

DELAWARE PUBLIC ARCHIVES
OPERATING POLICIES AND PROCEDURES

RECORDS RETENTION & DISPOSITION PROJECTS

A. LARGE SCALE PROJECTS (complete agency schedule creation/updates):

1. Initial contact with agency records officer regarding schedule project.
2. Meeting/presentation to top management regarding elements of project. Secure, in writing, project support/approval/commitment from agency head.
3. Overview/training session with management representatives and records officers/inventory assistants.
4. Development of project timetable for submission of records inventory forms.
5. Letter to agency head (cc:s to appropriate agency project staff) regarding project timetable, agency commitment, and quarterly update reports.
6. Follow through on inventory timetable.
7. Quarterly reports to agency head by Information Resources Specialist (IRS) as necessary through completion of project.
8. IRS creates draft retention schedule based on agency-developed inventory information, discussion with agency records officer and staff, and background research on any applicable Federal or state statutes.
9. When deemed appropriate by the IRS, draft schedule is sent to the State Auditor and Deputy Attorney General or legal authority assigned to the agency for review and comments. Comments are incorporated into the retention schedule.
10. Retention schedule approved and distributed.
11. Implementation of retention schedule by agency.
12. Periodic follow-up by IRS to confirm compliance with retention schedule and determine need for update or revision.

B. INDIVIDUAL RECORDS SERIES UPDATES/REVISIONS/DELETIONS TO CURRENT SCHEDULE:

1. Agency contacts IRS to initiate retention schedule revision/update, or update initiated after review of current schedule or agency practices.
2. IRS creates draft retention schedule revision/update based on agency-developed inventory information, discussion with agency records officer and staff, and background research on any applicable Federal or state statutes.
3. When deemed appropriate by the IRS, draft schedule is sent to the State Auditor and Deputy Attorney General or legal authority assigned to the agency for review and comments. Comments are incorporated into the retention schedule.
4. Retention schedule approved and distributed.
5. Implementation of retention schedule by agency.

6. Periodic follow-up by IRS to confirm compliance with retention schedule and determine need for update or revision.

Effective January 1, 1996
Revised October 1, 2003