



Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 220.11 Amended – Preservation of Commonwealth Deeds

Date: November 6, 2024

A handwritten signature in black ink, appearing to be "N. Weaver".

By Direction of: Neil R. Weaver, Secretary of Administration

Contact Agency: Pennsylvania Historical and Museum Commission
Bureau of Pennsylvania State Archives
Telephone: 717.783.9884

1. PURPOSE.

To establish policy, responsibilities, and procedures for the submission and storage of Commonwealth Deeds.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies").

3. OBJECTIVE.

To provide for the systematic submission of original land records and documentation to the Pennsylvania Historical and Museum Commission (PHMC), Bureau of Pennsylvania State Archives (hereinafter referred to as the "State Archives").

4. DEFINITIONS.

- a. **Commonwealth Deeds.** All recorded deeds of conveyance relating to real estate acquired by the Commonwealth.
- b. **Fixed Asset Number.** The number assigned to a fixed asset by an agency's fixed assets coordinator located on the asset's master record.
- c. **Related Documentation.** Contracts; maps; surveys; title insurance policies; abstracts of titles; documents related to mineral rights, including gas and oil leases; and other documents relating to the real estate owned by the Commonwealth.

5. POLICY.

- a. In accordance with *Executive Order 1992-1, Records Management*, the Secretary of Administration is responsible for administering the records management program for agencies, and PHMC, in coordination with the Secretary of Administration, is responsible for implementing the program.
- b. Pursuant to *Section 1203 of The Administrative Code of 1929, Act of April 9, 1929, P.L. 177, No. 175, § 1203, as amended, 71 P.S. § 333*, and *Section 902 of the Community and Economic Development Enhancement Act, Act of June 27, 1996, P.L. 403, No. 25, § 902, 71 P.S. § 1709.902*, the State Archives is the custodian of all Commonwealth land records, including Commonwealth Deeds.
- c. To ensure safekeeping of Commonwealth Deeds, agencies shall submit all original Commonwealth Deeds and Related Documentation to the State Archives within 30 days of the assignment of the Fixed Asset Number.

6. RESPONSIBILITIES.

- a. **State Archives** shall preserve, file, organize, and maintain the list of all records relative to the submission of Commonwealth Deeds in accordance with established archival procedures. In addition, the State Archives shall provide reference services for agencies requesting copies or information from the records according to established reference policies.
- b. **Department of General Services (DGS)** shall update the Commonwealth's land and building inventory in accordance with current DGS procedures.
- c. **Agency Heads** shall submit the original Commonwealth Deed and Related Documentation to the State Archives for every real estate transaction, within 30 days of the assignment of the Fixed Asset Number.

7. PROCEDURES.

- a. For every real estate transaction, Agency Heads shall prepare and submit to the State Archives the original Commonwealth Deed, along with the following information:
 - (1) Name(s) of grantor and grantee.
 - (2) Transmittal date.
 - (3) Description of property.
 - (4) Property location, including the county and township.
 - (5) Total acreage.
 - (6) Fixed Asset Number.
 - (7) Related Documentation.

- b.** Archives shall accept and process Commonwealth Deeds and Related Documentation in accordance with its accessioning and processing procedures.

This directive replaces, in its entirety, *Management Directive 220.11 Amended*, dated March 7, 2013.