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

01/27/2014

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 organizational charts, reports, studies, correspondence, speeches, and other materials. * AGY - Retain 2 years after the end of the Governor's administration.	M	No	2Y	0Y	2
G001.002	Policies and Procedures (Executive Level) Executive level policies and procedures issued to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include directives, policy statements, printed or published procedures, manuals, bulletins, orders, rules, or notices. * AGY - Retain 2 years from when item is amended, rescinded.	M	No	2Y	0Y	2
G001.003	Studies and Operational Plans (Executive Level) Major administrative studies initiated at the executive level. May include but is not limited to: strategic plans, project design plans, surveys/questionnaires, charts, diagrams, statistics, preliminary analysis reports, research materials, drafts, and other documentation related to enterprise and agency projects, management studies, nonfiscal audits, and planning studies. * AGY - Retain 2 years after the end of the Governor's administration.	M	No	2Y	0Y	2
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: correspondence, appointment letters, instructions, and notices of termination or re-appointment. Does not include that information which resides in the official personnel folder. * AGY - Retain 2 years after the end of the Governor's administration.	M	No	2Y	0Y	2
G001.005	Minutes of Meetings (Executive Level) Official minutes, agendas, and supporting documentation of all state agencies, commissions, and boards. Information includes agenda, place, date, list of attendees, and a summary of discussions, decisions, and orders dictated by an agency. * AGY - Retain 2 years after the end of the Governor's administration	M	No	2Y	0Y	2

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G001.006	Administrative Correspondence and Subject Files (General Office) Routine correspondence concerning day-to-day office administration and activities. Includes 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
G001.007	Program Administration Files This record series 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. The files may consist of: 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; and other related records. * AGY - Retain 2 years after the end of the Governor's administration.	M	No	2Y	0Y	2
G001.008	Annual/Special Reports and Publications 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: documents, pamphlets, studies, brochures, books, annual reports, codes, regulations, journals, periodicals, or magazines 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. * 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.	M	No	1Y	0Y	2
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. Includes background support materials, correspondence, guidelines, reports, and procedures. * AGY - Retain 2 years or until superseded, then contact State Archives for appraisal.	M	No	2Y	0Y	2

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G001.012	Reorganization Studies Records documenting actual and proposed agency organizational structure. Includes organizational charts.	M	No	4Y	0Y	2
G001.013	Complaint Records Documents complaints against the agencies. Includes complaint, investigatory materials, and related correspondence. * AGY - Retain 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 Files include 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, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. Does not include formal requests filed under the terms of the Right to Know Law.	M	No	2Y	0Y	1
G001.016	Presentation Materials 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). * AGY - Retain 1 year or as long as of administrative value. Contact State Archives for appraisal.	M	No	1Y	0Y	2
G001.017	Vendor Product Equipment Files Records may include: correspondence and manuals related to legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc. (Does not include records maintained in the General Accounting Schedule.) * AGY - Retain 1 year or until superseded or obsolete.	M	No	1Y	0Y	1
G001.018	Professional Organizations and Conferences Documents relating to membership/ participation/ attendance in professional organizations and conferences.	M	No	2Y	0Y	1

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G001.019	Calendars, Appointment Books, Routine Telephone Logs A record of employee appointments, schedules, meetings, visitors, and telephone logs. * AGY - Retain current year plus 1 year.	M	No	1Y	0Y	1
G001.020	Directories and Mailing Lists Lists of current and former employees and/or phone listings, office listings or lists of contacts or service providers. * AGY - Retain until superseded or obsolete.	M	No	0Y	0Y	3
G001.021	Transitory Records Records that have little or 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: 1) routing slips; voice-mail and phone messages; 2) miscellaneous notices or memoranda; 3) information copies of widely distributed materials; 4) information received as part of a distribution list or e-mail messages received from list servers and other Internet sources, solely for convenience of reference; 6) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; 6) documents that are superseded or updated, (may not include official reports, newsletters, etc.); 7) duplicate copies of documents that are retained only for convenience or future distribution and user copies (not original document); 8) duplicate stocks of obsolete publications, pamphlets, or blank forms; 9) unsolicited advertising materials; 10) information in a form used for casual communication of a transitory nature; 11) information, copies or extracts of documents, received only for convenience of reference and which do not form part of the official record; and 12) memoranda (paper-based or email) pertaining to scheduling an event, with no long term value. * AGY - Retain as long as of administrative value.	M	No	0Y	0Y	1
G001.022	Procedure Manuals Procedures issued in a collective manual that govern the operation and administration of various programs within an agency. May include handbooks, desk manuals, and other instructive materials. * AGY -Retain until superseded or no longer in effect.	M	No	0Y	0Y	3

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G001.023	Contract Compliance Records Records related to contract compliance. Contract compliance files contain: agency analysis, narrative reports, correspondence, and documentation related to compliance and noncompliance issues, action plans, and final determinations. Records to be included in this record series include but not limited to: • Bureau of Minority and Women Business Opportunity forms and associated records flied at agency level. • Initial Contract Compliance Data (STD-21). • Report on Contract Compliance Full Documentation/Onsite Audit (STD- 25). • Questionnaire for Contract Compliance Review of Contractors/Grantees (STD-26). • Monthly Contract Compliance Report for Construction Contractors (STD-28). Note: This records series does not include contract compliance (cc) plans or cc quarterly reports or other cc records if they are not related to a specific contract or grant. * AGY - After life of Contract.	M	No	4Y	0Y	1
G001.024	Transmittal Copy Copy of an official record created for the sole purpose of transmitting that copy to another agency or entity. * AGY - Destroy when no longer needed.	M	No	0Y	0Y	3
G001.025	Transitory Files - Confidential 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.	M	No	0Y	0Y	3
G001.026	Audio Records of Public Meetings Audio recordings of public meetings including Board and Committee Meetings (e.g. Audit, Finance, Appeals, Bylaws and Policy, Elections, etc.) Executive session is confidential .and is not audio recorded. Information captured may include: 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. * AGY - Retain until the transcribed information and/or the minutes are approved by the Board and/or committee members.	M	No	0Y	0Y	6

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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.