



## How to Read a General Records and Disposition Schedule Records Common to most agencies

The Commonwealth has a General Records and Disposition Schedule (issued as Manual 210.9) to address records that are common to most agencies. Both the General and Agency-Specific Schedules are listed on the agency file plan to ensure that employees follow the correct retention schedule. Here is an example of a general retention schedule entry. Beneath it is an explanation of what each section means:

|  |                    |                                    |              |                |                  |                  |
|--|--------------------|------------------------------------|--------------|----------------|------------------|------------------|
| <b>Agency:</b>   | <b>000</b>         | <b>General Retention Schedules</b> |              |                |                  |                  |
| <b>Bureau:</b>   | <b>G002</b>        | <b>Press/Public Relations</b>      |              |                |                  |                  |
| <b>Item No</b>   | <b>Description</b> | <b>Media Code</b>                  | <b>Vital</b> | <b>Agy Rtn</b> | <b>Total Rtn</b> | <b>Disp Code</b> |
| G002.001   | Press Releases     | M                                  | No           | 4Y             | 4Y               | 2                |
| Press or news releases and speeches issued by an agency to the media to inform the public about events, activities, and accomplishments. |                    |                                    |              |                |                  |                  |

### Additional Instructions

\* AGY - Contact State Archives for archival review after end of retention.

|                                |   |
|--------------------------------|---|
| <b>Agency and Bureau</b>       | Agency "000" indicates that this schedule applies to all agencies rather than to any specific agency. The Bureau indicates the function most likely to create these records.  |
| <b>Item No.</b>                | Also called Records Series number. This number uniquely identifies the specific records series.   |
| <b>Description</b>             | This includes a unique and descriptive title to the records series followed by a description of the records series content. The description describes the nature and purpose of the records.  |
| <b>Additional Instructions</b> | Any additional information (if needed) is placed at the end of the description following an asterisk. In this case, the additional information provides instructions on contacting the State Archives to initiate a review at the end of the retention period.                            |
| <b>Media Code</b>              | This code identifies the Type of Media on which the records are stored. Media codes are: 1-Paper, A- Microfilm B-Electronic, C-Portable Media (CDs, hard drive etc), D-Cartographic, M- Multi-media (a mix of electronic and paper)   |
| <b>Vital</b>                   | Yes/No. Indicates whether the record is designated by the agency as an Essential Record (one that is necessary for continuity of operations during a disaster). If 'Yes,' the record should be listed on the agency continuity of operations plan and identified on the agency file plan. |
| <b>AGY Rtn</b>                 | Agency Retention. This tells the period of time that the records are retained in the agency.  |
| <b>Total Rtn</b>               | Total Retention. This tells the total time that the records are to be retained, including time retained in the agency plus any storage time at the State Records Center   |
| <b>Disp Code</b>               | Instructions for disposition of the records. Disposal codes are: 1-routine handling or recycle, 2- Archival review, 3-Special Handling (shred, burn, etc.), 5- Return to Agency, 6-Delete, 7-Review by Agency and State Archives (100 year retentions only)                               |

Need more help? [ra-staterrecordsmgmt@pa.gov](mailto:ra-staterrecordsmgmt@pa.gov) or [www.PAStateArchives.org](http://www.PAStateArchives.org)