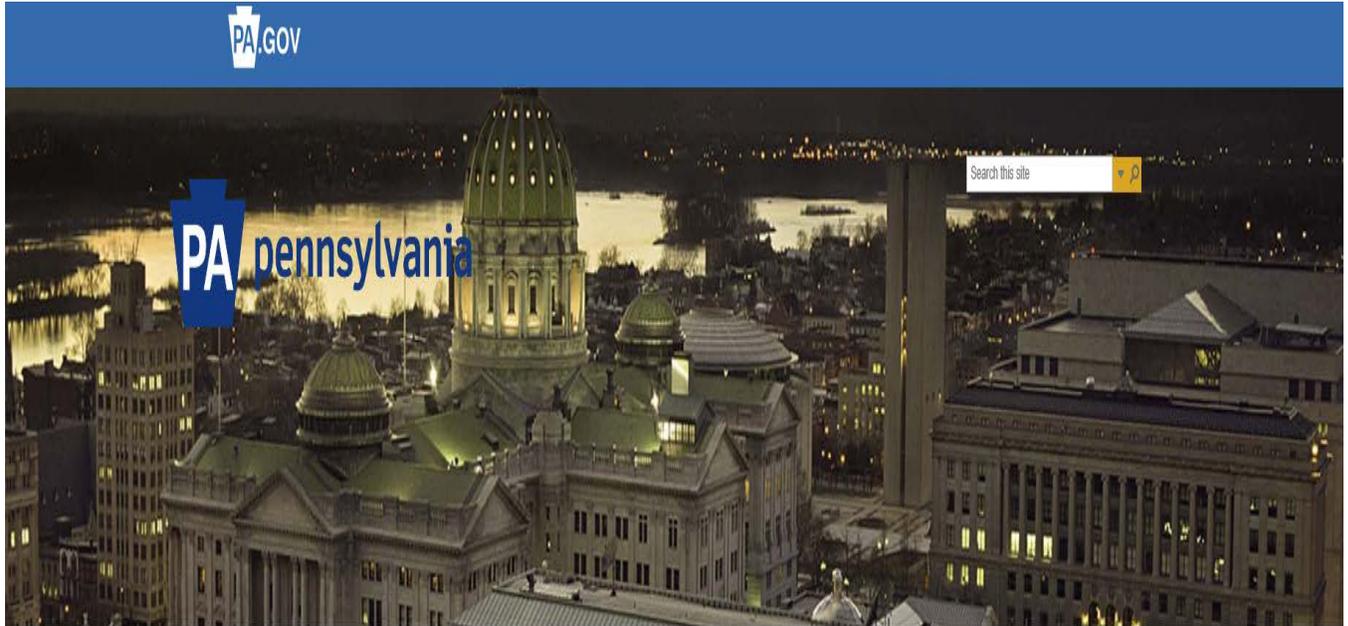


ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS



Records Action System

Select the type of Record Action you want to create

[Create an 'Add' Action >](#)

[Create an 'Amend' Action >](#)

[Create a 'Delete' Action >](#)

[View Previous Packages >](#)

User Options

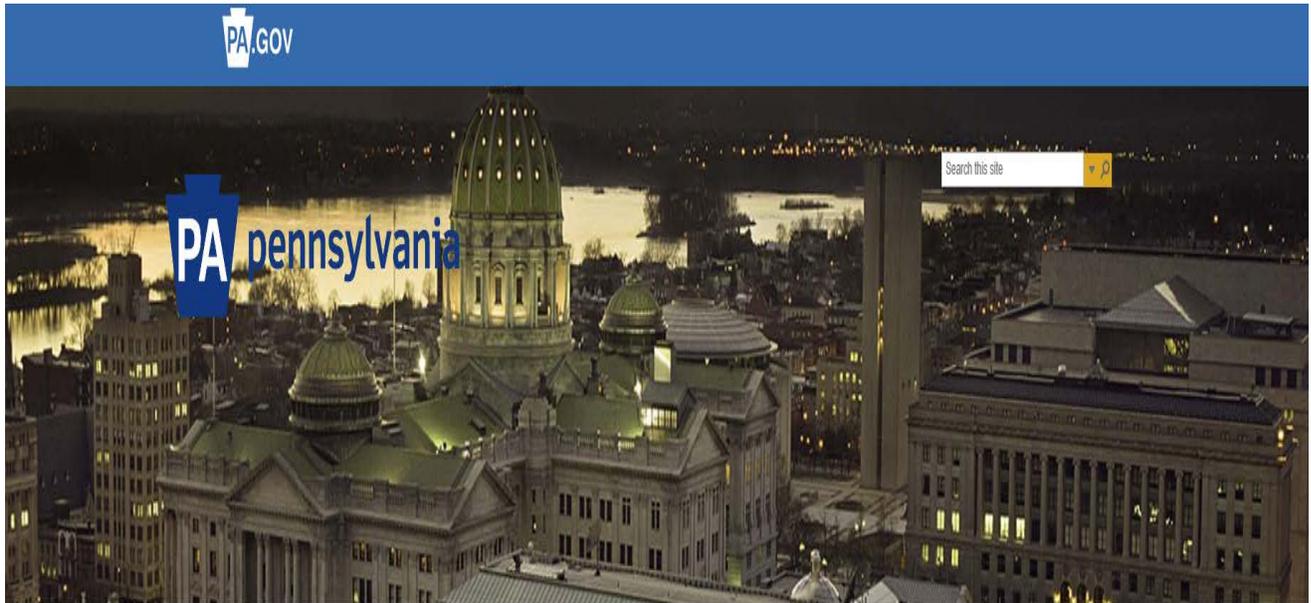
Display optional fields that the agency may choose to complete

**ENTERPRISE RECORDS ACTION SYSTEM
USER MANUAL FOR AGENCY RECORDS COORDINATORS**

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ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS



Records Action System

Select the type of Record Action you want to create

[Create an 'Add' Action >](#)

[Create an 'Amend' Action >](#)

[Create a 'Delete' Action >](#)

[View Previous Packages >](#)

User Options

Display optional fields that the agency may choose to complete

I. Home Page: When you access the records action system, above is the page that you will see first. If you prefer or need to complete optional fields, click in the box next to 'Display optional fields that the agency may choose to complete' under **USER OPTIONS**. If you prefer or need to only complete **mandatory*** fields, do not click in this box. This user manual is written from the perspective that the optional fields are displayed to illustrate how all fields are to be completed. All records actions, whether there is only one or several records actions to submit, will be considered as a records action package.

When starting from the Home page, click on one of the following options to either create a new records action package or to access an existing open records action package that was previously created:

- A. Create an 'Add' Action >** – Click on this option if you need to add a new records series to your agency-specific records retention and disposition schedule.
- B. Create an 'Amend' Action >** – Click on this option if you need to amend an existing records series on your agency-specific records retention and disposition schedule.

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- C. **Create a 'Delete' Action>** - Click on this option if you need to delete an existing records series on your agency-specific records retention and disposition schedule.

- D. **View Previous Packages>** – Click on this option if you need to complete, add more records actions to, or review an existing records action package that was previously created and saved as open. Once you click this option, you will see a Choose Package drop down box. **Note:** you will only see packages in the Choose Package drop down box if open packages exist in your agency. An open package means that the Records Coordinator has not completed and submitted the package to the Records Legal Liaison yet for review and approval.

***USER TIPS:**

- 1. To return to the Home page from any section of this system, click on the **PA Pennsylvania** logo at the top of each page.

- 2. Click on the blue circles with a lower case **i** inside of it for instructions of what to enter in the field.

- 3. If you are not receiving expected auto notifications from the system, check your Junk-email inbox in Outlook.

- 4. To go directly back to a previous section of a records action, click on that section on the section bar that appears at the top of every section as shown below.

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	Section 5 Exception from General Records Retention Schedule	Section 6 Electronic Records
----------------------------------	---	--	--	--	---------------------------------

- 5. If you delete a records action item from the package review summary table, the records action item status will be changed from saved to delete. The records action item will still exist in the package and will be included in the package throughout the approval process.

**ENTERPRISE RECORDS ACTION SYSTEM
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II. Creating a New Records Action Package, or Adding More Records Actions to an Existing Package: After clicking on either: A. **Create an 'Add' Action**, B. **Create an 'Amend' Action**, or C. **Create a 'Delete' Action** on the Home page, the next screen will look identical when clicking any of these four options. You will see this screen.

🏠 CreateNew

Create New

All forms must be submitted as part of a package, even if there is just one form.

Choose this option if no package has yet been created.

Choose this option if you want to add more forms and there is already a package created.

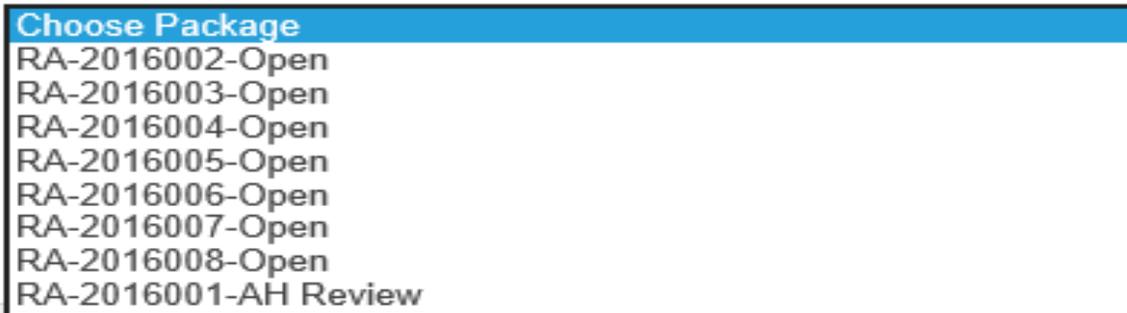
Admin Only Options:

Choose this option if you want to create for another agency.

Choose this option if you want to add more forms and there is already a package created.

To create a new records action package, click the [Add to new package] box, on the right side of, 'Choose this option if no package has yet been created' for all Add, Amend, and Delete records actions.

To add more records actions (Add, Amend, Delete) to an existing records action package, click the arrow in the drop down box that says [Choose Package], click on the desired package number marked as open, i.e. **RA-2016008-Open** as shown below, then click the [Add to an existing package] box, on the right side of, 'Choose this option if you want to add more forms and there is already a package created [Choose Package]'.



Admin Only Options – This is for Office of Administration and PHMC Admin use only.

**ENTERPRISE RECORDS ACTION SYSTEM
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III. Creating an 'Add' Records Action. From the Home page, click on this option when you need to add a new records series to your agency-specific records retention and disposition schedule.

Note: When the [Add to new package] box is clicked on the **Create New** screen for an Add records action, a new records action package is automatically generated and a notification will be sent from the system to your email address which will provide the records action package name, record number, and a direct link to the system. The notification will look like this.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]
Sent: Monday, August 22, 2016 2:36 PM
To: Miller, Michael A. (ERM) <miamiller@pa.gov>
Subject: New Record Action Started

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

Below is your Records Action Package information. This is for your reference and it is not yet complete.

<http://oerm.oa.pa.gov/sites/era/SitePages/Home.aspx>

Records Action Package Name: **RA-2016008**
Record Number: **RA-2016008-001**

A. Section 1: Contact Information, for an 'Add' records action: When selecting create an Add records action, Section 1 will look like this.

