

Commonwealth of Pennsylvania
GOVERNOR'S OFFICE
EXECUTIVE ORDER

Subject: Records Management		Number: 1992-1
Date: January 8, 1992	Distribution: B	By Direction of  Robert P. Casey, Governor

- WHEREAS, records are vital to current government operations and of immeasurable value for their contributions to the archival heritage of this Commonwealth; and
- WHEREAS, the volume of records produced by government agencies and the costs incurred for maintenance and storage dictate that they be retained only as long as needed, maintained in economical and accessible storage facilities, and disposed of as soon as they no longer serve a useful purpose; and
- WHEREAS, it is essential that government records, whether in hard copy, microfilm, or electronic format, be maintained in accordance with the principles of modern records management and provide information to the user without jeopardizing the rights of individual citizens or businesses; and
- WHEREAS, records must be continuously managed, cost-effectively stored and, when of no further value to government operations or the legacy of this Commonwealth, disposed of in an appropriate manner; and
- WHEREAS, an efficient records management program must be supported by every official and employee who creates, maintains, uses, preserves, or disposes of any document produced, received, owned, or used by the Commonwealth, regardless of physical form or characteristics; and
- WHEREAS, The Administrative Code of 1929, Section 701(l) (71 P.S. §241(l)), assigns responsibility to the Governor to prescribe filing systems, to assign space for the storage of records, and to direct, with the approval of the Executive Board, what records shall be destroyed or preserved by photographic process; and
- WHEREAS, Section 527 of the Administrative Code (71 P.S. §207) authorizes the Governor to cause studies to be made of the accumulation of records and to direct compliance with other sections relating to microfilming and disposing of records; and
- WHEREAS, the Executive Board and the Pennsylvania Historical and Museum Commission also have, in Sections 524 and 525 (71 P.S. §§204 and 205), mandated responsibilities to approve the destruction or preservation of records.

NOW, THEREFORE, I, Robert P. Casey, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby assign responsibilities for records management as follows:

1. The Secretary of Administration shall administer the records management program for the Commonwealth. He shall determine policies, consistent with the Administrative Code, develop standards, and establish procedures to control the maintenance, transfer, microfilming, preservation, retention, and disposition of records and the acquisition of filing equipment.

2. The Pennsylvania Historical and Museum Commission, in conjunction with the Secretary of Administration, shall be responsible for implementing the records management program. The Secretary of Administration will issue all Management Directives regarding the Commonwealth's records management program.

3. The head of every department and agency shall establish and maintain an active, continuing program to manage their agency's records in accordance with this order and implementing instructions issued through the Directives Management System.

4. **Effective Date.** This order shall be effective January 3, 1992.

5. **Rescission.** Executive Order 1983-7.