



June 12, 2025

Subject: Custody of and Access to Archives-owned Records

Purpose

To clarify state and local agency understanding of the custody of and processes for access to Archives-owned records.

Background

The Delaware Public Archives' Mabel Lloyd Ridgely Research Room handles a high volume of requests for records from the public, as well as from state and local agencies, and in support of internal research efforts. While flexibility is warranted in urgent or emergent circumstances, it is crucial that our state and local government partners request records and assist the public with record access in accordance with Delaware Public Archives policies.

Policy

- Records transferred to the custody of the Archives for permanent preservation become the legal property of the Archives and will not be returned to state or local government agencies. Originating agencies seeking to access transferred records must contact the [Research Room](#).
- Agencies unable to provide a specific citation for a record request may be required to come visit the Archives on-site to identify the particular record they need.
- When a member of the public contacts a state or local government agency seeking access to a record in the Archives' custody for permanent preservation, the agency should direct the patron to contact the [Research Room](#). Sending the patron to the Archives ensures proper tracking and consistent service for all patrons.

Effective June 12, 2025