

POLICY # 120	SUBJECT: Management of Public Records
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Approved By: Josette Manning, Cabinet Secretary	

DELAWARE CHILDREN'S DEPARTMENT POLICY

I. PURPOSE

The purpose of this policy is to establish procedures to ensure the Department's compliance with Delaware Public Records Law (Ref: Title 29, Chapter 5) regarding the management of public records.

II. POLICY

The Department ensures that all staff working with records shall abide by the rules, regulations, guidelines, procedures, forms and deadlines set forth by Federal and State agencies, including the Delaware Public Archive Government Services regarding records management, retention and custody.

It is also Department policy that, in addition to the general records retention schedule, each Division shall have and abide by a separate and unique retention schedule, approved by the Delaware Public Archive, if it has records unique to this Department that have special retention needs.

III. DEFINITIONS

- A. Archival Record- records that contain significant information about the past or present or provide significant evidence of the organization, policies, procedures, decisions and essential transactions of public business and are therefore worthy of long-term preservation and systematic management for historical and other research
- B. Authorized Agent- Division staff(s) authorized to request the transfer of records to or from the Delaware Public Archives/State Records Center for transitory or permanent storage, or for information retrieval and request record destruction.
- C. Delaware Public Archive (DPA), Government Services- provides guidance and training on the creation, destruction, maintenance, retention, use, and preservation of records and operates the State Records Center, which provides storage, and retrieval services for temporary records.
- D. Information Resources Specialist (IRS)- A DPA analyst assigned to each state agency to serve as a liaison between the state agency and the DPA.
- E. Records Officer- the staff(s) whose serves as liaison with the Delaware Public Archives for the purpose of implementing and overseeing the Department's records management program, and coordinating legal disposition, including destruction of obsolete records. The Records Officer is responsible for requesting the transfer of records to or from the Delaware Public Archives/State Records Center for transitory or permanent storage, or for information retrieval and request record destruction.

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- F. Records Retention and Disposition Schedule- a list or other instrument describing records and their minimum retention periods which is issued by the Delaware Public Archives

IV. PROCEDURES

- A. The Department ensures annually that there is staff designated in the roles of Records Officers and Authorized Agent(s).
- a. By May 1st of each calendar year, the Division of Management Support Services (DMSS) will identify a staff member to serve as the Department Records Officer for the coming fiscal year; DMSS will forward the name of the staff member to Division Directors and the Cabinet Secretary.
 - b. Each Division will identify a minimum of one Division Records Officer. It is recommended that divisions also identify an authorized agent for each unit. Divisions will submit the name(s) of their staff who will serve in these roles for the coming fiscal year to the Department Records Officer no later than June 1st of each year.
 - c. The Department Records Officer will be responsible for submitting the Appointment of Records Officer and Authorized Agents form to the Delaware Public Archives no later than June 30th of the current fiscal year.
- B. The Department Records Officer is responsible for coordinating Department-wide record management and retention activities.
- a. The Department Records Officer will advise and assist Department staff in records management and retention activities including ensuring compliance with minimum retention periods established by the Delaware Public Archives.
 - b. The Department Records Officer will monitor records management and retention as needed and as directed by the Delaware Public Archives.
 - c. The Department Records Officer will liaison with the assigned Information Resources Specialist from Delaware Public Archives.

V. RESPONSIBILITY

The Department Records Officer and the Policy Workgroup are responsible for guidance regarding this policy.