



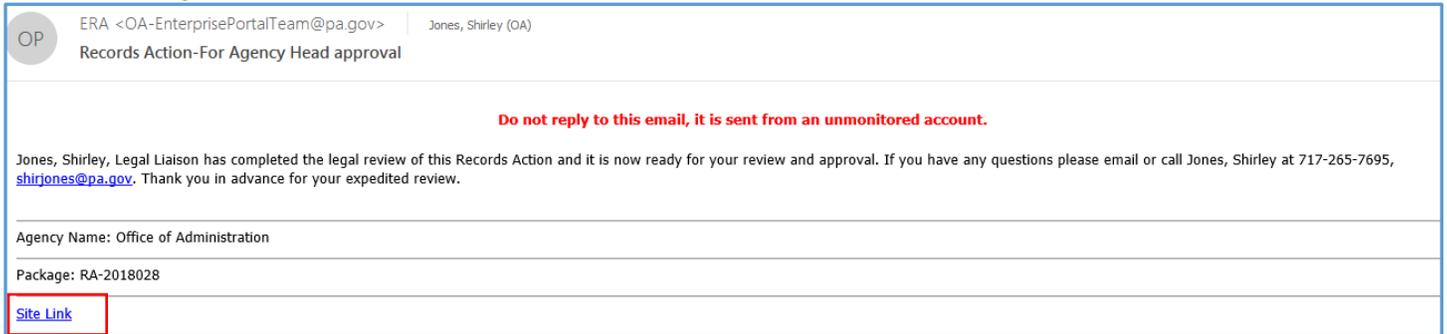
Enterprise Records Action System
User Manual for Agency Heads
Or Designees

Records Action System for Agency Head (AH or Designee) Overview

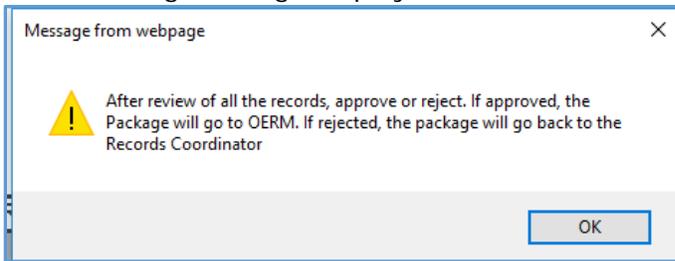
The Enterprise Records Action System (ERAS) provides a workflow (WF) for agencies to make changes to their agency-specific records retention and disposition schedules. The process begins when the Agency Records Coordinator (RC) enters and submits a records package which then goes to the Agency Records Legal Liaison (LL) for approval or rejection. After the LL approves a package, the Agency Head (AH) or Designee receives an email from the system indicating a package has been submitted by the LL and is ready for review by the AH. The following is a brief overview of the AH WF process within the system.

Review Process

1. Open the email generated from the ERAS and click on the provided link at the bottom of the email message.



2. The following message displays: Click OK.



3. The link opens to the ERAS. The screen displays a package in AH Review status.

RecordRetention - Section8

Package Name: RA-2018028 - Status: AH Review

Section 8: Approvals

Records Coordinator Approval <input type="button" value="Approve"/> Name: <input type="text" value="miamiller@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/17/2018 12:18:21 PM"/>
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/> Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/18/2018 9:24:17 AM"/>
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/> Name: <input type="text"/>	Status:	Date: <input type="text"/>

Records in this Package					
Record Number	Record Series Number	Action Type	Status	Delete Record	
<input type="text" value="RA-2018028-001"/>	00000122	Delete	Saved	Not Deletable	
<input type="text" value="RA-2018028-002"/>	00000111	Amend	Saved	Not Deletable	

4. Scroll to the bottom of the page to view the Package Summary. You have the option to Approve or Reject the package by reviewing the package summary or by clicking on each Record Number, see above, to view the details of each record.

Package Summary

Agency Name: Office of Administration
 Agency Number: 081A
 Type: Delete
 Organization Code (Bureau/SAP Cost Center Code): 8113040000
 Bureau Name: Office of Continuity and Records Information Management
 Record Series Number: 00000122
 Record Title: Program Correspondence
 Record Description: null
 Addendum: null
 Agency years: 3
 Agency Months: null
 SRC Years: 0
 SRC Months: null
 Format: B=Electronic
 Disposition Code: null

Type: Amend
 Organization Code (Bureau/SAP Cost Center Code): 8113040000
 Bureau Name: Office of Continuity and Records Information Management
 Record Series Number: 00000111
 Record Title: Case Study Files
 Record Description: null
 Addendum: * 1 year after case study concludes.
 Agency years: 1
 Agency Months: 0
 SRC Years: 0
 SRC Months: 0
 Format: 1=Paper
 Disposition Code: 1 – Routine

5. Opening each record displays screens like these.
 - a. Click Next to move through and review the sections. If necessary, add notes.

