

Student Records Management

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Appointment of a Records Officer and Authorized Agents

- Delaware Schools are required by state law to appoint at least one Records Officer to manage their records.
- School districts may appoint as many Records Officers or Authorized Agents as they deem necessary.
- The list of authorized staff is updated annually at the beginning of each state fiscal year. (July 1st to June 30th)
- Due to the confidential nature of some records, the Delaware Public Archives (DPA) will not service requests for archiving, secure destruction, or delivery of records from unauthorized district personnel.

Identifying Information →

Records Officer Designation →

Authorized Agents →

Approval and Effective Date →

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SLC D575B State of Delaware Delaware Public Archives Phone # (302) 744-5000 121 Martin Luther King Jr. Blvd. North AnalystTeam@state.de.us Dover, DE 19901

APPOINTMENT OF RECORDS OFFICER AND AUTHORIZED AGENTS FOR FY2017

ALL FIELDS *MUST* BE COMPLETED

COLLEGE/UNIVERSITY/SCHOOL DISTRICT:

SECTION:

CAMPUS/SCHOOL: RECORD GROUP NUMBER:

SECTION I: APPOINTMENT OF RECORDS OFFICER

(THIS SECTION TO BE USED ONLY FOR THE DIVISION OR DEPARTMENTAL RECORDS OFFICER APPOINTMENT.)

In accordance with Title 29 Delaware Code, Section, 521, I appoint the following person as records officer to serve as liaison with the Delaware Public Archives for all agency records administration functions including requests for records retention scheduling, storage, and destruction services.

NAME:		TITLE:	
E-MAIL ADDRESS:		TELEPHONE #:	FAX #:
STATE LOCATION CODE:	MAILING ADDRESS (Include Street, Building, Town/City, State, Zip):		

SECTION II: APPOINTMENT OF AUTHORIZED AGENT(S)

In accordance with Delaware Public Archives (DPA) policy, I appoint the following person(s) to serve as authorized agent(s). Authorized agents are personnel designated by their agency head and/or records officer to sign DPA transfer documents, destruction notices and record service forms authorizing the transfer of records to the DPA for storage, requests for destruction authorization, requests for information retrieval and to submit agency publications.

Attach Additional pages if more space if needed.

NAME:		TITLE:	
E-MAIL ADDRESS:		TELEPHONE #:	FAX #:
STATE LOCATION CODE:	MAILING ADDRESS (Include Street, Building, Town/City, State, Zip):		
NAME:		TITLE:	
E-MAIL ADDRESS:		TELEPHONE #:	FAX #:
STATE LOCATION CODE:	MAILING ADDRESS (Include Street, Building, Town/City, State, Zip):		
NAME:		TITLE:	
E-MAIL ADDRESS:		TELEPHONE #:	FAX #:
STATE LOCATION CODE:	MAILING ADDRESS (Include Street, Building, Town/City, State, Zip):		
NAME:		TITLE:	
E-MAIL ADDRESS:		TELEPHONE #:	FAX #:
STATE LOCATION CODE:	MAILING ADDRESS (Include Street, Building, Town/City, State, Zip):		

IMMEDIATELY NOTIFY THE DELAWARE PUBLIC ARCHIVES AS CHANGES OCCUR TO SECTIONS I or II ABOVE.

EFFECTIVE DATE:

Records Officer

APPROVED BY:

Agency Head (NAME)

Title of Agency Head

Understanding the Retention Schedule

- The School District General Retention Schedule is divided into 8 parts:
  - Accounting and Finance
  - Administrative
  - Electronic Records
  - Food Service
  - Local School
  - Personnel
  - Student Records
  - Transportation

- The retention schedule identifies records by Record Series Number. The first step staff should take when working with district records is to identify their series number(s) on the retention schedule. This will provide instructions for how to handle the record.

