

Division 150

COUNTY AND SPECIAL DISTRICT RECORDS RETENTION SCHEDULE

166-150-0001

Definitions and Applicability

(1) Definitions.

(a) as used in these Division 150 rules:

(A) "City" means any incorporated city or town as defined in ORS 221.010.

(B) "Series" has the meaning given the term "record series" in OAR 166-005-0010.

(b) OAR 166-005-0010 and OAR 166-017-0011 contain general definitions that may also apply to these Division 150 rules.

(2) **Applicability.** This General Records Retention Schedule applies to the official copy of all public records, regardless of medium or physical format, that are created or stored by counties and special districts. A county or special district may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Please note the exceptions to this General Schedule listed in OAR 166-030-0026 before disposing of records.

166-150-0005

Administrative Records

(1) **Activity Reports:** Series documents activities and accomplishments of the agency on a monthly or annual basis. Records may include employee/volunteer activity reports and building activity reports. SEE ALSO: Grant Records for reports documenting activities directly related to projects funded by grants.

Minimum retention: (a) Annual reports and monthly reports for years in which no annual report exists, permanent; (b) All other reports, 2 years.

(2) **Advertising and Promotion Records (Non-State Fair):** Series documents preparatory and promotional materials, advertising campaigns, marketing initiatives, and public relations efforts. Records may include event programs and schedules, passes, newsletters, paste-ups, drawings, copies of ads, photographs, slides, video and sound recordings, story scripts, posters, brochures, flyers, and related documentation. **Minimum retention: 2 years.**

(3) **Audit Records, Internal:** Series documents the examination of the agency's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by agency or contracted auditors. Records may include audit reports, reports in lieu of audit, comments, and related documentation. SEE ALSO: Audit Reports, External. **Minimum retention: 10 years.**

(4) **Billing Rate Establishment Records:** Series documents the establishment or modification of fees for services charged by the agency, not specified elsewhere in the schedule. SEE ALSO: Accounts Receivable

Commented [A1]: Annual and non-annual general reports are combined into this series, as are removed series Activity Reports, Airport; Building Activity Records; Activity Reports, Law Enforcement; and Activity Reports, Fire and Emergency Medical Services (EMS)

Records; and Fee Records for records documenting the collection of fees. Minimum retention: 3 years after fee superseded or obsolete.

(5) **Civic Awards:** Series documents awards presented by the agency to honor volunteers or other individuals for civic contributions. Records may include award nominations, award certificates, presentation or ceremony records and visual media, lists of past recipients, and related documentation. **Minimum retention: 6 years.**

Commented [A2]: Previously titled Citizen Awards

(6) **Conference, Seminar, and Training Program Records:** Series documents the design and presentation of training programs and events offered or sponsored by the agency, including conferences, conventions, seminars, training classes, workshops, and similar gatherings. Records may include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related documentation. SEE ALSO: Employee Personnel Records for individual employee training records. **Minimum retention: (a) Class enrollment and attendance records, 2 years; (b) All other records, 5 years.**

Commented [A3]: Covers removed series Seminar and Conference Records; Participant Registration and Attendance Records; Public Education Program and Publications Records; Public Education Program Records, Fire and EMS; and Training Program Records

(7) **Contract, Lease, and Agreement Records:** Series documents the negotiation, execution, completion, and termination of legal agreements between one or more agencies and/or other parties. Records may include the official contracts, leases, intergovernmental or interagency agreements, state agency coordination agreements, data sharing agreements, franchise agreements, amendments, exhibits, addenda, legal records, contract review records, and related documentation. Records do not include property records. **Minimum retention: (a) Records documenting building construction, alterations, or repair, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other records, 6 years after expiration.**

(8) **Correspondence Records:** Series documents communications sent and received by agency personnel which relate to the work of that agency. Records may include letters, memoranda, and electronic communications such as email, instant/direct messages, text messages, and social media. Retention is based on content of communications, not format. Communications pertaining to agency business sent or received on private accounts or devices are considered public records and are subject to retention requirements. Agencies may either retain with associated records per this General Schedule or retain per role-based groupings using methods approved by the State Archives. Communications used only to send copies of documents or duplicate information, conveying short-term logistical data or instructions, or relating to personal matters are not considered Public Records per ORS 192.005 and may be disposed of when no longer needed.

(9) **Customer Accommodation Eligibility Records:** Series documents applications to determine eligibility for fee waivers, reductions, or other accommodations for customers of agency-run services. Records may include Americans with Disabilities Act (ADA) accommodation requests, and income-based or other accommodation program applications. **Minimum retention: 6 years after termination of service or participation of customer in program.**

(10) **Emergency Operations and Management Plans Records:** Series documents the development, implementation, and updating of agency emergency operations and management plans, as required by the federal government as part of a Comprehensive Cooperative Agreement (CCA). Records may include adopted plans, notes, outlines, and related documentation. SEE ALSO: Emergency Response Plans and

Procedures Records. **Minimum retention: (a) Adopted plans, until superseded or obsolete; (b) All other records, 3 years after annual or final expenditure report submitted.**

(11) **Emergency Response Plans and Procedures Records:** Series documents the development, testing, implementation, and updating of agency plans and procedures for operations during and following emergency or disaster. Records may include disaster preparedness and business resumption plans, procedures to follow in response to specific situations, and related documentation. SEE ALSO: Emergency Operations and Management Plans Records; and Emergency and Disaster Incident Records. **Minimum retention: Until superseded or obsolete.**

Commented [A4]: Covers removed series Disaster Preparedness Planning and Recovery Records

(12) **Forms Development Records:** Series documents the development of new or revised forms used by an agency. Records may include sample forms, revisions, form logs/listings, proposals, authorizations, and illustrations. **Minimum retention: Until superseded or obsolete.**

(13) **Internal Policies and Procedures:** Series documents written instructions, manuals, rules, and guidelines on current and past practices for personnel, and other procedures. SEE ALSO: Engineering Project Technical Records; and Safety Program Records. **Minimum retention: (a) Enacted policies or procedures, 2 years after superseded or obsolete; (b) Policy development and planning records, 1 year after final document produced.**

Commented [A5]: Previously titled Policy and Procedure Guidelines and Manuals

(14) **Legislative Tracking Records:** Series documents records monitoring federal or state legislation affecting the agency. Records may include copies of bills, reports, position papers, impact statements, meeting notes, and related documentation. **Minimum retention: 4 years.**

(15) **Lobbyist Records:** Series documents lobbyist and lobbyist employer activities. Records may include expenditure reports, registration statements, termination records, guidelines, and related documentation. **Minimum retention: (a) Expenditure reports, 4 years; (b) All other records, 5 years after last reported lobbyist activity.**

(16) **Mailing Lists:** Series documents lists compiled to facilitate billing, community outreach, and other functions of the agency. **Minimum retention: Until superseded or obsolete.**

(17) **Meeting Records, Governing Body:** Series documents the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.705), including boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, petitions, notes taken by members of the governing body during the meeting, audio and video recordings, and related documentation. SEE ALSO: Meeting Records, Staff; and Board of Commissioners or County Court Meeting Records. **Minimum retention: (a) Minutes (except executive session minutes), agendas, resolutions, packets, indexes, and exhibits (not retained permanently elsewhere in agency records), permanent; (b) Executive session minutes, 10 years; (c) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (d) All other records and exhibits not pertinent to minutes, 5 years.**

Commented [A6]: Covers removed series Alternative Transportation Committee Meeting Records

(18) **Meeting Records, Staff:** Series documents meetings within the agency which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.705). Records may include minutes, notes, virtual meeting chats, reports, and related documentation. **Minimum retention: Until no longer needed.**

Commented [A7]: Retention changed after discussion to better match how these records are used

(19) **Notary Public Journals:** Series documents notarial transactions completed by a notary public employed by a government agency. Agencies may retain journals by agreement with the notary public after their separation from agency employment. Records may include notary journal and agreement. Agencies retaining notary public journals without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction. **Minimum retention: 10 years after last notarial act.**

Commented [A8]: Previously titled Notary Public Log Books

(20) **Ordinance Records:** Series documents legislative action of a Board of Commissioners, County Court, or special district to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. **Minimum retention: Permanent.**

(21) **Organizational Records:** Series documents the arrangement and administrative structure of an agency. Records may include charts, statements, and studies related to the administrative hierarchy, including determination of the merit and feasibility of reorganization. **Minimum retention: 2 years after superseded or obsolete.**

(22) **Passport Transmittal Records:** Series documents the processing of passport applications. Records may include calendars, copies of transmittals sent to the United States Passport Office, and related documentation. **Minimum retention: 1 year.**

(23) **Permit and License Records, Agency-Issued:** Series documents agency review, background investigations, recommendations, and other actions related to permits and licenses issued for various activities. Records may include applications, background investigation reports, permits, licenses, and related documentation. Permit types include those issued for taxi cab drivers, dances, parades, rocket launching, secondhand dealers, alarm system dealers, liquor licenses, keeping livestock, and solicitors. If a specific permitting function is included in another records series under a program or functional area such as public works or public safety in this general schedule, the retention period specified in that program or functional area supersedes the retention period listed in this series. **Minimum retention: 3 years after expiration, revocation, or denial.**

Commented [A9]: Covers removed series Park and Facility Use Permits

(24) **Phone Call Recordings:** Series documents routine recording of agency phone calls used for quality assurance and internal training purposes. **Minimum retention: Until no longer needed.**

(25) **Polygraph Examiners Licensing Records:** Series documents the statutorily required registration of polygraph examiners with the County Clerk. **Minimum retention: 60 years.**

(26) **Press Releases:** Series documents the release of prepared statements, announcements, news conference transcripts, and similar records issued to the news media by the agency. Records may include news releases announcing routine events or actions carried out within the scope of existing agency policies. Some releases may merit inclusion in applicable related record series (e.g., Incident Case Files, Fire Investigation Records, etc.). **Minimum retention: 2 years.**

(27) **Proclamations:** Series documents statements issued by the agency board of commissioners or directors on matters affecting the agency, usually dedications, openings, and other ceremonial occasions. **Minimum retention: (a) Proclamations requested by outside groups or organizations, 1 year; (b) All other proclamations, permanent.**

(28) **Program Accreditation Records:** Series documents the evaluation, certification, and accreditation of an agency program by a nationally or regionally recognized accrediting organization. Records may include self-evaluation reports, reports sent to accrediting organization, statistical records, evaluation reports, final accreditation reports and certifications, and related documentation. Some records in this series may have historic value. **Minimum retention: Current and one previous accreditation cycle.**

(29) **Project Management Records:** Series documents administration of formal projects such as physical infrastructure development, technology implementation, and operational improvement. Records may include project charters, team agreements, risk analyses, stakeholder feedback, project budgets and expenditures, technical documentation, progress reports, and related documentation. Note: Records related to project deliverables are filed with work products. **Minimum retention: 10 years after completion or abandonment of project.**

(30) **Public Notice Records:** Series documents compliance with laws requiring public notice of government activities including assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records may include public or legal notices, certificates, affidavits of publication, and related documentation. SEE ALSO: Competitive Bid and Competitive Proposal Records; and Voters Pamphlet Records. **Minimum retention: 4 years.**

(31) **Public Policy Statements and Directives:** Series documents public-facing positions taken by an agency. Records may include administrative and legislative review, analysis of policy, authorizing bulletins and advisories, mission and goal statements, and final documentation. **Minimum retention: Permanent.**

Commented [A10]: Previously titled Policy Statements and Directives

(32) **Public Records Disclosure Request Records:** Series documents requests to the agency to disclose public records and agency responses to them. Records may include requests for disclosure, request logs, approvals, denials, appeals, District Attorney orders, and related documentation. Note: Copies of records produced in response to requests are not subject to retention requirements and may be disposed of when no longer needed. **Minimum retention: 2 years after last action.**

(33) **Publications:** Series documents published records produced by or for the agency or any of its departments or programs and made available to the public. Records may include newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. **Minimum retention: (a) Records documenting special events or information with long term value, permanent; (b) All other records, until superseded or obsolete.**

Commented [A11]: Covers removed series Library Publications; Public Education Program and Publication Records; and Public Education Publications, Fire and EMS

(34) **Radio System Records:** Series documents an agency's use and maintenance of a radio system. Records may include Federal Communications Commission (FCC) licenses, frequency information, and call sign designations. **Minimum retention: (a) Call sign designations, until superseded or obsolete; (b) FCC licenses, 2 years after expiration; (c) All other records, for the life of the system.**

(35) **Rental and Loan Records:** Series documents the rental or loan of agency-owned facilities or equipment. Records may include applications, calendars, lists, receipts, and related documentation. **Minimum retention: 3 years.**

(36) **Reports and Studies:** Series documents special reports or studies conducted on non-fiscal aspects of an agency's programs, services, or projects, compiled by agency personnel, or by consultants under contract that are not noted elsewhere in this schedule. Records may include final report distributed

either internally or to other entities and the work papers used to compile the report or study. **Minimum retention: 5 years.**

(37) **Requests and Complaints:** Series documents complaints or requests concerning a variety of agency responsibilities. Records may include initially received request or complaint, documentation of internal actions taken, and related documentation. Note: If a specific request or complaint is listed in another records series in this general schedule, that retention period supersedes the retention period listed in this series. **Minimum retention: 2 years after last action.**

(38) **Resolutions:** Series documents formal statements of decisions or expressions of opinions adopted by the agency. SEE ALSO Meeting Records, Governing Body. **Minimum retention: Permanent.**

(39) **Scheduling Records:** Series documents routine employee scheduling activity. Records may include room scheduling records, work schedules and assignments, and desk calendars. **Minimum retention: 1 year.**

Commented [A12]: Combines removed series Work Schedules and Assignments; Calendars and Scheduling Records; and Activity and Room Scheduling Records

(40) **Security and Access Records:** Series documents security provided for agency buildings and grounds, including the issuance of keys and keycards to staff to enable access to buildings and sites. Records may include surveillance records, security logs, sign-in sheets, security reports, incident reports, key inventories, key issue forms, key replacement records, key disposal records, and related documentation. SEE ALSO: Alarm Records; Cybersecurity Records; and Video Surveillance Recordings. **Minimum retention: (a) Access and entry logs, 3 years; (b) Other key and keycard records, 2 years after key is turned in; (c) Records documenting individual employee access rights, 6 months after employee separation or access status changed; (d) All other records, 2 years.**

Commented [A13]: Combines removed series Key and Keycard Records; and Security Records

(41) **Signature Authorization Records:** Series documents the authorization of designated employees to sign official documents. **Minimum retention: 6 years after authorization superseded or expired.**

(42) **Special District Charters:** Series documents constitution, bylaws, and all amendments to agency charters approved by voters or the State Legislature. Records may include original charter, amendments, and related significant records. **Minimum retention: Permanent.**

(43) **Special District Codes:** Series documents codified ordinances passed by a special district and provides reference to all laws for both information and enforcement. **Minimum retention: Permanent.**

(44) **Special Event and Celebration Records:** Series documents agency-sponsored celebrations of special and historic occasions. Records may include studies, planning and promotional records, public attendance and response, major speeches, dedications, publications, reports, and related documentation. SEE ALSO: Special Event Traffic Change Records. **Minimum retention: (a) Records documenting significant aspects of the event, permanent; (b) All other records, 2 years after event.**

(45) **Strategic Planning Records:** Series documents long-range plans and the development of an agency's mission statement and work objectives. Records may include strategic plans, mission statements, work notes, and related documentation. **Minimum retention: 10 years.**

Commented [A14]: Previously titled Planning Records

(46) **Surveys, Polls, and Questionnaires:** Series documents the measurement of public opinion by or for the agency related to various issues, actions, and concerns. Records may include surveys, polls, questionnaires, summaries, abstracts, and related documentation. **Minimum retention: (a) Summary**

reports and abstracts, 3 years; (b) All other records, until summary report is completed or 3 years, whichever is sooner.

(47) **Video Surveillance Recordings:** Series documents the video monitoring of agency operated or public facilities, structures, roads, parking lots, etc. **Minimum retention: (a) Recordings used as evidence in an ongoing criminal investigation or court proceeding, until case reaches final disposition; (b) Recordings used for internal investigations, until investigation closed; (c) All other recordings, 30 days.**

(48) **Visitor Logs:** Series documents visitors to agency buildings. **Minimum retention: 1 year.**

(49) **Waivers of Remonstrance:** Series documents agreements made by private property owners to forgo their rights to remonstrate (oppose/protest) against certain agency actions in exchange for other considerations. **Minimum retention: (a) If waiver has an expiration date, 6 years after expiration date; (b) If waiver carries no expiration date, 6 years after completion of project.**

(50) **Work Order Records:** Series documents requests and authorizations, according to existing contracts or agreements, for needed services and repairs to agency property and equipment. **Minimum retention: 1 year.**

166-150-0010

Airport and Seaport Records

(1) **Airport Certification Records:** Series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Records may include documentation bearing directly on the application for issuance or renewal, agency prepared airport certification manuals, certification specifications, and related documentation. **Minimum retention: (a) Certification manuals or specifications, permanent; (b) All other records, 2 years after expiration.**

(2) **Airport and Seaport Inspection Reports:** Series documents Federal Aviation Administration (FAA) mandated inspections by airport staff, and marine operational inspections. Records may include reports of runway, ramp, and taxiway conditions, fire and reserve facilities, bird hazards, wind indicating devices, standby power systems, weather and tide conditions, and lighting. SEE ALSO: Inspection and Occupancy Records; and Fire and Emergency Medical Services Maps. **Minimum retention: (a) Reports documenting incidents, 2 years; (b) Self-inspection reports not documenting incidents, 1 year; (c) Federal Aviation reports, 5 years; (d) All other reports, 6 months.**

(3) **Airport Law Enforcement Action Records:** Series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. Records may include documentation of discovery of weapons, bomb threats and other acts of terror, and arrests. SEE ALSO: Incident Case Files for records related to actual police reports filed. **Minimum retention: 2 years.**

(4) **Airport Security Program Records:** Series documents the agency airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Records may include a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate information, airport statistics, and related

Commented [A15]: This section was expanded to include records created by sea/marine ports

documentation. **Minimum retention: (a) Program records described in 49 CFR 1542, permanent; (b) All other records, 2 years after superseded or obsolete.**

(5) **Civil Aviation Registers:** Series documents civil airplane registrations as listed by the Federal Aviation Administration to be used for reference by the agency. **Minimum retention: Until superseded or obsolete.**

(6) **Complaint Records, Airport:** Series documents complaints or requests related to noise or other aspects of airport operations. Records may include initially received complaints, documentation of actions taken, and related documentation. **Minimum retention: 2 years after last action.**

(7) **Dredge Placement Records:** Series documents the planning, execution, monitoring, and maintenance of dredge fill placement in order to demonstrate compliance with state and federal permits, ensure environmental protection, and support long-term stewardship of dredge placement sites. Records may include site selection records and environmental assessments, permitting and regulatory compliance documentation, geotechnical evaluations, placement tracking and volume logs, post-placement monitoring and site maintenance records, environmental monitoring data (turbidity, sediment quality, etc.), interagency stakeholder correspondence, and related documentation. SEE ALSO: Real Property Transaction Records for records related to terminal berth dredging. **Minimum retention: 10 years after disposition of placement site property.**

(8) **Maps, Aviation:** Series documents visual, cartographic documentation that aids in airport functioning and issued for reference in the planning process. Records may include maps, plats, charts, field notes, terrain sketches, and related documentation. **Minimum retention: Until superseded or obsolete.**

(9) **Navigational Facilities Maintenance and Operation Reports:** Series documents the maintenance and operation of various types of airport navigational equipment. Records may include meter readings and adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, and related documentation. **Minimum retention: 2 years after equipment permanently removed from service.**

(10) **Noise Compatibility Program Records:** Series documents agency development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Records may include studies, reports, noise exposure and other maps, hearing records, public statements, and related documentation. SEE ALSO: Easements, Recorded; and Easements, Unrecorded. **Minimum retention: (a) Program records described in 14 CFR 150.23, permanent; (b) All other records, 5 years after program approved.**

(11) **Notice To Air Mission (NOTAM) Reports:** Series documents the notification of air carriers as to changes in airport conditions. Records may include NOTAM forms, logs of date and time of issue, messages from airport manager, and related documentation. **Minimum retention: 1 year after notice expired.**

166-150-0015

Assessment and Taxation Records

(1) **Additional Tax Due and Valuation Notices:** Series documents notification of property owners of disqualification of specially assessed property or errors made in the valuation process. **Minimum retention: 3 years after entered on tax roll.**

(2) **Annual Tax Certification Records:** Series documents certified levies to be collected for each taxing district which was placed on the tax roll and is filed with the County Clerk. Records may include summaries of taxes levied by property type and levy type. **Minimum retention: 6 years.**

(3) **Appraisal Records:** Series documents land and building appraisals, including all elements used to determine the value of the property. Records may include inventories of property identification number and legal description, inventories of owner name and address, diagram cards, appraisal activity logs, documentation of current and historical value, remarks, sales and building permit histories, roll value histories, sketch notes, appeal histories, construction details, improvement valuations, land valuations, and special use valuations. **Minimum retention: 12 years.**

(4) **Assessment and Tax Roll:** Series documents official record of assessments, tax levied, and changes to the tax roll on all properties. May also include additional tax rolls previously maintained for deferred homesteads, yield tax, reforestation, additional tax on timber, and others. **Minimum retention: (a) Years through 1905, permanent; (b) Fiscal Years ending in 0 and 5 after 1905, permanent; (c) Fiscal Years 1906 and later (except years ending in 0 and 5), 50 years.**

(5) **Assessment Appeal Records:** Series documents notification to the Assessor that a property owner disagrees with the assessed value of the property. Records may include Property Value Appeals Board, Department of Revenue, or tax magistrate petitions and orders, as well as correspondence relating to the appeal. Original petition, evidence, and order are filed with the County Clerk or the Oregon Department of Revenue. **Minimum retention: 2 years.**

(6) **Assessment Rolls:** Series documents real and personal property values as established by May 1 of each calendar year, used to generate taxes in the following tax year. These records were created prior to the legislative change combining the assessment and tax rolls. **Minimum retention: If Tax Rolls do not exist for the below-specified time periods, or if the tax and appraisal function is documented in one record for a particular time period, use the following: (a) Years through 1905, permanent; (b) Fiscal Years ending in 0 and 5 after 1905, permanent; (c) Fiscal Years 1906 and later (except years ending in 0 and 5), 50 years; (d) If separate Tax Rolls exist for the above specified time periods, 6 years.**

