Commonwealth of Pennsylvania
State Records Management Program
Enterprise Records Action System (ERAS)
For Agency Records Coordinators

Title:
Enterprise Records Action System (ERAS) Training.

Scope:
This training is created for Agency Records Coordinators (RCs) that participate in the Commonwealth of Pennsylvania's State Records Management Program. This includes both agencies under the Governor's jurisdiction and agencies not under the Governor's jurisdiction.

Overview:
ERAS is an independent system managed by the Office of Administration (OA) not to be confused with the Electronic Records Management System (ERMS) managed by the Pennsylvania Historical and Museum Commission (PHMC) which produces and maintains all agency records retention and disposition schedules. ERAS is the automated review and approval system that RCs are required to use to update their agency's records retention and disposition schedule. This includes adding new records series, amending existing records series, and deleting existing records series from the agency records retention and disposition schedule. ERAS is an action-based system which functions through three assigned agency roles: the Records Coordinator (RC), the Records Legal Liaison (LL), and the Agency Head (or designee) (AH) roles. It is essential for RCs to ensure that all three roles are kept occupied for ERAS to function for your agency. This training is designed to assist RCs in creating, submitting, and tracking the approval status of records action packages in ERAS.

Objectives:
After completing this training, RCs will be able to:

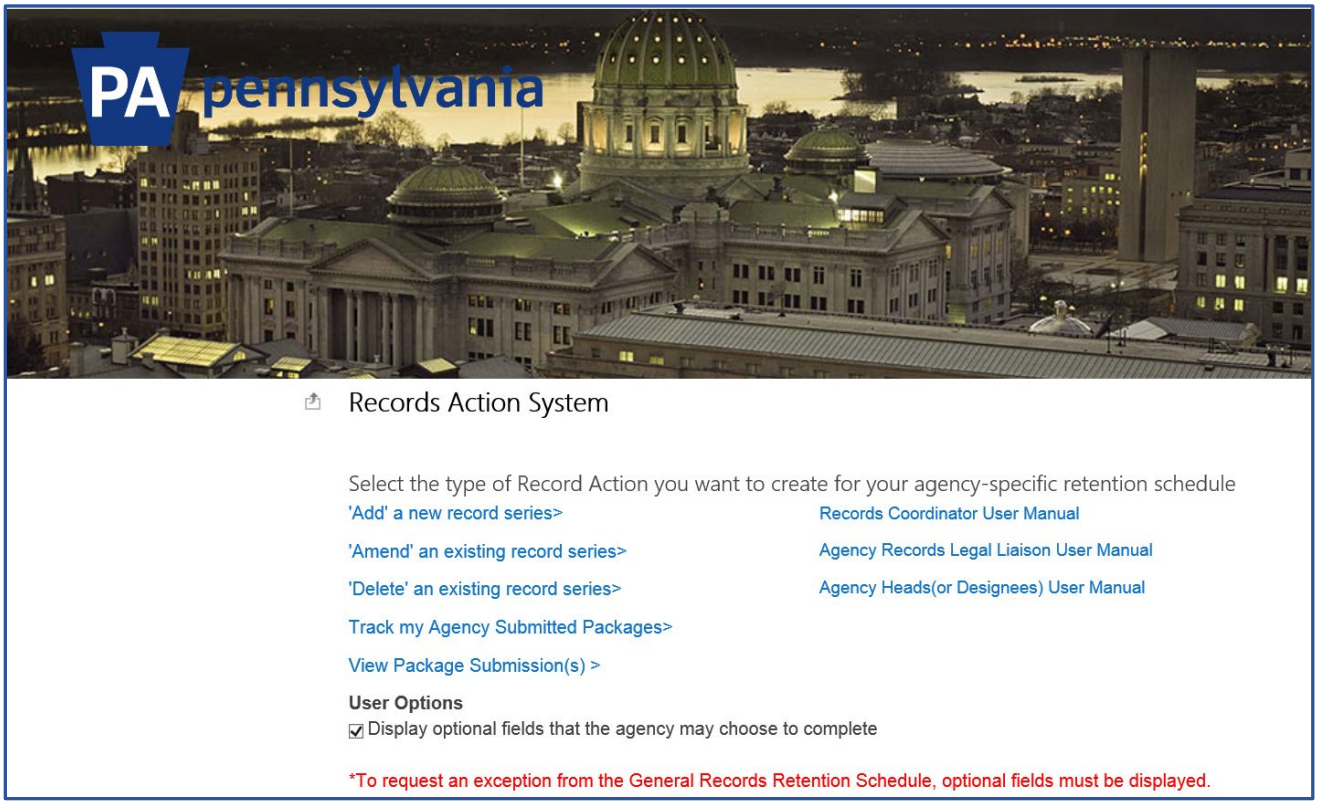
1. Navigate their way through ERAS.

2. Create records action packages and complete sections and fields with the appropriate records information that OA and PHMC are looking for during the review and approval process.

3. Submit records action packages and track them through the review and approval process.

Lesson 1: ERAS Home page.

When accessing ERAS at URL https://ocrim.oa.pa.gov/sites/era/SitePages/Home.aspx, you will land on the home page, as shown below. From the home page, RCs can create, edit, and track records action packages as they move through the review and approval process. Understanding the components of the home page will assist RCs in navigating through ERAS.



The following describes each component of the home page and its purpose:

a. **'Add' a new records series>.** Click this option when you need to add a new records series to the existing agency records retention and disposition schedule.

b. **'Amend' an existing records series>.** Click this option when you need to amend an existing records series on the agency records retention and disposition schedule.

c. **'Delete' an existing records series>.** Click this option when you need to delete an existing records series on the agency records retention and disposition schedule.

d. **Track my Agency Submitted Packages>.** Click this option to track the approval status of records action packages that have been submitted for your agency. PLEASE NOTE, from this option you will not be able to access and edit records action packages. You will only be able to view a status table which will display the current stage of approval, as shown below.

Package Name	Package Status	Created Date
RA-2018028	LL Review	4/16/2018 1:27:17 PM
RA-2018027	Open	4/12/2018 1:10:49 PM
RA-2018026	Open	4/11/2018 8:55:25 AM
RA-2018025	Submitted	4/6/2018 1:47:43 PM

The following is a list of all package statuses that will occur in this order when a records action package is created and submitted through ERAS for review and approval:

1. **Open.** The records action package is available in the **View Package Submission(s)>** option for the RC to access, edit, or include more records actions. PLEASE NOTE, 'Open' status is the only time the RC can access a records action package and make changes or additions to the package.

2. **LL Review.** The RC has completed the records action package and has submitted the package to the agency Records Legal Liaison (LL) for review and approval. PLEASE NOTE, the LL will not be able to edit the records action package. They can only view, make their choice to approve or reject the package, and provide comments.

3. **AH Review.** The LL has reviewed and approved the records action package and has submitted the package to the Agency Head (or designee) (AH) for review and approval. PLEASE NOTE, the AH will not be able to edit the records action package. They can only view, make their choice to approve or reject the package, and provide comments.

4. **Submitted.** The agency LL and AH have approved the records action package, referred to as "internal approval", and the package has been submitted to OA, Office of Continuity and Records Information Management for review and approval.

5. **Chief Review.** The records action package is being reviewed by the Enterprise Records Information Manager (Chief) from the Office of Continuity and Records Information Management.

6. **PHMC Review.** The records action package is being reviewed by the PHMC Division of Records' staff.

7. **Archivist Review.** The records action package is being reviewed by the State Archivist for the final approval needed in ERAS.

8. **Rejected.** The records action package has been rejected at any of the above approval stages and the package will be sent back to the RC in 'Open' status so that the RC can address comments and make requested edits and resubmit.

e. **View Package Submission(s)>.** Click this option to edit or include more records actions to an existing records action package that was previously created and saved in 'Open' status. PLEASE NOTE, you will only see your agency's records action packages.

f. User Options

[√] Display optional fields that agency may choose to complete. ERAS consists of mandatory and optional fields. Mandatory fields are denoted by a red asterisk*. To avoid delays in the review and approval process, it is highly recommended to ensure that the box directly under 'User Options' is always checked. PLEASE NOTE, if there is a need to make an exception from the General Records Retention and Disposition Schedule when entering your records action, this box must be checked to view and complete Section 5, Exception from General Records Retention Schedule.

g. Records Coordinator User Manual. Click here for immediate access to this user manual. If unable to access, please contact the OA, Office of Continuity and Records Information Management at 717-783-5055 or via email at ra-oaerm@pa.gov to request a current copy.

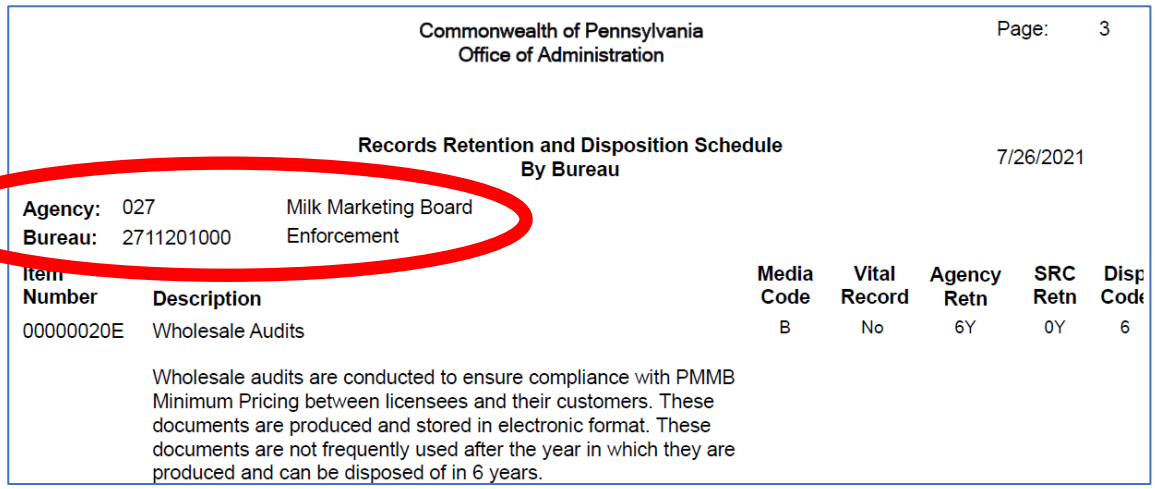
h. Agency Records Legal Liaison User Manual. Click here for immediate access to this user manual. If unable to access, please contact the OA, Office of Continuity and Records Information Management at 717-783-5055 or via email at ra-oaerm@pa.gov to request a current copy.

i. Agency Head (or designee) User Manual. Click here for immediate access to this user manual. If unable to access, please contact the OA, Office of Continuity and Records Information Management at 717-783-5055 or via email at ra-oaerm@pa.gov to request a current copy.

j. User Tip. To return immediately to the home page from any section of ERAS, click on the Pennsylvania logo, as shown below, at the top left corner from any page.

