

# 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.

RA <oa-enterpriseportalteam@pa.gov> Janes, Shirley (OA); Miller, Michael A. (ERM) + ecords Action-Request for Legal Liaison Approval</oa-enterpriseportalteam@pa.gov>	12:18 PM
Do not reply to this email, it is sent from an unmonitored account. ael, Agency Records Coordinator has prepared and reviewed the Records Action and it is ready for legal review and approval. If you have any questions please email Miller, Michael at miamiller@pa.gov or 76.	call at
ne: Office of Administration	
A-2018028	
F e	AA <oa-enterpriseportalteam@pa.gov> ones, Shirley (OA); Miler, Michael A. (ERM) + ecords Action-Request for Legal Liaison Approval Do not reply to this email, it is sent from an unmonitored account.  ale, Agency Records Coordinator has prepared and reviewed the Records Action and it is ready for legal review and approval. If you have any questions please email Miller, Michael at miamiller@pa.gov or 76.  be: Office of Administration +2018028</oa-enterpriseportalteam@pa.gov>

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 the Agency Head. If rejected, the package will go back to the Records Coordinator	
	ОК	

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     Name: miamiller@pa.gov		Status: Approve	Date: 4/17/2018 12:18:21 PM
Legal Liaison Approval           Approve         Reject		Status:	Date:
Agency Head Approval           Approve         Reject		Status:	Date:
Package Rejection Notes: Record -001, Section 2, Please provide more detail in deletion justification.			
Records in this Package			
Record Number Record Series Number	Action Type	St	atus Delete Record
RA-2018028-002 00000122	Amend	Si	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 Contact Info	1 rmation Del	Section 2 ete Justification						
COMMONIA			0					
Records Actio	on Request: Dele	tion to Records	Retention an	d Disposition	Schedule			
Records Acti Record Numi Record Serie	ion Package Na ber: RA-2018020 Is Number: 0000	me: RA-201802 8-001 00122	18					
Section 1:	Contact Info	rmation						
Agency/Departm 081A - Office of	ment Code f Administration				Organiza	ition Code (E	Bureau/SAP Cost Center Code) 8113040000	
Bureau * Office of Conti	nuity and Records I	Information Manag	gement		Division Records	5		
Contact Person	/Telephone *							
and the second s	11110001110			free & Con				-
				1200200000				
RecordRetenti Section Contact Infor	ion - Section2[ 1 mation Dele	Delete Section 2 ete Justification						
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#### Approval Process

1. 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         Name:         miamiller@pa.gov           Approval         Approve         Approve         Approve			Si Aj	atus: pprove	Date: 4/17/2018 12:18:21 PM
Legal Liaison Approval           Approve         Reject   Name:			S	atus:	Date:
Agency Head Approval					
Section 5: Exception from General Record	as Reten	tion Scheat	uie		
General Records Retention and Disposition Schedule record se	ries number f	rom which excep	tion is		
Reasons for exception request (check all that apply):					
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					
Manage volumes of records					
Contains security issues such as classified and/or restricted records					
Other requirements not addressed above:					
Provide the specific business needs and/or operational require	ments for the	above checked it	ems:		
	Previous	Save & Close	Next		

#### 2. This message displays: Click OK.



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

Record Retention - Review						
Package #: RA-2018028 - Packag	e Status: LL 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	r Package Action Type	Status Rea	ady to Submit	Delete Action		
RA-2018028-001 00000122	RA-2018028 Delete	Saved	Yes	Delete Action		
RA-2018028-002 00000111	RA-2018028 Amend	Saved	Yes	Delete Action		

4. This message displays: Click OK.

Review	Message from webpage           After review of all the records, approve           Package will go to the Agency Head. It back to the Records Coordinator	e or reject. If approved, t rejected, the package v	the will go
Record Retention - Review Package #: RA-2018028 - Package Status:			ок
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 Series Number         Package           RA-2018028-001         00000122         RA-20180           RA-2018028-002         00000111         RA-20180	pe Action Type Status Ready To Submit 28 Delete Saved Yes C 28 Amend Saved Yes C	Delete Action Delete Action	

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

Package Name: RA-2018028 - Status: LL	Review				
Section 8: Approvals					
Records Coordinator Approval Approve Name: miamiller@pa.	gov Message from webpage		Status:	Date: [	4/17/2018 12:18:21 PM
Approve Reject Name:	The Package has been sent to	the Agency Head for approval	s:	Date: [	
Agency Head Approval           Approve         Reject		ок	s:	Date: [	
Record Number RA-2018028-001 RA-2018028-002	Record Series Number 00000122 00000111	Action Type Delete Amend	SI Si	atus aved aved	Delete Record Not Deletable Not Deletable

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.

Package #: RA-2018029 - Package	je Status: LL	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	or Dackago	Action Type	Statue	Poady To Submit	Doloto Action		
RA-2018029-001 98765432	RA-2018029	Add	Saved	Yes	Delete Action		

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

Review	Message from webpage After review of all the records, appro Package will go to the Agency Hear back to the Records Coordinator	ove or reject. If approved, I. If rejected, the package	the will go
Record Retention - Review			ОК
Fackage #. RA-2010029 - Fackage Status.		A del many any	
Save and Add Another to This Package		Add new as.	UAdd Amend Delete "
Start New Package		Add new as:	Add Amend Delete *
Approval/Rejection Process			
Records for this package Record Number Record Series Number Packag RA-2018029-001 98765432 RA-2018	ge Action Type Status Ready To Submit 29 Add Saved Yes	Delete Action Delete Action	

Package Name: RA-2	018029 - Status: I	L Review			
Section 8: Approvals					
Records Coordinator Approval Approve	Name: shirjones@	Da.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:

4. The following message displays. Click OK.

3.

ection8						
ecordRetention - Section8	Message from webpage	×				
Package Name: RA-2018029 - Status: LL Section 8: Approvals	Rejection Notes Require the following: 1. Record sequence number in the package					
Records Coordinator Approval Approve Name: shirjones@pa.g	<ol> <li>Section number of concern</li> <li>Reason for rejection.</li> <li>Click the "Confirm Rejection" button to complete the rejection proc</li> </ol>	ess.	Date: 4/18/2018 10:23:14 AM			
Legal Liaison Approval           Approve         Reject	OF		Date:			
Agency Head Approval Approve Reject Name:		Status:	Date:			

**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?					
Record Numb RA-2018029-0	Records in this Package Per Record Series Number 101 98765432	Action Type Add	Sta Sa	atus Delete Record aved Not Deletable	

#### 6. The following message displays. Click OK.

Record #1, Section 2, The demaintained in the system. A	escription does not indicate what type of records are lso, is there a legal requirement for the 10 yr retention?	1	
umber 29-001	Message from webpage The Package has been Rejected and sent to Record Coordinator for review	×	Status Saved
mary	ОК		

## 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.