

**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**

8/02/2010

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.	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. (STD-551 - Surplus Property Disposition and STD-552 - Surplus State Property ID Tags).	M	No	2Y	0Y	1
G010.003	Permit Records Documents any permits or authorizing documents for maintaining a facility and its systems or for any other special purpose. Includes inspection reports, permits, certifications, approvals, and related correspondence. * AGY - Retain 3 years from expiration or cancellation of permit.	M	No	3Y	0Y	3
G010.004	Deeds for Agency Property Deeds, contracts, maps, surveys, policies on title insurance, abstract of titles, and other documents relating to real estate owned by the Commonwealth. * AGY - As per the Management Directive titled, "Preservation of Commonwealth Deeds", all agencies are to submit original Commonwealth Deeds and documentation to the State Archives for every real estate transaction. At a minimum, the names of grantor and grantee, transmittal date, description of property, county, and township, acreage, and Department of General Services' (DGS) fixed asset number are to be submitted on official agency letterhead to the State Archives for every real estate transaction. The original record with accompanying documentation should reach the State Archives within 30 days of receipt of the DGS fixed asset number.	M	No	0Y	0Y	4
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 1 year or as long as of administrative value. When no longer needed, contact State Archives for appraisal.	M	No	1Y	0Y	2

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G010.006	Personnel Identification Records (Access & Security) Records used to identify individuals having access to buildings, departments, rooms, or areas. Includes issue records, photos, and other supporting documentation. * AGY - Termination of account plus 30 days.	M	No	1M	0Y	3
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. Records may include but are 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. Includes 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, including copies of requests, space and cost estimates, justifications, specifications, building, and floor plan layout drawings, and supporting documentation. * AGY - Completion of action plus 4 years.	M	No	4Y	0Y	3
G010.011	Facility Maintenance and Operational Files Operational maintenance manuals and fixed equipment manuals used in the maintenance and operation of a facility. * AGY - Superseded plus 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 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 6 years.	M	No	6Y	0Y	1

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G010.014	Material Safety Data Sheets (MSDS) Required by the Pennsylvania Worker and Community Right-to-Know Act (P.L. 734, No. 159), the MSDS list 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 the retention period may be 30 plus years in accordance with OSHA 29 1910.1020.	M	No	0Y	0Y	1
G010.015	Hazardous Substance Survey Form (HSSF) As required by the Pennsylvania Worker and Community Right-to-Know Act (P.L. 734, No. 159), 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 until superseded.	M	No	0Y	0Y	1
G010.016	Environmental Hazard Survey Form (EHSF) An EHSF is only 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 for the workplace.	M	No	0Y	0Y	1