Lesson 2: Creating a records action package in ERAS.

PLEASE NOTE, when creating a records action package, it is a requirement for all records actions to belong to the same 10-digit Organization Code (Bureau SAP Cost Center Code) on the agency records retention and disposition schedule, as shown below.



Commonwealth of Pennsylvania
Office of Administration

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Records Retention and Disposition Schedule
By Bureau

7/26/2021

Agency: 027 Milk Marketing Board
Bureau: 2711201000 Enforcement

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000020E	Wholesale Audits	B	No	6Y	0Y	6
	Wholesale audits are conducted to ensure compliance with PMMB Minimum Pricing between licensees and their customers. These documents are produced and stored in electronic format. These documents are not frequently used after the year in which they are produced and can be disposed of in 6 years.					

ALSO NOTE, records action packages may include any combination of 'Add', 'Amend', or 'Delete' records actions and may contain as many records actions as needed if they all exist within the same 10-digit Organization Code.

When entering records information, mandatory fields in each section will be denoted by a red asterisk*. If mandatory fields are left blank, you will receive a system error and will be required to complete that field before moving on to the next section. You will also notice blue information circles, as shown below, in various fields. For assistance, click on the blue information circle for explanations or examples of the information to be entered in that field.

Examples of when to enter an **'Add'** records action in a records action package may be when:

- A program or business area within an agency discovers records that they have been maintaining do not exist on the agency records retention and disposition schedule or on an agency records file plan.
- When a program or business area within an agency absorbs a new program or function and new records are being created and maintained.

Examples of when to enter an **'Amend'** records action in a records action package may be when:

- Retention of a records series needs to change due to business needs, regulation, or policy changes.
- When a records series description needs to change or be included.

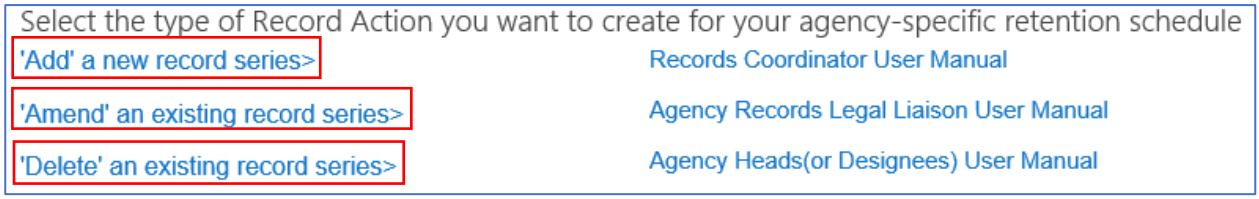
Examples of when to enter a **'Delete'** records action in a records action package may be when:

- Records are no longer created and do not exist within the agency or at the State Records Center.

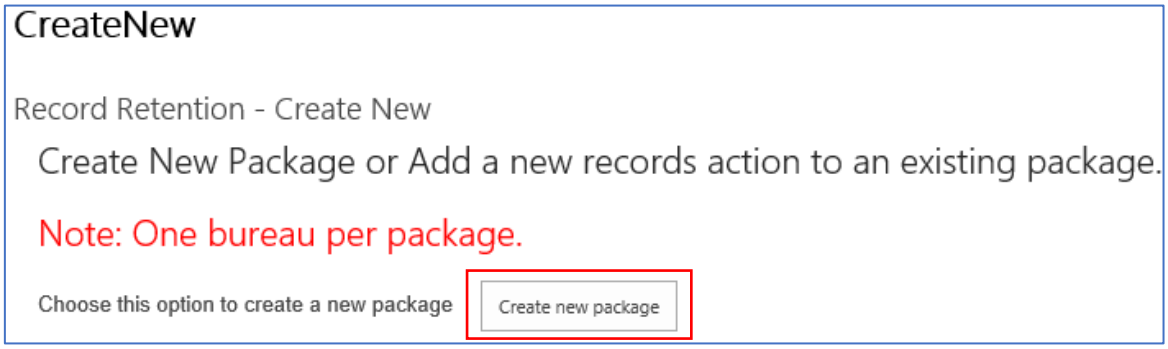
- If a records series can be cross walked to the General Records Retention and Disposition Schedule and documented on the appropriate agency records file plan.
- If a records series can be transferred to or combined with another records series on the agency records retention and disposition schedule.

The following are step by step procedures on how to create a records action package by beginning with an 'Add', 'Amend', or 'Delete' records action type:

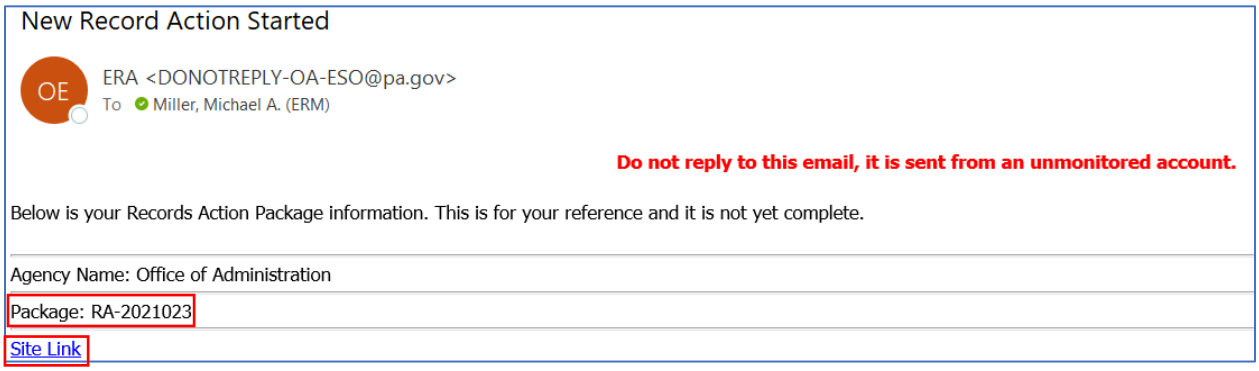
a. From the home page, click on the records action type you want to begin with: **'Add' a new records series>**, **'Amend' an existing records series>**, or **'Delete' an existing records series>**, as shown below.



b. From the Create New screen, click the box that says Create new package, as shown below.



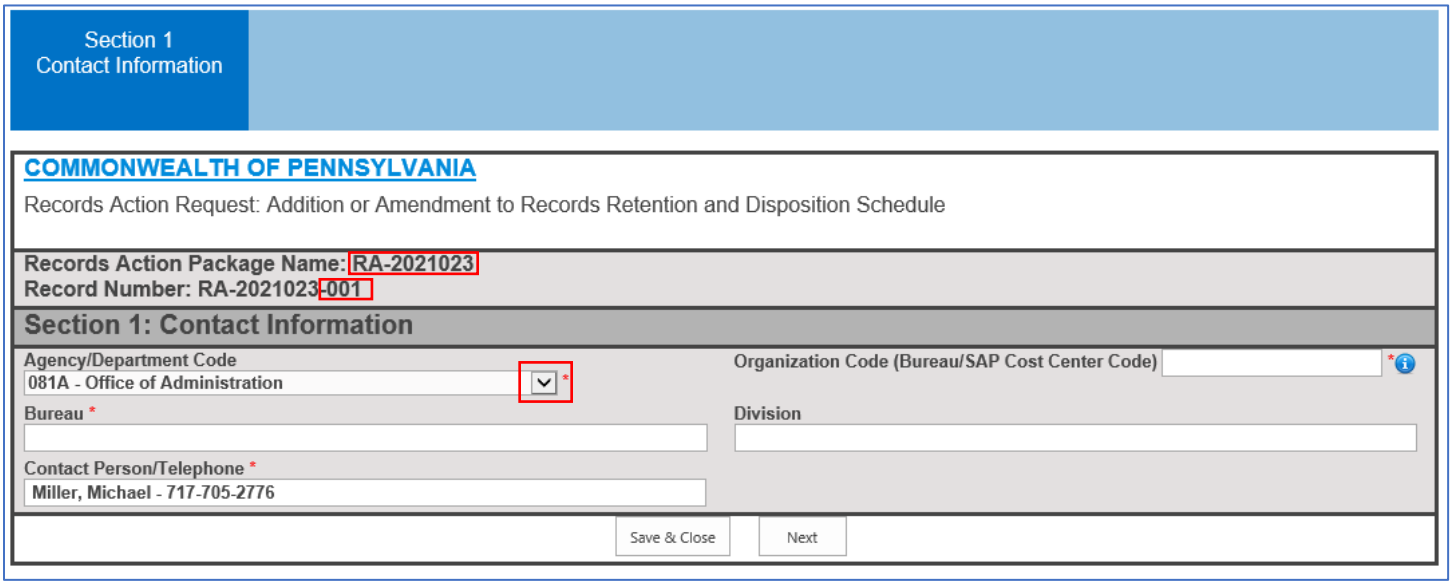
After clicking 'Create new package', a notification is sent to your Commonwealth email account which confirms your records action package submission and package number, as shown below. Please make note of this package number for future reference. If notification is not received, check your Junk Email folder and Quarantine Messages. The notification will also provide a direct link to the home page of ERAS, as shown below.



Lesson 3: Entering an 'Add' records action in ERAS.

The following are step by step procedures on how to enter the appropriate information in the section fields for an 'Add' records action:

a. Section 1: Contact Information. Immediately after clicking 'Create new package', Section 1 will appear on your screen, as shown below.

