

City of Philadelphia Department of Records



Population:
1,573,916 (No. 6)

Govt Employees:
25,000

Address:
City Hall
Room 156
Philadelphia, PA 19107

Phone:
(215) 686-2262

Email:
records.info@phila.gov

Capabilities Statement:
[Link](#)

Cage Code:
644Y5

UEI Number:
CRZ1A1JTLQB6

DUNS#
12-474-2474



Site:

<https://www.phila.gov/departments/departments-of-records/>

Mission:

The Department of Records manages City records and provides access to the public. As part of this work, the department:

- Records real estate documents in Philadelphia.
- Provides records management for City agencies.
- Provides printing services for City agencies.
- Manages the City Archives.

The department provides public access to many of these records, including:

- Financial disclosure forms.
- Public safety reports.
- Land records.
- City regulation public notices.

Contacts and Stakeholders Information:

James P. Leonard - Commissioner
(215) 686-2262 | james.leonard@phila.gov

Tracey T. Williams - Deputy Commissioner
(215) 685-9401 | tracey.t.williams@phila.gov

Tracy Dandridge - Manager, Document Research and Mapping Units
(215) 686-2292 | mapping.info@phila.gov

Jacqueline Hardee Supervisor, Public Safety Reports Unit
(215) 686-2266 | policereports.info@phila.gov

Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized