION ANNEXATIONS</b>  Original file of signed subdivision agreements with local governments. Contain original agreements, subdivision plan, maps, correspondence, legal documents and notices, receipts for fees, recorded plans, indices, and other pertinent information.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-015</b>	<b>BUILDING PERMIT CONTROL CARDS / INSPECTION LOGS OR REGISTERS</b>  Master record in card or other form of each commercial, government, and/or residential structure detailing a history of permits issued for construction or alteration, inspections carried out, code violations found, and other information.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-016</b>	<b>INSPECTION REPORTS</b>  Detailed reports of individual inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by ordinance. Information is abstracted/summarized in LGPLN-015.		Retain at agency 5 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>BUILDING APPLICATIONS AND PERMITS</b>  Applications from property owners or contractors to erect new structures or to make alterations to existing structures and records authorizing or denying such construction or modification.	<b>SEE RETENTION INSTRUCTIONS</b>		
<b>LGPLN-017A</b>	<b>Approved Building Applications/Permits</b>		<b>A.</b> Retain at agency 10 years; transfer to transfer to Archives for permanent preservation.	05/10/2019
<b>LGPLN-017B</b>	<b>Uncompleted or Denied Projects</b>		<b>Note:</b> Records may contain confidential information that must be redacted prior to servicing.  <b>B.</b> Retain at agency 5 years after denial or last action; destroy.  <b>Note:</b> Records may contain confidential information that must be redacted prior to servicing.	05/10/2019
	<b>BUILDING PERMITS ISSUED</b>  Monthly and annual reports prepared for the U.S. Bureau of Census on the number of commercial and residential building starts and local public construction.			
<b>LGPLN-018A</b>	<b>Annual</b>		<b>A.</b> Maintain at agency; transfer copy to Archives for permanent preservation.	
<b>LGPLN-018B</b>	<b>Monthly</b>		<b>B.</b> Retain at agency 3 years; destroy.	
<b>LGPLN-019</b>	<b>STREET NAMING/NUMBERING FILES</b>  Identify addresses and/or locations of structures within the local government's jurisdiction. May include plats with addresses for all parcels.	<b>VITAL</b>	Maintain at agency; transfer copy to Archives for permanent preservation.	
<b>LGPLN-020</b>	<b>TEMPORARY USE PERMITS</b>  Authorizations for permits of a temporary nature: sign moving, hauling, razing, blasting, etc. Contain applicant's identification, length of project, date, etc.		Retain at agency 2 years after expiration; destroy.	
<b>LGPLN-021</b>	<b>TRAFFIC PERMITS</b>  Applications and permits for special parking, house moving and similar activities requiring permits and permissions concerning traffic engineering.		Retain at agency 2 years after expiration, cancellation, revocation, or denial of the permit; destroy.	

## LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE

### PLANNING

[illegible]

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPLN-026A</b>	<b>MOBILE HOME PLACEMENT PERMITS</b>  <b>Mobile Home Registrations:</b>  Records used for tax purposes and to permit electrical power and sewage hookups. Show owner's name; permit number; location of mobile home; make, size, and year; if owner leases, rents or owns land mobile home rests upon; signature of applicant; expiration of permit; plus condition of plumbing, electricity, heating, and foundation.	<b>SEE RETENTION INSTRUCTIONS</b>	<b>A.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.  <b>Note:</b> Records may contain confidential information that must be redacted prior to servicing.	05/10/2019
<b>LGPLN-026B</b>	<b>Certificates of Compliance:</b>  Records that indicate approval of placement permits. List owner, permit number, and location.		<b>B.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.  <b>Note:</b> Records may contain confidential information that must be redacted prior to servicing.	05/10/2019
<b>LGPLN-027</b>	<b>DEMOLITION RECORDS</b>  Records relating to the demolition and clearance of buildings deemed unfit for occupancy and declared condemned. Include demolition orders, inspection reports, court documents, notices to property owners, and similar material.		Permanent unless information noted elsewhere. If permanent, retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPLN-028</b>	<b>NOTIFICATIONS OF VIOLATION</b>  Copies of notifications sent to property owners for non-compliance with the building code, including documents verifying that the violation has been corrected.		Retain at agency 5 years after violation is corrected, provided there have been no subsequent violations involving the property within that period; destroy.	
<b>LGPLN-029</b>	<b>FIRE ALARM AND SPRINKLER PLANS</b>  Schematic or hydraulic blueprints/drawings of alarm and/or sprinkler plans with related correspondence required for approval per fire safety code requirements.		If also contained in original submitted blueprints/plans, retain at agency until project is completed with final approval by Fire Marshal, and certificate of occupancy has been issued by building officials; destroy.  If separate from original submitted blueprints, retain at agency 5 years; transfer to State Records Center for 10 years; transfer to Archives for permanent preservation.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPLN-030A</b>	<b>USE PERMIT</b>  <b>Lodging:</b>  Show address and name of lodging unit; name and address of owner; and type of lodging house and fee.		<b>A-C.</b> Maintain original applications at agency. Retain renewal applications at agency 1 year after expiration; successful audit; destroy. If business use or ownership changes, retain at agency 1 year after notice; destroy.	
<b>LGPLN-030B</b>	<b>Public Occupancy:</b>  Show address and name of building; name and address of owner; and type of public occupancy dwelling and fees.			
<b>LGPLN-030C</b>	<b>Rental Dwelling:</b>  Show address of rental building; name and address of owner; name and address of agent; and type of rental dwelling and fee.			
<b>LGPLN-031</b>	<b>STREET FILES (MASTER FILES)</b>  May contain inspections, violations, and schematic drawings, and photos, certificates of occupancy, alarm reports, evacuation plans, and correspondence with commercial, government and residential clients.		Retain at agency until no longer needed; transfer to State Records Center for 20 years; transfer to Archives for permanent preservation.	
<b>LGPLN-032A</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING)</b>  <b>Correspondence:</b>  Not related to a specific project. Includes routine requests for information, complaints and other routine program matters.	<b>VITAL</b>	<b>A.</b> Retain original documents at agency for 1 year; destroy.	
<b>LGPLN-032B</b>	<b>Financial Records:</b>  Contains documents such as requests for Housing Assistance Payments (HAP) by owners and public housing agencies, rent adjustments correspondence, management reviews and trip report files containing correspondence and documents relating to audit of owners and public housing agency records, financial forms submitted in support, General Accounting Office exceptions file consisting of correspondence and documents regarding recommendations as to the disposition of GAO exceptions, files containing forms and documents and related policies.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del C. § 10002(1)(6)</u></a>	<b>B.</b> Retain at agency 5 years; successful audit; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PLANNING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPLN-032C</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING) (Continued)</b>  <b>General Management Records:</b>  Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audits and reports, status reports of management operations, trip reports and management checklists.		C. Retain at agency 5 years; successful audit; destroy.	
<b>LGPLN-032D</b>	<b>Maintenance, Utilities, Other Project Service Records:</b>  File Includes documents and records related to utility allowances, inspection forms by public housing agencies and owners and related correspondence, and management contracts for project services and related correspondence.		D. Retain at agency 5 years; successful audit; destroy.	
<b>LGPLN-032E</b>	<b>Occupancy/Tenant Records:</b>  May contain tenant application, correspondence, utility allowance, audit reports, re-certifications, documents relating to eligibility, admissions, initial occupancy, tenant characteristics.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del C. § 10002(1)(6)</u></a>	E. Retain at agency 3 years after termination of services, successful audit; destroy.	01/14/2019
<b>LGPLN-032F</b>	<b>Rejected Occupancy/Tenant Application Records:</b>  Records of rejected tenant application that may contain correspondence, utility allowance, audit reports, re-certifications, documents relating to eligibility, admissions, initial occupancy, tenant characteristics.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(1)</u></a>  <a href="#"><u>29 Del C. § 10002(1)(6)</u></a>	F. Rejected Applicants: Maintain at agency 3 years after appeal process expires; destroy.	01/14/2019
<b>LGPLN-032G</b>	<b>Occupancy/Tenant Application Criminal History Records:</b>  This record series consists of the tenant's criminal history records submitted as part of the application process and used to make eligibility determinations for housing.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del C. § 10002(1)(4)</u></a>	G. Maintain at agency until eligibility determination is made or until appeal process expires, whichever is greater; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-001</b>	<b>COMPLAINT LOGS (DAILY LOGS, BLOTTERS)</b>  Consist of a log or similar record of all formally recorded police activities and responses, which may include incidents, summonses, and arrests. Log shows date, time, location of response or action, associated complaint or report numbers, summarized information on the nature of the complaint or report, and summarized information on the complainant, all officers dispatched/responding, and initial disposition of the incident.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency on appropriate media 100 years; migrate/refresh as required; delete/destroy.	01/14/2019
<b>LGPOL-002</b>	<b>COMPLAINT RECORDS (INCIDENT RECORD/ORIGINAL RECORD OF ENTRY)</b>  Original record of entry associated with a complaint or incident response as covered by the Complaint Log (LGPOL-001). Record is completed at the time of the initial request for service or response of officer. Include the names of known complainants; names of known victims; officer or personnel completing the log; initial action taken; time of dispatch, arrival, service and clearance; and immediate disposition, as well as any associated Incident Report (LGPOL-005), Accident Report (LGPOL-041), or Investigation Record (LGPOL-004) data.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	<b><u>NCC Police, Dover Police, Wilmington Police:</u></b> Retain at agency on appropriate media 100 years; migrate/refresh as required; delete/destroy. Retain convenience copies at agency until no longer needed; destroy.  <b><u>All Others:</u></b> Retain at agency 10 years; destroy. Retain convenience copies at agency until no longer needed; destroy.	01/14/2019
<b>LGPOL-003</b>	<b>IDENTIFICATION RECORDS</b>  Information file on each person for whom a formal contact, arrest, or wanted bulletin has been issued by police. This is a local file only and does not comprise an arrest history in terms of the Delaware State Police's State Bureau of Identification (SBI), Criminal History Record. In addition to summary card or sheet, may also contain arrest reports, copies of offense reports, fingerprint cards, rap sheets, missing person reports and supplemental materials, correspondence, court orders, copies of booking sheets or commitment cards, photographs, and other information pertinent to the person described.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 years; destroy.  <a href="#"><u>11 Del. C. § 8506</u></a>	01/14/2019
<b>LGPOL-004</b>	<b>INVESTIGATION RECORDS</b>  Record of investigation of criminal offenses, missing persons, traffic offenses, accidents, and significant events requiring police response. Records contain various types of report forms and those parts of a subsequent file, such as supplementary offense reports, witness statements, latent fingerprints, interview sheets, tape recordings, results of chemical analysis, laboratory tests, polygraph tests, and similar reports and documents which are not made a part of a subsequent Identification File (LGPOL-003).	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	<b><u>NCC Police, Dover Police, Wilmington Police:</u></b> Retain at agency on appropriate media 100 years; migrate/refresh as required; delete/destroy. Retain convenience copies at agency until no longer needed; destroy.  <b><u>All Others:</u></b> Retain at agency 10 years; destroy. Retain convenience copies at agency until no longer needed; destroy.	01/14/2019