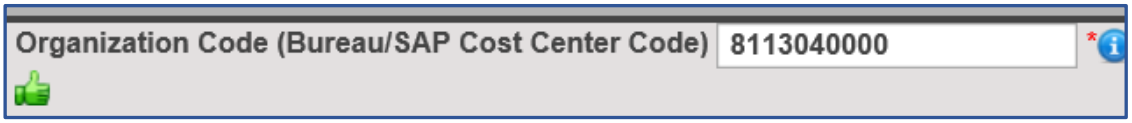


1. **Records Action Package Name.** This is the system assigned records action package number that you are currently working in, RA-2021023.

2. **Record Number.** This is the first records action sequence number in the package that you are currently entering, RA-2021023-001. For each records action sequence created, the system will assign the next number within the package, -002, -003, etc.

3. **Agency/Department Code*.** This field should always be prefilled with your agency number and name. If not, please click the drop-down arrow and select the correct agency.

4. **Organization Code (Bureau SAP Cost Center Code)*.** Enter the 10-digit Organization Code of the bureau, office, board, or division's agency records retention and disposition schedule that you are requesting to modify. When you've entered 10 digits, the system will indicate that it's okay to move to the next field by displaying the **green** thumbs up, as shown below.



Please note, if 10 digits are not entered, you will see a **red** thumbs down.

5. **Bureau*.** Enter the bureau, office, board, or division name of where the records action belongs. Please spell out bureau, office, board, or division names first before using acronyms.

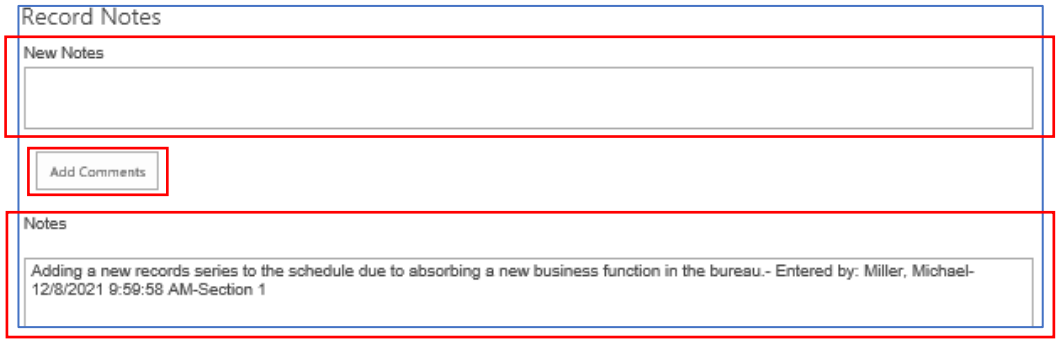
6. **Division.** Only enter a division name if the current agency records retention and disposition schedule displays a division name in addition to a bureau, office, or board name. If applicable, please spell out the division name first before using an acronym.

7. **Contact Person/Telephone*.** This field should always be prefilled with the agency RC's name and telephone number that created the records action package.

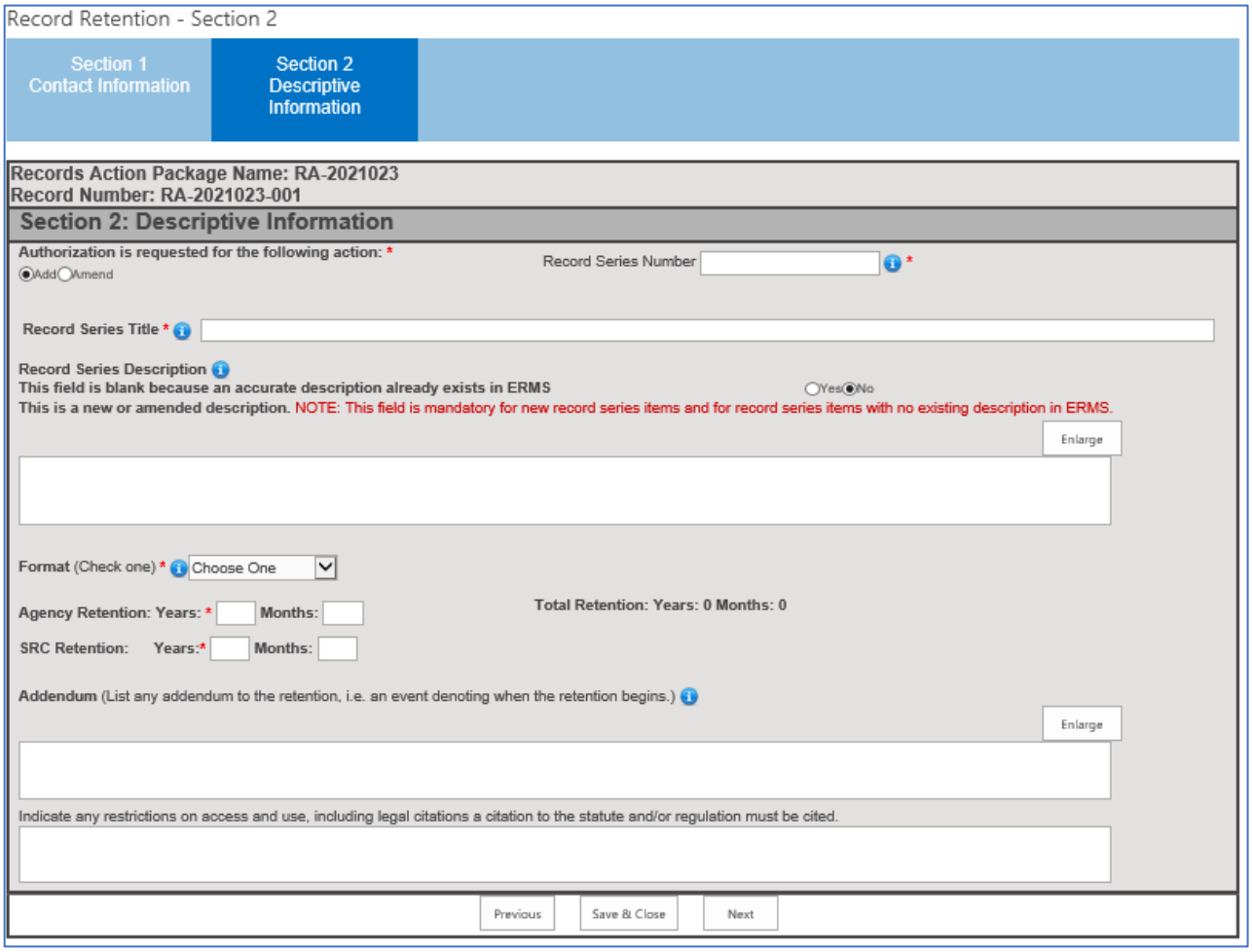
8. **Save & Close.** Click this button when you have partially completed the fields within any section of ERAS, and you need to exit the system and finish the records action later.

9. **Next.** Click this button when you are finished with any section of ERAS, and you are ready to go to the next section. PLEASE NOTE, after a few minutes, the system will time out if a section is not completed promptly and the 'Next' button is not clicked. Entered information will be lost when the 'Next' button is not clicked in a timely manner.

10. **Record Notes.** PLEASE NOTE, this field is not mandatory but is strongly recommended to utilize. Record notes will appear at the bottom of each section and is for the RC and all workflow reviewers and approvers to communicate explanations, questions, clarifications, issues, and reasons for rejections during the review and approval process. For example, if record notes are entered in Section 2, the notes will also be visible in sections 1, 3, 4, 5, and 6. To enter record notes, type your information in the "New Notes" block first, then click the "Add Comments" button. The record notes will then appear in the "Notes" block, as shown below.

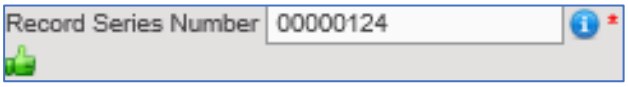


b. Section 2: Descriptive Information. After clicking the 'Next' button in Section 1, Section 2 will appear on your screen, as shown below.



1. **Authorization is requested for the following action:*** O**Add** O**Amend.** The circle for Add should be prefilled. If not, click in the circle for an Add records action type.

2. **Record Series Number***. Enter the new 8-digit records series number. The field requirement is 8 digits. If you have a letter suffix in your record series number, include the suffix at the end of your 8 digits. For example, 00000124**A**. When you've entered 8 digits or 8 digits plus a letter suffix, the system will indicate that it's okay to move to the next field by displaying the **green** thumbs up, as shown below.



PLEASE NOTE, if 8 digits or 8 digits and a letter suffix are not entered, you will see a **red** thumbs down. Also note, decimal points cannot be entered in this field. Enter the record series number without the decimal point and indicate the records series number with decimal point in Record Notes. Records series numbers can only be used once and cannot be duplicated during the lifetime of the agency records retention and disposition schedule. For this reason, it is strongly recommended for RCs to maintain a records series number tracking log.

3. **Record Series Title*.** Enter the name of the new records series that you are adding to the agency records retention and disposition schedule. Please spell out the record series title first before using an acronym.

4. **Record Series Description.** PLEASE NOTE, this field is mandatory for all new records series items and for records series items with no existing records series descriptions on the current agency records retention and disposition schedule. Always click the circle for 'No' when a records series description does not exist. In a few sentences, describe the records and what information is contained within them. Explain the purpose and use of the records and why the program or business area is maintaining the records. It is also beneficial to list specific examples of supporting documents that are part of the record series. Please DO NOT use acronyms only.

5. **Enlarge Buttons.** Click this button to expand the box if additional space is needed in the Records Series Description or the Addendum fields.

6. **Format (Check one)*.** Click the drop-down arrow and select the appropriate records format. If the records for this series exist in multiple formats, i.e., paper and electronic, and share the same retention, select the multiple format option (M).

7. **Agency Retention*.** Enter the requested or required retention period in Years and Months. If there is no agency retention, enter a zero. A zero can also be entered if the retention Addendum below justifies the agency retention. PLEASE NOTE, only a number can be entered in these fields. DO NOT enter an asterisk because it will cause a system error in the Total Retention field. The maximum number of years allowed is 100 which equals permanent retention with no Addendum. If there are no Months for the retention, enter a zero or leave blank.

