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How to Read This Example

Delivery request with records from the same and different boxes

- [1] Date:** Enter the date the request is submitted.
- [2] Record Group number:** Enter the agency's Record Group number.
- [3] Authorized requester:** The request must be submitted by a Records Officer or Authorized Agent whose authorization is current for the fiscal year.
- [4] Agency names:** Write the official name of the department, division, and section in full. Do not use abbreviations or shortened names. For example, use "Department of Human Resources," not "DHR" or "Dept. of Human Resources," and use "Department of State," not "State."
- [5] One fulfillment method:** Select only one method on each form. For delivery, provide the recipient's name and complete physical address.
- [6] First requested record:** Identify the individual file or record clearly, such as by name, case number, or another distinguishing description.
- [7] Second requested record from the same box:** Enter each file or record on a separate line. Repeat the barcode, box number, and record series number on both lines.
- [8] Record from a different box:** Use a separate line and enter that record's own barcode and box number. Repeat the record series number when it is the same series.

Fields to leave blank

- Leave the yellow Archives Use Only fields blank.
- Leave Storage Facility blank unless directed otherwise by Delaware Public Archives staff.
- Do not check File Not Returning unless the record will not be returned to the State Records Center, such as a reactivated personnel file or a court-case expungement.
- The receipt and return signature blocks at the bottom are completed when records are delivered and returned.

All names, numbers, and agency information shown in this example are fictional.