

SAP RECORDS MANAGEMENT

Reference Guide for COPA Records Management Users

PROCUREMENT RECORD BASICS

General Guidelines for Defining Records

Commonwealth Definitions ¹

- **Record:** Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the agency. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and a data-processed or image-processed document.
- **Record Series:** A group of records that may be treated as a unit for purposes of classification, designation, description, management, or disposition because they relate to a particular subject or function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use.
- **Transitory Records:** Records that have little or no documentary or evidential value and that need not to be set aside for future use; have short term administrative, legal or fiscal value and should be disposed of once that administrative, legal or fiscal use has expired; or are only useful for a short period of time, perhaps to ensure that a task is completed or to help prepare a final product.

Procurement Records

- Based on the above definitions, a Procurement Record is a record or record series that is part of a Commonwealth procurement (bid, contract, purchase order).
 - Court decisions and the 2008 Right-to-Know Law definitions include e-mail as legitimate records; e-mails can document our business decisions and at times may be the only documentation. ²
- Effective November 16, 2009, all COPA agencies will use the SAP Records Management System as the exclusive repository for procurement documents which were created in the SRM system, as well as any additional documentation pertaining to the procurement.
 - E-mail records which are part of a (SRM) Procurement Record should be retained within the Records Management System.
 - E-mails which are considered transitory records *may be retained within the Records Management System* for the length of time that they are useful and/or have value.

Special points of interest:

- > SAP Records Management (RM) is a system for the electronic management of records.
- > The implementation of RM allows the Commonwealth to standardize records retention and disposal on both SRM-generated and non-SRM-generated procurement documents.

Contents:

General Guidelines for Defining Records	1
E-Mail Messages, Record vs. Non-Record	2
Procurement Records Management Policy	2

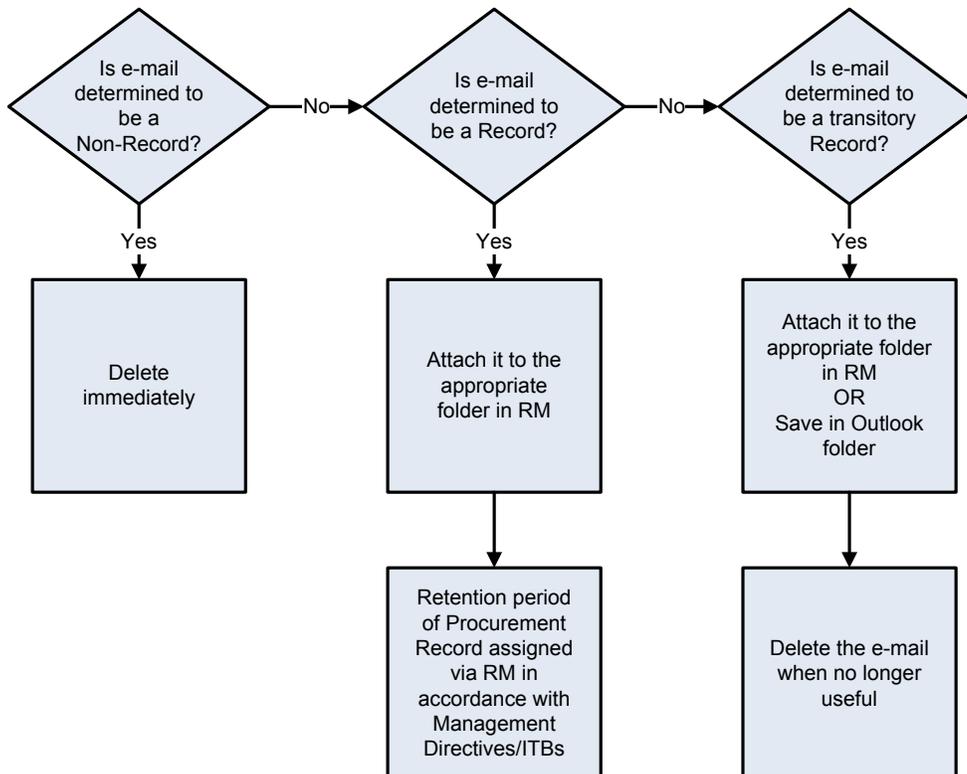
¹ MD 210.5 The Commonwealth's Enterprise Records Management Program

² RTKL E-Mail Management, PHMC, 2008

E-MAIL MESSAGES

Record vs. Non-Record

- E-mail can be — but is not always — a record³
- E-mail is a communication mechanism for information including records, non-records, and transitory records
- The **content** of the e-mail determines if it is a record
 - ✓ Example of a record: you are either the originator or recipient of an e-mail and it is substantive, having to do with a procurement that was or is being made by your office.



Procurement Records Management Policy

The Records Management Policy (revised) was issued by Jeffrey Mandel, Chief Procurement Officer, DGS Bureau of Procurement, on October 27, 2009.

This policy establishes guidelines for managing procurement records using the SAP Records Management System. The policy and procedures outlined apply only to procurement records which were created in the SAP Supplier Relationship Management (SRM), and are not intended to supersede OA-issued Manuals and/or Management Directives.

For more information about managing state government records, visit the PA Historical & Museum Commission's [State Archives website](#).

³ If you are uncertain that a particular e-mail is a record, contact your Agency Records Coordinator