(7) **Assessor's Maps:** Series documents cartographic records produced and maintained by the Assessor, outlining the boundaries of each land parcel subject to separate assessment within the county. In addition to cartographic information, records may include documentation of a parcel's tax lot or account numbers, code area boundaries, and the assigned code area numbers. **Minimum retention: Until superseded or obsolete.**

(8) **Bankruptcy Records:** Series documents the actions of U.S. Bankruptcy Courts as it pertains to the assessing and collecting of property taxes. Records may include notification from the court, request for relief of automatic stay, reorganization and payment plans, discharges, and related documentation. **Minimum retention: 2 years after case closed.**

(9) **Disqualified Tax Payments:** Series documents the collection of taxes for properties that have been disqualified as having a special assessment. **Minimum retention: 7 years.**

(10) **Exemption Claims:** Series documents applications by war veterans or veteran's widows and qualifying exempt organizations for total or partial property tax exemption. Records may include applications, marriage licenses, death certificates, military service discharge records, by-laws, rental agreements, and related documentation. **Minimum retention: 2 years after superseded or exemption disqualified.**

(11) **Foreclosure Records:** Series documents the actions of the Tax Collector during foreclosure and redemption of real property. Records may include declarations of delinquency, notifications to property owner and lien holders, official publication lists, applications for final judgment and decree, final judgment and decree, record of lien holders, redemption certificates, deeds of foreclosed property, and related documentation. **Minimum retention: 6 years after property deeded to county or redeemed by recorded interest holder.**

(12) **Homeowner's Property Tax Relief Records:** Series documents applications for property tax reduction based on legislatively mandated amounts distributed through the Oregon Department of Revenue. Records may include applications; and adjustment, fund transfer, denial, and disqualification records. **Minimum retention: 2 years.**

(13) **Journal Vouchers-Roll Changes:** Series documents Assessor's copy of request to Tax Collector to change or correct the tax roll in counties where separate records are maintained. Records may include vouchers, opinions and orders from the Oregon Department of Revenue, Property Value Appeals Board orders, and tax court and supreme court orders. **Minimum retention: 6 years, or until real property tax rolls of the year affected by the voucher have been foreclosed and the foreclosed property deeded to the agency.**

(14) **Manufactured Structure Transfer Records:** Series documents the change in ownership or transportation to a new location of a manufactured structure. Records may include Certificates of Taxes, Trip Permits, and related documentation. **Minimum retention: 2 years.**

(15) **Personal Property Delinquent Tax Records:** Series documents notification by individual correspondence or official publication to property owner of intent to issue a judgment lien on personal property for non-payment of taxes. Also used to record or release lien against owner of property on tax roll. Lien is recorded and retained by the County Clerk. **Minimum retention: 2 years after the associated liens are issued.**

(16) **Personal Property Returns:** Series documents the value of all business machinery and equipment within the county to determine the valuation of personal property for taxing purposes. **Minimum retention: 6 years.**

(17) **Pre-Partition Tax Assessment Records:** Series documents payment of taxes on properties prior to the partition/subdivision development. Records may include parcel description and documentation of payment. **Minimum retention: 2 years.**

Commented [A16]: Previously titled Partition Plats and Subdivision Plats

(18) **Ratio Studies:** Series documents updates to appraisal values between reappraisals of property. Records may include sales data cards, sales verifications, sales ratio report, and related documentation. **Minimum retention: 6 years.**

(19) **Refund Records:** Series documents the overpayment of taxes and subsequent notification and refund of overpayment. **Minimum retention: 6 years.**

(20) **Revenue (Department of) Reports:** Series documents reports sent to the Department of Revenue summarizing information placed on the tax roll and providing detail of expenditures supporting reimbursement for operational expenses. Records may include Summary of Assessments and Levies (SAL) Report, Property Tax Program Grant Document Detail Report, and Tax Collection Year-End Report. **Minimum retention: 6 years.**

(21) **Special Valuation Applications:** Series documents requests for special assessment of properties on the basis of special use, including forest land, farmland, historic properties, enterprise zones, and single family residences in commercial zones. Records may include applications and worksheets, farm income documentation, historic designation documentation, and assessments of real market value (RMV) of property. **Minimum retention: 6 years after disqualified.**

(22) **Tax Assessment Deferral Records:** Series documents various types of tax assessment deferrals. Records may include applications, deferral claims, statements, financial documents, and other documentary proof showing satisfaction of requirements. **Minimum retention: (a) Senior and Disabled Citizens Tax Deferral Applications, 2 years after disqualified or lien satisfied; (b) All other records, 3 years after final payment.**

(23) **Tax Collection and Distribution Records:** Series documents summary of taxes collected and distributed. **Minimum retention: (a) Percentage Distribution Schedule, 25 years; (b) All other records, 3 years.**

(24) **Tax Lot Cards:** Series documents official descriptions of real property used to track land ownership and lot size and may also serve as a deed reference. **Minimum retention: Permanent.**

(25) **Tax Payment Records:** Series documents individual payments made by taxpayers on an account. **Minimum retention: 7 years.**

(26) **Tax Statement Requests:** Series documents authorization for lender to pay property taxes on individual properties. **Minimum retention: 2 years.**

(27) **Tax Turnover Records:** Series documents amounts paid to each taxing district based on the Tax Collection and Distribution schedule calculated by the Tax Collector. **Minimum retention: 6 years.**

(28) **Taxing District Records:** Series documents notification to the Assessor from city, fire, school, and other special districts to levy taxes. Records may include notifications from districts to levy taxes, categorizations of levies, resolutions from governing body to levy taxes, detail budgets, public notices, tax rate computation sheets, and other records used or created by the Assessor in calculating the tax rates. **Minimum retention: (a) Notice of Property Tax Levy and Certification of Categorization, 6 years; (b) All other records, 2 years.**

(1) **Building Board of Appeals Records:** Series documents appeals to decisions made by agency staff regarding alternate building materials or methods of construction. Records may include staff reports, applications to appeal, minutes, exhibits, and related documentation. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records), permanent; (b) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (c) All other records and exhibits not pertinent to minutes, 5 years.**

(2) **Building Code Compliance and Violation Records:** Series documents violations of building, electrical, sign, heating, plumbing, and related codes. Series also includes vacant property registration for jurisdictions that require it. Records may include notices of infractions, summons, complaints, compliance agreements, logs, and related documentation. SEE ALSO: Ordinance Violation Records (Code Enforcement). **Minimum retention: (a) Vacant Property Registration Forms, 2 years; (b) All other records, 10 years after last action.**

(3) **Building Inspection Records:** Series documents on-site, or virtual, visits by inspectors. Records may include inspection reports and comments noted as construction progresses. **Minimum retention: (a) Final inspections, for the life of the structure; (b) All other inspections, 2 years.**

(4) **Building Permit Applications:** Series documents applications from property owners to erect new structures, including signs, or make structural modifications to existing ones. **Minimum retention: (a) If permit issued, 2 years; (b) If no permit issued, 180 days.**

(5) **Building Permits:** Series documents authority granted to property owners to erect new structures, including signs, or make structural modifications to existing ones. **Minimum retention: (a) Permits for completed structures, for the life of the structure; (b) Demolition permits, 10 years after demolition; (c) All other permits, 2 years after revoked or expired.**

(6) **Building Plans, Nonresidential:** Series documents materials submitted by building contractors or owners applying for a permit to build commercial, industrial, or apartment structures. Records may include blueprints, drawings, and specifications (including CAD), as well as records related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If permit issued and structure completed, 5 years after substantial completion [as defined by ORS 12.135]; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit expired, 180 days after expiration date.**

(7) **Building Plans, Publicly-Owned Structures:** Series documents materials submitted by building contractors or government agencies applying for a permit to construct government buildings. Records may include blueprints, drawings, and specifications (including CAD), as well as records related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If permit issued and structure completed, for the life of the structure; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit expired, 180 days after expiration date.**

(8) **Building Plans, Residential:** Series documents materials submitted by building contractors or owners applying for a permit to build residential structures. Records may include blueprints, drawings, and specifications (including CAD), as well as records related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If**

Commented [A17]: Shortened to 5 years after RAC discussion and after review of statute citation (ORS 12.135.3.B refers to a time period in which a person can claim damages against a builder, etc.- within 10 years). This shouldn't be our understanding force the city or county to retain their copy for that long, as that interaction doesn't involve them

permit issued and structure completed, 2 years after substantial completion [as defined by ORS 12.135]; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit expired, 180 days after expiration date.

(9) **Certificates of Occupancy:** Series contains certificates documenting compliance with the minimum standards set by state and local laws for structures. **Minimum retention: Life of the structure.**

(10) **Unsafe Building Records:** Series documents the demolition, boarding, or other actions related to structures determined to be unsafe, including structures determined to be unsafe due to the manufacture of illegal drugs. Records may include documentation of related repairs or actions to remedy deficiencies, complaints, building inspection reports, letters to property owners, demolition documents, visual media, copies of contracts and payment records, and related documentation. **Minimum retention: 5 years after final action.**

166-150-0030 Counsel Records

(1) **Civil and Criminal Case Files:** Series documents civil and criminal cases filed by or against the agency, and prosecution of criminal cases by district attorney's office. Records may include complaints, summons, investigations, citations, law enforcement reports, driving records, subpoenas, motions, pleadings, judgments, and related documentation. SEE ALSO: Liability Claim Records. **Minimum Retention: 10 years after case closed, dismissed, or date of last action.**

Commented [A18]: Combines removed series Civil Case Files; and Criminal Case Files, Attorney

(2) **Dispute Resolution Records:** Series documents personnel disputes resolved through mediation or arbitration instead of pursuing action through the court system. Records may include pleadings, investigation reports, dispositions, and related documentation. SEE ALSO: Personnel Records section. **Minimum retention: 3 years.**

(3) **Land Use Board of Appeals (LUBA) Case Files:** Series documents land use decisions made by the agency that have been appealed to and reviewed by the Land Use Board of Appeals. Records may include staff reports, land use orders, pleadings, briefs, and related documentation. SEE ALSO: Board of Commissioners or County Court Meeting Records. **Minimum retention: 10 years after final decision.**

(4) **Legal Opinions:** Series documents opinions and /or interpretations issued by agency counsel to elected officials, bureaus, commissions, other agencies or bodies, and internal departments. **Minimum retention: (a) Formal opinions, permanent; (b) Informal opinions, 10 years.**

(5) **Tort Claim Records:** Series documents notices given to the agency of potential suits against it, and the agency response to such notices. Note: ORS 30.275 defines limitations and time frames required for tort claims and actions surrounding them. **Minimum retention: 3 years after claim closed.**

(6) **Victim/Witness Assistance Program Records:** Series documents the administration of victim/witness assistance programs. Records may include reports, activity logs, expense statements, records documenting state action, and related documentation. **Minimum retention: 5 years.**

166-150-0035 County Clerk — Elections Records

(1) **Absentee Ballot Requests:** Series documents a citizen's request for a ballot to be sent to them for the purpose of voting, or to change their current status as an absentee voter. **Minimum retention: 1 year.**

(2) **Certified Election Results:** Series documents election results for General, Primary, Emergency, Recall, and Special Elections. **Minimum retention: Permanent.**

Commented [A19]: Previously titled Abstract of Votes (Record of Elections) because the certified results are just the abstract but with the signature/seal of the elections official affixed. Since it is the certified copy that is required to be kept, the series title was changed.

(3) **Contribution and Expenditure Reports:** Series documents contributions and expenditures by candidates or political action committees. Records may include statements of organization and receipts for expenditures. The Secretary of State Elections Division maintains the statewide record copy of Statements of Organization. **Minimum retention: (a) Statements of Organization, 6 years; (b) All other records, 4 years after the date required to file update reports.**

(4) **Election Filings (Candidates and Referrals):** Series documents filings by a candidate or governing body for primary, general, emergency, and special elections. Records may include petitions of nomination, declarations of candidacy, certifications of nomination, certificates of election, notices of measure election, and withdrawals of candidates. **Minimum retention: 4 years.**

(5) **Election Legal Notices and Publications:** Series documents required pre-election legal notices by the County Clerk. Records may include publication of ballot title and notice of election. **Minimum retention: 4 years.**

(6) **Election Preparation Records:** (SEE Vote by Mail Records)

(7) **Election Security Plan:** Series documents the clerk's compliance with ORS 254.074 in which they clearly outline, in writing, the county's procedures for ensuring a secure elections process. **Minimum retention: 5 years.**

(8) **Initiative, Referendum, and Recall Records:** Series documents the initiative, referendum, and recall process by which voters propose laws and amendments to the State Constitution, refer an act of the Legislature or other governing body to a vote of the electorate, or recall a public official. Records may include petitions, measure information, signature sheets, signature verification records, text of proposed law, amendment, or response from public official. **Minimum retention: (a) Initiative & Referendum Signature Sheets with a copy of the county or district measure, 6 years after election if measure is approved, as defined by ORS 250.235 & 255.205; (b) Signature sheets if measure is not approved, 90 days after election or 90 days after signature submission deadline if insufficient to qualify to the ballot; (c) Initiative & Referendum copy of county or district measure, if measure is approved, permanent; (d) Initiative & Referendum copy of county or district measure, if measure not approved, 4 years after election date; (e) Recall Petition Records, 4 years after election.**

(9) **Poll Books, Pre-1931:** Series documents issuance of ballots to eligible voters in an election. Records may include oaths of Election Board members and certificates of registration. **Minimum retention: Permanent.**

(10) **Registration List Authorizations:** Series documents the request and authorization for transmittal of voter registration information to citizens. Record consists of request and authorization for list of electors for a particular political boundary. **Minimum retention: 2 years.**

(11) **Secretary of State Reports:** Series documents required reports to the Office of the Secretary of State summarizing election registration, participation, and costs. Records may include Special District Election Reports, Election Equipment Amortization Worksheets, Average Ballots Cast Worksheets, Allocated Cost Worksheets, and Local Elections Billing Worksheets. **Minimum retention: 2 years.**

(12) **Vote by Mail Records:** Series documents the preparation and administration of elections conducted by mail. Records may include counted, duplicated, rejected, and defective ballots; returned signed, non-deliverable, and secrecy envelopes; and other documents used to prepare, administer, and abstract elections conducted by mail. **Minimum retention: (a) Counted, duplicated, rejected, and defective ballots, 2 years after election; (b) Unused ballots, 45 days after the election regardless of federal/nonfederal candidates; (c) Returned signed envelopes, 2 years after the election regardless of federal/nonfederal candidates; (d) Secrecy and non-deliverable envelopes, 60 days after the last day to contest the election for all elections regardless of federal/nonfederal candidates; (e) All other records used to prepare, administer, and abstract elections conducted by mail, 2 years after the election to which they relate.**

(13) **Voter Identification Records:** Series documents verification of the identity and residence of a person registering to vote. Records may include copies of photo identification, utility bills, bank statements, or other documentation showing current residence. **Minimum retention: Until verified by county elections official.**

Commented [A20]: Previously titled Help America Vote Act Identification Records

(14) **Voter Registration Records:** Series documents the registration or cancellation of registration of eligible voters or the cancellation of confidential voter status. Records may also include records canceling or making inactive voter registration such as the notice of deceased list from Secretary of State, notice of change of address from Department of Motor Vehicles, U.S. Postal Service notice, and related correspondence (ORS 247.580). **Minimum retention: (a) Voter Registration Cards and all other records scanned into Oregon Centralized Voter Registration system (OCVR), destroy after entered into OCVR; (b) All other records, 2 years.**

(15) **Voters Pamphlet Records:** Series documents the compilation, publication, and distribution of the County Voters' Pamphlet for primary, general, and statewide special elections. **Minimum retention: (a) 1 copy of Voter Pamphlet, permanent; (b) Pamphlet preparation records, 4 years after election.**

166-150-0040

County Clerk — General Records

(1) **Budgets (Taxing Districts):** Series documents budgets required to be filed by taxing districts within the county for the purpose of making them available for public inspection. Records may include budget overview, budget policies, organization charts, budget detail reports, and summary schedules. SEE ALSO: Budgets (Adopted) Records. **Minimum retention: (a) County budget, permanent; (b) Other taxing district budgets, 2 years.**

(2) **County Charter:** Series documents the constitution, bylaws, and all amendments to agency charters approved by voters or the State Legislature. Records may include original charter, amendments, and related records. **Minimum retention: Permanent.**

(3) **County Code:** Series documents codified ordinances passed by the county. **Minimum retention: Permanent.**

(4) **Declaration of Oregon Registered Domestic Partnership Records:** Series documents declaration of Oregon registered domestic partnerships. Records may include (Oregon Public Health Division, Center for Health Statistics) Record of Domestic Partnership and related documentation. **Minimum retention: Permanent.**

(5) **Deed Instruments, Recorded:** Series documents conveyance or encumbrance of an interest in real property. Records may include deeds; condominiums, plats, and partition plats; leases, contracts, easements, covenants, conditions, restrictions, options, and affidavits. SEE ALSO: Deed Instruments, Unrecorded; and Deeds to Agency-Owned Land. **Minimum retention: Permanent.**

(6) **Easements, Recorded:** Series documents recorded grants by property owners to the agency for use of private property for public uses. Records may include maps or other exhibits. SEE ALSO: Easements, Unrecorded; and Temporary Access/Construction Easement Records. **Minimum retention: Permanent.**

(7) **Fee Records:** Series documents billing and collection of fees or assessments for instruments received for recording. SEE ALSO: Billing Rate Establishment Records. **Minimum retention: 3 years.**

(8) **Filed but Not Recorded Records:** Series documents records that are required to be filed but not recorded with the county clerk. Records may include quarantine orders, lost property notices, affidavits of publication, failed or rejected petitions, meeting notices, and hearing notices. **Minimum retention: 2 years.**

(9) **General Index (Direct and Indirect):** Series documents the statutory requirement to create a direct and indirect index of recorded instruments at least once per year. **Minimum retention: Permanent.**

(10) **Lien Instruments:** Series documents orders or warrants assessing a civil penalty issued by state or federal agencies or others. Records may include other liens such as construction liens, chattel liens, and hospital liens which may not be included in the County Clerk Lien Record. **Minimum retention: (a) County Clerk Lien Record, permanent; (b) Other Statutory Lien Records, 10 years.**

(11) **Marriage Records:** Series documents licenses issued and solemnization of marriages. Records may include (Oregon Public Health Division, Center for Health Statistics) Record of Marriage, Consent to the Marriage of a Minor, Affidavit that there is no Parent or Guardian in Oregon, Waiver of Waiting Period, and related documentation. Also may include the copy of the marriage license if the County Clerk performed the ceremony. **Minimum retention: Permanent.**

(12) **Miscellaneous Recordings (Not Authorized by Statute):** Series documents recordings of various instruments not authorized by statute. Examples of records currently filed in this series include: not notarized earnest money agreements, personal documents, legal instruments, and other miscellaneous writings. **Minimum retention: (a) Records created prior to 1965, permanent; (b) All other records, 10 years.**

(13) **Mortgage Instruments:** Series documents conveyance of lands to secure the payment of a debt. Records may include mortgages, trust deeds, weatherization liens, senior citizen tax deferrals, Uniform Commercial Code (UCC) filings, and related documentation. **Minimum retention: Permanent.**

(14) **Municipal Corporation Claims:** Series documents description of property in which a municipal corporation claims assessment liens for local improvement. **Minimum retention: 6 years after satisfaction.**

(15) **Oaths of Office:** Series contains signed oaths taken by various elected and appointed officials before discharging duties of office. **Minimum retention: 6 years after most recent oath expired.**

(16) **Orders:** Series documents orders issued by the agency. Records may include provisions of county code, adoption or amendment of rules, declarations, and executive orders. **Minimum retention: Permanent.**

(17) **Property or Goods Finders Records:** Series documents requirement that a person who finds money or goods valued at \$250 or more must give notice in writing to the County Clerk. **Minimum retention: 2 years.**

(18) **Property Value Appeals Board Meeting Records:** Series documents the proceedings of the Property Value Appeals Board (formerly the Board of Property Tax Appeals). Records may include copies of appointment orders, oaths of office, verifications of training, delegations of legal counsel, affidavits of publication, records of appointment of board appraisers, agendas, presented evidence, authorizations to represent, defective petition notices, copy of hearing notice mailed to petitioner, recommendations and orders made by the board, and meeting minutes. **Minimum retention: 6 years.**

(19) **Public Recordings (Authorized by Statute):** Series documents recordings of various instruments authorized by statute for the purpose of making a public record. This series may be referred to as the Book of Records. **Minimum retention: Permanent.**

(20) **Records Management Records:** Series documents the authorized retention, scheduling, inventory, and disposition of agency public records. Records may include records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and related documentation. **Minimum retention: (a) Destruction records, 25 years; (b) Index/Finding aid records, until superseded or obsolete; (c) Filing System records, 5 years after superseded or abolished; (d) All other records, 5 years after superseded or obsolete.**

(21) **Special District Records:** Series documents the formation, merger, operation, and dissolution of special districts within the county. Records may include ordinances, orders, formation records, annexations, maps, petitions, and assessments required to be filed in the Office of County Clerk. **Minimum retention: Permanent.**

(22) **Undeliverable Recorded Instruments:** Series documents recordings returned as undeliverable. **Minimum retention: 1 year.**

166-150-0045

County Court and Commissioners Records

(1) **Annexation Records:** Series documents the annexation of areas into boundaries. Records may include staff reports, petitions, service district withdrawal records, surveys, boundary commission

recommendations and judgments, census reports, franchise notices, maps, and related documentation.

Minimum retention: Permanent.

