

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

**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	<p>Administrative Correspondence and Subject Files (Executive Level)</p> <p>Executive level documentation of agency activities. May include, but is not limited to:</p> <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	<p>Policies and Procedures (Executive Level)</p> <p>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.</p> <p>* AGY - Retain two (2) years from when item is amended or rescinded, then contact State Archives for archival review.</p>	M	No	2Y	0Y	2
G001.003	<p>Studies and Operational Plans (Executive Level)</p> <p>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:</p> <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

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
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: <ul style="list-style-type: none"> • 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

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
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

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G001.011	Accreditation Records 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: • Background support materials; • Correspondence; • Guidelines; • Reports; and • Procedures. * AGY - Retain two (2) years or until superseded, then contact State Archives for appraisal.	M	No	2Y	0Y	2
G001.012	Reorganization Studies Records documenting actual and proposed agency organizational structure. Includes organizational charts. * AGY – Contact State Archives for archival review after end of retention.	M	No	4Y	0Y	2
G001.013	Complaint Records 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.	M	No	2Y	0Y	3
G001.014	Right-to-Know Law Files May include, but is not limited to: • 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.	M	No	2Y	0Y	1
G001.015	Requests for Information Letters, memos, inquiries, copies of responses, and related records documenting requests for information from the public, the media, and other agencies.	M	No	2Y	0Y	1

Note: Does not include formal requests filed under the terms of the Right-to-Know Law.

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
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

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G001.021	<p>Transitory Records</p> <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>	M	No	0Y	0Y	1
G001.022	<p>Procedure Manuals</p> <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>	M	No	0Y	0Y	3
G001.024	<p>Transmittal Copy</p> <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>	M	No	0Y	0Y	3

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G001.025	<p>Transitory Files - Confidential</p> <p>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.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	3
G001.026	<p>Public Meeting Audio Recordings - Transcribed</p> <p>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.</p> <p>Note: Executive session is confidential and is not audio recorded.</p> <p>* 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).</p>	M	No	0Y	0Y	6
G001.028	<p>Inventories</p> <p>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)</p> <p>* AGY - Retain until superseded or obsolete.</p>	M	No	0Y	0Y	3
G001.029	<p>State Employee Combined Appeal (SECA) Program Records</p> <p>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.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	3

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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

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G002.001	<p>Press Releases</p> <p>Press or news releases and speeches issued by an agency to the media to inform the public about events, activities, and accomplishments.</p> <p>* AGY - Contact State Archives for archival review after end of retention.</p>	M	No	4Y	0Y	2
G002.002	<p>Public Relations</p> <p>Items and materials concerning agency publicity. May include, but is not limited to: biographies, promotional materials, broadcast scripts, and bulletins designed to provide information about agency activities.</p> <p>* AGY - Contact State Archives for archival review after end of retention.</p>	M	No	2Y	0Y	2
G002.004	<p>Memorabilia</p> <p>Items and materials with special value to an agency that relates to its history. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Scrapbooks; • Agency photographs; • Picture books; • Albums; • Slides; • Audio tapes and videos; • Invitations and programs; and • Digital images. <p>Note: All three-dimensional objects are subject to review by the staff of the Pennsylvania State Museum. For example: flags; plaques, etc.</p> <p>* AGY - Retain one (1) year or as long as of administrative value, then contact State Archives for archival review.</p>	M	No	1Y	0Y	2

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G003.001	Legislative Correspondence Correspondence relating to legislative issues, agency policies, or the agency's position on issues. May include correspondence with other agencies. * AGY - End of Legislative Session plus two (2) years, then contact State Archives for archival review.	M	No	2Y	0Y	2
G003.002	Legislative Bill Files Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include, but is not limited to: bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records. * AGY - End of Legislative Session plus two (2) years, then contact State Archives for archival review.	M	No	2Y	0Y	2

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G004.001	Litigation Case Files Correspondence, court documents, research materials, reports, press releases, administrative litigation and other related information documenting agency litigation activities. * AGY – Retain five (5) years after case is closed, then transfer to the State Records Center for seven (7) years.	M	No	5Y	7Y	1
G004.002	Litigation Case Files - Precedent-Setting Correspondence, court documents, research materials, reports, press releases, and other related information documenting precedent-setting cases that directly affect an agency and its environs. In this context, “precedent-setting” means that the case impacted the previous status quo of the agency, its rules, way of doing business, etc. * AGY – Retain five (5) years after case is closed, then transfer to the State Records Center for seven (7) years.	M	No	5Y	7Y	2
G004.003	Legal Opinions A record of published, formal opinions on legal matters directly relating to the activities of state agencies. * AGY - Contact State Archives for archival review after end of retention.	M	No	6Y	0Y	2
G004.004	Investigative Files Documentation of internal investigations involving the agency, its officials, employees, or operations and policies. May include, but is not limited to: intake documentation, complaint forms, interview notes, hearing transcripts, investigation reports, appeals, hearing proceedings, and related correspondence. * AGY - Retain one (1) year after close of investigation or litigation.	M	No	1Y	0Y	3
G004.005	Legal Issue Files Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents, and other materials pertaining to specific issues. * AGY - Issue resolved plus six (6) years, then contact State Archives for archival review.	M	No	6Y	0Y	2

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G004.006	Sunshine Act Meeting Notices Documentation of the commonwealth's policy to insure the right of its citizens to have advance notice of and to attend all public meetings of agencies, boards and commissions at which any official commonwealth business is discussed or acted upon. Includes, but is not limited to, correspondence, and related STD forms. * AGY – Retain two (2) years, then transfer to the State Records Center for five (5) years.	M	No	2Y	5Y	1
G004.007	Professional Licensure and Certification Records Documentation of the process to grant licenses or certifications to professionals. Includes, but is not limited to: • Application; • Testing documentation; • Background support materials; and • Related correspondence. * AGY - Retain three (3) years from expiration or cancellation of license or certification, then contact State Archives for archival review.	M	No	3Y	0Y	2
G004.008	Regulation Files Regulations proposed by an agency, board, or commission within the commonwealth. May include, but is not limited to: • Drafts, revisions and studies related to the regulation; • Information from public hearings; • Written public comments; • Fiscal notes; • Memos; and • Correspondence. * AGY - Retain until superseded or obsolete, then contact State Archives for archival review.	M	No	0Y	0Y	2
G004.009	Third Party Subpoenas/Summons Third party subpoenas and summons that do not fall under the Right-to-Know Law. May include, but is not limited to: • Written requests; • Agency responses; • Request tracking information; and • Correspondence.	M	No	3Y	0Y	3

Note: Documents may consist of confidential information.