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-001	STUDENT CUMULATIVE RECORDS K-12 / TRANSFER, WITHDRAWAL, OR DROP (PUBLIC, CHARTER, VOCATIONAL SCHOOLS)	Record / Info Copy	Local School / Guidance Office	CONF	ONE HUNDRED YEARS	Retain at agency through the end of each school year after transfer, withdrawal, or drop; purge according to approved purge list (Page #71); transfer to Delaware Public Archives for duration of retention period; destroy. NOTE: EFFECTIVE 2/2005 HEALTH RECORDS AND DISCIPLINE RECORDS SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION OR WITHDRAWAL. Title 14 Education 200 Administration and Operations 252 Required Educational Records and Transfer and Maintenance of Educational Records NOTE: FOR THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS, HEALTH RECORDS OR DISCIPLINE RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR, THOSE RECORDS WILL ALSO HAVE TO BE COMBINED BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES. Revised 2006

Series Number

Series Title & Description

Total Retention & Instructions

- The retention schedule is divided into columns that list the Record Series number, title and description, confidentiality, and retention instructions.

Procedures for Student Cumulative Records

- Student Cumulative Records are identified by one of four different record series:

  - **GSS-001** – This record series is associated with students who transfer, withdrawal, or drop out of school.
  - **GSS-002** – This record series is associated with students who have graduated from high school.
  - **GSS-003** – This record series is associated with students who attend vocational tech schools.
  - **GSS-004** – This record series is associated with students who are enrolled in special education programs.

- A cumulative record should also include any health and discipline information for the student. If this information is maintained separately for active students, it must be interfiled prior to transferring the records to archives.

Procedures for Student Cumulative Records

- Student records should be organized alphabetically by school year and maintained on-site until the student graduates or becomes inactive.

- Special education records should be maintained separately from general education student records. A special education cumulative record should contain the cumulative, health, discipline, and audit portions of the file. If they are not maintained separately throughout the year, they must be separated prior to transferring them to archives.

- Special education records should be organized alphabetically by school year and maintained on-site for 3 years after student graduates or becomes inactive.

Transferring Records to the Delaware Public Archives

- Records that are eligible for transfer to Delaware Public Archives require a completed content list.
- A content list template is provided to each school by DPA upon request.
- The content list must include each folder being transferred.
- The content list must adhere to the organizational structure of the records, i.e. alphabetical, chronological, numerical, etc.
- All content lists must contain at least two record identifiers, i.e. full name and date of birth, month and year of record, etc.

Content List Sample:

RG	RC_Series	Begin_Year	End_Year	School_District	School_Name	Series_Name	LastName	FirstName	DOB	Disposition_Date	Box_Num	Comments
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Adams	John	01/05/1998	100/09	1 of 5	*SAMPLE*
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Adkins	Mark	02/04/1998	100/09	1 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Brennan	Julia	06/04/1997	100/09	1 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Brooks	Michael	09/09/1998	100/09	1 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Carter	Suzan	10/23/1997	100/09	2 of 5	*SAMPLE*
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Casper	Sarah	06/08/1998	100/09	2 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Davis	James	04/05/1998	100/09	2 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Davis	Marcus	03/03/1997	100/09	2 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Ellis	Christina	11/08/1998	100/09	3 of 5	*SAMPLE*
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	James	Patricia	11/09/1998	100/09	3 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	James	Tasha	12/25/1998	100/09	3 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Morris	Daniel	03/17/1997	100/09	3 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Morris	James	05/21/1997	100/09	4 of 5	*SAMPLE*
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Nader	Ralph	06/16/1998	100/09	4 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Neil	Shanay	09/25/1998	100/09	4 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Parsons	Jeremey	05/14/1998	100/09	4 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Redding	Michael	06/21/1999	100/09	5 of 5	*SAMPLE*
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Rezak	Molly	12/12/1999	100/09	5 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Smith	Adam	09/14/1998	100/09	5 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Smith	Christoher	04/24/1998	100/09	5 of 5	
8070	GSS-001	2012	2013	Cape Henlopen	Cape Henlopen High School	Student Cumulative Records, Inactive	Zeus	Alan	06/16/1999	100/09	5 of 5	*SAMPLE*

Completing the Transfer Document

- Records that are eligible for transfer to Delaware Public Archives require a completed transfer document.
- The transfer document lists all boxes in the transfer group.
- Transfer documents are limited to one Record Series per transfer.
- Transfer documents must be submitted by authorized personnel.
- The content list and transfer document must be approved by your DPA analyst prior to delivering the records for storage.
- School staff is contacted to schedule a date to deliver records for storage and destruction. An approved records transfer does not mean the boxes can be delivered right away.

