

# Enterprise Records Action System User Manual for Agency Heads Or Designees

## Records Action System for Agency Head (AH or Designee) 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 which then goes to the Agency Records Legal Liaison (LL) for approval or rejection. After the LL approves a package, the Agency Head (AH) or Designee receives an email from the system indicating a package has been submitted by the LL and is ready for review by the AH. The following is a brief overview of the AH 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.

OP	RA <oa-enterpriseportalteam@pa.gov>     Jones, Shirley (OA)       ecords Action-For Agency Head approval</oa-enterpriseportalteam@pa.gov>							
	Do not reply to this email, it is sent from an unmonitored account.							
	ey, Legal Liaison has completed the legal review of this Records Action and it is now ready for your review and approval. If you have any questions please email or call Jones, Shirley at 717-265-7695, pa.gov. Thank you in advance for your expedited review.							
Agency N	Agency Name: Office of Administration							
Package:	Package: RA-2018028							
<u>Site Link</u>								

2. The following message displays: Click OK.

Message	from webpage	×
	After review of all the records, approve or reject. If approved, the Package will go to OERM. If rejected, the package will go back to the Records Coordinator	
	OK	

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

RecordRetention - Section8							
Package Name: RA-2018028 - Status: AH Review							
Section 8: Approvals							
Records Coordinator           Approval         Approve	miamiller@pa.gov		Status: Approve	Date: 4/17/2018 12:18:21 PM			
Legal Liaison Approval Approve Reject Name: s	shirjones@pa.gov		Status: Approve	Date: 4/18/2018 9:24:17 AM			
Agency Head Approval           Approve         Reject         Name:			Status:	Date:			
Records in this Package							
Record Number RA-2018028-001	Record Series Number 00000122	Action Type Delete		aved Not Deletable			
RA-2018028-002	00000111	Amend		aved 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 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.

Section 1 Contact Informatio	Section 2 n Delete Justificat								
COMMONWEAL	COMMONWEALTH OF PENNSYLVANIA								
Records Action Rec	uest: Deletion to Recor	rds Retention and Dispo	sition Schedule						
Records Action Pa Record Number: R Record Series Nur		8028							
	tact Information								
Agency/Department Co 081A - Office of Admir			Organizati	on Code (Bu	reau/SAP Cost Center Code) 8113040000				
Bureau * Office of Continuity at	nd Records Information Ma	anagement	Division Records						
Contact Person/Teleph Miller, Michael - 717-7									
uniter, includer er tret	0.52110	5au	e & Close Next						
Section 1	Section 2	<b>an</b>							
Contact Information	Delete Justificati								
Contact Information	Delete Justificati ckage Name: RA-2018 A-2018028-001								
Contact Information Records Action Pai Record Number: R. Record Series Num Record Justification to De	Delete Justification ckage Name: RA-2018 A-2018028-001 liber: 00000122 Metion Justification (please p		Nion Delow:)						
Contact Information Records Action Par Record Number: R Record Series Num	Delete Justification ckage Name: RA-2018 A-2018028-001 liber: 00000122 Metion Justification (please p	3028	ation below:)		Record Series Number* 00000122				
Contact Information Records Action Par Record Number: Rr Record Series Num Record Justification to De Authorization is requeste Delete	Delete Justification ckage Name: RA-2018 A-2018028-001 liber: 00000122 eletion Justification (please p	3028	Nion Delow;)		Record Series Number 00000122				
Contact Information Record Section Par Record Number: R Record Series Num Record Series Num Record Series Title*	Delete Justificati ckage Name: RA-2018 A-2018028-001 heer: 00000122 Interno Justification (please per d for the following action: Program Correspondence	3028							
Contact Information Records Action Par Record Number: Rr Record Series Num Record Justification to De Authorization is requeste Delete	Delete Justificati ckage Name: RA-2018 A-2018028-001 heer: 00000122 Interno Justification (please per d for the following action: Program Correspondence	2028 vovide the reason for the dele	ears: 3 Months:		Record Series Number* 00000122				
Contact Information Record Section Par Record Number: R Record Series Num Record Series Num Delete Record Series Title* Format (Check one)*	Detete Justificati     Action 2018     Content of the content	Agency Retention: * Ya Total Retention: Year	ears: 3 Months: 0						
Contact Information Record Section Par Record Number: R Record Series Num Record Series Num Delete Format (Check one): C Deleton Justification (Pie	Detete Justificati     Action 2018     Content of the content	Agency Retention: * Y Total Retention: Year	ears: 3 Months: 0						
Contact Information Records Action Par Record Number: R Record Series Num Record Series Num Authorization is requeste Delete Record Series Time* Format (Check one)* Deletion Justification (Pie	Detete Justificati     Action 2018     Content of the content	Agency Retention: * Ya Total Retention: Year	ears: 3 Months: 0						
Contact Information Records Action Par Record Number: R Record Series Num Record Series Num Authorization is requeste Delete Record Series Time* Format (Check one)* Deletion Justification (Pie	Detete Justificati     Action 2018     Content of the content	Agency Retention: * Ya Total Retention: Year	ears: 3 Months: 0	Next					
Contact Information Record Section Par Record Number: R Record Series Num Record Series Num Delete Format (Check one): C Deleton Justification (Pie	Detete Justificati     Action 2018     Content of the content	Agency Retention: * Y Total Retention: Year Program Administrative Files	ears: 3 Months: 0	Next					