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Bureau: G005 Grants

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G005.001	Grants Issued by the Commonwealth - Successful Applications Administrative Files Documentation of agency guidelines and grant programs. Includes, but is not limited to: <ul style="list-style-type: none"> • Grant announcements; • Applications; • Grantee evaluation summaries; • Notification of grant awards; • Fiscal reports and supporting documentation; • Correspondence related to grant monitoring; • Audit reports and related documentation; and • Project status, progress and compliance reports prepared and submitted by grantee. <p>* AGY - Retain one (1) year after completion of grant, then transfer to the State Records Center for seven (7) years.</p>	M	No	1Y	7Y	1
G005.002	Grants - Unfunded/Denied Documentation of an agency grant program. Includes, but is not limited to, application and related documentation. * AGY - Grant application denied plus one (1) year.	M	No	1Y	0Y	3
G005.003	Grants Received by Commonwealth Agencies Records relating to grant projects, proposals and funds received and expended by commonwealth agencies. May include, but is not limited to: <ul style="list-style-type: none"> • Copies of Requests for Proposals (RFP's); • Grant announcements; • Applications; • Notifications of grant awards; • Fiscal reports and supporting documentation; • Correspondence related to grant monitoring; • Audit reports and related documentation; • Status reports; and • Program certifications. <p>* AGY - Retain one (1) year after completion of grant or one (1) year after retention period required by grantor, whichever period is longer, then transfer to State Records Center for seven (7) years.</p>	M	No	1Y	7Y	1
G005.004	Grants Received by Commonwealth Agencies - Final Reports Copy of Final Report that is generated to document the deliverables of the program. * AGY - Contact State Archives for archival review after end of retention.	M	No	1Y	0Y	2

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G006.001	Course Information Records Memoranda, flyers, announcements, catalogs, and other records related to the advertisement and management of agency training courses. May include, but is not limited to: information on course content, program registration and sign-in, instructor, credits, and hours. * AGY - Retain three (3) years or as long as of administrative value.	M	No	3Y	0Y	1
G006.002	Training Files Course material developed and gathered for use in training. May include, but is not limited to: reference material, outlines, handouts, notes, evaluations, overheads, audio/videos, computerized presentations, answer keys, and feedback forms. * AGY - Retain three (3) years or as long as of administrative value.	M	No	3Y	0Y	1
G006.003	Training Needs Assessment Training plans, training development, and assessments on employee training needs. * AGY - Retain three (3) years or as long as of administrative value.	M	No	3Y	0Y	1
G006.004	Out-Service Training Files Approvals and requests for out-service training. May include, but is not limited to: survey on training/class evaluations as well as reimbursement forms, non-commonwealth provided training, schools and professional organizations.	M	No	3Y	0Y	3
G006.005	Training Records-Learning Management System Employee training records in the Learning Management System that include date of course completion; instructor; session length; learning series' certification credits if applicable; instructor-led session; mandatory or other web-based training completion; record of compliance training completion; and out service training. Also includes, but is not limited to, summary of all training an employee has taken. * AGY - Maintain until former employee's 75th birthday, then delete. If employee is 72 years of age or older when they retire; retain an additional four (4) years.	M	No	0Y	0Y	3

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G006.006	Annual Agency Training Plans and Reports	M	No	3Y	0Y	3

Annual Agency Training Plans may include, but are not limited to, an agency's anticipated training needs and strategies for addressing those training needs. Annual Agency Training Reports describe an agency's training accomplishments for the previous fiscal year as compared to projections from the Annual Agency Training Plan.

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.001	Data Source Records Original data source materials, including, but not limited to: • Data input forms; • Records received from outside sources in non-standard or transitional formats; and • Records from existing files that have been selected for conversion into other formats or systems by a micrographic or an electronic system. Note: Data capture and verification policy and procedures should be detailed in the agency's systems documentation manual. * AGY – Retain source documents until data capture is verified on the electronic record keeping system and are not required for audit or legal purposes. For those records that may have permanent or archival value, contact State Archives for archival review after data capture.	M	No	0Y	0Y	2
G007.002	Help Desk Tickets Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer or telephone equipment for program delivery, security, and other purposes. * AGY - Retain active for two (2) years after ticket is closed. Then transfer to inactive storage media for the remaining three (3) years. If Help Desk Tickets evidence execution of or performance under a contract, then G102.004 also applies.	M	No	5Y	0Y	1
G007.003	Computer Software Licensing Files Documents proving the licensure and implementation of computer software programs by the agency. Includes documentation indicating that the computer software program has been uninstalled in accordance with the terms of the license in the event of termination. * AGY - Retain four (4) years after the license contract or end user license agreement has expired, unless otherwise required by law. Then retain for one (1) year after the software is no longer installed.	M	No	4Y	0Y	1

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.004	<p>Computer Systems and Data Documentation</p> <p>System specifications, data documentation, and user and operational documentation describing system operations and data element dictionaries, file layouts, and user and operational documentation describing system operations. May include, but is not limited to:</p> <ul style="list-style-type: none"> • System documentation records; • User guides; • System flowcharts; • Input/output specifications; and • Source code used to operate and automated information system. <p>Applies to server-based, client-based, mainframe-based, and web-based systems.</p> <p>* AGY - Retain one (1) year after superseded or obsolete. If records evidence execution of or performance under a contract, then G102.004 also applies.</p>	M	No	1Y	0Y	1
G007.005	<p>Test Data Base Files</p> <p>Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	1
G007.006	<p>Output/Reports</p> <p>Reports produced from the master file or database including information extracted, summarized or aggregated in either a specified predetermined format or ad hoc report.</p> <p>* AGY - Retain in accordance with related general or agency-specific records retention and disposition schedules.</p>	M	No	0Y	0Y	1
G007.007	<p>Indexes</p> <p>Electronic indexes, lists, registers, and other finding aids used to provide access to original records, including hard copy.</p> <p>* AGY - Retain in accordance with related general or agency-specific records retention and disposition schedules.</p> <p>Indexes and tracking records for records designated as archival are to be transferred to the State Archives along with the archival records.</p>	M	No	0Y	0Y	2