Identifying Information →

Transfer/Retention Instructions →

Series Description →

Box Transfer List →

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Phone: (302) 744-5000 Email: AnalystTeam@state.de.us

TRANSFER DOCUMENT

THIS FORM IS USED EACH TIME MATERIAL IS TRANSFERRED TO OR FROM THE DELAWARE PUBLIC ARCHIVES

DEPT. RECORDS OFFICER REVIEW		DIV. RECORDS OFFICER REVIEW		DELAWARE PUBLIC ARCHIVES USE ONLY						
INITIALS	DATE	INITIALS	DATE	Archives Series #			TD/Location #			
				Reviewed By:	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE

Records Officer/Authorized Agent	Date	Cape Henlopen School District Department
Point of Contact and Email	Telephone Number	Division
Mailing Address		Section/Program/Location

8070 Record Group #	GSS-001 Series #	☒ Yes ☐ No Confidential

THESE RECORDS HAVE MET ALL AUDIT AND RETENTION REQUIREMENTS AND ARE TRANSFERRED FOR THE FOLLOWING DISPOSITION:

Has this material met audit requirements:	☐ Yes ☐ No	Date Audited?	Select F1 for assistance on type of year	Please indicate year.

☒ Transfer to State Records Center for ____ year(s) storage; destruction date ____: Total Retention: ____

☐ Transfer to State Records Center for Storage; ____ years; then Transfer to Archives for Permanent Preservation on: ____.

☐ Permanent transfer of records for preservation in Archives

MICROFORM REQUESTED: ROLL FILM ☐ 16MM ☐ 35MM 35MM ☐ CARTRIDGE MICROFICHE ☐ 16MM ☐

COMMENTS: ____

Agency Box Number	TITLE OF RECORD: Student Cumulative Records, Inactive 2012-2013 DESCRIPTION OF THE CONTENTS OF EACH BOX, WITH INCLUSIVE DATES (FY OR CY)	ACTION DATE	DPA Storage Barcode Number
1 of 5	Adams, John To Brooks, Michael		
2 of 5	Carter, Suzan To Davis, Marcus		
3 of 5	Ellis, Christina To Morris, Daniel		
4 of 5	Morris, James To Parsons, Jeremey		
5 of 5	Redding, Michael To Zeus, Alan		

RECORDS RECEIVED BY THE DPA OR SUBCONTRACTOR: ____ Signature ____ Date

RECORDS RETURNED TO AGENCY FROM THE DPA: ____ Signature ____ Date

How to Label Boxes for Transfer



BOX ## OF ##

Cape Henlopen - 8070
Cape Henlopen High School
Student Cumulative Records
GSS-001
2012-2013

name on first file in box - to - name on last file in box

Additional Transfer Considerations

- Leave enough space in each box so that you can place your hand inside, this makes it easier to retrieve records and prevents misfiles.
- Transport materials in an enclosed vehicle to prevent exposure to the elements.
- Stack boxes evenly to avoid an avalanche during transport.
- Only use acid-free boxes for transfer of permanent record materials.
- After you schedule a delivery date, remember to print the formatted content list and place a copy in each box.

Requesting Records from DPA

- Once records have been transferred, they can be requested by district staff as needed.
- A Record Service Form is completed and submitted to rrecords@state.de.us.
- The Record Service Form must be submitted by authorized personnel.
- Questions about a record or record request can be directed to your DPA analyst prior to submitting the Record Service Form.

Identifying Information →

Delivery Instructions →

Request Information →

Records requests can be emailed to rrecords@state.de.us

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Phone # (302) 744-5000 rrecords@state.de.us

RECORDS SERVICE FORM

Date: June 14, 2016
Record Group # 8070
Records Officer/Authorized Agent:
Department: Cape Henlopen School District
Address:
Division:
Phone:
Section:

☐ DELIVER RECORDS TO (Name / Physical Address):
☐ EMAIL RECORD(S) TO (Name/Email):
☐ RECORD(S) WILL BE PICKED UP BY AGENCY REPRESENTATIVE (Name):

ARCHIVES USE ONLY INQUIRY #	Storage Facility Box #	ARCHIVES USE ONLY LOCATION	YOUR AGENCY BOX #	Record Series Number	YEAR OF RECORDS	RECORD TITLE DESCRIPTION	*Storage Facility* Iron Mountain Access Information Management DE Public Archives

