

STATEMENTS OF POLICY

Title 4—ADMINISTRATION

GOVERNOR'S OFFICE

[4 PA. CODE CH. 1]

Executive Orders, Management Directives and Other Issuances of the Directives Management System Indexed for Reference Purposes

The Index of Issuances is being updated to reflect changes since 42 Pa.B. 5506 (August 25, 2012). This amendment adds new issuances, amends and rescinds others. Recipients of publications listed in this index should be kept informed of the status of these publications.

KELLY POWELL LOGAN,
Secretary of Administration

(Editor's Note: This Index of Issuances is published under 1 Pa. Code § 3.1(a)(9) (relating to contents of Code). This document meets the criteria of 45 Pa.C.S. § 702(7) as a document general and permanent in nature which shall be codified in the Pennsylvania Code.)

This manual provides a complete listing of issuances, specified in Title 4 of the *Pennsylvania Code* § 1.2, from the Governor's Office and from agencies under the Governor's jurisdiction, except proclamations and press releases, that are intended for distribution to two or more agencies following the procedures for publication of issuances in Management Directive 210.1, Directives Management System.

Effective January 2010, this manual is updated semi-annually for publication on the Office of Administration's website. The manual will be amended to reflect the latest issuances, and published annually in Title 4 of the *Pennsylvania Code* § 1.4 at the end of each fiscal year.

This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2012 and June 30, 2013.

Individuals should subscribe to receive e-Alerts to receive notification of published issuances. For questions regarding the Directives Management System, contact OA, EB-DMS.

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This manual replaces, in its entirety, Manual 210.3 dated July 31, 2012. This manual includes all new and amended issuances through June 30, 2013.

How to Use Index:

- o Executive orders are by year of issuance.
- o Management directives and manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll).
- o All documents preceded by the letter "M" are manuals.
- o Documents that have been rescinded are indicated as rescinded.
- o Amendments are presented as complete documents that incorporate all changes since the last issuance.
- o Revisions which generally affect older issuances are pen and ink changes or replacement pages and affect only those parts of an issuance being changed. Therefore the issuance changed by a revision will be in more than one document because there will be original issuance and any revision.

Fiscal Note: 2013-210.3. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

Subchapter A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.4 Index of Issuances.

		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
<i>Executive Orders</i>			
1973-9	Environmental Protection By State Agencies	7/13/1973	
1974-11	Governor's Interdepartmental Council on Seasonal Farmworkers	11/2/1978	
1975-5	Commitment Toward Equal Rights	9/19/1978	
1975-6	Preservation of Historic Resources	5/6/1975	
1977-4	Compliance with Section 504 of the Rehabilitation Act of 1973 (P. L. 93-112)	8/3/1977	
1977-5	Implementation of Act No. 1976-101	9/27/1977	
1978-4	Flood Plain Management	3/1/1978	
1978-9	Public Information Policies and Practices	5/23/1978	
1978-19	Access by Handicapped Individuals to Meeting Locations	12/19/1978	

<i>Executive Orders</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
1979-10	Commonwealth Child Development Committee.....	7/25/1979	
1979-13	Governor's Office of Policy and Planning.....	9/18/1979	
1980-3	Life Cycle Costing	2/8/1980	
1980-4	Golden Keystone Discount Card Program.....	2/27/1980	
1980-5	Task Force on Employment Services to Displaced Homemakers	2/28/1980	
1980-7	Small Business Service Center.....	2/29/1980	
1980-18	Code of Conduct	5/16/1984... 1-3 (4 Rescinded)	
1980-20	Pennsylvania Coastal Zone Management Program.....	9/22/1980	
1981-3	Scheduling of Bond and Note Issue Sales	1/30/1981	
1981-4	Federal Program Coordination.....	2/9/1981	
1981-6	Pennsylvania Department of Health Advisory Board of Arthritis.....	5/22/1981	
1981-13	Governor's Committee on Employment of the Handicapped	10/19/1981	
1983-1	Transfer of Cresson Center to the Bureau of Correction.....	1/4/1983	
1984-3	Accounting and Financial Reporting.....	10/11/1984	
1986-1	Commonwealth Single Audit Coordinator	2/24/1986	
1986-2	Task Force on Special Supplemental Food Program for Women, Infants, and Children (WIC).....	4/22/1986	
1986-5	Standby Allocations of the Volume Cap Under the Tax Reform Act of 1986 ...	10/2/1986	
1986-7	Liquor Control Board Sunset: Privatization of State Liquor Monopoly; Transfer of Liquor Control Board Functions	12/1/1986	
1987-1	1987 Allocations of the Unified Volume Cap Under the Tax Reform Act of 1986.....	1/7/1987	
1987-2	Permanent Transfer of Retreat State Hospital to the Department of Corrections.....	1/16/1987	
1987-3	Transfer of Waynesburg Youth Development Center to the Department of Corrections.....	Rescinded by EO2013-02—3/18/2013	
1987-7	State Inspector General	4/6/1987	
1987-8	Pennsylvania Emergency Response Commission.....	4/20/1987	
1987-9	Allocation of State Low-Income Housing Credit Authority Under the Internal Revenue Code of 1986.....	4/22/1987	
1987-10	Highway Safety.....	11/25/1992	
1987-12	Cultural Advisor to the Governor.....	5/27/1987	
1987-19	Delegation to Department of Environmental Resources in Compliance with Federal Low-Level Radioactive Waste Policy Amendments Act	12/21/1987	
1988-4	Coordination of Food and Nutrition Programs; Appointment of the Advisor to the Governor on Food and Nutrition Programs and the Inter-Agency Council on Food and Nutrition	4/7/1988..... 1	
1988-8	Pennsylvania State Data Center	7/12/1988	
1988-11	Motor Carrier Advisory Committee.....	11/18/1988..... 1-2-3	
1989-3	Master Leasing Program	3/2/1989	
1989-8	Municipal Waste Reduction and Planning Program.....	10/17/1989	
1990-1	Municipal Waste Transportation Enforcement Program.....	3/14/1990	
1990-3	Contractor Responsibility Program.....	6/29/1990	
1990-4	UNITED STATES BRIG NIAGARA—"Flagship of Pennsylvania".....	8/17/1990	
1990-7	Interagency River Island Task Force	10/17/1990	1
1991-5	Environmental Training Partnership	4/22/1991	
1992-1	Records Management	1/8/1992	
1993-2	Civil Disorder and Emergency	4/9/1993	