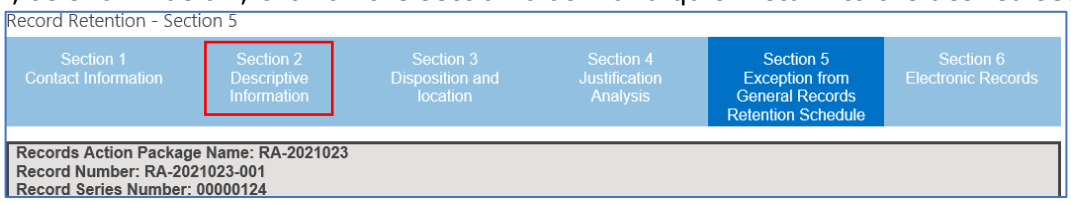
8. **State Records Center (SRC) Retention*.** Enter the requested retention period needed in Years and Months. If there is no retention for Years, enter a zero. If there is no retention for Months, enter a zero or leave blank.

9. **Total Retention.** The system will calculate and display the total retention after retention periods for the Agency and/or Agency and SRC are entered.

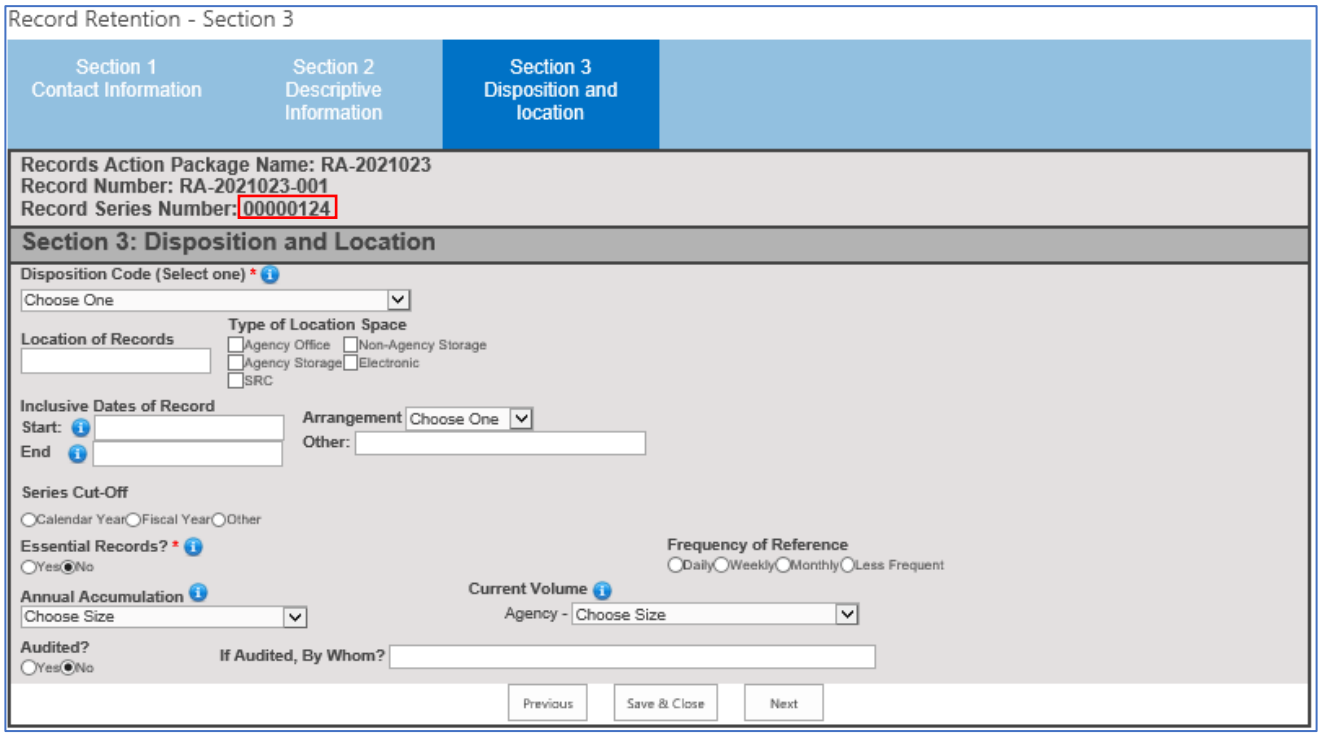
10. **Addendum.** When applicable, enter the event that triggers when the retention period begins, (e.g., 4 years after end of the contract; 3 years after audit, 7 years after close of case/investigation, etc.).

11. **Indicate any restrictions on access and use, including legal citations, a citation to the statute and/or regulation must be cited.** Enter restrictions that apply to the release of the records (e.g., HIPAA; confidential employee information, etc.).

12. **Previous.** Click this button when you need to go back to the previous section. PLEASE NOTE, when sections are displayed directly above the current section you are working in, as shown below, click on the section block for a quick return to the desired section.



c. **Section 3: Disposition and Location.** After clicking the 'Next' button in Section 2, Section 3 will appear on your screen, as shown below.



1. **Record Series Number.** This is the records series number that was entered back in Section 2: Descriptive Information, 00000124.

2. **Disposition Code (Select one)*.** Click the drop-down arrow and select the records disposition code for the records series. DO NOT select code 2-Archival Review (PHMC use only) UNLESS the PHMC has already confirmed that the records should come to the State Archives after retention. If code 2 applies, the PHMC will change the disposition code during their review and approval of the records action package. If the multiple format option (M) is selected back in Section 2, select the disposition code that would best apply to the paper records in the records series.

3. **Location of Records.** Enter all locations of where the records are currently maintained (e.g., Filing cabinet, storage room, network shared drive, a system, SharePoint, database, etc.). PLEASE NOTE, this field holds an unlimited number of characters however, only the first 20 characters are displayed. Click in the field box and use your keyboard arrow keys to navigate left or right to see all content.

4. **Type of Location Space.** Check all options that apply.

5. **Inclusive Dates of Record.** Enter the **Start** date of when the records were first created or first existed (e.g., 03/2014 or 2014). Enter the **End** date for when the records are no longer created or no longer exist in agency or at the SRC (e.g., 06/2019 or 2019). If records exist and/or are still created, enter the word "present". For assistance with Dates of Record, click on the blue information circle.

6. **Arrangement.** Click the drop-down arrow and select the appropriate option.

7. **Other.** Complete if the records arrangement is something other than the options provided in the Arrangement field above.

8. **Series Cut-Off.** Click in the circle of the appropriate option (Calendar Year, Fiscal Year, Other).

9. **Essential Records?*** The default is No. Click in the circle for 'Yes' if records are needed to support essential functions during a Continuity of Operations (COOP) event. If unsure, have a conversation with your Agency COOP Manager.

10. **Frequency of Reference.** Click in the circle of the appropriate option (Daily, Weekly, Monthly, Less Frequent).

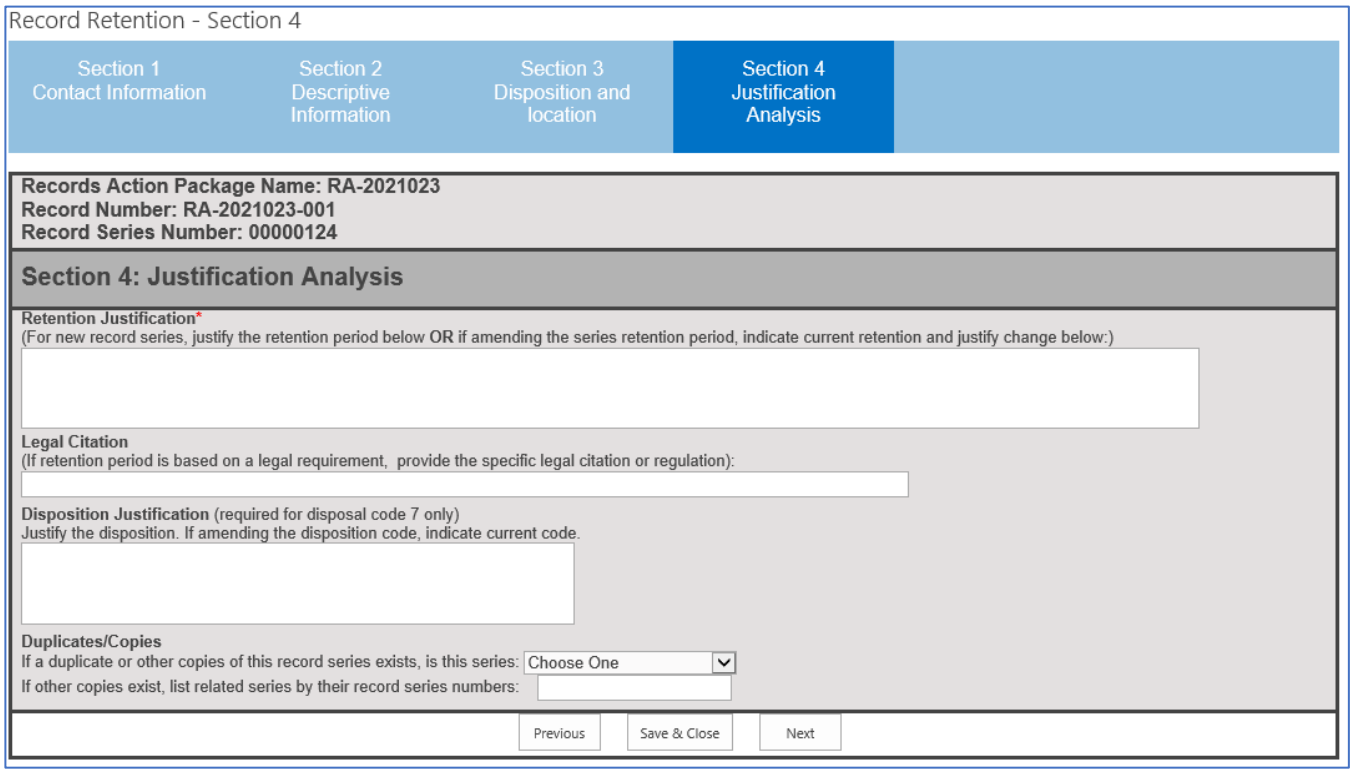
11. **Annual Accumulation.** Click the drop-down arrow and select the appropriate volume. For assistance with calculations and measurements, click on the blue information circle.