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-005</b>	<b>INCIDENT REPORTS</b>  Reports concerning incidents or complaints which, upon investigation, were of a non-criminal nature.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; destroy.	01/14/2019
<b>LGPOL-006</b>	<b>FIELD INTERVIEWS/FIELD CONTACTS/CRIME PREVENTION CHECKS</b>  Consist of a limited informational report filled out by an officer concerning persons or vehicles that are suspicious at the time or place of contact. Records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer who is conducting the interrogation, and reason(s) detained. No arrests are made or other reports filed for this momentary detention. May also include the field interview report, which consists of officer contacts with suspicious persons who will require follow-up, research and/or an interchange of information over an extended period of time.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 1 year; destroy.	01/14/2019
<b>LGPOL-007</b>	<b>CRIMINAL HISTORY DISSEMINATION RECORDS</b>  Document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems when the record of that dissemination is not made part of an identification record or other scheduled department file.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 years; destroy.  <b>NOTE:</b> If criminal history record information no longer exists with State Bureau of Identification, retain permanently at agency.	01/14/2019
<b>LGPOL-008</b>	<b>PUBLIC INFORMATION STATEMENTS</b>  Information released to the public or news media concerning the activities and investigations of the department.		Retain at agency 3 years; destroy.	
<b>LGPOL-009</b>	<b>COMMUNICATION LOGS OR RECORDINGS</b>  Reports, logs, or equivalent records maintained by dispatcher detailing fire, rescue, police, or other medical units dispatched. Generally include date and time call received; name of person receiving call; what happened; what is needed; number of vehicles, structures, or persons involved; name, location, and phone number of person calling; date and time vehicle dispatched; vehicle identification number; staff involved; arrival time on scene; date and time other officials notified; plus date and time mission completed. See also LGCOM-001, Dispatch Report/Logs	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency 3 years; delete/destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to serving any records.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-010</b>	<b>ASSIGNMENT ORDERS/WORK SCHEDULES (SHIFT ASSIGNMENTS)</b>  Work, shift, or case assignment schedules or rosters that show activities, cases, or duties assigned to each officer.		Retain at agency 1 year; destroy.	
<b>LGPOL-011</b>	<b>SIGN-IN LOGS</b>  Record of officers reporting for duty. May also be included in the daily log or other continuously recorded file schedule contained herein.		Retain at agency 1 year; destroy.	
<b>LGPOL-012</b>	<b>ACTIVITY REPORTS</b>  Consist of reports of activities of individual officers on each shift. Reports include original comparative monthly reports on all criminal activity, including complaints and arrests, traffic violations, accidents, rescue service calls, hours worked, zone, miles traveled, actual miles patrolled by officer, location of officer, reason for stopping for each action, type of call, time of call, complainant's address and special details worked.	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency 3 years; destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to serving any records.	01/14/2019
<b>LGPOL-013</b>	<b>NCIC VALIDATION/INQUIRY RECORDS</b>  Logs or similar hard copy records which detail records entered into or inquiries made against the Delaware Criminal Justice Information System, (DELJIS), National Crime Information Center (NCIC) or other law enforcement information networks; or requests made to other agencies involving missing persons, wanted persons, stolen vehicles and other property, etc.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain 1 year after cancellation or clearance unless made part of another file; destroy.	01/14/2019
<b>LGPOL-014</b>	<b>COMMUNICATION FILES</b>  Teletype messages sent requesting, or responding to, specific inquiries for service from other agencies and/or information networks that are not placed in other scheduled department files.	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency 1 year; destroy.  <b>Note:</b> Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to serving any records.	01/14/2019
<b>LGPOL-015</b>	<b>CRIME ANALYSIS FILES (CRIMINAL INTELLIGENCE FILES)</b>  Records created to anticipate, prevent, or monitor possible criminal activity, including crime patterns, crime analysis, and modus operandi reports; information on potential problems; forecasts; movement of known offenders; alerts from other agencies; etc. Records may contain, but not be limited to, letters, magnetic tapes or sound recordings, television tapes, photographs, movie film, completed investigative reports, arrest record information, crime analysis reports, criminal profile information, computer printouts and inter-office memoranda generated or gathered in connection with the investigation.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(5)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 1 year after close of investigation; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-016</b>	<b>JAIL RECORDS</b>  Records on prisoners in confinement, which may include prisoner conduct, medical history, property, visitors, phone calls, and similar information, if not placed in Identification File (LGPOL-003) or included in some other investigative file.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 2 years; destroy.	01/14/2019
<b>LGPOL-017</b>	<b>BOOKING RECORDS</b>  Document the incarceration and transfer/release of prisoners.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 2 years; destroy.	01/14/2019
<b>LGPOL-018</b>	<b>HEADCOUNT RECORDS</b>  Consist of daily lists of all inmates incarcerated in each detention facility. This information includes date, name, race, sex, age, charge, cell location, and prisoner counts.		Retain at agency 1 year; destroy.	
<b>LGPOL-019</b>	<b>MEAL RECORDS</b>  Describe the food served for prisoners' meals. Show names of prisoners held in jail and which of those received meals.		Retain at agency 6 months; destroy.	
<b>LGPOL-020</b>	<b>INTERNAL AFFAIRS CASE FILES</b>  Records relating to internal affairs investigations of alleged officer misconduct, from initiation and investigation through disposition of case.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) no other activity for 30 years; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-021</b>	<b>TRAINING RECORDS</b>  Document training undertaken by local government police departments, showing hours, accomplishments, and certifications. NOTE: This is a different record than Training Records, LGPER-027.	<b>VITAL</b>	Transfer certification documentation to Personnel Record (LGPER-001).	
<b>LGPOL-022</b>	<b>GENERAL AND OPERATIONAL ORDERS</b>  Official orders, policy statements, and directives governing the organization and operation of the department or the procedures and standards of behavior for its officers.	<b>CONFIDENTIAL VITAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(5)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPOL-023</b>	<b>STATISTICAL REPORTS</b>  Statistical reports and summaries of crime incidents or other law enforcement related activities, including copies of Uniform Crime Reports submitted to the Delaware State Police.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGPOL-024</b>	<b>PHYSICAL FORCE RECORDS</b>  Consist of written reports made by any police officer/deputy or an employee of a detention facility who applies physical force to a prisoner or a detainee. Contain statements of force used and the circumstances under which it was used.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 5 years after incident; destroy.	
<b>LGPOL-025</b>	<b>POLYGRAPH RECORDS</b>  Document polygraph tests given to prospective employees, suspects, etc. Contain pre-examination records; charts; examination question reports for persons interviewed or who have submitted to polygraph examinations; juvenile release form; lie detector examination; statement of consent; polygraph analysis report; examiner's original test question list; examination chart tracing report; chart of polygraph results and conclusions; statements of interviewee; and background information.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(1)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 2 years after submission of report if not made part of Investigation Record (LGPOL-004); destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-026</b>	<b>KEY CONTROL RECORDS</b>  Consist of complete inventory of all keys, reports on any malfunctioning locks, broken or lost keys, and receipts for keys drawn by employees.		Maintain at agency; update as needed.	
<b>LGPOL-027</b>	<b>KEY LOGS</b>  Consists of an ongoing log of keys picked up and returned to the dispatcher for buildings, vehicles, and gas pumps.		Retain at agency 1 year; destroy.	
<b>LGPOL-028</b>	<b>FINGERPRINT CLASSIFICATION INDICES</b>  Consist of a number index by fingerprint classification serving as a point of entry into the Identification File (LGPOL-003). Classification assigns numerical values to identify fingerprint patterns. See also Latent Fingerprint Cards (LGPOL-029).	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 years; destroy.	01/14/2019
<b>LGPOL-029</b>	<b>LATENT FINGERPRINT CARDS</b>  Consist of cards containing unattributed finger and palm prints discovered at crime scenes. Prints are compared with those of suspects who have fingerprint cards on file at the police department.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(l)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(l)(6)</u></a>	Retain at agency 50 years; destroy.	01/14/2019
<b>LGPOL-030</b>	<b>IDENTIFICATION PHOTOS (MUG SHOTS)</b>  Photographs of persons taken in association with the Identification Files (LGPOL-003).		Retain at agency 5 years; destroy unless transferred to Investigation Record (LGPOL-004).	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-031A</b>	<b>CHEMICAL ANALYSIS RECORDS</b>  <b>Reports:</b>  Consist of information gathered when chemically testing individuals either arrested for driving while intoxicated or suspected of driving under the influence. Information includes: location where test was performed; date and time of test; type of testing instrument; serial number of instrument; location of instrument; subject's name, age, race, and sex; blood alcohol test results; chemical test operator; arresting officer and agency; citation number; charge; accident (if any); operational checklist; total time subject was observed; date of preventive maintenance on testing machine; person performing preventive maintenance; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	<b>A.</b> Retain as a part of the Investigation Record (LGPOL-004). If not made a part of LGPOL-004, destroy at agency discretion.	01/14/2019
<b>LGPOL-031B</b>	<b>Logs of Test Administered:</b>  Maintained for tracking equipment performance and indexing tests.	<b>VITAL</b>	<b>B.</b> Retain at agency 5 years after date of last entry; destroy.	
<b>LGPOL-032</b>	<b>INTOXILYZER CALIBRATION RECORDS</b>  Standards testing conducted on breath-testing equipment for DUI enforcement. Include maintenance records, calibration reports, and certifications of accuracy.	<b>VITAL</b>	Retain at agency for 3 years after equipment is taken out of service; destroy.	
<b>LPOL-033</b>	<b>MASTER NAME INDICES</b>  Consist of information on individuals who have been field interrogated, arrested, suspects or accomplices in crimes, victims of crimes, or complainants/witnesses to police incidents.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency until no longer needed; destroy.	01/14/2019
<b>LGPOL-034</b>	<b>OPERATION IDENTIFICATION FORMS</b>  Consist of forms completed by citizens who borrow an engraver to mark their possessions.		Retain at agency until no longer needed; destroy.	
<b>LGPOL-035</b>	<b>SPEED ENFORCEMENT AND MEASUREMENT RECORDS</b>  Used to provide evidence substantiating arrests for speeding.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-036</b>	<b>SPEED ENFORCEMENT AND MEASUREMENT DEVICE CALIBRATION RECORDS</b>  Consist of maintenance reports, calibration reports, and certifications of accuracy. Include certifications of the tuning forks used to field test accuracy.	<b>VITAL</b>	Retain at agency for 3 years after equipment is taken out of service; destroy.	
<b>LGPOL-037</b>	<b>STOLEN OR RECOVERED MOTOR VEHICLE LISTS</b>  Lists received from Delaware State Police noting motor vehicles stolen or recovered during the previous month.		Replace as updated.	
<b>LGPOL-038</b>	<b>TRAFFIC CITATIONS</b>  Consist of pre-numbered traffic citations and complaints which notify the alleged violator to appear and answer to charges of violating traffic or other local government ordinances. Traffic citations and complaints contain case docket number, court location, name, address, and pertinent facts concerning the offense. May also be known as "Parking Ticket," "Parking Citation," "Traffic Summons," or "Non-moving Citation."	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years; destroy.	01/14/2019
<b>LGPOL-039</b>	<b>TRAFFIC CITATION TRANSMITTALS</b>  Lists of traffic citations and citation numbers issued and sent to the Delaware State Police and Division of Motor Vehicles.		Retain at agency; successful audit; destroy.	
<b>LGPOL-040</b>	<b>PARKING SUMMONSES/TICKETS</b>  Information on issued parking tickets, including tag number of vehicle in violation, date, time, location, make of vehicle, and officer's badge number.		Retain at agency 3 years; destroy.	
<b>LGPOL-041</b>	<b>ACCIDENT REPORTS</b>  Reports and supporting documentation concerning traffic collisions investigated, including accident reports, photographs, videos, correspondence, and related information that are not made part of a subsequent Investigation Record (LGPOL-004).	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 10 years; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-042</b>	<b>IMPOUNDED AND ABANDONED VEHICLES</b>  Records relating to impoundment or abandonment of motor vehicles as reported by garage keepers or citizens. Include impoundment reports, tow-in slips, notifications by garage keepers, and notifications of impoundment/abandonment sent to owners and lien-holders.		Retain at agency 3 years after return or disposal of impounded or abandoned vehicle; destroy.	
<b>LGPOL-043</b>	<b>PROPERTY RECORDS</b>  Document evidential, stolen, or recovered property held by the department, including records relating to their release.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(4)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 3 years after sale of property; successful audit; destroy.	01/14/2019
<b>LGPOL-044</b>	<b>PROPERTY SALE RECORDS</b>  Lists, notices, letters of inquiry, property tags, receipts, and similar records concerning the sale or auction of unclaimed or impounded property.		Retain at agency 3 years after sale of property; successful audit; destroy.	
<b>LGPOL-045</b>	<b>PAWN SHOP TICKETS/TRANSACTIONS</b>  Duplicates of pawn shop tickets/transactions prepared by pawnshop personnel.		Retain at agency 1 year; destroy.	
<b>LGPOL-046</b>	<b>VEHICLE SPEEDOMETER CALIBRATIONS</b>  Calibration reports of speedometers.	<b>VITAL</b>	Retain at agency for life of equipment plus 3 years; destroy.	
<b>LGPOL-047</b>	<b>SPECIAL OPERATION ORDERS</b>  Orders and advance plans for police response, control, and staffing for scheduled special events or other occurrences not related to an Investigation Record (LGPOL-004). May include crowd or traffic control for sporting events, parades, demonstrations, strikes, concerts, etc.	<b>CONFIDENTIAL / VITAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(17)a</u></a>	Retain at agency 3 years after completion of the covered operation; destroy.	
<b>LGPOL-048</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS</b>		See LGADM-034 Freedom of Information Act (FOIA)	01/14/2019
<b>LGPOL-049</b>	<b>BICYCLE REGISTRATIONS</b>  Record of original bicycle ownership		Retain at agency 2 years; destroy.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
POLICE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPOL-050</b>	<b>PHOTOGRAPH/VIDEO FILES</b>  Photos (with negatives) and videos of evidence.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 50 years; destroy.  <b>EXCEPTIONS:</b> Files relating to investigations involving homicide; attempted homicide; manslaughter; suicide; attempted suicide; suspicious death; unexplained death; sudden death (non-natural causes); unidentified victims; and fatal accidents involving agency personnel should be retained 50 years at agency; transfer to Archives for permanent preservation.	01/14/2019
<b>LGPOL-051</b>	<b>POLICE VIDEOS</b>  Video tapes of police actions taken from patrol car video cameras.		<b>ROUTINE:</b> Retain at agency 30 days; re-use/destroy.  <b>EVIDENTIARY:</b> Retain at agency 30 days after close of case; destroy.	
<b>LGPOL-052</b>	<b>WEAPONS ISSUANCE FILES</b>  Record of any armaments issued to police officers. Show officer names and any armaments issued to the officer for their use, also includes handcuffs.		Maintain at agency; updated as needed.	01/14/2019
<b>LGPOL-053</b>	<b>VICTIM SERVICES CASE FILES</b>  Document the rendering of assistance and referrals to victims of crimes or accidents. Arranged by victim name and assigned number.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(3)</u></a>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 2 years after initial contact; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PURCHASING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPUR-001</b>	<b>BIDS, BID SPECS, QUOTES</b>  Include bid worksheets showing date and time bid received, total bid price, percentage rates, pay periods, name of bidder, and total cost of equipment or services to be purchased. May also include copy of advertisement of invitation to bid or memo requesting bidders, specifications, copy of purchase order, and copy of contract. Quote information is similar but may be handled by telephone.		Retain at agency 1 year; successful audit; destroy.  <b>NOTE:</b> For retention of accepted bids, see LGPUR-011.	
<b>LGPUR-002</b>	<b>PURCHASE ORDERS</b>  May also be called Vendor Files. Generally includes copy of purchase order, invoice, check voucher, purchase requisition, and bill of lading. A handwritten logbook posting purchase order number, vendor name, department requesting, date, and requisition number may accompany the file.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPUR-003</b>	<b>INVOICES</b>  Records documenting the procurement of goods and services. May include purchase requisitions, date of invoice, number of items received, description of item, invoice number, purchase order number, vendor, unit, and total price of goods. Usually filed chronologically.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPUR-004</b>	<b>RECEIVING REPORTS</b>  Listing of items delivered to purchaser. Used to ensure the shipment is correct and complete.		Retain at agency; successful audit; destroy.	
<b>LGPUR-005</b>	<b>ADVERTISEMENTS FOR BIDS</b>  Copies of information published in newspapers (i.e., equipment insurance bids, oil bids, audit bids, etc.), and affidavits or tear sheets supporting information advertised. Retained as proof of bidding process. Records related to capital improvements should be included in Project Files (LGPLN-008).		Retain at agency; successful audit; destroy.	
<b>LGPUR-006</b>	<b>BID TABULATIONS</b>  Tabulation of all bids received and comparisons.		Retain at agency 1 year; successful audit; destroy.	
<b>LGPUR-007</b>	<b>ISSUE TICKETS OR RECEIPTS</b>  For gasoline, oil, rock, gravel or other consumable supplies issued for authorized use.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPUR-008</b>	<b>PACKING SLIPS, SHIPPING TICKETS, BILLS OF LADING</b>  Records transmitted or packaged with shipments of materials or supplies.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
PURCHASING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGPUR-009</b>	<b>PERFORMANCE GUARANTEES/WARRANTIES</b>  Performance guarantees or written warranties of vendors related to materials or supplies purchased.		Retain at agency 3 years after expiration of warranty; successful audit; destroy.	
<b>LGPUR-010</b>	<b>VENDOR LISTS</b>  List of vendors doing business with local governments.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPUR-011</b>	<b>CONTRACTS, AGREEMENTS, AND LEASES</b>  Formal contracts between agencies and vendors for the furnishing of goods and services. Include copies of specifications, advertised bid proposals, and correspondence.		Retain at agency 3 years after completion of project or agreement; successful audit; destroy.	
<b>LGPUR-012</b>	<b>MATERIALS/SUPPLIES SPECIFICATIONS</b>  Specifications for materials, supplies, and services not connected with capital construction.		Retain at agency 3 years; successful audit; destroy.	
<b>LGPUR-013</b>	<b>PURCHASE REGISTERS</b>  Registers, summaries, schedules, or similar records created by purchasing office to list invoices or similar records received.		Retain at agency 3 years after final entry; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
RETENTION AND DISPOSITION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGRRD-001</b>	<b>RECORD RETENTION SCHEDULES</b>  This series identifies records created and maintained by an agency and provides the minimum retention requirements and instructions on their final disposition. This includes Agency Specific and General Records Retention Schedules.		Retain at agency; replace as updated.	
<b>LGRRD-002</b>	<b>DESTRUCTION NOTICES</b>  This series documents the destruction of records that have been approved by the State Archivist of the Delaware Public Archives. The destruction notice includes the name of the Records Officer/Authorized Agent, series number, series title, the date span and volume of records and the method of destruction.		Retain copy at agency permanently.	01/14/2019
<b>LGRRD-003</b>	<b>TRANSFER DOCUMENTS</b>  This series documents the transfer of records from the agency to the Delaware Public Archives. The transfer document is completed by the agency's records officer and specifies the records that are being transferred by series number, title and date span. Included is the content list, which serves as a finding aid and provides information regarding the location of records, should their retrieval be necessary.		Retain copy at agency permanently.	
<b>LGRRD-004</b>	<b>RECORDS INVENTORIES</b>  Inventory of active and inactive records of the local government or any of its departments or subdivisions.		Retain at agency; replace as updated.	
<b>LGRRD-005</b>	<b>RECORD SERIES INVENTORY FORMS</b>  This series documents records used to create or modify a record series in an Agency Specific or General Records Retention Schedule. This series may include an appraisal form, supporting documentation, correspondence and other related material.		Retain copy at agency permanently	01/14/2019
<b>LGRRD-006</b>	<b>RECORD SERVICES FORMS</b>  This series documents retrieval requests for records previously transferred by the agency that are stored at the State Records Center or other facility for temporary storage. This form is completed by the agency's Records Officer/Authorized Agent and may contain personally identifiable information to identify a record. Included is the name of the agency, department, and section; the location and method in which the records are to be delivered; name of record(s) requested; the box and barcode number.		Retain at agency 5 years; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
RETENTION AND DISPOSITION**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGRRD-007</b>	<b>RECORDS OFFICER / AUTHORIZED AGENTS FORMS</b>  This series documents an agency's annual appointment of their Records Officer/Authorized Agent in accordance with state statute. This series includes the name of the agency, department, division; the first and last name of the Records Officer/Authorized Agent and their job title, phone number and email address.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**SOLID WASTE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGSW-001</b>	<b>SOLID WASTE MANAGEMENT PLANNING RECORDS</b>  Reports, studies, analyses, projections, and similar planning records concerning solid waste and resource recovery system facilities and management.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGSW-002</b>	<b>FACILITY PERMITS AND APPROVALS</b>  Permits and approvals as may be required by law or regulation concerning the operation of solid waste facilities, incinerators, sanitary landfills, composting process plants, resource recovery systems, or other facilities involved with solid waste management. Include reports, correspondence, and other documentation bearing upon the application, issuance, or renewal of the permit or approval.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGSW-003</b>	<b>TRANSFER PERMITS</b>  Application, copies of permits, and related documentation concerning the handling and transfer of solid waste.		Retain at agency 3 years after expiration, revocation, or denial of the permit; destroy.	
<b>LGSW-004</b>	<b>SOLID WASTE SPREADING PERMITS</b>  Document application for and approval of permits allowing land application of solid waste.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGSW-005</b>	<b>INSPECTION REPORTS</b>  Inspection reports on the collection, handling, transfer, storage, processing, or disposal of solid waste by private concerns or individuals within the local government.		Retain at agency 3 years; destroy.	
<b>LGSW-006A</b>	<b>TONNAGE REPORTS</b>  Daily tonnage reports of solid waste handled and processed in a sanitary landfill, disposal plant, composting plant, or resources recovery facility.			
<b>LGSW-006A</b>	<b>Monthly Reports</b>		<b>A.</b> Retain at agency 60 days; destroy.	01/14/2019
<b>LGSW-006A</b>	<b>Other Reports</b>  Other documents used to records figures that were not totaled on a monthly report		<b>B.</b> Retain at agency 1 year; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**SOLID WASTE**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<p><b>LOAD TICKETS</b></p> <p>Tickets or other forms that provide record of weight and/or volume of solid waste brought by local government or private vehicles to sanitary landfills, waste disposal plants, composting plants, or resource recovery facilities.</p>			
<b>LGSW-007A</b>	<p><b>Load Ticket</b></p> <p>Load ticket is only source document used for any billing purposes.</p>		<b>A.</b> Retain at agency 1 year; successful audit; destroy.	01/14/2019
<b>LGSW-007B</b>	<p><b>Other Billing Document</b></p> <p>Consists of other documents that were issued for billing purposes.</p>		<b>B.</b> Retain at agency 90 days; destroy.	01/14/2019