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3/16/2016

Agency: 000 General Retention Schedules
Bureau: G007 Information Systems

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.008	Convenience Databases and Spreadsheets Tools to index or manipulate information contained in another record series. If the manipulation of the data has substantial value in and of itself, then it should be scheduled separately on the agency-specific records retention and disposition schedule. * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	1
G007.009	Computer Master Purges Collections of databases or information used to perform a major functional activity that has met their retention. * AGY - If systems are denoted as archival, then contact State Archives for archival review.	M	No	1M	0Y	2
G007.010	Computer Master Destruction Records documenting the destruction of electronic files.	M	No	1M	0Y	1
G007.011	Computer Run Scheduling Records Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	M	No	1M	0Y	1
G007.012	Computer System and Database Backup Files Copies of system files and databases and any other files and logs that are needed to restore a system and its data in the event of system or data loss.	M	No	1M	0Y	1
G007.013	Network Usage and Security Files Electronic files or automated logs created to secure and monitor the use of the agency's network by its customers or network/Internet usage by its employees, including, but not limited to: • Login records; • Security logs; • Firewall rules; and • System usage files.	M	No	1Y	0Y	1
G007.014	Systems Users Access Files Electronic textual records created to control or monitor an individual's access to a system and its data. Includes, but is not limited to, user account records and access authorization files. * AGY - Retain until user no longer needs access to the system.	M	No	0Y	0Y	1

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.015	Web Pages - Internet and Intranet - Information Only Original web pages and revisions to web pages that do not issue or contain changes to policies, procedures, and/or rules (i.e., calendar updates, meeting notices, operating hours, telephone lists, and other public announcements of an informational nature, not involving regulatory hearings bids, contracts or offers). * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	1
G007.016	Web-based Forms Forms used to capture data information. There may be instances where legal requirements may dictate that an individual image file, such as TIFF or PDF, be created for each web-filed form transaction, thus assuring the long-term viable, unalterable copy of the submission. * AGY - All web-based forms and associated instructions must be scheduled and kept in accordance with the agency-specific records retention and disposition schedule or applications retention requirement.	M	No	0Y	0Y	1
G007.017	Web Snapshots/Site Inventory Snapshot of entire website. * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	1
G007.018	Web Server Logs Electronic files or automated logs created to monitor access and use of service provided via the Internet, including, but not limited to: • Services provided via agency site(s); • FTP (file transfer protocol); • World Wide Web site; or • Telnet services.	M	No	1Y	0Y	1
G007.019	Web Statistics and Trends Reporting Reports created by manipulating the web server logs to show web statistics and trends for agency web site(s).	M	No	2Y	0Y	1

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Agency: 000 General Retention Schedules
Bureau: G008 Records/Forms Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G008.001	<p>Records Management</p> <p>Records documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • General and agency-specific records retention and disposition schedules; • Reports, including audit reports, assessment and performance; • Guidelines; • Directives; • Forms used for records inventory and scheduling; • Records transfers; • Microfilm and filing equipment requests; Reference requests; • Disposal notices; • Vital records inventories; • Special studies; • Agency worksheets/notes; and • Agency file plans. <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	1
G008.002	<p>Forms Management</p> <p>Documentation of state agency efforts to control and standardize form creation and design and to monitor the use of forms. Includes history files, order requests, inventory files, and all other information supporting the administration of an agency forms management program. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence; • Memoranda; • Reports; • Guidelines; • Articles; • Vendor information; • Sample forms; • Copies of internal policies and procedures; and • Other supporting documents related to forms design, management and control. <p>* AGY – Retain for life of form plus one (1) year.</p>	M	No	1Y	0Y	1

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Agency: 000 General Retention Schedules
Bureau: G009 Security/Safety

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G009.001	Security Access Control Records Access controls for individuals, buildings, departments, rooms or areas. May include, but is not limited to: • Access lists; • Sign-in sheets; • Logs; • Registers; • Emergency contact lists; • Photographs; • Racking reports; and • Other supporting documentation. * AGY - If not required for investigation or litigation then destroy after one (1) year.	M	No	1Y	0Y	3
G009.002	Security Guard/Monitor Files Records (other than personnel or payroll) tracking daily assignments, duties, responsibility use, or control of building/department guards or security monitors. * AGY – Retain two (2) years after last entry or action, then destroy.	M	No	2Y	0Y	3
G009.003	Security/Surveillance Tapes Audio or videotapes created during the monitoring of buildings or areas for security purposes.	M	No	1M	0Y	3
G009.004	Disaster Recovery Plans/Vital Records/Continuity Plans Disaster recovery plans, vital records plans and emergency action plans. * AGY - Retain current plan and previous version for all plans except Continuity of Operations Plans (COOP). Retain the current annual COOP Approval Form and the previous version. Retain the current COOP data.	M	No	0Y	0Y	3
G009.005	Evacuation Plans Emergency evacuation plans for the building, office, or department. Retain current copy at an off-site location. * AGY - Retain current plan and previous version.	M	No	1Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G009 Security/Safety