<i>Executive Orders</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
1993-3	State Land Use Planning—Goals and Objectives for Commonwealth Agencies	8/31/1993	
1993-4	State Center for Health Statistics and Research.....	10/13/1993	
1994-1	State Commission on National and Community Service.....	1/28/1994	
1994-2	Governor’s Office of PennPORTS.....	3/29/1994	
1994-4	Governor’s Committee on Education Standards and Assessment.....	5/18/1994	
1994-5	Nursing Home Loan Agency’s Authorization to Sell Loans.....	11/4/1994	
1995-1	Judicial Appointments.....	2/27/1995	
1995-2	Drug Policy Planning Coordination.....	12/19/1997	
1995-4	Monitoring Supplies of Petroleum Products.....	7/10/1995	
1995-5	Money-Back Guarantee Permit Review Program for the Department of Environmental Protection.....	Rescinded by EO2012-11—7/24/2012	
1995-6	Governor’s Community Partnership for Safe Children.....	9/14/1995	
1995-7	Governor’s Executive Council on Recycling Development and Waste Reduction.....	10/11/1995	
1995-8	Governor’s Advisory Commission on Public School Finance.....	10/11/1995	
1995-10	Governor’s Sports and Exposition Facilities Task Force.....	10/27/1995	
1996-1	Regulatory Review and Promulgation.....	2/6/1996	
1996-2	Implementation of the IMPACCT Commission Recommendations.....	4/19/1996	
1996-5	Municipal Waste Facilities Review Program.....	8/29/1996	
1996-6	Governor’s Advisory Commission on Academic Standards.....	9/30/1996	
1996-7	Pennsylvania Center for Environmental Education.....	12/20/1996	
1996-10	State Employee Assistance Program.....	12/20/1996	
1996-13	Commonwealth of Pennsylvania’s Policy on Substance Abuse in the Workplace.....	12/20/1996	
1997-1	Governor’s Travel and Tourism Council.....	3/17/1997	
1997-2	Developmental Disabilities Council.....	5/30/1997	
1997-5	Governor’s Advisory Council on Physical Fitness and Sports.....	9/24/1997	
1998-1	Governor’s Green Government Council.....	3/25/1998	
1998-3	The Pennsylvania Greenways Partnership Commission.....	8/16/2001	
1999-1	Land Use Planning.....	1/7/1999	
1999-4	Pennsylvania Justice Network (JNET) Governance Structure.....	6/8/1999	
1999-5	Rescission of Executive Order 1980-13.....	12/9/1999	
2000-2	Pennsylvania Workforce Investment Board.....	2/14/2000	
2001-1	Directives Management System.....	2/13/2001	
2001-2	State Employee Combined Appeal.....	2/14/2001	
2001-4	Economic and Community Development Partnership.....	Rescinded by EO2011-03—5/3/2011	
2002-2	Governor’s Task Force on Early Childhood Care and Education.....	7/15/2002	
2002-4	Prohibition of Sexual Harassment in the Commonwealth.....	5/3/2002	
2002-5	Disability-Related Policy.....	5/3/2002	
2002-6	PA Open for Business.....	6/6/2002	
2002-7	Integrating Mediation Into State Government.....	6/14/2002	
2002-8	Governor’s Interagency Task Force on Energy.....	7/18/2002	
2002-13	Proposed Keystone Opportunity Improvement Sub-zones.....	12/31/2002	
2003-1	Commonwealth’s Health Care Reform Agenda.....	1/21/2003	
2003-2	Agricultural Land Preservation Policy.....	3/20/2003	

		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
<i>Executive Orders</i>			
2003-3	Management and Productivity Improvement Initiative	Rescinded by EO2012-04—3/22/2012	
2003-4	Workplace Policy for HIV/AIDS	5/5/2003	
2003-5	Upper Delaware Federal Scenic River	6/22/2003	
2003-6	Pennsylvania Commission for Women	Rescinded by EO2012-06—4/30/2012	
2003-7	Governor’s Advisory Commission on African American Affairs	Rescinded by EO2012-08—4/30/2012	
2003-8	Governor’s Advisory Commission on Asian American Affairs	Rescinded by EO2012-07—4/30/2012	
2003-9	Governor’s Advisory Commission on Latino Affairs	Rescinded by EO2012-10—7/9/2012	
2003-10	Equal Employment Opportunity	7/28/2003	
2003-12	Governor’s Cabinet on Children and Families	9/18/2003	
2003-13	Governor’s Advisor for Hunting, Fishing and Conservation; Governor’s Advisory Council for Hunting, Fishing and Conservation; Governor’s Youth Council for Hunting, Fishing and Conservation	Rescinded by EO2012-02—2/15/2012	
2004-1	Governor’s Invasive Species Council	9/18/2006	
2004-2	Utilization of Commonwealth-Owned and Leased Space	2/18/2004	
2004-3	Pennsylvania Business Tax Reform Commission	3/4/2004	1
2004-4	Anti-Sweatshop Procurement Policy	3/18/2004	
2004-5	Pennsylvania Energy Development Authority	4/8/2004	
2004-6	Minority and Women-Owned Business Opportunities	1/17/2011	
2004-7	Financial Education and Literacy	4/29/2004	
2004-8	Enterprise Information Technology Governance Board	Rescinded by EO2011-05—7/27/2011	
2004-9	Economic Development Committee of the Cabinet	Rescinded by EO2011-08—10/6/2011	
2004-11	Pennsylvania Election Reform Task Force	12/13/2004	
2004-12	Energy Management and Conservation in Commonwealth Facilities	12/15/2004	
2005-4	Proposed Economic Development District	7/14/2005	
2005-8	Governor’s Renewable Agricultural Energy Council	9/20/2005	
2006-1	Commonwealth Continuity of Government Steering Committee	Rescinded by EO2012-05—4/30/2012	
2006-2	Contract Compliance	1/31/2006	
2006-3	Commonwealth Business License Information Exchange Program	Rescinded by EO2011-06—9/15/2011	
2006-6	The Pennsylvania Abraham Lincoln Bicentennial Commission	Terminated 12/31/2009	
2006-7	Governor’s Pandemic Advisory Council	7/27/2006	
2006-8	Contractor Social Responsibility and Offshore Services	9/14/2006	
2006-9	Governor’s Cabinet for People with Disabilities—Governor’s Advisory Committee for People with Disabilities	11/21/2006	
2006-10	Strategic Development Areas	12/22/2006	
2006-11	Governor’s Dog Law Advice Group	12/22/2006	
2007-01	Strategic Development Area, Butler County	4/24/2007	
2007-02	Strategic Development Area, Westmoreland County	4/30/2007	
2007-03	Commonwealth Automotive Fleet Efficiency Initiative	5/9/2007	
2007-04	Office of Health Equity	5/21/2007	