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
TAXES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGTAX-001</b>	<b>ANNUAL TAX RECORDS</b>  Detailing taxpayer information. May include property owner's name, address, and description of property, categories of taxes levied, assessment, total amount of taxes, taxes paid, and dates.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-002</b>	<b>TAX RECEIPTS/PAYMENTS</b>  Copies or stubs of receipts prepared and issued to taxpayers verifying full or partial payment of current or delinquent taxes.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-003</b>	<b>TAX STATEMENTS</b>  Copies of statements sent to property owners showing current or delinquent taxes owed.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-004</b>	<b>BILLING REGISTERS</b>  Quarterly registers or similar records listing periodic billings for taxes or special assessments.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-005A</b> <b>LGTAX-005B</b> <b>LGTAX-005C</b>	<b>TAX COLLECTIONS</b>  Registers, collection blotters, or similar records that detail tax payments received for deposit, including all such registers if taxes of different types or from different sources are noted in separate registers; and tax distribution work sheets if all tax payments are noted in one register.  <b>Daily</b>  <b>Monthly</b>  <b>Annual</b>		<b>A.</b> Retain at agency; successful audit; destroy.  <b>B.</b> Retain at agency 3 years; successful audit; destroy.  <b>C.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation	
<b>LGTAX-006</b>	<b>TAXES RECEIVABLE</b>  Property tax account system reports.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-007</b>	<b>TAX CERTIFICATIONS</b>  Certified searches and receipts for payment. Give property status regarding liens, etc.		Retain at agency 3 years; successful audit; destroy.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
TAXES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGTAX-008</b>	<b>TAX ADJUSTMENTS</b>  Maintenance/adjustment forms for taxes receivable.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-009</b>	<b>TAX SALE LEDGERS</b>  Property owners' delinquent accounts subject to tax sale. Contain owner's name, property description, cost of sale, and whether redeemed after sale.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-010</b>	<b>DITCH TAX RECORDS</b>  Landowner assessments for maintenance of property ditches, plus command rates for payment of taxes.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-011</b>	<b>TAX FORECLOSURES/SALES</b>  Suits to foreclose tax or special assessment liens on real property, including copies of petitions initiating suits; court orders; miscellaneous sale/resale papers; and other legal instruments and correspondence concerning seizure and sale of real property as ordered by the court.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-012</b>	<b>TAX REFUND REQUESTS</b>  Requests for tax refunds due to overpayment or erroneous payment of taxes, including supplemental documentation verifying payments and authorizing refunds.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-013</b>	<b>TAX RATE CALCULATION WORKING PAPERS</b>  Working papers and similar records detailing calculation of the effective tax rate, including special assessment calculations.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-014</b>	<b>TAX CORRESPONDENCE</b>  Correspondence with property owners concerning property evaluation, payment problems, and similar subjects related to the assessment and collection of property taxes and special assessments.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
TAXES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGTAX-001</b>	<b>ANNUAL TAX RECORDS</b>  Detailing taxpayer information. May include property owner's name, address, and description of property, categories of taxes levied, assessment, total amount of taxes, taxes paid, and dates.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-002</b>	<b>TAX RECEIPTS/PAYMENTS</b>  Copies or stubs of receipts prepared and issued to taxpayers verifying full or partial payment of current or delinquent taxes.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-003</b>	<b>TAX STATEMENTS</b>  Copies of statements sent to property owners showing current or delinquent taxes owed.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-004</b>	<b>BILLING REGISTERS</b>  Quarterly registers or similar records listing periodic billings for taxes or special assessments.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-005A</b> <b>LGTAX-005B</b> <b>LGTAX-005C</b>	<b>TAX COLLECTIONS</b>  Registers, collection blotters, or similar records that detail tax payments received for deposit, including all such registers if taxes of different types or from different sources are noted in separate registers; and tax distribution work sheets if all tax payments are noted in one register.  <b>Daily</b>  <b>Monthly</b>  <b>Annual</b>		<b>A.</b> Retain at agency; successful audit; destroy.  <b>B.</b> Retain at agency 3 years; successful audit; destroy.  <b>C.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation	
<b>LGTAX-006</b>	<b>TAXES RECEIVABLE</b>  Property tax account system reports.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-007</b>	<b>TAX CERTIFICATIONS</b>  Certified searches and receipts for payment. Give property status regarding liens, etc.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
TAXES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGTAX-008</b>	<b>TAX ADJUSTMENTS</b>  Maintenance/adjustment forms for taxes receivable.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-009</b>	<b>TAX SALE LEDGERS</b>  Property owners' delinquent accounts subject to tax sale. Contain owner's name, property description, cost of sale, and whether redeemed after sale.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-010</b>	<b>DITCH TAX RECORDS</b>  Landowner assessments for maintenance of property ditches, plus command rates for payment of taxes.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-011</b>	<b>TAX FORECLOSURES/SALES</b>  Suits to foreclose tax or special assessment liens on real property, including copies of petitions initiating suits; court orders; miscellaneous sale/resale papers; and other legal instruments and correspondence concerning seizure and sale of real property as ordered by the court.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGTAX-012</b>	<b>TAX REFUND REQUESTS</b>  Requests for tax refunds due to overpayment or erroneous payment of taxes, including supplemental documentation verifying payments and authorizing refunds.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-013</b>	<b>TAX RATE CALCULATION WORKING PAPERS</b>  Working papers and similar records detailing calculation of the effective tax rate, including special assessment calculations.		Retain at agency 3 years; successful audit; destroy.	
<b>LGTAX-014</b>	<b>TAX CORRESPONDENCE</b>  Correspondence with property owners concerning property evaluation, payment problems, and similar subjects related to the assessment and collection of property taxes and special assessments.		Retain at agency 3 years; successful audit; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**TAXES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
	<b>MONITIONS</b>  Notices to taxpayers with payments in arrears that sale of their property to satisfy their debt is imminent. May include notice letter; postal receipts; copies of tax bills; and record of subsequent payments. See LGTAX-011, Tax Foreclosures/Sales for documentation of subsequent property sales.			
<b>LGTAX-015A</b>	<b>Accounts Settled in Due Course</b>		<b>A.</b> Retain at agency 10 years after account is settled; successful audit; destroy.	
<b>LGTAX-015B</b>	<b>Accounts Proceeding to Sale</b>		<b>B.</b> Retain at agency until tax sale has been completed; successful audit; destroy.	
<b>LGTAX-016</b>	<b>BANKRUPTCY RECORDS</b>  Monitor the actions of U.S. Bankruptcy Courts as they pertain to assessing and collecting property taxes. May include notification from the court, request for relief of automatic stay, reorganization and payment plans, discharges, and related correspondence.		Retain at agency 10 years after provision of documents to Bankruptcy Court; destroy.	
<b>LGTAX-017</b>	<b>MOBILE HOME CERTIFICATION LETTERS</b>  Letters from the Receiver of Taxes in support of titling activities at DE Division of Motor Vehicles that verify ownership of mobile homes. Show reference number; mobile home descriptors; title information; and new ownership.		Retain at agency 5 years after provision of information to Delaware Division of Motor Vehicles; destroy.	
<b>LGTAX-018</b>	<b>SENIOR SCHOOL PROPERTY TAX PROGRAM RECORDS</b>  Requests from senior citizens for applicable credits on their school tax bill. Series includes approved or denied applications, property owners' identification, correspondence, will and trust documents, appeals, and other supporting documents.	<b>CONFIDENTIAL</b>  <a href="#"><u>29 Del. C. § 10002(1)(6)</u></a>	Retain at agency 10 years after eligibility ends; successful audit; destroy.  <a href="#"><u>14 Del C. § 1917</u></a>	<b>03/07/2017</b>
<b>LGTAX-019</b>	<b>PROPERTY OWNER INFORMATION FORMS</b>  Forms required of property owners to establish ownership and point of delivery for county billings and information.		Maintain at agency until verified within data system; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**UTILITIES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGUTL-001</b>	<b>UTILITY ACCOUNTS</b>  Cards, printouts, or similar records on each customer utility account showing billing and payment history.	<b>VITAL</b>	Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-002</b>	<b>UTILITY SERVICE DEPOSITS</b>  Receipts, refund listings, and related records concerning deposits and refunds for utility service.		Retain at agency 3 years after termination of service; successful audit; destroy.	
<b>LGUTL-003</b>	<b>UTILITY SERVICE APPLICATIONS (CONNECT/DISCONNECT/RECONNECT)</b>  Applications for initiation or discontinuation of utility service.		Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-004</b>	<b>UTILITY CONSUMPTION SUMMARY REPORTS</b>  Registers, adjustment registers, printouts, or similar records showing monthly consumption by customer account, and similar records used in billing.		Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-005</b>	<b>UTILITY METER READINGS</b>  Books, cards, sheets, or similar records showing monthly or other periodic utility consumption recorded on each meter.		Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-006</b>	<b>UTILITY BILLINGS</b>  Registers, journals, printouts, or similar records showing quarterly or other periodic billings of accounts.		Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-007</b>	<b>DISTRIBUTION SUMMARY REPORTS</b>  Show amounts collected for each district including bad checks, refunds, and cash receipts.		Retain at agency 3 years; successful audit; destroy.	
<b>LGUTL-008</b>	<b>UTILITY ACCOUNT NOTIFICATIONS OF CHANGES</b>  Notices, printouts, reports or similar records showing increases or decreases in footage, equivalent dwelling units, account codes, or reason for changes.		Retain at agency 3 years; destroy.	
<b>LGUTL-009</b>	<b>WORK ORDERS</b>  Show description of work requested; date; individuals or crew assigned to do work; and when completed. May include remarks concerning job results.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**UTILITIES**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGUTL-010</b>	<b>MISS UTILITY TICKETS</b>  Determinations of existing infrastructure made prior to initiation of utility work.		Retain at agency 1 year; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
WATER AND WASTEWATER**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGWW-001</b>	<b>MAPS AND PLATS</b>  Maps, plats, and as-built of water and sewer lines, valve and meter locations, and other aspects of water and wastewater systems.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGWW-002</b>	<b>FACILITIES PERMITS</b>  Wastewater disposal, waste disposal, well, water use, water district, environmental, and other permits and approvals concerning the operation of water and wastewater treatment facilities as required by law or regulation. Include reports, correspondence, and other documentation bearing directly upon the application, issuance, or renewal of the permit or approval.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGWW-003</b>	<b>TRANSFER PERMITS</b>  Applications, copies of permits, and related documentation concerning the handling and transfer of water and wastewater.		Retain at agency 3 years after expiration, cancellation, revocation, or denial of permit; destroy.	
<b>LGWW-004</b>	<b>WASTEWATER SPREADING PERMITS</b>  Document application for and approval of permits allowing land application of wastewater.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGWW-005</b>	<b>WATER POLLUTION CONTROL AND ABATEMENT FILES</b>  Studies, staff reports, surveys, and similar monitoring and planning records relating to the control and abatement of actual or potential water pollution.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGWW-006</b>	<b>WATER AND WASTEWATER PLANNING STUDIES AND REPORTS</b>  Reports, studies, analyses, projections, and similar records concerning long-range water and wastewater planning, projected water needs, feasibility studies, contingency plans, meteorological projections, etc.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
	<b>WATER/WASTEWATER OPERATIONS REPORTS</b>  Logs, log sheets, or reports documenting the operations of supply, collection, treatment, and distribution facilities, stations, and systems.			
<b>LGWW-007A</b>	<b>Daily Reports</b>		<b>A.</b> Retain at agency 3 years; destroy.	
<b>LGWW-007B</b>	<b>Monthly Reports</b>		<b>B.</b> Retain at agency 5 years; destroy.	
<b>LGWW-007C</b>	<b>Annual Reports</b>		<b>C.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
WATER AND WASTEWATER**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGWW-008</b>	<b>WATER/WASTEWATER OPERATIONS REPORTS (MONTHLY)</b>		DELETED. See LGWW-007.	
<b>LGWW-009</b>	<b>WATER/WASTEWATER OPERATIONS REPORTS (ANNUAL)</b>		DELETED. See LGWW-007.	
<b>LGWW-010A</b>  <b>LGWW-010B</b>	<b>WASTEWATER MONITORING REPORTS</b>  Periodic monitoring reports submitted to the Delaware Department of Health and Social Services, Department of Natural Resources and Environmental Control, or other agencies as required by law or regulation. Document the collection, treatment, and disposal of waste and pollutants.  <b>Annual Reports</b>  Annual reports and any special reports that are not included in annual reports.  <b>Interim or periodic reports</b>  Reports submitted on a less than annual basis that are recapitulated in an annual report or in a special report.	<b>VITAL</b>	<b>A.</b> Retain at agency until no longer needed; transfer to Archives for permanent preservation.  <b>B.</b> Retain at agency 5 years; destroy.	
<b>LGWW-011</b>	<b>CHEMICAL ANALYSIS REPORTS</b>  Reports of chemical analyses of water or wastewater systems.		Retain at agency 10 years; destroy.	
<b>LGWW-012</b>	<b>BACTERIOLOGICAL ANALYSIS REPORTS</b>  Reports of bacteriological analyses of water and wastewater systems.		Retain at agency 5 years; destroy.	
<b>LGWW-013</b>	<b>LABORATORY REPORTS</b>  Laboratory reports and related materials concerning water quality, sludge dewatering, core sampling, and other aspects of water and wastewater operations other than Chemical and Bacteriological Analyses (LGWW-011 and LGWW-012).		Retain at agency 5 years; destroy.	
<b>LGWW-014</b>	<b>RECORDING INSTRUMENT CHARTS</b>  Records recording data on water pressure, pumpage, water levels, sewage flow, precipitation, water samplings, and other activities in water and wastewater operations.		Retain at agency 3 years; destroy.	
<b>LGWW-015</b>	<b>METER/EQUIPMENT RECORDS</b>  Registers, index cards, or similar records providing an inventory of all meters and related equipment installed or in use, showing location, date of installation, and similar data.	<b>VITAL</b>	Retain at agency until superseded or equipment is replaced; destroy.	



