

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Preservation of Commonwealth Deeds	Number: 220.11 Amended
Date: March 7, 2013	By Direction of:  Kelly Powell Logan, Secretary of Administration
Contact Agency: Pennsylvania Historical and Museum Commission, Bureau of Pennsylvania State Archives, Telephone 717.783.9884	

This directive establishes policy, responsibilities, and procedures for submitting and storing commonwealth deeds. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for the submission and storage of commonwealth deeds.
- 2. SCOPE.** This directive applies to all agencies subject to *The Administrative Code of 1929*. Other state entities are encouraged to follow this directive.
- 3. OBJECTIVE.** To provide for the systematic submission of original land records and documentation to the Pennsylvania Historical and Museum Commission (PHMC), Bureau of Pennsylvania State Archives (hereafter referred to as the "State Archives").
- 4. DEFINITION. Commonwealth Deeds.** These records consist of all deeds, contracts, maps, surveys, policies on title insurance, abstracts of titles, documents related to mineral rights including gas and oil leases and other documents relating to real estate owned by the commonwealth.
- 5. POLICY.** The State Archives is assigned the custodial function for all commonwealth land records. These responsibilities are defined under *Section 1203 of The Administrative Code of 1929* and were transferred from the Department of Community Affairs by the *Pennsylvania General Assembly in the Reorganization Plan No. 2 of 1981*.

6. RESPONSIBILITIES.

- a. **PHMC, State Archives** shall receive and preserve all original commonwealth deeds.
- b. **Department of General Services (DGS)** shall update the commonwealth's land and building inventory in accordance with current DGS procedures.
- c. **Agency Heads** shall submit the original commonwealth deed and documentation to the State Archives for every real estate transaction, within 30 days of the assignment of the fixed asset number.

7. PROCEDURES.

- a. **Agency Heads.** For every real estate transaction, prepares and submits to the State Archives the following information:
 - (1) Name(s) of grantor and grantee.
 - (2) Transmittal date.
 - (3) Description of property.
 - (4) Property location, including the county and township.
 - (5) Total acreage.
 - (6) Fixed asset number.
- b. **PHMC, State Archives.**
 - (1) Preserves, files, organizes and maintains the list of all records relative to the submission of commonwealth deeds to the State Archives in accordance with established archival procedures.
 - (2) Provides reference services for agencies requesting copies or information from the records according to established reference policies of the State Archives.

This directive replaces, in its entirety, *Management Directive 220.11*, dated May 3, 2006.