

Bureau/Office Name	10-Digit Bureau Code	Record Title	Records Description	Media/Format type	Essential Record Y/N	General Schedule Item Number & Series Name	Agency Schedule Item Number	Agency Retention	SRC Retention	Contact Information
Office of Continuity & Records Information Management (OCRIM)	8113040000	Supervisory Files	Includes secured employee supervisory related files containing duplicates of documents that may exist in the employee Official Personnel File (OPF) and other documentation such as Employee Performance Reviews (EPRs), counseling notes, doctor's notes for excused absences, etc.	paper/electronic	N	G200.006 - Confidential Supervisory Employee Working File		Retain 3Y after separation date from current supervisor	0	Brandi Gamble - 717.705.1234
Office of Continuity & Records Information Management (OCRIM)	8113040000	Interview Files	Contains records related to filling positions within OCRIM including all notes taken by interviewers during the interview process and related forms including, but not limited to: Selection Recommendation Summary, Reference Check Forms, resumes, etc.	paper	N	G200.053 - Job Interview Packet-For all Candidates		Retain 3Y after the effective date of the fill of the position, or until resolution of pending legal action is released, whichever is longer	0	Brandi Gamble - 717.705.1234
Office of Continuity & Records Information Management (OCRIM)	8113040000	Right-to-Know Law (RTKL) Files	Files include submitted requests to OA made under the RTKL for public records and information. Also includes records of OA's response letters to requests, related correspondence, request tracking logs, and RTKL request appeal information.	paper/electronic	Y	G001.014 - Right-to-Know Law Files		Retain current year plus 2 previous years	0	Wha Lee Strohecker - 717.265.4321
Office of Continuity & Records Information Management (OCRIM)	8113040000	Sunshine Act Files/Online Form	Documentation maintained for the processing and publication of advance public meeting notices with the Patriot-News for the Harrisburg area only. Includes copies of public meeting notices submitted by agencies, completed publication authorization forms (STD-521), publication reports submitted by OCRIM, pre-ad confirmations from the Patriot-News, OCRIM publication approvals, weekly statements and monthly invoices from the Patriot-News, and general correspondence between OCRIM, the agencies, and the Patriot-News.	paper/electronic	Y	G004.006 - Sunshine Act Meeting Notices		Retain current year plus 7 previous years	0	Cole Okum - 717.783.5555
Office of Continuity & Records Information Management (OCRIM)	8113040000	Records Management Tracking Logs	Spreadsheets used to track a variety of records management related functions. Includes the ERAS Approval Tracking Log, OA Record Item Number Tracking Log 2017 and Forward, Records Action Log, etc.	electronic	N	G007.008 - Convenience Spreadsheets		Retain as long as of administrative value	0	Mike Miller - 717.705.3584
Office of Continuity & Records Information Management (OCRIM)	8113040000	Enterprise Records Action System (ERAS) - Training Records	Materials developed to conduct ERAS training for Agency Records Coordinators. Files also contain training materials for OA Legal Liaison and Agency Head. Information includes handouts, records action example forms, class registration, and attendance sheets.	Multiple	N	G006.002 - Training Files		Retain 3Y or as long as of Administrative value	0	Mike Miller - 717.705.3584

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Office of Continuity & Records Information Management (OCRIM)	8113040000	Enterprise Records Action System (ERAS)	The ERAS is a web based automated workflow approval system used by agencies' Records Coordinators (RC), Records Legal Liaisons (RLL), Agency Heads (or designees), OA Records Management Staff, and PHMC Archivists to manage changes to agency records retention and disposition schedules. Information includes name of agency, RC contact information, record demographics (e.g. name, number, description), action of record (e.g. add, delete, amend), justifications, exceptions from the General Records Retention and Disposition Schedule, etc. Upon completion of approvals and final approval from the State Archivist, information is then extracted and entered into record series #6024, the Executive Board Resolution System. Notifications sent from ERAS are automatically purged after 60 days. Data will be migrated when system is upgraded or changed.	electronic	N		6023	100Y	0	Mike Miller - 717.783.3584
Office of Continuity & Records Information Management (OCRIM)	8113040000	Work Related Injury (WRI) Tracking System	WRI is a proprietary web-based tracking system that interphases with Customer Relationship Management (CRM) software. Includes information created to support and track OA's administration of Workers' Compensation Indemnity (item 206) and Medical only claims. The purpose of these electronic files is to shadow the files created and maintained by the 3rd party Workers' Compensation Claims Administrator which are required to be maintained for 15 years in accordance with the self-insured reporting criteria found in the PA Workers' Compensation Regulations.	electronic	Y		205	Retain 15Y from last activity on the file	0	Melissa Ecija - 717.934.5545
Office of Continuity & Records Information Management (OCRIM)	8113040000	Grievance Files - Standard Grievance Procedure	Records relating to grievances filed by or against state agencies, employees, and unions. Includes the grievance submission, case correspondence, response, and additional witness documentation.	paper/electronic	N		608	Retain 2Y after close of case, then send to SRC	5Y	Sandy Stoy - 717.705.5678
Office of Continuity & Records Information Management (OCRIM)	8113040000	Request for Certification (SCSC 90)	Form used by agencies to request certification of selected applicant(s) for a particular classification. Information included with form may be the Agency Posting, Job Description, and Civil Service Application. All information received is scanned and indexed into item 527 - Electronic Document Management System (EDMS) for reference and workflow purposes. Paper forms are retained in agency for only 6 months after they are scanned into the EDMS and are then sent to the SRC.	paper	N		121	6M	4Y 6M	Michael Sullivan - 717.710.9876

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