**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
WATER AND WASTEWATER**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGWW-016</b>	<b>MAINTENANCE AND TESTING LOGS/REPORTS</b>  Logs, log sheets, reports, or similar records of meter installation, inspections, testing, maintenance, and repairs to pumps, mains, filters, conduits, turbines, pipes, and other equipment, machinery, and systems.		Retain at agency for life of equipment; destroy.	
<b>LGWW-017</b>	<b>WATER AND WASTEWATER PERMIT FILES</b>  Applications/permits relating to the installation of septic tanks; water and sewer taps and hook-ups; water meters for waste discharge; and other water or wastewater-related installations and activities required by ordinance, regulation, or statute.		Retain at agency 5 years after final expiration, cancellation, revocation, or denial of the permit; destroy.	
<b>LGWW-018</b>	<b>TAP AND HOOK-UP LOGS</b>  Logs, log sheets, or comparable documents providing a record of water or sewer tap and hook-up permits issued showing locations, date of installation, and similar data.	<b>VITAL</b>	Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGWW-019</b>	<b>SERVICE INTERRUPTION REPORTS</b>  Reports, logs, or similar records detailing location, time and cause of interruption of water or wastewater services or operations.		Retain at agency 2 years; destroy.	
<b>LGWW-020</b>	<b>COMPLAINTS</b>  Reports of complaints from the public or from other governmental agencies concerning any aspect of water and wastewater operations.		Retain at agency 3 years; destroy.	
<b>LGWW-021</b>	<b>INSPECTION REPORTS</b>  Reports of inspections of septic tanks, catch basins, or other private sector water-related facilities by water or wastewater personnel.		Retain at agency 3 years; destroy.	
<b>LGWW-022</b>	<b>VIOLATION REPORTS</b>  Reports, correspondence, and similar records relating to actions taken to correct violations of federal, state, or local water/wastewater regulations/laws or ordinances.		Retain at agency 3 years; destroy.	
<b>LGWW-023</b>	<b>ROAD, BRIDGE, AND DITCH RECORDS</b>  Document the establishment, alteration, or vacation of roads, bridges, and ditches. Include studies, reports, correspondence, petitions, resolutions, and similar records pertinent to roads, bridges, and ditches within the jurisdiction.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**WATER AND WASTEWATER**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGWW-024</b>	<b>WORK ORDERS</b>  Show description of work requested; date; individuals or crew assigned to do work; and when completed. May include remarks concerning job results. Usually arranged alphabetically by work location.		Retain at agency 3 years; destroy.	