<i>Executive Orders</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
2007-05	Chronic Care Management, Reimbursement and Cost Reduction Commission	5/21/2007	
2007-06	Registered Family Child Care Providers	6/14/2007	
2007-07	Subsidized Child Care Providers Exempt From Certification or Regulation ...	6/14/2007	
2007-08	Strategic Development Area, Lehigh County	9/6/2007	
2007-09	Governor's Advisory Council On Rural Affairs	10/2/2007	
2007-10	Pennsylvania Homeland Security and Emergency Preparedness Organizational Structure	Rescinded by EO2012-03—2/22/2012	
2008-02	Sustainable Water Infrastructure Task Force	4/28/2008	
2008-03	Pennsylvania Health Information Exchange (PHIX) Governance Structure ...	Rescinded by EO2011-04—7/27/2011	
2008-04	Pennsylvania All-Hazard Incident Management (PA-IMT3)	5/13/2008	
2008-05	Transition Period for the Pennsylvania Health Care Cost Containment Council	Terminated 6/30/2009	
2008-06	Office of Diversity Management	4/15/2010	
2008-07	Early Learning Council	9/11/2008	
2008-08	Early Learning Investment Commission	7/27/2010	
2008-09	Governor's Food Safety Council	Rescinded/Obsolete 1/24/2012	
2009-01	Pennsylvania Stimulus Oversight Commission	Terminated 9/30/2011	
2009-02	Creating Opportunities for Small and Disadvantaged Businesses in the Expenditure of Federal Stimulus Monies	Terminated 9/30/2011	
2010-01	Governor's Census 2010 Advisory Panel	Terminated 3/1/2011	
2010-02	Creation of the Commonwealth Health Care Reform Implementation Committee and the Commonwealth Health Care Reform Implementation Advisory Committee	7/20/2010	
2010-03	Pennsylvania-Produced Agricultural Products Program	9/14/2010	
2010-04	Consumer-Directed Home Care Providers	Rescinded 12/1/2010	
2010-05	Leasing of State Forest and State Park Land for Oil and Gas Development ..	10/26/2010	
2011-01	Creation of Governor's Marcellus Shale Advisory Commission	Terminated 7/22/2011	
2011-02	Governor's Transportation Funding Advisory Commission	Terminated 8/1/2011	
2011-03	Public Private Partnership	5/3/2011	
2011-04	Pennsylvania eHealth Collaborative	7/27/2011	
2011-05	Enterprise Information Technology Governance	7/27/2011	
2011-06	Commonwealth Licensee Tax Responsibility Program	9/15/2011	
2011-07	Pennsylvania Dairy Leadership Council	9/28/2011	
2011-08	Interagency Coordination Advisory Group for Economic Development	10/6/2011	
2011-09	Small Business Procurement Initiative	11/21/2011	
2011-10	Veteran-Owned Small Business Procurement Initiative	12/7/2011	
2011-11	Office of City Receiver—Harrisburg	12/12/2011	
2012-01	Advisory Commission on Postsecondary Education	Terminated 11/15/2012	
2012-02	Governor's Advisory Council for Hunting, Fishing and Conversation	2/15/2012	
2012-03	Pennsylvania Homeland Security	2/22/2012	
2012-04	Governor's Innovation Office	3/22/2012	
2012-05	Commonwealth Continuity of Government	4/30/2012	
2012-06	Pennsylvania Commission for Women	4/30/2012	
2012-07	Governor's Advisory Commission on Asian American Affairs	4/30/2012	
2012-08	Governor's Advisory Commission on African American Affairs	4/30/2012	

		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
<i>Executive Orders</i>			
2012-09	Sunset Task Force	Terminated 5/11/2013	
2012-10	Governor’s Advisory Commission on Latino Affairs	7/9/2012	
2012-11	Permit Decision Guarantee for the Department of Environmental Protection .	7/24/2012	
2012-12	Pennsylvania Military Community Protection Commission	9/17/2012	
2012-13	Extension of Deadline for Absentee Ballot Applications for General Election of 2012.....	Terminated 11/16/2012	
2012-14	Extension of Deadline for Completion and Receipt of Absentee Ballots	Terminated 11/16/2012	
2012-15	Restoration of Electrical Power to all Facilities Providing Critical Services to the Homeless and Displaced Commonwealth Citizens from the Effects of Hurricane Sandy	Terminated 11/16/2012	
2012-16	Absentee Ballot Procedures for Emergency Responders	Terminated 11/16/2012	
2013.01	As Amended - The Pennsylvania Alzheimer’s Disease Planning Committee ...	3/30/2013	
2013.02	Rescission of Executive Order 1987-3 Transfer of Waynesburg Youth Development Center to the Department of Corrections	3/18/2013	
<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>

BUDGET

General

105.1	Allocation and Allotment of Funds for ICS Transactions	10/22/1984	
105.2	Contingent Commitments	7/2/1985	
105.4	Allocation and Allotment of Funds for Non-ICS Transactions.....	10/22/1984	
105.5	Use of the Determination of Tax-Exempt Category for Capital Projects Form .	9/12/1991	

Budget Preparation

110.2	Request for Approval of Federal Funds	1/14/1985	
110.3	Budgeting and Accounting for Federal Appropriations	5/29/1985	

Manuals.