### Approval Process

1. To approve the package from reviewing the Package Summary, simply click the Approve button below the Agency Head Approval 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.

Package Name: RA-2018028 - Status: AH Review							
Section 8: Approvals							
Records Coordinator Approval Approve Name: miamiller@pa.gov		Status: Approve	Date: 4/17/2018 12:18:21 PM				
Legal Liaison Approval Approve Reject Name: shirjones@pa.gov			Status: Approve	Date: 4/18/2018 9:24:17 AM			
Agency Head Approval           Approve         Reject			Status:	Date:			
Section 5: Exception from General Record	is Retent	ion Scheau	ie				
General Records Retention and Disposition Schedule record ser	ies number fr	om which excepti	on is				
sought: Choose One				✓ 🕕			
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     Fuffill 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:							

2. This message displays: Click OK.

	Message	rom webpage		×
		All the records in this package are appro you have reviewed them all select Appro approve or reject the Package		
tus				OK Del
			Add new as:	

3. At the end of the last record details section, click OK. Then click Approval/Rejection Process.

F	Record Retention - Review						
[	Package #: RA-2018029 - Package	e Status: AH Review					
	Save and Add Another to This Package				Add new as:	Add Amend Delete	*
	Start New Package				Add new as:	⊖Add⊖Amend⊖Delete	*
	Approval/Rejection Process						
	Records for this package Record Number Record Series Number RA-2018029-001 98765432	r Package Action Type RA-2018029 Add	status Re	ady To Submit Yes	Delete Action		
1							

4. The following message displays: Click OK.

	Message from webpage	×	
Section8	After review of all the records, approve or reje Package will go to OERM. If rejected, the pack Records Coordinator		
RecordRetention - Section8	Accords Continued		
Package Name: RA-2018030 - Status: AH F		ок	
Section 8: Approvals			
Records Coordinator Approval Approve Name: shirjones@pa.go	v	Status: Approve	Date: 4/20/2018 11:39:53 AM
Legal Liaison Approval           Approve         Reject           Name:         shirjones@pa.go	v	Status: Approve	Date: 4/20/2018 11:39:59 AM
Agency Head Approval           Approve         Reject         Name:		Status:	Date:
Record Number RA-2018030-001	Records in this Package Record Series Number 00001593	Action Type Amend	Status         Delete Record           Saved         Not Deletable