**DELAWARE PUBLIC ARCHIVES**

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE**

**ZONING**

<b>RECORD SERIES NUMBER</b>	<b>RECORD SERIES TITLE AND DESCRIPTION</b>	<b>CONFIDENTIAL / VITAL</b>	<b>RECORD RETENTION AND DISPOSITION INSTRUCTIONS</b>	<b>DATE APPROVED / REVISED</b>
<b>LGZON-001</b>	<b>ZONING/REZONING FILES</b>  Records document the history of the development and revision of zoning districts. Include accounts of complaints received and action taken regarding alleged zoning violations. May also provide documentation on the development of amendments to the zoning map and related ordinances. Contain original application; property description; official exhibits; fee payment; and correspondence. May include the following: petitions and documentation supporting the zone change; current zoning ordinances; minutes; agenda of the board; public hearing transcripts; reports; exhibits; application forms; maps; legal notices; receipts for fees; notice of decisions; photographs; and correspondence.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.	
<b>LGZON-002</b>	<b>CONDITIONAL USE PERMITS</b>  Variances or exceptions from zoning regulations granted by Board of Adjustment subject to compliance with specific conditions.		Retain at agency 3 years after discontinuance of use; destroy.	

## **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 the retention schedules.
- 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, the decision-making process, development, and program origins. Furthermore, government records provide a means for monitoring activities and programs, maintaining accountability, documenting and protecting the rights of citizens, and defining the obligations of the government.

