



Enterprise Records Action System  
User Manual for Agency Records Legal Liaisons (RLL)

## Records Action System for Agency Records Legal Liaison (RLL) Overview

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

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

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

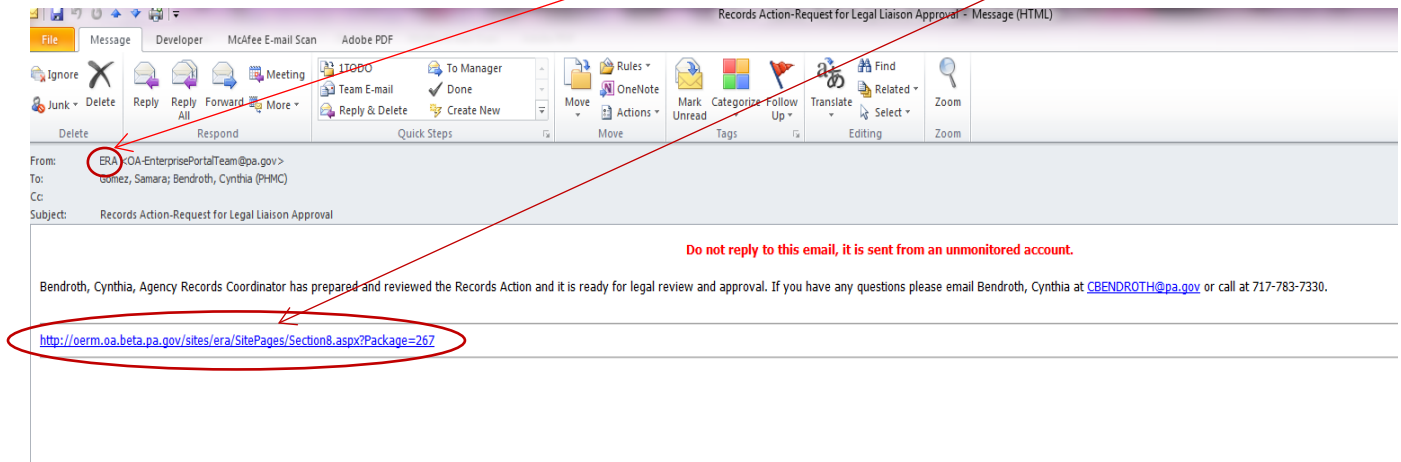
The RC will then receive an email from the system saying that the RLL has rejected the records action package. The RC will have to make the necessary changes you have indicated in the **"Package Rejection Notes"** box and the **"Record Notes"** field and the approval process will start again. You will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

**If you click Approve:** your email address and date will populate in the **"RLL Approval"** block. The records action package will then be sent to the Agency Head (or designee) for review and approval.

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

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

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



2. The next screen should look like this with 'Status: LL Review' displayed:

Section8

Package Name: RA-2016002 - Status: LL Review

Section 8: Approvals			
Records Coordinator Approval	Name: <input type="text" value="CBENDROTH@pa.gov"/>	Status: Approve	Date: <input type="text" value="8/19/2016 9:20:50 AM"/>
Legal Liaison Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>
Agency Head Approval	Name: <input type="text"/>	Status:	Date: <input type="text"/>

Records in this Package

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

## Section8

Package Name: RA-2016002 - Status: LL Review					
Section 8: Approvals					
Records Coordinator		Name: <input type="text" value="CBENDROTH@pa.gov"/>		Status: Approve	Date: <input type="text" value="8/19/2016 9:20:50 AM"/>
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	
<a href="#">RA-2016002-001</a>	00000999	Add	Saved	Not Deletable	
<a href="#">RA-2016002-002</a>	00000023	Amend	Saved	Not Deletable	