RECORD(S) RECEIVED FROM THE DE PUBLIC ARCHIVES — SIGNATURE — DATE
RECORD(S) RETURNED TO THE DE PUBLIC ARCHIVES — SIGNATURE — DATE

DOC CONTROL # PPA PM1 052212013

Destroying Records

- Records that have met their retention may be submitted to DPA for secure destruction.
- Destroying records requires an approved Destruction Notice.
- Destruction Notices are completed by school staff and submitted to their DPA analyst for review.
- Once the DPA analyst has reviewed the Destruction Notice, it is sent to the State Archivist for approval.
- Approved destruction notices are forwarded back to the staff that submitted the request and, if using DPA secure destruction, a date is established to deliver the materials.

Identifying Information →

Destruction Method →

Records to be Destroyed →

Comments →

Authorized Signature →

State Archivist Approval →

Finalized Destruction →

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Phone # (302) 744-5000 *Email: AnalystTeam@state.de.us*

DESTRUCTION NOTICE

DEPT. RECORDS OFFICER REVIEW	DIV. RECORDS OFFICER REVIEW
Initial: Date:	Initial: Date:

DE PUBLIC ARCHIVES USE ONLY
JOB #
Reviewed By: Initials Date Initials Date

Date:
Department: Cape Henlopen School District SLC # Division: Cape Henlopen High School
Section: Guidance/Student Services Address:
Contact Person: Phone: Fax:

DESTRUCTION AUTHORIZATION IS REQUESTED FOR THE FOLLOWING RECORDS:

☐ To be Destroyed/Discarded by the originating Agency. ☒ Method of Destruction: Shredding
☒ To be Destroyed by the Delaware Public Archives.
Record Group No.: 8070

Schedule Series #	RECORD TITLE AND DESCRIPTION	Date Span of Records	Volume (Cu.Ft.)	Box # (s)	# Microfiche and/or Roll Numbers
GSS-001	Student Cumulative Records, Inactive	YYYY-YYYY	5.00	5	
	Purged Materials				

COMMENTS: Purged materials from cumulative records, 5 boxes total.

APPROVALS AND CERTIFICATIONS

Records shall not be destroyed without the authorization of the State Archivist and Records Administrator or their designee.
Title 29 Delaware Code § 504(b).

I hereby certify that for the above described records, all federal, municipal, and state audits have been completed and all audit reports have been accepted and resolved and further that no legal actions are pending to which these records may be pertinent.

Authorized Signature: Records Officer/Authorized Agent Signature Date:

I hereby give final approval to destroy the above described records:

State Archivist & Records Administrator: **Sample** Date:

DESTRUCTION AT AGENCY	DESTRUCTION AT DE PUBLIC ARCHIVES
I hereby certify that the above described records have been destroyed. (Send copy of this notice to DE Public Archives after destruction.)	I hereby certify that the above described records have been destroyed.
Records Officer/Authorized Agent Signature Date	Delaware Public Archives Representative Date

Additional Destruction Considerations

- Remove any large metal clips, heavy duty staples, or plastic binders.
- Do not use Paige Archive boxes for destruction; they are expensive.
- DPA recommends using standard printer paper boxes for destruction.
- Destruction materials *do not* require a content list.
- Transport destruction materials in an enclosed vehicle to avoid exposure to the elements.
- Records may not be destroyed until you receive a copy of the destruction notice signed by the State Archivist.

DPA ONLINE

The majority of records used for Italian genealogical research come from two major record sets, civil registration and ecclesiastical records. This lecture will cover what type of civil and...[more]

February 13, 2016 - 2:00 p.m.

February Meeting of the Downstate Delaware Genealogical Society

A non-profit organization for people who have an interest in genealogy, this group meets every other month at the Delaware Public Archives. The public is welcome to all meetings and guests are encouraged...[more]

MORE UPCOMING EVENTS »

neighbors will be sharing our parking lot on Tuesdays, Wednesdays, and Thursdays through the end of June. The early bird gets the worm (and the good parking spots) so come to the Archives and start your research early on those days!

December 22, 2015

Research Room Closed

Due to the Martin Luther King, Jr. holiday, the Mabel Lloyd Ridgely Research Room will be **closed Monday, January 18th, 2016.**.

