

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 013 Military Affairs
Bureau: 1340101000 Bureau of Veterans Affairs

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000056	Veterans' Assistance Files	1	No	3Y	0Y	1
00000057	War Orphans Education Files	1	No	2Y	0Y	1
00000058	Hospitals & Veteran Organizations	1	No	0Y	999Y	1
	* Perm at SRC .					
00000060	Graves Registration Card Files	M	No	1Y	0Y	2
	Record of Burial Place of Veteran. Grave cards sent to the Department of Military & Veterans Affairs, Office of Veterans Affairs, from county veterans offices. Includes full name, date of birth and death. Also includes date, organization, and rank of service. Cards indicate location of burial in cemetery, and who purchased the headstone, and any other remarks. Records need to be retained indefinitely to verify grave registration and location.					
00000224	Retx-Real Estate Tax Exemption	B	No	0Y	0Y	6
	Database of veterans information for calculating eligibility for tax exemption. It maintains a list of veterans that are eligible for a tax exemption.					
	* AGY - Data is kept indefinitely.					
00000228	VetroSpec	B	Yes	100Y	0Y	7
	A claims management system/database that contains Veterans' Services and Programs, Veterans' service/payment records relating to emergency assistance, education gratuity, and blind and paralyzed services that are provided to Veterans. This database is utilized to manage case loads, track claims, and to make submissions to the VA and is used by county partners throughout PA. Data will be migrated when system is upgraded or changed.					

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Agency: 013 Military Affairs
Bureau: 1345501000 Bureau of Veterans Homes

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000201	Maintainit	B	No	10Y	0Y	6
	Tracks work orders, inventory issues and receipts of items at South West Veteran Center.					
00000202	Welfare Funds	B	No	7Y	0Y	6
	Tracks money income from donations and vending machines. The money is used for the welfare of the residents. The application generates a finance report, income statement, financial funds report, and balance sheet.					
00000203	Pre-Admision Software	B	No	7Y	0Y	6
	Database application where applicant information is posted and tracked. Contains many attributes related to the applicant. Used to track applicants as well as process applicants.					
00000204	Dietary Software	B	No	0Y	0Y	6
	Outside vendor program that manages and tracks the menus and distribution of residents/patient food. * AGY - Kept indefinitely for the duration of the residents stay.					
00000205	Advancement Account	B	No	7Y	0Y	6
	Tracks advancement account checks written. Advancement account checks are used to pay vendors and reimburse members fund for "stipends", who are veterans with no income.					
00000206	Revenue Billing (Estate VA-Days)	B	No	0Y	0Y	6
	Calculates and tracks billing/account information on each resident. It is used to bill residents, make payments for residents and keeps a final running estate bill for when the resident DEP arts. * AGY - Data is kept indefinitely for the term of the residents stay.					
00000207	Percon Inventory	B	No	7Y	0Y	6
	Tracks receipts and issues for office, medical, housekeeping, residential and food supplies at the veterans center.					
00000208	Activities Software for Social Services	B	No	0Y	0Y	6
	Tracks activities (or events) that veteran residents attend. It tracks all the activities that a specific resident has attended. * AGY - Data is kept indefinitely.					

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000210	Revenue Billing (Estate VA-Days) Planned Calculates and tracks billing/account information on each resident. It is used to bill residents, make payments for residents and keeps a final running estate bill for when the resident DEP arts. * AGY - Data is kept indefinitely for the term of the residents stay.	B	No	0Y	0Y	6
00000211	Members Fund Tracks veteran residents money. It keeps track of how the residents money is issued and spent.	B	No	7Y	0Y	6
00000212	Dietary Software (Geri Menu Ver7.32) Outside vendor program that manages and tracks the menus and distribution of residents/patient food. * AGY - Kept indefinitely for the duration of the residents stay.	B	No	0Y	0Y	6
00000215	Pharmacy (QS1 - Version 16.4) Outside vendor program that manages, tracks, and distributes doctor ordered medication prescriptions. * AGY - Data is kept indefinitely for the duration of the residents stay.	B	No	0Y	0Y	6
00000216	Fixed Asset Database list, or inventory, of fixed assets and costs.	B	No	7Y	0Y	6
00000217	Census/Patient Tracking/History (Planned) Tracks veteran residents history of care. It keeps track of the level of cares, coming and going, and discharges of each patient in order to maintain a history file.	B	No	4Y	0Y	2
00000218	Store Room Inventory Thia is an Excel spreadsheet with a list of inventory items in stock at the veteran center. Inventory balances are kept up to date.	B	No	7Y	0Y	6
00000219	Welfare Funds Tracks money income from donations and vending machines. The money is used for the welfare of the residents. The application generates a finance report, income statement, financial funds report, and balance sheet.	B	No	7Y	0Y	6