## **F. AUDITS, CONFIDENTIAL RECORDS, AND STATUTORY REQUIREMENTS**

### **Audit Considerations**

Records subject to successful audit must be retained for the periods listed in the Local Government General Records Retention Schedules or in any Agency Specific Retention Schedules the agency may use. 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 county, municipal, 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.

### **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 Local Government General Records Retention Schedule, or in any applicable Agency Specific Retention Schedules, 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 record series should be maintained and handled as a confidential. Not all Record Series can be identified on the Local Government 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 Archives for preservation must be identified.

### **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 requirements take precedence to the retention schedule instructions ([29 Del. C. § 524](#)). Additionally, agencies must contact their assigned Archives Records Analyst to update a 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.

## G. 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 the Archives to determine the record or non-record status of a particular file.

### **Non-record materials may include:**

- Blank forms.
- Duplicate copies 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 scrutinizes records to remove non-record materials.

## H. AGENCY ASSIGNMENTS (02/07/2019)

Delaware Public Archives has assigned a Records Analyst to each state and local government agency. The following list of agency assignments identifies the responsible Records Analyst and their e-mail and office phone. Please contact your assigned Records Analyst regarding policies and procedures, office consultations or for technical advice.

### **Amber Clendaniel**

**([amber.clendaniel@delaware.gov](mailto:amber.clendaniel@delaware.gov)) (744-5043)**

1205	Supreme Court
1215	Justice of the Peace Courts
1217	Superior Court / Prothonotary
1220	Court of Common Pleas
1225	Court of Chancery
1227	Family Court
1560	Department of Justice
1561	Public Defender
1605	Department of Correction
1660	Department of Public Safety/Homeland Security
1801	Delaware National Guard
1914	Board of Parole
1920	Criminal Justice Council
1923	DELJIS

### **Jean Townson**

**([jean.townson@delaware.gov](mailto:jean.townson@delaware.gov)) (744-5045)**

0920 Delaware River and Bay Authority

#### **Local Government Records -**

2---	New Castle County
3---	Kent County
4---	Sussex County
5---	NCC Municipalities
6---	KC Municipalities
7---	SC Municipalities

### **Rebekah Lee**

**([rebekah.lee@delaware.gov](mailto:rebekah.lee@delaware.gov)) (744-5006)**

1580	Department of Labor
1953	Fire School / Fire Marshal
8005	Department of Education
8---	School Districts
8300	Delaware State University
8400	Delaware Tech
8500	University of Delaware

### **Marian Coker**

**([marian.coker@delaware.gov](mailto:marian.coker@delaware.gov)) (744-5064)**

1380	Department of Agriculture
1432	Delaware State Housing Authority
1500	Department of Health and Social Services
1501	Department of Services for Children, Youth and Their Families (KIDS)
1540	Department of Transportation
1620	Department of Natural Resources and Environmental Control
1932	Delaware Solid Waste Authority

### **Kit Carson**

**([rodney.carson@delaware.gov](mailto:rodney.carson@delaware.gov)) (744-5021)**

1107	Legislative Council/Controller General
1111	General Assembly Sunset Committee
1115	House
1120	Senate
1302	Governor
1304	Lt. Governor
1305	Office of Management and Budget
1308	Department of Technology and Information
1310	Treasurer
1315	Auditor
1320	Insurance
1322	Elections
1325	Department of State
1400	Department of Human Resources
1460	Department of Finance

NOTE: There are separate general schedules for state agencies, schools and local governments.

## I. RECORD MANAGEMENT ON-LINE RESOURCES

Access To Records	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Information Resources Specialist (Record Analyst) Assignments	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Appointment of Records Officers and Authorized Agents	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Award, Office of Management and Budget Guidance for Grants and Agreements  Retention Requirements for Records 2 C.F.R. § 200.333	<a href="https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-333">https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-333</a>  <a href="#">2 C.F.R. § 200.333</a>
Delaware Documentation Procedures	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Delaware Statutes <ul style="list-style-type: none"> <li>Freedom of Information Act</li> <li>Public Records Law</li> <li>Uniform Electronic Transactions Act</li> </ul>	<a href="http://delcode.delaware.gov/title29/c100/index.shtml">http://delcode.delaware.gov/title29/c100/index.shtml</a> <a href="http://delcode.delaware.gov/title29/c005/sc01/index.shtml">http://delcode.delaware.gov/title29/c005/sc01/index.shtml</a> <a href="http://delcode.delaware.gov/title6/c012a/index.shtml">http://delcode.delaware.gov/title6/c012a/index.shtml</a>
Delaware Public Archives Forms	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Destruction <ul style="list-style-type: none"> <li>Items Prohibited in Destruction Boxes</li> <li>Records Transfer and Destruction Boxes</li> </ul>	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Electronic Records <ul style="list-style-type: none"> <li>Model Guidelines for Electronic Records</li> <li>Suitable Media and Formats for Submitting eRecords</li> <li>Electronic Mail</li> <li>Guidelines for Maintaining and Preserving Records of Web-based Activities</li> </ul>	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Guidelines for Utilizing Paper and Computer Output Conversion Services	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Records Retention / Disposition Projects Cubic Foot Conversion Chart	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Transfers <ul style="list-style-type: none"> <li>Preparation of Records for Transfer to DPA</li> <li>Guidelines for Utilizing Records Storage Facilities</li> </ul>	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Users Guides For: <ul style="list-style-type: none"> <li>Appointment Orders</li> <li>Destruction</li> <li>Imaging Support</li> <li>Record Series Inventory</li> <li>Record Service Requests</li> <li>Transfers</li> </ul>	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>
Vital Records Management	<a href="http://archives.delaware.gov/govsvcs/govsvcs.shtml">http://archives.delaware.gov/govsvcs/govsvcs.shtml</a>



## **J. GLOSSARY OF RECORD 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 an Archives Records 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. 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. [29 Del. C. § 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. transfer 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. The content of a record, not the medium, determines whether it is considered 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 RESOURCES 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 of 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. 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 Del. C. § 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 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, calculations, or other important evidence used in the preparation of audits, budgets, studies, or reports that are not fully represented in the final product.

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

**K. LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE MODIFICATION HISTORY**

**LOCAL GOVERNMENT GENERAL  
RETENTION SCHEDULE MODIFICATION HISTORY**

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 1 of 7

**Retention Schedule Modification History**

<b>Record Series</b>	<b>Title and explanation of actions taken</b>	<b>Date Changed</b>
<b>LGAPR-002</b>	<b>ACCOUNTS PAYABLE.</b> Added confidential a records note: Records that could jeopardize the security of any state owned structure, facilitate the planning of a terrorist attack, or endanger the life or physical safety of an individual are to be treated as confidential per <a href="#">29 Del. C. § 10002(l)(17)a</a>	01/14/2019
<b>LGADM-001</b>	<b>POLICY AND PROGRAM RECORDS (PRIMARY MISSION FILES).</b> Added confidential a records note: Records that could jeopardize the security of any state owned structure, facilitate the planning of a terrorist attack, or endanger the life or physical safety of an individual are to be treated as confidential per 29 Del C. § 10002(l)(17)a	01/14/2019
<b>LGADM-002</b>	<b>ADMINISTRATIVE SUPPORT RECORDS.</b> Added confidential a records note: Duplicate/reference copies of confidential records are also to be treated as confidential.	01/14/2019
<b>LGADM-004A</b>	<b>Executive Session Meeting Minutes.</b> Added information to the record series description.	01/14/2019
<b>LGADM-004B</b>	<b>Recordings (Audio/Video).</b> Added information to the record series description.	01/14/2019
<b>LGADM-012</b>	<b>PUBLICATIONS.</b> Retention and disputation instructions updated to reflect that the Archives will not automatically harvest electronic records from websites.	01/14/2019
<b>LGADM-016</b>	<b>PLANS, DESIGNS, AND SPECIFICATIONS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(l)(17)a</a> .	01/14/2019
<b>LGADM-019</b>	<b>LEGAL OPINIONS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGADM-020</b>	<b>LITIGATION CASE FILES.</b> Added note on confidentiality: The agency is responsible to review files for Personally Identifiable Information or other confidential information that should be redacted prior to service.	01/14/2019
<b>LGADM-023</b>	<b>ACCIDENT REPORTS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(l)(1)</a> , <a href="#">29 Del. C. § 10002(l)(3)</a> , <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGADM-029</b>	<b>BUILDING/FACILITY SECURITY RECORDS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(l)(17)a</a> .	01/14/2019
<b>LGADM-032</b>	<b>GIFTS AND DONATIONS.</b> Record retention changed to: Retain at agency 3 years; successful audit; destroy. Note: The records for gifts or donations will be retained in accordance with any agreement made with the person or organization making the gift/donation.	01/14/2019
<b>LGADM-033</b>	<b>VOLUNTEER GROUP RECORDS.</b> Additional information added to record series description.	01/14/2019
<b>LGADM-034</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) RECORDS.</b> Record series merged into 2 subseries.	01/14/2019