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G009.006	Employee Safety Records produced, maintained, or collected by the agency, building, or agency safety coordinator in support of the accident and illness prevention program (AIPP). May include, but is not limited to: safety investigations; communications; and safety training records. *AGY - Retain for three (3) fiscal years.	M	No	3Y	0Y	3
G009.007	Medical Monitoring and Exposure Records Medical records pertaining to monitoring employees exposed to hazardous materials or chemicals for high level exposures. Documentation for any employee who was exposed to a chemical based on the exposure definition in the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320). *AGY - Retain 30 years from the date employee separates from employment.	M	No	30Y	0Y	3
G009.008	Material Safety Data Sheets (MSDS) Required by the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320), the MSDS lists every hazardous substance or hazardous mixture to which the employee work area may be exposed. The MSDS must be kept current for the products that are being used in the workplace. *AGY - Maintain current form unless it is designated as a Health and Exposure Record, then retain according to G009.007.	1	No	0Y	0Y	1
G009.009	Hazardous Substance Survey Form (HSSF) As required by the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320), agencies are required to complete a hazardous substance survey for each workplace, providing information on the hazardous substances present during the prior year. *AGY - Retain superseded forms for 30 years	1	No	30Y	0Y	1
G009.010	Environmental Hazard Survey Form (EHSF) An EHSF is completed upon request by the Department of Labor & Industry. Annual update is not required. Agencies must keep a copy of the form on file at the workplace to which the form applies and their principal place of business. *AGY - Retain current form.	M	No	0Y	0Y	1

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Bureau: G009 Security/Safety

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G009.011	<p>Alerts and Notifications</p> <p>Notifications issued by commonwealth agencies to provide employees, citizens, and partners with timely information to assist in making informed decisions and preparations regarding emergency and weather alerts, health notifications, tax notifications, and building alerts and updates.</p> <p>*AGY - Delete alerts and notifications after one (1) full year of issuance.</p>	M	No	1Y	0Y	6
G009.012	<p>Reports Generated from Alerts and Notifications</p> <p>Reports of alerts and notifications issued by commonwealth agencies to provide employees, citizens, and partners with timely information to assist in making informed decisions and preparations regarding emergency and weather alerts, health notifications, tax notifications, and building alerts and updates.</p> <p>*AGY- Retain generated reports from the system for two (2) years after issuance of alerts and notifications, then delete or destroy.</p>	M	No	2Y	0Y	6

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Agency: 000 General Retention Schedules
Bureau: G010 Facilities Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G010.001	Vehicle Management Records Records used to document agency use and maintenance of state vehicles. Includes maintenance invoices, reports, and supporting documentation. May include STD-554 – Monthly Automotive Reports. * AGY – Retain four (4) years from creation date of vehicle management documentation.	M	No	4Y	0Y	1
G010.002	Surplus Property Disposition Records Agency copies of records that identify surplus property and its disposition. Includes request for disposal of surplus property, receipts, and copies of disposition reports. May include STD-551 – Surplus Property Disposition and STD 552 - Surplus State Property ID Tags.	M	No	2Y	0Y	1
G010.003	Permit Records Permits or authorizing documents for maintaining a facility and its systems, or for any other special purpose. May include, but is not limited to: • Inspection reports; • Permits; • Certifications; • Approvals; and • Related correspondence. * AGY - Retain three (3) years from expiration or cancellation of permit.	M	No	3Y	0Y	3
G010.004	Deeds for Agency Property Includes, but is not limited to: • Deeds; • Contracts; • Maps; • Surveys; • Policies on title insurance; • Abstract of titles; and • Other documents relating to real estate owned by the commonwealth. * AGY - All agencies are to submit original commonwealth Deeds and documentation to the State Archives for every real estate transaction. Agency shall forward the original record with accompanying documentation to the State Archives within 30 days of receipt of the DGS fixed asset number.	M	No	0Y	0Y	2

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Bureau: G010 Facilities Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G010.005	Architectural Plans, Drawings, Maps, and Specifications Records consisting of architectural drawings, maps, and engineering plans produced or used in the course of agency business. * AGY - Retain one (1) year or as long as of administrative value, then contact State Archives for archival review.	M	No	1Y	0Y	2
G010.007	Work Orders Documents used to request the performance of maintenance or other services.	M	No	1Y	0Y	1
G010.008	Postal Records Records documenting transactions with the U.S. Postal Service and private carriers. May include, but is not limited to: • Postage meter records; • Receipts for express deliveries; • Registered and certified mail; • Insured mail; • Special delivery receipts and forms; • Loss reports; and • Correspondence.	M	No	2Y	0Y	1
G010.009	Telecommunication Records Documentation relating to the use of an agency's telecommunications system. May include, but is not limited to: • Copies of supporting documents concerning the telecommunications provider; • Correspondence; • Telephone logs; • Billing documents; and • Reports.	M	No	3Y	0Y	1
G010.010	Space Allocation Planning Files Space allocation plans and related documentation. May include, but is not limited to: • Copies of requests; • Space and cost estimates; • Justifications; • Specifications; • Building and floor plan layout drawings; and • Supporting documentation. * AGY - Retain until the completion of action plus four (4) years.	M	No	4Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G010 Facilities Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G010.011	Facility Maintenance and Operational Files Operational maintenance manuals and fixed equipment manuals used in the maintenance and operation of a facility. * AGY – Retain until superseded plus three (3) years.	M	No	3Y	0Y	1
G010.013	Fixed Assets Inventory Files Records documenting the purchase and ownership of major items of equipment. May include, but is not limited to: <ul style="list-style-type: none"> • Purchase orders for fixed assets; • Vouchers; • Inventory documents; and • Other records relating to the purchase, ownership and disposition of fixed assets. * AGY - Disposition of asset plus six (6) years.	M	No	6Y	0Y	1

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Agency: 000 General Retention Schedules
Bureau: G100 Audits

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G100.001	Audits	M	No	7Y	0Y	1
	<p>Audit reports and audit-related information and documentation for audits of administrative departments, boards, commissions and local agencies by independent auditors (including the Department of the Auditor General), the Office of the Budget, Bureau of Audits, and agency audit organizations. Includes replies to the audit report and corrective action plans.</p> <p>*Audited AGY - Retain seven (7) years after the audit issuance date or until all litigation, claims and audit issues have been resolved, whichever is longer.</p>					
G100.002	Audit Work Papers	M	No	7Y	0Y	1
	<p>Records documenting an engagement performed in accordance with Generally Accepted Government Auditing Standards (or other professional standards), of an agency's or state grant contract recipient's financial accounts, processes, and compliance with grant contract requirements. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence related to each engagement; • Reports delivered to the agency; • Replies from the agency; and • Management reviews. <p>*Auditing AGY - Retain seven (7) years after the audit issuance date or until all audit issues have been resolved, whichever is longer.</p>					
G100.003	Audits of Subrecipients of Federal or Agency Grants by External Auditors	M	No	3Y	0Y	1
	<p>Reports prepared by external auditors for subrecipients of federal or agency grants, including, but not limited to:</p> <ul style="list-style-type: none"> • All audit-related information and documentation; • Replies to the audit report; and • Corrective action plans. <p>*Grantor AGY - Retain three (3) years after the audit issuance date, three (3) years after all audit issues have been resolved, or for the specific retention period established by applicable federal or state audit requirements, whichever is longer.</p>					