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Agency: 013 Military Affairs
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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000220	Pharmacy (Ver16.4 is compliant) Outside vendor program that manages, tracks, and distributes doctor ordered medication prescriptions. * AGY - Data is kept indefinitely for the duration of the residents stay.	B	No	0Y	0Y	6
00000221	Pre-Admission Software Database application where applicant information is posted and tracked. Contains many attributes related to the applicant. Used to track applicants as well as process applicants.	B	No	7Y	0Y	6
00000222	Xact Medicare Billing Tracks medicare billing. Charges are input from medicare part b. Data is electronically linked to medicare billing for patients.	B	No	7Y	0Y	6
00000223	Members Fund Tracks veteran residents money. It keeps track of how the residents money is issued and spent.	B	No	7Y	0Y	6
00000225	Dietary Software (Ver7.32) Outside vendor program that manages and tracks the menus and distribution of residents/patient food. * AGY - Kept indefinitely for the duration of the residents stay.	B	No	0Y	0Y	6
00000229	Advancement Account Tracks advancement account checks written. Advancement account checks are used to pay vendors and reimburse members fund for "stipends", who are veterans with no income.	B	No	7Y	0Y	6

Records Retention and Disposition Schedule
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4/2/2021

Agency: 013 Military Affairs
Bureau: 1355001000 Bureau of Facilities and Engineering

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000044	Monthly Automotive Reports	1	No	1Y	0Y	1
00000047	Lease Files	1	No	0Y	0Y	1
	* AGY - Destroy after lease term & final pymnt rcvd.					
00000054	Armory Leases	1	No	1Y	0Y	1
	* AGY - Fiscal yr in which final payment made.					
00000055	Armory History Files	1	No	1Y	0Y	1
	* AGY - Until armory is disposed of.					

Records Retention and Disposition Schedule
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Agency: 013 Military Affairs
Bureau: 1360101000 Administrative Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000002	Unit Status Card * AGY - After inactivation of unit.	1	No	1Y	0Y	1
00000009	NG Payrolls	1	No	2Y	45Y	1
00000014	Medal Award Files * AGY - Screen & destroy as members become inactive.	1	No	0Y	0Y	1
00000015	Medal Application Files	1	No	1Y	14Y	4
00000016	Decorations & Awards Issuance Files	1	No	2Y	0Y	1
00000019	Official Military Personnel Files (201) Military Personnel Record Jackets. Official discharge records for men and women who enlisted, served, and were discharged from the PA National Guard. Records include military and civilian education history, awards and decorations, promotion orders, mobilization orders, evaluation and training documents, medical history and documents, personal identification information, DD Form 214 certificate of release or discharge from active duty. NOTE: Beginning in 2009, the PA National Guard began to keep complete hard copies of these files at DMVA Records Holding Department only for soldiers who received dishonorable discharge. Honorable discharge records are now part of federal electronic system called IPERMS. Records up to 2009 will be transferred to the State Archives.	1	Yes	20Y	42Y	2
00000020	Temporary Military Personnel Folder Files * AGY - Use to complete ompf upon disc,tfr,ret,death.	1	No	0Y	0Y	1
00000021	Status And Personnel Data Files * AGY - Until individual becomes inactive in ng.	1	No	0Y	0Y	1
00000022	Military Information Personnel Files	1	No	1Y	0Y	1
00000023	Personnel Suspense Card File * AGY - Until individual becomes inactive in ng.	1	No	0Y	0Y	1
00000024	Service Number Allotmnt & Assgmt Ledger	1	No	999Y	0Y	1
00000026	Promotion & TYS Card Files * AGY - After officer becomes inactive in ng.	1	No	1Y	0Y	1
00000027	Military Personnel Assignment Files	1	No	1Y	0Y	1

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000028	Morning Report Files * Perm at SRC .	1	No	1Y	999Y	1
00000043	Publications Shipping Order Files	1	No	3M	0Y	1
00000045	Automotive Equipment Assignment Files * AGY - Destroy when auto returned to p&s.	1	No	0Y	0Y	1
00000048	Unit Histories	1	No	999Y	0Y	1
00000049	State Civilian Employes - State & Fed Paid	1	No	1Y	0Y	1
00000052	Property Records * AGY - Destroy after inventory & transfer to chairman of local armory board.	1	No	0Y	0Y	1
00000053	Service Contract Files	1	No	7Y	0Y	1
00000063	Accident & Violation Files	1	No	999Y	0Y	1
00000065	Individual Airport Files * AGY - After airport closes.	1	No	2Y	0Y	1
00000090	Scotland School for Veterans Children Student Records Files include transcripts, report cards, PSSA results, diplomas, social security number, birth certificate, and other academic documentation. School closed in 2009.	1	No	100Y	0Y	7
00000200	Utility Program Used for utility billing. Contains lists of customers, buildings, meters, meter readings, dumpsters, refuse pickups, refuse bills, customer bills for each 1 month period.	B	No	7Y	0Y	6