

Enterprise Records Action System
User Manual for Agency Heads (or Designees)

Records Action System for Agency Heads (or Designees) Overview

The Enterprise Records Action (ERA) System provides a workflow for agencies to make changes to their agency-specific records retention and disposition schedules. The process begins when the Agency Records Coordinator (RC) starts and approves the records action package. Then, the Agency Records Legal Liaison (RLL) approves the package after receiving an email from the system. The Agency Head (or designee) is then notified via email that a records action package is ready for approval. The following is a brief overview of the entire Agency Head (or designee) process within the system. Refer to later pages with system screenshots for more details and directions.

- 1. Open the email generated from the ERA system (sender will be ERA) and click on the provided link at the bottom of the email message.
- 2. Your computer will bring up the ERA system and you will see a package name and "AH Review" status listed at the top of the screen.
- 3. You have the option of approving by reviewing the entire "Package Summary" or by opening up each records action to see the details entered by the RC and program area. If you choose to open each records action in the package, you will continue through multiple section screens (6 screens for 'Add' or 'Amend' records actions; 2 screens for 'Delete' records actions). Be sure to click the "Next" button until you have reviewed all section screens required for that records action. Note: You will not be able to edit the records action while reviewing but do have the ability to leave notes or questions regarding the records action in the "Records Notes" field. Type any notes or comments in the "New Notes" box at the bottom of the screen and click "Add Comments" and they will appear.
- 4. Once you are done with these screens, you will come to a "Review" page. You can then go on to review any other records actions in the package. At the end of your review, click the "Approval Process" button to return to the approval screen.
- 5. You will then have the choice to approve or reject the entire records action package.

If you click Reject: You will need to indicate the specific record numbers(s), record series number(s), section(s), and reason(s) for the rejection by typing this information in the "Package Rejection Notes" box and then click the "Reject" button.

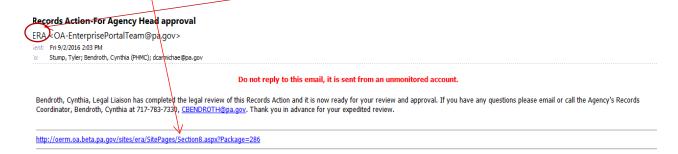
The RC will then receive an email from the system saying that the Agency Head (or designee) has rejected the records action package. The RC will have to make the necessary changes you have indicated in the "Package Rejection Notes" box and the "Record Notes" field and the approval process will start again. You will then receive an email from the system prompting you to begin the review process again.

If you click Approve: your email address and date will populate in the "Agency Head Approval" block. The records action package will then be sent to the OA/PHMC records team for review and approval.

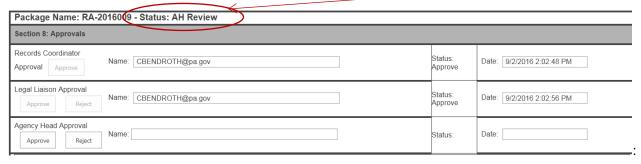
Note: If the RLL, Agency Head (or designee) or any reviewers at OA/PHMC reject a records action package, the entire process will begin again with the RC.

The Enterprise Records Action System provides a workflow for agencies to make changes to their agency-specific records retention and disposition schedules. The Agency Records Coordinator (RC) starts and approves the records action package and via email from the system, the Agency Records Legal Liaison (RLL) approves the package. The Agency Head (or designee) is then notified via email from the system that a records action package is ready for their review and approval.

1. Open Email generated from system (the sender will be ERA) and click on the link at the bottom of email message:



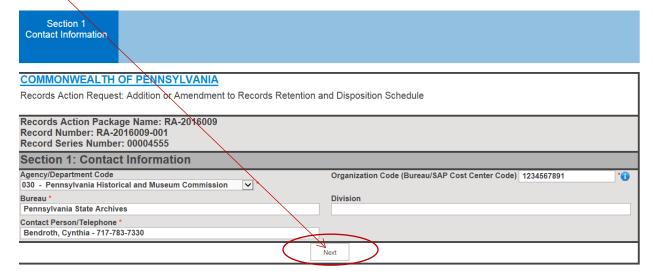
2. The next screen will look like this with 'Status: AH Review' displayed:



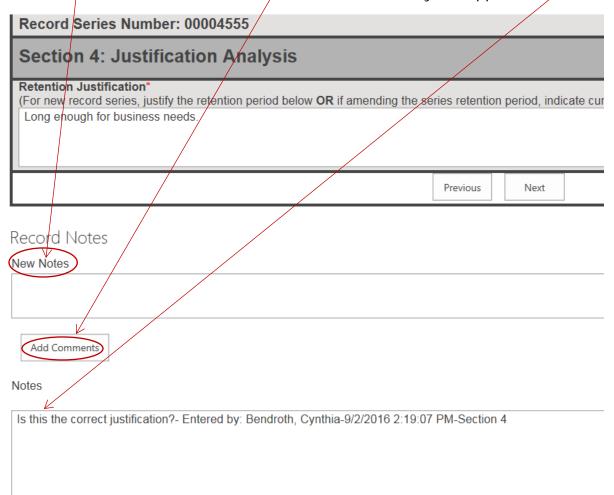
3. You have the option of approving by reviewing the entire package summary or by clicking on and opening up each record number to see the details entered by the RC/program area:

Package Name: RA-2016009 - Status:	XH Review			
Section 8: Approvals				
Records Coordinator Approval Approve Name: CBENDRO	TH@pa.gov		Status: Approve	Date: 9/2/2016 2:02:48 PM
Legal Liaison Approval Approve Reject Name: CBENDRO	TH@pa.gov		Status: Approve	Date: 9/2/2016 2:02:56 PM
Agency Head Approval Approve Reject Name:			Status:	Date:
	Records in this Packa		_	
Record Number RA-2016009-001	Record Series Number 00004555	Action Type Add		atus Delete Record aved Not Deletable
Package Summary:				
Add: 00004555 Bureau Name:Pennsylvania State Archives Record Series Title: records retention file Agency Retention: 5 Years 6 Months Total Retention: 5 Years 6 Months Disposition Code: 6 – Delete				

. If you choose to open each records action, you will see 6 section screens for 'Add' and 'Amend' records actions and 2 section screens for a 'Delete' records action. Click the "Next" button to continue reviewing all sections in the records action:

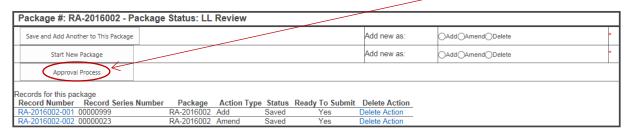


5. You will not be able to edit the records action while reviewing but will have the ability to leave notes or questions regarding the records action. Type your notes in the "Record Notes" field in the "New Notes" box and click "Add Comments" and they will appear in notes:



6. You can then go on to review any other records actions in this package. At the end of your review you will need to go back to the approval screen by clicking "Approval Process":

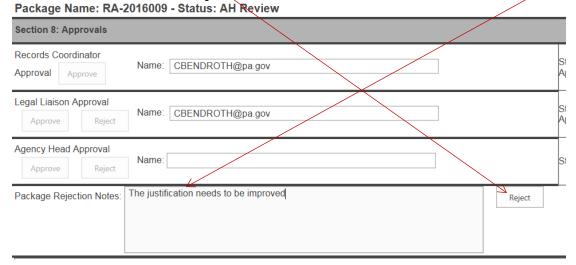
Review



7. You will then return to this screen: Section8

Package Name: RA-2016009 - St	atus: AH Review				
Section 8: Approvals					
Records Coordinator Approval Approve Name: CBB	ENDROTH@pa.gov		Status: Approve	Date: 9/2/2016 2:02:48 PM	
Legal Liaison Approval Approve Reject Name: CBR	ENDROTH@pa.gov		Status: Approve	Date: 9/2/2016 2:02:56 PM	
Agency Head Approval Approve Reject Name:			Status:	Date:	
Records in this Package Record Number Record Series Number Action Type				atus Delete Record	
RA-2016009-001	00004555	Add		ived Not Deletable	
Add: 00004555 Bureau Name:Pennsylvania State Archives Record Series Title: records retention file Agency Retention: 5 Years 6 Months Total Retention: 5 Years 6 Months					
Disposition Code: 6 – Delete					

8. You will have the choice to approve or reject the entire records action package. If rejected, you will need to indicate the specific record number(s), record series number(s), section(s), and reason(s) for the rejection in the "Package Rejection Notes" box and then click the "Reject" button.



9. The RC will then receive an email from the system that you have rejected the records action package. The RC will make the necessary changes you have referenced in the "Package Rejection Notes" box and in the "Record Notes" field and the approval process will start again and you will receive another email to review and approve the records action package.

10. If you click approve, your email address and date will populate in the Agency Head Approval block and the system will then notify the OA/PHMC records team that there is a records action package ready for their review and approval. You will see the below screen:

Package Name: RA-2016009 - Status: Submitted					
ection 8: Approvals					
Records Coordinator Reproval Approve	Name: CBENDROTH@pa.gov	S A			
egal Liaison Approval Approve Reject	Name: CBENDROTH@pa.gov	S A			
Approve Reject	Name: CBENDROTH@pa.gov	S A			
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11. If along the approval process the RLL, Agency Head (or designee) or any reviewers at OA/PHMC reject the records action package, the process will begin again with the RC.