📄 Section1

RecordRetention - Section1

Section 1 Contact Information	
COMMONWEALTH OF PENNSYLVANIA	
Records Action Request: Addition or Amendment to Records Retention and Disposition Schedule	
Records Action Package Name: RA-2016008 Record Number: RA-2016008-001	
Section 1: Contact Information	
Agency/Department Code 081A - Office of Administration	Organization Code (Bureau/SAP Cost Center Code) 1234567890
Bureau * OCRIM	Division Records
Contact Person/Telephone * Miller, Michael - 717-705-2776	
Next	

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package. For example, the next records action that is enter in this package will be numbered, **RA-2016008-002**.

Agency/Department Code* – This mandatory field will be pre-filled with your agency number and name. If not, click the drop down arrow and select your agency.

Organization Code (Bureau SAP Cost Center Code) * – This is a mandatory field as indicated by the **red** asterisk. This field is required to have 10 digits. When you enter 10 digits, the system will indicate that it's okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot on page 6.

If you do not enter 10 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

Section1

RecordRetention - Section1

Section 1 Contact Information	
COMMONWEALTH OF PENNSYLVANIA	
Records Action Request: Addition or Amendment to Records Retention and Disposition Schedule	
Records Action Package Name: RA-2016008 Record Number: RA-2016008-001	
Section 1: Contact Information	
Agency/Department Code 081A - Office of Administration	Organization Code (Bureau/SAP Cost Center Code) 123456789 Must be a 10 digit ID.
Bureau * OCRIM	Division Records
Contact Person/Telephone * Miller, Michael - 717-705-2776	
Next	

Bureau* – This is a mandatory field as indicated by the **red** asterisk. Enter the name of the bureau that the records action is for. Please spell out bureau names and avoid using acronyms.

Division – Enter the name of the division that the records action is for, if there is a division name. Please spell out division names and avoid using acronyms.

Contact Person/Telephone* - This mandatory field will be pre-filled with the Agency Records Coordinator and phone number user information that is assigned to your agency by the system.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Next – Click this button when you are finished with this section and are ready to go to Section 2: Descriptive Information.

Record Notes – This field is for the Records Coordinator and system Approvers to communicate issues or explanations about the records action. [Section 1: Contact Information](#), is the first screen that Record Notes appears on. It will also appear on each screen throughout the remainder of the sections. When you enter notes/comments on any screen for any records action type, they will appear in every section. To add Record Notes from any section of the system, click in the New Notes box and type your notes. After you are finished typing in your notes, click the [Add Comments] box and your notes/comments will automatically populate in the Notes box below. The system will identify and log the author, date and time of all notes/comments entered for the records action as shown below.

Record Notes

New Notes

Add Comments

Notes

We need to add a new record series to our Agency-specific Records Retention and Disposition Schedule.- Entered by: Miller, Michael-9/2/2016 8:56:53 AM-Section 1

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B. Section 2: Descriptive Information, for an 'Add' records action: When creating an Add records action, Section 2 will look like this.

📄 Section2

Section 1 Contact Information | Section 2 Descriptive Information

Records Action Package Name: RA-2016008
Record Number: RA-2016008-001
Record Series Number: 12345678

Section 2: Descriptive Information

Authorization is requested for the following action: *
 Add Amend

Record Series Number: 12345678

Record Series Title * Records Management Program Files

Record Series Description
This field is blank because an accurate description already exists in ERMS. This is a new or amended description. NOTE: This field is mandatory for new record series items and for record series items with no existing description in ERMS.
 Yes No

Files that support OCRIM's Records Management program.

Format (Check one) * B=Electronic

Agency Retention: Years: 4 Months: 0 Total Retention: Years: 4 Months: 0
SRC Retention: Years: 0 Months: 0

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.)
End of calendar year.

Indicate any restrictions on access and use, including legal citations a citation to the statute and/or regulation must be cited.
N/A

Previous Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package.

Authorization is requested for the following action *

Add Amend – This is a mandatory field as indicated by the **red** asterisk. Click in the circle for an Add records action type.

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Record Series Number* - This is a mandatory field as indicated by the **red** asterisk. Enter your record series number. This field is required to have 8 digits. When you enter 8 digits, the system will indicate that it's okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot on page 9. If you have a letter suffix in your record series number, you have to add the suffix at the end of your 8 digits. For example, 12345678a.

If you do not enter 8 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

📄 Section2

Section 1
Contact Information

Section 2
Descriptive Information

Records Action Package Name: RA-2016008
Record Number: RA-2016008-001
Record Series Number: 12345678

Section 2: Descriptive Information

Authorization is requested for the following action: *
 Add Amend

Record Series Number 1234567 **Must be a 8 digit ID.**

Record Series Title * Records Management Program Files

Record Series Description *
This field is blank because an accurate description already exists in ERMS. Yes No
This is a new or amended description. NOTE: This field is mandatory for new record series items and for record series items with no existing description in ERMS.

Files that support OCRIM's Records Management program. Enlarge

Format (Check one) * B=Electronic

Agency Retention: Years: * 4 Months: 0 Total Retention: Years: 4 Months: 0
SRC Retention: Years: 0 Months: 0

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.) Enlarge

End of calendar year.

Indicate any restrictions on access and use, including legal citations a citation to the statute and/or regulation must be cited.
N/A

Previous Next

Record Series Title* - This is a mandatory field as indicated by the **red** asterisk. Enter the exact name of the record series that you are adding to the schedule.

Record Series Description* – This field is mandatory for all new record series additions because an accurate description will not exist in ERMS. For this reason, click no. Enter a record series description that supports the purpose and use of this records series.

Enlarge – If you need more space than the initial Description box or Addendum box allows to enter your information, click on the 'Enlarge' button and the box will expand for extra characters.

Format (check one)* - This is a mandatory field as indicated by the **red** asterisk. Click the arrow in the drop down box and select the appropriate records format. If the records for this series exist in multiple formats, i.e. paper and electronic, select the multiple format option.

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Agency Retention* - This is a mandatory field as indicated by the **red** asterisk. Enter the required retention period needed in Years, Months, or both for your agency. If there is no retention needed for Months, you can leave blank or enter a 0.

State Records Center (SRC) retention – Enter the required retention period needed in Years, Months, or both for the SRC. If there is no retention needed for Years or Months, you can leave blank or enter a 0.

Total Retention – After you enter retention periods for the Agency and/or Agency and SRC, the system will calculate and show the total retention time for the records series.

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.) – Enter the event that triggers when the retention period actually begins, i.e. end of calendar year; end of fiscal year; 4 years after end of contract; 2 years after audit; 1 year after separation from current supervisor; and 2 years after close of an investigation, if one applies.

Indicate any restrictions on access and use, including legal citations, a citation to the statute and/or regulation must be cited – Enter applicable legal citations, federal regulations or personal information restrictions that apply to the release of the records in this series.

Previous – Click this button if you need to go back to Section 1: Contact Information.

Next – Click this button when you are finished with this section and are ready to go to Section 3: Disposition and Location.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

C. Section 3: Disposition and Location, for an 'Add' records action: When creating an Add records action, Section 3 will look like this.

📄 Section3

Section 1 Contact Information Section 2 Descriptive Information **Section 3 Disposition and location**

Records Action Package Name: RA-2016008
Record Number: RA-2016008-001
Record Series Number: 12345678

Section 3: Disposition and Location

Disposition Code (Select one) * i
6 - Delete

Location of Records Type of Location Space
Network Shared Drive Agency Office Non-Agency Storage
 Agency Storage Electronic
 SRC

Inclusive Dates of Record
Start: i 2014 Arrangement Chronological
End: i Present Other:

Series Cut-Off
 Calendar Year Fiscal Year Other

Vital Records? i
 Yes No

Frequency of Reference
 Daily Weekly Monthly Less Frequent

Annual Accumulation i Current Volume i
<10 CF or 10 GB Data Agency - >10<50 CF or >10<50 GB Data

Audited? If Audited, By Whom?
 Yes No

Previous Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **12345678**.

Disposition Code (Select one) * - This is a mandatory field as indicated by the **red** asterisk. Click the drop down arrow in the box directly below Disposition Code and select the appropriate records disposition code needed for this records series.

Location of Records – Enter all locations of where the records are currently stored in your agency. For example, desk drawer, filing cabinet, storage closet, or a network shared drive.

Type of Location Space – Check all options that apply.

Inclusive Dates of Record – Enter the Start date of when the records were first created or first existed in your office, bureau, or division. For example, 03/2012 or 2012. Enter the End date for when the records are no longer created or no longer exist in agency or at the SRC. For example, 06/2014 or 2014, or 'present' if records still exist and are still created.

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Arrangement – Click on the drop down arrow and select the appropriate option.

Other – Complete only if the arrangement is something different than options provided in the drop down box for Arrangement.

Series Cut-Off – Click in the circle that best applies to your records series; Calendar year, Fiscal year, or Other.

Vital Records? – Click yes or no. Only click yes if records are needed to support critical functions during a Continuity of Operations (COOP) event, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and state government.

Frequency of Reference – Click in the circle for the option that applies best; Daily, Weekly, Monthly, or Less Frequent.

Annual Accumulation – Click on the drop down arrow and select the appropriate size option. Click on the blue circle with a lower case **i** inside of it for assistance with calculations and measurements.

Current Volume - Click on the drop down arrow next to Agency and select the appropriate size option. Click on the blue circle with a lower case **i** inside of it for assistance with calculations and measurements.

Audited? – Click yes if records in this records series could potentially be audited. Click No if there is no audit required.

If Audited, By Whom? – If applicable, enter the name of the entity that will perform the audit on the records from this records series.

Previous – Click this button if you need to go back to Section 2: Descriptive Information.

Next – Click this button when you are finished with this section and are ready to go to Section 4: Justification Analysis.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

D. Section 4: Justification Analysis, for an 'Add' records action: When creating an Add records action, Section 4 will look like this.

📄 Section4

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	
Records Action Package Name: RA-2016008 Record Number: RA-2016008-001 Record Series Number: 12345678				
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 and justify change below:) For office use and reference <input style="width: 100%; height: 30px;" type="text"/>				
Legal Citation (If retention period is based on a legal requirement, provide the specific legal citation or regulation): N/A <input style="width: 100%; height: 20px;" type="text"/>				
Disposition Justification (required for disposal code 7 only) Justify the disposition. If amending the disposition code, indicate current code. N/A <input style="width: 100%; height: 30px;" type="text"/>				
Duplicates/Copies If a duplicate or other copies of this record series exists, is this series: <input style="width: 100px;" type="text" value="The Official Record Copy"/> ▼ If other copies exist, list related series by their record series numbers: <input style="width: 100px;" type="text"/>				
<input type="button" value="Previous"/> <input type="button" value="Next"/>				

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **12345678**.

Retention Justification* - This is a mandatory field as indicated by the **red** asterisk. Enter the reason(s) of why the retention stated in section 2 is needed or required.

Legal Citation – Enter any legal requirement, legal citation, or regulation that affects the retention of this records series.

Disposition Justification (required for disposal code 7 only) – Enter the disposition justification only if you are using disposition code 7 – Review – Agency & Archives for this records series.

Duplicates/Copies – Click the drop down arrow and select either: The Official Record copy, A security copy, or A duplicate copy. If other copies exist, enter the records series numbers of the related records series.