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Agency: 000 General Retention Schedules
Bureau: G101 Budget

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G101.001	Budget Files - Planned Projects Includes records directly related to budget formulation process, re-budget, and working papers for projects. *AGY – Retain one (1) year after discontinuation or completion and acceptance of project, whichever applies.	M	No	1Y	0Y	3
G101.002	Budget Planning Documents Records retained by a department, board or commission for reference purposes. Includes, but is not limited to: <ul style="list-style-type: none"> • Records directly related to budget formulation process such as Governor’s Budget document; • Budget instructions; • Hearing materials; • Budget; • Re-budget; and • Working papers. *AGY - Retain three (3) years, or as long as of administrative value.	M	No	3Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G102 Finance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.001	Purchasing Card Records directly related to the commonwealth's Purchasing Card Program. May include, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency reports; • Signature cards; and • Other related information. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.002	Travel Card Records directly related to the commonwealth's Travel Card. May include, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency records; • Signature cards; and • Other related information. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.003	Merchant Services Program Records relating to payments to financial institutions for debit/credit card acceptance for revenue. May include, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency records; • Signature cards; and • Other correspondence related to the commonwealth's Merchant Services Program. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G102 Finance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.004	Executed Contract and Lease Administration Files	M	No	4Y	0Y	3

Executed contracts, purchase orders and leases for the purchasing of supplies, services, construction or leased real property, including records evidencing award; administration; contract compliance; receipt; inspection; and payment. Includes formal agreements between governmental agencies, including but not limited to:

- Memoranda of Understanding (MOU);
- Letters of Understanding (LOU);
- Memoranda of Agreement (MOA);
- Service Level Agreements (SLA);
- Interagency Agreements (IA); and
- Intergovernmental Agreements (IGA).

Records may include, but are not limited to:

- Executed contract;
- All attached exhibits and any other official records generated as part of the negotiation and execution process (such as Contractor Responsibility Program (CRP) determinations, required certifications, etc.);
- Change orders, change notices;
- Contract amendments;
- Work orders;
- Purchase orders issued against the contract;
- Notices of poor or non-performance;
- Notices of early termination (partial or complete); and
- Contract Compliance forms.

* AGY – Retain four (4) years after the end-of-life of the contract, unless otherwise required by law. The issuing agency is responsible for keeping the official record, whether paper or electronic. Agencies may destroy copies when no longer of administrative value. Printed copies of electronic records are considered duplicates and therefore transitory (see G001.021).

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.005	Completed Acquisition and Awarded Procurement Process Files	M	No	4Y	0Y	3

Records related to completed acquisitions or awarded procurements for supplies, services, or leased real property, which records were created or received prior to a selection memorandum being signed for an Request for Proposal (RFP), or an award being made pursuant to an Invitation for Bid (IFB), a Request for Quote (RFQ) or similar selection process, as well as any information created or received relating to a bid protest. Examples include, but are not limited to:

- Requests/Approvals for Sole Source and Emergency purchases;
- Shopping cart requests, requisitions;
- The IFB or RFP:
 - o All Addenda/Flyers/Bulletins;
 - o All bids, quotes or proposals received for a solicitation (whether successful or not);
 - o Any clarifications, letters or emails that are sent out to all bidders/proposers;
 - o Best and Final Offer (BAFO) communications;
 - o Bid Tab or RFP Contractor Selection Memo;
 - o Non-selection letters, debriefing materials;
 - o A listing of the individuals on the Evaluation Committee;The individual final scores of each Committee member; and
- Any written determinations required by the Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

* AGY – Retain four (4) years after the end of the life of the resulting contract or completed acquisition unless otherwise required by law. The issuing agency is responsible for keeping the official record, whether paper or electronic. Copies held by any agency may be destroyed when no longer of administrative value. Printed copies of electronic records are considered duplicates and therefore transitory (see G001.021).

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Agency: 000 General Retention Schedules
Bureau: G102 Finance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.006	Unawarded/Cancelled Procurement Process Files	M	No	3Y	0Y	3

Records related to cancelled or unawarded procurements for supplies, services, or leased real property, which records were created or received prior to cancellation or no award being made pursuant to an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quote (RFQ) or similar selection process, as well as any information created or received relating to a protest. This only relates to records created or received by an agency in response to a formal solicitation for a contract under the Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

Examples include, but are not limited to:

- Requests/Approvals for Sole Source and Emergency purchases;
- Shopping cart requests, requisitions;
- The IFB or RFP;
 - o All Addenda/Flyers/Bulletins;
 - o All bids, quotes or proposals received for a solicitation;
 - o Any clarifications, letters or emails that are sent out to all bidders/proposers;
 - o Best and Final Offer (BAFO) communications;
 - o Bid Tab or RFP Contractor Selection Memo;
 - o Non-selection letter;
 - o Debriefing materials;
 - o A listing of the individuals on the Evaluation Committee;
 - o The individual final scores of each Evaluation Committee member; and
- Any written determinations required by the Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

* AGY - After cancellation/rejection of the procurement. The issuing agency is responsible for keeping the official record, whether paper or electronic. Copies held by any agency may be destroyed when no longer of administrative value. Printed copies of electronic records are considered duplicates and therefore transitory (see G001.021).

G102.007	Unfunded/Informal Applications and Proposals	M	No	0Y	0Y	1
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Records relating to applications, proposals or other offers of, or requests for, goods, services, funding or property that are not submitted to an agency in response to a formal procurement, and which do not result in an agreement or funding, and which the agency does not reasonably expect would result in an agreement or funding. Examples: Unsolicited proposals, documents submitted to request commonwealth funds, responses to Requests for Information and Requests for Expressions of Interest from which no contract is awarded.