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

Section8	Message from webpage	×		
RecordRetention - Section8 Package Name: RA-2018028 - Status: AH Review		ОК		
Section 8: Approvals				
Records Coordinator Approval Approve Name: miamiller@pa.gov			Status: Approve	Date: 4/17/2018 12:18:21 PM
Legal Liaison Approval Approve Reject Name: shirjones@pa.gov			Status: Approve	Date: 4/18/2018 9:24:17 AM
Agency Head Approval           Agency Head Approval           Approve           Reject			Status:	Date:
RA-2018028-001	Records in this Package ecord Series Number 00000122	Action Type Delete	Sa	atus Delete Record
RA-2018028-002	00000111	Amend	Sa	aved Not Deletable

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

#### **Rejection Process**

Section8								
RecordRetention - Section8								
Package Name: RA	2018029 - Status: AH Revie	W						
Section 8: Approvals								
Records Coordinator Approval Approve	Name: shirjones@pa.gov				Status: Approve	Date:	4/23/2018 2:06:03 PM	
Legal Liaison Approval Approve Reject	Name: shirjones@pa.gov				Status: Approve	Date:	4/23/2018 2:06:23 PM	
Agency Head Approval Approve Reject	Name:				Status:	Date:		
Package Rejection Notes:	Record #1, Section 2, The descrip maintained in the system. Also, is	tion d there	are ≆ntion?					
Record Nur RA-2018029		Records in this Record Series Number 98765432	Package	Action Type		atus	Delete Record	
RA-2010023	-001	30103432		Add	30	aved	INDE DEIERGDIE	

- 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 Reject button.
- 2. The following message displays. Click OK.

		Message from webpage	×	
đ	Section8	Rejection Notes Require the following: 1. Record sequence number in the package 2. Section number of concern 3. Reason for rejection.		
	RecordRetention - Section8	Click the "Confirm Rejection" button to complete the rejection pro	cess.	
	Package Name: RA-2018029 - Status: AH Section 8: Approvals	0	ĸ	
	Records Coordinator Approval Approve Name: shirjones@pa.g	07	Status: Approve	Date: 4/23/2018 2:06:03 PM
	Legal Liaison Approval Approve Reject Name: shirjones@pa.g	07	Status: Approve	Date: 4/23/2018 2:06:23 PM
	Agency Head Approval		Status:	Date:

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

RecordRetention - Section8			
Package Name: RA-2018029 - Status: AH Review			
Section 8: Approvals			
		Status: Approve	Date: 4/23/2018 2:06:03 PM
		Status: Approve	Date: 4/23/2018 2:06:23 PM
Agency Head Approval           Approve         Reject		Status:	Date:
Package Rejection Notes: Record #1, Section 2. The description was not refined enough for me to know what we are referring to.]	Confirm Rejecti	on	

4. Click Confirm Rejection. The following message displays. Click OK.

	Message from webpage		×	
ection8	The Package has been Rejected and sent to R review	ecord Coordinator fo	,	
cordRetention - Section8			_	
ackage Name: RA-2018029 - Status: Oper		OK		
ection 8: Approvals		- OK		
ecords Coordinator pproval Approve Name:			Status:	Date:
egal Liaison Approval Approve Reject Name:			Status:	Date:
gency Head Approval Approve Reject Name: shirjones@pa.gov	/		Status: Deny	Date: 4/23/2018 2:21:00 PM
ackage Rejection Notes: Record #1, Section 2. The of we are referring to.	lescription was not refined enough for me to know what			
Record Number	Records in this Package	A sting Trues		tatus Delete Record
RA-2018029-001	Record Series Number 98765432	Action Type Add		tatus Delete Record aved Not Deletable

**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.

### 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 AH.
- 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.

	escription does not indicate what type of records are so, is there a legal requirement for the 10 yr retention?	Confirm Rejection	n	
umber 29-001	Message from webpage The Package has been Rejected and sent to Rec review	r	Status Saved	
mary		ОК		