12. **Current Volume - Agency.** Click the drop-down arrow and select the appropriate volume. For assistance with calculations and measurements, click on the blue information circle.

13. **Audited?** The default is No. Click in the circle for 'Yes' if the records series is audited.

14. **If Audited, By Whom?** When applicable, enter the name of the entity that performs the audit (e.g., Auditor General, peer audit, Federal Government, etc.).

d. **Section 4: Justification Analysis.** After clicking the 'Next' button in Section 3, Section 4 will appear on your screen, as shown below.



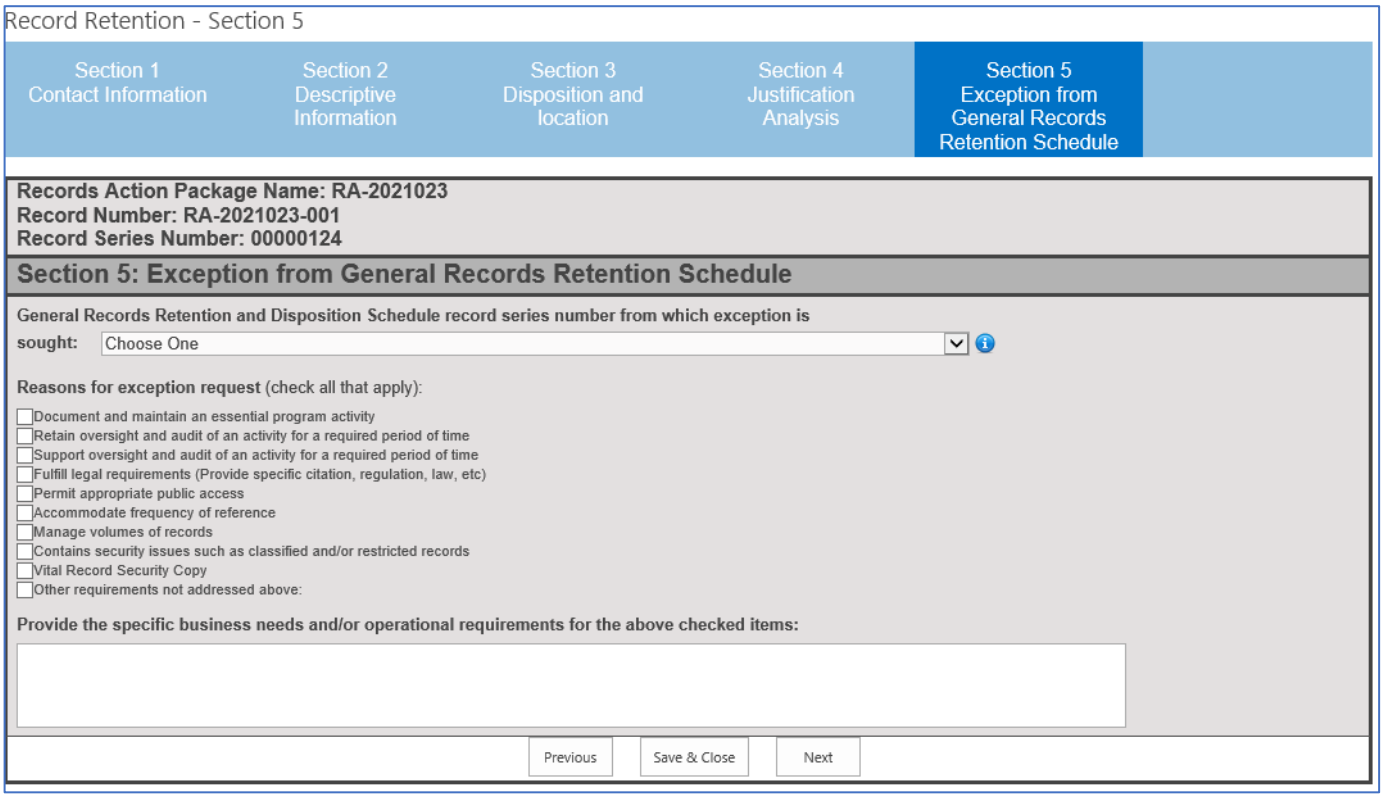
1. **Retention Justification*.** Enter the reason(s) of why the requested retention indicated in Section 2 is needed or required. When applicable, always include business/operational needs, policy, requirements, or regulations that govern the retention in your explanation.

2. **Legal Citation.** When applicable, enter legal requirements, legal citations, or regulations that govern the retention of this records series.

3. **Disposition Justification.** Complete this field ONLY if disposition code 7 – Archives/Agency Review (100-year retention only) was selected back in Section 3. PLEASE NOTE, if you need to complete this field, it is acceptable to copy and paste the Retention Justification stated above.

4. **Duplicates/Copies.** Click the drop-down arrow and select the appropriate option (The Official Record copy, A security copy, or A duplicate copy). If other copies exist in other records series numbers on the agency records retention and disposition schedule, enter the records series number(s) of the related records.

e. **Section 5: Exception from General Records Retention Schedule.** After clicking the 'Next' button in Section 4, Section 5 will appear on your screen, as shown below. If Section 5 does not apply to the records action, you may skip this section. PLEASE NOTE, if options B=Electronic, C=Portable Media, or M=multiple format are **not** selected back in Section 2, this will be the last section to complete for the records action. If this is the case, the system will take you directly to the Review Section. Refer to Lesson 3, Part g., Review Section.

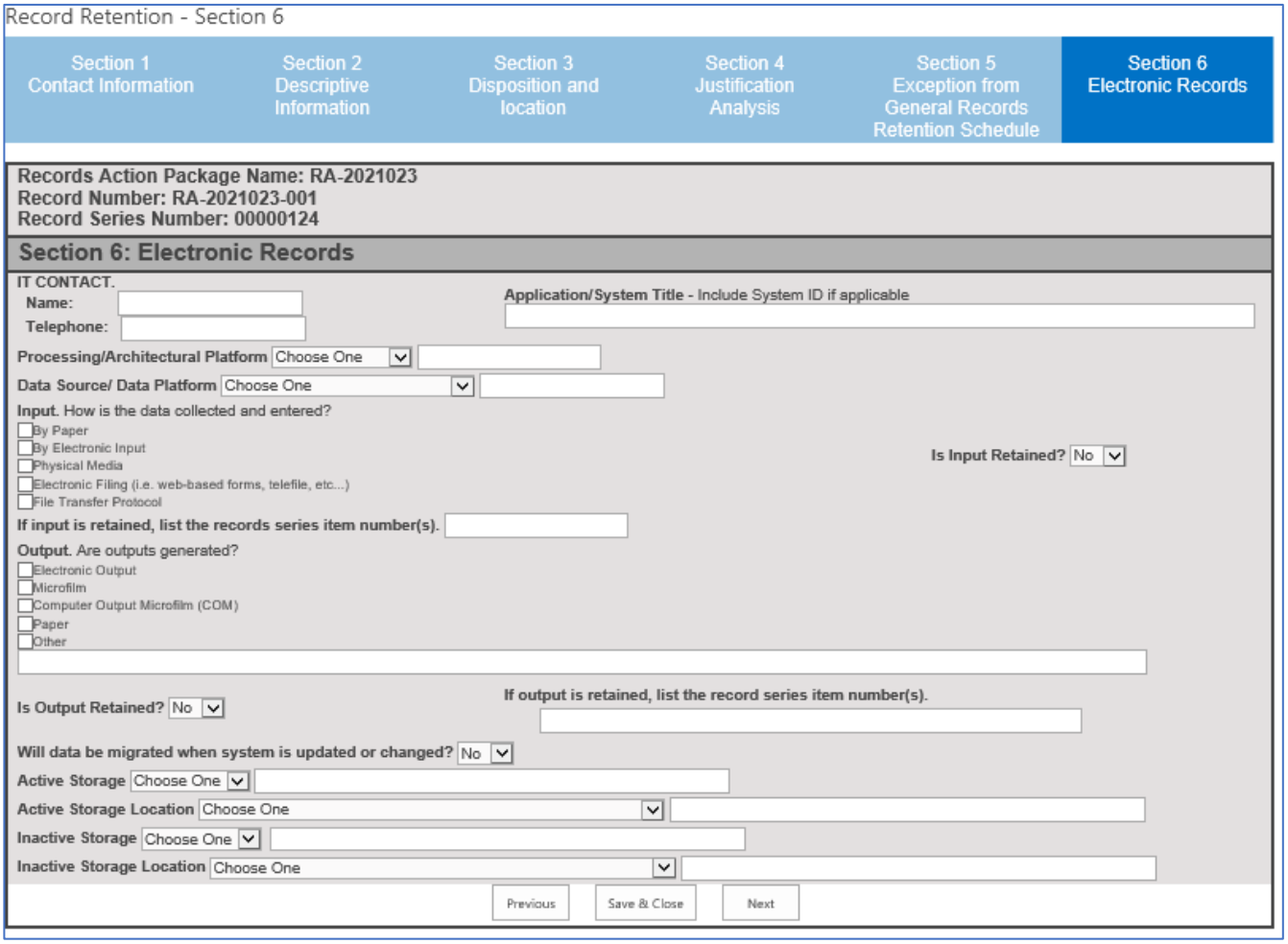


1. **General Records Retention and Disposition Schedule record series number from which exception is sought:** Click the drop-down arrow and select the General Schedule item number and title for which you are requesting an exception. If General Schedule item number and title is missing from drop-down list, indicate this by entering the missing item in Record Notes.

2. **Reasons for exception request.** Check all exceptions that apply.

3. **Provide the specific business needs and/or operational requirement for the above checked items:** Enter the specific business needs and/or requirements that support items checked in 'Reasons for exception request'.

f. Section 6: Electronic Records. After clicking the 'Next' button in Section 5, Section 6 will appear on your screen, as shown below. PLEASE NOTE, if options B=Electronic, C=Portable Media, or M=multiple format are **not** selected back in Section 2, Section 6 will **not** display. The system will take you directly to the Review Section. Refer to Lesson 3, Part g., Review Section. ALSO NOTE, it is strongly recommended to consult with your agency IT contact or supervisor/manager before completing Section 6.



1. **IT Contact.** Enter the **Name** and **Telephone** number of the person/business area who provides technical support for this application/system. Please include area codes for telephone numbers.