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 2 of 7

<b>LGADM-034A</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) RECORDS REQUEST AND RESPONSE RECORDS.</b> Record Series LGADM-034A, LGADM-034B, LGADM-034C and LGADM-034D were merged into this subseries. Record Series Title and Description was changed and retention instructions set as: Retain at agency 3 years after date of reply, final action by the agency or final adjudication by the courts, whichever is later; destroy. <a href="#">29 Del. C. c. 100</a>	01/14/2019
<b>LGADM-034B</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) CONTROL LOG RECORDS:</b> Record Series LGADM-034F merged into this subseries. Record Series Title and Description was changed and retention instructions set as: Retain at agency 5 years after last entry, 5 years after final action by the agency or final adjudication by the courts, whichever is later; destroy.	01/14/2019
<b>LGADM-035</b>	<b>PRIVACY ACT REQUEST FILES.</b> Record Series deleted.	01/14/2019
<b>LGADM-036</b>	<b>APPOINTMENT FILES.</b> New Record Series.	12/01/2012
<b>LGADM-036</b>	<b>APPOINTMENT RECORDS (formerly Appointment Files).</b> Record Series name changed	01/14/2019
<b>LGADM-037</b>	<b>AGENCY PROPERTY INVENTORY RECORDS.</b> New Record Series.	01/14/2019
<b>LGBND-001</b>	<b>BOND AND COUPON FILES.</b> Added confidentiality note, Note: The agency is responsible to review files for confidential information that should be redacted prior to service.	01/14/2019
<b>LGBND-006</b>	<b>BOND EXCHANGE RECORDS.</b> Retention instruction updated to: If information is contained in Bond Registers (LGBND-004), retain at agency until no longer needed; destroy. If information is not contained in Bond Registers, retain at agency 3 years after retirement of the issue; successful audit; destroy.	01/14/2019
<b>LGBUD-001</b>	<b>BUDGET PREPARATION FILES.</b> Merged subseries A and B into one main series to clarify instructions.	01/14/2019
<b>LGCSH-001</b>	<b>CANCELED CHECKS (WARRANTS).</b> Record Series merged into LGCSH-007, Banking Records.	01/14/2019
<b>LGCSH-002</b>	<b>CERTIFICATE OF DEPOSITS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(1)(2)</a> .	01/14/2019
<b>LGCSH-003</b>	<b>CHECK REGISTERS.</b> Record Series merged into LGCSH-007, Banking Records.	01/14/2019
<b>LGCSH-004</b>	<b>CHECK (WARRANT) STUBS.</b> Record Series merged into LGCSH-007, Banking Records.	01/14/2019
<b>LGCSH-005</b>	<b>OUTSTANDING CHECK (WARRANTS) REPORTS.</b> Record Series merged into LGCSH-007, Banking Records.	01/14/2019
<b>LGCSH-007</b>	<b>BANKING RECORDS</b> (formerly Bank Statements, Canceled Checks, Deposit Slips, and Reconciliations). Record Series name changed and the following series merged into it due to common purpose and arrangements: LGCSH-001, Canceled Checks (Warrants); LGCSH-003, Check Registers LGCSH-004, Check (Warrant) Stubs; LGCSH-005, Outstanding Check (Warrants) Reports; LGCSH-012, Bank Deposits (Passbook Checking/Savings). Added Vital and Added confidential requirement per <a href="#">29 Del. C. § 10002(1)(2)</a> .	01/14/2019

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 3 of 7

<b>LGCSH-012</b>	<b>BANK DEPOSITS (PASSBOOK CHECKING/SAVINGS).</b> Record Series merged into LGCSH-007, Banking Records.	01/14/2019
<b>LGCSH-024</b>	<b>POSTAGE METER AND REGISTERED MAIL RECORDS.</b> Record retention changed to: Retain at agency 2 years; successful audit; destroy.	01/14/2019
<b>LGCOM-001</b>	<b>DISPATCH REPORT/LOGS.</b> Record retention changed to: Retain at agency 3 years; successful audit; destroy. Added confidentiality note, Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to serving any records.	01/14/2019
<b>LGEL-001</b>	<b>OATHS OF OFFICE.</b> Record Subseries created to separate LGEL-001A Elected Officials from LGEL-001B Appointed Officials.	01/14/2019
<b>LGEL-002</b>	<b>FIDELITY AND PERFORMANCE BONDS (ELECTED/APPOINTED OFFICIALS).</b> Record Subseries created to separate LGEL-002A Elected Officials from LGEL-002B Appointed Officials.	01/14/2019
<b>LGEL-004</b>	<b>BALLOTS.</b> Record Series revised December 2012	12/01/2012
<b>LGINS-001</b>	<b>FLOOD INSURANCE.</b> Record Series retention instruction revised: Retain at agency life of policy plus five years; destroy. FEMA Manual 5400.2	03/13/2015
<b>LGINS-002</b>	<b>INSURANCE POLICES.</b> Remainder of retention schedule merged into single series due to common usage and arrangements.	03/13/2015
<b>LGLIB-006</b>	<b>PATRON REGISTRATIONS.</b> Added confidential requirement per <a href="#">29 Del. C. § 10002(l)(12)</a> .	01/14/2019
<b>LGLIB-008</b>	<b>VOLUNTEER GROUP RECORDS.</b> Record Series Deleted, See LGADM-033, Volunteer Group Records.	01/14/2019
<b>LGMED-004</b>	<b>NARCOTIC ADMINISTRATION RECORDS.</b> New Record Series.	09/12/2014
<b>LGPAY-001</b>	<b>EMPLOYEE EARNINGS RECORDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGPAY-002</b>	<b>EMPLOYEE PENSION RECORDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGPAY-003</b>	<b>EMPLOYEE EARNINGS HISTORY FILE.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGPAY-004B</b>	<b>PAYROLL REGISTERS, Separate Payroll Year-To-Date Register.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> ; changed retention instructions to: Retain at agency 3 years for all pay periods except final one of fiscal year, which should be retained at agency 50 years; destroy.	01/14/2019
<b>LGPAY-005</b>	<b>PAYROLL YEAR-TO-DATE (MASTER).</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> ;	01/14/2019
<b>LGPAY-006C</b>	<b>DEDUCTION REGISTERS, Pension or Deferred Compensation.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> ; changed retention instructions to: Retain at agency 50 years; destroy.	01/14/2019
<b>LGPAY-007</b>	<b>ADJUSTMENT TRANSACTION REGISTERS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019
<b>LGPAY-008</b>	<b>DEDUCTION AUTHORIZATIONS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6)</a> .	01/14/2019



STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 4 of 7

<b>LGPAY-010</b>	<b>FEDERAL AND STATE TAX FORMS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(1)</a> and <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPAY-020</b>	<b>PAYROLL INITIATION/CHANGE DOCUMENTS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(1)</a> and <a href="#">29 Del. C. § 10002(1)(6)</a> ; changed retention instructions to: Retain at agency 50 years; destroy.	01/14/2019
<b>LGPAY-024</b>	<b>WORKER'S COMPENSTION REPORTS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(1)</a> and <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-001</b>	<b>PERSONNEL RECORDS.</b> Record Series description updated. Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(1)</a> ; retention instructions changed to: Retain at agency 50 years after termination; destroy.	07/25/2017
<b>LGPER-001</b>	<b>PERSONNEL RECORDS.</b> Record Series description updated. Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-002</b>	<b>INDIVIDUAL EMPLOYEE HISTORY CARDS.</b> Record Series description updated. Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(1)</a> ; retention instructions changed to: Retain at agency 50 years after termination; destroy.	07/25/2017
<b>LGPER-002</b>	<b>INDIVIDUAL EMPLOYEE HISTORY CARDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-003</b>	<b>JOB ANNOUNCEMENTS.</b> Added statute citation <a href="#">29 C.F.R § 1627.3 (b)(1)(vi)</a>	07/25/2017
<b>LGPER-005</b>	<b>ELIGIBILITY LISTS.</b> Retention instructions changed to: Retain at agency 3 years or until the final disposition of any legal action, whichever is later; destroy. <a href="#">29 C.F.R. § 1627.3(b)(1)(iii)</a>	07/25/2017
<b>LGPER-006</b>	<b>TEST RECORDS.</b> Retention instructions changed citation to: Retain at agency 3 years or until the final disposition of any legal action, whichever is later; destroy. <a href="#">29 C.F.R. § 1627.3(b)(1)(iii)</a>	07/25/2017
<b>LGPER-006</b>	<b>TEST RECORDS.</b> Changed citation to: <a href="#">29 C.F.R. § 1627.3(b)(1)(iv)</a>	01/14/2019
<b>LGPER-007</b>	<b>PERSONNEL POLICIES.</b> Retention instructions changed to: See LGADM-001 Policy and Program Records (Primary Mission Files)	07/25/2017
<b>LGPER-009</b>	<b>APPLICATIONS AND SELECTION FILES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-012</b>	<b>GRIEVANCES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-013</b>	<b>PERFORMANCE APPRAISALS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-015</b>	<b>DISCIPLINARY FILES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019
<b>LGPER-016</b>	<b>EMPLOYEE SERVICE AWARDS.</b> Retention Instructions changed to: Retain at agency 3 years or through final disposition of any legal action; delete/destroy.	07/25/2017
<b>LGPER-017</b>	<b>BENEFITS ENROLLMENT/BENEFICIARY CARDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(1)(6)</a> .	01/14/2019

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 5 of 7

LGPER-018	<b>WAIVER CARDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-020	<b>COUNSELING FILES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-021	<b>LEAVE RECORDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-022	<b>TIME CHANGE REQUESTS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1).</a>	01/14/2019
LGPER-023	<b>TIME AND ATTENDANCE RECORDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-024	<b>EMPLOYEE PENSION AND RETIREMENT RECORDS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-025	<b>PENSION ADMINISTRATION FILES.</b> Retention Instructions changed to: Retain at agency 100 years; destroy.	07/25/2017
LGPER-025	<b>PENSION ADMINISTRATION FILES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-029	<b>AFFIRMATIVE ACTION/ADA CASE FILES.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-031	<b>UNEMPLOYMENT COMPENSATION CLAIMS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-032	<b>WORKER'S COMPENSATION CLAIMS.</b> Added confidential requirements <a href="#">29 Del. C. § 10002(l)(3).</a> , <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-034	<b>INSURANCE CLAIMS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-035B	<b>EMPLOYEE EXPOSURE RECORDS, Maintained Separately from Personnel Record.</b> Retention instructions changed to: Retain at agency 50 years after termination; destroy	07/25/2017
LGPER-036A	<b>EMPLOYEE MEDICAL RECORD.</b> Retention instructions changed to: Retain at agency 50 years after termination; destroy.	07/25/2017
LGPER-036D	<b>EMPLOYEE MEDICAL RECORD. Drug and Alcohol Testing Records.</b> New Records Series.	01/14/2019
LGPER-038	<b>WORKER'S PERMITS.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> and <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-039	<b>CRIMINAL HISTORY RECORD.</b> New Record Series	07/25/2017
LGPER-039	<b>CRIMINAL HISTORY RECORD.</b> Added confidential requirements <a href="#">29 Del. C. § 10002(l)(6)</a> and <a href="#">1 Del. Admin. C. § 1301-7.0</a>	01/14/2019
LGPER-040	<b>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (FORM I-9).</b> New Record Series.	07/25/2017
LGPER-040	<b>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (FORM I-9).</b> Updated retention instructions and added confidential requirement. <a href="#">29 Del. C. § 10002(l)(6).</a>	01/14/2019
LGPER-041	<b>VOLUNTEER AND CONTRACTUAL EMPLOYEE RECORDS.</b> New Record Series.	01/14/2019