M110.1	2013-14 Budget Instructions	8/15/2012	
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MANAGEMENT/ADMINISTRATIVE SUPPORT

General

205.2	Powers and Duties of Policing Forces.....	Rescinded/Obsolete 8/20/2010	
205.4	Delegation of Authority to Sign and Delegation to Authorize SAP Payments ..	5/11/2009	
205.6	Defense of Suits Against Commonwealth Employees.....	9/30/1986	
205.9	Code of Conduct Statement of Financial Interest-Filing.....	1/4/2011	
205.10	Financial Disclosures Required by the Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101—1113	1/4/2011	
205.10AB	Abridged Version of MD205.10	Rescinded by MD205.10—1/4/2011	
205.12	Financial Disclosures Required of Former Employees by the Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101—1113.....	1/4/2011	
205.14	Prohibition of Activities Not Specifically or Directly Connected With the Official Business of the Commonwealth on Commonwealth Property.....	11/21/2011	
205.15	Memberships in Associations, Organizations, or Societies	2/9/2006	
205.16	Compliance With the Whistleblower Law, Act 1986-169	11/22/1995	
205.18	Ballot Question Advocacy by Executive Branch Employees, Appointees, and Officials.....	4/11/1988	
205.19	Smoking in Commonwealth Buildings and Facilities.....	Rescinded/Obsolete 10/13/2010	
205.20	Documents and Evidence Relating to Asbestos in Commonwealth Buildings ..	Rescinded/Obsolete 3/20/2013	

STATEMENTS OF POLICY

6907

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
205.21	Commonwealth Child Care Program	4/8/2013	
205.22	Recycling, Waste Reduction and Procurement of Environmentally Preferable Products	8/29/2007	
205.23	Submission of Commonwealth Publications to the State Library for Distribution to Other Designated Libraries	7/13/2012	
205.24	Display of Flags on Commonwealth Buildings and Grounds	10/12/2011	
205.25	Disability-Related Employment Policy	2/13/2009	
205.26	The Americans With Disabilities Act of 1990, Title II, Subtitle A, Nondiscrimination in State and Local Government Services	7/22/1992	
205.27	Implementation of Act 194-1990, Asbestos Occupations Accreditation and Certification Act	6/20/2011	
205.30	Personal Use of Promotions and Offers	Rescinded by MD230.10—11/1/2011	
205.31	Pro Bono Publico Legal Services	2/11/1999	
205.32	Hiring Sign Language Interpreters/Transliterators	1/29/2010	
205.33	Workplace Violence	6/22/1999	
205.34	Commonwealth of Pennsylvania Information Technology Acceptable Use Policy	11/17/2011	
205.35	Information Reporting From the Commonwealth's Enterprise SAP Business Information Warehouse System	5/2/2011	
205.36	Right-to-Know Law Compliance	3/18/2010	
205.37	Role Assignment, Security, and Internal Control Maintenance	3/25/2013	
205.38	Emergency Evacuation and Safe Assembly	2/23/2011	
205.39	Use of Complete Physical Street Addresses For Department of General Services Owned or Administered Buildings	4/13/2010	
205.40	Commonwealth Branding	5/15/2012	
205.41	Commonwealth of Pennsylvania Continuity of Operations (COOP) Program ..	2/16/2011	
205.42	Social Media	2/6/2012	
Management Programs			
210.1	Directives Management System	5/2/2011	
210.4	Central Microfilm Management	11/18/2002	
210.5	The Commonwealth of Pennsylvania State Records Management Program ..	7/29/2010	
210.6	Selection, Acquisition and Use of Filing Equipment	9/16/2002	
210.8	Micrographics Procedures to be Used in Conjunction With Central Microfilm Management	11/18/2002	
210.11	Acceptance of Imaged Documents	6/16/1997	
210.12	Electronic Commerce Initiatives and Security	12/23/2010	
210.13	Retention and Disposition of Records Created on Electronic Mail (E-mail) Systems	Rescinded by MD210.5—12/30/2008	
210.14	Retention and Disposition of Records Upon Departure of Senior Management Employees	Rescinded by MD210.5—12/30/2008	
210.15	Instant Messaging	Rescinded by MD205.34—11/17/2011	
Manuals.			
M210.1	The Commonwealth of Pennsylvania Employee Records Management Manual	5/20/2010	
M210.3	Index of Issuances	7/2/2013	
M210.4	Forms Management	8/16/1983.....	1-2

