

RECORDS STORAGE MANUAL

FAYETTE COUNTY RECORDS RETENTION DEPARTMENT

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Purpose of storing records with the Fayette County Records Retention Department:

The Fayette County Records Retention Department (FCRRD) was created to ensure the proper storage, retention, and accessibility of primarily inactive County records.

Inactive records are those which are no longer needed for day to day operation of an office, but which must be retained for extended periods of time, to satisfy legal requirements. The departments, which are allocated space, may also store active and inactive permanent historical records. Due to the length of retention for some records and certain departments' issues with space those departments will be given leave to store county records that are semi-inactive in their assigned storage area.

County staff members who transfer records to their assigned FCRRD storage area maintain legal authority over the records. They also maintain responsibility for managing and protecting them. All records in the storage areas will be made available to authorized County personnel upon request.

Procedures for storing records in the Fayette County Records Retention Department:

The following procedures must be followed when preparing records to be transferred from your department to your assigned storage section/room/cage.

The FCRRD requires that each office storing records with the FCRRD appoint a contact person and an alternate person who are the only individuals that arrange storage, disposal, request records, and transfer records to and from their assigned storage space. In order to insure that the records are maintained in an orderly manner all personnel within a department must make requests through the office contact. Both the contact person and the alternate must attend a training session with the Chief Clerk. Please contact the Chief Clerk to make arrangements for training. If the contact person or the alternate is no longer able to fill the position, it is the responsibility of the office to appoint a new person and arrange for training with the Chief Clerk.

Requests for records to be transferred must be initiated by completion of a Records Transfer Form; which will then be delivered to the Chief Clerk. Upon receipt of the Transfer Form, the Chief Clerk will arrange for the records to be transported. Do not send records to your assigned records storage area without prior approval from the FCRRD.

Records in the FCRRD remain the legal property of the originating office. Only the personnel from the office of origin can gain access to the records. Records will be made directly available to the public only under conditions specified by the transferring office. Any special restrictions should be noted on the Transfer form when the records are first sent to FCRRD for storage.

Completing the Records Transfer Form

A Record Transfer Form is available via the Chief Clerk (a copy will also be made available via the county intranet page when the intranet is completed) as part of the FCRRD. Please make photocopies of this form for use by your department and submit the original copy to the Chief Clerk before the records are transferred to your assigned storage location. Follow the instructions below to complete the form. Please type or print the information in the spaces provided. Fill out one line for each box.

Instructions for completing the Records Transfer Form:

Date – date you complete the list.

Department – department where records originated.

Contact person – person that is knowledgeable about the records being transferred. The FCRRD may contact this person if a problem arises.

Phone Number – number of contact person.

Box Contents – description of records found within box, including the range of records.

Examples: Checks #1 - #3545

Employee Files A-G

Manual Reference – please consult the Pennsylvania State County Records Manual for the appropriate series title and list the reference located beside the series title. Example:

Check Registers – the reference would be FN-13. The Chief Clerk has provided selected portions of the manual to each department. However, if you need a full copy or additional sections of the manual please visit the PHMC website at

<http://www.phmc.pa.gov/Archives/Records-Management/Documents/2002-County-Records-Manual-2012-update-with-links.pdf>

Inclusive Dates – dates included in each box.

Destruction Date – date for retention as found in the Pennsylvania State County Records Manual. This date should include month and year. If a record is permanent please write that in this space. For example, if your check registers were created in July 1990, they can be destroyed in July 1997.

Packing Records

The originating office is responsible for the labor associated with packing records for transfer. A Records Coordinator should be appointed in each department to ensure proper preparation and transfer of records. The preparation of records includes inventorying, boxing and labeling of records. This responsibility cannot be taken lightly. If not conducted properly and continuously, a department's records may be misfiled and will not be available for department use.

The FCRRD will only accept records stored in standardized boxes. A standard box has the dimensions of 10" x 12" x 15", and holds one cubic foot of either legal or letter sized records. The transfer of file cabinets to storage areas will be permitted in some situations. File cabinets must be in good condition and must be stored on pallets. Each drawer must be clearly labeled with the standard box transfer label.