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 6 of 7

<b>LGPLN-008</b>	<b>PROJECT FILES.</b> Added confidential requirements <a href="#">29 Del. C. § 10002(l)(17)a</a>	01/14/2019
<b>LGPLN-017A</b>	<b>BUILDING APPLICATIONS AND PERMITS, Approved Building Applications/Permits:</b> Retention Instructions changed to: Retain at agency 10 years; transfer to Archives for permanent preservation.	02/27/2017
<b>LGPLN-017B</b>	<b>BUILDING APPLICATIONS AND PERMITS, Uncompleted or Denied Projects.</b> Retention Instructions changed to: Retain at agency 5 years after denial or last action; destroy.	02/27/2017
<b>LGPLN-025A</b>	<b>BLUEPRINTS AND SPECIFICATIONS, Government Buildings.</b> Retention instructions changed to: Retain at agency 10 years; transfer to Archives for permanent preservation.	02/27/2017
<b>LGPLN-025B</b>	<b>BLUEPRINTS AND SPECIFICATIONS, Residential Buildings.</b> Retention instructions changed to: Upon issuance of certificate of occupancy, destroy.	02/27/2017
<b>LGPLN-025C</b>	<b>BLUEPRINTS AND SPECIFICATIONS, Commercial Buildings.</b> Retention instructions changed to: Retain at agency 10 years; successful audit; destroy.	02/27/2017
<b>LGPLN-026A</b>	<b>MOBILE HOME PLACEMENT PERMITS, Mobile Home Registrations.</b> Added confidential note: Note: Records may contain confidential information that must be redacted prior to servicing.	05/10/2019
<b>LGPLN-026B</b>	<b>MOBILE HOME PLACEMENT PERMITS, Certificates of Compliance:</b> Added confidential note: Note: Records may contain confidential information that must be redacted prior to servicing.	05/10/2019
<b>LGPLN-032B</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING), Financial Records.</b> Retention instructions changed to: Retain at agency 5 years; successful audit; destroy. Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> , <a href="#">29 Del. C. § 10002(l)(6)</a>	01/14/2019
<b>LGPLN-032E</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING), Occupancy/Tenant Records.</b> Added confidential requirement. <a href="#">29 Del. C. § 10002(l)(1)</a> , <a href="#">29 Del. C. § 10002(l)(6)</a>	01/14/2019
<b>LGPLN-032F</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING), Rejected Occupancy/Tenant Records.</b> New Record Series	01/14/2019
<b>LGPLN-032G</b>	<b>PUBLIC HOUSING TENANT AND MANAGEMENT FILES (SECTION 8 HOUSING), Occupancy/Tenant Application Criminal History Records.</b> New Record Series	01/14/2019
<b>LGPOL</b>	<b>ENTIRE SCHEDULE REVIEWED TO IDENTIFY CONFIDENTIAL RECORD SERIES AND TO PROVIDE INSTRUCTION.</b> Various record series were identified as confidential requirement under. <a href="#">29 Del. C. § 10002(l)(1)</a> , <a href="#">29 Del. C. § 10002(l)(3)</a> , <a href="#">29 Del. C. § 10002(l)(4)</a> , and <a href="#">29 Del. C. § 10002(l)(6)</a>	01/14/2019
<b>LGPOL-009</b>	<b>COMMUNICATION LOGS OR RECORDINGS.</b> Record retention changed to: Retain at agency 3 years; successful audit; destroy. Records may contain confidential information that must be redacted; consult with the agency's legal counsel prior to serving any records.	01/14/2019

STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

LOCAL GOVERNMENT GENERAL RETENTION SCHEDULE  
REVISION HISTORY

Page 7 of 7

<b>LGPR-001</b>	<b>VOLUNTEER SERVICE RECORDS.</b> Record Series deleted as it's a duplicate of LGPER-041, Volunteer and Contractual Employee Records.	01/14/2019
<b>LGPR-003</b>	<b>PROGRAM INSURANCE POLICIES.</b> Updated retention instructions.	01/14/2019
<b>LGPR-008</b>	<b>GIFTS AND DONATIONS.</b> Record Series deleted as it's a duplicate of LGADM-032, Gifts And Donations	01/14/2019
<b>LGPR-010</b>	<b>TICKET SALES.</b> Record Retention instructions changed to: Retain at agency 3 years; successful audit; destroy.	01/14/2019
<b>LGRRD-002</b>	<b>DESTRUCTION NOTICES.</b> Retention instructions changed to: Retain at agency permanently.	01/14/2019
<b>LGRRD-005</b>	<b>RECORD SERIES INVENTORY FORMS.</b> Retention instructions changed to: Retain at agency permanently.	01/14/2019
<b>LGRRD-006</b>	<b>RECORD SERVICES FORMS.</b> Retention Instructions changed to: Retain at agency 5 years; destroy.	01/14/2019
<b>LGSW-006A</b>	<b>TONNAGE REPORTS, Monthly Reports.</b> Retention Instructions changed to: Retain at agency 60 days; destroy.	01/14/2019
<b>LGSW-006B</b>	<b>TONNAGE REPORTS, Other Reports.</b> Retention Instructions changed to: Retain at agency 1 year; destroy.	01/14/2019
<b>LGSW-007A</b>	<b>LOAD TICKETS, Load Ticket.</b> Retention Instructions changed to: Retain at agency 1 year; destroy.	01/14/2019
<b>LGSW-007B</b>	<b>LOAD TICKETS, Other Billing Document.</b> Retention Instructions changed to: Retain at agency 90 days; destroy.	01/14/2019
<b>LGTX-018</b>	<b>SENIOR SCHOOL PROPERTY TAX PROGRAM RECORDS.</b> Retention Instructions changed to: Retain at agency 10 years after eligibility ends; successful audit; destroy. <a href="#">14 Del C. § 1917</a>	03/07/2017

## L. RECORD GROUP NUMBERS

### COUNTIES

New Castle County	Kent County	Sussex County
2200 Levy Court**	3200 Levy Court	4200 Levy Court**
2201 County Council	3211 Tax Ditch Commissioners	4201 County Council
2202 County Executive	3215 Personnel	4211 Tax Ditch Commissioners
2211 Tax Ditch Commissioners	3216 Law/County Attorney	4215 Personnel
2215 Personnel	3217 Finance/Accounting/Payroll	4216 Law/County Attorney
2216 Law/County Attorney	3218 Building & Grounds	4217 Finance/Accounting/Payroll
2217 Finance/Accounting/Payroll	Administrative Services	4218 Building and Grounds/ Administrative Services
2218 Administrative Services	3219 Planning	4219 Planning & Zoning
2219 Planning	3221 Engineering	4221 Engineering
2221 Engineering	3222 Public Safety/Emergency Services	4222 Public Safety/Emergency Services
2222 Public Safety/Emergency Services	3223 Parks & Recreation	4223 Parks and Recreation/ Economic Services
2223 Parks & Recreation	3225 Library Services	4225 Libraries
2224 Community Development/Housing	3226 Aeropark Authority	4226 Airport
2225 Libraries	3229 Road Commissioners, Kent & Sussex	4229 See Kent County RG 3229**
2226 Airport	3230 Trustees of the Poor/Overseers of the Poor**	4230 Trustees of the Poor/Overseers of the Poor**
2229 Road Commissioners**	3435 Coroner	4435 Coroner
2230 Trustees of the Poor/Overseers of the Poor**	3445 Receiver of Taxes	4445 Receiver of Taxes**
2435 Coroner**	3446 Accounting-Payroll	4450 Comptroller
2445 Receiver of Taxes**	3450 Comptroller	4455 Sheriff
2450 Comptroller**	3455 Sheriff	4525 Clerk of the Peace
2455 Sheriff	3525 Clerk of the Peace	4535 Assessment
2460 County Engineer**	3535 Assessment	4545 Register of Wills
2525 Clerk of the Peace	3545 Register of Wills	4555 Recorder of Deeds
2535 Assessment	3555 Recorder of Deeds	4805 Court of General Sessions & Quarter Sessions**
2545 Register of Wills	3805 Court of General Sessions & Quarter Sessions**	4811 Court for the Trial of Negroes**
2555 Recorder of Deeds	3811 Court for the Trials for Negroes**	4815 Court of Common Pleas (to 1831) **
2805 Court of General Sessions & Quarter Sessions**	3815 Court of Common Pleas (to 1831)**	4816 Court of Equity**
2811 Court of Trials of Negroes**	3816 Court of Equity**	4825 Oyer & Terminer**
2815 Court of Common Pleas (to 1831) **	3825 Court of Oyer & Terminer**	4830 Supreme Court (to 1831) **
2816 Court of Equity**	3830 Supreme Court (to 1831)**	4840 Orphans Court**
2825 Court of Oyer & Terminer**	3840 Orphans Court**	4844 Escheator**
2830 Supreme Court (to 1831) **	3844 Escheator**	
2840 Orphans Court**		
2843 Relief Commission**		
2844 Escheator**		
2846 Motor Vehicle Inspector**		
2847 Board of Trustees of the New Castle Workhouse**		
2848 Superintendent of Schools**		
2849 Regulator of Weights And Measures**		
2850 Wreckmaster**		

\*\* Agency no longer in existence

**L. RECORD GROUP NUMBERS (continued)****MUNICIPALITIES**

<b>New Castle County</b>	<b>Kent County</b>	<b>Sussex County</b>
5000 Arden	6000 Bowers Beach	7000 Bethany Beach
5010 Ardencroft	6010 Camden	7010 Bethel
5020 Ardentown	6020 Cheswold	7020 Blades
5030 Bellefonte	6030 Clayton	7030 Bridgeville
5040 Delaware City	6035 Farmington	7040 Dagsboro
5050 Elsmere	6040 Felton	7050 Delmar
5060 Middletown	6050 Frederica	7055 Dewey Beach
5070 Newark	6060 Harrington	7060 Ellendale
5080 New Castle	6070 Hartly	7080 Fenwick Island
5090 Newport	6080 Houston	7090 Frankford
5100 Wilmington	6090 Kenton	7100 Georgetown
5200 Odessa	6100 Dover	7110 Greenwood
5400 townsend	6110 Leipsic	7120 Henlopen Acres
	6120 Little Creek	7130 Laurel
	6130 Magnolia	7140 Lewes
	6140 Milford	7141 Lewes Board of Public Works
	6150 Smyrna	7150 Millsboro
	6160 Viola	7160 Milton
	6170 Woodside	7165 Millville
	6180 Wyoming	7170 Ocean View
		7180 Rehoboth Beach
		7190 Roxana
		7200 Seaford
		7210 Selbyville
		7220 Slaughter Beach
		7230 South Bethany