

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 1

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G001.001	Administrative Correspondence and Subject Files (Executive Level) Executive level documentation of agency activities. May include, but is not limited to: <ul style="list-style-type: none"> • Organizational approvals; • Weekly and monthly reports; • Studies; • Correspondence; • Speeches; and • Other materials from senior management employees such as agency heads, deputy secretaries or equivalent, chief counsels, bureau directors or equivalent, and members of boards or commissions. <p>* AGY - Contact State Archives for archival review after end of retention.</p>	M	No	8Y	0Y	2
G001.002	Policies and Procedures (Executive Level) Policies and procedures issued to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include, but is not limited to: directives, policy statements, printed or published procedures, manuals, bulletins, orders, rules, or notices from senior management employees such as agency heads, deputy secretaries or equivalent, chief counsels, bureau directors or equivalent, and members of boards or commissions. * AGY - Retain two (2) years from when item is amended or rescinded, then contact State Archives for archival review.	M	No	2Y	0Y	2
G001.003	Studies and Operational Plans (Executive Level) Major administrative studies initiated from senior management employees such as agency heads, deputy secretaries or equivalent, chief counsels, bureau directors or equivalent, and members of boards or commissions. May include, but is not limited to: <ul style="list-style-type: none"> • Strategic plans; • Project design plans; • Surveys/questionnaires; • Charts and diagrams; • Statistics and preliminary analysis reports; • Research materials; • Drafts; and • Other documentation related to enterprise and agency projects, management studies, non-fiscal audits, and planning studies. <p>* AGY - Contact State Archives for archival review after end of retention.</p>	M	No	8Y	0Y	2

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 2

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.004	Official Recommendations/Appointment Records (Executive Level) A record of the procedure by which members are asked to do service by appointment or recommendation on any committee, council, board, or task force. May include, but is not limited to: correspondence; appointment letters; instructions; and notices of termination or re-appointment. Does not include that information which resides in the Official Personnel File. * AGY - Contact State Archives for archival review after end of retention.	M	No	8Y	0Y	2
G001.005	Minutes of Meetings (Executive Level) Official minutes, agendas, and supporting documentation of all commonwealth agencies, commissions, and boards. May include, but is not limited to: • Agenda; • Place; • Date; • List of attendees; • Information distributed to attendees; and • Summary of discussions, decisions, and orders dictated by an agency. *AGY - Contact State Archives for archival review after end of retention.	M	No	8Y	0Y	2
G001.006	Administrative Correspondence and Subject Files (General Office) Routine correspondence concerning day-to-day office administration and activities. May include, but is not limited to: correspondence between other agencies; correspondence with the public and staff; and internal meeting minutes. Does not include program correspondence, executive-level correspondence or correspondence concerning policies and procedures.	M	No	3Y	0Y	3

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 3

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.007	<p>Program Administration Files</p> <p>Documents the administration of divisions, bureaus, offices, programs, and similar governmental organizations and usually is received or produced by the administrator and/or key staff. These records are part of official program files that serve as unique documentation of the functioning body for which the program exists. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence and memos concerning program functions; • Program activity reports and statistics; • Files on the development and establishment of goals and objectives, plans, laws and regulations; • Meeting materials related to programs such as agendas, handouts and summaries; and • Other related records. <p>* AGY – Contact State Archives for archival review after end of retention</p>	M	No	8Y	0Y	2
G001.008	<p>Annual/Special Reports and Publications</p> <p>Summaries and publications of important activities and accomplishments of an agency/commission/ board in narrative and statistical form. May include, but is not limited to the following items published by or for the commonwealth, its legislature, courts, constitutional offices, or any authority, board, commission, department or other state governmental agency or issued in conjunction with, or under contract with, the federal government, local units or government, private individuals, institution, or corporation:</p> <ul style="list-style-type: none"> • Agency's Governor transition reports; • Documents; • Pamphlets; • Studies; • Brochures; • Books; • Annual reports; • Codes; • Regulations; • Journals; • Periodicals; or • Magazines. <p>* AGY - Upon issuance of report, transfer one copy to the State Archives. Retain all other copies as long as of administrative value. For publications, see the applicable management directive for submission of all commonwealth publications.</p>	M	No	1Y	0Y	2

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 4

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.011	Accreditation Records	M	No	2Y	0Y	2
	Documents the accreditation process relating to an agency's program or programs as required by federal or state statute, or other professional organizations. May include, but is not limited to:					
	<ul style="list-style-type: none"> • Background support materials; • Correspondence; • Guidelines; • Reports; and • Procedures. 					
	* AGY - Retain two (2) years or until superseded, then contact State Archives for appraisal.					
G001.012	Reorganization Studies	M	No	4Y	0Y	2
	Records documenting actual and proposed agency organizational structure. Includes organizational charts.					
	* AGY – Contact State Archives for archival review after end of retention.					
G001.013	Complaint Records	M	No	2Y	0Y	3
	Documents complaints against the agencies. Includes complaint, investigatory materials, and related correspondence. Does not include complaints concerning a non-Governmental regulated entity.					
	* AGY - Retain two (2) years after resolution. If a complaint becomes the subject of litigation, it becomes subject to the minimum retention of the case file.					
G001.014	Right-to-Know Law Files	M	No	2Y	0Y	1
	May include, but is not limited to:					
	<ul style="list-style-type: none"> • Written requests made under the Right-To-Know Law and all documents submitted with the request; • The agency response; • All related correspondence, tracking of requests, appeals, decisions; and • Other written communications. 					
G001.015	Requests for Information	M	No	2Y	0Y	1
	Letters, memos, inquiries, copies of responses, and related records documenting requests for information from the public, the media, and other agencies.					
	Note: Does not include formal requests filed under the terms of the Right-to-Know Law.					

