



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:

**Records Action-For Agency Head approval**

ERA <OA-EnterprisePortalTeam@pa.gov>

sent: Fri 9/2/2016 2:03 PM

to: Stump, Tyler; Bendroth, Cynthia (PHMC); dcarmichae@pa.gov

**Do not reply to this email, it is sent from an unmonitored account.**

Bendroth, Cynthia, Legal Liaison has completed the legal review of this Records Action and it is now ready for your review and approval. If you have any questions please email or call the Agency's Records Coordinator, Bendroth, Cynthia at 717-783-7330, [CBENDROTH@pa.gov](mailto:CBENDROTH@pa.gov). Thank you in advance for your expedited review.

<http://oerm.oa.beta.pa.gov/sites/era/SitePages/Section8.aspx?Package=286>

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

<b>Package Name: RA-2016009 - Status: AH Review</b>			
<b>Section 8: Approvals</b>			
Records Coordinator Approval <input type="button" value="Approve"/>	Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:48 PM"/>
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:56 PM"/>
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>

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: AH Review**

**Section 8: Approvals**

Records Coordinator Approval <input type="button" value="Approve"/>	Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:48 PM"/>
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:56 PM"/>
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2016009-001	00004555	Add	Saved	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

4. 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:

**Section 1**  
Contact Information

**COMMONWEALTH OF PENNSYLVANIA**

Records Action Request: Addition or Amendment to Records Retention and Disposition Schedule

Records Action Package Name: RA-2016009  
Record Number: RA-2016009-001  
Record Series Number: 00004555

**Section 1: Contact Information**

Agency/Department Code 030 - Pennsylvania Historical and Museum Commission	Organization Code (Bureau/SAP Cost Center Code) <input type="text" value="1234567891"/>
Bureau * Pennsylvania State Archives	Division
Contact Person/Telephone * Bendroth, Cynthia - 717-783-7330	

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:

**Record Series Number: 00004555**

**Section 4: Justification Analysis**

**Retention Justification\***  
 (For new record series, justify the retention period below **OR** if amending the series retention period, indicate current retention period is  
 Long enough for business needs.

Previous Next

Record Notes

New Notes

Add Comments

Notes

Is this the correct justification?- Entered by: Bendroth, Cynthia-9/2/2016 2:19:07 PM-Section 4

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":

1 Review

**Package #: RA-2016002 - Package Status: LL Review**

Save and Add Another to This Package	Add new as: <input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete
Start New Package	Add new as: <input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete
Approval Process	

Records for this package

Record Number	Record Series Number	Package	Action Type	Status	Ready To Submit	Delete Action
<a href="#">RA-2016002-001</a>	00000999	RA-2016002	Add	Saved	Yes	<a href="#">Delete Action</a>
<a href="#">RA-2016002-002</a>	00000023	RA-2016002	Amend	Saved	Yes	<a href="#">Delete Action</a>

7. You will then return to this screen:

section8

Package Name: RA-2016009 - Status: AH Review				
<b>Section 8: Approvals</b>				
Records Coordinator		Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:48 PM"/>
Approval <input type="button" value="Approve"/>				
Legal Liaison Approval		Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/2/2016 2:02:56 PM"/>
<input type="button" value="Approve"/> <input type="button" value="Reject"/>				
Agency Head Approval		Name: <input type="text"/>	Status:	Date: <input type="text"/>
<input type="button" value="Approve"/> <input type="button" value="Reject"/>				
Records in this Package				
Record Number	Record Series Number	Action Type	Status	Delete Record
<a href="#">RA-2016009-001</a>	00004555	Add	Saved	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

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.

Package Name: RA-2016009 - Status: AH Review

Section 8: Approvals	
Records Coordinator	Name: <input type="text" value="CBENDROTH@pa.gov"/>
Approval <input type="button" value="Approve"/>	
Legal Liaison Approval	Name: <input type="text" value="CBENDROTH@pa.gov"/>
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
Agency Head Approval	Name: <input type="text"/>
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
Package Rejection Notes:	<div> <div>The justification needs to be improved</div> <div><input type="button" value="Reject"/></div> </div>

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

Section 8: Approvals

Records Coordinator Approval

Approve

Name: CBENDROTH@pa.gov

S  
A

Legal Liaison Approval

Approve

Reject

Name: CBENDROTH@pa.gov

S  
A

Agency Head Approval

Approve

Reject

Name: CBENDROTH@pa.gov

S  
A

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.