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
M210.5	Standard (STD) Forms Management	9/15/1998	
M210.6	Publications Management	8/1/1984.....	1
M210.7	State Records Management Manual	6/8/2004	
M210.8	Vital Records Disaster Planning	5/9/1995	
M210.9	The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule	12/21/2010	
Contracts Management			
215.8	Contractor Integrity Provisions for Commonwealth Contracts	6/17/2010	
215.9	Contractor Responsibility Program	10/25/2010	
215.12	Provisions Concerning The Americans With Disabilities Act	10/14/2011	
215.13	Contract Provision for Donation of Excess Prepared Food	10/12/2011	
215.16	Contract Compliance Program	9/1/2010	
Manuals.			
M215.3	Field Procurement Handbook	(Current publication available at: http://www.portal.state.pa.us/ portal/server.pt/community/ procurement_handbook/1277)	
Central Services			
220.1	Commonwealth Media Services	1/14/2008	
220.3	Mail Delivery Between Harrisburg and the Philadelphia and Pittsburgh State Office Buildings	Rescinded/Obsolete	2/4/2010
220.9	Graphic Design, Typesetting, Reproduction, and Printing Services	6/4/1987	
220.11	Preservation of Commonwealth Deeds	3/7/2013	
Travel and Expenses			
230.6	Travel Expenses of Job Applicants	11/1/2011	
230.7	Remittance of Witness Fees	8/6/2010	
230.9	Acquisition and Payment of Travel Services	Rescinded by MD230.10—7/1/2009	
230.10	Commonwealth Travel Policy	11/1/2011—Effective 1/1/2012	
230.13	Commonwealth Corporate Card Program	Rescinded by MD230.10—7/1/2009	
230.14	Foreign Areas Subsistence Allowances	Rescinded by MD230.10—7/1/2009	
230.15	Continental United States High Cost Subsistence Allowances	Rescinded by MD230.10—7/1/2009	
230.17	Commonwealth Office of Travel Operations	Rescinded by MD230.10—11/1/2011	
Manual.			
M230.1	Commonwealth Travel Procedures Manual	11/1/2011—Effective 1/1/2012	
Information Technology Management			
240.7	Submission of Changes to the Commonwealth Telephone Directory	8/18/2008	
240.11	Commonwealth Wireless Communication Device Policy	4/11/2012	
240.12	Commonwealth of Pennsylvania Mobile Devices Security Policy	12/29/2008	
245.12	Implementation of the Data Center Project Plan	Rescinded/Obsolete 4/30/2012	
245.13	Strategic Direction for Information Technology Investments	2/8/2006	
245.14	Wireless Antenna Tower Management	Rescinded by MD245.15—6/24/2010	
245.15	Pennsylvania Statewide Radio Network	6/24/2010	

STATEMENTS OF POLICY

6909

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
245.16	Pennsylvania Justice Network (JNET) Governance Structure	3/7/2006	
245.17	Commonwealth of Pennsylvania Public Safety Communications Council	Rescinded by MD245.15—6/24/2010	
245.18	IT Administrator Acceptable Use, Auditing and Monitoring, Incident Notification, and Response Policies and Procedures.....	2/7/2006	
245.19	Enterprise Technology Security Council.....	5/3/2006	
Public Information Programs			
250.1	Advertisement of Public Meetings	2/14/2013	
Organization and Space Management			
260.1	Reorganization Requests	6/21/2013	
260.2	Reorganization Plans for Transfers of Functions Between Agencies	Rescinded by MD260.1—11/8/2012	
Manual.			
M260.1	Manual For Space Utilization.....	3/11/2004	
FINANCIAL MANAGEMENT			
General			
305.2	Standard Check Endorsement Procedure	5/22/2009	
305.3	Responsibilities of Comptroller Operations.....	12/15/2010	
305.4	Payments to Counties	10/3/2012	
305.5	Cash Management	5/22/2009	
305.6	Withholding Payments to Municipalities (Act No. 166 of 1978)	5/1/1997	
305.7	Interest Penalties for Late Payments	5/11/2009	
305.8	Commonwealth Bank Accounts and Special Banking Services	6/11/1997	
305.9	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Unaccompanied by Remittances	Rescinded by MD305.11—5/22/2009	
305.10	Receipt of Federal Funds by Wire Transfer	1/23/1989	
305.11	Depositing Checks, Money Orders and Cash	4/23/2012	
305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts	1/25/1999	
305.13	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Accompanied by Remittances	Rescinded by MD305.11—5/22/2009	
305.15	Processing and Distributing Returned Checks.....	8/30/1989	
305.16	Lobbying Certification and Disclosure	7/3/2003	
305.17	Preparation and Use of Form STD-417, Adjustment Memorandum From Department of Revenue to Treasury Department.....	Rescinded by MD305.11—5/22/2009	
305.19	Identification of Boards, Commissions, and Councils.....	8/15/1997	
305.20	Grant Administration	5/26/2000	
305.21	Payments to Local Governments and Other Subrecipients	9/23/2005	
305.22	Commonwealth Licensee Tax Responsibility Program.....	11/14/2011	
Accounting			
310.1	Fiscal Guidelines for Federal Reimbursement of Disaster Related Expenditures	1/5/1983	
310.3	Encumbering and Lapsing of Appropriations.....	5/4/1998..... 1	
310.8	Postage Due Procedures	Rescinded/Obsolete 5/17/2011	
310.9	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts.....	4/8/2013	