2. **Application/System Title.** Enter the name of the application or system. If there is not an application or system name, enter the records series title from Section 2.

3. **Processing/Architectural Platform.** Click the drop-down arrow and select the applicable processing or architectural platform. If the platform is other than the options provided, indicate the other in the box to the right-hand side.

4. **Data Source/Data Platform.** Click the drop-down arrow and select the applicable data source or platform. If the source or platform is other than the options provided, indicate the other in the box to the right-hand side.

5. **Input. How is the data collected and entered?** Check all options that apply.

6. **Is Input Retained?** Click the drop-down arrow and select 'Yes' or 'No'.

7. **If Input is retained, list the records series item number(s).** Enter the associated record series item number(s), if records are maintained there after being entered into the application or system.

8. **Output. Are outputs generated?** Check all options that apply.

9. **Is Output Retained?** Click the drop-down arrow and select 'Yes' or 'No'.

10. **If Output is retained, list the records series item number(s).** Enter the associated record series item number(s) if output records are maintained.

11. **Will data be migrated when system is updated or changed?** Click the drop-down arrow and select 'Yes' or 'No'.

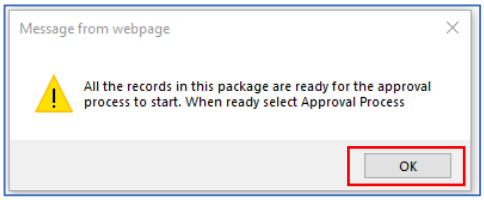
12. **Active Storage.** Click the drop-down arrow and select the active storage option for the records.

13. **Active Storage Location.** Click the drop-down arrow and select the active storage location for the records.

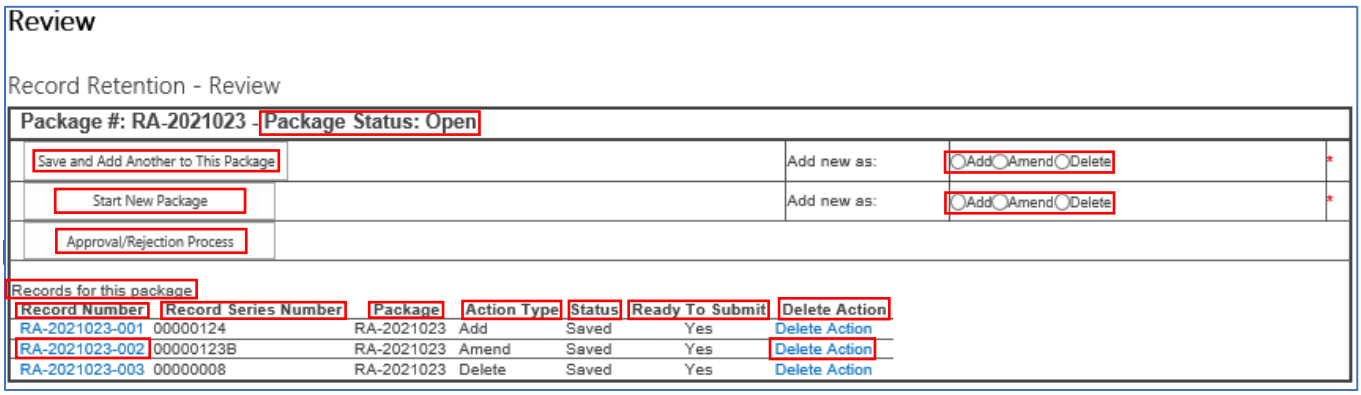
14. **Inactive Storage.** Click the drop-down arrow and select the inactive storage option for the records.

15. **Inactive Storage Location.** Click the drop-down arrow and select the inactive storage location for the records.

g. Review Section. After clicking the 'Next' button in Section 6, or in Section 5 if options B=Electronic, C=Portable Media, or M=multiple format are **not** selected back in Section 2, you will receive the below message. Click the 'OK' button, as shown below.



After clicking the 'OK' button, the Review Section will appear on your screen, as shown below. In this section, the RC has the option to include more records actions to the package, start a new records action package for another bureau, or approve and submit the records action package to the agency LL to begin internal review and approval.

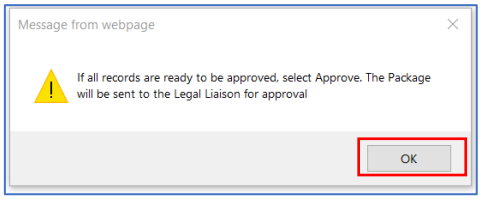


1. **Package # - Package Status: Open.** The records action package number and status are displayed here.

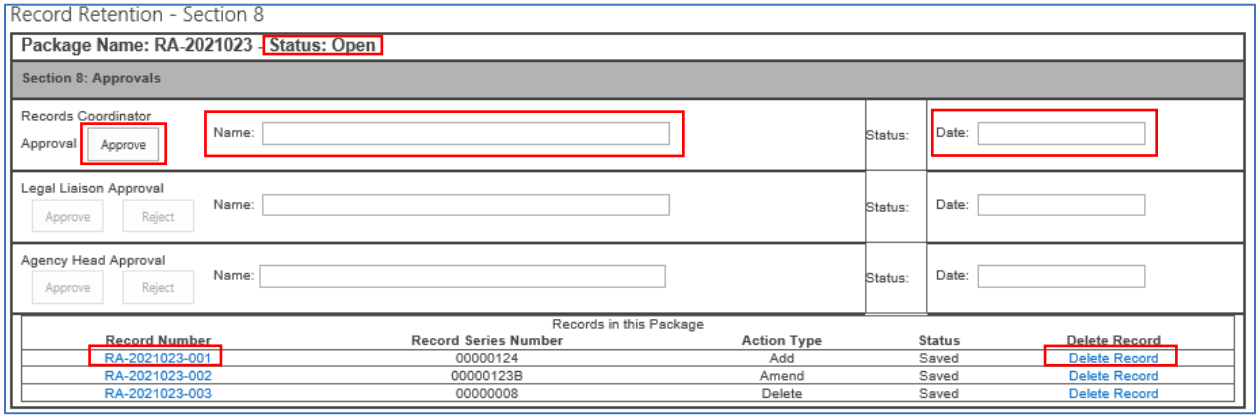
2. **Save and Add Another to This Package.** Use this option to include more records action types to this package. FIRST, click in the circle of the records action type needed on the right-hand side: Add, Amend, or Delete. NEXT, click the 'Save and Add Another to This Package' button on the left-hand side and a new Section 1 will open.

3. **Start New Package.** Use this option to start a new package for a different bureau, office, board, or division by using a new 10-digit Organization Code. FIRST, click in the circle of the records action type needed on the right-hand side: Add, Amend, or Delete. NEXT, click the 'Start New Package' button on the left-hand side and a new Section 1 will open.

4. **Approval/Rejection Process.** If there are no more records actions to include in this package and the RC is finished with the package, click this option to approve the package and send to the agency LL for review and approval. After clicking the 'Approval/Rejection Process' button, you will receive the below message. Click the 'OK' button, as shown below.



After clicking the 'OK' button, Section 8 will appear on your screen, as shown below. Click the 'Approve' button to send the package to the agency LL for review and approval. After clicking the 'Approve' button, click the 'OK' button again for the message received and the RC's email address will populate in the 'Name' rectangle and the date and time will populate in the 'Date' rectangle, indicated below. PLEASE NOTE, after 'Approve' is clicked, the package status will change from 'Open' to 'LL Review'.



5. **Records for this package (refer to 'Review' screen above, Lesson 3, Part g.)** Includes a summary table of the records action package which displays the Record Sequence Number(s), Records Series Number(s), Package Number, Records Action Type(s), Status (Saved), Ready to Submit (Yes or No), and Delete Action(s). PLEASE NOTE, from the Review screen or Section 8 screen above, RCs can access a records action by clicking on the 'Record Number' on the left-hand side and can delete individual record sequence numbers and/or entire packages by clicking on 'Delete Action' or 'Delete Record' on the right-hand side and following the system's prompts.

6. **Package Summary.** Will appear directly under the Section 8 screen. Includes a summary of all records actions entered in the records action package, as shown below. The package summary provides a quick overview to reviewers for each records action entered in lieu of opening each records action and clicking through every section.

Package Summary

Agency Name: Office of Administration
Agency Number: 081A

Type: Add
Organization Code (Bureau/SAP Cost Center Code): 8113040000
Bureau Name: Office of Records Information Management
Record Series Number: 00000124
Record Title: Directives Management Program Files
Record Description: Records include reports, meeting summaries, statistics, surveys, and all related correspondence for the program.
Addendum: null
Agency years: 5
Agency Months: 0
SRC Years: 5
SRC Months: 0
Format: M=Multi-Format
Disposition Code: 1 – Routine

Type: Amend
Organization Code (Bureau/SAP Cost Center Code): 8113040000
Bureau Name: Records Information Management
Record Series Number: 00000123B
Record Title: Case Files
Record Description: null
Addendum: Retain 2 years after the case is closed.
Agency years: 2
Agency Months: 0
SRC Years: 0
SRC Months: 0
Format: B=Electronic
Disposition Code: 6 – Delete

