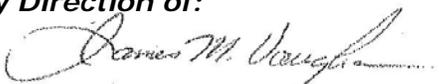


Administrative Circular
Commonwealth of Pennsylvania
Governor's Office

17-10
Number

Subject: Designation of Agency Records Coordinators	Date: June 30, 2017
By Direction of:  James M. Vaughan, Executive Director	Expiration Date: June 30, 2018
Contact Agency: Pennsylvania Historical & Museum Commission, Telephone 717.783.7330	

All Departments, Boards and Commissions are required to either confirm or appoint Agency Records Coordinators in accordance with *Management Directive 210.5, The Commonwealth of Pennsylvania State Records Management Program.*

Agency Heads are to ensure that programs are established and maintained for the proper identification, retention, and disposition of all agency records, regardless of format, including those at field offices and institutions, and to appoint an Agency Records Coordinator to develop and maintain those programs. It is also recommended that Agency Heads also appoint alternate records coordinators to assist the Agency Records Coordinator.

Records coordinators are authorized to change agency retention and disposition schedules and approve destruction of agency records, including electronic, per the retention schedule on behalf of the agency. They provide professional and technical direction to agency staff for an agency's records activity in coordination with the Pennsylvania Historical and Museum Commission (PHMC) and the Office of Administration (OA). They must be knowledgeable about the principles of records management and the laws, regulations and directives pertaining to their agency's records.

AGENCY RECORDS COORDINATORS ARE EXPECTED TO:

1. Administer the agency's records and information management program to provide for the creation, maintenance, retention, transfer and disposition of records, regardless of format.
2. Assist agency program staff, field offices, and agency managers in the implementation of the agency records management program, including the inventory, analysis, identification of new records and systems, and scheduling of agency records, with regard to statutory, fiscal, legal, and administrative requirements.
3. Collaborate with the Agency Continuity of Operations Program Manager to identify essential records and assist with planning for their protection.
4. Interpret and enforce rules, regulations, and policies of the Commonwealth's State Records Management Program.
5. Consult with PHMC and to ensure that historically valuable records are preserved in the State Archives.
6. Coordinate transfer of appropriate records to the State Records Center and State Archives; maintain appropriate records of personnel authorized to access said records.
7. Assist offices with reformatting records, such as scanning.
8. Coordinate disposition (destruction or transfer to State Archives) of appropriate records.
9. Attend seminars, conferences, vendor demonstrations and other training opportunities to continually acquire knowledge in all aspects of records and information management.
10. Identify and implement training for agency personnel concerning records and information management procedures, policies, and issues.

Agency Heads are requested to either confirm those currently designated or, if necessary, make new appointments within thirty (30) days of receipt of this circular.

Attached is a template letter to be sent on agency letterhead via mail/interoffice or scanned and emailed to the:

Pennsylvania Historical and Museum Commission
Records Service Division
1825 Stanley Drive
Harrisburg, PA 17103
RA-StateRecordsMgmt@pa.gov

Agency Letterhead

Return Address

Date

Email to: RA-StateRecordsMgmt@pa.gov
Pennsylvania Historical and Museum Commission
Records Services Division
1825 Stanley Drive
Harrisburg, PA 17103

This letter is to inform your office of the new Agency Records Coordinator for the
Department/Office of _____.

I have appointed _____, Bureau of _____ as the
designated

Agency Records Coordinator and _____ as the Alternate Records
Coordinator(s).

Contact information

for Records Coordinator: Name, Agency
Bureau
Mailing Address
Phone, fax, e-mail
Bureau Cost Code (SAP code)
Immediate Supervisor's name

Alternate: Name, Agency
Bureau
Mailing Address
Phone, fax, e-mail
Bureau Cost Code (SAP code)

Please remove _____ (Former RC and/or Alternate's name).

If you have any questions, please contact, _____ at _____.

Sincerely,

Agency Head

Cc: Records Coordinator