

## **Office of Administration State Documents**

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Finding aid written in English

Pennsylvania Department of Education, Bureau of the State Library

Forum Building  
607 South Drive  
Harrisburg, PA, 17120

## Table Of Contents

Summary Information .....	3
Scope and Contents .....	3
Biographical / Historical, Related Agencies and Agency Names .....	3
Other Finding Aids .....	3
Administrative Information .....	3

## Summary Information

**Repository:** Pennsylvania Department of Education, Bureau of the State Library

**Creator:** Pennsylvania. Office of Administration

**Title:** Office of Administration State Documents

**Identifier:** ADMIN

**Date:** 1955 - Present

**Date:** Majority of material found within 2008 - 2012

**Physical Description:** 5 Megabytes (5 PDF files)

**Language of** English

**Materials:**

## Scope and Contents

The Office of Administration carries out many of the Governor's managerial functions, including setting policies, managing programs, and providing administrative support to 40+ agencies, boards, and commissions under the Governor's jurisdiction. Its main functions include statewide direction of information technology, human resources, and continuity of government and records information management. The Office of Administration also performs day-to-day administrative functions for the Governor's executive offices as well as several independent boards and commissions.

The publications of the Office of Administration contain annual reports and newsletters. Selected topics from these publications include the Pennsylvania Justice Network and Commonwealth programs. The bulk of the current material is dated from 2008 to 2012.

## Biographical / Historical

The Office of Administration was established within the Governor's Office in 1955.

## Related Agencies and Agency Names

Office of the Governor (parent agency)

## Other Finding Aids

For more information concerning the records of the Office of Administration at the Pennsylvania State Archives, please visit:

<https://gencat.eloquent-systems.com/pennsylvania-state-archives/permalink.html?key=class946>.

## Administrative Information

## Publication Statement

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**Controlled Access Headings**

- Administrative agencies
- Pennsylvania Politics and government
- Politics and government
- State government publications