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Previous – Click this button if you need to go back to Section 3: Disposition and Location.

Next – Click this button when you are finished with this section and are ready to go to Section 5: Exception from General Records Retention Schedule.

E. Section 5: Exception from General Records Retention Schedule, for an 'Add' records action: When creating an Add records action, Section 5 will look like this.

 Section5

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	Section 5 Exception from General Records Retention Schedule	
----------------------------------	--------------------------------------	---------------------------------------	-------------------------------------	--	--

Records Action Package Name: RA-2016008
Record Number: RA-2016008-001
Record Series Number: 12345678

Section 5: Exception from General Records Retention Schedule

General Records Retention and Disposition Schedule record series number from which exception is sought: 

Reasons for exception request (check all that apply):

- Document and maintain an essential program activity
- Retain oversight and audit of an activity for a required period of time
- Support oversight and audit of an activity for a required period of time
- Fulfill legal requirements (Provide specific citation, regulation, law, etc)
- Permit appropriate public access
- Accommodate frequency of reference
- Manage volumes of records
- Contains security issues such as classified and/or restricted records
- Vital Record Security Copy
- Other requirements not addressed above:

Provide the specific business needs and/or operational requirements for the above checked items:

Office does not need to maintain records in this series for 8 years.

Record Notes

New Notes

Notes

What if there are more than one exceptions from the General Schedule? You would pick the primary and/or best reason above, and then enter the additional exceptions in this New Notes Box, and then click Add Comments. For example:

G008.001 - Records Management

- Entered by: Miller, Michael-8/17/2016 10:57:35 AM-Section 5

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **12345678**.

General Records Retention and Disposition Schedule record series number from which exception is sought: - Click the drop down arrow and select the primary and/or best exception listed that fits this records series. If you need to include more than one exception, you can add additional exceptions in Record Notes as shown in the screen shot on page 15. See page 8, **Record Notes**, for instructions on how to add record notes.

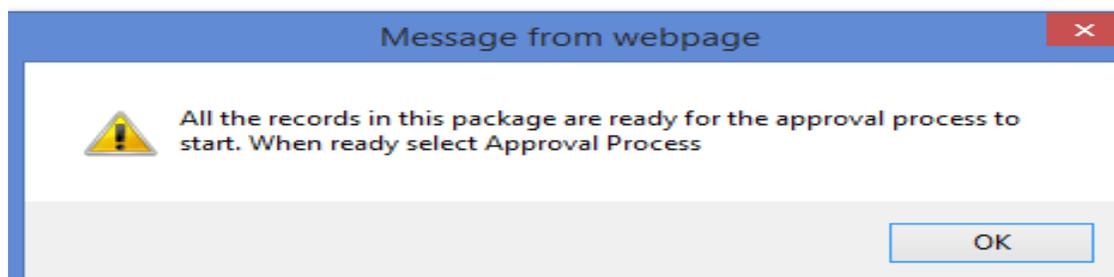
Reasons for exception request – Click on all exceptions that apply to this records series.

Provide the specific business needs and/or operational requirements for the above checked items: - Enter the specific business needs and/or requirements that support items checked in Reasons for exception request.

Previous – Click this button if you need to go back to Section 4: Justification Analysis.

Next – Click this button when you are finished with this section and are ready to go to Section 6: Electronic Records.

Note: If you do not select options B=Electronic, C=Portable Media, or M=Multi-Format back in Section 2: Descriptive Information, you will not see Section 6: Electronic Records. The system will take you to **Part G. Review** on page 19. Click OK to the message shown below.



ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

F. Section 6: Electronic Records, for an 'Add' records action: When creating an Add records action, Section 6 will look like this.

📄 Section6

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	Section 5 Exception from General Records Retention Schedule	Section 6 Electronic Records
Records Action Package Name: RA-2016008 Record Number: RA-2016008-001 Record Series Number: 12345678					
Section 6: Electronic Records					
IT CONTACT. Name: <input type="text" value="Mike Miller"/> Application/System Title - Include System ID if applicable Telephone: <input type="text" value="717-705-2776"/> <input type="text" value="Records Management Program Files"/>					
Processing/Architectural Platform <input type="text" value="Client Server"/>					
Data Source/ Data Platform <input type="text" value="Desktop Suite (Word, Excel, ppt)"/>					
Input. How is the data collected and entered? <input type="checkbox"/> By Paper <input checked="" type="checkbox"/> By Electronic Input <input type="checkbox"/> Physical Media <input type="checkbox"/> Electronic Filing (i.e. web-based forms, telefile, etc...) <input type="checkbox"/> File Transfer Protocol					
Is Input Retained? <input type="text" value="No"/>					
If input is retained, list the records series item number(s). <input type="text"/>					
Output. Are outputs generated? <input type="checkbox"/> Electronic Output <input type="checkbox"/> Microfilm <input type="checkbox"/> Computer Output Microfilm (COM) <input type="checkbox"/> Paper <input type="checkbox"/> Other					
Is Output Retained? <input type="text" value="No"/>					
If output is retained, list the record series item number(s). <input type="text"/>					
Will data be migrated when system is updated or changed? <input type="text" value="Yes"/>					
Active Storage <input type="text" value="SAN"/>					
Active Storage Location <input type="text" value="OA Server Farm Data"/>					
Inactive Storage <input type="text" value="Choose One"/>					
Inactive Storage Location <input type="text" value="Choose One"/>					
<input type="button" value="Previous"/> <input type="button" value="Next"/>					

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-001**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **12345678**.

IT Contact-Name and Telephone Number – Enter the name and telephone number of the person to contact within the technical area for this application/system. Telephone numbers will require the area code.

Application/System Title – Enter the name of the application/system as known by staff. May include the record series title or a system ID number.

Processing/Architectural Platform – Click on the drop down arrow and select the applicable processing platform.

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Data Source/Data Platform - Click on the drop down arrow and select the applicable source platform.

Input – How is the data collected and entered? Click all options that apply.

Is Input Retained? – Click on the drop down arrow and select yes or no.

If Input is retained, list the records series item number(s) – Enter the associated record series item number(s), if the paper or other input media is kept after the records have been entered into a system.

Output – Are outputs generated? Click all options that apply.

Is Output Retained? - Click on the drop down arrow and select yes or no.

If Output is retained, list the records series item number(s) - Enter the associated record series item number(s), if the paper or other output media is kept.

Will data be migrated when system is updated or changed? - Click on the drop down arrow and select yes or no.

Active Storage - Click on the drop down arrow and select the appropriate option for the type of media records are stored on.

Active Storage Location - Click on the drop down arrow and select the appropriate option for the location for the active records.

Inactive Storage - Click on the drop down arrow and select the appropriate option for the type of media records are stored on when they are no longer active.

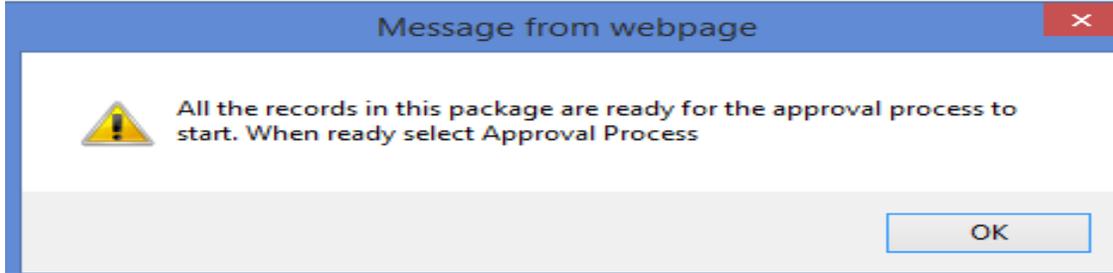
Inactive Storage Location - Click on the drop down arrow and select the appropriate option for the location for the inactive records.

Previous – Click this button if you need to go back to Section 5: Exception from General Records Retention Schedule.

Next – Click this button when you are finished with this section and are ready to go to the next Section, Review, for an 'Add' records action.

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G. Review, for an 'Add' records action: After you are finished with section 6, Electronic Records, and you click the Next button, you will get this message below.



If you are completely finished with every section for this 'Add' records action, click OK and then you will see this screen below.

Review

Package #: RA-2016008 - Package Status: Open						
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
RA-2016008-001	12345678	RA-2016008	Add	Saved	Yes	Delete Action

Package#: RA-2016008 – Package Status: Open – This informs you that the records action package is still open and has not been submitted for the Approval process yet. If this is the only or last records action that you need to include in this package, then you can click on the Approval Process button.

Save and Add Another to this Package – If you have more records actions to include with this package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Save and Add Another to this Package'. Then click on 'Save and Add Another to this Package'. This will take you back to section 1 to begin entering your next records action.

Start New Package – If you need to start a separate or new records action package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Start New Package'. Then click on 'Start New Package'. This will take you back to section 1 as well to begin entering your next records action.

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Approval Process – Click this button when your records action package is complete and there are no more records actions to include in this specific package. When the Approval Process button is clicked, you will go to section 8: Approvals. See Part VI, Section 8: Approvals on page 44.

Records for this package – This block provides a table summary of all the record items included in this records action package. It shows the following: the Record Number, Record Series Number, Package Number, Records Action Type, Status (Saved or Submitted), Ready To Submit, and Delete Action.

Note: If a Records Coordinator wants to delete a record action out of a package, they can click on [Delete Action](#) at the end of that record line. However, the deletion will not remove the record action from the package. It will only change the status line from Saved to Deleted. If the Records Coordinator needs to go back to that records action at a later time, the information previously entered will be saved. Once the Approval Process button is clicked, you will not be able to delete a record item from a package.

IV. Creating an 'Amend' Records Action. From the Home page, click on this option when you need to amend an existing records series on your agency-specific records retention and disposition schedule.

Note: When the [Add to new package] box is clicked on the **Create New** screen for an Amend records action, a new records action package is automatically generated and a notification will be sent from the system to your email address which will provide the records action package name, record number, and a direct link to the system. The notification will look like this.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]
Sent: Monday, August 22, 2016 2:36 PM
To: Miller, Michael A. (ERM) <miamiller@pa.gov>
Subject: New Record Action Started

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

Below is your Records Action Package information. This is for your reference and it is not yet complete.

<http://oerm.oa.pa.gov/sites/era/SitePages/Home.aspx>

Records Action Package Name: **RA-2016008**
Record Number: **RA-2016008-002**

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A. Section 1: Contact Information, for an 'Amend' records action: When creating an Amend records action, the sections will look identical to creating an Add records action. Section 1 will look like this.

Section1

RecordRetention - Section1

Section 1
Contact Information

COMMONWEALTH OF PENNSYLVANIA

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

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002

Section 1: Contact Information

Agency/Department Code
081A - Office of Administration

Organization Code (Bureau/SAP Cost Center Code) 1234567890

Bureau *
OCRIM

Division
Records

Contact Person/Telephone *
Miller, Michael - 717-705-2776

Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package. For example, the next records action that is enter in this package will be numbered, **RA-2016008-003**.

Agency/Department Code* – This mandatory field will be pre-filled with your agency number and name. If not, click the drop down arrow and select your agency.

Organization Code (Bureau SAP Cost Center Code)* – This is a mandatory field as indicated by the **red** asterisk. This field is required to have 10 digits. When you enter 10 digits, the system will indicate that it's okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot above.