(2) **Board of Commissioners or County Court Meeting Records:** Series documents the official proceedings of regularly scheduled, special, executive session, and emergency meetings of the governing body. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, petitions, notes taken by members of the governing body during the meeting, audio and video recordings, and related documentation. **Minimum retention: (a) Minutes (except executive session minutes), agendas, resolutions, packets, indexes, and exhibits (not retained permanently elsewhere in agency records), permanent; (b) Executive session minutes, 10 years; (c) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (d) All other records and exhibits not pertinent to minutes, 5 years.**

166-150-0050

County Fair Records

(1) **Annual Fair Advertising and Promotion Records:** Series documents the preparation and production of promotional materials, advertising campaigns, and public relations efforts for the annual County Fair. Series also documents categories of exhibit competitions, entry requirements, and prizes offered for 4-H and Open Class exhibits. Records may include fair programs, exhibitor's handbooks (premium books), schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, audio and video recordings, story scripts, posters, brochures, flyers, and related documentation. **Minimum retention: (a) Fair programs and exhibitor's handbooks (premium books), permanent; (b) All other records: 2 years.**

(2) **Commercial Vendor Records:** Series documents vendor reservations for exhibit booth space at the County Fair. Records may include reservation forms, cash receipts, and exhibitor rosters. **Minimum retention: 4 years.**

(3) **Communications Equipment Licensing Records:** Series documents Federal Communications Commission (FCC) authorization for the County Fair to operate a radio station and use radio frequencies. Records may include radio station applications and licenses, frequency coordination requests, vendor brochures, radio warranties, and related documentation. **Minimum retention: 1 year after permit expires.**

(4) **Exhibit Entry, Judging, and Award Records:** Series documents all activities related to judging and awards for adult, 4-H and Future Farmers of America (FFA), and open class County Fair exhibits. Records may include press releases, entry forms, entrant rosters, judging sheets, award listings, brochures, booth duty schedules, questionnaires, photographs, news clippings, and related documentation. Records may also include receipts for fees received and awards paid. **Minimum retention: 4 years.**

(5) **Exit Polls and Post-Fair Survey Records:** Series documents research and development of marketing and planning strategies. Records may include polls and surveys, objective statements, methodology documents, sampling variability, summaries, exit poll analysis, tables, and graphs. **Minimum retention: 5 years.**

(6) **Fairgrounds Development Records:** Series documents the development of the County Fairgrounds and physical facilities. Records may include drawings, blueprints, maps, permits, contracts, deeds, real estate appraisals, studies and reports, budget reports, long-range development plans, warranties, photographs, and related documentation. **Minimum retention: Permanent.**

(7) **First Aid Reports:** Series documents first aid treatment of fairgoers, employees, exhibitors, vendors, or others, and may be used to report to the county or other parties. Series does not cover workers' compensation claims and related records. **Minimum retention: 2 years.**

(8) **Gambling Winnings Statements:** Series documents reports to Internal Revenue Service (IRS) gambling winners and amounts paid by the County Fair on horse racing bets. Records may include statements (IRS W-2G) and transmittal forms (IRS 1096). **Minimum retention: 4 years.**

(9) **Miscellaneous Fairgrounds Event Files:** Series documents various events at the fairgrounds which are not documented in other record series. Records may include calendars of events, minor repair and construction projects records, security and law enforcement plans, camping regulations, minor personal injury or property damage reports, and related documentation. **Minimum retention: 6 years after event.**

(10) **Non-Fair Event Records:** Series documents planning and preparation for non-fair events at county fair facilities. Records may include ticket distribution/sales, contracts and agreements, and related documentation. **Minimum retention: 6 years after event occurs or is cancelled.**

166-150-0055

County Health — Developmental Disabilities Records

(1) **Adult Foster Home Provider Records:** Series documents the administration of a system of adult foster homes which provide care for developmentally disabled clients in residential settings. Series may include records such as license applications, inspection reports, fire drill records, facility information, references, progress notes, meeting notes, financial records, annual license evaluation, annual agreement or contract, a copy of the annual license, and related documentation. **Minimum retention: 6 years after expiration of contract or agreement.**

(2) **Developmental Disabilities Intake Reports:** Series documents the initial contact with a potential client in order to determine if the person is eligible for developmental disability programs. Records may include information sheets; applications; signed release forms for other records such as school records, psychological reports, social security, and skill assessments; progress notes; letters of decision; and appeals of the decision. If the person is eligible for service, the intake report file becomes part of the Developmental Disabilities Service Records. **Minimum retention: (a) If eligible for DD programs, transfer to Developmental Disabilities Service Records; (b) All other cases, 10 years.**

(3) **Developmental Disabilities Service Records:** Series documents services provided to persons with developmental disabilities, including intake and case management, crisis services, and family support services. Services such as residential, vocational, and transportation services may be contracted out. Records may include applications for service, referrals, progress notes, medical records, individual service plans (ISP), diagnostic and evaluation results, and financial and legal records. **Minimum**

retention: (a) Individual Service Plans, 10 years; (b) All other records if death date is known, 7 years after date of death; (c) All other records if death date is unknown, 70 years.

(4) Family Support Records: Series documents the screening of applications for financial aid to support the families of clients in developmental disability programs. Records may include the application and other records including progress notes, financial information, family assessment, and treatment and support plans. **Minimum retention: 5 years.**

(5) Protective Service Reports: Series documents investigations of clients over the age of 18 and enrolled in developmental disability programs who are suspected of having received physical or sexual abuse. Records may include investigation reports, police reports, and interview notes. **Minimum retention: (a) Interview notes for substantiated criminal findings, 10 years; (b) Interview notes for unsubstantiated findings, 3 years; (c) Reports, 20 years.**

166-150-0060

County Health — Mental Health Records

(1) Mental Health Reports: Series documents internal reviews conducted by mental health services providers to document their activities. Records may include reports concerning quality assurance reviews and random reviews of cases to ensure compliance with federal regulations or staffing reviews of serious incidents, such as the death of a client. **Minimum retention: 5 years after last service or until 21st birthday, whichever is longer.**

(2) Mental Health Service Records: Series documents the diagnosis and treatment services provided to children, adults, or families with emotional challenges or mental illness. Services provided may include outpatient treatment and residential services, crisis services, and coordination of regional and local inpatient services including commitment and discharge. Records may include records such as a history of previous service; referrals; testing and evaluation reports; treatment plans; progress notes; enrollment, fee, and billing records; legal records; permission to treat; medical assessment including laboratory and other tests, emergency room services, and medication and prescription records; school reports; and related documentation **Minimum retention: 10 years after last service or until 21st birthday, whichever is longer.**

166-150-0065

County Health — Public/Community Health Records

(1) Alcohol and Drug Service Records: Series documents services provided to clients in alcohol and drug treatment programs, including residential treatment and care, outpatient services, detoxification, DUII (Driving Under the Influence of Intoxicants) education and treatment, sex offender treatment, methadone treatment, and other services. Records may include clinical records or patient files including assessment records, treatment plans, progress notes, treatment reviews, termination reports, and medical records. **Minimum retention: 6 years after last service or until 21st birthday, whichever is longer.**

(2) **Board of Health Reports:** Series documents the activities of the county health departments such as public or community health, mental health, environmental health, family mediation, alcohol and drug, developmental disabilities, deputy medical examiner, and fiscal administration. Records may include semi-annual reports to the County Board of Health prepared by the various departments including summarizations of department activities and concerns, as well as reports on special topics such as AIDS and other issues. Reports may be sent to the Board of County Commissioners. **Minimum retention: (a) Reports filed with County Commissioners, 10 years; (b) Reports not filed with County Commissioners, permanent.**

(3) **Car Seat Rental Service Records:** Series documents the rental of car seats for infants and young children. **Minimum retention: (a) If car seat returned, until return of car seat; (b) If car seat is not returned, 5 years.**

(4) **Communicable Disease Intake Reports:** Series documents persons with communicable diseases such as sexually transmitted diseases, HIV, tuberculosis, food-borne diseases, and others. Information from this intake report may be transferred to the investigation report or the intake report may be attached to the investigation report. **Minimum retention: 1 year.**

(5) **Communicable Disease Investigation Reports:** Series documents investigations into reports of communicable diseases. **Minimum retention: 5 years.**

(6) **Communicable Disease Logs:** Series documents communicable diseases by providing a summary of information taken from the intake report. **Minimum retention: 5 years.**

(7) **Complaint Correspondence Records:** Series documents formal and informal complaints involving extended investigation and/or litigation concerning environmental health issues, staff or division policies, or other perceived health problems in the community. Records may include letters, memoranda, hearing transcripts, Board of County Commissioner minutes, and other records which document or add significant information to the complaint. **Minimum retention: 10 years after resolution.**

(8) **Health Insurance Portability and Accountability Act (HIPAA) Disclosure Notice Records:** Series documents notification to clients about the agency's practices regarding client medical records and information under HIPAA. Records may include notification forms and related documentation. **Minimum retention: 6 years after last service.**

(9) **HIV Test Records:** Series documents the results of anonymous or confidential HIV tests. **Minimum retention: 2 years.**

(10) **Immunization and Injection Records:** Series documents immunizations received by infants, children, and adults from county health services. **Minimum retention: (a) Immunization records, 10 years; (b) ITARS records [ended circa 2000], 25 years from date of last service; (c) All other records, 6 years after last service or until 21st birthday, whichever is longer.**

(11) **Immunization Authorization Records:** Series documents authorizations and parental/guardian consent for children and other patients to receive immunizations. **Minimum retention: 10 years.**

(12) **Interpreter Service Records:** Series documents the scheduling of interpreters for needed county truancy departments and the services provided for payment purposes. Records may include interpreter

scheduling and request forms, on-call invoices, timesheets, and related documentation. **Minimum retention: 2 years.**

(13) **Laboratory Log Records:** Series documents laboratory tests performed for patients such as hematocrits, urinalysis, GC cultures, wet mounts, serologies, blood typing and Rh factor, and pregnancy tests. Records may include documentation of completion of the test, test results, and related documentation. **Minimum retention: 2 years.**

(14) **Maternal-Child Health (Children and Family) Service Referral Reports:** Series documents referrals involving maternal-child health concerns from other providers, such as physicians or hospitals. If services are provided to the patient, the referral report becomes part of the Public Health Service Records. **Minimum retention: (a) If services provided, transfer to Public Health Service Records; (b) All other cases, 2 years.**

(15) **Medicaid Financial Screening Records:** Series documents the screening of clients who appear eligible for Medicaid for a final eligibility determination by Oregon Department of Human Services (ODHS). Records may include Medicaid Financial Screening Form, lists of clients, ODHS forms, narrative notes completed by screeners, private insurance records, and automobile accident injury histories. **Minimum retention: 2 years.**

(16) **Medical Examiner Case Files:** Series documents investigations into deaths by the county medical examiner, coroner, or other designated official. Series contains records on any deceased person that requires medical examiner involvement. Records include the autopsy report and the medical examiner's report. Records may also include police reports, family interviews, personal identification, and disposition of unclaimed funds. **Minimum retention: (a) Pre-1965 Coroner's Reports, permanent; (b) Post-1965 case files, 25 years; (c) No case file developed, 5 years.**

(17) **Pharmacy Log Records:** Series documents the dispensing or issuing of pharmaceutical medications. **Minimum retention: 3 years.**

(18) **Public Health Service Index (Master Patient Index) Cards:** Series documents patients served and the services provided to them. Separate indexes may be kept for different programs. **Minimum retention: 25 years after date of last service.**

(19) **Public Health Service Records:** Series documents the services given to patients in specialized programs such as the Women, Infants, and Children (WIC) nutrition program; clinical services (including tuberculosis, HIV, sexually transmitted diseases, hepatitis, and immunizations); dental services; sero-wellness; family planning and pregnancy testing; car-seat rental; maternal-child health nursing services concerning high risk pregnancies, high risk infants, or young children with major health problems or disabilities; and public health field nursing services. Records may include reports; professional notations; laboratory reports; treatment and x-ray authorizations; releases of information; clinical or medical records, progress notes, and records of visits; and related documentation. **Minimum retention: (a) Outpatient physical therapy and speech-language pathology service records, 6 years after last service or until 21st birthday, whichever is longer; (b) Dental patient records, 7 years after last service; (c) All other outpatient service records, 6 years after last service; (d) Counties participating in the Medicare Advantage Program, all records 10 years after contract expires (42 CFR 422.504).**

(20) **Sero-Positive Wellness Program Charts:** Series documents the services and treatment provided to people with HIV. Records may include charts documenting service and treatment, laboratory results, work plans, and related documentation. The records may be transferred to the Oregon Public Health Division upon closure, or they may become part of the patient's clinical file in the Public Health Service Records. **Minimum retention: 6 years after last service.**

(21) **Sexually Transmitted Disease Epidemiological Reports:** Series documents the investigation into sexually transmitted diseases. Records include The Confidential Sexually Transmitted Disease Case Report, copies of which may be forwarded to the Oregon Public Health Division. Individuals who are seen and treated at STD clinics will have a clinical file in the Public Health Service Records. **Minimum retention: (a) If patient is treated, transfer to Public Health Service Records; (b) If patient is not treated, 5 years.**

(22) **Tuberculosis Client Records (Tuberculosis Registry):** Series documents patients with active and inactive cases of tuberculosis. Records may include epidemiological reports and related documentation. **Minimum retention: (a) Active cases where death date is known, life of individual; (b) Active cases where death date is unknown, 70 years after last service; (c) Inactive cases with patients on preventive drug therapy, 6 years after last service.**

(23) **Tuberculosis Negative Cases Epidemiological Reports:** Series documents service to patients with negative tuberculosis tests, defined as patients with positive skin tests who do not have the disease and have not received treatment. Records may include individual patient documentation, x-ray reports, skin test results, and related documentation. **Minimum retention: 2 years, destroy reports when recorded in Tuberculosis Client Records (Tuberculosis Registry).**

(24) **Tuberculosis X-Ray Authorization Records:** Series documents authorizations and parental consent for children and other patients to receive tuberculosis x-rays. **Minimum retention: 6 years after last service.**

(25) **Tuberculosis X-Ray Records:** Series documents x-rays used to screen and diagnose cases of tuberculosis. Records may include registration cards, medical history, x-ray results, assessment of condition, treatment plan, medication ordered, and related documentation. **Minimum retention: (a) Active cases where death date is known, life of individual; (b) Active cases where death date is unknown, 70 years after last service; (c) Inactive cases with patients on preventive drug therapy, 6 years after last service.**

166-150-0070

County Health — Sanitation and Waste Management Records

(1) **Food Handlers Registration Records:** Series documents the registration of food handlers such as cooks, chefs, waiters, and cafeteria workers. **Minimum retention: 1 year after expiration or non-renewal of registration.**

(2) **Franchised Service Provider Case File Records:** Series documents the issuance of certificates for franchised garbage haulers providing services for medical or bio-hazard material, hazardous material, or

municipal waste; special services; or recyclers. Records may include applications, bonds, maps of service area, and related documentation. **Minimum retention: 3 years after expiration of franchise.**

(3) **Franchised Service Provider Financial Review Records:** Series documents the annual or periodic review of financial records of franchised sanitation and waste management service providers. Records may include statistical reports on customers, materials processed, labor, financial balances, and related documentation. The report and recommendations for proposed new or changed rates are forwarded to the Solid Waste Advisory Committee and the County Board of Commissioners. **Minimum retention: 8 years.**

(4) **Franchised Service Provider Performance Review Records:** Series documents the periodic performance review of holders of franchised sanitation and waste management service provider certificates. Records may include complaints, inspections, reports, recommendations, and related documentation. A copy of the report is forwarded to the Solid Waste Advisory Committee. **Minimum retention: 3 years after expiration of franchise.**

(5) **Land Fill Case File Records:** Series documents the regulation and certification of landfills. Records may include certificates, site plans, site assessments, operations plans, regulations or material to accept, special recommendations, violations, franchise fee records, and related documentation. Records also may include a periodic review of landfills; a report which is forwarded to the Solid Waste Advisory Committee (SWAC); Oregon Department of Environmental Quality (DEQ) site plans, operational plans, and permits; correspondence with DEQ concerning compliance conditions; and land fill records monitoring ground water, surface water, land fill gas, and storm water according to federal regulations. **Minimum retention: (a) Periodic review and report to SWAC, 5 years; (b) Case files for sites not chosen, 15 years; (c) Case files for all other sites, 30 years after closure.**

(6) **Ordinance Violation Records (Code Enforcement):** Series documents reported violations of agency ordinance or code. Examples include environmental concerns, waste and refuse complaints, nuisances, and other non-traffic violations. Records may include citations, complaints, warrants, police reports, subpoenas, and related documentation. SEE ALSO: Building Code Compliance and Violation Records. **Minimum retention: (a) Citations issued, 5 years after case closed; (b) Records of citations not issued, 1 year after date of last action.**

Commented [A21]: Previously titled Nuisance Violation Records

(7) **Private Well Water Sample Records:** Series documents the analysis of water samples collected from private wells. A copy of the laboratory report may be attached to the report. **Minimum retention: 1 year.**

(8) **Public Facilities Sanitation Records:** Series documents the inspection and licensing of public facilities such as swimming pools; restaurants; school and daycare food services; tourist and travelers facilities; vending facilities including mobile units, commissaries, vending machines, and warehouses; and profit and non-profit temporary restaurants. Records may include applications, inspection reports, copies of the licenses issued, plan review, and related documentation. A copy of each license is forwarded to the Oregon Public Health Division. **Minimum retention: (a) Temporary restaurants, 1 year after date of event; (b) Closed facilities, 2 years after closure; (c) Other facilities, 7 years.**

(9) **Regulation Violation and Challenge Records:** Series documents the violations and challenges to regulations concerning franchises, haulers and collectors, and flow control. Series may include reports,

complaints, inspections and assessments of the site and of records, the citation, and related documentation. **Minimum retention: 5 years.**

(10) **Septic System Sanitation Records:** Series documents subsurface, individual sewage disposal (septic) systems. Records may include application, building site inspection report, site map, site evaluation, construction permit and application, plot plan, approval or denial of permit, copy of permit, repair and alteration permits, and related documentation. **Minimum retention: 20 years after abandonment notification.**

(11) **Special and Hazardous Waste Records:** Series documents the activities of programs to handle special and hazardous waste materials such as petroleum contaminated soil, industrial wastes, manufacturing by-products and wastes, chemical spills and spill cleanup material, and medical wastes. Records may include case files for special wastes that have been accepted for disposal, and rules, ordinances, regulations, criteria, and standards adopted by the agency for the control and acceptance of special and hazardous wastes. **Minimum retention: 30 years.**

(12) **Waste Management Annual Plans and Reports:** Series documents annual plans, implementation goals, and identified objectives designed to meet state and regional mandates concerning landfills; disposal and transfer stations; hauling and collection of wastes; recycling including waste reduction, refuse, composting, and resource recovery; and regulations. Series also documents annual reports to state and local entities and biannual reports to the Environmental Protection Agency (EPA) documenting the program or primary functional activities and accomplishments of the office for the previous year. **Minimum retention: (a) Annual Reports, 50 years; (b) Annual Plans, 20 years.**

166-150-0075

County Health — Vital Statistics Records

(1) **Birth Abstracts:** Series documents selected information abstracted from the birth certificate. **Minimum retention: 2 years.**

(2) **Birth Records:** Series documents births occurring within the county. Records contain individual certificates, indexes, and other records listing births. **Minimum retention: (a) Through 1915, permanent; (b) After 1915, retain the original record 1 week, then send to the Oregon Public Health Division; (c) After 1915, retain copies 6 months.**

(3) **Death Abstracts:** Series documents selected information abstracted from the death certificate. **Minimum retention: 2 years.**

(4) **Death Records:** Series documents deaths occurring within the county. Records may include certificates documenting the demographic information of the decedent and cause of death, indexes, and other records listing deaths, including fetal deaths or stillbirths. **Minimum retention: (a) Through 1915, permanent; (b) After 1915, retain original record 1 week, then send to the Oregon Public Health Division; (c) After 1915, retain copies 6 months.**

(5) **Paternity Affidavit Records:** Series documents establishment of paternity by identifying the natural father of a child born to parents who are not legally married. **Minimum retention: Transfer to Oregon Public Health Division.**

(6) **Report and Abstract of Birth and Death Cards:** Series documents information abstracted from official death and birth certificates for fulfillment of requests for information about recent births and deaths. All information is duplicated on official certificates held by the Oregon Public Health Division, Center for Health Statistics. **Minimum retention: 2 years.**

166-150-0080

County Juvenile Department Records

(1) **Delinquent Case Files, Adjudicated (Formal):** Series documents cases of minors who fall under the jurisdiction of the Juvenile Department because they have committed an act which would be a criminal offense if done by an adult, and whose cases are adjudicated by the Juvenile Court. Records may include police reports, formal accountability agreements, intake assessments, referrals from other agencies, school records, psychological evaluations, fingerprints, disposition records, counselor's record of client contact, social histories, court reports, court orders, petitions and pleadings, risk assessments, referrals to residential placement centers, and related documentation. **Minimum retention: (a) Until court ordered expunction (ORS 419A.262); (b) If the crime is defined by ORS 419A.260(J), until court ordered expunction; (c) If case not expunged, until the individual is 25 years of age and the case closed for 3 years.**

(2) **Delinquent Case Files, Informal:** Series documents cases of minors who fall under the jurisdiction of the Juvenile Department because they have committed an act which would be a criminal offense if done by an adult, but whose cases have not been adjudicated by the Juvenile Court. Informal delinquent cases are those cases in which no official court action was taken and may include cases that were not legally sufficient to adjudicate and therefore no action was taken by the District Attorney. Records may include police reports, formal accountability agreements, intake assessments, referrals from other agencies, school records, psychological evaluations, fingerprints, victim restitution records, and related documentation. Supervision fee records are transferred to the offender's case file after the case has been terminated. **Minimum retention: (a) Until court ordered expunction (ORS 419A.262); (b) If case is not expunged, until the individual is 18 years of age and the case has been closed for 3 years.**

(3) **Dependency Case Files:** Series documents cases involving minors who have been placed in the custody and/or supervision of the Oregon Department of Human Services, Child Welfare Division by the Juvenile Court because the minor's welfare was determined to be endangered. Records may include petitions, citizen review board reports, court reviews, legal correspondence from attorneys, working notes, and related documentation. **Minimum retention: (a) Until court ordered expunction (ORS 419A.262); (b) If case is not expunged, until case closed for 10 years or individual is 23 years of age.**

(4) **Detention Use Reports:** Series documents the use of detention facilities by the Juvenile Department. Records may include a log of youth under detention, probation officer assignment, and statistical reports. **Minimum retention: Until the individual is 18 years of age.**

(5) **Informal Restitution Records:** Series documents the payment of restitution to victims in informal cases involving children who fall under the jurisdiction of the Juvenile Department, but whose cases have not been adjudicated by the Juvenile Court. Records may include payment schedule with outstanding balance and related documentation. When the case is terminated, victim restitution records

are placed in the offender's case file. **Minimum retention: 3 years after payment or deemed uncollectible.**

(6) **Special Programs (Diversion Programs) Records:** Series documents programs implemented by county juvenile departments to act as diversions for first- and second-time misdemeanor offenders. The programs are individual to each respective county department and may not exist in every county juvenile department. **Minimum retention: Until the individual is 18 years old.**

(7) **Supervision Fee Records:** Series documents payment of supervision fees paid by the youth to the Juvenile Department upon order of the court. Records include payment information and are transferred to the youth's case file when the case is terminated. **Minimum retention: 3 years after payment or deemed uncollectible.**

166-150-0085

County Museum and Historical Society Records

(1) **Exhibit Records:** Series documents the planning, development, installation, and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits. Records may include exhibit contracts, design and installation records, permanent and temporary exhibit inventory listings, exhibit catalogs, art catalogs, photographs, exhibit scheduling records, brochures, research records, price lists, and related documentation. SEE ALSO: Asset, Equipment, and Property Records. **Minimum retention: (a) Brochures, exhibit catalogs, installation photographs and slides, and inventory lists, permanent; (b) All other records, 10 years after exhibit ends or is removed.**

(2) **Loans and Collections Insurance Records:** Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, damage and loss claims, reports, and related documentation. **Minimum retention: (a) Damage loss and claim records, 5 years after claim paid and resolved; (b) All other records, 5 years after superseded or expired.**

(3) **Museum and Historical Society Annual Reports:** Series documents the primary functional activities and accomplishments of the museum and historical society for the previous year. **Minimum retention: Permanent.**

(4) **Museum and Historical Society Board Member Personnel Records:** Series documents the appointment or election and subsequent personnel actions for board members. Records may include appointment letters, resumes, applications, personnel action forms, job descriptions, and employee data sheets. **Minimum retention: 10 years after final term expires.**

(5) **Museum and Historical Society Board of Directors Records:** Series documents the activities and decisions of the board responsible for governing museum and historical society operations or for advising its operations. Records may include minutes, agendas, audio and video recordings, Board Committee records, constitution and by-laws, intergovernmental agreements, organization charts, and draft and approved budgets. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records), permanent; (b) Audio and video**

recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes;
(c) Exhibits not pertinent to minutes, 5 years.