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
310.10	Collection, Referral, and Compromise, or Write-Off of Delinquent Claims	11/18/2011	
310.11	Payment and Financial Reporting Requirements for Non-Preferred Appropriations.	1/19/1982.	1
310.12	Refunding Erroneously Collected Fees and Charges	4/30/1982	
310.13	Responsibilities for Comprehensive Annual Financial Reporting	12/21/2012	
310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP	2/3/2003	
310.15	Agency Federal ID Numbers	6/7/1996	
310.16	Advancement Account Balances	Rescinded/Obsolete	1/3/2012
310.19	Accounting for Disbursement of Funds for Interagency Agreements, Memorandums of Understanding, and Notifications of Subgrant.	10/27/2010	
310.20	Charging Equipment Expenditures to Federal Programs	8/31/1994	
310.21	Master Lease Tracking System.	Rescinded/Obsolete	10/6/2010
310.23	Commonwealth Purchasing Card Program	4/5/2013	
310.24	Accepting Debit/Credit Cards for Commonwealth Revenues	9/3/2008	
310.25	Transfers of Revenue or Expenses in SAP	1/10/2011	
310.26	Vendor Data Management Unit (VDMU) for Agencies Using SAP	9/18/2009	
310.27	Month-End Closing Processes	12/14/2005	
310.28	Use of One-Time Vendor Records in SAP	6/16/2006	
310.29	Using Value (Service) Date in SAP	6/10/2009	
310.30	Pennsylvania Electronic Payment Program (PEPP)	5/22/2009	
310.31	Purchase Order Receiving, Invoice Processing and Invoice Reconciliation Processes	5/11/2009	
310.32	Voyager Fleet Card Invoice Processing for Agencies Using SAP	7/20/2009	
310.33	Processing Electronic Invoices in SAP	8/21/2009	
310.34	Use of Agency-Level Dun & Bradstreet Data Universal Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	9/18/2009	
310.36	Identifying, Recording, and Reporting Computer Software as a Capital Asset.	12/10/2009	
310.37	Approving, Monitoring, and Accounting for New Information Technology Application Projects	7/20/2012	
Manuals.			
M310.1	Agency Operated Advancement Accounts	8/11/1999	
M310.2	Definitions of Major and Minor Objects of Expenditures	8/26/1998.	1
M310.3	Manual of Accounting	7/17/1996	
Payroll			
315.1	Calculation and Payment of Statutory Salaries.	1/3/2011	
315.6	Employees' Requests for State or Federal Income Tax Withholding	5/24/2011	
315.7	Employee Payroll Deductions for Credit Unions	Rescinded/Obsolete	5/17/2011
315.8	Restitution of Overpayments.	10/1/1997	
315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks	8/30/2011	
315.11	Distribution and Retention of Payroll Deduction Authorization Documents . . .	Rescinded/Obsolete	8/6/2012
315.13	Payments of Wages, Salary, Benefits, and Travel Expenses to Survivors of Deceased Employees	8/19/1996	
315.14	Maintenance Charges for Employees Residing or Subsisting in Commonwealth Facilities	1/6/2011	
315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Pay	8/30/2011	
315.16	Payment of Annuitant Medical and Hospital Benefits	6/21/2013	

STATEMENTS OF POLICY

6911

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
315.17	Direct Deposit of Pay and Travel Reimbursement	3/11/2013	
315.18	Delivery of Payroll Checks to Employees.	Rescinded/Obsolete	6/22/2011
315.19	Check Distribution Codes.	Rescinded/Obsolete 10/29/2010	
315.20	Taxability of the Use of State-Provided Vehicles	5/1/2013	
315.21	Deductions for U.S. Savings Bonds	Rescinded/Obsolete 12/16/2010	
315.22	Preparation and Filing of Federal Forms 1099 and 1096	1/3/1995	
315.23	Processing Employee's Withholding Allowance Certificate (W-4)	Rescinded/Obsolete	6/22/2011
315.25	Pennsylvania Personal Income Tax	11/22/2011	
315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers	1/24/1994.....	1
315.27	Recoupment of Conversion Pay Amounts.	5/4/1992	
315.28	Taxability of State-Provided Parking	2/1/2011	
315.29	Mailing SAP-Generated Checks	Rescinded/Obsolete	5/10/2011
Audits			
325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments	9/12/2008	
325.3	Performance of Audit Responsibilities	1/10/2011	
325.4	Agency Annual Audit Plan	Rescinded/Obsolete 5/10/2010	
325.5	State Level Single Audit Costs	8/17/2009	
325.6	Auditing Computer-Based Systems	1/10/2011	
325.7	Implementation of the Commonwealth's State-Level Single Audit Process	8/20/2009	
325.8	Remedies for Recipient Noncompliance with Audit Requirements	8/17/2009	
325.9	Processing Audits of Federal Pass-Through Funds	8/20/2009	
325.10	Review of Auditor General, Treasury, Legislative Budget and Finance Committee, and Other Audit Reports	8/27/2009	
325.11	Evaluating Agency Internal Controls and Financial Risk through Self Assessment	5/17/2012	
EQUAL EMPLOYMENT OPPORTUNITY (EEO)			
Equal Employment Opportunity Programs			
410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	12/5/2012	
410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/1997	
Manual.			
M410.3	Guidelines for Equal Employment Opportunity Plans and Programs	12/18/2007	
EMPLOYEE DEVELOPMENT AND UTILIZATION			
General			
505.1	Employee Furlough Policy	2/16/2006	
505.2	Salaried Complement Management System	12/1/2006	
505.4	Salaried Complement Control	2/18/1982.....	1
505.7	Personnel Rules	11/9/2010	
505.8	Transmittal of Personnel Action Notifications	4/2/1998	
505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R/3 System	3/11/2004	
505.11	Emergency Assignments of Employees During Emergencies	6/17/1998	
505.12	Annual List of Employees	Rescinded by MD505.18—	7/26/2010