Section1

RecordRetention - Section1

Section 1 Contact Information	Section 2 Delete Justification
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COMMONWEALTH OF PENNSYLVANIA

Records Action Request: Deletion to Records Retention and Disposition Schedule

Records Action Package Name: RA-2018028
 Record Number: RA-2018028-001
 Record Series Number: 00000122

Section 1: Contact Information

Agency/Department Code: 081A - Office of Administration
 Organization Code (Bureau/SAP Cost Center Code): 8113040000

Bureau: Office of Continuity and Records Information Management
 Division: Records

Contact Person/Telephone: Miller, Michael - 717-705-2776

Save & Close **Next**

b.

RecordRetention - Section2Delete

Section 1 Contact Information	Section 2 Delete Justification
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Records Action Package Name: RA-2018028
 Record Number: RA-2018028-001
 Record Series Number: 00000122

Record Justification to Deletion Justification (please provide the reason for the deletion below.)

Authorization is requested for the following action: Delete
 Record Series Number: 00000122

Record Series Title: Program Correspondence

Format (Check one): B=Electronic
 Agency Retention: * Years: 3 Months: 0
 Total Retention: Years: 3 Months: 0
 SRC Retention: * Years: 0 Months: 0

Deletion Justification (Please explain reason for the Deletion):
 Cross walking to General Schedule Item G001.007, Program Administrative Files.

Previous Save & Close Next

Record Notes

New Notes

Add Comments

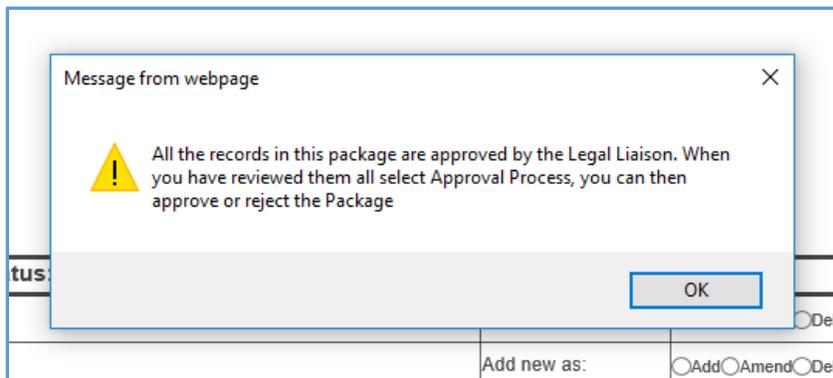
Approval Process

1. To approve the package from reviewing the Package Summary, simply click the Approve button below the Agency Head Approval section. To approve through record details, open each record, click Next to move through the sections, then click Next after all records have been reviewed.

Package Name: RA-2018028 - Status: AH Review			
Section 8: Approvals			
Records Coordinator Approval <input type="button" value="Approve"/>	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/17/2018 12:18:21 PM"/>
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/18/2018 9:24:17 AM"/>
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Section 5: Exception from General Records Retention Schedule	
General Records Retention and Disposition Schedule record series number from which exception is sought: <input type="text" value="Choose One"/> <input type="button" value="i"/>	
Reasons for exception request (check all that apply):	
<input type="checkbox"/> Document and maintain an essential program activity	
<input type="checkbox"/> Retain oversight and audit of an activity for a required period of time	
<input type="checkbox"/> Support oversight and audit of an activity for a required period of time	
<input type="checkbox"/> Fulfill legal requirements (Provide specific citation, regulation, law, etc)	
<input type="checkbox"/> Permit appropriate public access	
<input type="checkbox"/> Accommodate frequency of reference	
<input type="checkbox"/> Manage volumes of records	
<input type="checkbox"/> Contains security issues such as classified and/or restricted records	
<input type="checkbox"/> Vital Record Security Copy	
<input type="checkbox"/> Other requirements not addressed above:	
Provide the specific business needs and/or operational requirements for the above checked items:	
<input type="text"/>	
<input type="button" value="Previous"/>	<input type="button" value="Save & Close"/> <input type="button" value="Next"/>