The following guidelines should be followed when packing boxes that can be destroyed (Destruction date is determined by the Pennsylvania State County Records Storage Manual):

- Leave room for missing records.
- Pack only records and file folders. Remove any plastic or ring binders and hanging files, so they can be recycled in your department.
- Pack records upright in boxes as you would in a file drawer.
- Keep the records in the same sequence as in active office files in order to aid in retrieval.
 - Keep only records from a single series and the same year together in one box. This will facilitate retention and handling of records.
- Records should be packed tightly enough to prevent slumping, but not so tightly as to hinder withdrawal. Remember to leave space for interfiling or additions.

The following guidelines should be followed when packing records that are permanent:

- Leave room for missing records.
- Pack records upright in boxes as you would in a file drawer.
- Keep the records in the same sequence as in active office files in order to aid in retrieval.
- Keep only records from a single series together in one box.
- Records should be packed tightly enough to prevent slumping, but not so tightly as to hinder withdrawal. Remember to leave space for interfiling or additions.

Labeling Boxes

Fayette County Records Storage Labels are available in paper and electronic format via the Chief Clerk and a filled out sample and blank copy are attached to this manual which can be photocopied for your departments use. Please print or type the label. Affix the label to one 12" end of the record box. Tape all 4 sides of the label with scotch tape. Records will not be transported without being properly labeled with FCRRD labels.

Instructions for filling out the label: (All the information on the label should match the information on your transfer list.)

Department – department where records originated.

Contents of Box– title of records inside the box.

Inclusive Dates – Dates included inside the box, this includes both a start and end date using both month and year.

County Records Manual Page– please consult the Pennsylvania State County Records Manual for the page information at the bottom of the page you find the series title.

County Records Manual Code– please consult the Pennsylvania State County Records Manual for appropriate series title and list the reference located beside the series title.

Example: Check Registers – the reference would be FN-13.

Destruction Date – Date records can legally be destroyed according to the Pennsylvania State County Records Manual.

Notify the FCRRD when the boxes are packed, labeled and the transfer lists are complete. Transportation and pickup will be mutually arranged between the transferring office, the FCRRD and maintenance. Transfer forms should be sent to the Chief Clerk before the boxes are transferred to their assigned storage location. Record transfers will not be scheduled without having completed a transfer list.

Box or Records Requests

Following receipt of the boxes at your assigned storage area the Records Coordinator and the Chief Clerk will work together to assign a box number and location for each box. This information will be input into the For FCRRD Use Only column on the Records Transfer Form. A copy of the completed Records Transfer Form should be kept by the Chief Clerk and the Records Coordinator.

When materials are requested from your storage area your Records Coordinator will handle the transfer of records out and back into your storage area. If docket books or whole boxes are required the Records Coordinator will facilitate the transfer with the maintenance department.

Please note it is the Records Coordinators responsibility to ensure that their departments' storage area is kept in a neat and tidy manner. It is also their responsibility to make sure that records moving in and out of the storage area are placed back into their assigned location.

Records Disposal

The transfer and storage of records to the Fayette County Records Retention Department (FCRRD) is not a substitute for disposal. When the retention period for a record series has ended, the Records Coordinator for your department should work in conjunction with the Chief Clerk to initiate a disposal procedure that is mandated by Pennsylvania State Regulations.

The Records Coordinator will prepare a disposal log according to the destruction date provided by your department on the transfer list. The FCRRD will not be responsible for incorrect destruction dates supplied by your department. This date should be in accordance with the Pennsylvania State County Records Manual.

The Records Coordinator will forward the disposal log to the department head or elected official for a signature. Once the log is complete the department should keep a copy and turn the original in to the Chief Clerk. The Chief Clerk will forward all of the disposal logs to PHMC in accordance with their schedule.

A sample of a disposal log and instructions for filling the form out will be included at the end of this manual. A blank copy will also be attached for your use. If you have any questions regarding how to fill this form out the Chief Clerk is available for assistance.

Handling Researchers

Fayette County employees will respond to all research requests in accordance with The Sunshine Act and the Right to Know Law. If you are unaware of the full parameters of the Act and the Law please review both. Under the Act and Law any citizen of Pennsylvania has the right to inspect any public record created by a public agency. The Commonwealth Court created a four-part test to be used to establish whether or not a record is in fact a public record. This test, the explanation of redaction of records, denial of access to records, determination of who is a citizen, and the parameters of the Right to Know are all fully explained within the law.

RESEARCHER POLICY

The Fayette County Records Retention Department (FCRRD) is dedicated to preserving the records of Fayette County. In order to keep these records safe and preserve them for the future, the following policies need to be followed when using the FCRRD.