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
505.15	Employee Mobility Information Program	4/12/2012	
505.18	Maintenance, Access, and Release of Employee Information	5/29/2012	
505.20	Wage Complement Management and Control	12/27/2011	
505.21	Office Hours	1/19/2000	
505.22	State Employee Assistance Program	4/2/2003	
505.23	Employee Recognition Program	7/31/2012	
505.25	Substance Abuse in the Workplace	11/29/2004	
505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace	3/18/2005	
505.27	The Worker and Community Right to Know Act (P. L. 734, No. 159)	8/3/1993	
505.28	Family Care Account Program	10/11/2005	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/2002	1
505.31	Domestic Violence and the Workplace	5/31/2004	
505.32	Governor's Awards for Excellence	11/17/2010	
505.33	Working From Home During Emergencies Including a Pandemic Influenza Event	8/20/2007	
Manuals.			
M505.2	Personnel Management Review	7/9/1997	
M505.3	State Employee Assistance Program	11/29/2004	
M505.4	Personnel Records Retention and Disposition Schedule	12/7/1998	
M505.5	Commercial Driver License Drug and Alcohol Testing and Licensing Requirements Administrative Manual	5/30/2002	
M505.6	An Agency Guide to Workplace Violence Prevention and Response	5/28/2002	
Employment			
515.2	Transfer of Employees From One Agency to Another	6/16/2000	
515.3	Classified Service Emergency Appointments	9/3/2008	
515.4	Seniority Rights of Commonwealth Employees	7/12/2006	
515.10	Selection and Appointment to Non-Civil Service Positions	2/16/2006	
515.12	Confidential Employees	9/28/2004	
515.15	Identification, Employment, and Education Verification Checks	6/13/1997	
515.16	Appointment to Senior Level Positions	2/14/2006	
515.18	Supplementary Employment	3/7/2013	
515.20	Reemployment of Commonwealth Annuitants	2/21/2002	
515.21	Commonwealth School-to-Work Program	2/14/2006	
Classification			
520.3	Unclassified Codes	7/10/2012	
520.4	Position Classification Post-Audits	11/21/2011	
520.5	Centralized Job Control System	3/25/2013	
520.6	Position Classification	4/15/2013	
520.7	Development and Validation of Job Standards	6/12/2012	
520.8	Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan	11/2/2012	
520.9	Appointments Above the Minimum	3/5/1998	
Pay			
525.4	Temporary Assignment in Higher Classification	5/3/2013	
525.6	Advances on Salaries or Wages Earned	8/29/1996	
525.11	Dual Employment	2/10/1997	

STATEMENTS OF POLICY

6913

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
525.12	Payment of Back Pay Due to Reinstatement of a Separated Employee or Reduction of Disciplinary Suspension	8/9/2012	
525.13	Maintenance of Weighted Salaries	Rescinded/Obsolete	5/22/2012
525.15	Overtime	2/10/1997	
525.16	Physicians and Related Occupations Quality Assurance Program	2/14/2006	
525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments	6/28/1991	
525.20	Implementation & Maintenance of Local Service Tax	10/10/2008	
Benefits			
530.1	Agency Benefit Coordinators	1/2/2013	
530.2	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay	3/12/2008	
530.3	State Employee Combined Appeal for New Employees and Employees on Inter-Agency Transfers	Rescinded/Obsolete	11/8/2010
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay	3/11/2008	
530.8	Motor Vehicle Financial Responsibility Law	7/22/1997	
530.9	Social Security Records	10/9/1997	
530.10	Administrative Leave to Compete in International and World Championships	7/20/2010	
530.11	Benefit Rights of Permanent and Temporary Employees	7/25/2006	
530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP) Effective Dates	7/8/1997	
530.17	Partial and Full Day Closings of State Offices	5/25/2010	
530.18	Benefit Rights of Furloughed Employees	8/27/2009	
530.20	State Paid Benefits While on Cyclical Leave Without Pay	Rescinded/Obsolete	9/21/2012
530.21	Paid Absence for Blood Donation	4/8/2010	
530.22	Unemployment Compensation, Noncovered Employment—"Major Nontenured Policymaking or Advisory Positions"	11/20/1996	
530.23	State Employee Combined Appeal	2/17/2012	
530.24	Retired Employees Health Program Eligibility Requirements	12/30/2010	
530.26	Military Leaves of Absence	9/3/2008	
530.27	Leave Related Policies for Employees Excluded From Earning Leave and Leave Service Credit	2/7/1997	
530.28	Pennsylvania Employees Benefit Trust Fund (PEBTF)	Rescinded/Obsolete	9/20/2012
530.29	Commuter Benefits Program	5/20/2009	
530.30	Sick, Parental and Family Care Absence Policy	12/14/2007	
530.31	Workplace Safety and Health Program	1/2/2013	
Manuals.			
M530.2	Injury Leave Manual	11/29/2001	1
M530.3	Group Life Insurance Program Administrative Manual	6/26/2001	
M530.4	Commonwealth of Pennsylvania Highlights of State Employee Benefits	Rescinded/Obsolete	2/21/2012
M530.7	Absence Program	4/23/2009	
M530.9	Unemployment Compensation Insurance	12/7/1998	
M530.14	Unemployment Compensation and the Supervisor	Rescinded/Obsolete	12/27/2011
M530.15	Pennsylvania State Police Administrative Manual Health Benefits Program	7/20/2010	
M530.16	Temporary Clerical Pool Agency User Manual	10/1/1999	
M530.17	Temporary Clerical Pool Employee Handbook	10/1/1999	

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
M530.18	The Benefits of a "Healthy" Sick Leave Balance	Rescinded/Obsolete	3/5/2012
M530.21	State Employee Combined Appeal Procedures Manual	2/17/2012	
Training			
535.1	Employee Training and Development	2/9/2000	
535.2	Physicians and Related Occupations Specialty Board Certification Payments	2/21/2006	
535.3	Out-Service Training	11/16/1999	
535.4	Use of State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee Classes	7/19/2012	
535.5	Use of Trainee Classes in the Classified Service	10/8/2004	
535.6	Commonwealth Management Development Program	2/9/2000	
535.7	Annual Agency Training Plan and Report	7/8/1999	
535.9	Physical and Information Security Awareness Training	10/3/2006	
Performance Evaluations			
540.7	Performance Management Program	5/2/2011	
Retirement			
570.1	State Employees' Retirement System, Duties of Departments and Agencies ..	5/8/2006	
570.5	Employer Contributions Required on the Purchase of Previously Uncredited State Service	4/9/2006	
570.6	Optional Membership in State Employees' Retirement System	2/22/2006	
570.8	Reinstatement of Dismissed or Furloughed Employees Into the State Employees' Retirement System	4/3/2006	
570.9	Reinstatement Into the State Employees' Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed	2/17/2006	
570.11	Changes to Retirement and Personnel/Payroll System and Collection of Arrears Balances	3/23/2006	
570.12	Refusal of Recall From Furlough-Termination of Interest on Retirement Contributions	2/17/2006	
570.13	State Employees' Retirement System, Regional Field Offices	5/30/2007	
570.14	Deferred Compensation Program	3/25/2005	
570.15	Public Employee Pension Forfeiture Act No. 1978-140	6/6/2006	
Civil Service			
580.2	Civil Service Availability Survey/Interview Notice	1/21/2009	
580.6	Tabulation of Classified Service Employees	6/16/2006	
580.8	Classified Service Probationary Periods	6/14/2013	
580.10	Rights of Certified Eligibles in the Classified Service	5/16/1986	
580.11	Documentation of Classified Service Personnel Actions	6/27/2006	
580.12	Recruitment for Classified Service Positions	3/28/2007	
580.13*	Report of Personnel Transactions for Non-State Employees	9/16/2011	
580.15	Selective Certification of Classified Service Eligibles	4/11/2012	
580.16	Provisional Employment in the Classified Service	11/16/2006	
580.18	Pennsylvania Residency Requirements for the Classified Service	8/31/2011	
580.19	Promotion in the Classified Service Without Examination	8/31/2009	
580.21	Veterans' Preference on Classified Service Employment Certifications	2/16/2011	
580.23	Resignation From and Reinstatement to the Classified Service	3/12/1990	
580.24	Promotion of Employees in Unskilled Positions Into the Classified Service ..	9/14/2006	
580.25	Political Activities of Classified Service Employees	10/7/2011	
580.26	Transfer or Reassignment of Classified Service Employees	6/29/2010	

