



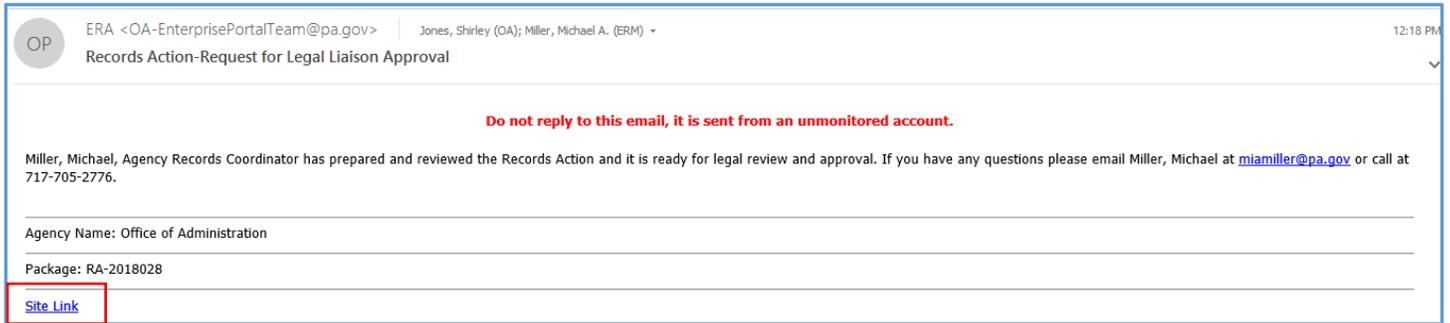
Enterprise Records Action System  
User Manual for Agency Records Legal Liaisons

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

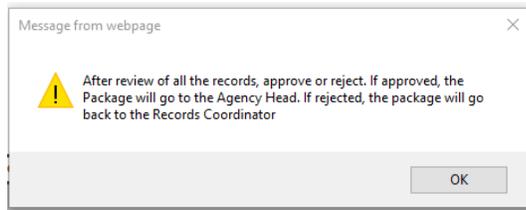
The Enterprise Records Action System (ERAS) provides a workflow (WF) for agencies to make changes to their agency-specific records retention and disposition schedules. The process begins when the Agency Records Coordinator (RC) enters and submits a records package. The Agency Records Legal Liaison (LL) receives an email from the system indicating a package has been submitted by the RC and is ready for review by the LL. The following is a brief overview of the LL WF process within the system.

### Review Process

1. Open the email generated from the ERAS and click on the provided link at the bottom of the email message.



2. The following message displays: Click OK.



3. The link opens to the ERAS. The screen displays a package in LL Review status.

**Section8**

RecordRetention - Section8

**Package Name: RA-2018028 - 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="4/17/2018 12:18:21 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:

Records in this Package				
Record Number	Record Series Number	Action Type	Status	Delete Record
<input type="text" value="RA-2018028-001"/>	00000122	Delete	Saved	Not Deletable
<input type="text" value="RA-2018028-002"/>	00000111	Amend	Saved	Not Deletable

4. Scroll to the bottom of the page to view the Package Summary. You have the option to Approve or Reject the package by reviewing the package summary or by clicking on each Record Number, see above, to view the details of each record.

## Package Summary

Agency Name: Office of Administration  
Agency Number: 081A  
Type: Delete  
Organization Code (Bureau/SAP Cost Center Code): 8113040000  
Bureau Name: Office of Continuity and Records Information Management  
Record Series Number: 00000122  
Record Title: Program Correspondence  
Record Description: null  
Addendum: null  
Agency years: 3  
Agency Months: null  
SRC Years: 0  
SRC Months: null  
Format: B=Electronic  
Disposition Code: null

Type: Amend  
Organization Code (Bureau/SAP Cost Center Code): 8113040000  
Bureau Name: Office of Continuity and Records Information Management  
Record Series Number: 00000111  
Record Title: Case Study Files  
Record Description: null  
Addendum: \* 1 year after case study concludes.  
Agency years: 1  
Agency Months: 0  
SRC Years: 0  
SRC Months: 0  
Format: 1=Paper  
Disposition Code: 1 - Routine

5. Opening each record displays screens like these.
  - a. Click Next to move through and review the sections. If necessary, add notes.

Section1

RecordRetention - Section1

Section 1 Contact Information	Section 2 Delete Justification
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**COMMONWEALTH OF PENNSYLVANIA**  
Records Action Request: Deletion to Records Retention and Disposition Schedule

Records Action Package Name: RA-2018028  
Record Number: RA-2018028-001  
Record Series Number: 00000122

**Section 1: Contact Information**

Agency/Department Code: 081A - Office of Administration  
Organization Code (Bureau/SAP Cost Center Code): 8113040000  
Bureau: Office of Continuity and Records Information Management  
Division: Records  
Contact Person/Telephone: Miller, Michael - 717-705-2776

Save & Close **Next**

b.

RecordRetention - Section2Delete

Section 1 Contact Information	Section 2 Delete Justification
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Records Action Package Name: RA-2018028  
Record Number: RA-2018028-001  
Record Series Number: 00000122

Record Justification to Deletion Justification (please provide the reason for the deletion below.)

Authorization is requested for the following action: Delete  
Record Series Number: 00000122

Record Series Title: Program Correspondence

Format (Check one): B=Electronic  
Agency Retention: Years: 3 Months: 0  
Total Retention: Years: 3 Months: 0  
SRC Retention: Years: 0 Months: 0

Deletion Justification (Please explain reason for the Deletion):  
Cross walking to General Schedule Item G001.007, Program Administrative Files.

