

# Agency Records Coordinators

## What do they do?

The Agency Records Coordinator (RC) serves as the agency's records manager and is knowledgeable on Commonwealth records management policies and procedures. They are the agency liaison with the Records Management program run jointly by the Pennsylvania Historical & Museum Commission (PHMC) and the Office of Administration, Office of Continuity and Records Information Management (OCRIM).

Functions and Duties of an Agency Records Coordinator:

1. Manages the Agency Specific Retention Schedule - the RC works with program staff to ensure that the retention schedule is accurate and up to date. They assist agency - subject matter experts (SME) with developing reasonable retentions for records. RCs submit retention schedule changes, additions and deletions to OCRIM/PHMC for review and then approval by the Governor's Executive Board. They also assist with development of a file plan for bureaus/divisions to use as a tool for ensuring that staff properly file and maintain records they administer, whether paper or electronic.
2. Ensures record management issues are addressed in cooperation with their agency by collaborating with IT, Legal, Business SME's and COOP Managers.
  - **IT** - When new systems are procured or developed, the RC makes sure that retention is addressed by the system: that necessary records are created by the system, that records can be purged when retention has expired, that all records (including long-term records) are preserved and accessible for their entire retention and, if Archival, can be transferred to the State Archives in an acceptable format.
  - **LEGAL** - The RC ensures that records involved in litigation and RTKL holds are met; consults with legal staff on laws and regulations regarding retention of records.
  - **CONTINUITY MANAGER** - The RC works with the Continuity Manager (COOP) to identify and safeguard the agency's essential records and systems.

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Need more help? [ra-staterecordsmgmt@pa.gov](mailto:ra-staterecordsmgmt@pa.gov) or [RA-OAERM@pa.gov](mailto:RA-OAERM@pa.gov)

- **ADMINISTRATION** - The RC works with all staff to ensure records are economically and efficiently managed and assists with agency digitization solutions and projects. The RC assists with writing and implementing any internal policy and procedures related to records management.
3. **Records Storage** - the RC assists the agency with appropriate transfer and storage of inactive records. The RC coordinates records transfers to the State Records Center (SRC), maintains an authorized personnel list for access to records at the SRC and coordinates disposal of appropriate records. The RC coordinates records transfers to the State Archives.
  4. **Training** - the RC educates agency staff on proper records management. Training requirements are accomplished by providing training online or in person, through intranet sites, meetings or newsletters.