(6) **Museum and Historical Society Committee Records:** Series documents the activities, decisions, and reports of staff committees that oversee or advise programs or functions of the museum and historical society. Records may include committee agendas, minutes, proposed budgets, reports, and related documentation. **Minimum retention: 10 years.**

(7) **Museum and Historical Society Copyright and Reproduction Records:** Series documents the activities, policies, and procedures related to copyright ownership and reproduction of museum owned objects and publications, and of the museum's use of items owned by other organizations. Series also documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of museum owned objects and publications. Records may include reproduction, resale, and publication policies and procedures, contracts and agreements, use restriction forms, photograph release forms, photographic service request forms, requests for permission to reproduce or publish photographs or documents, fee schedules, work orders for purchase of printed materials, and related documentation. **Minimum retention: (a) Fee schedules and work orders, 3 years; (b) All other records, 5 years after superseded or expired.**

(8) **Museum and Historical Society Development Program Records:** Series documents administration of the museum and historical society development program for the raising of funds and other resources for support of the organization and its programs through cultivation of individual, corporate, government and foundation support, special events, and the pursuit of grants. Records may include publicity and promotion records, reports, budgets, grant records, fund raising event and project records, records of gifts in kind and financial donations, mailing lists, bulk mailing records, and related documentation. **Minimum retention: (a) Endowment records, 10 years after funds disbursed and account audited; (b) All other records, 5 years.**

(9) **Museum and Historical Society Director's Records:** Series documents the administrative activities of the museum director such as executive leadership of the organization, financial and personnel management, policy development, budget development and approval, public contact, and lobbying. Records may include correspondence, memos, policies, statistical and narrative reports, draft budgets, and financial reports. **Minimum retention: 5 years.**

(10) **Museum and Historical Society Member Records:** Series documents administration of the museum and historical society's membership program and the status of its membership. Records may include publicity and promotion records, individual member records, membership rosters, reports, membership drive records, mailing lists, bulk mailing records, and related documentation. **Minimum retention: (a) Individual member records, 5 years after membership ends; (b) Address changes, until entered and verified; (c) All other records, 5 years.**

(11) **Museum and Historical Society Research Inquiry and Response Records:** Series documents research requests received and responses provided by museum staff. **Minimum retention: 1 year.**

(12) **Permanent Collection Records:** Series documents the accession, use, care, maintenance, storage, and disposition of objects in the permanent collection. Series also provides a record of deaccession of objects no longer in the collection. Records may include acquisition and deaccession policies and

procedures, appraisal and authenticity records, accession and catalog worksheets, catalog records, accession records, deaccession records, deeds of gift, donor records, temporary custody receipts, inventory and location records, condition/conservation records, photographs of objects, collections use records, library shelf lists and finding aids, and related documentation. **Minimum retention: (a) Catalog worksheets, until entered in catalog records and verified; (b) Inventory and location records, until superseded or obsolete; (c) Temporary custody receipts, until accessioned, or disposition of object; (d) All other records, permanent.**

(13) **Temporary Loan Records:** Series documents the processing and documentation of incoming objects loaned from outside sources and objects being loaned out from the permanent collection. Records may include policies and procedures, loan requests and agreements, facilities reports, insurance records, descriptions of objects received or loaned out, inspection and conditions reports, acknowledgments and receipts, lender lists, photographs and video recordings of objects, inventory listings, deeds of gift, packing and shipping records, damage reports, and related documentation. Records may also include U.S. and foreign customs forms. **Minimum retention: (a) Policies, procedures, and facility reports, 2 years after superseded or obsolete; (b) All other records, 5 years after object returned or insurance claim paid.**

166-150-0090

County Veterans Service Offices Records

(1) **Military Discharge Records:** Series verifies and documents a veteran's discharge from military service and eligibility for veterans' benefits. Records consist of DD 214 forms and a manual or electronic index. Records may be kept separately or in Veterans Case Files. **Minimum retention: 75 years after discharge.**

(2) **Veteran Death Certificates:** Series provides a record of the death of a veteran and is used to help determine eligibility of heirs and dependents for veterans benefits and to provide copies to heirs and dependents and for reference. Records may be kept separately or in Veterans Case Files. (Original State of Oregon Death Certificates are at the Oregon Public Health Division.) **Minimum retention: 20 years.**

(3) **Veterans' Case Files:** Series documents activities and services performed for veterans and their dependents, heirs and beneficiaries, as well as eligibility of veterans for state and federal benefits. Records may include interview worksheets; biographical and service information about the veteran and family; interview and contact records (file face sheets); military, Veterans Administration, and civilian medical records; copies of applications and claim forms; military service records including form DD 214s; income verification; residence verification; release authorizations; medal award forms; state and federal benefits award and denial notices; VA claims deadlines sheets; inquiry status sheets; transmittal sheets; copies of service records; copies of marriage and death certificates; loan records; and related documentation. **Minimum retention: (a) DD 214s, 75 years after discharge; (b) Death Certificates, 20 years; (c) Service and medical records, 20 years; (d) All other records, 10 years after last activity.**

(4) **Veterans Service Office Contact and Inquiry Index Records:** Series documents assignment, tracking, and retrieval of information about claimants seeking veterans' benefits through county Veterans Services Officers. Records may include index cards, information sheets, and electronic indexes. **Minimum retention: 10 years after final case activity.**

(5) **Veterans Services Statistical Reports:** Series documents activity levels for various services provided to veterans. **Minimum retention: 10 years.**

166-150-0095

District Attorney Records

It should be noted that the District Attorney in each Oregon County is an official employee of the State. Due to the status of the District Attorney position, the State Archives would recommend utilizing the State Agency General Records Retention Schedule for all financial records produced in county District Attorney offices.

(1) **Attorney General Opinions:** Series documents Attorney General Opinions and attorney's letters of advice. Records may include requests for opinions, opinions, letters of advice, and related documentation. The Department of Justice maintains the statewide record copy of Attorney General Opinions. **Minimum retention: 5 years.**

(2) **Case or Docketed Files:** Series documents criminal cases tried and filed by the District Attorney for the county. Records may include police reports, copies of court documents, computerized criminal histories, District Attorney notes, court exhibits, and related documentation. **Minimum retention: (a) Cases of murder, treason, or Class A felony, with a judgment of guilty, 60 years or 3 years after sentence expires, whichever is longer; (b) All other felonies with a judgment of guilty, 3 years after sentence expires; (c) Felony cases, dismissed or with judgment of not guilty, 3 years; (d) Misdemeanor cases, 3 years after termination; (e) Violation cases, 1 year after termination; (f) Support enforcement cases, 3 years after all support paid.**

(3) **Civil Forfeiture and Asset Seizure Files Records:** Series documents cases involving seizure of assets for civil forfeiture. Records may include police reports, District Attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, and Asset Forfeiture Oversight Advisory Committee forms and reports. **Minimum retention: 5 years after case resolution.**

(4) **Denied Prosecution Files:** Series documents correspondence between District Attorney's office and an outside investigative agency (police department) concerning the inability to prosecute cases based on a lack of evidence. These documents are generated in response to police investigations and consist mainly of correspondence and case descriptions. **Minimum retention: 1 year.**

(5) **District Attorney Opinions:** Series documents official recommendations, advice, or opinions of the District Attorney issued to local officials. Records may include requests for opinions, opinions, letters of advice, and grand jury notes. **Minimum retention: Permanent.**

(6) **Grand Jury Records:** Series describes the documents produced by the Grand Jury in relation to individual cases. The records document the progress and deliberations within the grand jury. Grand Jury Proceedings may include notes, votes, subpoenas, and dockets. These records are not released into the general criminal files and are retained separately from the respective criminal files. **Minimum retention: (a) Notes, votes, and dockets, 10 years; (b) Subpoenas and member lists, 1 year.**

(7) **Grand Jury Reports:** Series documents reports filed by the grand jury at the completion of the mandated tours of public institutions and courts. ORS 132.440 requires that the grand jury inquire into

the condition and management of every correctional and juvenile facility in the county as defined in ORS 162.135 at least once a year. **Minimum retention: (a) Reports not filed with the courts, 20 years; (b) Reports filed with the court, 2 years.**

(8) **Indictment Returned Lists:** Series documents grand jury indictments returned, schedules of people awaiting grand jury hearings, or cases pending hearings or trial. **Minimum retention: 2 years.**

(9) **Investigation Files:** Series documents criminal cases investigated, but not tried, by the District Attorney. Records may contain police reports, criminal histories, District Attorney notes, grand jury notes, and related documentation. **Minimum retention: (a) Cases of murder or treason, permanent; (b) Class A felony cases, 25 years; (c) Class B felony cases, 10 years; (d) Class C felony cases and support enforcement cases, 5 years; (e) Accident and death investigations, 3 years; (f) Misdemeanor cases, 2 years; (g) Violations cases, 1 year.**

(10) **Mental Commitment Hearing Files:** Series documents cases involving incidents or possibly crimes involving mentally ill persons. Records may include police reports, mental health evaluations and referrals, legal pleadings, commitment orders, District Attorney notes, subpoenas, and related documentation. **Minimum retention: 5 years.**

(11) **Multi-Disciplinary Team Records:** Series documents the activities and management of the county Multi-Disciplinary Team (MDT). Respective MDTs may have members from city, county, or state agencies. Records may include grant and account records, meeting minutes, annual reports and budgets, member lists, interagency agreements, and related documentation. **Minimum retention: 5 years.**

(12) **Official Business Registers:** Series documents the scheduling and status of actions, suits, or legal proceedings involving the District Attorney. **Minimum retention: 25 years.**

(13) **State Breathalyzer Permits:** Series documents the maintenance of copies of the state breathalyzer permits issued to local law enforcement personnel by the state to perform breathalyzer tests. **Minimum retention: Most current copy.**

166-150-0110

Financial Records

(1) **Accounts Payable Records:** Series documents payment of agency bills for general accounts, excluding grants. Records may include reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and related documentation. SEE ALSO: Grant Records. **Minimum retention: 3 years after annual audit report has been completed.**

(2) **Accounts Receivable Records:** Series documents revenues owed to the agency by vendors, citizens, organizations, governments, and others to be credited to general accounts excluding grants. Records may include reports, receipts, invoices, awards, logs, lists, summaries, statements, and related documentation. SEE ALSO: Grant Records; and Agency Improvement Administrative and Financial Records. **Minimum retention: 3 years after collected or deemed uncollectible.**

Commented [A22]: This covers records formerly found in the now-removed Treasurer/Controller section

Commented [A23]: Removed series Credit Slips (when applicable) is now covered here

Commented [A24]: Removed series Credit Slips (when applicable) is now covered here

(3) **Agency Improvement Administrative and Financial Records:** Series documents the non-technical and financial administration of county or special district improvements including capital improvements, local improvement districts, urban renewal, and economic improvement districts. Records may include affidavits of posting, notices of proposed assessments, certificates of mailing, interested party letters, bid quotes, reports, awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related documentation. SEE ALSO: Assessment Dockets, Ledgers, and Registers. **Minimum retention: (a) Records of project cost, 3 years after disposal or replacement of facility, structure, or system; (b) All other improvement records, 10 years after substantial completion [as defined by ORS 12.135].**

(4) **Assessment Balance Reports:** Series documents the status of billings related to assessments for agency improvements. Records may include reports showing account status by tax lot, ordinance, delinquent balances, and other criteria. **Minimum retention: (a) Annual reports or similar cumulative summaries, permanent; (b) All other reports, 3 years.**

(5) **Assessment Dockets, Ledgers, and Registers:** Series documents payments made by property owners for assessment to finance agency improvements. Records may include property assessments, terms, payment documentation, and related documentation. **Minimum retention: 3 years after final payment.**

(6) **Asset Inventory Records:** Series documents the capitalized and expendable assets of an agency. Examples of capitalized assets may include buildings, real estate, infrastructure assets, vehicles, equipment, furniture, and information technology. Examples of expendable assets include office supplies and other small office purchases. **Minimum retention: (a) Records of capitalized assets, 3 years after disposal or replacement of asset; (b) Records of expendable assets, 3 years.**

(7) **Audit Reports, External:** Series documents annual audits of the financial position of the agency conducted by external auditors. Records may include accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related documentation. SEE ALSO: Audit Records, Internal. **Minimum retention: Permanent.**

(8) **Balance Status and Projection Reports:** Series documents the status of funds, bank accounts, investments, and other accountings of agency funds. **Minimum retention: 3 years after annual audit report issued.**

(9) **Bank Transaction Records:** Series documents the status and transaction activity of agency funds held at banks. Records may include account statements, deposit and withdrawal slips, checks, and reconciliation records. SEE ALSO: Grant Records for retention of records documenting grant transactions. **Minimum retention: 3 years after annual audit report issued.**

(10) **Bond Records:** Series documents actions pertaining to all agency bond issues including foreclosures. Records may include property assessments, registers and receipts, payment schedules, title reports, legal opinions, resolutions, lists of properties to be sold, memoranda, and related documentation. **Minimum retention: (a) Foreclosure records, 3 years after final payment, redemption, sale, or action; (b) Registers and receipts, 3 years after annual audit report issued; (c) All other bond records, 3 years after final payment.**

(11) **Budget Preparation Records:** Series documents the preparation of department budget requests presented to the specified governing body. Records may include staff reports, budget instructions,

Commented [A25]: Covers relevant aspects of removed series Bancroft Bond Records; Bond Expenditure Reports; Bonds and Coupons, Paid; and Bonds Issued Registers (other aspects are covered by other series in Financial Records section).

worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and related documentation. **Minimum retention: 2 years.**

(12) **Budgets (Adopted) Records:** Series documents the final annual financial plan approved by a governing body for all agency expenditures. Records may include budget message, financial summaries, revenues and expenditures, operating programs, debt service, position and wage analysis, overhead allocations, organization charts, previous actual and budgeted plans, and related documentation. Note: Special districts may file copies of budgets with county clerk, which is subject to a separate retention. SEE ALSO: Budgets (Taxing Districts). **Minimum retention: Permanent.**

(13) **Check Conversion Records:** Series documents checks received from customers that are electronically deposited after being imaged and converted to an Automated Clearing House (ACH) transaction or Image Replacement Document (IRD). **Minimum Retention: (a) Original paper instrument, 30 days; (b) ACH transaction or IRD, 3 years.**

(14) **Competitive Bid and Competitive Proposal Records:** Series documents the publication, evaluation, rejection, and award of quoted bids to vendors and other entities. Records may include requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, and related documentation. SEE ALSO: Purchasing Records. **Minimum retention: (a) Accepted bids and bid exemptions for construction projects, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other accepted bids and bid exemptions, 6 years after bid awarded or canceled; (c) Rejected bids, 2 years.**

(15) **Credit and Debit Receipts:** Series documents agency's copy of credit or debit card receipts documenting payment received. **Minimum retention: 3 years.**

(16) **Financial Impact Analysis Records:** Series documents the financial analysis of various agency practices. Records may include reports, studies, worksheets, and related documentation. **Minimum retention: 3 years.**

(17) **Financial Reports:** Series contains reports documenting the general financial condition and operation of the agency. **Minimum retention: (a) Annual reports, permanent; (b) All other financial reports, 3 years after annual audit report issued.**

(18) **General Ledgers:** Series documents the annual summary of accounts reflecting the financial position of the agency. SEE ALSO: Subsidiary Ledgers, Journals, and Registers Records. **Minimum retention: 10 years.**

(19) **Gift and Contribution Records:** Series documents unconditional gifts and contributions to the agency. SEE ALSO: Contract, Lease, and Agreement Records for conditional gift, contribution, and donation records. **Minimum retention: 3 years.**

(20) **Grant Records:** Series documents funds received or disbursed by the agency for specific projects. Records may include applications, project proposals, evaluations and recommendations, summaries, budgets, grant agreements, inventories, financial reports, and accounting records. **Minimum retention: (a) Records documenting the purchase or disposal of real property, 10 years after substantial**

Commented [A26]: From a suggested change that "final reports from significant (as defined by county or special district policy) grants to the county or special district" be removed, the RAC determined that those final grant reports at some point will no longer be applicable or important and do not need to be permanent. After further discussion, it was decided to rearrange and adjust retentions for this series based on the amount of time questions/inquiries were likely to come up for the associated records.

completion [as defined by ORS 12.135], or 3 years after final disposition, or as specified in agreement, whichever is longer; (b) Unsuccessful grant applications, 1 year after rejection or withdrawal; (c) All other grant records, 10 years after final expenditure report approved or as specified in agreement, whichever is longer.

(21) **Investment Records:** Series documents and tracks various investments made by the agency. Records may include bank statements documenting investment information, journal entries, confirmations of purchase of U.S. Treasury Bills, confirmations of deposit in local investment pool, deposit slips, memoranda related to specific investments, and related documentation. **Minimum retention: 3 years after investment ends.**

(22) **Petty Cash Fund Records:** Series documents petty cash activity for the agency. Records may include requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, and copies of receipts and invoices. **Minimum retention: 3 years.**

(23) **Purchasing Records:** Series documents orders, authorizations, and evidence of receipt of the purchase of goods and services by the agency. Records may include purchase orders and requests, purchase authorizations, requisitions, and related documentation. SEE ALSO: Competitive Bid and Competitive Proposal Records; and Grant Records. **Minimum retention: 3 years.**

(24) **Revenue Sharing Records:** Series documents evidence of receipt and administration of federal and/or state revenue sharing funds including those from state liquor and cigarette taxes. Records may include transmittals, affidavits of publication, planned and actual use reports, and related documentation. **Minimum retention: 3 years.**

(25) **Subsidiary Ledgers, Journals, and Registers Records:** Series documents details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly, or similar basis. Records may include journals, ledgers, registers, day books, and other account books that provide backup documentation to the general ledger. SEE ALSO: Grant Records for records documenting transaction of grant funds. **Minimum retention: (a) Year-end payroll register, 75 years; (b) Trust fund ledgers, 3 years after trust fund closed; (c) All other subsidiary ledgers, journals, and registers, 3 years.**

(26) **Travel Records, Employee:** Series documents requests, authorizations, reimbursements, and other actions related to employee travel. Records may include expense reports and receipts, vouchers, requests, authorizations, and related documentation. **Minimum retention: 3 years.**

(27) **Trust Fund Records:** Series documents bequests to the agency or funds held in trust by the agency for specific parties. Records may include wills or other legal documents, expenditure records, chronologies, resolutions establishing trust funds by the agency, records documenting subject matter approved for purchase, acquisition lists, and related documentation. SEE ALSO: Subsidiary Ledgers, Journals, and Registers Records. **Minimum retention: 3 years after trust fund closed.**

(28) **Unclaimed Property Report Records:** Series documents annual reports submitted to the Oregon State Treasury of financial assets being held for a person or entity that cannot be found. Records may include Holder Report, owner information, and related documentation. Note: Unclaimed property is not real estate, abandoned personal property, or lost and found items. **Minimum Retention: 3 years after the property is remitted to the Oregon State Treasury.**

(29) **Utility Customer Account Records:** Series documents management of accounts of public utility customers. Records include application and disconnection requests, billing and payment records, routine meter reading records, account change records, and related documentation. **Minimum retention: (a) Account change records, 2 years; (b) Security deposit records, 3 years after refund or last action; (c) All other records, 3 years.**

(30) **Vendor Lists:** Series documents vendors providing goods and services to the agency. **Minimum retention: Until superseded or obsolete.**

Commented [A27]: This series combines the removed series Utility Account Change Records; Utility Application/Disconnect Records; Utility Billing Adjustment Records; Utility Customer Security Deposit Records; Utility Service Bill Remittance Stubs; Utility Service Billing Register Records; and Utility Service Meter Books Records

166-150-0120

Housing and Community Development Records

(1) **Community Development Project Records:** Series documents the assessment, funding determination, planning, design, and construction of various homeowner improvement projects, including facilities, structures, and systems. Records may include work plan and specifications, bid and contract information, project management/monitoring records, feasibility studies, plans, amendments, inspector reports, change orders, status reports, and related documentation. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135], or 3 years after final disposition, or as specified in agreement, whichever is longer.**

(2) **Environmental Review Records:** Series documents individual environmental impact review studies for community development and transit projects in accordance with the National Environmental Policy Act (NEPA). Records may include duplicate materials from project records, environmental assessments, evaluations, determinations, reporting information to the federal Department of Housing and Urban Development (HUD), and related documentation. **Minimum retention: Permanent.**

(3) **Housing Authority Bylaws, Rules, and Policies:** Series documents the powers and purposes of the housing authority, as well as implementation policies in accordance with federal and state laws. Records may include bylaws, and rules and policies on confidentiality, purchasing, tenant grievances, and other subjects. **Minimum retention: Permanent.**

(4) **Housing Authority Individual Tenant History Records:** Series documents the history of individual tenant and housing authority actions from application to separation from the program. Records may include applications, landlord references, rental agreements, leases, periodic reexamination and hardship records, income verification records, billing statements, maintenance requests, damage complaints, eviction notices, grievance hearing records, and related documentation. **Minimum retention: 5 years after separation from program.**

(5) **Housing Authority Program Management Records:** Series documents the activities and status of various programs administered by the housing authority (Section 8, etc.). Records may include staff meeting records and reports, waiting lists, maintenance records, tenant statistics, and related records generated in the administration of housing authority programs not specified elsewhere in the schedule. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(6) **Housing Authority Property Management Records:** Series documents the actions of the housing authority in managing housing not owned by the agency. Records may include applications for funding,

sub-grants, insurance policies, contracts, and non-profit organization records such as articles of incorporation, bylaws, budgets, minutes, agendas, and related documentation. **Minimum retention: 6 years after expiration.**

(7) **Housing Authority Rejected Assistance Application Records:** Series documents rejected applications and related records from individuals seeking assistance from the housing authority. Records may include verification forms and related documentation. **Minimum retention: 3 years.**

(8) **Housing Development Project Records:** Series documents the utilization of funding from the federal HOME Investment Partnership Program to expand the supply of decent and affordable housing, particularly rental housing, for very low- and low-income citizens. Records may include documentation of the assessment, funding determination, planning, design, and construction of various housing development projects, including facilities, structures, and systems, as well as documentation on the acquisition of existing housing structures for housing. Records may also include work plans and specifications, bid and contract information, project management/monitoring records, feasibility studies, plans, amendments, inspector reports, change orders, status reports, and related documentation. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135] of new structures or acquisition of existing housing units.**

(9) **Housing Rehabilitation Loan Records:** Series documents the County Housing Rehabilitation Programs for low-income homeowners with loans for needed and critical home repairs. Records may include client application, verification of income, credit report information, deeds of trust, project specifications and work plan, copy of agency agreement with homeowner, financial records, and related documentation. **Minimum retention: (a) Deferred Payment Loans (DPL), 5 years after homeowner leaves home, sells home, transfers the title, refinances the mortgage, or a change of use; (b) County Home Improvement Program Loans (CHIP), 5 years after loan pay-off or foreclosure; (c) Rental Rehabilitation Loans, 5 years after loan pay-off or foreclosure; (d) Cancelled Housing Rehabilitation Loans, 10 years after loan cancellation.**

166-150-0125

Information Systems Records

(1) **Cybersecurity Records:** Series documents the security of an agency's information systems and network infrastructure. Records may include employee access requests, access authorizations, system access logs, documentation of security incidents and responses, and related documentation. SEE ALSO: Risk Management Records section; Internal Policies and Procedures; and Data Breach Records.