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If you do not enter 10 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

Section 1

RecordRetention - Section1

Section 1
Contact Information

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

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002

Section 1: Contact Information

Agency/Department Code
081A - Office of Administration *

Organization Code (Bureau/SAP Cost Center Code) 123456789 x *
Must be a 10 digit ID.

Bureau *
OCRIM

Division
Records

Contact Person/Telephone *
Miller, Michael - 717-705-2776

Next

Bureau* – This is a mandatory field as indicated by the **red** asterisk. Enter the name of the bureau that the records action is for. Please spell out bureau names and avoid using acronyms.

Division – Enter the name of the division that the records action is for, if there is a division name. Please spell out division names and avoid using acronyms.

Contact Person/Telephone* - This mandatory field will be pre-filled with the Agency Records Coordinator and phone number user information that is assigned to your agency by the system.

Next – Click this button when you are finished with this section and are ready to go to Section 2: Descriptive Information.

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Record Notes – This field is for the Records Coordinator and system Approvers to communicate issues or explanations about the records action. [Section 1: Contact Information](#), is the first screen that Record Notes appears on. It will also appear on each screen throughout the remainder of the sections. When you enter notes/comments on any screen for any action type, they will appear in every section. To add Record Notes from any section of the system, click in the New Notes box and type your notes. After you are finished typing in your notes, click the [Add Comments] box and your notes/comments will automatically populate in the Notes Box below. The system will identify and log the author, date and time of all notes/comments entered for the records action as shown below.

Record Notes

New Notes

Add Comments

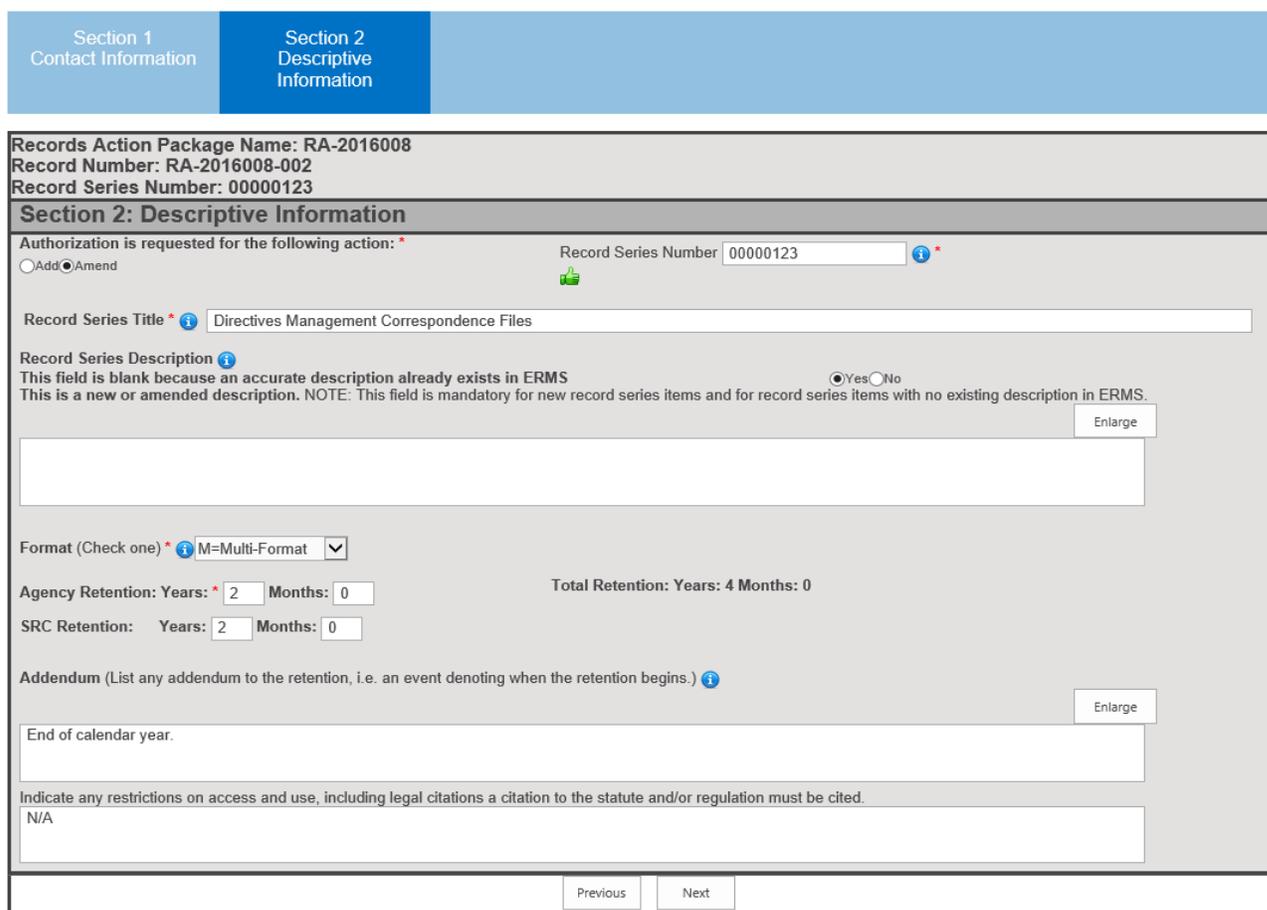
Notes

We need to Amend record series number 00000123 on our Agency-specific Records Retention and Disposition Schedule. - Entered by: Miller, Michael-9/2/2016 9:13:17 AM-Section 1

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

B. Section 2: Descriptive Information, for an 'Amend' records action: When creating an Amend records action, Section 2 will look like this.

 Section2



Section 1
Contact Information

Section 2
Descriptive
Information

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002
Record Series Number: 00000123

Section 2: Descriptive Information

Authorization is requested for the following action: *

Add Amend

Record Series Number: 00000123

Record Series Title: Directives Management Correspondence Files

Record Series Description: This field is blank because an accurate description already exists in ERMS. This is a new or amended description. NOTE: This field is mandatory for new record series items and for record series items with no existing description in ERMS.

Format (Check one): M=Multi-Format

Agency Retention: Years: 2 Months: 0
SRC Retention: Years: 2 Months: 0
Total Retention: Years: 4 Months: 0

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.): End of calendar year.

Indicate any restrictions on access and use, including legal citations a citation to the statute and/or regulation must be cited.
N/A

Previous Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package.

Authorization is requested for the following action*

Add Amend – This is a mandatory field as indicated by the **red** asterisk. Click in the circle for an Amend records action type.

Record Series Number* - This is a mandatory field as indicated by the **red** asterisk. Enter your record series number. This field is required to have 8 digits. When you enter 8 digits, the system will indicate that it's okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot above. If you have a letter suffix in your record series number, you have to add the suffix at the end of your 8 digits. For example, 00000123a.

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If you do not enter 8 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

📄 Section2

Section 1 Contact Information | Section 2 Descriptive Information

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002
Record Series Number: 00000123

Section 2: Descriptive Information

Authorization is requested for the following action: *
 Add Amend

Record Series Number: 0000012 **Must be a 8 digit ID.**

Record Series Title * Directives Management Correspondence Files

Record Series Description
This field is blank because an accurate description already exists in ERMS. Yes No
This is a new or amended description. NOTE: This field is mandatory for new record series items and for record series items with no existing description in ERMS. [Enlarge](#)

Format (Check one) * M=Multi-Format

Agency Retention: Years: 2 Months: 0 Total Retention: Years: 4 Months: 0

SRC Retention: Years: 2 Months: 0

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.) [Enlarge](#)

End of calendar year.

Indicate any restrictions on access and use, including legal citations a citation to the statute and/or regulation must be cited.
N/A

[Previous](#) [Next](#)

Record Series Title * - This is a mandatory field as indicated by the **red** asterisk. Enter the exact same name of the record series that you are amending on your schedule.

Record Series Description * – This field is mandatory for an Amendment only if an accurate description does not exist in ERMS or if you are revising the current description. If an accurate description already exists in ERMS, click yes. If not, click no and enter a record series description that supports the purpose and use of this records series.

Enlarge – If you need more space than the initial Description box or Addendum box allows to enter your information, click on the 'Enlarge' button and the box will expand for extra characters.

Format (check one) * - This is a mandatory field as indicated by the **red** asterisk. Click the arrow in the drop down box and select the appropriate records format. If the records for this series exist in multiple formats, i.e. paper and electronic, select the multiple format option.

Agency Retention * - This is a mandatory field as indicated by the **red** asterisk. Enter the required retention period needed in Years, Months, or both for your agency. If there is no retention needed for Months, you can leave blank or enter a 0.

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State Records Center (SRC) retention – Enter the required retention period needed in Years, Months, or both for the SRC. If there is no retention needed for Years or Months, you can leave blank or enter a 0.

Total Retention – After you enter retention periods for the Agency and/or Agency and SRC, the system will calculate and show the total retention time for the records series.

Addendum (List any addendum to the retention, i.e. an event denoting when the retention begins.) – Enter the event that triggers when the retention period actually begins, i.e. end of calendar year; end of fiscal year; 4 years after end of contract; 2 years after audit; 1 year after separation from current supervisor; and 2 years after close of an investigation, if one applies.

Indicate any restrictions on access and use, including legal citations, a citation to the statute and/or regulation must be cited – Enter applicable legal citations, federal regulations or personal information restrictions that apply to the release of the records in this series.

Previous – Click this button if you need to go back to Section 1: Contact Information.

Next – Click this button when you are finished with this section and are ready to go to Section 3: Disposition and Location.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

C. Section 3: Disposition and Location, for an 'Amend' records action: When creating an Amend records action, Section 3 will look like this.

📄 Section3

Section 1
Contact Information

Section 2
Descriptive
Information

Section 3
Disposition and
location

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002
Record Series Number: 00000123

Section 3: Disposition and Location

Disposition Code (Select one) *
3 – Special (Agency Retn only)

Location of Records
Rm 221 FB & X Drive

Type of Location Space
 Agency Office Non-Agency Storage
 Agency Storage Electronic
 SRC

Inclusive Dates of Record
Start: 2011
End: present
Arrangement: Chronological
Other:

Series Cut-Off
 Calendar Year Fiscal Year Other

Vital Records?
 Yes No

Frequency of Reference
 Daily Weekly Monthly Less Frequent

Annual Accumulation
<10 CF or 10 GB Data

Current Volume
Agency - >50<100 CF or >50<100 GB Data

Audited?
 Yes No

If Audited, By Whom?

Previous Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **00000123**.

Disposition Code (Select one) * - This is a mandatory field as indicated by the **red** asterisk. Click the drop down arrow in the box directly below Disposition Code and select the appropriate records disposition code needed for this records series.

Location of Records – Enter all locations of where the records are currently stored in your agency. For example, desk drawer, filing cabinet, storage closet, or a network shared drive.

Type of Location Space – Check all options that apply.

Inclusive Dates of Record – Enter the Start date of when the records were first created or first existed in your office, bureau, or division. For example, 01/2011 or 2011. Enter the End date for when the records are no longer created or no longer exist in agency or at the SRC. For example, 06/2015 or 2015, or 'present' if records still exist and are still created.

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Arrangement – Click on the drop down arrow and select the appropriate option.

