

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G010 Facilities Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G010.001	Vehicle Management Records Records used to document agency use and maintenance of state vehicles. Includes maintenance invoices, reports, and supporting documentation. May include STD-554 – Monthly Automotive Reports. * AGY – Retain four (4) years from creation date of vehicle management documentation.	M	No	4Y	0Y	1
G010.002	Surplus Property Disposition Records Agency copies of records that identify surplus property and its disposition. Includes request for disposal of surplus property, receipts, and copies of disposition reports. May include STD-551 – Surplus Property Disposition and STD 552 - Surplus State Property ID Tags.	M	No	2Y	0Y	1
G010.003	Permit Records Permits or authorizing documents for maintaining a facility and its systems, or for any other special purpose. May include, but is not limited to: • Inspection reports; • Permits; • Certifications; • Approvals; and • Related correspondence. * AGY - Retain three (3) years from expiration or cancellation of permit.	M	No	3Y	0Y	3
G010.004	Deeds for Agency Property Includes, but is not limited to: • Deeds; • Contracts; • Maps; • Surveys; • Policies on title insurance; • Abstract of titles; and • Other documents relating to real estate owned by the commonwealth. * AGY - All agencies are to submit original commonwealth Deeds and documentation to the State Archives for every real estate transaction. Agency shall forward the original record with accompanying documentation to the State Archives within 30 days of receipt of the DGS fixed asset number.	M	No	0Y	0Y	2

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G010.005	Architectural Plans, Drawings, Maps, and Specifications Records consisting of architectural drawings, maps, and engineering plans produced or used in the course of agency business. * AGY - Retain one (1) year or as long as of administrative value, then contact State Archives for archival review.	M	No	1Y	0Y	2
G010.007	Work Orders Documents used to request the performance of maintenance or other services.	M	No	1Y	0Y	1
G010.008	Postal Records Records documenting transactions with the U.S. Postal Service and private carriers. May include, but is not limited to: • Postage meter records; • Receipts for express deliveries; • Registered and certified mail; • Insured mail; • Special delivery receipts and forms; • Loss reports; and • Correspondence.	M	No	2Y	0Y	1
G010.009	Telecommunication Records Documentation relating to the use of an agency's telecommunications system. May include, but is not limited to: • Copies of supporting documents concerning the telecommunications provider; • Correspondence; • Telephone logs; • Billing documents; and • Reports.	M	No	3Y	0Y	1
G010.010	Space Allocation Planning Files Space allocation plans and related documentation. May include, but is not limited to: • Copies of requests; • Space and cost estimates; • Justifications; • Specifications; • Building and floor plan layout drawings; and • Supporting documentation. * AGY - Retain until the completion of action plus four (4) years.	M	No	4Y	0Y	3

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G010.011	Facility Maintenance and Operational Files Operational maintenance manuals and fixed equipment manuals used in the maintenance and operation of a facility. * AGY – Retain until superseded plus three (3) years.	M	No	3Y	0Y	1
G010.013	Fixed Assets Inventory Files Records documenting the purchase and ownership of major items of equipment. May include, but is not limited to: <ul style="list-style-type: none"> • Purchase orders for fixed assets; • Vouchers; • Inventory documents; and • Other records relating to the purchase, ownership and disposition of fixed assets. * AGY - Disposition of asset plus six (6) years.	M	No	6Y	0Y	1