

Records Action Deletions

INSTRUCTIONS: Submit one copy to the PHMC at RA-StateRecordsMgmt@pa.gov (if not inputting directly into the Enterprise Records Action System). Include justification(s) for records deletion.

Contact Information	
1. Agency Name	
2. Deputy/Bureau/Division Name (no acronyms)	
3. Department/Bureau SAP Cost Center Code	/
4. Contact Person/Telephone	/
5. Date	

Complete one entry for each deletion. Explain why item is to be deleted in the space below. See below for format and disposition codes.

Type of Action	Record Series Number	Record Series Title	Format	Vital Record	Retention				Disposition Code	Archives Code (PHMC Only)
					Agency		SRC			
					Yrs.	Mos.	Yrs.	Mos.		
Delete										
Justification:										
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Format Codes		Disposal Codes	
1 - Paper (photos)	C - Portable Media (CDs, DVDs, Tapes, etc.)	1 - Routine Handling	5- Return to Agency
A - Microfilm	D - Cartographic	2 - Archival Review	6 - Delete
B - Electronic	M- Multi-Format	3 - Special Handling	7 - Review - Agency & Archives