Other – Complete only if the arrangement is something different than options provided in the drop down box for Arrangement.

Series Cut-Off – Click in the circle that best applies to your records series; Calendar year, Fiscal year, or Other.

Vital Records? – Click yes or no. Only click yes if records are needed to support critical functions during a Continuity of Operations (COOP) event, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and state government.

Frequency of Reference – Click in the circle for the option that applies best; Daily, Weekly, Monthly, or Less Frequent.

Annual Accumulation – Click on the drop down arrow and select the appropriate size option. Click on the blue circle with a lower case **i** inside of it for assistance with calculations and measurements.

Current Volume - Click on the drop down arrow next to Agency and select the appropriate size option. Click on the blue circle with a lower case **i** inside of it for assistance with calculations and measurements.

Audited? – Click yes if records in this records series could potentially be audited. Click No if there is no audit required.

If Audited, By Whom? – If applicable, enter the name of the entity that will perform the audit on the records from this records series.

Previous – Click this button if you need to go back to Section 2: Descriptive Information.

Next – Click this button when you are finished with this section and are ready to go to Section 4: Justification Analysis.

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D. Section 4: Justification Analysis, for an ‘Amend’ records action: When creating an Amend records action, Section 4 will look like this.

📄 Section4

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis
Records Action Package Name: RA-2016008 Record Number: RA-2016008-002 Record Series Number: 00000123			
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 and justify change below.) Currently, agency retention is 2 years. We are adding 2 years retention at the SRC because the office has decided that records need to be available for 2 additional years and stored at the SRC in order to manage office storage space.			
Legal Citation (If retention period is based on a legal requirement, provide the specific legal citation or regulation): N/A			
Disposition Justification (required for disposal code 7 only) Justify the disposition. If amending the disposition code, indicate current code. N/A			
Duplicates/Copies If a duplicate or other copies of this record series exists, is this series: <input type="text" value="The Official Record Copy"/> <input type="button" value="v"/> If other copies exist, list related series by their record series numbers: <input type="text"/>			
<input type="button" value="Previous"/> <input type="button" value="Next"/>			

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **00000123**.

Retention Justification* - This is a mandatory field as indicated by the **red** asterisk. Enter the current retention at agency and SRC and the reason(s) of why the retention needs to be changed.

Legal Citation – Enter any legal requirement, legal citation, or regulation that affects the retention of this records series.

Disposition Justification (required for disposal code 7 only) – Enter the disposition justification only if you are using disposition code 7 – Review – Agency & Archives for this records series.

Duplicates/Copies – Click the drop down arrow and select either: The Official Record copy, A security copy, or A duplicate copy. If other copies exist, enter the records series numbers of the related records series.

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Previous – Click this button if you need to go back to Section 3: Disposition and Location.

Next – Click this button when you are finished with this section and are ready to go to Section 5: Exception from General Records Retention Schedule.

E. Section 5: Exception from General Records Retention Schedule, for an 'Amend' records action: When creating an Amend records action, Section 5 will look like this.

📄 Section5

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	Section 5 Exception from General Records Retention Schedule
----------------------------------	--------------------------------------	---------------------------------------	-------------------------------------	--

Records Action Package Name: RA-2016008
Record Number: RA-2016008-002
Record Series Number: 00000123

Section 5: Exception from General Records Retention Schedule

General Records Retention and Disposition Schedule record series number from which exception is sought: ▼ ⓘ

Reasons for exception request (check all that apply):

- Document and maintain an essential program activity
- Retain oversight and audit of an activity for a required period of time
- Support oversight and audit of an activity for a required period of time
- Fulfill legal requirements (Provide specific citation, regulation, law, etc)
- Permit appropriate public access
- Accommodate frequency of reference
- Manage volumes of records
- Contains security issues such as classified and/or restricted records
- Vital Record Security Copy
- Other requirements not addressed above:

Provide the specific business needs and/or operational requirements for the above checked items:

Office needs to maintain records longer than records series G001.006 dictates.

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **00000123**.

General Records Retention and Disposition Schedule record series number from which exception is sought: - Click the drop down arrow and select the primary and/or best exception listed that fits this records series. If you need to include more than one exception, you can add additional exceptions in Record Notes as shown on page 15. See page 23, **Record Notes**, for instructions on how to add record notes.

Reasons for exception request – Click on all exceptions that apply to this records series.

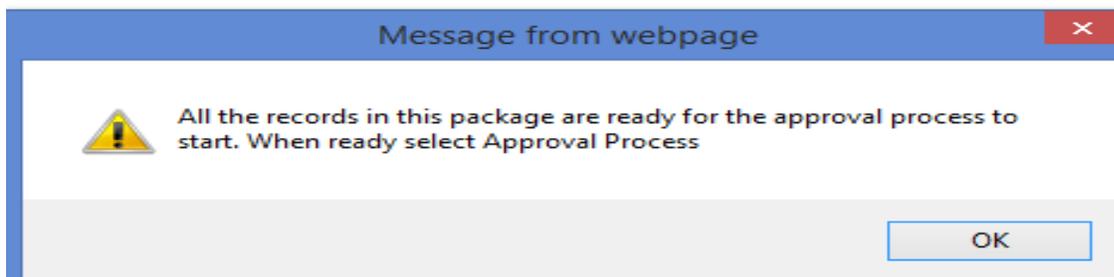
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Provide the specific business needs and/or operational requirements for the above checked items: - Enter the specific business needs and/or requirements that support items checked in Reasons for exception request.

Previous – Click this button if you need to go back to Section 4: Justification Analysis.

Next – Click this button when you are finished with this section and are ready to go to Section 6: Electronic Records.

Note: If you do not select options B=Electronic, C=Portable Media, or M=Multi-Format back in Section 2: Descriptive Information, you will not see Section 6: Electronic Records. The system will take you to **Part G. Review** on page 34. Click OK to the message shown below.



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F. Section 6: Electronic Records, for an ‘Amend’ records action: When creating an Amend records action, Section 6 will look like this.

📄 Section6

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	Section 5 Exception from General Records Retention Schedule	Section 6 Electronic Records
Records Action Package Name: RA-2016008 Record Number: RA-2016008-002 Record Series Number: 00000123					
Section 6: Electronic Records					
IT CONTACT. Name: <input type="text" value="Mike Miller"/> Application/System Title - Include System ID if applicable Telephone: <input type="text" value="717-783-5055"/> <input type="text" value="Directives Management Correspondence Files"/>					
Processing/Architectural Platform <input type="text" value="Client Server"/> <input type="button" value="v"/>					
Data Source/ Data Platform <input type="text" value="SharePoint"/> <input type="button" value="v"/>					
Input. How is the data collected and entered? <input type="checkbox"/> By Paper <input checked="" type="checkbox"/> By Electronic Input <input type="checkbox"/> Physical Media <input checked="" type="checkbox"/> Electronic Filing (i.e. web-based forms, telefile, etc...) <input type="checkbox"/> File Transfer Protocol					
Is Input Retained? <input type="text" value="No"/> <input type="button" value="v"/>					
If input is retained, list the records series item number(s). <input type="text"/>					
Output. Are outputs generated? <input type="checkbox"/> Electronic Output <input type="checkbox"/> Microfilm <input type="checkbox"/> Computer Output Microfilm (COM) <input type="checkbox"/> Paper <input type="checkbox"/> Other					
Is Output Retained? <input type="text" value="No"/> <input type="button" value="v"/>					
If output is retained, list the record series item number(s). <input type="text"/>					
Will data be migrated when system is updated or changed? <input type="text" value="Yes"/> <input type="button" value="v"/>					
Active Storage <input type="text" value="SAN"/> <input type="button" value="v"/>					
Active Storage Location <input type="text" value="OA Server Farm Data"/> <input type="button" value="v"/>					
Inactive Storage <input type="text" value="Choose One"/> <input type="button" value="v"/>					
Inactive Storage Location <input type="text" value="Choose One"/> <input type="button" value="v"/>					
<input type="button" value="Previous"/> <input type="button" value="Next"/>					

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-002**. For each records action created, the system will assign a record number within the package.

Record Series Number – This is the record series number that was entered in Section 2: Descriptive Information, **00000123**.

IT Contact-Name and Telephone Number – Enter the name and telephone number of the person to contact within the technical area for this application/system. Telephone numbers will require the area code.

Application/System Title – Enter the name of the application/system as known by staff. May include the record series title or a system ID number.

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Processing/Architectural Platform – Click on the drop down arrow and select the applicable processing platform.

Data Source/Data Platform - Click on the drop down arrow and select the applicable source platform.

Input – How is the data collected and entered? Click all options that apply.

Is Input Retained? – Click on the drop down arrow and select yes or no.

If Input is retained, list the records series item number(s) – Enter the associated record series item number(s), if the paper or other input media is kept after the records have been entered into a system.

Output – Are outputs generated? Click all options that apply.

Is Output Retained? - Click on the drop down arrow and select yes or no.

If Output is retained, list the records series item number(s) - Enter the associated record series item number(s), if the paper or other output media is kept.

Will data be migrated when system is updated or changed? - Click on the drop down arrow and select yes or no.

Active Storage - Click on the drop down arrow and select the appropriate option for the type of media records are stored on.

Active Storage Location - Click on the drop down arrow and select the appropriate option for the location for the active records.

Inactive Storage - Click on the drop down arrow and select the appropriate option for the type of media records are stored on when they are no longer active.

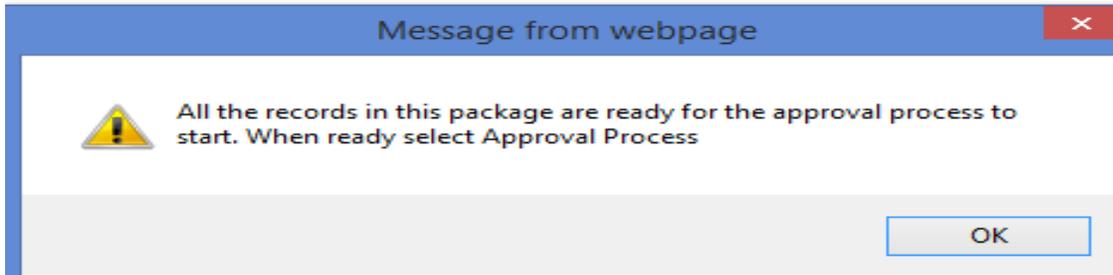
Inactive Storage Location - Click on the drop down arrow and select the appropriate option for the location for the inactive records.

Previous – Click this button if you need to go back to Section 5: Exception from General Records Retention Schedule.

Next – Click this button when you are finished with this section and are ready to go to the next Section, Review, for an 'Amend' records action.

**ENTERPRISE RECORDS ACTION SYSTEM
USER MANUAL FOR AGENCY RECORDS COORDINATORS**

G. Review, for an 'Amend' records action: After you are finished with section 6, Electronic Records, and you click the Next button, you will get this message below.



If you are completely finished with every section for this 'Amend' records action, click OK and then you will see this screen below.

 **Review**

Package #: RA-2016008 - Package Status: Open							
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	
RA-2016008-001	12345678	RA-2016008	Add	Saved	Yes	Delete Action	
RA-2016008-002	00000123	RA-2016008	Amend	Saved	Yes	Delete Action	

Package#: RA-2016008 – Package Status: Open – This informs you that the records action package is still open and has not been submitted for the Approval process yet. If this is the only or last records action that you need to include in this package, then you can click on the Approval Process button.