* AGY - Retain as long as of administrative value.

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Agency: 000 General Retention Schedules
Bureau: G103 Payroll

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G103.001	<p>Affidavit to Procure Wages, Salary, Employee Benefits, or Travel Expenses Due Deceased Employee</p> <p>The standard commonwealth form used by a surviving spouse, child, mother, father, sister, or brother to make a claim for wages, salary, benefits, or travel expense reimbursements, totaling \$5,000 or less, due a deceased commonwealth employee.</p> <p>* AGY - Retained by Office of Budget, Bureau of Commonwealth Payroll Operations through the end of the current fiscal year plus four (4) additional years or until completion of GAAP and Single Audits, whichever is longer.</p>	M	Yes	4Y	0Y	3
G103.002	<p>Declaration of Use of a State-Provided Vehicle (formerly titled Notice of Vehicle Assignment)</p> <p>The standard commonwealth form used by employees who have been assigned a state provided vehicle to identify their status as regular or control employees and to indicate the appropriate method for determining the value of the use of the vehicle for tax reporting purposes.</p> <p>* AGY - Retained by Office of Budget, Bureau of Commonwealth Payroll Operations through the end of the current fiscal year plus four (4) additional years or until completion of GAAP and Single Audits, whichever is longer.</p>	M	Yes	4Y	0Y	1
G103.003	<p>Employee Tax Files and Reports</p> <p>Includes any documentation that must be filed or reported to a taxing authority regarding employee wages and salary, including, but not limited to:</p> <ul style="list-style-type: none"> • Original and corrected wage and tax statements (W-2 and W-2c); • Original and corrected transmittals of wage and tax statements (W-3 and W-3c); • Original and corrected employer's quarterly federal tax return (941 and 941c); • Federal withholding, social security, and Medicare reports; • State personal income tax reports; • Municipality W-2 reports; and • Philadelphia wage tax W-2 reports. <p>* AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus seven (7) additional years.</p>	M	Yes	7Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G103 Payroll

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G103.004	Payroll Journal Includes documentation pertaining to payroll, including, but not limited to: • Salaries; • Wages; • Wage overtime and shift differential calculations; • Reconciliations; and • Quarterly and year to date employee payroll totals. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus 10 additional years.	M	Yes	10Y	0Y	3
G103.005	Payroll Accounts Receivable Includes notification letters to current and separated employees regarding wage, salary, and other overpayments and employee debts owed to the commonwealth. Supporting documentation may include, but is not limited to: • Calculations; • Memos to agency program or legal personnel; • Human resources offices; and • The State Employees Retirement System. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus seven (7) additional years.	M	Yes	7Y	0Y	3
G103.006	Back Pay/Settlement Awards Includes settlement agreements, calculations, and supporting documentation that may include, but is not limited to: • Statements of outside earnings; • Documentation of unemployment compensation or public assistance benefits received; and • Any other related reports. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus 10 additional years.	M	Yes	10Y	0Y	3

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Agency: 000 General Retention Schedules
Bureau: G200 Human Resources

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G200.001	EEO Data Collection Records Forms, correspondence and records related to the collection of Equal Opportunity Employment data. Federal law requires the commonwealth to obtain information regarding racial identities of its employees. The information is confidential, and must not be placed in an employee's Official Personnel File, and is used for statistical purposes. * AGY - Destroy upon entering into the commonwealth enterprise resource planning system.	M	No	0Y	0Y	3
G200.002	Code of Conduct, Statement of Financial Interest The Code of Conduct Statement of Financial Interest is required under Executive Order 1980-18 Amended, Code of Conduct. It is not to be confused with the Statement of Financial Interests required under the Public Official and Employees Ethics Act, 65 Pa. C. S. §§1101—1113, which is administered by the State Ethics Commission.	M	No	5Y	0Y	3
G200.003	Equal Employment Opportunity (EEO) Plan Annual report of minority utilization and EEO efforts. Records documenting agency plans, EEO policies, statistical reports, and any related copies to the official report. * AGY - Current annual report and last four (4) years.	M	No	4Y	0Y	3
G200.004	Official Equal Employment Opportunity (EEO) Discrimination Complaint Case Files Records relating to all EEO-related cases including internal complaints (STD-486C) resolved by the agency and/or OA, Equal Employment Opportunity Division or discrimination complaints/appeals filed with entities such as the State Civil Service Commission (SCSC), Equal Employment Opportunity Commission (EEOC), Pennsylvania Human Relations Commission (PHRC), Commonwealth or U.S. Court. These records include, but are not limited to: intake documentation; complaints; interview notes; answers; reports and exhibits; withdrawal notices; internal withdrawal forms (STD-486W); records of hearings and meetings; hearing transcripts; records of mediations and/or informal resolutions; investigative reports; copies of decisions; internal appeal forms (STD-486A); and appeals. * AGY - From closing of case or as long as of administrative value.	M	No	4Y	0Y	3

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G200.005	Disability Accommodation Files Records relating to disability accommodation requests and appeals resolved by the agency and/or OA, Equal Employment Opportunity Division. These records include, but are not limited to: disability accommodation requests; medical documentation; documents related to processing requests; documentation of accommodations provided; denied requests; requests for reconsideration; appeals; and documents related to reconsideration and/or appeal processing and determinations. * AGY - From final disposition of request or as long as of administrative value.	M	No	3Y	0Y	3
G200.006	Confidential Supervisory Employee Working File This secured file contains duplicates of documents that may exist in the employee Official Personnel File as well as other documentation. Records may include, but are not limited to: • Employee Performance Reviews (EPRs); • Doctor's notes for excused absences; • Documents relating to medical monitoring of employees who are or have the potential to be exposed to hazardous materials; and • Counseling notes. * AGY - Retain records for one (1) year after separation from current supervisor.	M	No	1Y	0Y	3
G200.007	SEAP Employer Based Referrals Maintain records in a sealed envelope inside of the paper OPF. Records may only be viewed by the agency SEAP Coordinator. Records may include, but are not limited to: • Commercial Driver License Referral; • Conditions for Continued Employment; and • Independent Psychological Evaluation. * AGY – Records are to be removed from paper OPF and retained by the Agency SEAP Coordinator for one (1) year in the event of completion of successful referral; otherwise, records are to remain in the sealed envelope inside paper OPF.	M	No	0Y	0Y	3
G200.008	Personnel Action Request System (PARS) An online system that allows personnel and position action requests to be initiated, routed, documented and completed using a paperless process. A request submitted through the system is also referred to as an E-PAR. Information collected includes names, position number, bureau name, supervisor name, and position description. Records are maintained for historical and statistical purposes.	M	No	20Y	0Y	6