FIRST STEPS WHEN VISITING THE FCRRD:

1. All persons must register in the department in which they plan to conduct research.
2. All personal items (purses, bags, briefcases, enclosed notebooks, coats, etc.) will be held in a secure location while you conduct your research. One notebook with reference material may be brought to the research table. We reserve the right to search any notebook prior the researcher leaving the research area.
3. All persons must fill out a record request slip.

PLEASE BE ADVISED OF THE FOLLOWING POLICIES:

1. Cell phones must be on silent mode and may not be used in the building.
2. Food and drinks are not permitted in any research area. Water fountains are located in the main hallways of the courthouse.
3. Pencils must be used while in the research area. Other writing utensils will cause irreversible damage to the original documents.
4. The use of any type of image capturing equipment, including cameras, camera cell phones, and personal scanners, is prohibited.
5. Documents must be handled with care at all times. Records should be kept flat on the table. If you need assistance handling a document, a staff member will be available for assistance.
6. Laptop computers may be used, but they must have their own power source.
7. Children under the age of twelve must be kept under parental supervision at all times. Children may not touch or handle original documents.
8. Under no circumstances are any materials to be removed from a research area. Violators will be detained and prosecuted under Act 95 (1982) the Libraries/Archives Security Act.

DURING YOUR VISIT:

1. Our staff will pull your requested documents. The FCRRD reserves the right to not pull any original document that we feel is too fragile to be handled. Most documents are available to view in some format including: original paper, docket, bound volume, microfiche, or microfilm.
2. When a record is available in microfiche or microfilm, it must be used in that format. Original documents will not be pulled.
3. All copies will be made by staff member. The staff may determine that a document may not be safely copied due to the condition of the record. If a document is unable to be photocopied, you are welcome to hand-transcribe.

Our staff is available to assist. If the above policies are not followed, the FCRRD reserves the right to take appropriate action.

Fayette County Records Retention Department
Fayette County Courthouse
61 East Main Street • Uniontown, PA 15401
(724) 430-1200 EXT 213 FAX (724) 430-1265
Email arevak@fayettepa.org www.co.fayette.pa.us

RECORD REQUEST SLIP

RESEARCHER INFORMATION

NAME: _____
ADDRESS: _____
TELEPHONE: _____

Type of Research: Genealogical Property Related Other

REQUESTED RECORDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I have read and agree to abide by the rules of the Fayette County Records Retention Dept.

_____ Date: _____
(Signature)

For Internal Use:

Location of research: _____

Department handling request: _____

Staff Member(s) who assisted researcher: _____

**Fayette County
Records Storage Label**

Department/Office: Human Resources
Contents of Box:

Applications for Employment
(Not Hired)

Inclusive Dates: 2007-2008

Box # _____ County Records Manual Page: Personnel-1
County Records Manual Code: PS-3

Destruction Date: 1/2011

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**Fayette County
Records Storage Label**

Department/Office: _____
Contents of Box:

Inclusive Dates: _____

Box # _____ County Records Manual Page: _____
County Records Manual Code: _____

Destruction Date: _____

SAMPLE

APPENDIX II (b)

COUNTY RECORDS DISPOSAL LOG

PREPARE IN DUPLICATE
Submit one copy to PHMC
after December 31

Pennsylvania Historical and Museum Commission
Division of Archival and Records Management Services
PA State Archives Building
350 North Street
Harrisburg, PA 17120-0090

1. Fayette County
2. Tax Assessment Office/Department
3. 61 East Main Street Address
4. James Hercik Contact Person
5. Uniontown, PA 15401 Phone #
6. Telephone #

5. Record Title	6. Authorization for Disposal		7. Inclusive Dates of Records	8. Volume in Cubic Feet	9. Format	10. MF (Y/N)	11. Primary Copy (Y/N)	12. Date Approved	13. Initials
	County Records Manual Page No.	Item no.							
<u>Per Capita Books</u>	<u>Tax Assessment-3</u>	<u>TA-17</u>	<u>1970-1999</u>	<u>64</u>	<u>Bound Paper</u>	<u>N</u>	<u>Y</u>	<u>date</u>	<u>initials</u>

I hereby certify that the records disposed of are correctly represented above, and that all audit requirements and all applicable State/Federal standards and guidelines have been met.

14. Sign Title date Date

Official's Signature

Title

Date