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 5

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.016	<p>Presentation Materials</p> <p>Materials created by or for an agency for use in briefings, demonstrations, classes, meetings, seminars, or training purposes (e.g., slides, overheads, flip charts, audio/video tapes, and handouts).</p> <p>* AGY - Retain one (1) year or as long as of administrative value.</p>	M	No	1Y	0Y	1
G001.017	<p>Vendor Product Equipment Files</p> <p>May include, but is not limited to: Correspondence and manuals related to legal ownership and maintenance of agency equipment such as legal titles, warranties, and maintenance logs.</p> <p>Note: Does not include records maintained in the General Accounting Schedule.</p> <p>* AGY - Retain one (1) year or until superseded or obsolete.</p>	M	No	1Y	0Y	1
G001.018	<p>Professional Organizations and Conferences</p> <p>Documents relating to membership/ participation/ attendance in professional organizations and conferences.</p>	M	No	2Y	0Y	1
G001.019	<p>Calendars, Appointment Books and Visitor Logs</p> <p>A record of appointments, schedules, meetings and visitor logs for all commonwealth employees.</p> <p>NOTE FOR AGENCY HEAD CALENDARS ONLY: Contact State Archives for archival review after end of retention.</p> <p>* AGY - Retain current year plus one (1) year.</p>	M	No	1Y	0Y	1
G001.020	<p>Directories and Mailing Lists</p> <p>Lists of current and former employees and/or phone listings, office listings or lists of contacts or service providers.</p> <p>* AGY - Retain until superseded or obsolete.</p>	M	No	0Y	0Y	3

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 6

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.021	Transitory Records	M	No	0Y	0Y	1
	<p>Records that have no documentary or evidentiary value and that need not be set aside for future use; have short term administrative, legal or fiscal value and should be disposed of once that administrative, legal or fiscal use has expired; or are only useful for a short period of time, perhaps to ensure that a task is completed or to help prepare a final product. Depending on the context, transitory records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Routing slips; voice-mail and phone messages; • Miscellaneous notices or memoranda; • Information copies of widely distributed materials; • Information received as part of a distribution list or email messages received from list servers and other Internet sources, solely for convenience of reference; • Preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; • Documents that are superseded or updated, (may not include official reports, newsletters, etc.); • Duplicate copies of documents that are retained only for convenience or future distribution and user copies (not original document); • Duplicate stocks of obsolete publications, pamphlets, or blank forms; • Unsolicited advertising materials; • Information in a form used for casual communication of a transitory nature; • Information, copies or extracts of documents, received only for convenience of reference and which do not form part of the official record; and • Memoranda (paper-based or email) pertaining to scheduling an event, with no long term value. <p>* AGY - Retain as long as of administrative value.</p>					
G001.022	Procedure Manuals	M	No	0Y	0Y	3
	<p>Procedures issued in a collective manual that govern the day-to-day operation and administration of various programs within an agency. May include, but is not limited to: handbooks; desk manuals; and other instructive materials.</p> <p>* AGY - Retain until superseded or no longer in effect.</p>					
G001.024	Transmittal Copy	M	No	0Y	0Y	3
	<p>Copy of an official record created for the sole purpose of transmitting that copy to another agency or entity.</p> <p>* AGY - Destroy when no longer needed.</p>					

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 7

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.025	Transitory Files - Confidential	M	No	0Y	0Y	3
	Records similar to those identified in G001.021, Transitory Files, except the contents of which for reasons of confidentiality, security, or privacy require special handling for their final disposition. * AGY - Retain as long as of administrative value.					
G001.026	Public Meeting Audio Recordings - Transcribed	M	No	0Y	0Y	6
	Audio recordings of public meetings including Board and Committee Meetings (e.g. Audit, Finance, Appeals, Bylaws and Policy, Elections, etc.). Information captured may include, but is not limited to: approval of the minutes from prior meeting; introductions; presentations and/or discussions from the public; Executive Director, Chief Counsel, and committee reports; votes on resolutions; and actual discussions. Tapes are preserved for reference until transcribed and/or the minutes are approved at the next meeting. Note: Executive session is confidential and is not audio recorded. * AGY - Retain until the transcribed information and/or the minutes are approved by the Board and/or committee members. After information is transcribed follow G001.005 Minutes of Meetings (Executive Level).					
G001.028	Inventories	M	No	0Y	0Y	3
	Inventories maintained by agencies of supplies or any other item that needs to be tracked. Does not include General Capital Assets, Capital Assets, Proprietary Funds or Low Value Assets entered into SAP (G010.013) * AGY - Retain until superseded or obsolete.					
G001.029	State Employee Combined Appeal (SECA) Program Records	M	No	0Y	0Y	3
	Records kept by each agency to manage the SECA Program, including, but not limited to: SECA communications, training materials, meeting minutes and notes, financial and expense records, event logistics information, correspondence, memoranda and letters. * AGY - Retain as long as of administrative value.					

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Page: 8

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

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G001.030	Graphic Art Files Drawings, layouts and artwork used in the development of pamphlets, flyers, posters and other documents. May include, but is not limited to: <ul style="list-style-type: none">• Drafts;• Copy edit material;• Job orders;• Specifications;• Visual display materials;• Photographs;• Production negative;• Final publications; and• Other related information. * AGY - Retain one (1) year after final publication or as long as of administrative value.	M	No	1Y	0Y	1
G001.031	Rental Files Documentation of activities to rent commonwealth facilities. May include, but is not limited to: invoices; fee documents; and agreements. * AGY – Retain three (3) years after event and last payment.	M	No	3Y	0Y	1