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# MANAGEMENT DIRECTIVE

220.11  
Amended  
Number

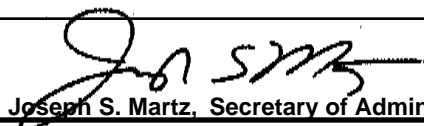
COMMONWEALTH OF PENNSYLVANIA  
GOVERNOR'S OFFICE

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Subject:

Preservation of Commonwealth Deeds

By Direction Of:

  
Joseph S. Martz, Secretary of Administration

Date:

May 3, 2006

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**This directive contains policy and responsibilities for submitting and storing Commonwealth Deeds.**

1. **PURPOSE.** To establish policy and responsibilities for the submission and storage of Pennsylvania's Commonwealth Deeds.
2. **SCOPE.** This directive applies to all agencies subject to *The Administrative Code of 1929*. Other state entities are encouraged to follow this directive. •
3. **OBJECTIVE.** To provide for the systematic submission of original land records and documentation to the Pennsylvania State Archives (hereafter referred to as the State Archives). •
4. **POLICY.** The State Archives is assigned the custodial function for all Commonwealth land records. These responsibilities are defined under Section 1203 of *The Administrative Code of 1929* and were transferred from the Department of Community Affairs by the *Pennsylvania General Assembly in the Reorganization Plan No. 2 of 1981*. •
5. **DEFINITION.**

**Commonwealth Deeds.** These records consist of all deeds, contracts, maps, surveys, policies on title insurance, abstracts of titles, and other documents relating to real estate owned by the Commonwealth.
6. **RESPONSIBILITIES.**
  - a. **The State Archives shall:** •
    - (1) receive and preserve all original Commonwealth Deeds.
    - (2) file, organize and list documents in accordance with established archival procedure. •
    - (3) provide reference services for agencies requesting copies or information from these materials according to established reference policies of the Pennsylvania State Archives.

**b. The Department of General Services shall:** assign a fixed asset number to every parcel of real property owned by the Commonwealth in accordance with current DGS procedures.

**c. All agencies shall:**

- **(1)** submit the original Commonwealth Deed and documentation to the State Archives for every real estate transaction.
- **(2)** submit the following information on official agency letterhead to the State Archives for every real estate transaction. This information shall include, at a minimum, the names of grantor and grantee, transmittal date, description of property, county, and township, acreage, and DGS fixed asset number.
- **(3)** submit the original record, and accompanying documentation, to the State Archives within 30 days of receipt of the DGS fixed asset number.

**This directive replaces, in its entirety, *Management Directive 220.11*, amended March 29, 1991.**