MORE NEWS »



Digital Archives

Delaware's most prized documents, photographs of Delaware in the past, historic audio clips, and much more can be found...[more]



Research Room

The Mabel Lloyd Ridgely Research Room is open to the public from 8 a.m. to 4:15 p.m., Monday to Friday unless otherwise noted...[more]



Public Finding Aids

Agency Histories, Guides to the Census, Civil War records, and Home History are just a few of the links available...[more]



Government Services

Government Services is responsible for the administration and implementation of the Delaware Public Records law by providing...[more]



Digital Ancestry

You can use your Delaware Library Card to log in to the Delaware page on Ancestry.com. By using your card you can have free...[more]



Outreach

We maintain an active outreach program that provides Delawareans and the world community the opportunity to learn...[more]



Collection Gateway

Search 400,000+ records. Then, get a price quote or print a detail slip for your Research Room visit!

record; we have not extracted all the information. It is strongly recommended that researchers view the original record.

www.archives.delaware.gov

Records Management Forms include the Records Officer Appointment form, Transfer Document, Destruction Notice, and Record Service Form.

Manuals

Information that assist agencies with the procedures to manage the disposition of records with the Archives and State Records Center.

- Preparation of Records for Transfer to DPA (pdf)
- The User's Guide to Storage and Use of Archives Boxes (pdf)

Records Management Forms

This section includes various records management forms and User's Guides used by state and local government agencies to interact with the DPA.

- Records Management Forms

Records Management Policies and Procedures

Polices and administrative procedures that provide guidance on managing records in accordance with Federal and State laws, regulations and industry standards

- Records Policies

Retention Schedule

A Retention Schedule is a listing of record series that describes an agency's record and specifies the minimum retention duration and disposition instructions.

- Retention Schedule

Tips and Tools

The intent of this section is to provide further explanation of the tasks and best practices agency personnel use in records management. The following items (or 'guides') contain tips and tools created by Delaware Public Archives and other professional records management associations. These are to be used by agencies so that they may be more successful in managing their records.

- Tips and Tools

Appointment Form

Destruction Notice

Record Service (Record Request) Form

Transfer Document

Appointment Forms

Municipalities, Counties and State Agencies

- Record Officer and Authorized Agent Form for **Municipalities, Counties and State Agencies** (doc)
- User's Guide to Appointment of Records Officer and Authorized Agents: Local Government and State Agencies (pdf)

School Districts, Schools, Colleges and Universities

- Record Officer and Authorized Agent Form for **School Districts, Schools, Colleges and Universities** (doc)
- User's Guide to Appointment of Records Officer and Authorized Agents: School Districts, Schools, Colleges and Universities (pdf)

Records Management Forms

Destruction Notices

- Destruction Notice Form (Regular) (doc)
- User's Guide for Destruction Form (pdf)

Image Support

- Image Support Request Form (doc)
- User's Guide for Imaging Support Request Form (pdf)

Record Series

- Record Series Inventory Form (doc)
- User's Guide for Inventory Form (pdf)

Record Service

- Records Service Form (doc)
- User's Guide to Records Service Form (pdf)

Transfer Documents

- Transfer Document Form (doc)
- User's Guide for Transfer Form (pdf)

Each form also contains a link to a user's guide that can answer basic questions related to the document.

The retention schedule link shows you all retention schedules that have been published online.

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- Tips and Tools

Retention Schedules

A Retention Schedule is a listing of record series that describes an agency's record and specifies the minimum retention duration and disposition instructions.

Agency Specific Retention Schedules

An agency specific retention schedules applies to unique or specific records that are created, received and used by a particular agency.

- Delaware State Housing Authority (pdf)
- Department of Agriculture (pdf)
- Department of Insurance (pdf)
- Department of Transportation (pdf)
- Office of the Public Defender (pdf)