STATEMENTS OF POLICY

6915

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to Section 3(c)(4), Civil Service Act.	10/28/2009	
580.28	Reallocation to a Lower Class in the Classified Service	3/30/2011	
580.30	Civil Service Leave of Absence and Return Rights	9/7/2010	
580.31	Classified Service Temporary Appointments.....	8/14/2006	
580.32	Substitute Employment in the Classified Service.....	10/24/2006	
580.33	Reproductions of Documents for Classified Service Personnel Actions	4/30/2009	
580.34	Removal of Eligibles for Certification or Appointment in the Classified Service	3/19/2010	
580.35	Employees Placed in the Classified Service by Position Reallocation	8/29/2011	
580.37	Promotion by Appointment and Temporary Higher-Level Assignment of Unclassified Service Employees into the Classified Service	7/26/2012	
580.38	Use of Intern Job Titles in the Classified Service.....	10/8/2004	
Manuals.			
M580.1	Certification of Eligibles for the Classified Service.....	4/7/1997	
M580.2	Furlough of Classified Service Employees Not Covered by Labor Agreements.	6/22/2007	

***Special Distribution**

Labor Relations

590.1	Labor Relations.....	11/27/2007
590.2	Confidential Positions and Employees	3/8/2006
590.3	Deduction of Union Dues/Fair Share Fees	5/22/2006
590.5	Guidelines to be Followed During Legal or Illegal Strikes.....	5/25/2006
590.7	Labor Relations-Grievance Administration.....	6/8/2006
590.8	Classification Grievance Processing	7/9/2012

SUPPLIES, SERVICES, AND EQUIPMENT

Supplies and Equipment Acquisition/Disposition

610.4	Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts	Rescinded/Obsolete 1/3/2012
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Automotive Services

615.1	Commonwealth Temporary Transportation Vehicles	2/27/2013
615.2	Motor Vehicle Liability Insurance and Accident Reporting.....	Rescinded by MD615.16—11/10/2011
615.3	Rates and Billing for Motor Vehicles of the Commonwealth Automotive Fleet.	Rescinded by MD615.16—11/10/2011
615.6	License Plates for Commonwealth-Owned Vehicles	Rescinded by MD615.16—11/10/2011
615.7	Repairs, Maintenance, and Payment for Services.....	Rescinded by MD615.16—11/10/2011
615.8	Use of State Automobiles	Rescinded by MD615.16—11/10/2011
615.9	Permanent Assignment of Commonwealth Automotive Fleet Vehicles	Rescinded by MD615.16—11/10/2011
615.12	Motor Vehicle Authorization List	Rescinded by MD615.16—11/10/2011
615.13	Emission Control Program—Commonwealth Automotive Fleet Vehicles	Rescinded by MD615.16—11/10/2011
615.15	Vehicle Parking License Agreements	10/26/2006
615.16	Commonwealth Fleet Policy	11/10/2011

Manuals.

<i>Management Directives and Manuals</i>		<i>Date of Original Or Latest Amendment</i>	<i>Current Revisions</i>
M615.3	Commonwealth Fleet Procedures Manual	11/10/2011	
Commodity Standards			
620.1	Coal Sampling and Reporting	10/4/2005	
Buildings, Property, and Real Estate			
625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services	10/4/2004	
625.2	Inventory of Commonwealth Real Property	9/16/2008	
625.3	Moving Employee Household Goods and Commonwealth Property	3/14/1996	
625.4	Enforcement of Fire and Panic Regulations	3/27/1991	
625.5	Reporting Surplus Real Property	5/6/1996	
625.6	Leasehold Improvements	5/1/2009	
625.7	Use of Form STD-291, Request for Lease Action and Budget Approval	11/6/1997	
625.8	Contracting for Bargaining Unit Work	2/25/1994	
625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services . . .	Rescinded by MD310.9—4/8/2013	
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	6/29/2012	
Bonds and Insurance			
630.1	Agency Insurance Coordinators	Rescinded/Obsolete 2/7/2013	
630.2	Reporting of Employee Liability Claims	5/15/2013	
COMMONWEALTH PROGRAMS			
Protection and Safety			
720.2	Wage Standards Picketing	2/3/1977	
720.3	Emergency Evacuation Plans at Commonwealth Facilities	Rescinded by MD205.38—7/31/2009	
720.4	Safety and Loss Prevention Program	Rescinded/Obsolete 2/7/2013	
720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	7/25/2008	
720.6	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	9/28/2005	
720.7	Bomb Threats and Suspicious Packages	7/29/2010	

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