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G200.009	Position Descriptions (STD-370) Position Descriptions are maintained in the online position description application until superseded by a new Position Description. * AGY - Delete or dispose of inactive copies of Position Descriptions after 10 years.	M	No	10Y	0Y	3
G200.010	HR/Personnel STD-Forms and Documents (Non-OPF) Current versions of HR/personnel related forms and documentation maintained outside of an employee's Official Personnel File. Forms and documentation may include, but are not limited to: <ul style="list-style-type: none"> • Signature Authorization (STD-275); • Designation of Emergency Interim Successor to State Officers (STD-276); • Supplementary Employment Request (STD-355); • Supplementary Employment Agency Notification (STD-356); • Supplementary Employment Request for Review (STD-357); • Earned Income (Wage) Tax Questionnaire (STD-399); • Employee's Withholding Exemption Certification (W-4); • Employee Statement of Non-Residence in PA (REV-420); and • Deferred Compensation (9-080-BF). * AGY - Retain until superseded.	M	No	0Y	0Y	3
G200.011	HR/Personnel STD-Forms and Documents (Non-OPF) The following HR/personnel related forms and documentation are to be maintained outside of an employee's Official Personnel File: <ul style="list-style-type: none"> • Overtime Equalization Worksheet (STD-2); • Act 170, Financial Disclosure Appeal Form (STD-314); • Oral Interview (STD-325); • Request for Reimbursement of Applicant's Travel Expenses (STD-334); • Report of Incident/Accident (STD-430); • Employee Family Care Account Program (FCAP) Enrollment Form (formerly STD-447); • Employee Family Care Account Program (FCAP) Family Status Change (formerly STD-448); • Employee Family Care Account Program (FCAP) Reimbursement Claim (formerly STD-449); • FCAP Mid-Year Enrollment PKT; • FCAP Open Enrollment PKT, FCAP Status Change PKT; • Equal Employment Review Certificate (STD-483); • Record of Absence (C336L); and • Cross Application Time Sheet Entry form (CATS). 	M	No	4Y	0Y	3

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G200.021	<p>Pennsylvania Labor Relations Board Files</p> <p>Correspondence with the Pennsylvania Labor Relations Board. May include, but is not limited to: unfair labor practice charge correspondence, decisions, notes for case preparation, proposed settlement agreements and appellate decisions.</p> <p>* AGY - Retain 10 years or as long as of administrative value.</p>	M	No	10Y	0Y	3
G200.022	<p>Negotiations, Labor Hearings, Orders, Side Letters and Agreements</p> <p>Records relating to proceedings and outcomes of negotiations between the commonwealth and a collective bargaining organization. May include, but is not limited to: correspondence, input from affected agencies, research results, negotiation proposals, scheduling notes, notes of commonwealth bargaining team members, transcripts, and interest arbitration awards. Records relating to agreements between the commonwealth and collective bargaining organization that are meant to set precedent. May include side letter agreements, previous related agreements and case notes.</p> <p>* AGY - Retain 15 years or as long as of administrative value.</p>	M	No	15Y	0Y	1
G200.023	<p>Arbitrations, Awards, Briefs and Grievance Files</p> <p>Records relating to grievances filed by or against state agencies, employees, and unions. May include, but is not limited to: original grievance, investigative reports, letters of complaint, grievance forms, contractual grievance procedures, related correspondence, summary sheets, employee history information, appeal documentation, hearing and decision documentation, and final and binding decisions by third party neutral.</p> <p>* AGY - Close of case plus seven (7) years or as long as of administrative value.</p>	M	No	7Y	0Y	3
G200.024	<p>Alternate Work Schedule (AWS) Agreements</p> <p>Side letter agreements with Unions regarding the administration of alternate work schedules, includes notes and reports.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	3
G200.025	<p>Furlough Files</p> <p>Includes list promotions, determinations on bumping rights and other documentation.</p> <p>* AGY - Retain 25 years or as long as of administrative value.</p>	M	No	25Y	0Y	3

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G200.026	Bargaining Unit Work Appeals Records relating to the issue(s) in dispute, the party's respective position and the status of the appeal. May include, but is not limited to: the bargaining unit work from (BLR-1) and supporting documentation, Committee meeting results, correspondence, case notes and written dispositions of the appeal. * AGY - Retain until case is closed plus an additional seven (7) years.	M	No	7Y	0Y	1
G200.027	Labor Relations, Agency & Union Correspondence Files Correspondence between commonwealth agencies and unions. May include, but is not limited to: correspondence, activity reports/statistics and other related documentation. * AGY - Retain two (2) years or as long as of administrative value.	M	No	2Y	0Y	1
G200.028	Superseniority Lists Records relating to superseniority lists provided by the unions on a quarterly basis. * AGY - Retain four (4) years or as long as of administrative value.	M	No	4Y	0Y	1
G200.041	Human Resources Reports Workforce Analysis Reports which include, but is not limited to: complement reports; mobility reports; job secession reports; salary reports; hiring assessment survey reports; and overdue employee performance review reports. * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	3
G200.042	Job Study Files Records created in support of the maintenance of the Classification Plan. May include, but is not limited to: analysis and recommendations for the creation, revision, or abolition of job. * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	3
G200.051	Recruitment Files Records for job positions to be filled. May include, but is not limited to: civil service application notice; reference check log; job bids; senior level request documents; and related records pertaining to employee candidates. May also include intern hiring files. * AGY – Retain five (5) years or until resolution of pending legal action or litigation preservation is released, whichever is longer.	M	No	5Y	0Y	3