Previous Save & Close Next

**Record Notes**  
New Notes

Add Comments

## Approval Process

- To approve the package from reviewing the Package Summary, simply click the Approve button below the Legal Liaison section. To approve through record details, open each record, click Next to move through the sections, then click Next after all records have been reviewed.

Records Coordinator Approval <input type="button" value="Approve"/> Name: <input type="text" value="miamiller@pa.gov"/>	Status: Approve	Date: <input type="text" value="4/17/2018 12:18:21 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		

### Section 5: Exception from General Records Retention Schedule

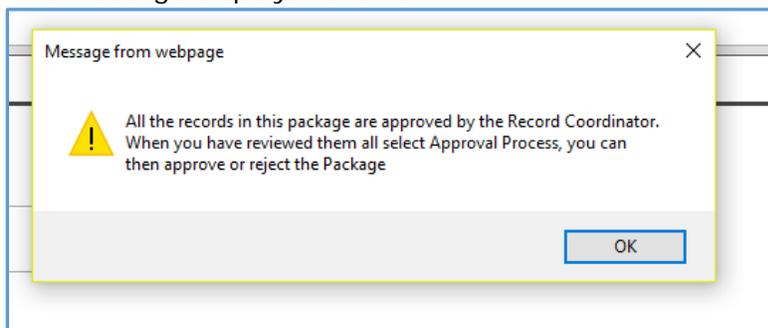
General Records Retention and Disposition Schedule record series number from which exception is sought:  ▼ ⓘ

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:

- This message displays: Click OK.



- Approving by reviewing individual records brings you to this screen. Click the Approval/Rejection Process Button.

Record Retention - Review

**Package #: RA-2018028 - 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
<input type="button" value="Approval/Rejection Process"/>	

Records for this package

Record Number	Record Series Number	Package	Action Type	Status	Ready To Submit	Delete Action
RA-2018028-001	00000122	RA-2018028	Delete	Saved	Yes	<a href="#">Delete Action</a>
RA-2018028-002	00000111	RA-2018028	Amend	Saved	Yes	<a href="#">Delete Action</a>

4. This message displays: Click OK.

5. Click Approve. The following message displays. Click OK

6. Your name will appear in the LL Name: field. Close out of the system.

### Rejection Process

1. The Rejection process begins after review of the Package Summary and/or review of each record and the detailed sections. To begin the Rejection process, Click the Approval/Rejection process button.

2. The same message as in the approval process displays. Click OK.

Review

Record Retention - Review

Package #: RA-2018029 - Package Status:

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/Rejection Process		

Records for this package

Record Number	Record Series Number	Package	Action Type	Status	Ready To Submit	Delete Action
RA-2018029-001	98765432	RA-2018029	Add	Saved	Yes	<a href="#">Delete Action</a>

3. Click the Reject button.

Section8

RecordRetention - Section8

Package Name: RA-2018029 - Status: LL Review

Section 8: Approvals

Records Coordinator  
Approval  Name: shirjones@pa.gov Status: Approve Date: 4/18/2018 10:23:14 AM

Legal Liaison Approval  
  Name: Status: Date:

Agency Head Approval  
  Name: Status: Date:

Record Number	Record Series Number	Action Type	Status	Delete Record
RA-2018029-001	98765432	Add	Saved	Not Deletable

4. The following message displays. Click OK.

Section8

RecordRetention - Section8

Package Name: RA-2018029 - Status: LL Review

Section 8: Approvals

Records Coordinator  
Approval  Name: shirjones@pa.gov Status: Approve Date: 4/18/2018 10:23:14 AM

Legal Liaison Approval  
  Name: Status: Date:

Agency Head Approval  
  Name: Status: Date:

Message from webpage

Rejection Notes Require the following:

1. Record sequence number in the package
2. Section number of concern
3. Reason for rejection.

Click the "Confirm Rejection" button to complete the rejection process.

OK

**Please Note:** When rejecting a package that contains multiple records, the above stated requirements are particularly important to the Records Coordinator finding the record being rejected. Be as specific as possible.

5. Write detailed notes in the notes section. Then click Confirm Rejection.

Package Name: RA-2018029 - Status: LL Review					
Section 8: Approvals					
Records Coordinator Approval	Approve	Name: shirjones@pa.gov	Status: Approve	Date: 4/18/2018 10:23:14 AM	
Legal Liaison Approval	Approve	Reject	Name:	Status:	Date:
Agency Head Approval	Approve	Reject	Name:	Status:	Date:
Package Rejection Notes:	Record #1, Section 2, The description does not indicate what type of records are maintained in the system. Also, is there a legal requirement for the 10 yr retention?			Confirm Rejection	
Records in this Package					
Record Number	Record Series Number	Action Type	Status	Delete Record	
RA-2018029-001	98765432	Add	Saved	Not Deletable	

6. The following message displays. Click OK.

Record #1, Section 2, The description does not indicate what type of records are maintained in the system. Also, is there a legal requirement for the 10 yr retention?

Confirm Rejection

**Message from webpage** ✕


**The Package has been Rejected and sent to Record Coordinator for review**

OK

### User Tips

1. While reviewing individual records, the Save & Close button gives you the ability to stop the review and save your place. It will also take you to the Home screen for an LL.
2. To return to your stopping place, simply click on the package number in review to begin.

Package Number	Agency
RA-2018029	Office of Administration

3. If your questions are too extensive, it might be best to call the RC to discuss.