

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL

No. 2505 Session of 2020

INTRODUCED BY ECKER, MAY 12, 2020

REFERRED TO COMMITTEE ON STATE GOVERNMENT, MAY 12, 2020

AN ACT

1 Amending the act of April 9, 1929 (P.L.177, No.175), entitled
 2 "An act providing for and reorganizing the conduct of the
 3 executive and administrative work of the Commonwealth by the
 4 Executive Department thereof and the administrative
 5 departments, boards, commissions, and officers thereof,
 6 including the boards of trustees of State Normal Schools, or
 7 Teachers Colleges; abolishing, creating, reorganizing or
 8 authorizing the reorganization of certain administrative
 9 departments, boards, and commissions; defining the powers and
 10 duties of the Governor and other executive and administrative
 11 officers, and of the several administrative departments,
 12 boards, commissions, and officers; fixing the salaries of the
 13 Governor, Lieutenant Governor, and certain other executive
 14 and administrative officers; providing for the appointment of
 15 certain administrative officers, and of all deputies and
 16 other assistants and employes in certain departments, boards,
 17 and commissions; providing for judicial administration; and
 18 prescribing the manner in which the number and compensation
 19 of the deputies and all other assistants and employes of
 20 certain departments, boards and commissions shall be
 21 determined," providing for COVID-19 record retention.

22 The General Assembly of the Commonwealth of Pennsylvania
 23 hereby enacts as follows:

24 Section 1. The act of April 9, 1929 (P.L.177, No.175), known
 25 as The Administrative Code of 1929, is amended by adding an
 26 article to read:

27 ARTICLE XXI-C

28 COVID-19 RECORD RETENTION

1 Section 2101-C. Definitions.

2 The following words and phrases when used in this article
3 shall have the meanings given to them in this section unless the
4 context clearly indicates otherwise:

5 "Contractor." A person that has entered into a contract with
6 an executive agency. The term include an officer, shareholder,
7 owner and employee of the person.

8 "COVID-19." The coronavirus disease 2019, being an
9 infectious disease caused by severe acute respiratory syndrome
10 coronavirus 2 that was first identified during December 2019 in
11 Wuhan, China.

12 "Executive agency." An office, department, authority, board,
13 multistate agency or commission of the executive branch of the
14 Commonwealth which is subject to the policy supervision and
15 control of the Governor.

16 "Order." Any of the following:

17 (1) the declaration of disaster emergency issued by the
18 Governor on March 6, 2020, published at 50 Pa.B. 1644 (March
19 21, 2020); or

20 (2) a declaration of disaster emergency relating to
21 COVID-19 which is issued after March 6, 2020.

22 "Record." Information, regardless of physical form or
23 characteristics, that documents a transaction or activity of an
24 executive agency and that is created, received or retained
25 pursuant to law or in connection with a transaction, business or
26 activity of the executive agency. The term includes a document,
27 paper, letter, map, book, tape, photograph, film or sound
28 recording, information stored or maintained electronically and a
29 data-processed or image-processed document.

30 Section 2102-C. Retention of records related to COVID-19.

1 (a) General rule.--An executive agency, a member of an
2 executive agency, an employee of an executive agency, an officer
3 of an executive agency, a contractor, an employee of a
4 contractor, an officer of a contractor or an owner of a
5 contractor shall preserve all records in possession of the
6 agency, member, employee, officer or contractor relating to any
7 of the following for a period of 14 years after the order is
8 terminated by executive order, proclamation or operation of law:

9 (1) A record created as part of the predecisional
10 deliberations about an action of the executive agency or
11 contractor which is in support of or undertaken under the
12 authority of the order.

13 (2) A record created in connection with an action of the
14 executive agency or contractor which is in support of or
15 undertaken under the authority of the order.

16 (3) A record created as part of the predecisional
17 deliberations about an action of the executive agency or
18 contractor which is in support of or undertaken as part of
19 the executive agency or contractor's response to COVID-19.

20 (4) A record created in connection with an action of the
21 executive agency or contractor which is in support of or
22 undertaken as part of the executive agency or contractor's
23 response to COVID-19.

24 (b) Method of preservation.--The preservation of records
25 under subsection (a) shall conform with the preservation of
26 records undertaken by an executive agency or contractor in
27 preparation for litigation.

28 (c) Revision of management directives.--The Office of
29 Administration shall promptly revise its management directives
30 relating to record management policies to conform with the

1 requirements of this section.

2 Section 2. This act shall take effect immediately.