2. This message displays: Click OK.



3. At the end of the last record details section, click OK. Then click Approval/Rejection Process.

Record Retention - Review

Package #: RA-2018029 - Package Status: AH Review						
Save and Add Another to This Package		Add new as:	<input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete			*
Start New Package		Add new as:	<input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete			*
Approval/Rejection Process						
Records for this package						
Record Number	Record Series Number	Package	Action Type	Status	Ready To Submit	Delete Action
RA-2018029-001	98765432	RA-2018029	Add	Saved	Yes	Delete Action

4. The following message displays: Click OK.

Section8

RecordRetention - Section8

Package Name: RA-2018030 - Status: AH Review

OK

Section 8: Approvals

Records Coordinator	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/20/2018 11:39:53 AM"/>
Legal Liaison Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/20/2018 11:39:59 AM"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2018030-001	00001593	Amend	Saved	Not Deletable

5. Click Approve. The following message displays. Click OK

Section8

RecordRetention - Section8

Package Name: RA-2018028 - Status: AH Review

Section 8: Approvals

Records Coordinator	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/17/2018 12:18:21 PM"/>
Legal Liaison Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/18/2018 9:24:17 AM"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2018028-001	00000122	Delete	Saved	Not Deletable
RA-2018028-002	00000111	Amend	Saved	Not Deletable

Your name will appear in the AH Name: field. Close out of the system

Rejection Process

Section8

RecordRetention - Section8

Package Name: RA-2018029 - Status: AH Review

Section 8: Approvals

Records Coordinator Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:03 PM"/>
Legal Liaison Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:23 PM"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Package Rejection Notes:

Record Number	Record Series Number	Records in this Package	Action Type	Status	Delete Record
RA-2018029-001	98765432		Add	Saved	Not Deletable

1. The Rejection process begins after review of the Package Summary and/or review of each record and the detailed sections. To begin the Rejection process, Click the Reject button.
2. The following message displays. Click OK.

Section8

RecordRetention - Section8

Package Name: RA-2018029 - Status: AH

Section 8: Approvals

Records Coordinator Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:03 PM"/>
Legal Liaison Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:23 PM"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Package Rejection Notes:

Message from webpage

⚠ Rejection Notes Require the following:
1. Record sequence number in the package
2. Section number of concern
3. Reason for rejection.
Click the "Confirm Rejection" button to complete the rejection process.

OK

3. Write detailed notes in the notes section. Then click Confirm Rejection

RecordRetention - Section8

Package Name: RA-2018029 - Status: AH Review

Section 8: Approvals

Records Coordinator Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:03 PM"/>
Legal Liaison Approval	Name: <input type="text" value="shirjones@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/23/2018 2:06:23 PM"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Package Rejection Notes:

Confirm Rejection

4. Click Confirm Rejection. The following message displays. Click OK.

Section 8

Record Retention - Section 8

Package Name: RA-2018029 - Status: Open OK

Section 8: Approvals

Records Coordinator Approval	Approve	Name: <input type="text"/>	Status:	Date: <input type="text"/>	
Legal Liaison Approval	Approve	Reject	Name: <input type="text"/>	Status:	Date: <input type="text"/>
Agency Head Approval	Approve	Reject	Name: shirjones@pa.gov	Status: Deny	Date: 4/23/2018 2:21:00 PM

Package Rejection Notes: Record #1, Section 2. The description was not refined enough for me to know what we are referring to.

Record Number	Record Series Number	Records in this Package	Action Type	Status	Delete Record
RA-2018029-001	98765432		Add	Saved	Not Deletable

Please Note: When rejecting a package that contains multiple records, the above stated requirements are particularly important to the Records Coordinator finding the record being rejected. Be as specific as possible.

User Tips

1. While reviewing individual records, the Save & Close button gives you the ability to stop the review and save your place. It will also take you to the Home screen for an AH.
2. To return to your stopping place, simply click on the package number in review to begin.

Package Number	Agency
RA-2018029	Office of Administration

3. If your questions are too extensive, it might be best to call the RC to discuss.

Record #1, Section 2, The description does not indicate what type of records are maintained in the system. Also, is there a legal requirement for the 10 yr retention? Confirm Rejection

Number: 29-001

mary

Status: Saved

Message from webpage

 The Package has been Rejected and sent to Record Coordinator for review

OK