



ADMINISTRATIVE BULLETIN

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF PUBLIC WELFARE

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EFFECTIVE DATE

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NUMBER

2014- 02

SUBJECT

DPW Schedule for Transfer of Records to
The State Records Center

BY

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SCOPE

All DPW units.

PURPOSE

To notify all units of the scheduled dates that the State Records Center (SRC) will accept boxes of records from the Department.

DISCUSSION

The SRC (PHMC) accepts boxes of inactive and semi-active records from the Department. If your office is experiencing space issues and has a need to store their inactive or semi-active records at an alternate/secure location, please contact the DPW Records Coordinator, Dan Calabria at 717. 772. 1886.

Boxes of records are collected throughout the month and transferred to the SRC on the dates below by our surplus and logistics unit.

If your office has records that are scheduled to be transferred to the SRC on our Agency-Specific Records Retention & Disposition Schedule (RRDS) they must be transferred on an annual basis per the schedule. If your office does not currently utilize the SRC, it is the offices responsibility to amend the RRDS to reflect the appropriate Agency Retention only.

For further instruction on transferring records to the SRC please refer to the Records Management policy page at the OA intranet site under Administrative Policies.

2014 Accessions

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|----------|----------|----------|
| 01/09/14 | 05/29/14 | 09/25/14 |
| 02/13/14 | 06/12/14 | 10/09/14 |
| 02/27/14 | 06/26/14 | 10/30/14 |
| 03/13/14 | 07/10/14 | 11/06/14 |
| 03/27/14 | 07/31/14 | 11/13/14 |
| 04/10/14 | 08/14/14 | 12/04/14 |
| 04/24/14 | 08/28/14 | 12/11/14 |
| 05/08/14 | 09/11/14 | |

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:
Dan Calabria @ 717.772.1886 or dancalabri@pa.gov