Save and Add Another to this Package – If you have more records actions to include with this package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Save and Add Another to this Package'. Then click on 'Save and Add Another to this Package'. This will take you back to section 1 to begin entering your next records action.

Start New Package – If you need to start a separate or new records action package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Start New Package'. Then click on 'Start New Package'. This will take you back to section 1 as well to begin entering your next records action.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Approval Process – Click this button when your records action package is complete and there are no more records actions to include in this specific package. When the Approval Process button is clicked, you will go to section 8: Approvals. See Part VI, Section 8: Approvals on page 44.

Records for this package – This block provides a table summary of all the record items included in this records action package. It shows the following: the Record Number, Record Series Number, Package Number, Records Action Type, Status (Saved or Submitted), Ready To Submit, and Delete Action.

Note: If a Records Coordinator wants to delete a record action out of a package, they can click on [Delete Action](#) at the end of that record line. However, the deletion will not remove the record action from the package. It will only change the status line from Saved to Deleted. If the Records Coordinator needs to go back to that records action at a later time, the information previously entered will be saved. Once the Approval Process button is clicked, you will not be able to delete a record item from a package.

**ENTERPRISE RECORDS ACTION SYSTEM
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V. Creating a 'Delete' Records Action. From the Home page, click on this option when you need to Delete an existing records series from your agency-specific records retention and disposition schedule.

Note: When the [Add to new package] box is clicked on the **Create New** screen for a Delete records action, a new records action package is automatically generated and a notification will be sent from the system to your email address which will provide the records action package name, record number, and a direct link to the system. The notification will look like this.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]

Sent: Monday, August 22, 2016 2:36 PM

To: Miller, Michael A. (ERM) <miamiller@pa.gov>

Subject: New Record Action Started

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

Below is your Records Action Package information. This is for your reference and it is not yet complete.

<http://oerm.oa.pa.gov/sites/era/SitePages/Home.aspx>

Records Action Package Name: **RA-2016008**

Record Number: **RA-2016008-003**

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

A. Section 1: Contact Information, for a 'Delete' records action. When creating a Delete records action, Section 1 will look like this.

📄 Section1

RecordRetention - Section1

Section 1
Contact Information

COMMONWEALTH OF PENNSYLVANIA

Records Action Request: Deletion to Records Retention and Disposition Schedule

Records Action Package Name: RA-2016008
Record Number: RA-2016008-003

Section 1: Contact Information

Agency/Department Code
081A - Office of Administration

Organization Code (Bureau/SAP Cost Center Code) 1234567890

Bureau *
OCRIM

Division
Records

Contact Person/Telephone *
Miller, Michael - 717-705-2776

Next

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-003**. For each records action created, the system will assign a record number within the package. For example, the next records action that is enter in this package will be numbered, **RA-2016008-004**.

Agency/Department Code* – This mandatory field will be pre-filled with your agency number and name. If not, click the drop down arrow and select your agency.

Organization Code (Bureau SAP Cost Center Code)* – This is a mandatory field as indicated by the **red** asterisk. This field is required to have 10 digits. When you enter 10 digits, the system will indicate that it's okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot above.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

If you do not enter 10 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

Section1

RecordRetention - Section1

Section 1
Contact Information

COMMONWEALTH OF PENNSYLVANIA
Records Action Request: Deletion to Records Retention and Disposition Schedule

Records Action Package Name: RA-2016008
Record Number: RA-2016008-003

Section 1: Contact Information

Agency/Department Code
081A - Office of Administration

Organization Code (Bureau/SAP Cost Center Code) | 123456789 | x * i
Must be a 10 digit ID.

Bureau *
OCRIM

Division
Records

Contact Person/Telephone *
Miller, Michael - 717-705-2776

Next

Bureau* – This is a mandatory field as indicated by the **red** asterisk. Enter the name of the bureau that the records action is for. Please spell out bureau names and avoid using acronyms.

Division – Enter the name of the division that the records action is for, if there is a division name. Please spell out division names and avoid using acronyms.

Contact Person/Telephone* - This mandatory field will be pre-filled with the Agency Records Coordinator and phone number user information that is assigned to your agency by the system.

Next – Click this button when you are finished with this section and are ready to go to Section 2: Delete Justification.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Record Notes - This field is for the Records Coordinator and system Approvers to communicate issues or explanations about the records action. Section 1: Contact Information, is the first screen that Record Notes appears on. It will also appear on each screen throughout the remainder of the sections. When you enter notes/comments on any screen for any action type, they will appear in every section. To add Record Notes from any section of the system, click in the New Notes box and type your notes. After you are finished typing in your notes, click the [Add Comments] box and your notes/comments will automatically populate in the Notes box below. The system will identify and log the author, date and time of all notes/comments entered for the records action as shown below.

Record Notes

New Notes

Add Comments

Notes

Deleting because all paper records have been converted to PDF documents.- Entered by: Miller, Michael-8/19/2016 3:37:25 PM-Section
1

**ENTERPRISE RECORDS ACTION SYSTEM
USER MANUAL FOR AGENCY RECORDS COORDINATORS**

B. Section 2: Delete Justification. When creating a Delete records action, Section 2 will look like this.

 Section2Delete

RecordRetention - Section2Delete

Section 1 Contact Information	Section 2 Delete Justification	
Records Action Package Name: RA-2016008 Record Number: RA-2016008-003 Record Series Number: 00000124		
Record Justification to Deletion Justification (please provide the reason for the deletion below:)		
Authorization is requested for the following action: Delete		Record Series Number* <input type="text" value="00000124"/>  
Record Series Title*  <input type="text" value="Reports"/>		
Format (Check one)*  <input type="text" value="1=Paper"/>	Agency Retention: * Years: <input type="text" value="3"/> Months: <input type="text" value="0"/> Total Retention: Years: 3 Months: 0	SRC Retention: Years: <input type="text" value="0"/> Months: <input type="text" value="0"/>
Deletion Justification (Please explain reason for the Deletion) * <input style="width: 100%; height: 40px;" type="text" value="Office is no longer creating and maintaining reports in paper. All existing paper reports have been scanned and filed electronically."/>		
<input type="button" value="Previous"/>		<input type="button" value="Next"/>

Records Action Package Name – This is the records action package number that you are currently working on, **RA-2016008**.

Record Number – This is the record number that you are currently working on in this specific package, **RA-2016008-003**. For each records action created, the system will assign a record number within the package.

Authorization is requested for the following action: - This will be pre-filled as Delete from previously clicking on ‘Create a Delete Action’ on the Home page.

Record Series Number* – This is a mandatory field as indicated by the **red** asterisk. Enter your record series number. This field is required to have 8 digits. When you enter 8 digits, the system will indicate that it’s okay to move to the next field by showing you the **green** thumbs up as shown in the screen shot above. If you have a letter suffix in your record series number, you have to add the suffix at the end of your 8 digits. For example, 00000124a.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

If you do not enter 8 digits in this field, the system will indicate that it's not okay to move to the next field by showing you the **red** thumbs down as shown in the screen shot below.

📄 Section2Delete

RecordRetention - Section2Delete

Section 1 Contact Information	Section 2 Delete Justification	
Records Action Package Name: RA-2016008 Record Number: RA-2016008-003 Record Series Number: 00000124		
Record Justification to Deletion Justification (please provide the reason for the deletion below:)		
Authorization is requested for the following action: Delete	Record Series Number* <input type="text" value="0000012"/> x Must be a 8 digit ID.	
Record Series Title* <input type="text" value="Reports"/>		
Format (Check one)* <input type="button" value="1=Paper"/>	Agency Retention: * Years: <input type="text" value="3"/> Months: <input type="text" value="0"/> Total Retention: Years: 3 Months: 0	SRC Retention: Years: <input type="text" value="0"/> Months: <input type="text" value="0"/>
Deletion Justification (Please explain reason for the Deletion) * <input style="width: 100%; height: 40px;" type="text" value="Office is no longer creating and maintaining reports in paper. All existing paper reports have been scanned and filed electronically."/>		
<input type="button" value="Previous"/>		<input type="button" value="Next"/>

Record Series Title* - This is a mandatory field as indicated by the **red** asterisk. Enter the exact same name of the record series that you are deleting from your schedule.

Format (check one)* - This is a mandatory field as indicated by the **red** asterisk. Click the arrow in the drop down box and select the appropriate records format. If the records for this series exist in multiple formats, i.e. paper and electronic, select Multi-Format.

Agency Retention - This is a mandatory field as indicated by the **red** asterisk. Enter the required retention period needed in Years, Months, or both for your agency. If there is no retention needed for Months, you can leave blank or enter a 0.

SRC Retention - Enter a retention period only if records were stored at the SRC. If there is no retention at the SRC for Years or Months, you can leave blank or enter zeros.

Total Retention – After you enter retention periods for the Agency and/or Agency and SRC, the system will calculate and show the total retention time for the records series.

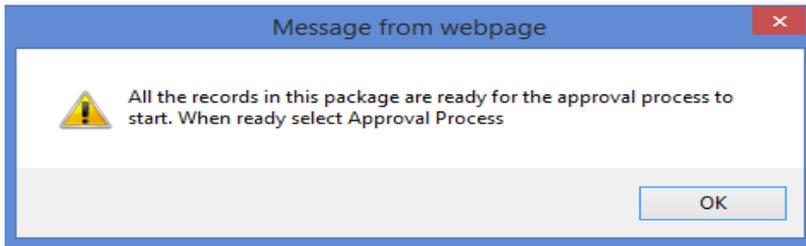
Deletion Justification (Please explain reason for the Deletion)* - This is a mandatory field as indicated by the **red** asterisk. Enter the justification or reason of why this records series may be deleted from your agency-specific records retention and disposition schedule.

Previous – Click this button if you need to go back to Section 1: Contact Information.

Next – Click this button if you are finished with this section and are ready to go to the next Section, Review, for a 'Delete' records action.

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C. Review, for a 'Delete' records action: After you are finished with section 2, Delete Justification, and you click the Next button, you will get this message shown below.



If you are completely finished with Sections 1 and 2 for this 'Delete' records action, click OK to the message above and then you will see this screen below.

Review

Package #: RA-2016008 - Package Status: Open							
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							
<u>Record Number</u>	<u>Record Series Number</u>	<u>Package</u>	<u>Action Type</u>	<u>Status</u>	<u>Ready To Submit</u>	<u>Delete Action</u>	
RA-2016008-001	12345678	RA-2016008	Add	Saved	Yes	Delete Action	
RA-2016008-002	00000123	RA-2016008	Amend	Saved	Yes	Delete Action	
RA-2016008-003	00000124	RA-2016008	Delete	Saved	Yes	Delete Action	

Package#: RA-2016008 – Package Status: Open – This informs you that the records action package is still open and has not been submitted for the Approval process yet. If this is the only or last records action that you need to include in this package, then you can click on the Approval Process button.

Save and Add Another to this Package – If you have more records actions to include with this package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Save and Add Another to this Package'. Then click on 'Save and Add Another to this Package'. This will take you back to section 1 to begin entering your next records action.

