

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

9/22/2016

Agency: 010 Aging
Bureau: 1033902000 Ombudsman Office

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00001008	Ombudsman Complaint Tracking System	B	No	4Y	0Y	6

Used by the state ombudsman staff to perform analysis of complaints handled by area AG encies on AG ing ombudsman to IDentify issues and patterns of concerns. Information is used fromonitoring of providers and local ombudsman programs as well as to prepare federal and state reports required by law. Information includes complaint and complaintant description, location, dates, staff and activities.

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

9/22/2016

Agency: 010 Aging
Bureau: 1033903000 Protective Service Office – Criminal History Background Checks

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00001002	Criminal History Background Check Tracking System Enables criminal history background check division staff to track status of background checks under act 169. Information is kept to log and track all incoming applications for a federal criminal history background check. Report includes applicant and employment information along with dates applicable to the background check process.	B	No	4Y	0Y	6
00001003	Act 13 Abuse Tracking System Enables criminal history background check division staff to track oral reports of elderly abuse under Act 13 . Information is captured about the facility where the abuse may have occurred, the nature of the alleged abuse, information about the victim and any action taken by the facility.	B	No	4Y	0Y	6

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

9/22/2016

Agency: 010 Aging
Bureau: 1034002000 Bureau of Quality Assurance – Quality & Compliance Division

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000001	Area Plans - Area Agency On Aging	1	No	1Y	7Y	1

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

9/22/2016

Agency: 010 Aging
Bureau: 1034004000 Bureau of Quality Assurance – Metrics & Analytics Division

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000003	White House Conference On Aging	1	No	1Y	20Y	4

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

9/22/2016

Agency: 010 Aging
Bureau: 1034101000 Bureau of Pharmaceutical Assistance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000005	Pharmaceutical Assistance Contract & Operation Records	1	No	6M	7Y	1

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

9/22/2016

Agency: 010 Aging
Bureau: 1034304000 Bureau of Finance – Contracting Division

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00001004	Waiver Paid Claim Reconciliation Waiver paid claim data is received from the department of welfare monthly. After data is received the application parse the data by area agency on AG ing and sends the data to the aaa's to reconcile the amounts paid with their service orders.	B	No	3Y	0Y	6
00001005	Options Assessment Systems Enables bureau of contracts & management staff to perform analysis on options program assessments. Reports include information concerning assessments made for individuals considering nursing home care.	B	No	3Y	0Y	6
00001006	Area Agencies On Aging Budget Submissions Enables bureau of contracts & management and fiscal division staff to review area AG encies on AG ing budget data. Area AG encies on AG ing submit an annual budget for approval by the department. Information includes line item budget data, with costs for personnel, fringe, occupancy, supplies, equipment, fixed assets, etc.	B	No	4Y	0Y	6
00001007	Program And Financial Reporting Used by bureau of contracts & management and fiscal division to track area AG encies on AG ing expenditures and programmatic data. Data reflects number of people SER ved, units of service provided and expenditures by area AG encies on AG ing for various types of service defined in our account structure manual.	B	No	4Y	0Y	6

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

9/22/2016

Agency: 010 Aging
Bureau: 1066001000 Operations and Management Office

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000002	Contracts And Grants	1	No	1Y	7Y	1
00001001	Area Agencies On Aging Allocations	B	No	4Y	0Y	6

Used by fiscal management staff to create/track allocations for area AG encies on AG ing. Report shows funds allocated by cost center and funding sources for each area agency on AG ing.