Minimum Retention: (a) System access logs, 3 years, or longer if required by statute or regulation; (b) Cybersecurity incident records related to a data breach, retain per Data Breach series in this section; (c) Cybersecurity incident records not related to a data breach, 5 years after incident resolved; (d) All other cybersecurity records, 3 years after superseded or authorization expired.

(2) **Data Breach Records:** Series documents the investigation, assessment, and disclosure notification of breaches in agency computer systems. Records document the response to an unauthorized access to computerized data possibly compromising the security, confidentiality, or integrity of personal information as required by ORS 646A.600 to 646A.628. Records may include documentation of the

Commented [A28]: Section was previously titled Information and Records Management Records. In most cases in this section, the term 'information systems' replaces the term 'computer systems'

Commented [A29]: This covers removed series Computer System Security Records

unauthorized access of the information security system, potentially affected personal information or data elements, incident reports, investigation reports, consultation reports, and disclosure notifications. SEE ALSO: Cybersecurity Records. **Minimum retention: (a) If incident requires notification, 10 years after completion of investigation; (b) If incident does not require notification, 5 years after completion of investigation.**

(3) **Dataset Inventory Records:** Series documents the location, structure, and use of agency datasets. **Minimum retention: Until superseded or obsolete.**

(4) **Information System Application Documentation Records:** Series documents the addition, modification, or removal of operating systems, in-house build applications, and other software from agency information systems. Records may include system overviews, operations logs, job listings, instruction manuals, system development logs, system specifications and changes, conversion notes, dataset logs, dataset record layouts, programming logs, program specifications and changes, control program table documentation, and program listings. SEE ALSO: Information System Maintenance Records; Information System Planning and Development Records; and Software Management Records. **Minimum retention: (a) Migration plans, until superseded or obsolete; (b) Routine system-generated metadata and operational logs, until no longer needed; (c) All other records, 1 year after life of system.**

(5) **Information System Architecture Records:** Series documents the structural design of agency information systems, including interrelationships between data in different systems throughout the agency. Records may include plans, diagrams, and related documentation. SEE ALSO: Dataset Inventory Records; and Information System Planning and Development Records. **Minimum retention: 1 year after superseded or obsolete.**

(6) **Information System Maintenance Records:** Series documents the maintenance of an agency's computer systems and is used to ensure compliance with any warranties or service contracts, schedule regular maintenance, diagnose system or component problems, document system backup procedure, and migrate information from the former system to a new system. Records may include computer equipment inventories, hardware performance reports, component maintenance records (warranties, maintenance logs, maintenance reports, and related records), system backup reports and procedures, backup tape inventories, and related documentation. **Minimum retention: (a) Records related to system or component repair or service, 1 year after life of system or component; (b) Records documenting system backup procedures, 1 year after superseded or obsolete.**

(7) **Information System Planning and Development Records:** Series documents the planning and development of agency information systems. Records may include information technology plans, feasibility studies and cost-benefit analyses, agency studies and surveys, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and related documentation. Note: For records related to administration of project see Project Management Records. **Minimum retention: (a) Implemented systems, for the life of the system; (b) Unimplemented systems, 3 years.**

(8) **Information System Wiring Records:** Series documents the wiring of an agency's information system network. Records may include blueprints or diagrams of information system wiring, cables, computer

Commented [A30]: Previously titled Computer System Program Documentation Records

Commented [A31]: Although it was determined that these system-generated metadata logs are usually considered non-record from a retention standpoint (meaning there is no set minimum retention for them and they may be deleted as per chosen agency practice), they might be considered public records from an access standpoint and they could be requested in a public records request which is why they are included here

equipment connections, and related documentation. **Minimum retention: Until superseded or obsolete.**

(9) **Microfilm and Imaging Quality Control Records:** Series documents that microfilm or digital images produced by or for counties and special districts conforms to the specifications required by OAR 166. Records may include microfilmed and digitally imaged records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and related documentation. **Minimum retention: (a) Microfilm quality control records, life of documented film; (b) Digital imaging quality control records, until images pass initial quality checks.**

(10) **Software Management Records:** Series documents the use of software in agency information systems to ensure that agency software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include software inventories, software licenses, site licenses, and related documentation. SEE ALSO: Work Order Records. **Minimum retention: 1 year after software disposed of or upgraded.**

(11) **Telecommunications System Management Records:** Series documents the creation, modification, or disposition of agency telecommunications systems. Records may include equipment records, Federal Communications Commission records, system planning records, telecommunications maintenance contracts, telecommunications service and repair orders, and related documentation. SEE ALSO: Work Order Records. **Minimum retention: 1 year after life of system.**

(12) **User Support Records:** Series documents troubleshooting and problem-solving assistance provided by the agency's information systems personnel to users of the systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation. **Minimum retention: (a) Routine assistance records, until problem resolved; (b) Records with ongoing reference value, until superseded or obsolete.**

166-150-0130

Justice and Family Courts

(1) **Civil Case Files:** Series documents cases heard in the Justice Court relating to small claims and civil filings. Records may include original charge, filing of plaintiff, hearing records, satisfaction, penalty bio-sheet, records of payment, correspondence, motions, judgments, orders, and petitions. **Minimum retention: (a) Records prior to 1940, permanent; (b) Records after 1940, 6 years as long as there is no outstanding judgment.**

(2) **Couples Counseling/Mediation Client Files:** Series documents the counseling and mediation process for couples experiencing marital problems or who have formally filed for separation or dissolution. Records may include information on couples' history, financial information, session notes, reports to the Court, if applicable, and summarizations of any agreements reached by the couple through mediation. **Minimum retention: 6 years after completion of counseling/mediation sessions or dissolution of marriage.**

(3) **Criminal Case Files:** Series documents cases heard in the Justice Court relating to misdemeanors, criminal felonies arraigned and if in custody, and violations. Records may include original charge, filing of plaintiff, hearing records, satisfaction, penalty bio-sheet, records of payment, correspondence, motions, judgments, orders, and petitions. **Minimum retention: (a) Records prior to 1940, permanent; (b) Records after 1940, 6 years as long as there is no outstanding judgment.**

(4) **Dockets:** Series documents the tracking of cases through the Justice Court. **Minimum retention: (a) Records prior to 1940, permanent; (b) Records after 1940, 6 years as long as there is no outstanding judgment.**

(5) **Marriage Records:** Series documents licenses issued and solemnization of marriages by the Justice Court. Records may include (Oregon Public Health Division, Center for Health Statistics) Record of Marriage, Consent to the Marriage of a Minor, Affidavit that there is no Parent or Guardian in Oregon, Waiver of Waiting Period, and related documentation. The official copy of the marriage license is filed with the county clerk. **Minimum retention: (a) Clerk's copy, permanent; (b) Court copy, 1 year after filed with the clerk; (c) Licenses issued but not filed, 1 year.**

(6) **Parent Education Client Files:** Series documents the classes for parents who file for divorce or separation or changes in custody or visitation. Records may include payment history, class attendance information, and copy of completion certificate. **Minimum retention: 6 years after class completion.**

(7) **Search Warrant Records:** Series documents an official order issued by the Justice Court to legally search private property to aid in the investigation of law enforcement officials. **Minimum retention: 2 years after warrant served or recalled by the court.**

(8) **Traffic Citation Records:** Series documents the full payment of traffic fines in court. Records may include citations and receipts. **Minimum retention: 3 years after citation paid in full.**

(9) **Youth and Family Mediation Case Records:** Series documents mediation provided to families and youths for conflict resolution. Records may include family and youth backgrounds and histories, any criminal histories, mediator session and case notes and reports, and court reports if applicable. **Minimum retention: Until youth(s) reach 21 years of age.**

166-150-0140 Library Records

(1) **Accession Records:** Series documents the accession of all library acquisitions into the library's holdings. Records may include accession registers and documentation of materials deaccessioned from the library collection. **Minimum retention: Until superseded or obsolete.**

(2) **Borrower Registration Records:** Series documents the granting of library cards and privileges to members of the public as well as to control circulation of library holdings. **Minimum retention: Until superseded or 1 year after expiration or non-use.**

(3) **Catalogs:** Series documents all materials currently held in the library's collection. **Minimum retention: Until superseded or obsolete.**

(4) **Individual Circulation Records:** Series documents the patron-specific circulation of library materials such as books, serials, audio/visual media, and computer software. **Minimum retention: Until transaction is completed.**

(5) **Inter-library Loan Records:** Series documents materials borrowed and loaned by the library through an interlibrary loan (ILL) program in response to patron and other library requests. Records may include requests, notices, tracking logs, and related documentation. **Minimum retention: 6 months after materials returned to owner library.**

(6) **Library Reports:** Series documents collection, registration, circulation, lost books, children's programs, and other activities. Records may include statistical, narrative, and various other reports such as circulation statistics by category, books reserved, photocopies made, overdue notices mailed, borrowers registered, and volunteer hours. Records may also include narrative reports addressing new activities, services, events, and issues. This series does not contain patron-specific information. SEE ALSO: State Library of Oregon Annual Reports. **Minimum retention: 2 years.**

(7) **Master Shelf Lists/Inventories:** Series documents inventories of all library holdings, including volumes and titles added or withdrawn from the collection. Records may include subscription records of databases, eBooks suppliers, and similar digital services. **Minimum retention: Until superseded or obsolete.**

(8) **Overdue Book Records:** Series documents the status of library materials that are overdue. Records may include lists of overdue materials and logs of transactions. **Minimum retention: Until materials returned or debts reconciled or deemed uncollectible.**

(9) **State Library of Oregon Annual Reports:** Agency copy of a report filed with the Oregon State Library in satisfaction of ORS 357.520 to monitor library programs. Records may include statistics on circulation, patrons served, interlibrary loan transactions, children's programs, and other subjects. **Minimum retention: Permanent.**

166-150-0155

Payroll Records

(1) **Deduction Authorization Records:** Series documents employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related documentation. **Minimum retention: 3 years after superseded, terminated, or employee separates.**

(2) **Employee Time Records:** Series documents hours worked, leave hours accrued, and leave hours taken by agency employees. SEE ALSO: Leave Applications; and Grant Records. **Minimum retention: 4 years.**

(3) **Federal and State Tax Records:** Series documents records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal

tax return (941), and similar federal and state completed forms. SEE ALSO Wage and Tax Statements (W-2); and Withholding Allowance Certificates (W-4). **Minimum retention: 5 years.**

(4) **Garnishment Records:** Series documents requests and court orders to withhold wages from employee earnings. Records may include original writs of garnishment, orders to withhold for the Oregon Department of Justice, federal or state tax levies, recapitulations of amounts withheld, and related documentation. **Minimum retention: 3 years after resolution.**

(5) **Leave Applications:** Series documents applications or requests submitted by employees for paid or unpaid leave. SEE ALSO: Employee Time Records. **Minimum retention: 3 years.**

(6) **Leave Balance Reports:** Series documents individual employee accrual and use of paid and unpaid leave. SEE ALSO: Employee Benefits Records. **Minimum retention: (a) Year-end leave balance reports, 75 years after date of hire; (b) All other reports, 4 years.**

(7) **Payroll Administrative Reports:** Series documents the administration and management of an agency's payroll. Records may include reports and studies used to evaluate payroll statistics. **Minimum retention: 3 years.**

(8) **Payroll Registers:** Series documents the earnings, voluntary and required deductions, and withholdings of agency employees. **Minimum retention: (a) Year-end, or month-end if no year-end payroll registers, 75 years; (b) Deduction registers, 5 years; (c) All other payroll registers, 3 years.**

(9) **Unemployment Records:** Series documents claims submitted by former employees for unemployment compensation. Records may include claims, notices, reports, and records related to the appeal of claim determinations. **Minimum retention: 3 years.**

Commented [A32]: Covers removed series Unemployment Compensation Claim Records; and Unemployment Reports

(10) **Wage and Tax Statements (W-2):** Series contains annual statements for individual employee earnings and withholdings for state and federal income taxes and social security tax. SEE ALSO: Federal and State Tax Records. **Minimum retention: 5 years.**

(11) **Withholding Allowance Certificates (W-4):** Series contains certificates for the exemption status of individual agency employees. SEE ALSO: Federal and State Tax Records. **Minimum retention: 5 years after superseded or employee separation.**

166-150-0160

Personnel Records

(1) **Affirmative Action Records:** Series documents agency compliance with the statutes and regulatory requirements of the U.S. Equal Employment Opportunity Commission. Records may include plans, updates, policy statements, reports, and related documentation. **Minimum retention: (a) Plans, updates, and policy statements, permanent; (b) All other records, 3 years.**

(2) **Appointment Records:** Series documents appointments to boards, commissions, advisory boards, or other task forces. Records may include applications, interviews, staff reports, and related documentation. **Minimum retention: (a) Governing body appointments, permanent; (b) Other appointments, 6 years after separation; (c) Application materials not leading to an appointment, 1 year.**

(3) **Child Abuse Report Records:** Series documents suspected child abuse reported by agency staff. Records may include notes and observations of the child, record of contact with the Oregon Department of Human Services or law enforcement agency, and related documentation. **Minimum retention: 3 years.**

(4) **Collective Bargaining Records:** Series documents negotiations between the agency and employee representatives. Records may include contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, audio and video recordings, and related documentation. **Minimum retention: (a) Contracts and minutes, 75 years after contract expires; (b) All other records, 6 years after contract expires.**

(5) **Communicable Disease Contact Tracing Records:** Series documents the movement of employees, volunteers, and visitors at agency sponsored activities or agency facilities, not otherwise covered by Visitor Logs or Liability Waiver Records. Includes documentation for any disease for which there is a public health risk and need to track. Records may include screening information, sign-in sheets, and related documentation. Note: Agencies may be required to transfer tracing data to Oregon Health Authority (OHA) or County Public Health departments in the event of an epidemic or pandemic. SEE ALSO: Employee Medical Records for individual cases among employees. **Minimum Retention: (a) Logs involved in an active contact tracing event, 30 days or until resolution of event, whichever is longer; (b) All other logs, 30 days.**

(6) **Criminal Background Check Records:** Series documents criminal record checks performed on prospective or current staff, faculty, and volunteers using the Oregon Law Enforcement Data System (LEDS). Records may include logs and criminal history verification forms. **Minimum retention: (a) Background check log, until superseded or obsolete; (b) All other records, 90 days.**

(7) **Disciplinary Action Records:** Series documents dismissal, suspension, progressive disciplinary measures, and other actions against employees. Records may include statements, investigative records, interview and hearing records, findings, and related documentation. Note: For law enforcement officers or reserve officers, as defined by ORS 181A, retain per Employee Personnel Records or Law Enforcement Internal Investigations Case Files. **Minimum retention: (a) Investigations resulting in disciplinary action or exoneration, 5 years after resolution; (b) Investigations resulting in termination, 10 years after employee separation; (c) Unfounded claims, 3 years.**

(8) **Drug Testing Records:** Series documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. **Minimum retention: (a) Positive test results, 5 years; (b) Negative test results, 1 year.**

(9) **Employee Benefits Records:** Series documents an individual agency employee's benefit information such as retirement, disability, or insurance plans. Records may include plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payments made, benefits continuation records, and related documentation. SEE ALSO: Leave Balance Reports. **Minimum retention: (a) Official copy of retirement enrollment records, 75 years after date of hire; (b) All other records, 3 years after employee separation or eligibility expired.**

Commented [A33]: Changed to bring in line with Oregon Workplace Fairness Act statute of limitations on pursuing legal action

Commented [A34]: Covers removed series Benefits Continuation Records

(10) **Employee Hazard Exposure Records:** Series documents an agency employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, viruses, fungi, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work-related conditions. Records may include radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, workstation air sampling reports, and related documentation. SEE ALSO: Employee Medical Records. **Minimum retention: (a) Noise exposure measurement records, 2 years (29 CFR 1910.95); (b) Audiometric test records, until employee separation (29 CFR 1910.95); (c) All other records, 30 years after separation (29 CFR 1910.1020).**

Commented [A35]: Covers removed series Hearing Test Records

(11) **Employee Medical Records:** Series documents an individual employee's work-related medical history. Records may include medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, first-aid incident records, physician statements, release consent forms, vaccination records, and related documentation. Note: These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. SEE ALSO: Employee Hazard Exposure Records. **Minimum retention: 6 years after separation.**

(12) **Employee Personnel Records:** Series documents an individual employee's work history. Records may include applications, notices of appointment, employment applications, training and certification records, records of health limitations, salary schedules, tuition reimbursement records, personnel actions, performance appraisal evaluations, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, notices of layoff, letters of resignation, home address and telephone disclosures, emergency notification forms, oaths of office, grievance and complaint records, and related documentation. SEE ALSO: Disciplinary Action Records; Employee Benefits Records; Employee Medical Records; Grievance and Complaint Records; Law Enforcement Internal Investigations Case Files; Recruitment and Selection Records; K9 Records; and Volunteer Worker Records. **Minimum retention: (a) Law enforcement officers or reserve officers, as defined by ORS 181A, 10 years after separation; (b) All other records, 6 years after separation.**

Commented [A36]: Covers removed series Professional Membership Records

(13) **Employee Recognition Records:** Series documents the recognition of employees for special service to the agency. Records may include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. **Minimum retention: 6 years.**

Commented [A37]: Covers removed series Employee Suggestion Award Records

(14) **Employment Eligibility Verification Forms (I-9):** Series documents the filing of U.S. Immigration and Naturalization Service Form I-9. **Minimum retention: 3 years after date of hire or 1 year after employee separation, whichever is longer.**

(15) **Equal Employment Opportunity (EEO) Compliance Records:** Series documents reports and records maintained by agencies with 15 or more employees in compliance with U.S. Equal Employment Opportunity Commission regulations. Contains EEO-4 reports and all records related to the completion of the reports. **Minimum retention: 3 years.**

(16) **Equal Employment Opportunity (EEO), Oregon Workplace Fairness Act, and Public Civil Rights Complaint Records:** Series documents complaints made against an agency. Records may include

complaints, case files, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, and related documentation. **Minimum retention: 5 years after final decision issued.**

(17) **Equal Employment Opportunity (EEO) Policy Records:** Series documents the adoption and administration of agency programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. Records may include anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, and related documentation. **Minimum retention: (a) Plans, updates, and policy statements, permanent; (b) All other records, 3 years.**

(18) **Grievance and Complaint Records:** Series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Records may include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, and related documentation. **Minimum retention: 5 years after final decision issued.**

Commented [A38]: Changed to bring in line with Oregon Workplace Fairness Act statute of limitations on pursuing legal action

(19) **Health Initiative Records:** Series documents the development, operation, and activities of internal agency health initiatives such as wellness programs, smoking cessation programs, etc. Records may include program statements, health and safety surveys, committee minutes, newsletters, and related documentation. **Minimum retention: 2 years.**

(20) **Layoff Records:** Series documents procedures and computations used in laying off agency employees. Records may include service credit computations, service credit lists, and layoff ranking lists. Related records may be filed in Employee Personnel Files. **Minimum retention: 5 years.**

(21) **Pay Equity Records:** Series documents the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the agency and its employees. Records may include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, and related documentation. **Minimum retention: (a) Final study or report, permanent; (b) All other records, 5 years.**

Commented [A39]: Series previously titled Comparable Worth Records

(22) **Photo Identification Records:** Series documents photographs and other records used to identify agency employees, private security personnel, contract workers, and others. **Minimum retention: Until updated or employee separates.**

(23) **Position Description, Classification, and Compensation Records:** Series documents the description, classification, and compensation of agency jobs and positions. Records may include reports, position descriptions, position evaluations, compensation studies, job analyses, interview data, selection criteria, authorizations, agreements, and related documentation. **Minimum retention: 3 years after updated or position abolished.**

