

Records Retention and Disposition Schedule
By Bureau

5/23/2022

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

| Item Number | Description | Media Code | Vital Record | Agency Retn | SRC Retn | Disp Code |
|-------------|---|------------|--------------|-------------|----------|-----------|
| 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. | | | | | |

Records Retention and Disposition Schedule
By Bureau

5/23/2022

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

| Item Number | Description | Media Code | Vital Record | Agency Retn | SRC Retn | Disp Code |
|-------------|--|------------|--------------|-------------|----------|-----------|
| 00000202 | 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 |
| 00000203 | 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 |
| 00000205 | 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 |
| 00000207 | Person Inventory Tracks receipts and issues for office, medical, housekeeping, residential and food supplies at the veterans center. | B | No | 7Y | 0Y | 6 |
| 00000208 | Activities Software for Social Services Tracks activities (or events) that veteran residents attend. It tracks all the activities that a specific resident has attended. * AGY - Data is kept indefinitely. | B | No | 0Y | 0Y | 6 |
| 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 resident money is issued and spent. | B | No | 7Y | 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 |

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|-------------|--|------------|--------------|-------------|----------|-----------|
| 00000217 | Census/Patient Tracking/History (Planned) | B | No | 4Y | 0Y | 2 |
| | Tracks veteran residents history of care. It keeps track of the level of care, coming and going, and discharges of each patient in order to maintain a history file. | | | | | |
| 00000221 | Pre-Admission 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. | | | | | |
| 00000222 | Xact Medicare Billing | B | No | 7Y | 0Y | 6 |
| | Tracks medicare billing. Charges are input from medicare part b. Data is electronically linked to medicare billing for patients. | | | | | |
| 00000225 | Dietary Software (Ver7.32) | 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.

**Records Retention and Disposition Schedule
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5/23/2022

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

| Item Number | Description | Media Code | Vital Record | Agency Retn | SRC Retn | Disp Code |
|--------------------|--------------------|-------------------|---------------------|--------------------|-----------------|------------------|
| 00000054 | Armory Leases | B | No | 12Y | 0Y | 6 |

Includes leases, legal agreements, and pictures for armories being utilized by the National Guard. Per the Department of Defense, Financial Management Regulation, records related to Armory Leases utilized by the PA National Guard must be retained for 10 years, plus 2 years after the life of the asset.

Exception granted on July 28, 2021 from the General Records Retention Schedule, from G102.004 Executed Contract and Lease Administration Files.

Records Retention and Disposition Schedule
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5/23/2022

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 |
| 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 |
| 00000027 | Military Personnel Assignment Files | 1 | No | 1Y | 0Y | 1 |
| 00000028 | Morning Report Files * Perm at SRC . | 1 | No | 1Y | 999Y | 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 Employees - State & Fed Paid | 1 | No | 1Y | 0Y | 1 |

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| 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 |
| 00000091 | State Active Duty Records Records pertaining to the activation of the Pennsylvania National Guard in support of Commonwealth events and emergencies and support to other states and territories. Records may include, but are not limited to, personnel records, logistical and operational support documents, mission planning documents, financial records, and related information. The records have unique, historical information pertaining to the support of the National Guard to the Commonwealth and reference a variety of events including civil disturbances and record setting weather events. State Active Duty Records are referenced by our agency on a regular basis, and are considered Archival. *AGY - The agency retention period of 10 years starts when the State Active Duty mission ends. After agency retention ends, the records will be transferred to the State Archives. | M | Yes | 10Y | 0Y | 2 |

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| 00000092 | Special State Duty Records | M | Yes | 10Y | 0Y | 2 |

The Governor and the Adjutant General have authority to order volunteer members of Pennsylvania National Guard to special state duty. Examples of types of duty include state duty in situations where state active duty for emergencies is not appropriate. Authorized duties include but are not limited to: Respond to community needs, support Commonwealth functions and ceremonies, participate in courts-martial and board functions, support Federal, State and local drug eradication and interdiction operations and perform other necessary military duties. Special State Duty records are referenced by our agency on a regular basis and are considered Archival.

*AGY - The agency retention period of 10 years starts when the Special State Duty Mission ends. After agency retention ends, the records will be transferred to the State Archives.