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How to Read This Example

School delivery request for student records from multiple 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 student and the type of record requested.
- [7] Different record series and box:** A special education file is maintained separately from the cumulative file. Enter it on its own line using its own barcode, box number, and record series number.
- [8] Another record from a different box:** Enter the record on a separate line using the barcode, box number, and record series number shown for that box.

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.