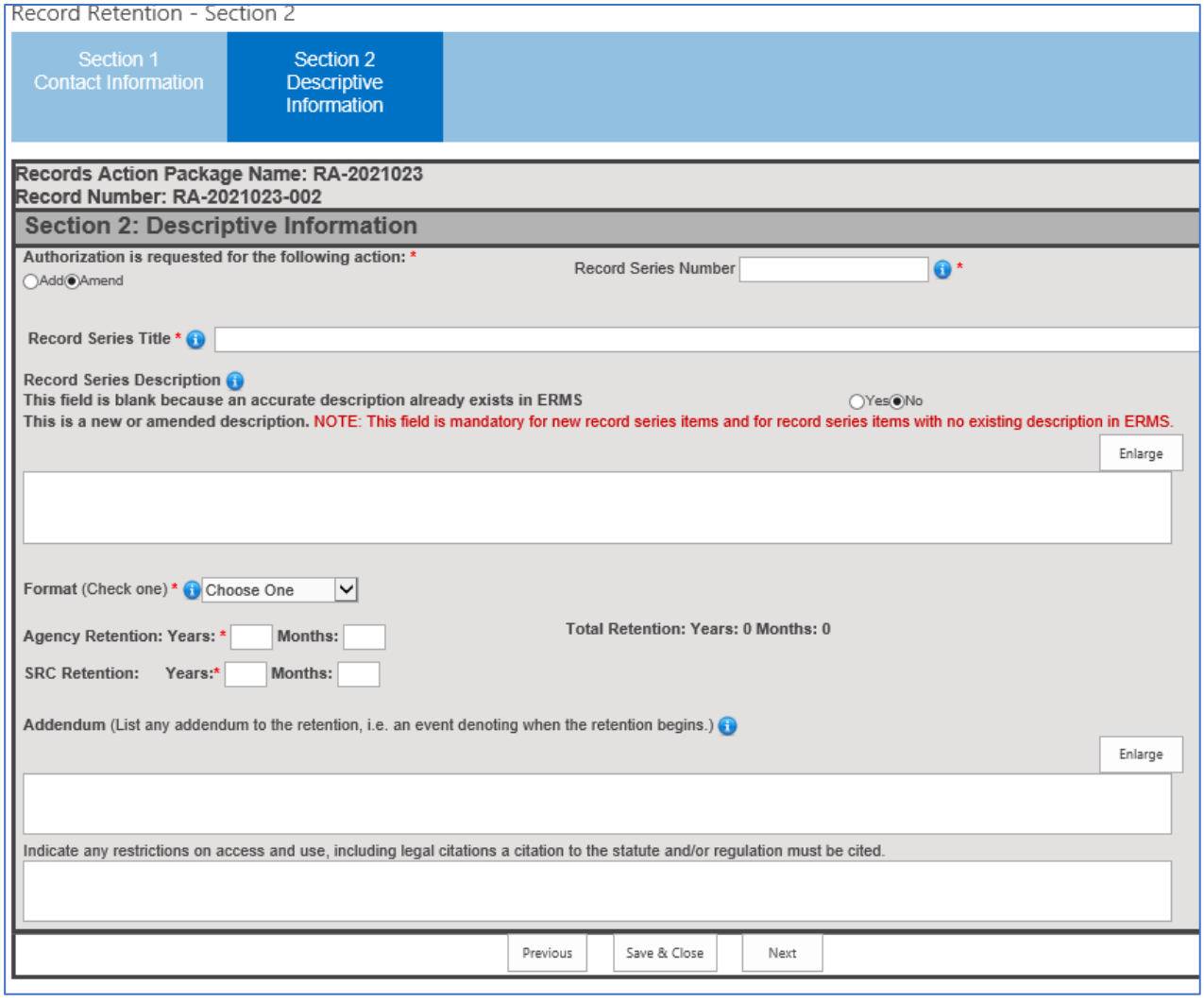
Type: Delete
Organization Code (Bureau/SAP Cost Center Code): 8113040000
Bureau Name: Records Information Management
Record Series Number: 00000008
Record Title: Records Program Reports
Record Description: null
Addendum: null
Agency years: 3
Agency Months: 0
SRC Years: 2
SRC Months: 0
Format: 1=Paper
Disposition Code: null

Lesson 4: Entering an 'Amend' records action in ERAS.

PLEASE NOTE, the sections and fields for an 'Amend' records action are identical to the sections and fields for an 'Add' records action. However, some section fields will require different information. For 'Record Notes', follow the steps provided in Lesson 3, Part a., 10. and indicate what is changing in the records series. The following are step by step procedures on how to enter the appropriate information for an 'Amend' records action:

a. Section 1: Contact Information. Complete this section the same as you would for an 'Add' records action. Refer to Lesson 3, Part a.

b. Section 2: Descriptive Information. After clicking the 'Next' button in Section 1, Section 2 will appear on your screen, as shown below.



1. Authorization is requested for the following action:*

O**Add** O**Amend.** The circle for Amend should be prefilled. If not, click in the circle for an Amend records action type.

2. **Record Series Number*.** Enter the 8-digit records series number that you are amending. The field requirement is 8 digits. If you have a letter suffix in your record series number, include the suffix at the end of your 8 digits. For example, 00000123**B**. PLEASE NOTE, for an 'Amend' records action, the same logic applies for the **green** thumbs up and **red** thumbs down display message and the use of decimal points, as referenced in Lesson 3, Part b., 2.

3. **Record Series Title*.** Enter the name of the records series that you are amending exactly as it appears on the agency records retention and disposition schedule. Please spell out record series title first before using an acronym.

4. **Record Series Description.** PLEASE NOTE, this field is optional if an accurate records series description already exists on the current agency records retention and disposition schedule for this records series. Click the circle for 'Yes' when a records series description does exist. If a records series description does not exist, click the circle for 'No' and in a few sentences, describe the records and what information is contained within them. This description should also explain the purpose and use of the records and why the program or business area is maintaining the records. It is also beneficial to list specific types of supporting documents that are part of the record series. Please DO NOT use acronyms only.

5. **Format (check one)*.** Click the drop-down arrow and select the records format that currently exists on the agency records retention and disposition schedule. If the records for this series exist in multiple formats, i.e., paper and electronic, and share the same retention, select the multiple format option (M).

6. **Agency Retention*.** Enter the requested or required retention period in Years and Months. If there is no agency retention, enter a zero. A zero can also be entered if the retention Addendum below justifies the agency retention. PLEASE NOTE, only a number can be entered in these fields. DO NOT enter an asterisk because it will cause a system error in the Total Retention field. The maximum number of years allowed is 100 which equals permanent retention with no Addendum. If there are no Months for the retention, enter a zero or leave blank.

7. **State Records Center (SRC) Retention*.** Enter the requested retention period needed in Years and Months. If there is no retention for Years, enter a zero. If there is no retention for Months, enter a zero or leave blank.

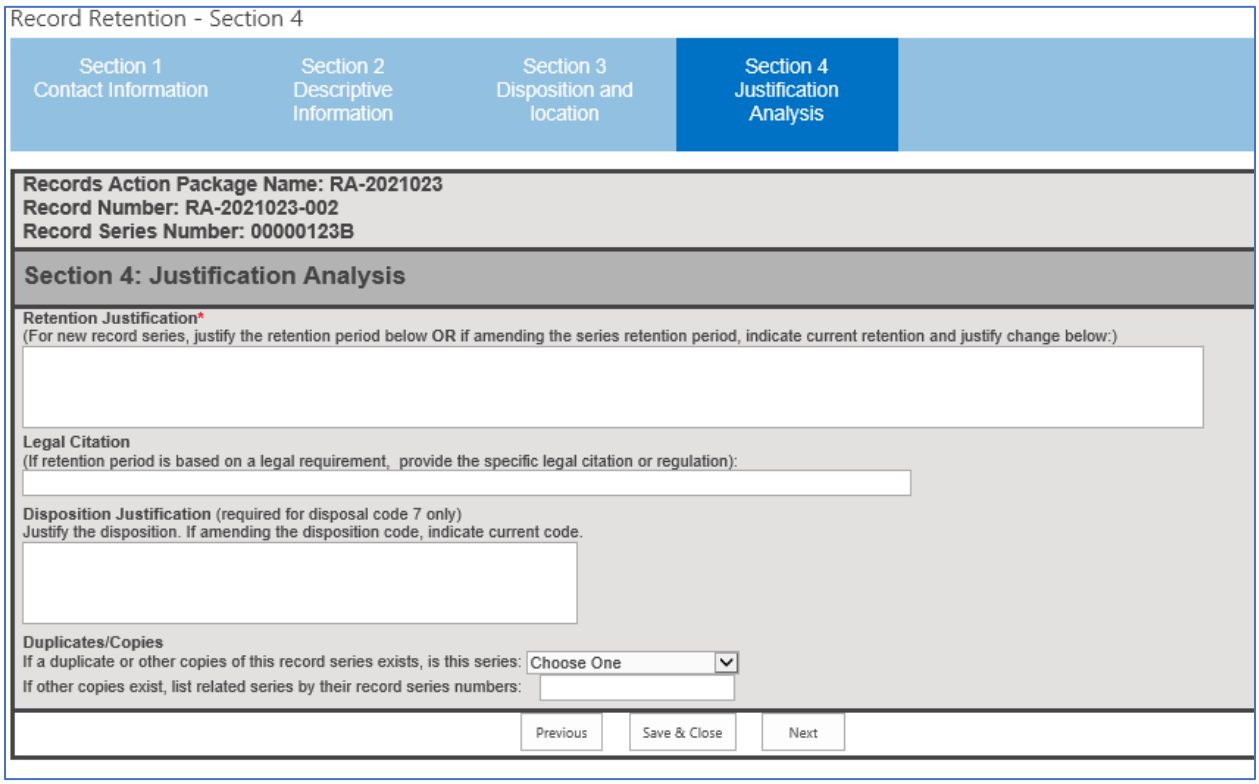
8. **Total Retention.** The system will calculate and display the total retention after retention periods for the Agency and/or Agency and SRC are entered.

9. **Addendum.** When applicable, enter the event that triggers when the retention period begins, (e.g., 4 years after end of the contract; 3 years after audit, 7 years after close of case/investigation, etc.).

10. **Indicate any restrictions on access and use, including legal citations, a citation to the statute and/or regulation must be cited.** Enter restrictions that apply to the release of the records (e.g., HIPAA; confidential employee information, etc.).

c. Section 3: Disposition and Location. After clicking the 'Next' button in Section 2, Section 3 will appear on your screen. Complete this section the same as you would for an 'Add' records action. Refer to Lesson 3, Part c.

d. Section 4: Justification Analysis. After clicking the 'Next' button in Section 3, Section 4 will appear on your screen, as shown below.



1. **Retention Justification*.** When amending an existing record series, ALWAYS enter the current retention first (e.g., Current agency retention is 5 years and SRC retention is 20 years). NEXT, enter the reason(s) of why the requested retention indicated in Section 2 is needed or required. When applicable, always include business/operational needs, policy, requirements, or regulations that govern the retention in your explanation.

2. **Legal Citation.** When applicable, enter legal requirements, legal citations, or regulations that govern the retention of this records series.