(24) **Recruitment and Selection Records:** Series documents the recruitment and selection of agency employees and contracted service providers. Records may include job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, letters of reference, civil service records, position authorization forms, certification of eligibility, recruitment summary records, and related documentation. Unsolicited application materials are non-record and may be destroyed when not needed. SEE ALSO: Criminal

Background Check Records; Employee Personnel Records; and Employment Eligibility Verification Forms (I-9). **Minimum retention: (a) Announcement records, position description, and test and rating records, 10 years; (b) All other records, 5 years after position filled or recruitment cancelled.**

(25) **Volunteer Program Records:** Series documents the activities and administration of volunteer programs in the agency. Records may include volunteer time tracking, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related documentation. SEE ALSO: Volunteer Worker Records for records related to individual volunteers. **Minimum retention: 4 years.**

(26) **Volunteer Worker Records:** Series documents work performed for the agency by citizens without compensation for their services. Records may include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related documentation. **Minimum retention: 4 years after separation.**

166-150-0165

Planning Records

(1) **Comprehensive Plan Records:** Series documents the types of uses and activities allowed in particular land designations. Records may contain public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs, and related documentation. **Minimum retention: Permanent.**

(2) **Conditional Use Records:** Series documents applications and decisions related to requests for certain land uses within a zone that require special review and approval. Records may include applications, site plans, zoning maps, staff reports, administrative action reports, and related documentation. **Minimum retention: 10 years after expiration, revocation, or discontinuance of use.**

(3) **Design and Development Review Records:** Series documents reviews of exterior renovations or new construction within particular geographical areas. Records may include design review board or commission records, applications, site plans, staff reports, maps, review and appeal records, and related documentation. Note: Three-dimensional exhibits such as sample boards of brick, tile, and other building materials are not public records. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records), permanent; (b) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (c) Exhibits not pertinent to minutes, 5 years; (d) If no permit issued, 180 days; (e) If permit issued, but structure not started or completed, 2 years; (f) All other records if permit issued and structure completed, 2 years after substantial completion [as defined by ORS 12.135].**

(4) **Enterprise Zone Records:** Series documents the creation and management of enterprise zones by the agency or in conjunction with other agencies. Records may include reports, applications for zone status, nominations for federal status, and related documentation. **Minimum retention: (a) Reports summarizing results or activities, permanent; (b) All other records, 4 years after zone designation expires.**

(5) **Flood Plain Permit Records:** Series documents permits issued for construction within a flood plain zone. Records may include elevation certificates, applications, review records, checklists, and related documentation. **Minimum retention: (a) Permits and elevation certificates, 10 years after the life of the structure or area determined not to be a flood plain, whichever is longer; (b) All other records, 10 years.**

(6) **Historic Structures Inventory Records:** Series documents the results of inventory projects to designate historic properties within a particular geographic area in conjunction with Oregon Land Conservation and Development Commission Goal 5 procedures. **Minimum retention: Until superseded or obsolete.**

(7) **Historic Structures Rehabilitation Project Reviews:** Series documents routine reviews of proposals for rehabilitation of structures that have been designated historically significant or are at least 50 years old. Records may include work proposals, rehabilitation evaluations, violations, photographs, and related documentation. **Minimum retention: 3 years after project closed.**

(8) **Land Use Hearings Officer Records:** Series documents appeals to the agency's hearings officer and decisions reached concerning variances and changes to the zoning code and comprehensive plan. May refer to conditional uses, zone changes, partitions, code variances, and other proposed actions. Records may include applications, hearings minutes, findings of fact, agendas, exhibits such as maps, reports, photographs, etc., audio and video recordings, and related documentation. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records), permanent; (b) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (c) Exhibits not pertinent to minutes, 5 years.**

(9) **Neighborhood/Citizen Association Charters and Bylaws:** Series documents the creation and organization of neighborhood associations designed to meet citizen involvement requirements and goals set by state and federal agencies concerned with urban development and land use issues. Records may include articles of incorporation, amendments, and related documentation. **Minimum retention: Permanent.**

(10) **Sewage Sludge Management Plans:** Series documents plans submitted to the Oregon Department of Environmental Quality (DEQ) by the agency to engage in sludge disposal or application activity. **Minimum retention: Permanent.**

(11) **Sign Review Records:** Series documents planning department review of sign construction. Records may include descriptions, drawings, photographs, reports, applications, and related documentation. SEE ALSO: Building Permits; Building Board of Appeals Records; Building Code Compliance and Violation Records; and Street Banner Records. **Minimum retention: Life of the structure.**

(12) **Subdivision and Partition Records:** Series documents actions on requests to divide an existing piece of land into smaller lots. Records may include applications, site plans, staff reports, appeals reports, decision statements, maps, and related documentation. **Minimum retention: (a) If approved and agency conditions met, permanent; (b) If not approved, 10 years after expiration or revocation; (c) Withdrawal request letters, 3 years; (d) Withdrawn applications, 180 days if not returned to applicant at time of withdrawal.**

(13) **Temporary Use Records:** Series documents action on permits for temporary activities in commercial and industrial zones such as allowing temporary placement of structures incidental to construction. Records may include applications, permits, staff reports, technical notes, approval orders, and related documentation. **Minimum retention: 5 years after permit expiration.**

(14) **Urban Renewal District Project Records:** Series documents individual renewal projects within urban renewal areas. Projects may include construction, demolition, and rehabilitation of buildings, streets, and utilities. Records may include project area committee documents, reports, project plans, design reviews, maps, photographs, consultant studies, feasibility studies, agreements, and related documentation. Some records may have historic value. For appraisal assistance, contact the Oregon State Archives. **Minimum retention: 25 years after district sunsets.**

(15) **Urban Renewal Plans and Reports:** Series documents descriptions and justifications for proposed development in urban renewal areas as mandated by ORS 457.085. Records may include plans, amendments, reports, hearings records, impact statements, feasibility studies, maps, relocation studies, and related documentation. **Minimum retention: Permanent.**

(16) **Variance Records:** Series documents applications and decisions in cases of minor deviations from zone code requirements. Records may include applications, site locations, description of requests, site plans, zoning maps, staff reports, and related documentation. **Minimum retention: 10 years after expiration, revocation, or discontinuance of use.**

(17) **Wetlands Conservation Planning Records:** Series documents the identification, delineation, and management of wetlands on agency property or rights-of-way. Records may include plans, amendments, annual reports, consultant reports, and related documentation. See ORS 196.678 for further description. SEE ALSO: Wetlands Removal and Fill Permit Records. **Minimum retention: Permanent.**

(18) **Withdrawn Land Use Application Records:** Series documents land use applications and supporting documentation withdrawn by the applicant before a decision has been issued by the county or special district. Records may include applications, site location descriptions, site plans, maps, and related documentation. **Minimum retention: 180 days if not returned to applicant at the time of withdrawal.**

(19) **Zone Change Records:** Series documents rezoning land within the scope of an existing comprehensive plan. Records may include applications, staff reports, technical notes, approval orders, and related documentation. **Minimum retention: (a) Applications, findings of fact, and decision documents, permanent; (b) All other records, 10 years after approval or denial.**

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Property and Facilities Management Records

(1) **Asset, Equipment, and Property Records:** Series documents property and equipment owned and/or maintained by an agency. Records may include service and repair records, work orders, damaged or stolen asset records, asset disposition records, risk reports, real property reports, transfer reports, money and negotiable securities reports, general risk surveys, and warranties. SEE ALSO: Real Property

Commented [A40]: This section covers records formerly found in the now-removed sections Equipment and Property Records and Parks and Recreation Records

Commented [A41]: Covers removed series Damaged/Stolen Property Records; Equipment Maintenance Records; and Property Disposition Records

Transaction Records; and Vehicle Maintenance and Repair Records. **Minimum retention: (a) Equipment maintenance records, 1 year after equipment disposed of; (b) All other records, 4 years.**

(2) **Cemetery Records:** Series documents the administration and management of agency-owned cemeteries. Records may include lists of names and maps of grave locations, deeds, documentation of purchasing lots and burials, death certificates, State Mortuary and Cemetery Board licensing and reporting records, and related documentation. **Minimum retention: Permanent.**

(3) **Chemical Application Records:** Series documents the use of pesticides, herbicides, and fertilizers on agency property. **Minimum retention: 3 years after application.**

(4) **Chemical Inventories:** Series documents chemicals in use by an agency for purposes of maintaining safety standards (29 CFR 1910). SEE ALSO: Master Material Safety Data Records; and Vector Control Chemical Inventory Records. **Minimum retention: 30 years.**

(5) **Deed Instruments, Unrecorded:** Series documents conveyance or encumbrance of an interest in real property. Records may include deeds; condominiums, plats, and partition plats; leases, contracts, easements, covenants, conditions, restrictions, options, and affidavits. SEE ALSO: Deed Instruments, Recorded; and Deeds to Agency-Owned Land. **Minimum retention: Permanent.**

(6) **Deeds to Agency-Owned Land:** Series documents evidence of agency ownership of public lands and rights-of-way. Records may include maps and legal descriptions, title transfers, and related documentation. **Minimum retention: 3 years after property is no longer owned by the agency.**

(7) **Easements, Unrecorded:** Series documents unrecorded grants by property owners to the agency for use of private property for public uses. Records may include maps or other exhibits. SEE ALSO: Easements, Recorded. **Minimum retention: Permanent.**

(8) **Equipment Calibration Records:** Series documents the maintenance and calibration of equipment and instruments used to undertake and monitor technical operations. Records may include logs, reports, and related documentation. **Minimum retention: Life of equipment.**

(9) **Equipment Tracking Records:** Series documents the issue of equipment to agency personnel. Records may include inventories and tracking sheets. SEE ALSO: Weapons Inventory Records. **Minimum retention: Until superseded or obsolete.**

(10) **Facilities and Grounds Inspection Records:** Series documents periodic inspection of facilities and grounds to check for damage and recommend repairs and maintenance. **Minimum retention: 2 years.**

(11) **Facilities and Grounds Maintenance and Repair Records:** Series documents routine maintenance, repairs, and access to buildings, grounds, and rights-of-way owned or leased by the agency. Records may include maintenance requests, summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and Agency Improvement Administrative and Financial Records. **Minimum retention: (a) Records requiring engineering stamps, 2 years after life of structure; (b) All other records, 2 years.**

(12) **Fleet Vehicle Title and Registration Records:** Series documents the ownership and registration of all agency vehicles (including unmanned aircraft systems). **Minimum retention: (a) Titles, until vehicle is sold or disposed of; (b) Registration records, until superseded or disposition of vehicle.**

Commented [A42]: Covers removed series Utility Meter Test and Calibration Records

Commented [A43]: Covers removed series Equipment Issued/Quartermaster Records

Commented [A44]: Previously titled Park and Facility Inspection Records

Commented [A45]: Previously titled Buildings and Grounds Maintenance and Repair Records

(13) **Fuel Records:** Series documents the amount of gasoline, diesel, and oil used by agency-owned vehicles. Records may include logs, reports, and related documentation. **Minimum retention: 2 years.**

(14) **Master Material Safety Data Records:** Series documents all hazardous chemicals used and held by an agency. Records may include hazardous materials safety sheets, safety instructions, and emergency instructions. **Minimum retention: Until superseded or chemical no longer in use.**

(15) **Park Caretaker Records:** Series documents the activities of the park caretaker, including maintenance, construction, operation, and rehabilitation of county parks, waysides, and recreational areas, publications and educational presentations provided to visitors, issuance of permits, collection of fees, and issuance of citations and written warnings. SEE ALSO: Permit and License Records, Agency-Issued. **Minimum retention: 3 years after caretaker separation.**

(16) **Property Dedication Records:** Series documents dedication of private property to the agency for public uses such as transportation facilities (streets, sidewalks, bikeways) and parks. Records may include dedication agreements, maps, and related documentation. **Minimum retention: Permanent.**

(17) **Property Vacation Records:** Series documents recorded property vacations, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include petitions to vacate, maps, descriptions of property, staff reports, approval orders, and related documentation. **Minimum retention: Permanent.**

(18) **Real Property Transaction Records:** Series documents acquisitions, dispositions, and relocations of real property and rights-of-way by the agency for urban renewal projects, parks, sewers, streets, water lines, traffic signals, and other reasons. Records may include cultural resource records, offer letters, options, agreements of short duration, staff reports, appraisal reports and reviews, inspection reports, letters of transmittal, summaries, and related documentation. SEE ALSO: Deeds to Agency-Owned Land. **Minimum retention: 10 years after transaction completed and final audit accepted.**

(19) **Swimming Pool Operation and Maintenance Records:** Series documents the operation and maintenance of agency swimming pools. Records may include results of pool water quality tests, and records of inspection and maintenance of safety equipment. **Minimum retention: 2 years after facility closes.**

(20) **Technical Manuals, Specifications, and Warranties:** Series documents technical details of agency-owned vehicles and equipment. Records may include specifications, operating instructions, and safety information. **Minimum retention: (a) Manuals, until disposition of vehicle or equipment; (b) Warranties, until expiration.**

(21) **Vehicle Maintenance and Repair Records:** Series documents the maintenance and repair history of all agency-owned vehicles. Records may include usage logs, reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. **Minimum retention: (a) Daily vehicle inspection and usage records, 3 years; (b) All other records, 2 years after disposition of vehicle.**

Commented [A46]: Covers removed series Vehicle Usage and Expense Records

166-150-0167

Public Safety Records

Commented [A47]: This section covers records formerly found in the now-removed sections Community Corrections Records; Emergency Management Records; Fire and Emergency Medical Services; Law Enforcement; and 9-1-1/Public Safety Answering Point Records

(1) **Alarm Records:** Series documents the licensing, permitting, use, testing, maintenance, and response to security alarms in the county. Records may include permits, applications, malfunction reports, maintenance reports, alarm response reports, false alarm reports, and related documentation.

Minimum retention: (a) Alarm licensing and permit records, 1 year after expiration or revocation; (b) All other records, 2 years.

(2) **Alcohol Diversion Evaluator Records:** Series documents the evaluation of clients for referral to a program that will provide appropriate information or rehabilitation services. Records may include evaluation results, interview narratives, copies of driving records, documentation of the client's Blood Alcohol Content (BAC) at the time of the DUII (Driving Under the Influence of Intoxicants) arrest, copies of Diagnostic and Referral Reports, and copies of reports on the client filed with the Office of Alcohol and Drug Abuse Programs. **Minimum retention: 5 years following date of completion or discontinuance of treatment services.**

(3) **Alert and Notification Records:** Series documents any written emergency warnings/notifications issued by the county, the Oregon Department of Emergency Management, National Oceanic and Atmospheric Agency (NOAA), or the Federal Emergency Management Agency (FEMA). **Minimum retention: 30 days.**

(4) **Ambulance Licensing Records:** Series documents application by the agency to the Oregon Public Health Division for licenses to operate ambulances. Series may also document applications submitted to the agency by private ambulance services for operation in areas that have ordinances regulating ambulance services as defined in ORS 682.031. Records may include applications, licenses, affidavits of compliance, certificates of insurance, bonds, and related documentation. **Minimum retention: 2 years after denial, revocation, or expiration.**

(5) **Animal Control Records:** Series documents public safety activities relating to animal control. Records may include reports, logs, receipts, licenses, dog bite reports, and related documentation. **Minimum retention: (a) Animal licenses, 3 years after expiration; (b) All other records, 2 years.**

(6) **Arrest Warrant Log Records:** Series documents the status of arrest warrants as served, unserved, or recalled by the court. Records may include logs, validation listings, checkout sheets, and related documentation. **Minimum retention: Until superseded or obsolete.**

(7) **Arrest Warrant Records:** Series documents court orders commanding law enforcement officials to bring a specified individual before the court. Records may include detainer requests, informational documents related to the wanted person, teletypes, and other documentation relevant to the service of warrants. Note: These are working files that support the maintenance of the warrant itself. SEE ALSO: Incident Case Files for documentation of warrant service. **Minimum retention: Until served, recalled, or cancelled by the court.**

(8) **Automobile Display Permit Records:** Series documents permits issued to allow the display of automobiles or any vehicles which carry fuel inside public or commercial buildings. **Minimum retention: 2 years after permit denied, revoked, or expired.**

(9) **Bail Records:** Series documents the receipt of bail monies or recognizance bonds by the county as stipulated in ORS 135.270. Records may include logs of monies received and transactions. **Minimum retention: 3 years.**

Commented [A48]: Covers removed series Fire and Security Alarm System Records

(10) **Base Camp Expenditure Records:** Series documents expenses incurred for operation of base camps. Records may include base camp cost report, unit operational cost report, base camp/food service report, recorder food supplies and staples report, and related documentation. **Minimum retention: 4 years.**

(11) **Booking Records:** Series documents the confinement and release of individuals held in a local correctional facility, temporary holding facility, juvenile detention facility, or lockup. Records may include books, logs, and related documentation. Note: Booking records related to individuals known to be deceased need not be retained. **Minimum retention: (a) Homicides, 20 years; (b) Felonies, 10 years; (c) Misdemeanors, 5 years.**

(12) **Burning Permit Records:** Series documents permits issued to individuals for open air burning within the area serviced by the agency fire department. **Minimum retention: 2 years after permit denied, revoked, or expired.**

(13) **Cadet Program Records:** Series documents administration of a county's junior cadet program. Records may include applications, reports, and related documentation. **Minimum retention: 5 years.**

(14) **Chaplain/Religious Counsel Records:** Series documents the role of the agency or jail chaplain/religious counsel, volunteer chaplains, or groups that volunteer their time to the agency for religious purposes. Records may include individual guidance records, schedules, activity reports, authorizations of inmate articles (i.e. prayer feathers, medicine bags, wedding rings, etc.), and marriage and death records. **Minimum retention: (a) Inmate counseling records, 3 years after inmate release; (b) All other counseling records, 1 year.**

(15) **Civil Enforcement Case Files:** Series documents actions taken relating to a specific civil case. Records may include documentation of attempts at service, actual service information, and enforcement actions taken under the provisions of the order. **Minimum retention: 3 years after action completed.**

(16) **Community Corrections Case Assignment and Report Logs:** Series documents assignment and tracking of new cases, reports, and transfers. Records may include listings of new probations, paroles, temporary transfer requests, special reports, early terminations, revocations, and officer assignments. **Minimum retention: 3 years.**

(17) **Community Service Work Records:** Series documents community service performed in lieu of or in addition to criminal sentencing. Records may include judges' orders for bench parole, other court orders, and requirements for fulfilling community service orders. **Minimum retention: 6 months after case closed.**

(18) **Concealed Weapons Permit Records:** Series documents issuance of concealed handgun licenses and renewals as specified in ORS 166. Records include license applications, license renewal applications, copies of identification, background check results, license revocations and denials, and related documentation. **Minimum retention: (a) Revoked permits, 4 years after revocation or denial; (b) All other records, 2 years after expiration or transfer of permit.**

(19) **Controlled Substance Inventory and Tracking Records:** Series documents the possession, storage, use, and tracking of controlled substances purchased by or surrendered to the department, pursuant to 21 CFR 1304.04. Records may include logs; inventory reports; sign-in, sign-out sheets; substance

administration data; and related documentation. **Minimum retention: 3 years, or until superseded, whichever is longer.**

(20) **Crime Analysis Records:** Series documents department efforts to anticipate, prevent, detect, deter, or monitor possible criminal activity or other analytical work. Records may include reports, statistical summaries, trend or prediction information, photographs, audio and video recordings, and related documentation. **Minimum retention: (a) Major crime analyses or studies, 10 years; (b) All other records, until superseded or obsolete.**

(21) **Crime Prevention and Community Policing Program Records:** Series documents programs designed to build partnerships between police and the community that promote public safety, as well as documenting department efforts to train citizens in crime prevention. Records may include trespass agreements with merchants, crime prevention through environmental design (CPTED) program records, and training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related documentation. **Minimum retention: 2 years.**

Commented [A49]: Covers removed series Crime Prevention Community Policing Organization Records; and Crime Prevention Security Survey Records

(22) **Crime Prevention Community Policing Event Records:** Series documents annual or one-time events organized by the agency or participated in where personnel are available to answer questions and provide educational information. Records may include site information, schedules, volunteer rosters, and event evaluations. **Minimum retention: (a) Records of events considered significant and/or historical by local officials, permanent; (b) All other event records, 1 year.**

(23) **Crime Prevention Vacation House Inspection Records:** Series documents the inspection of homes and other properties while the occupants are away. **Minimum retention: 30 days after inspections end.**

(24) **Criminal Arrest History Records:** Series documents information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include summaries, arrest reports, fingerprint records, mug shots, and related documentation. Note: Records may be destroyed earlier if individual is known to be deceased. SEE ALSO: Incident Case Files for retention of individual incidents. **Minimum retention: (a) Homicides, 20 years; (b) Felonies, 10 years; (c) Misdemeanors, 5 years.**

(25) **Criminal History Dissemination Records:** Series documents the distribution of criminal histories and other law enforcement information to other agencies or criminal information systems. Records may include teletype and computer message logs. **Minimum retention: Until case completed or suspended.**

(26) **Criminal Intelligence Records:** Series documents possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Sources include law enforcement and regulatory agencies, and private citizens. Retentions are based on procedures detailed in OAR 137-090. Records may include investigatory reports, statistical reports, memoranda, and related documentation. **Minimum retention: (a) "Permanent Files" as defined by OAR 137-090-0080, 5 years; (b) "Temporary Files" as defined by OAR 137-090-0080, 1 year; (c) "Working Files" as defined by OAR 137-090-0080, 30 working days.**

Commented [A50]: Previously titled Criminal Intelligence System Database Records

(27) **Debriefings:** Series documents law enforcement operations, which are distributed in order to improve communication. Records may include mission sheets, after action reports, and operations order records. **Minimum retention: 3 years.**

(28) **Detoxification Confinement Logs:** Series documents the temporary detention pursuant to ORS 430.399 of those unable to care for themselves due to intoxication. **Minimum retention: 2 years.**

(29) **Dispatch Incident Records:** Series documents a specific call received by a public safety answering point and the subsequent activity for that call. **Minimum retention: 2 years.**

(30) **Electronic Home Detention Records:** Series documents the application and use of electronic monitors for inmates selected for electronic home detention monitoring. Records may include tracking reports, schedules, documentation on offender violations, notifications to apprehend and control any absconding offenders, system troubleshooting notations, and related documentation. **Minimum retention: 3 years after removal of monitor.**

