



## **PREPARATION OF RECORDS FOR TRANSFER TO DPA**

### **Delaware Public Archives**

This is the second course in the Delaware Public Archives Records and Information Management training program. This course is recommended for all agency Records Officers and Authorized Agents.

This course will provide step-by-step instructions on identifying and organizing records, and the processes, forms, and boxes required to successfully transfer temporary or permanent records (paper or digital) to the Delaware Public Archives. Other topics include the costs associated with the process, the steps and forms necessary to retrieve files, making the most of your storage space, the differences between temporary and permanent (archival) storage, and collaborating with the offsite storage vendor(s) contracted by the State of Delaware.

Each class is scheduled from 9:00am - 12:00pm.  
**(Class size is limited)**

**Date:** Thursday, March 14, 2019  
Thursday, March 28, 2019  
Thursday, September 12, 2019  
Thursday, September 26, 2019

**Location:** Delaware Public Archives (Delaware Room)  
**Address:** 121 Martin Luther King Jr. Blvd North, Dover, DE 19901  
**Map Link:** <https://www.google.com/maps/@39.1580111,-75.5207573,18z>

While there is no cost to attend, registration is required. Registration for this course is managed by the Department of Human Resources, Statewide Training and Development. To register for this session, please select the following link: <https://dhr.delaware.gov/training/>

Please note: registrants will be notified by the Delaware Learning Center via email of any scheduling changes.

If you have any questions or need additional information, you may contact Kit Carson at (302) 744-5021 or [rodney.carson@state.de.us](mailto:rodney.carson@state.de.us)