3. **Disposition Justification.** Complete this field ONLY if disposition code 7 – Archives/Agency Review (100-year retention only) was selected back in Section 3. PLEASE NOTE, if you need to complete this field, it is acceptable to copy and paste the Retention Justification stated above.

4. **Duplicates/Copies.** Click the drop-down arrow and select the appropriate option (The Official Record copy, A security copy, or A duplicate copy). If other copies exist in other records series numbers on the agency records retention and disposition schedule, enter the records series number(s) of the related records.

e. **Section 5: Exception from General Records Retention Schedule.** After clicking the 'Next' button in Section 4, Section 5 will appear on your screen. If Section 5 does not apply to the records action, you may skip this section. Complete this section the same as you would for an 'Add' records action. Refer to Lesson 3, Part e. PLEASE NOTE, if options B=Electronic, C=Portable Media, or M=multiple format are **not** selected back in Section 2, this will be the last section to complete for the records action. If this is the case, the system will take you directly to the Review Section. Refer to the instructions provided in Lesson 3, Part g., Review Section for steps on how to include more records actions to this package, how to start a new records action package for a different bureau, or how to approve and submit a records action package to the agency LL for review and approval.

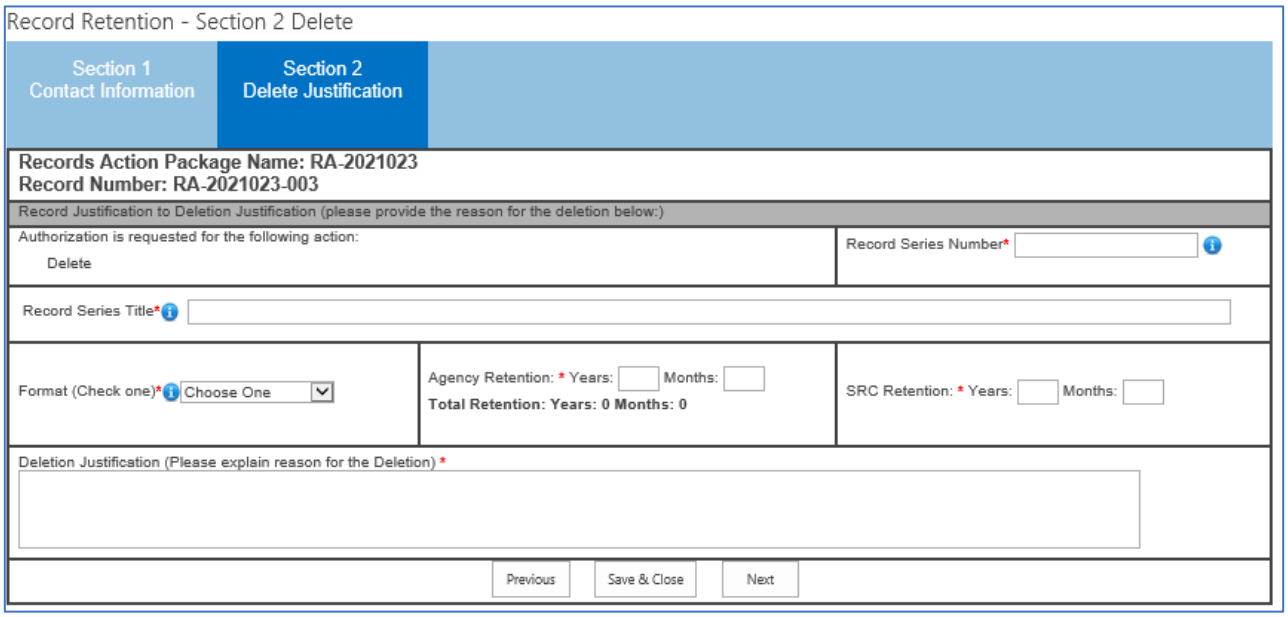
f. **Section 6: Electronic Records.** After clicking the 'Next' button in Section 5, Section 6 will appear on your screen. Complete this section the same as you would for an 'Add' records action. Refer to Lesson 3, Part f. PLEASE NOTE, if options B=Electronic, C=Portable Media, or M=multiple format are **not** selected back in Section 2, Section 6 will **not** display. The system will take you directly to the Review Section. Refer to the instructions provided in Lesson 3, Part g., Review Section for steps on how to include more records actions to this package, how to start a new records action package for a different bureau, or how to approve and submit a records action package to the agency LL for review and approval. ALSO NOTE, it is strongly recommended to consult with your agency IT contact or supervisor/manager before completing Section 6.

Lesson 5: Entering a 'Delete' records action in ERAS.

There are only two sections to complete for a 'Delete' records action, Section 1: Contact Information and Section 2: Delete Justification. For 'Record Notes', follow the steps provided in Lesson 3, Part a., 10. The following are step by step procedures on how to enter the appropriate information for a 'Delete' records action:

a. Section 1: Contact Information. Complete this section the same as you would for an 'Add' or 'Amend' records action. Refer to Lesson 3, Part a.

b. Section 2: Delete Justification. After clicking the 'Next' button in Section 1, Section 2 will appear on your screen, as shown below.



1. **Authorization is requested for the following action: Delete.** This will be prefilled as Delete from selecting a 'Delete' records action on the Review screen.

2. **Record Series Number*.** Enter the records series number that you are deleting exactly as it appears on the agency records retention and disposition schedule. The field requirement is 8 digits. If you have a letter suffix in your record series number, add the suffix at the end of your 8 digits. For example, 00000133**A**. PLEASE NOTE, for a 'Delete' records action, the same logic applies for the **green** thumbs up and **red** thumbs down display message and the use of decimal points, as referenced in Lesson 3, Part b., 2.

3. **Record Series Title*.** Enter the name of the records series that you are deleting exactly as it appears on the agency records retention and disposition schedule. Please spell out record series title before using an acronym.

4. **Format (check one)*.** Click the drop-down arrow and select the records format that currently exists on the agency records retention and disposition schedule.

5. **Agency Retention*.** Enter the agency retention that currently exists on the agency records retention and disposition schedule.

6. **State Records Center (SRC) Retention*.** Enter the SRC retention that currently exists on the agency records retention and disposition schedule.

7. **Deletion Justification (Please explain reason for the Deletion)*.** Enter the reason for the Deletion request. Deletion justification options to enter are as follows:

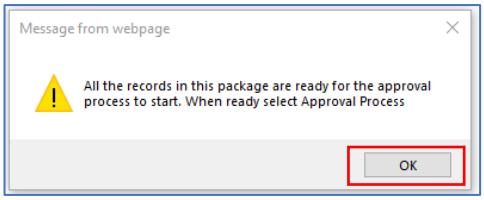
   - Cross walking to a General Records Retention and Disposition Schedule item number. In other words, the records series will now follow the General Schedule item indicated and is documented on the appropriate bureau's records file plan (e.g., Cross walking to General Schedule item G001.007 – Program Administration Files).

   - Transferring to or combining with another agency records retention and disposition schedule item number (e.g., Records are now covered by agency schedule item number 00000044).

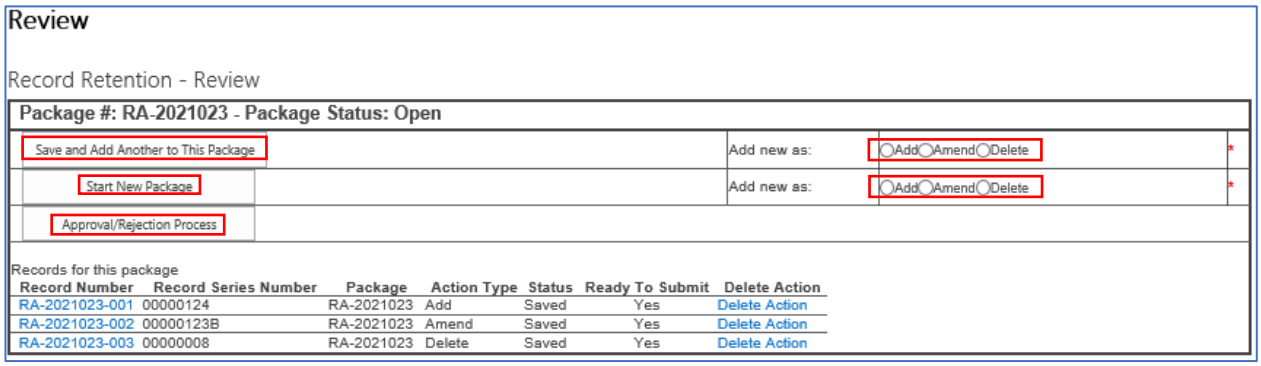
   - To discontinue a records series on the agency records retention and disposition schedule because records are no longer created and do not exist (e.g., Records are no longer created and do not exist in the agency or at the SRC).

   PLEASE NOTE, if records inventory still exists in the agency and/or SRC, the records series item cannot be deleted from the agency records retention and disposition schedule.

c. Review Section. After clicking the 'Next' button in Section 2, you will receive the below message. Click the 'OK' button, as shown below.



After clicking the 'OK' button, the Review Section will appear on your screen, as shown below. Again, the RC has the option to include more records actions to the package, start a new records action package for another bureau, or approve and submit the records action package to the agency LL to begin internal review and approval by clicking the appropriate buttons indicated below. Refer to **Lesson 3, Part g**.



Conclusion:
Thank you for taking this training! We hope that this training will allow you to be more comfortable and confident while using ERAS when the time comes to make updates to the agency records retention and disposition schedule. Completing sections and fields appropriately in ERAS will expedite the overall review and approval process. Please remember, after completing this training for the first time, it will be available online on the PHMC's website, Records Management tab if you need a refresher or a quick reference on how to complete specific tasks in ERAS.

For questions and technical issues with ERAS, please do not hesitate to contact us!

State Records Management Contact Information:

Office of Administration (**OA**), Office of Continuity and Records Information Management (**OCRIM**), 717-783-5055 or OA, Enterprise Records Management:

- Mike Miller, Chief, Enterprise Records Information Management
  miamiller@pa.gov or 717-705-2776

Pennsylvania Historical and Museum Commission (**PHMC**), Bureau of the Pennsylvania State Archives, Records Division:

- Cindy Bendroth, Chief, Records Division
  cbendroth@pa.gov or 717-783-7330