(31) **Emergency and Disaster Incident Records:** Series documents actions taken with respect to emergency planning and response activities during and after emergency incidents. Records may include photographs, damage reports, response reports, incident action plans, resource ordering and tracking records, financial documentation, logs, messages, notes, and related documentation. **Minimum retention: (a) Designated or declared emergencies, permanent; (b) Non-designated emergencies, 5 years.**

(32) **Emergency Equipment Procurement Case Records:** Series documents the use of civil defense equipment from the federal government by the county. Records may include loan agreement, project application, procurement agreement, transfer order, and transfer report. **Minimum retention: 3 years after equipment returned or disposed of.**

(33) **Emergency Exercise Records:** Series documents regular emergency training exercises. Records may include statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up actions reports, and related documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(34) **Emergency Management Assistance Activity Reports:** Series documents the agency's emergency management work plans. Records include a narrative of emergency management program elements that were accomplished annually and supporting documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(35) **Emergency Management Assistance Staff Pattern Records:** Series documents agency personnel involved in the emergency management program. Documentation is submitted annually to the Oregon Department of Emergency Management to determine eligibility for emergency management funding. Records may include appropriate Federal Emergency Management Agency (FEMA) forms and related documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(36) **Emergency Management Resource Lists:** Series documents emergency resources such as personnel, materials, equipment, supplies, and services provided by suppliers and vendors. **Minimum retention: Until superseded or obsolete.**

(37) **Emergency Medical Incident Records:** Series documents medical treatment, care, or response to a request for emergency medical services. Records may include pre-hospital care reports, patient refusal of care, medical aid liability release forms, and related documentation. **Minimum retention: 10 years.**

(38) **Emergency Telephone Call Continuous Audio Recordings:** Series documents incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 911 calls. **Minimum Retention: (a) Recordings used as evidence, until case reaches final disposition; (b) All other recordings, 7 months.**

(39) **Enhanced 911 Service Plans:** Series documents the planning, development, and implementation of enhanced 911/public safety answering point systems. Records may include preliminary and final plans, drafts and worksheets, and related documentation. **Minimum retention: (a) Approved plans and amendments, 5 years after superseded or obsolete; (b) Preliminary plans, drafts, worksheets, and supporting materials, until plan approved by Oregon Department of Emergency Management.**

(40) **Explosives Storage and Use Permit Records:** Series documents the issuance of permits authorizing the use of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. Records may include permits, applications, insurance verifications, and related documentation. **Minimum retention: 2 years after permit denied, revoked, or expired.**

(41) **Expunged or Sealed Records:** Series documents an arrest or conviction that has been set aside or expunged by a court order or otherwise disposing of any related records according to ORS 137.225. Also applies to records related to juveniles as outlined in ORS 419A.260 and 419A.262. Juvenile records are expunged, while adult records are sealed. **Minimum retention: (a) Expunged records, dispose according to the directive of the court; (b) Expungement orders, 10 years or according to the directive of the court; (c) Sealed records, 10 years or according to the directive of the court.**

(42) **Field Interrogation Reports:** Series documents informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. **Minimum retention: 1 year.**

(43) **Fingerprinting Records:** Series documents fingerprints, palmprints, toeprints, and other personal identifiers of arrested individuals, used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in an area. Fingerprint records of individuals known to be deceased need not be retained. SEE ALSO: Fingerprinting Records, Latent. **Minimum retention: Until transmission to Oregon State Police verified.**

(44) **Fingerprinting Records, Latent:** Series documents latent fingerprints and palmprints found at crime scenes without identification of suspects. These are compared against records on file at the agency. SEE ALSO: Fingerprinting Records. **Minimum retention: (a) Unnatural death, 75 years; (b) Sexual felonies defined in ORS 131.125, 27 years; (c) Other felonies, 6 years; (d) Other offenses, 3 years.**

(45) **Fire and Emergency Medical Services Maps:** Series documents maps and related records maintained by the agency fire department for address location reference and response planning. **Minimum retention: Until superseded or obsolete.**

(46) **Fire Investigation Records:** Series documents investigations conducted by the agency fire department. Records may include investigative reports, supplemental reports, photographs, maps, drawings, memoranda, laboratory reports, notes, and related documentation. **Minimum retention: (a) Records documenting fires involving loss of life, 75 years; (b) All other records, 10 years.**

(47) **Fire Report Records:** Series documents each fire responded to by the agency fire department as required by the State Fire Marshal. Includes additional reports if injuries occurred. **Minimum retention: 10 years.**

(48) **Firearm Dealers' Sales Records:** Series documents purchases of firearms from dealers. Records may include duplicate register sheets mailed by the dealer to the law enforcement agency and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the agency. **Minimum Retention: (a) Records submitted to Chief Local Law Enforcement Official documenting individual purchases of multiple firearms per 18 U.S.C. 923 (g)(3)(A), not to exceed 20 days (per 18 U.S.C. 923 (g)(3)(B)); (b) All other records, 3 years.**

Commented [A51]: Previously titled Handgun Dealers' Sales Records

(49) **Grass and Weed Control Records:** Series documents agency enforcement of regulations designed to help prevent fires caused by overgrown vegetation. Records may include complaints, inspection reports, notices, violations, and related documentation. **Minimum retention: 3 years after last action or final payment.**

(50) **Hazard Analysis Records:** Series documents potential natural and manmade hazards in an area as required by the Federal Emergency Management Agency (FEMA) for federally funded Emergency Management Assistance jurisdictions. Records may include federal forms and related documentation. **Minimum retention: Until superseded or obsolete.**

(51) **Hazard Shelter Records:** Series documents the condition of buildings designated to be used as hazard shelters in case of emergency. Records may include documents issued by federal and state emergency management agencies, sketches, photographs, and related documentation. **Minimum retention: Until superseded or obsolete.**

(52) **Hazardous Material Emergency Incident Records:** Series documents agency response to hazardous material emergencies, usually pertaining to spills and other accidental releases. Records may include reports, complaints, and related documentation. **Minimum retention: Permanent.**

(53) **Hazardous Substance Employer Survey Summaries:** Series documents the storage and use of hazardous materials within the area served by the fire department. Records may include summaries of employer surveys conducted by the State Fire Marshal pursuant to ORS 453.317 as well as related records generated by the agency. **Minimum retention: 3 years after superseded or obsolete.**

(54) **Impounded and Abandoned Vehicle Records:** Series documents vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. Records may include reports, notifications, information cards or sheets, receipts, and related documentation. **Minimum retention: 2 years for records not included in Incident Case Files.**

(55) **Incident Case File Indexes:** Series contains indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information. **Minimum retention: Until superseded or obsolete.**

(56) **Incident Case Files:** Series documents central case files documenting complaints or other actions or incidents investigated by the department. Records may include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, teletypes, court orders, court dispositions,

officer notes, laboratory reports, DUII (Driving Under the Influence of Intoxicants) test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, booking sheets, property/evidence reports, custody reports, use of force reports, and related documentation. **Minimum retention: (a) Cases involving crimes with no statutes of limitations, 75 years after case closed; (b) Protective custody files, until minor's age of majority or emancipation; (c) Missing Persons Reports, until found; (d) Cases involving stolen firearms, until firearm recovered and LEDS entry removed; (e) Non-criminal reports other than (b) or (c), 3 years; (f) Use of force reports, 5 years; (g) All other cases, 1 year after statute of limitations expires.**

Commented [A52]: The removed series Juvenile Temporary Custody Records is covered by this retention

(57) **Indemnity Bonds:** Series documents copies of insurance bonds issued to indemnify the law enforcement agency against claims of wrongful actions in civil seizure cases. **Minimum retention: 2 years after seizure has been completed and a return has been made to the court of issuance.**

(58) **Informant Case Files:** Series documents information about informants used by department personnel. Records may include reports, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related documentation. **Minimum retention: Until superseded or obsolete.**

(59) **Inmate Accountability Records:** Series documents inmate counts, cell locations, inmate status, and related information. Records may include logs detailing status of individual inmates, lists, rosters documenting the location of all inmates, inmate counts, and related documentation. **Minimum retention: 1 year.**

(60) **Inmate Case File Indexes:** Series contains indexes used to access inmate case files. Usually cross referenced by name, case number, and other identifiers. **Minimum retention: Until superseded or obsolete.**

(61) **Inmate Case Files:** Series documents non-medical information on inmates confined in an agency correctional facility. Records may include incident reports, release receipt indicating return of property, court commitment and release orders, and related documentation. **Minimum retention: 3 years after release.**

(62) **Inmate Grievances:** Series documents the receipt of, investigation of, and actions taken in response to inmate grievances. **Minimum retention: 3 years after last action.**

(63) **Inmate Meal Records:** Series documents menus used to plan and schedule inmate meals. Records may include listings of those inmates who received meals. **Minimum retention: 6 months.**

(64) **Inmate Medical Records:** Series documents outpatient medical treatment given to inmates. Records may include treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, medication records, and related documentation. **Minimum retention: 7 years after release without reactivity.**

(65) **Inmate Program Records:** Series documents the education, recreation, and miscellaneous programs that inmates participated in while at the facility. **Minimum retention: 3 years.**

(66) **Inmate Telephone and Mail Records:** Series documents telephone calls and mail sent and received by inmates. Records may include logs and related documentation. **Minimum retention: 1 year.**

(67) **Inmate Visitor Records:** Series documents information about visitors to inmates confined in an agency correctional facility. Records may include logs, request slips, and related documentation. **Minimum retention: 1 year.**

(68) **Inmate Work Programs:** Series documents the control of and participation of inmate work programs. **Minimum retention: 3 years.**

(69) **Inspection and Occupancy Records:** Series documents periodic fire prevention inspections of fire code compliance performed by the agency fire department. Records may include reports, notices, and citations, as well as occupancy and pre-fire planning records such as floor plans, sketches, reports, lists, and related documentation. **Minimum retention: Both current and previous inspection reports must be retained for at least 10 years and may not be destroyed until the next report is issued.**

(70) **Interagency Inquiry Records:** Series documents requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects. Records may include logs and related request documentation. **Minimum retention: Until superseded or obsolete.**

Commented [A53]: Previously titled Computer Inquiry Records

(71) **Jail Canteen, Commissary, or Kitchen Records:** Series documents the routine operations and control of jail canteens, commissaries, and kitchens. Records may include inventory control records, inmate accounting records, and related documentation. **Minimum retention: 3 years or until audited, whichever is longer.**

(72) **Jail Monitoring Records:** Series documents audio and video recordings of prisoners booked into the jail facility. Records may include video recordings made during inmate altercations and incidents where the Corrections Emergency Response Team (C.E.R.T.) members are utilized for inmate control. **Minimum retention: (a) Prisoner booking videos, 30 days; (b) C.E.R.T. training videos, until superseded or obsolete; (c) C.E.R.T. videos as evidence in criminal proceedings, destroy by order of the court.**

(73) **Justice Involved Individuals Case Files:** Series documents the supervision, management, and tracking of justice involved individuals in the community corrections program. Records may include face sheets, court orders, Board of Parole and Post Prison Supervision orders, commutations, death certificates, expungement and sealing orders, presentence investigations, parole officer notes, police reports, sanction hearing documentation, and community risk assessments. Department of Corrections (DOC) maintains the statewide record copy of information on the Corrections Information System. **Minimum retention: (a) Felony offender case files, 2 years after case closed; (b) All other case files, 1 year after case closed.**

Commented [A54]: Previously titled Offender Case Files

(74) **K9 Records:** Series documents an individual K9's work history. Records may include medical records, how the animal came into the program, historical information, photographs, and other information about the animals, capture log, type of activity undertaken by the dog (tracking, search, guard, etc.), capture number, custody number and other related information, training and certification records, performance appraisal evaluations, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, and related documentation. **Minimum retention: 6 years after dog retires.**

(75) **Law Enforcement Body-Worn Camera Recordings:** Series documents video recordings made by body-worn cameras by members of law enforcement during the performance of their duties. **Minimum retention: (a) Recordings used as evidence in an ongoing criminal investigation or court proceeding,**

until case reaches final disposition; (b) Recordings used for internal investigations, until investigation closed or 180 days, whichever is longer (not to exceed 30 months, per ORS 133.741); (c) All other recordings, 180 days (not to exceed 30 months, per ORS 133.741).

(76) **Law Enforcement Database Validation Records:** Series documents validation of entries into the National Crime Information Center (NCIC) or Law Enforcement Data System (LEDS) databases. **Minimum retention: 5 years or until audited by NCIC or other applicable law enforcement network, whichever is shorter.**

Commented [A55]: Previously titled Computer Validation Records

(77) **Law Enforcement Internal Investigations Case Files:** Series documents police department investigations of police officers or reserve officers, as defined by ORS 181A for violations of laws, rules, or policy and may include findings and dispositions of investigations. Records often include material found in incident case files. SEE ALSO: Disciplinary Action Records for investigations of all other personnel. **Minimum retention: 10 years after separation.**

Commented [A56]: Retention changed to take into account HB4207 (which went into effect in 2020) and guidance from OSP

(78) **Lost and Found Property Records:** Series documents items not related to a crime that are found by or turned into police. Records may include receipts, inventory lists, destruction logs, property reports, and related documentation. SEE ALSO: Property and Evidence Control and Disposition Records. **Minimum retention: 2 years after disposition.**

(79) **Maps, Law Enforcement:** Series contains maps and related documentation maintained for reference and for tracking various trends including crime. **Minimum retention: Until superseded or obsolete.**

(80) **Marine Enforcement Reports:** Series documents the marine enforcement activities of the county sheriff's department. **Minimum retention: (a) Annual Reports, 5 years; (b) Monthly Reports, until annual report created.**

(81) **Master 24-Hour Audio Recordings:** Series documents recordings of calls to a public safety answering point on either 911 or non-emergency lines, or recording of radio traffic for fire, emergency medical services, or law enforcement. Note: Specific recordings of incidents may warrant longer retention for legal reasons. **Minimum retention: 1 year.**

(82) **Master Name Index Records:** Series documents information on individuals who have been field interrogated or arrested, including suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. **Minimum retention: Until superseded or obsolete.**

(83) **Master Street Address Guide (MSAG) Maintenance Forms:** Series documents the 911/public safety answering point's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. **Minimum retention: 2 years.**

(84) **Neighborhood Dispute Resolution Records:** Series documents a county's dispute resolution program to handle complaints by citizens about concerns or disputes with neighbors or merchants. Typical cases may include animal control, landlord/tenant issues, noise, harassment, property disputes, and business/consumer issues. Records may include budget, activity, and statistical reports, mediation training information, evaluation and intake records, service referrals, resolution agreements, and follow-

up surveys. **Minimum retention: (a) Case records, 5 years after last action; (b) All other records, 2 years.**

(85) **Officer Notes:** Series documents notes written by officers during the course of a shift containing information which may or may not be included in an official report. Notes may or may not be incorporated into an Incident Case File or be added as comments to a Dispatch Incident Record. **Minimum retention: 2 years.**

(86) **Patrol Car Video Recordings:** Series documents recordings of officer activities from cameras mounted on police vehicles. **Minimum retention: (a) Recordings used as evidence in an ongoing criminal investigation or court proceeding, until case reaches final disposition; (b) Recordings used for internal investigations, until investigation ends; (c) All other recordings, 30 days.**

(87) **Pawn Broker and Second Hand Dealer Reports:** Series documents reports submitted to the department documenting merchandise bought, sold, or pawned by dealers. **Minimum retention: 2 years.**

(88) **Peer Court Records:** Series documents the peer court system where youths who have committed certain first-time misdemeanors or violations are judged through a court system of their peers (aged 12–17 years). Records may include policy and procedures manuals, budget, activity and statistical reports, guidelines and instructions for participants, applications to participate in the program, juvenile consent form, intake interview form, defendant questionnaire, summary report, attorney's analysis, jury verdict record, bailiff record, clerk's record, community service log, judge's notes, officer's status reports, defendant evaluation, parent evaluation, and related documentation. SEE ALSO: Internal Policies and Procedures. **Minimum retention: (a) Case records, 5 years after final disposition of case, or youth reaches age of majority, whichever is longer; (b) Participant guidelines and instructions, until superseded or obsolete; (c) All other records, 2 years.**

(89) **Permit to Purchase Firearm Records:** Series documents issuance of firearm Permits-to-Purchase and renewals as specified in ORS 166. Records may include permit applications, permit renewal applications, background check results, permit revocations and denials, proof of completion of an approved safety course, and related documentation. **Minimum retention: (a) Revoked permits; 5 years after revocation or denial; (b) All other records, 2 years after expiration of permit.**

(90) **Polygraph Records:** Series documents polygraph tests given to criminal suspects, prospective employees, and others. Records may include pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) All other cases, 1 year after statute of limitations expires.**

(91) **Premise Information Records:** Series documents hazards or other information relevant to emergency responders about a premises or specific location in advance of arrival at an incident site. **Minimum retention: 2 years, or until renewed, superseded, or expired, whichever is sooner.**

(92) **Property and Evidence Control and Disposition Records:** Series documents records used to track property and evidence coming into police department possession. Documents receipt, storage, and

disposition of personal property and physical evidence from defendants, victims, and others. Records may include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, crime scene photographs, and related documentation. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) All other cases, 1 year after statute of limitations expires.**

(93) **Property Registration Records:** Series documents the registration of property for identification in case of theft, loss, or burglary. **Minimum retention: Until registration is expired, superseded or obsolete.**

(94) **Property Sales/Deed Records:** Series documents sale and conveyance of real and personal property by the enforcement agency. Records may include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued. **Minimum retention: 6 years.**

(95) **Public Safety Answering Point Data Management System Records:** Series documents the maintenance and update of current information used to provide and direct incident response within a 911/public safety answering point service area. **Minimum retention: Until superseded or obsolete.**

(96) **Public Safety Answering Point Operational Logs:** Series documents chronological tracking of activities related to 911/public safety answering point operations. Records may include radio logs, telephone logs, tow logs, and criminal background check request logs. **Minimum retention: 1 year.**

(97) **Public Safety Answering Point Quality Assurance Records:** Series documents the evaluation, analysis, and assessment of the performance and quality of services provided by the 911/public safety answering point system. Records may include system evaluations, system performance reports, satisfaction surveys and questionnaires, quality improvement reports and recommendations, quality assurance committee minutes, and related documentation. **Minimum retention: (a) Survey instruments, 2 years, or until summary report completed, whichever is sooner; (b) All other records, 2 years.**

(98) **Public Safety Answering Point Statistical Reports:** Series documents the compilation of statistical data about the actions and activities of the 911/public safety answering point system. **Minimum retention: (a) Data instruments used to compile statistics, until statistical report completed; (b) Daily and weekly reports, until compiled into monthly reports; (c) Monthly and quarterly reports, 1 year; (d) Annual reports, 10 years.**

(99) **Public Safety Answering Point System Error/Malfunction Records:** Series documents 911/public safety answering point electronic systems errors or malfunctions and subsequent corrective action. Records may include enhanced system error reports, trouble logs, work orders, and related documentation. **Minimum retention: 2 years.**

(100) **Public Safety Worker Briefing Records:** Series documents communication between supervisors and shift workers or between staff on different shifts. **Minimum retention: 90 days.**

(101) **Regulated Substances Storage and Use Records:** Series documents the storage and use of regulated substances such as gasoline, crude oil, fuel oil, and diesel oil. Records may include applications, permits, inspection reports, and related records for agency regulation of above ground

storage tanks as well as reports of substance releases from underground storage tanks. SEE ALSO: Inspection and Occupancy Records. **Minimum retention: (a) Records related to underground storage tanks, 25 years after tank removed; (b) Records related to above ground storage tanks, 5 years.**

(102) **Ride-Along Applications:** Series documents applications for ride-along programs run by police or emergency services. Records may include approved and denied applications. **Minimum retention: 2 years.**

(103) **Scene Reconstruction Visuals:** Series documents exhibits and other visual aids created for use in court. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closure; (b) All other cases, 1 year after statute of limitations expires.**

(104) **Search and Rescue Mission Case File Records:** Series documents search and rescue missions undertaken by the county. Records may include Oregon search and rescue mission report, criminal complaint (incident) report, mission roster, lost/missing person report, equipment involved, description of events, and related documentation. **Minimum retention: 3 years.**

(105) **Search and Rescue Unit Case Records:** Series documents administrative and general information about individual search and rescue units. Records may contain monthly membership update, membership roster, operational cost report, volunteer activity report, volunteer's personal expense record, and related documentation. **Minimum retention: 6 years.**

(106) **Search Roster Records:** Series documents movement of participants of search and rescue missions. **Minimum retention: 3 years.**

(107) **State Fire Marshal Exemption Records:** Series documents partial or full agency exemption from statutes, rules, and regulations administered by the State Fire Marshal for agencies that enact and enforce adequate regulations to conform with state and national fire standards defined in ORS 476.030(3). Records may include applications, reports, exemption certificates, and related documentation. **Minimum retention: 2 years after denial, revocation, or expiration of exemption.**

(108) **Subpoenas:** Series documents subpoenas issued to law enforcement personnel to appear in court for the purpose of testifying. **Minimum retention: Until court appearance.**

(109) **Tactical Response Records:** Series documents the planning for and performance of hostage negotiations, riot response, bomb threats, or other tactical situations. Records may include maps, rosters, equipment inventory, training records, and situation reviews. **Minimum retention: 3 years.**

(110) **Towed Vehicle Records:** Series documents tow truck requests and responses. Records may include rotation lists, documentation of vehicles towed from private property at the request of citizens, and related documentation. **Minimum retention: 1 year.**

(111) **Traffic, Transit, and Other Citation Records:** Series documents police department copies of citations issued for traffic, transit, motor vehicle, and other violations. Records may include Uniform Traffic Citations, parking citations, records documenting traffic infractions by drivers that have been photographed by the county sheriff's photo radar equipment, logs, and related documentation. **Minimum retention: (a) Logs, 1 year; (b) Issued citations, 2 years; (c) Unissued photo radar citations, 30 days.**

Commented [A57]: Previously titled Civil Emergency/SWAT Team Records

Commented [A58]: Covers removed series Photo Radar Records

(112) **Traffic, Transit Violation Warning Records:** Series documents warnings issued for alleged traffic, transit, and other minor offenses. **Minimum retention: 1 year.**

(113) **Transportation of Prisoner Records:** Series documents the movement of prisoners from one place to another. **Minimum retention: 3 years.**

(114) **Used Firearm Transfer Records:** Series documents the sale or transfer of a firearm by a licensed dealer reported to police as required by ORS 166.427. **Minimum retention: 2 years.**

(115) **Weapons Inventory Records:** Series documents weapons assigned to law enforcement officers. **Minimum retention: Until superseded or obsolete.**

Commented [A59]: Previously titled Officer Weapon Registration Records

(116) **Youth Fire Prevention and Intervention Records:** Series documents multi-disciplinary prevention and intervention services provided to children who have a history of or are at risk for setting fires. Community-based services are provided under the guidance of the Office of State Fire Marshal. SEE ALSO: County Juvenile Department Records section. **Minimum retention: (a) Until court ordered expunction (ORS 419A.262); (b) If case is not expunged, 5 years after last action, or youth reaches age of majority, whichever is longer.**

166-150-0170

Public Works — General Records

(1) **Aerial Images:** Series documents aerial photography depicting topographical and physical features of a particular geographic area. Records may include photographic negatives, original prints, digital images, or other photographic formats. Note: Photographs that are duplicates of originals held by state, county, federal, or other sources may be retained as needed. **Minimum retention: Permanent.**

Commented [A60]: This section covers records formerly found in the now removed Public Works Records-Engineering; Public Works Records-Operations and Maintenance; Public Works Records-Public Utilities; Public Works Records-Wastewater Treatment; and Public Works Records-Water Treatment sections

(2) **Annual Water Quality Reports (Consumer Confidence Reports):** Series documents the presence of any contaminants in county water over the course of a year. **Minimum retention: 5 years.**

(3) **Backflow Prevention Device Test Records:** Series documents test results on backflow prevention devices designed to protect the water system from pollution related to substances backing into water lines. **Minimum retention: 10 years.**

(4) **Drinking Water System Non-Compliance Corrective Action Records:** Series documents action taken by the agency to correct violations of primary drinking water regulations. Records may include reports, logs, and related documentation. **Minimum retention: 3 years after last action.**

(5) **Engineering Project Technical Records:** Series documents the planning, design, and construction of various agency improvement projects, including facilities, structures, and systems. Records may include impact statements, feasibility studies, plans, amendments, policy and procedure manuals, field test and laboratory reports, UAV (drone) video recordings, inspector reports, change orders, status reports, and related documentation. Some records may have historic value. For appraisal assistance, contact the Oregon State Archives. SEE ALSO: Financial Records section; and Maps, Plans, and Drawings. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135].**

(6) **Hazardous Situation Permit Records:** Series documents the issuance of a permit by the employer notifying employees that they may be exposed to hazardous substances and/or conditions in confined

Commented [A61]: Covers removed series Permit-Required Confined Space Program Records; and Confined Spaces Permits Records

spaces. Records may include permit, pre-entry testing data, and field notations and observations.