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G200.052	Recruitment Files – Job Titles with Infrequent Job Filling Actions Records for each job fill action relating to a position that is seldom filled. May include, but is not limited to: civil service application notice; reference check log; job bids; senior level request documents; related records pertaining to employee candidates on seldom filled positions.	M	No	15Y	0Y	3
G200.053	Job Interview Packet-Not hired All notes taken by interviewees during the interview process as well as related forms. May include, but is not limited to: Selection Recommendation Summary; Reference Check Forms; and resumes. * AGY - Official copy holder is determined by agency HR. Three (3) years or until resolution of pending legal action or litigation preservation is released, whichever is longer.	M	No	3Y	0Y	3
G200.054	Intern Files Records relating to hired and volunteer interns that do not have an Official Personnel File. May include, but is not limited to: applications; policy acknowledgements; resumes; work contracts; compensation; school documents; and work product. * AGY – Retain two (2) years after termination of internship.	M	No	2Y	0Y	3
G200.061	Leave and Overtime Audits Records relating to leave and overtime audits. May include, but is not limited to: results of internal audits of leave requests and usage as well as overtime requests. *AGY - Retention length is consistent with IRS requirements.	M	No	7Y	0Y	2
G200.062	Time and Attendance Records Forms and documentation for time and attendance maintained outside of SAP. May include, but is not limited to, paper Requests for Leave (STD-330), doctor certificates, and subpoenas. Note: Does not include time and attendance records maintained to document time on a grant or billing for services/time. * AGY – Retain for seven (7) pay periods following the leave calendar year end or an employee’s separation date.	M	No	0Y	0Y	3

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G200.063	Unemployment Compensation Records Reports submitted to the Department of Labor and Industry on a quarterly basis including each claimant's name, personnel number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other pertinent information retained for determination of unemployment benefits. May include, but is not limited to, receipts and statements of charges. * AGY - Record copy. Retain for three (3) fiscal years after release of applicable audits.	M	No	3Y	0Y	3
G200.064	Unemployment Compensation (UC) Forms <ul style="list-style-type: none"> • UC-44F - Notice of Financial Determination; • UC-45 - Notice of Application and Employer's Statement; • UC-46 - Petition for Appeal; • UC-53 & UC-53E - Notice of Hearing on Original/Board Appeal; • UC-59 - PA Unemployment Compensation Board of Review Referee's Decision; • UC-150 - Notice of Amount Due for Compensation Paid; • UC-483 - Subsequent Benefit Year Information; • UC-494 - Employer's Statement-Credit Weeks; • UC-640 & UC-640A - Monthly Notice of Compensation Charged/Report on Conflict Wages and Benefits; • UC-785 - Low Earnings Report; and • UC-1609 - Location of Records for Unemployment Compensation. *AGY - Retain for four (4) years from the date of form completion.	M	No	4Y	0Y	3
G200.065	Family and Medical Leave Act (FMLA)/Sick Parental and Family Care (SPF) Records May include, but is not limited to: <ul style="list-style-type: none"> • FMLA/SPF correspondence; • Requests for FMLA/SPF, Extended SPF, Military Exigency and Military Caregiver Absences; • Confidential medical documentation; and • Disputes resulting from the denial of a FMLA related request. Pursuant to the FMLA, records shall be maintained in secure confidential files that are separate from the Official Personnel File (OPF).	M	No	3Y	0Y	3

Note: Approvals and disapprovals for FMLA/SPF are maintained in the OPF/e-OPF.

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G200.066	Confidential Medical Files Medical documentation provided by the employee to the supervisor or human resource office staff that does not fall under other records series. Records should be maintained in a file that is secure and separate from the Official Personnel File (OPF). * AGY – Retain for seven (7) pay periods following the leave calendar year end or an employee’s separation date.	M	No	0Y	0Y	3
G200.067	Workers Compensation Claim Report Records that document reported work related injuries. These records are used to generate the Employer's Report of occupational injury or disease for the Workers' Compensation claims administrator.	M	No	4Y	0Y	3
G200.068	Workers' Compensation Files - Indemnity Claims These records contain the claim file created to support the agency's administration of the workers' compensation claim for indemnity claims (those where the employee was disabled eight or more days). The retention of the files created and maintained by the third party workers' compensation claims administrator is subject to the retention schedule managed by the Office of Administration. In all cases, records are retained to meet the requirements of the Workers' Compensation Act, 77 P.S. §§ 1-2708. * AGY – Retain 10 years from last activity on the file.	M	No	10Y	0Y	3
G200.069	Workers' Compensation Files - Medical Only These records contain the claim file created to support the agency's administration of the workers' compensation claim for medical claims (those where the employee was disabled less than eight days). The retention of the files created and maintained by the third party workers' compensation claims administrator is subject to the retention schedule managed by the Office of Administration. In all cases, records are retained to meet the requirements of the Workers' Compensation Act, 77 P.S. §§ 1--2708. * AGY- Retain three (3) years from last activity on the file.	M	No	3Y	0Y	3

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P79	Official Personnel File (OPF and/or E-OPF) – various forms-75th birthday	M	No	0Y	0Y	1

The OPF contains formal documentation of a person’s current employment status and employment history. Records may include, but are not limited to:

- Applications for employment;
- Wage or salary information;
- Notices of commendations, warning or discipline;
- Authorization for a deduction or withholding of pay;
- Fringe benefit information; leave records; and
- Employment history with the commonwealth.

A list of specific forms and documents included in the OPF with required retention can be found on OA’s website under Human Resources, Human Resources and Management, HR tools, Electronic Official Personnel File (e-OPF), Resources. (e-OPF Required Document List).

OPFs may be purged of temporary records (i.e.; information which does not make a significant contribution to a person’s employment record or which becomes outdated or inaccurate because of the passage of time).

* AGY - Maintain 60 days after separation from state service. Send non-digitized paper OPFs to the State Records Center (SRC). If employee is 72 years of age or older, retain at agency for four (4) years, unless otherwise specified.

** AGY - The SRC will maintain non-digitized paper OPFs until former employee's 75th birthday, then destroy.