General Records Retention Schedules

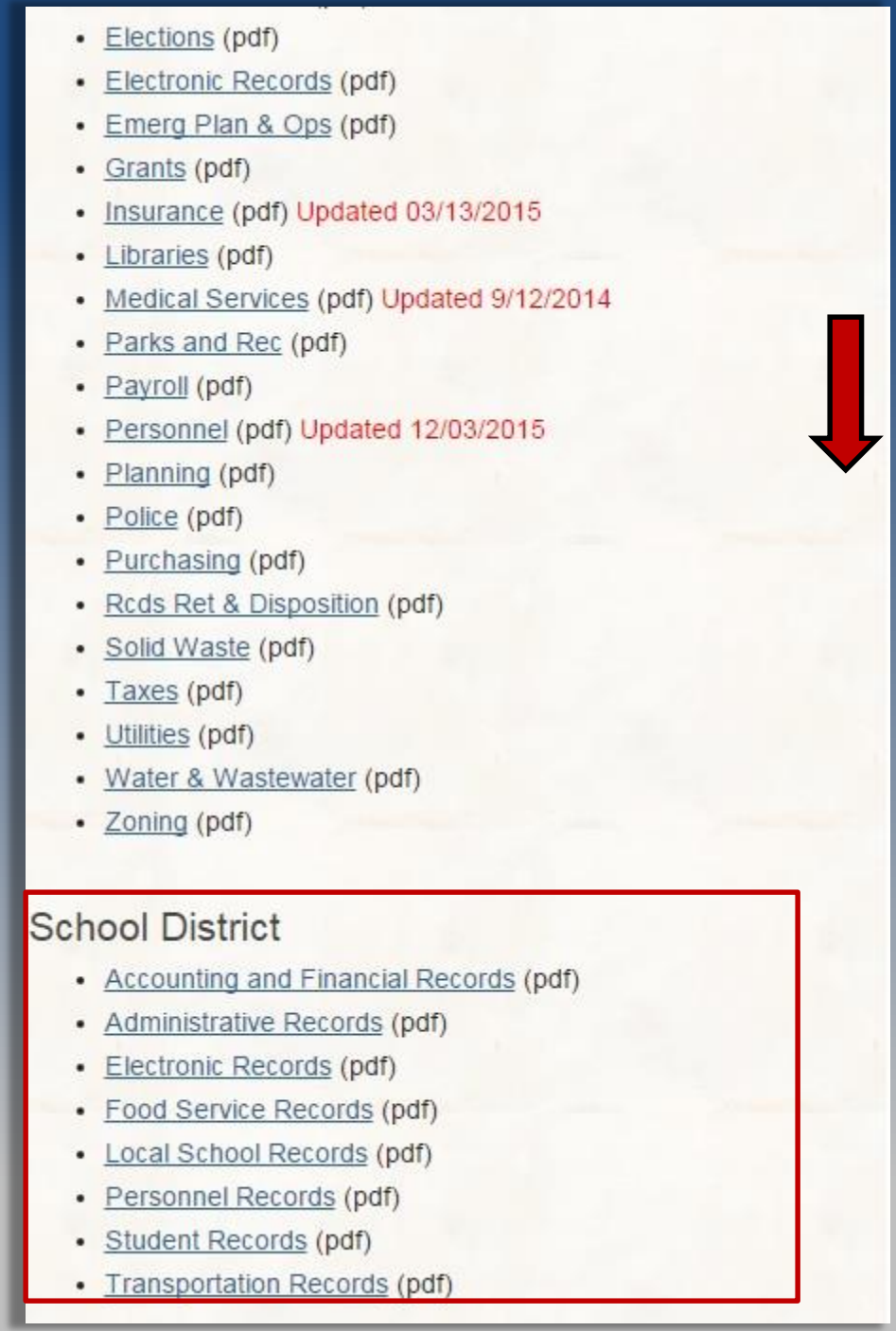
A general record retention schedule applies to records that are commonly created, received and used by most state or local government agencies. Typically, these records relate to functional areas such as accounting and finance, administration, payroll and personnel.

- General Records Retention Schedules

The School Schedule can be found by clicking on '*General Records Retention Schedules'* at the bottom of the page.

Scroll down until you see '*School District*'

All 8 parts of the school district retention schedule are searchable by record series number and/or keyword.



Final Considerations

- Forms and retention schedules can change periodically. It is best to access these materials from our website to be sure you are using the current version.

- Establish a filing system that works well with archiving procedures, this minimizes work when the time comes to transfer or destroy the records.

- Archival boxes are often ordered by the district and distributed to schools as needed. If you are responsible for ordering archival boxes for your school/section, the ordering information can be found below:

Peter Brown – 1(800) 223-1901 ext. 116
pbrown@paigecompany.com
http://contracts.delaware.gov/contracts_detail.asp?i=823

Thank you!



corey.lucas@state.de.us
Archives.delaware.gov
(302) 744-5006