

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Reproductions of Documents for Classified Service Personnel Actions	Number: 580.33 Amended
Date: April 30, 2009	By Direction of:  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
Contact Agency: State Civil Service Commission, Administrative and Support Services, 717-787-5632	

This directive contains policy and procedures for obtaining reproductions of selected classified service documents. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To provide information about the reproduction of classified service documents and records.
2. **SCOPE.** Applies to all agencies with classified service positions in state agencies identified in *Civil Service Act*, 71 P.S. § 741.3(d), and to political subdivisions of the Commonwealth of Pennsylvania which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Civil Service Act*, 71 P.S. § 741.212.
3. **OBJECTIVE.** To understand which classified service documents may be provided to agencies referenced in paragraph 2 of this directive and to understand procedures to be used when requesting these classified service documents.
4. **DEFINITIONS.**
 - a. **Security Coordinator.** Individual designated by an agency to determine which employees of such agency may be granted access to civil service websites and information.
 - b. **Personnel Records Retention and Disposition Schedule.** Document which provides Commonwealth of Pennsylvania agencies with guidelines for the maintenance of personnel records.
 - c. **Veterans' credentials.** Military documents that are used to establish entitlement to veterans' preference. Documents must show date of entry into military service, indicate successful completion of basic training, character of service, and completion of the military service commitment.

- d. **Veterans' preference.** Benefits given to applicants who pass examinations to positions covered by the SCSC in recognition of their military service. Also eligible for veterans' preference are widows or widowers of veterans and spouses of disabled veterans.

5. POLICY.

- a. The SCSC will furnish copies of selected documents and records to those agencies identified in paragraph 2 of this directive and to court or law enforcement personnel in the conduct of official business.
- b. Reproductions are limited to the following:
 - (1) Form SCSC-1, Application for Employment/Promotion.
 - (2) College/university transcript.
 - (3) Veterans' credentials, e.g., DD Form 214 or like document.
- c. The following documents are excluded from the provisions of this directive:
 - (1) Blank forms, publications, and other items provided by the SCSC in the normal course of business.
 - (2) All documents used in connection with an examination program administered by or contracted with the SCSC, e.g., written answer sheets, rating charts, qualifications questionnaires, and similar papers.
 - (3) Form SCSC-1A, Research Questionnaire.
- d. Copies furnished by the SCSC will be without charge. It is not necessary to return the copies to the SCSC. When the copies have served their purpose, they should be deleted if copies were provided electronically or destroyed before discarding if provided in paper format.
- e. Agency head or authorized designee may request copies of documents identified in paragraph 5.b. of this directive.
- f. **References.** *4 Pa. Code §§ 110.21–24, 110.2 and Manual 505.4, Personnel Records Retention and Disposition Schedule.*

6. RESPONSIBILITIES.

a. Agencies shall:

- (1) Assign a Security Coordinator who can grant designated employees with the ability to retrieve selected classified service documents from the SCSC in electronic or paper formats.
- (2) Ensure requests for selected classified service documents contain required information as indicated in paragraph 7.b. of this directive.
- (3) Delete electronic documents or destroy documents provided in paper format once such documents have served their purpose.

b. SCSC shall:

- (1) Receive and maintain copies of Forms SCSC-1, college/university transcripts, and veterans' credentials in accordance with the Personnel Records Retention and Disposition Schedule.
- (2) Maintain a system by which agencies can request copies of selected classified service documents.
- (3) Maintain a list by agency of employees designated as Security Coordinator and those granted authorization by the Security Coordinator to retrieve selected classified service documents.
- (4) Return to agencies those requests that are not in compliance with required authorization or are incomplete.

7. PROCEDURES.

- a. To obtain copies of Form SCSC-1 or college/university transcripts, agency security coordinators may provide employees with authorization through the SCSC's Human Resource website at www.scsc.pa.gov by completing the "Request for Access to Civil Service Web Sites" and selecting "Retrieve SCSC Applications" as an authorized area. Employees so authorized may submit requests through the SCSC's Human Resource website, SCSC Services, Application Search or may send an email to ra-cs-apprequest@pa.gov with the name, social security number, class title, class code, and test announcement number identifying whose and which application is being requested.
- b. If electronic submission is not a viable option, agencies may submit names of authorized designees to the address shown in paragraph 5.c. of this directive. Submission shall include designee(s) name, job title, agency name and authorized agency signature.
- c. To obtain veterans' credentials, requests may be submitted in writing to the:

Executive Director
State Civil Service Commission
4th Floor, Strawberry Square Complex
320 Market Street

OR, for U.S. Postal Service deliveries:

P.O. Box 569
Harrisburg, PA 17108-0569

This directive replaces, in its entirety, *Management Directive 580.33*, dated September 14, 1990.