Start New Package – If you need to start a separate or new records action package, the system requires to first click in the circle of the appropriate records action type (Add, Amend, Delete) on the far right hand side of 'Start New Package'. Then click on 'Start New Package'. This will take you back to section 1 as well to begin entering your next records action.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

Approval Process – Click this button when your records action package is complete and there are no more records actions to include in this specific package. When the Approval Process button is clicked, you will go to Section 8: Approvals. See Part VI, Section 8: Approvals on page 44.

Records for this package – This block provides a table summary of all the record items included in this records action package. It shows the following: the Record Number, Record Series Number, Package Number, Records Action Type, Status (Saved or Submitted), Ready To Submit, and Delete Action.

Note: If a Records Coordinator wants to delete a record action out of a package, they can click on [Delete Action](#) at the end of that record line. However, the deletion will not remove the record action from the package. It will only change the status line from Saved to Deleted. If the Records Coordinator needs to go back to that records action at a later time, the information previously entered will be saved. Once the Approval Process button is clicked, you will not be able to delete a record item from a package.

ENTERPRISE RECORDS ACTION SYSTEM USER MANUAL FOR AGENCY RECORDS COORDINATORS

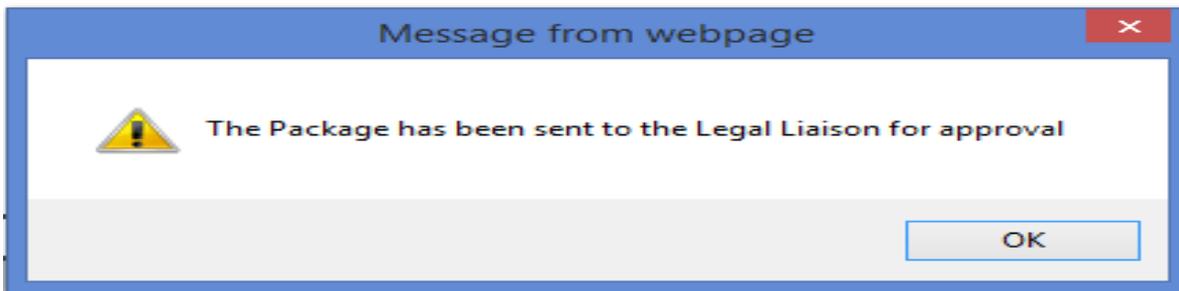
VI. Section 8: Approvals. When you are completely finished with a records action package and you click on the Approval Process button, you will see this screen shot below.

Section 8: Approvals				
Records Coordinator Approval	Name: <input style="width: 90%;" type="text"/>	Status:	Date: <input style="width: 80%;" type="text"/>	
Legal Liaison Approval	Name: <input style="width: 90%;" type="text"/>	Status:	Date: <input style="width: 80%;" type="text"/>	
Agency Head Approval	Name: <input style="width: 90%;" type="text"/>	Status:	Date: <input style="width: 80%;" type="text"/>	
Records in this Package				
Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2016008-001	12345678	Add	Saved	Delete Record
RA-2016008-002	00000123	Amend	Saved	Delete Record
RA-2016008-003	00000124	Delete	Saved	Delete Record

Package Summary:

<p>Add: 12345678 Bureau Name: OCRIM Division Name: Records Record Series Title: Records Management Program Files Agency Retention: 4 Years 0 Months SRC Retention: 0 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 6 – Delete</p> <p>Amend: 00000123 Bureau Name: OCRIM Division Name: Records Record Series Title: Directives Management Correspondence Files Agency Retention: 2 Years 0 Months SRC Retention: 2 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 3 – Special (Agency Retn only)</p> <p>Delete: 00000124 Bureau Name: OCRIM Division Name: Records Record Series Title: Reports Agency Retention: 3 Years 0 Months SRC Retention: 0 Years 0 Months Total Retention: 3 Years 0 Months Deletion Justification: Office is no longer creating and maintaining reports in paper. All existing paper reports have been scanned and filed electronically.</p>

A. Records Coordinator Approval – When you are confident that all records actions within this package are completed accurately and are ready for legal review, click on the [Approve] button in the Records Coordinator Approval section of this block. After clicking the Approve button, click OK to the message shown below.



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At this time, the system will send an automatic notification to your Agency Records Legal Liaison's email address which will provide them a direct link to the screen for Section 8: Approvals, so they can begin their review and approval of the package. The notification will look like this.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]
Sent: Monday, August 22, 2016 2:36 PM
To: Zucker, Sonja <szucker@pa.gov>
Subject: Records Action-Request for Legal Liaison Approval

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

Miller, Michael, Agency Records Coordinator has prepared and reviewed the Records Action and it is ready for legal review and approval. If you have any questions please email Miller, Michael at miamiller@pa.gov or call at 717-705-2776.

<http://oerm.oa.pa.gov/sites/era/SitePages/Section8.aspx?Package=273>

Also after clicking on the Approval button, your email address and the date/time will automatically populate in the Records Coordinator Approval section of this block as shown in Section 8 below.

📄 Section8

Package Name: RA-2016008 - Status: LL Review					
Section 8: Approvals					
Records Coordinator		Name: <input type="text" value="miamiller@pa.gov"/>		Status: Approve	Date: <input type="text" value="8/22/2016 2:35:53 PM"/>
Approval <input type="button" value="Approve"/>					
Legal Liaison Approval		Name: <input type="text"/>		Status:	Date: <input type="text"/>
<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	
RA-2016008-001	12345678	Add	Saved	Not Deletable	
RA-2016008-002	00000123	Amend	Saved	Not Deletable	
RA-2016008-003	00000124	Delete	Saved	Not Deletable	

Package Summary:

Add: 12345678 Bureau Name: OCRIM Division Name: Records Record Series Title: Records Management Program Files Agency Retention: 4 Years 0 Months SRC Retention: 0 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 6 – Delete
Amend: 00000123 Bureau Name: OCRIM Division Name: Records Record Series Title: Directives Management Correspondence Files Agency Retention: 2 Years 0 Months SRC Retention: 2 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 3 – Special (Agency Retn only)
Delete: 00000124 Bureau Name: OCRIM Division Name: Records Record Series Title: Reports Agency Retention: 3 Years 0 Months SRC Retention: 0 Years 0 Months

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B. Package Name: RA-2016008 – Status: LL Review – This confirms that the records action package is currently in Legal review.

C. Records in this Package – As shown in the screen shot on page 45, this table summary provides the Records Legal Liaison and the Agency Head (or designee) the option to approve the package by clicking on and reviewing each records action item in the package by clicking on the record number directly under Record Number.

D. Package Summary – As shown in the screen shot on page 45, this provides the Records Legal Liaison and the Agency Head (or designee) the option to approve the package by reviewing the package summary, only if they choose not to open each records action item in the package.

E. Agency (Internal) Package Approval – When a records action package is approved by the Records Legal Liaison and the Agency Head (or designee) in your agency, the process is the same. OA and PHMC are next in the approval process. At this time, the Records Coordinator will be copied on an automatic email notification sent to OA and PHMC as shown below.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]
Sent: Tuesday, September 6, 2016 2:36 PM
To: Miller, Michael <miamiller@pa.gov>
Subject: New Records Action Submitted

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

A new Records Action from an agency has been approved. Please begin the OA and PHMC review.

<http://oerm.oa.pa.gov/sites/era/SitePages/Section8.aspx?Package=273>

Note: At this point, the Records Coordinator is finished submitting the records action package unless a package is rejected anywhere throughout the approval process by the Records Legal Liaison, Agency Head (or designee), OA, or PHMC. When a package is rejected at any approval level, the system will send an automatic notification to the Records Coordinator's email address indicating that the package cannot be approved at this time. If one record action is rejected out of five records actions within a package, the entire package will be returned to the Records Coordinator. See **Part VII , Rejections of Records Action Packages** on page 47, for instructions on how to proceed with rejected records action packages.

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VII. Rejections of Records Action Packages.

A. Records Legal Liaison and Agency Head (or designee) Approval Levels. When a records action package is rejected at the Records Legal Liaison or Agency Head (or designee) approval levels, the process will be the same. The system will send an automatic notification to the Records Coordinator's email address indicating that the package cannot be approved at this time. See below email example from the Records Legal Liaison.

From: ERA [mailto:OA-EnterprisePortalTeam@pa.gov]
Sent: Wednesday, August 24, 2016 10:59 AM
To: Miller, Michael A. (ERM) <miamiller@pa.gov>
Subject: Records Action Rejected by Legal Liaison

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

Zucker, Sonja has completed the legal review of this Records Action and it cannot be approved at this time. Please see the selected notes and make those changes. If you have any questions please email Zucker, Sonja at szucker@pa.gov or call at 717-214-7480.

<http://oerm.oa.pa.gov/sites/era/SitePages/Home.aspx>

1. When you receive the automatic email notification, click on the provided link which will take you to the Home page.
2. From the Home page, click on [View Previous Packages](#), then click the drop down arrow in the [Choose Package](#) box.
3. Click on the records action package that was rejected. The package will be returned to you as open, i.e. **RA-2016008-Open**.
4. Click on the Internal Review button as shown in the screen shot below.

📁 Records Action System

Select the type of Record Action you want to create

[Create an 'Add' Action >](#)
[Create an 'Amend' Action >](#)
[Create a 'Delete' Action >](#)
[View Previous Packages >](#)

User Options

Display optional fields that the agency may choose to complete

RA-2016008-Open ▾

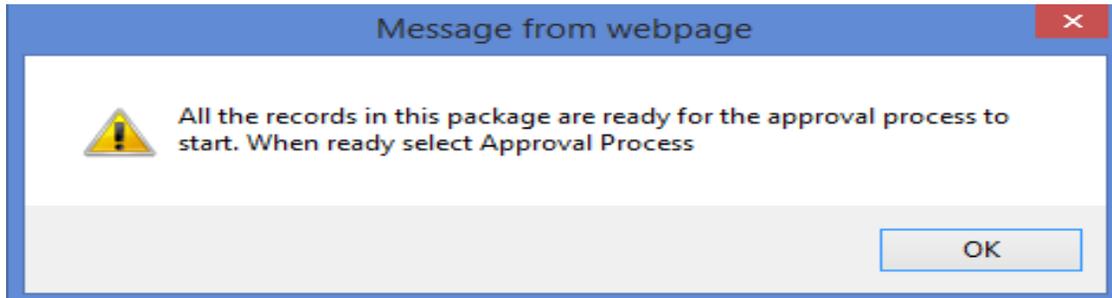
RecordNumber	Package	Type	Status
RA-2016008-001	RA-2016008	Add	Saved
RA-2016008-002	RA-2016008	Amend	Saved
RA-2016008-003	RA-2016008	Delete	Saved

Internal Review

Approval (Admin)

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When you click on the Internal Review button, click OK to the message shown below.

