**COMMONWEALTH OF PENNSYLVANIA**

# HEALTH & HUMAN SERVICES DELIVERY CENTER

**INFORMATION TECHNOLOGY STANDARD**

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| Name of Standard: | Number: |
| **Commonwealth Records Management** | **STD-DMS012** |
| Domain: | Category: |
| **Data** | **Records Management** |
| Date Issued: | Issued by Direction Of: |
| **08/30/2016** |  |
| Date Revised: |  |
| **07/10/2020** | **Jon Arnold, Chief Technology Officer****Health & Human Services Delivery Center** |

## Abstract:

This document provides the Commonwealth policies on Records Management and each agency’s responsibility to implement a records management program. Records common to all agencies are listed in Manual 210.9, The Commonwealth’s General Records Retention and Disposition Schedule. Agency records series unique to the each agency’s business systems are contained in the agency-specific records retention and disposition schedules. The Departments of Aging (PDA), Drug and Alcohol Programs (DDAP), Health (DOH), Human Services (DHS), and Military and Veterans Affairs (DMVA) Records Retention and Disposition Schedules are accessible under HHS IT Delivery Center, Business and Technical Standards [Data Domain](http://www.dhs.pa.gov/provider/busandtechstandards/datadomain/index.htm) Information Life Cycle and Records Management.

## General:

Policies on the Commonwealth Records Management program are located at [PA Records Management](http://www.oa.pa.gov/Programs/Records-Mgmt/Pages/default.aspx) which lists the following:

* [EO 1992-1](http://www.oa.pa.gov/Policies/eo/Documents/1992_1.pdf) Executive Order 1992-1: Records Management
* [MD 210.5](http://www.oa.pa.gov/Policies/md/Documents/210_5.pdf) Management Directive 210.5 - Commonwealth’s Enterprise Records Management Program
* [MD 210.1](http://www.oa.pa.gov/Policies/Documents/m210_1.pdf) Manual 210.1 – Commonwealth of Pennsylvania Employee Records Management
* [MD 210.7](http://www.oa.pa.gov/Policies/Documents/m210_7.pdf) Manual 210.7 - State Records Management
* [MD 210.9](http://www.oa.pa.gov/Policies/Documents/m210_9.pdf) The Commonwealth’s General Records Retention and Disposition Schedule

Section Three of The General Records Retention and Disposition Schedule covers record series common to all Commonwealth agencies.

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| [G001](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G001.pdf) | Administrative Records | [G009](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G009.pdf) | Security/Employee Safety |

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| [G002](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G002.pdf) | Press/Public Relations | [G010](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G010.pdf) | Facilities Management |
| [G003](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G003.pdf) | Legislative | [G100](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G100.pdf) | Audit |
| [G004](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G004.pdf) | Legal | [G101](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G101.pdf) | Budget |
| [G005](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G005.pdf) | Grants | [G102](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G102.pdf) | Finance |
| [G006](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G006.pdf) | Training | [G103](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G103.pdf) | Payroll |
| [G007](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G007.pdf) | Information Systems | [G200](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G200.pdf) | Human Resources |
| [G008](http://www.oa.pa.gov/Programs/Records-Mgmt/Documents/G008.pdf) | Records/Forms Management |  |  |

## Standard:

As per MD 210.5, all Commonwealth employees are to manage records under their care and control on an ongoing basis to ensure proper records management, retention and disposition.

Please contact your agency Records Coordinator or Alternate Records Coordinators to add, amend or delete an agency record series in the automated Enterprise Records Action System (ERAS).

Agency

Agency Records Coordinators are listed at: [http://www.phmc.pa.gov/Archives/Records-](http://www.phmc.pa.gov/Archives/Records-Management/Pages/Contact-Information.aspx#3)  [Management/Pages/Contact-Information.aspx#3](http://www.phmc.pa.gov/Archives/Records-Management/Pages/Contact-Information.aspx#3)

Questions may be directed to:

* Aging (PDA) Agency Records Coordinator: Ronald Allen (717)783-3126
* Drug and Alcohol Programs (DDAP) Agency Records Coordinator: Ashley Staley (717)736-7455
* Health (DOH) Human Services (DHS) Agency Records Coordinator: Gregory Kratzer (717) 425-5454
* Military & Veterans Affairs (DMVA) Kalli Miller (717) 861-8656
* PA Historical & Museum Commission, Records Services Division Chief, Cindy Bendroth (717)783-7330

Forms

Use the forms and instructions listed below to gather the information needed. Please access them under subtitle “RECORDS ACTION FORMS - TO ADD, AMEND, DELETE AN AGENCY-SPECIFIC ITEM” at

[Records Management Forms](http://www.phmc.pa.gov/Archives/Records-Management/Pages/Forms.aspx):

* STD-56 - Records Action Requests Summary and Deletions (This form is needed to add, delete and amend.)
* STD-64 - Records Action Request: Addition or Amendment to Records Retention and Disposition Schedule (This is only used for adding and amending.)
* STD-64 Instructions Records Action Request: Addition or Amendment to Records Instructions

## Exemptions from this Standard:

There will be no exemptions to this standard.

## Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the HHS Delivery Center Domain Leads.

## Standard Revision Log:

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| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 08/30/2016 | 1.0 | Initial | P. Gillingham |
| 06/27/2017 | 1.1 | Updated | P. Gillingham |
| 06/04/2019 | 1.2 | Updated Organization, CTO Name and content. | P. Gillingham |
| 7/10/2020 | 1.3 | Reviewed, removed signature. | P. Gillingham |