## Package Summary:

<p>Add: 00000999            Bureau Name: State Archives            Record Series Title: Digital Asset Files            Agency Retention: 15 Years            Total Retention: 15 Years 0 Months            Disposition Code: 2 – Archival Review (PHMC use only)</p> <p>Amend: 00000023            Bureau Name: bieouworew            Record Series Title: Records Action Files            Agency Retention: 10 Years            Total Retention: 10 Years 0 Months            Disposition Code: 6 – Delete</p>
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- If you chose to open each records action, you will see 6 section screens for 'Add' and 'Amend' records actions and 2 section screens for a 'Delete' records action. Click "next" to continue reviewing all sections in the records action:  
Section1

## RecordRetention - Section1

Section 1 Contact Information	
<b>COMMONWEALTH OF PENNSYLVANIA</b>	
Records Action Request: Addition or Amendment to Records Retention and Disposition Schedule	
Records Action Package Name: RA-2016002	
Record Number: RA-2016002-001	
Record Series Number: 00000999	
<b>Section 1: Contact Information</b>	
Agency/Department Code 030 - Pennsylvania Historical and Museum Commission <input type="text"/>	Organization Code (Bureau/SAP Cost Center Code) <input type="text" value="1111111111"/>
Bureau * State Archives	Division <input type="text"/>
Contact Person/Telephone * Bendroth, Cynthia - 717-783-7330	
<input type="button" value="Next"/>	

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

Format (Check one) \* ☒ E=Electronic
Agency Retention: Years: \* 15 Months:
Check if you need State Records Center (SRC) retention ☒
SRC Retention: Years: Months:
Click to Show Addendum
Click to Show Restrictions

PreviousNext

Record Notes

New Notes

Add Comments

Notes

This does not appear to be a long enough retention.- Entered by: Bendroth, Cynthia-8/19/2016 10:04:29 AM-Section 2 - Add/Amend

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

1 Review

Package #: RA-2016002 - Package Status: LL Review							
Save and Add Another to This Package				Add new as:	<input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete		
Start New Package				Add new as:	<input type="radio"/> Add <input type="radio"/> Amend <input type="radio"/> Delete		
Approval Process							
Records for this package							
Record Number	Record Series Number	Package	Action Type	Status	Ready To Submit	Delete Action	
<a href="#">RA-2016002-001</a>	00000999	RA-2016002	Add	Saved	Yes	<a href="#">Delete Action</a>	
<a href="#">RA-2016002-002</a>	00000023	RA-2016002	Amend	Saved	Yes	<a href="#">Delete Action</a>	

7. You will then return to this screen:

section8

Package Name: RA-2016009 - Status: AH Review

Section 8: Approvals

Records Coordinator

Approval

Name:

Status: Approve

Date:

Legal Liaison Approval

Name:

Status: Approve

Date:

Agency Head Approval

Name:

Status:

Date:

Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2016009-001	00004555	Add	Saved	Not Deletable

Package Summary:

Add: 00004555  
Bureau Name: Pennsylvania State Archives  
Record Series Title: records retention file  
Agency Retention: 5 Years 6 Months  
Total Retention: 5 Years 6 Months  
Disposition Code: 6 – Delete

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

Package Name: RA-2016009 - Status: AH Review

Section 8: Approvals

Records Coordinator

Approval

Name:

Legal Liaison Approval

Name:

Agency Head Approval

Name:

Package Rejection Notes:

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

**10.** If you click approve, your email address and date will populate in the Legal Liaison Approval block and the system will then notify your Agency Head (or designee) via email that there is a records action package ready for their review and approval. You will see the below screen:

Section8

<b>Package Name: RA-2016012 - Status: Submitted</b>			
<b>Section 8: Approvals</b>			
Records Coordinator		Status: Approve	Date: 9/9/2016 12:02:32 PM
Approval	Name: CBENDROTH@pa.gov		
Legal Liaison Approval		Status: Approve	Date: 9/9/2016 12:02:48 PM
Approve	Name: CBENDROTH@pa.gov		

**11.** If along the approval process the RLL, Agency Head (or designee) or any reviewers at OA/PHMC reject the records action package, the process will begin again with the RC.