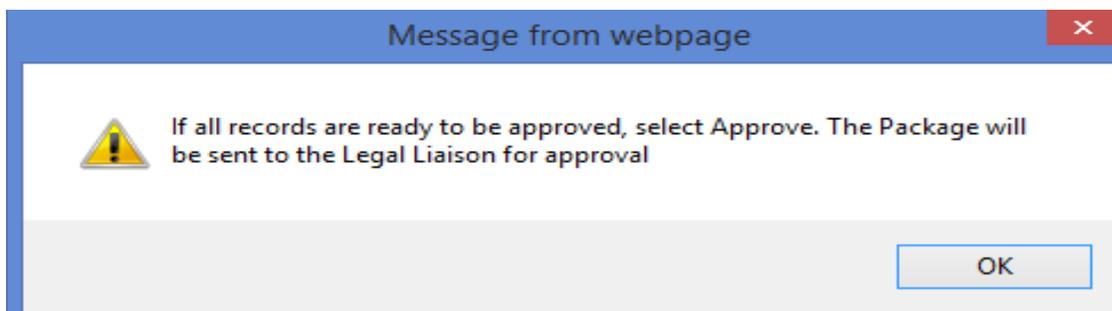


5. Next, click the Approval Process button as shown in the screen shot below.

Review

Package #: RA-2016008 - Package Status: Open							
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	
RA-2016008-001	12345678	RA-2016008	Add	Saved	Yes	Delete Action	
RA-2016008-002	00000123	RA-2016008	Amend	Saved	Yes	Delete Action	
RA-2016008-003	00000124	RA-2016008	Delete	Saved	Yes	Delete Action	

Click OK for the message you will receive shown below.



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6. In Section 8: Approvals, look for the Package Rejection Notes box as shown in the screen shot below.

 Section8

Package Name: RA-2016008 - Status: Open					
Section 8: Approvals					
Records Coordinator Approval <input type="button" value="Approve"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>		
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Deny	Date: <input type="text" value="9/2/2016 12:31:32 PM"/>		
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>		
Package Rejection Notes:	In record number 2016008-001, record series number 12345678, section 4: Justification Analysis, please provide more justification for the agency retention.				
Records in this Package					
Record Number	Record Series Number	Action Type	Status	Delete Record	
RA-2016008-001	12345678	Add	Saved	Delete Record	
RA-2016008-002	00000123	Amend	Saved	Delete Record	
RA-2016008-003	00000124	Delete	Saved	Delete Record	

Package Summary:

Add: 12345678 Bureau Name: OCRIM Division Name: Records Record Series Title: Records Management Program Files Agency Retention: 4 Years 0 Months SRC Retention: 0 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 6 – Delete
--

Note: In the Package Rejection Notes box, the Records Legal Liaison and Agency Head (or designee) **must** be instructed to provide the specific record number, record series number, section, and reason of rejection for this records action within this box. In addition, the Records Legal Liaison and Agency Head (or designee) should also be instructed to include rejection notes in the Records Notes box in the section where the rejection takes place while reviewing, as shown on page 50, before clicking the reject button beside the Package Rejection Notes box as shown below.

 Section8

Package Name: RA-2016007 - Status: LL Review					
Section 8: Approvals					
Records Coordinator Approval <input type="button" value="Approve"/>	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Approve	Date: <input type="text" value="9/7/2016 3:13:41 PM"/>		
Legal Liaison Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>		
Agency Head Approval <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>		
Package Rejection Notes:	<input type="button" value="Reject"/>				

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Section 4

Section 1 Contact Information	Section 2 Descriptive Information	Section 3 Disposition and location	Section 4 Justification Analysis	
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Records Action Package Name: RA-2016008
Record Number: RA-2016008-001
Record Series Number: 12345678

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 and justify change below.)

For office use and reference

Legal Citation
(If retention period is based on a legal requirement, provide the specific legal citation or regulation):

N/A

Disposition Justification (required for disposal code 7 only)
Justify the disposition. If amending the disposition code, indicate current code.

N/A

Duplicates/Copies
If a duplicate or other copies of this record series exists, is this series:
If other copies exist, list related series by their record series numbers:

Record Notes

New Notes

Notes

Please provide further explanation on why you would need to keep these records for 4 years. Seem a little excessive. Thanks!- Entered by: Miller, Michael-9/2/2016 12:35:30 PM-Section 4

We need to add a new record series to our Agency-specific Records Retention and Disposition Schedule.- Entered by: Miller, Michael-9/2/2016 8:56:53 AM-Section 1

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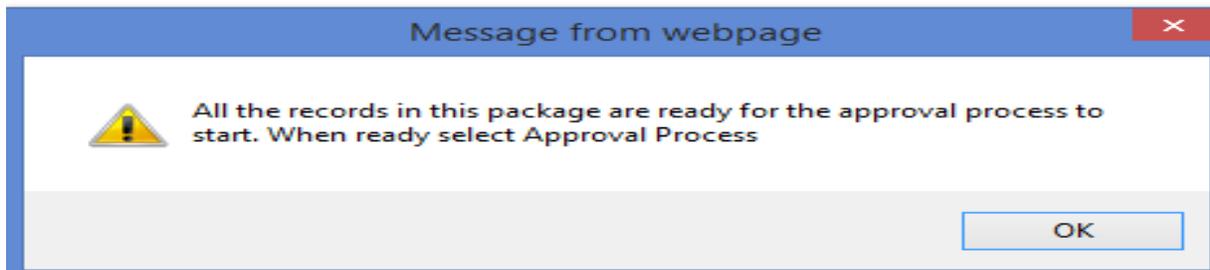
7. Click and open the rejected record number under the Record Number column, click the next button until you arrive at the notated section, look for additional rejection notes in the Records Notes box, and address or fix the reason(s) of rejection. See screen shot below to find rejected record number.

📄 Section8

Package Name: RA-2016008 - Status: Open				
Section 8: Approvals				
Records Coordinator Approval	<input type="button" value="Approve"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>
Legal Liaison Approval	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Deny	Date: <input type="text" value="9/1/2016 8:42:01 AM"/>
Agency Head Approval	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	Name: <input type="text"/>	Status:	Date: <input type="text"/>
Package Rejection Notes:	In record number RA-2016008-001, section 4: Justification Analysis, please provide more justification for the agency retention.			
Records in this Package				
Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2016008-001	12345678	Add	Saved	Delete Record
RA-2016008-002	00000123	Amend	Saved	Delete Record
RA-2016008-003	00000124	Delete	Saved	Delete Record

Package Summary:

8. After addressing or fixing the reason(s) of rejection, continue clicking the next button until you go through all sections of the records action and click OK to the below message.



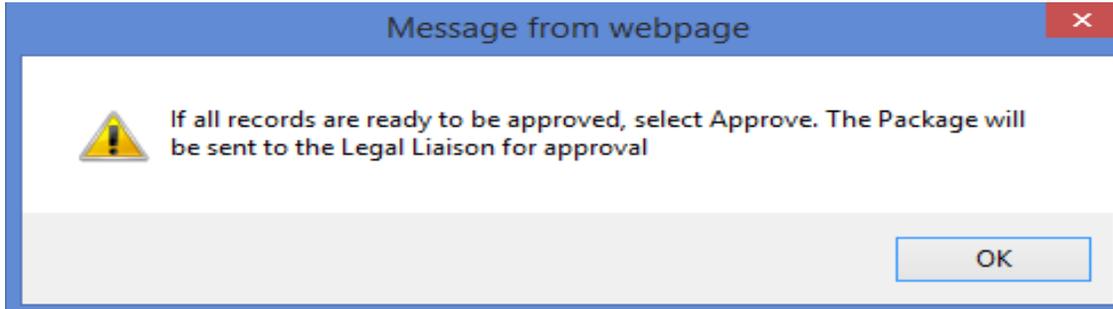
9. Click the Approval Process button as shown in the screen shot below.

📄 Review

Package #: RA-2016008 - Package Status: Open						
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
RA-2016008-001	12345678	RA-2016008	Add	Saved	Yes	Delete Action
RA-2016008-002	00000123	RA-2016008	Amend	Saved	Yes	Delete Action
RA-2016008-003	00000124	RA-2016008	Delete	Saved	Yes	Delete Action

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Click OK for the message you will receive shown below.



10. In Section 8: Approvals, click on Approve in the Records Coordinator Approval block and the approval process will continue the same as when you initially submitted the records action package for review and approval.

Section8

Package Name: RA-2016008 - Status: Open				
Section 8: Approvals				
Records Coordinator Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>	
Legal Liaison Approval	Name: <input type="text" value="miamiller@pa.gov"/>	Status: Deny	Date: <input type="text" value="9/1/2016 8:42:01 AM"/>	
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>	
Package Rejection Notes:	In record number RA-2016008-001, section 4: Justification Analysis, please provide more justification for the agency retention.			
Records in this Package				
Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2016008-001	12345678	Add	Saved	Delete Record
RA-2016008-002	00000123	Amend	Saved	Delete Record
RA-2016008-003	00000124	Delete	Saved	Delete Record

Package Summary:

<p>Add: 12345678 Bureau Name: OCRIM Division Name: Records Record Series Title: Records Management Program Files Agency Retention: 4 Years 0 Months SRC Retention: 0 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 6 – Delete</p> <p>Amend: 00000123 Bureau Name: OCRIM Division Name: Records Record Series Title: Directives Management Correspondence Files Agency Retention: 2 Years 0 Months SRC Retention: 2 Years 0 Months Total Retention: 4 Years 0 Months Disposition Code: 3 – Special (Agency Retn only)</p>

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B. OA Approval Levels. If the OERM Reviewer rejects a records action package, you will receive an automatic email notification which will provide specific notes regarding the rejection in the body of the email. In the [View Previous Packages](#) drop down box, the status of the rejected package will be **RA-2016008-Open**.

1. Click on the provided link in the email notification to enter the system.
2. Click the [View Previous Packages](#) drop down box and click on the package that was rejected. Look under the Status column of the table summary to see which records action number was rejected in the package.
3. Click on the records action number that was rejected in the package.
4. Go to the section where the rejection is notated and fix or address the reason(s) of the rejection.
5. Continue clicking the next button until you go through all sections of the records action and click OK to the message that says "All the records in this package are ready for the approval process to start. When ready select Approval Process".
6. Click the Approval Process button in the Review section block.
7. Click OK to the message that says, "If all records are ready to be approved, select Approve. The package will be sent to the Legal Liaison for approval."
8. In Section 8: Approvals, click on Approve in the Records Coordinator Approval section block and the approval process will continue the same as when you initially submitted the records action package for review and approval.

C. PHMC Approval Levels (E-Records Review, Records Analysis Appraisal, and Records Administration Chief). If one of these PHMC reviewers reject a records action package, you will receive an automatic email notification that will say, "One of the PHMC reviewers has rejected this Records Action. Please see notes for further explanation". In the [View Previous Packages](#) drop down box, the status of the rejected package will be **RA-2016008-Reject**.

1. Click on the provided link in the email notification to enter the system.
2. Click the [View Previous Packages](#) drop down box and click on the package that was rejected. Look under the Status column of the table summary to see which records action number was rejected in the package.
3. Click on the records action number that was rejected in the package.
4. Click the next button until you find the Section that has the reason(s) of the rejection in the Record Notes box.
5. Fix or address the reason(s) of the rejection.
6. Continue clicking the next button until you go through all sections of the records action and click OK to the message that says "All the records in this package are ready for the approval process to start. When ready select Approval Process".
7. Click the Approval Process button in the Review section block.
8. Click OK to the message that says, "If all records are ready to be approved, select Approve. The package will be sent to the Legal Liaison for approval."
9. In Section 8: Approvals, click on Approve in the Records Coordinator Approval section block and the approval process will continue the same as when you initially submitted the records action package for review and approval.

Note: Separate User Manuals are available for the Agency Records Legal Liaison and Agency Head (or designee).