Minimum retention: 1 year after permit cancelled.

(7) **Hydrant Location, Maintenance, and Inspection Records:** Series documents the location, specifications, maintenance, testing, and repair of water hydrants in the water system. Records may include lists, charts, logs, reports, and related documentation. **Minimum retention: (a) Location and specification records, until hydrant permanently removed from service; (b) Maintenance, test, and repair records, 2 years.**

(8) **Grease Trap Inspection Records:** Series documents the agency's inspection of grease traps in food service facilities. Records may include applications, inspection reports, copies of the license issued, and related documentation. **Minimum retention: (a) 1 year after date of most recent inspection by agency; (b) Closed facilities, 2 years after closure.**

(9) **Industrial Pretreatment Permit Records:** Series documents permits issued by the agency to private industries allowing the discharge of specific pollutants under controlled conditions. Records may include applications, permits, addenda, modifications, and related documentation. **Minimum retention: (a) Permits, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

(10) **Infrastructure Master Plans Records:** Series documents the present and projected needs of the agency for water, sewer, storm drainage, street, bike path, and other systems. Records may include plans, reports, evaluations, cost analyses, drawings, and related documentation. **Minimum retention: Permanent.**

(11) **Maps, Plans, and Drawings:** Series documents maps, plans, and drawings created by the agency or contracted specifically for the agency. Records may include various types of maps, as well as as-built plans, drawings, and details documenting agency engineering and construction projects. **Minimum retention: (a) Final implemented maps, plans, and drawings, permanent; (b) Draft and unimplemented maps, plans, and drawings, until superseded or obsolete.**

(12) **Materials Delivery Records:** Series documents records issued by suppliers or agency to verify delivery of supplies or materials (concrete, road base, gravel, topsoil, etc.). **Minimum retention: 2 years.**

Commented [A62]: Covers removed series Fill and Leaf Delivery Records; and Delivery Tickets

(13) **Mobile Waste Hauler Dumping Records:** Series documents the dumping of septic pumpings and other wastes from various sources at the agency waste treatment facility. Records may include logs, manifests, and related documentation. **Minimum retention: 5 years.**

(14) **National Pollution Discharge Elimination System Permit Records:** Series documents the application for and issuance of a permit to the agency under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. Records may include applications, permits, addenda, modifications, and related documentation. SEE ALSO: Wastewater Annual Inspection Records. **Minimum retention: (a) Permit, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

(15) **Right-of-Way Permit Records:** Series documents permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. **Minimum retention: (a) Construction**

related records, 10 years after substantial completion of project [as defined by ORS 12.135]; (b) All other records, 2 years after expiration, revocation, or discontinuance of use.

(16) **Secondary Contaminant Reports:** Series documents the analysis of water samples to determine the level of secondary contaminants. **Minimum retention: 10 years.**

(17) **Sewage Sludge Records:** Series documents the agricultural application of sewage sludge to approved sites. Records may include logs, agronomic loading calculations, and site life loading calculations. **Minimum retention: Permanent.**

Commented [A63]: Covers removed series Sewage Sludge Application Site Logs

(18) **Sewer and Storm Drainage Maintenance and Repair Records:** Series documents the maintenance and repair of agency sewers and storm drains. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and Underground Infrastructure Inspection Records. **Minimum retention: (a) Records requiring an engineering stamp, 2 years after sewer or storm drain permanently removed from service; (b) All other records, 2 years.**

(19) **Sewer Smoke Test Records:** Series documents smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. **Minimum retention: 10 years.**

(20) **Superfund Site Cleanup Records:** Series documents remediation and cleanup of Environmental Protection Agency-designated Superfund sites. Records may include project charters, agreements, disputes and resolutions, orders, studies, contamination reports, geotechnical reports, land surveys, hazardous waste and environmental analyses, records of remedial actions, and related documentation. **Minimum retention: 10 years after completion of remedial action as determined by the Environmental Protection Agency.**

(21) **Temporary Access/Construction Easement Records:** Series documents temporary easements allowing entrance and work on property not owned by the easement holder. Permits usually apply to agency crews and utility workers. **Minimum retention: 2 years after easement expires.**

(22) **Underground Infrastructure Inspection Records:** Series documents inspections used to determine the condition of underground infrastructure within the agency's jurisdiction. Examples include video inspections of sewers and infrared scanning of power lines. Records may include video recordings and written reports. **Minimum retention: (a) Written reports, 1 year after life of section inspected; (b) Video tapes, 1 year after written report submitted.**

Commented [A64]: Previously titled Sewer Television/Videoscan Inspection Records

(23) **Utility Installation and Connection Records:** Series documents installation of agency utility systems or the connection of specific properties to agency water, sewer, power, or similar systems. Records may include applications, permits, and related documentation. **Minimum retention: 2 years after physical disconnection.**

(24) **Utility Line Location Request Records:** Series documents requests and agency action to locate underground lines in the vicinity of a construction site. Records may include notations of water, sewer, storm drains, and other line locations, and related documentation. If agency uses a private contractor to locate lines, SEE ALSO: Contract, Lease, and Agreement Records. **Minimum retention: 2 years.**

(25) **Utility Meter Installation, Maintenance, and Repair Records:** Series documents the installation, maintenance, and repair of agency operated water and power meters. Records may include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. **Minimum retention: 5 years.**

(26) **Wastewater Annual Inspection Records:** Series documents annual inspections of agency wastewater treatment operations by the Oregon Department of Environmental Quality (DEQ) to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. Records may include reports, pretreatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, until permit renewed, revoked, or expired.**

(27) **Wastewater System Discharge Monitoring Records:** Series documents the amount of pollution discharged from the agency's wastewater treatment facility. Records may include reports submitted to the U.S. Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ), and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, 5 years.**

(28) **Wastewater Treatment Operations Records:** Series documents program records not listed elsewhere in this schedule for wastewater treatment operations. Records may include charts, reports, logs, log sheets, and related documentation. **Minimum retention: (a) Annual reports, permanent; (b) Continuous monitoring records, 3 years; (c) All other records, 5 years.**

(29) **Water Bacteriological Quality Analysis Reports:** Series documents water samples taken from various locations throughout the water system and supply sources for bacteriological tests. **Minimum retention: 5 years.**

(30) **Water Chemical and Radiological Analysis Reports:** Series documents water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. **Minimum retention: 10 years.**

(31) **Water Consumption Reports:** Series documents statistics of daily water consumption. **Minimum retention: (a) Annual reports, permanent; (b) Information summarized in annual report, 1 year; (c) Information not summarized in annual report, 10 years.**

(32) **Water Line Maintenance and Repair Records:** Series documents the maintenance and repair of agency-owned water lines. Records may include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: (a) Records requiring an engineering stamp, 2 years after water line permanently removed from service; (b) All other records, 2 years.**

(33) **Water Pollution Control Facilities (WPCF) Permit Records:** Series documents the application for and issuance of a Water Pollution Control Facilities permit to the agency by the Oregon Department of Environmental Quality (DEQ). Records may include applications, permits, addenda, modifications, and related documentation. **Minimum retention: (a) Permit, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

Commented [A65]: Strip and Circle Chart Records series replaced by this retention. See also Water Treatment Operations Records.

(34) **Water Quality Complaint Records:** Series documents complaints received from the public about the quality of agency provided water. Records may include investigation narrative, complaint description, and complainant contact information. **Minimum retention: 3 years after last action.**

(35) **Water System Cross Connection Pollution Control Survey Records:** Series documents the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include reports, surveys, checklists, and related documentation. **Minimum retention: 1 year after disconnection or 10 years, whichever is longer.**

Commented [A66]: Previously titled Cross Connection Control Survey Records

(36) **Water System Survey Records:** Series documents the overall condition of the agency water system. Records may include written reports, summaries, and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, 5 years.**

Commented [A67]: Previously titled Sanitary Survey Records

(37) **Water System Valve Location and Maintenance Records:** Series documents the location, specifications, maintenance, and repair of valves in the water and sewer systems. Records may include lists, charts, drawings, reports, logs, and related documentation. **Minimum retention: (a) Location and specification records, until valve permanently removed from service; (b) Maintenance and repair records, 2 years.**

Commented [A68]: Previously titled Valve Maintenance Records

(38) **Water Treatment Operations Records:** Series documents water treatment operations and covers program records not listed elsewhere on this schedule. Records may include state or federal required reports, other reports, logs, log sheets, and related documentation. **Minimum retention: (a) Annual reports, permanent; (b) Continuous monitoring records, 3 years; (c) All other records, 5 years.**

(39) **Water Treatment Variance and Exception Records:** Series documents variances and exceptions granted to the agency by regulatory agencies concerning water treatment operations. **Minimum retention: 5 years after expiration or revocation of variance or exception.**

Commented [A69]: See Variance Records series for variance records not related to water treatment.

(40) **Water Turbidity Reports:** Series documents the analysis of water samples to determine the level of cloudiness caused by suspended particles. **Minimum retention: 10 years.**

(41) **Wetlands Removal and Fill Permit Records:** Series documents agency application for and receipt of permits regulating the removal or fill of material from wetlands on agency property or rights-of-way. Records may include applications, permits, and related documentation. **Minimum retention: 30 years.**

166-150-0185

Public Works — Traffic Engineering and Maintenance Records

(1) **Bridge and Culvert Maintenance and Repair Records:** Series documents maintenance and repairs on bridges and culverts, including pedestrian and bicycle bridges. Records may include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: (a) Records with engineering stamps documenting structural maintenance or repairs, 2 years after bridge or culvert permanently removed from service; (b) All other records, 2 years.**

(2) **Bridge Inspection Records:** Series documents bridge inspections required by the U.S. Department of Transportation per 23 CFR 650. Records may include reports prepared in accordance with federal

standards, photographs, bridge inventory records, and related documentation. **Minimum retention: 2 years after bridge removed from service.**

(3) **Crosswalk Records:** Series documents the location and use of crosswalks. Records may include reports, maps, studies, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

(4) **Railroad Crossing Records:** Series documents agency activities in relation to railroad crossings. Records may include crossing plans and drawings, Oregon Public Utility Commission (PUC)/Oregon Dept. of Transportation (ODOT) public hearings records and rulings, PUC/ODOT inspection report corrective actions, reports and studies, accident records, and related documentation. **Minimum retention: Permanent.**

(5) **Special Event Traffic Change Records:** Series documents preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Records may include notifications, planning documents, reports, and related documentation. SEE ALSO: Special Event and Celebration Records. **Minimum retention: 2 years after event.**

(6) **Speed Zone Establishment and Review Records:** Series documents the establishment and review of speed zones (includes zones established by the agency under OAR 734-020-0013). Records may include reports, photographs, proposals, orders, maps, accident summaries, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

(7) **Street and Road Condition Inventory Records:** Series documents the condition of streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. **Minimum retention: 5 years after annual audit report issued.**

(8) **Street Banner Records:** Series documents proposals for and installations of banners on streets, often in relation to civic events or celebrations. Records may include plans, maps, proposals, reports, applications, and related documentation. **Minimum retention: 2 years.**

(9) **Street Maintenance and Repair Records:** Series documents maintenance and repairs of agency-owned streets and sidewalks by agency personnel or contracted workers. Records may include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and Contract, Lease, and Agreement Records. **Minimum retention: (a) Records requiring an engineering stamp, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other records, 2 years.**

(10) **Street Surface Maintenance Records:** Series documents routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Records may include reports, summaries, and related documentation. **Minimum retention: 3 years after annual audit report issued.**

(11) **Streetlight Inventory Records:** Series documents inventory records of all streetlights in an area. Records may include purchase and installation documentation, notes, and related documentation. **Minimum retention: Until superseded or obsolete.**

(12) **Streetlight Maintenance and Repair Records:** Series documents maintenance and repairs on streetlights. Records may include reports, summaries, and similar records usually compiled from daily

work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: 3 years after annual audit report issued.**

(13) **Streetlight Request and Survey Records:** Series documents requests by citizens for the installation of streetlights, as well as surveys to assess need and feasibility. Records may include request forms, surveys, reports, and related documentation. **Minimum retention: 2 years after last action.**

(14) **Traffic Accident Analysis Records:** Series documents the study of traffic accidents. Records may include various statistical data on accidents related to fixed objects, parked automobiles, complicated intersections, bridges, pedestrians, streets/highways/roads, and other factors. SEE ALSO: Survey Field Records. **Minimum retention: (a) Reports and summaries, 10 years; (b) All other records, 5 years.**

(15) **Traffic Control Equipment Inventory Records:** Series documents the location, type, and use of traffic control equipment. **Minimum retention: 2 years after superseded or obsolete.**

(16) **Traffic Control Equipment Maintenance and Repair Records:** Series documents maintenance and repair of traffic signals and signs in an area. Records may include reports, summaries, and related documentation. **Minimum retention: (a) Traffic signals, 2 years after equipment permanently removed from service; (b) Traffic sign records, 2 years.**

(17) **Traffic Research and Study Records:** Series documents data gathering and analysis concerning traffic patterns, speed, direction, and other topics. Records may include information on vehicles, bicycles, and pedestrians for a given location and period of time, machine and manual traffic counts, reports, summaries, and related documentation. SEE ALSO: Agency Improvement Administrative and Financial Records; and Engineering Project Technical Records. **Minimum retention: (a) Reports and summaries, 10 years; (b) All other records, until information is summarized or obsolete.**

(18) **Transit System Records:** Series documents transit system routes, stops, stations, and crossings in a particular geographic area, as well as related transit schedules and amenities. Records may include reports, surveys, decision statements, notifications to affected individuals and property owners, and records related to agency review and approval of individual stops or crossings proposed by a transit district. SEE ALSO: Meeting Records, Governing Body; and Ordinance Records. **Minimum retention: (a) Review records, 2 years after denied or approved and stop or crossing removed; (b) Transit system maps, until superseded or obsolete.**

(19) **Truck Route Records:** Series documents the designation of truck routes for transporting goods within and through a particular geographical area. Records may include reports, maps, studies, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

166-150-0200

Risk Management Records

(1) **Contractor Liability Insurance Verification Records:** Series documents letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135].**

Commented [A70]: Changed to the 10 year retention for all records in this series, which is the time frame within which a claim can be brought (especially in instances where there are certificates of completion)

(2) **Contractor Performance and Surety Bond Records:** Series documents the posting of performance guarantees or surety bonds by contractors performing work for the agency, or residents for situations involving code violation correction assurances. Records may include letters, certificates, copies of bonds, checks, and related documentation. **Minimum retention: (a) If related to county or special district improvement project, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other bond records, 6 years after expiration.**

(3) **Employee Bond Records:** Series documents the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. **Minimum retention: 6 years after expiration.**

(4) **Hazard Communications Program Records:** Series documents participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). Records may include plans, reports, and material safety data sheets (MSDS). **Minimum retention: 30 years after superseded or obsolete.**

(5) **Hazardous Substance Employer Survey Records:** Series documents the locations, quantities, and individuals responsible for specific hazardous chemicals housed by an agency. This record is sent to the State Fire Marshal pursuant to ORS 453.317. Records may include hazardous chemical compositions, lot numbers, and emergency disposition instructions. **Minimum retention: Until superseded or obsolete.**

(6) **Incident Reports:** Series documents incidents which result in an investigation of fraud. Records may include investigation report, correspondence documenting the incident, and resolution/final determination. **Minimum retention: 5 years.**

(7) **Injury Reports, Public Use:** Series documents injuries sustained by non-employees on agency property such as parks, courthouses, libraries, and administrative buildings. **Minimum retention: (a) If claim filed, see Liability Claim Records; (b) If no claim filed, 3 years.**

(8) **Insurance Fund Claims:** Series documents requests for payment of insurance claims from insurers. Records may include Auto/Liability/Property Claim Reports, estimates of repairs, accident reports, police reports, and related documentation. **Minimum retention: 5 years after claim paid or denied.**

(9) **Insurance Policy Records:** Series documents the terms and conditions of insurance policies between the agency and insurers. Records may include policies, endorsements, rate change notices, agent of record, and related documentation. **Minimum retention: (a) Group employee health and life, property, and liability insurance, 75 years after expiration if no claims pending; (b) All other insurance records, 6 years after expiration if no claims pending.**

(10) **Liability Claim Records:** Series documents various types of liability claims filed against the agency. Records may include reports, photographs, summaries, reviews, notices, audio and video recordings, transcriptions of recorded statements, memoranda, and related documentation. SEE ALSO: Civil and Criminal Case Files. **Minimum retention: (a) If action taken, 10 years after case closed, dismissed, or date of last action; (b) If no action taken, 10 years.**

(11) **Liability Waiver Records:** Series documents the release of the agency from liability related to various activities that include citizen involvement including participating in agency sponsored activities. **Minimum retention: 3 years.**

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(12) **Mitigation Program Records:** Series documents the establishment and maintenance of agency mitigation programs, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of agency facilities, project reports, hazard mitigation grant records, and related documentation. **Minimum retention: (a) Adopted plans, permanent; (b) All other records, for the life of the structure.**

(13) **Occupational Injury and Illness Records:** Series documents occupational injuries and illnesses, as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). Records may include logs and summaries, serious injury reports, injury cost reports, annual occupational injuries and illnesses surveys, and related documentation. SEE ALSO: Workers' Compensation Claim Records; and Employee Medical Records. **Minimum retention: 6 years.**

(14) **Personnel Accident Incident Reports:** Series documents reports of employee accidents to agency supervisors. Records may include SAIF accident reports, accident reports, occupational injury report and investigation, and employee identification and physical assessment form. **Minimum retention: 10 years after case closed.**

(15) **Property Damage Records:** Series documents damage to agency property such as signs, trees, picnic tables, buildings, fountains, and fences. Records may include reports, photographs, and related documentation. SEE ALSO: Incident Case Files for related vandalism records; and Flood Plain Permit Records. **Minimum retention: (a) If litigated, see Civil and Criminal Case Files in the Counsel section for retention; (b) If not litigated, 10 years after date of last action.**

(16) **Risk Factor Evaluation Records:** Series documents the assessment of various risk factors for an agency. Records may include surveys, safety audit and inspection reports, real property reports, policy manuals, insurance coverage analyses, and related documentation. **Minimum retention: (a) Records documenting the formation or change of policy, permanent; (b) All other records, 5 years.**

(17) **Safety Inspection and Compliance Records:** Series provides a record of safety inspections and documents agency compliance with federal, state, and local safety regulations. Records may include reports on building, fire alarm system, elevator, boiler, transit, and construction inspections performed by state and local agencies, as well as citations received by the agency, and related documentation. **Minimum retention: 10 years.**

(18) **Safety Program Records:** Series documents the agency's program to promote safety on agency-owned property and systems. Records may include safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation. SEE ALSO: Engineering Project Technical Records. **Minimum retention: (a) Safety policies, plans, and procedures, 5 years after superseded or obsolete; (b) Inspection reports, evaluations, and recommendations, 10 years; (c) All other records, 3 years.**

(19) **Vehicle Accident Records:** Series documents accidents involving agency vehicles. Records may include dispatch reports, motor vehicle accident reports, photographs, and related documentation. **Minimum retention: (a) If litigated, see Civil and Criminal Case Files in Counsel section; (b) If not litigated, 10 years.**

(20) **Workers' Compensation Claim Records:** Series documents the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records

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may include claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related documentation. **Minimum retention: (a) Records describing injuries and illnesses, see Employee Medical Records in the Personnel Records section; (b) All other records, 6 years after claim closed or final action.**

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Surveyor Records

(1) **Corner Restoration (Bearing Tree) Records:** Series documents specific characteristics of government corners and their accessories. Records may include the original description of the corner; description of the new corner; field notes or diagrams of the corner, brass cap, or accessories; and photographs.

Minimum retention: Permanent.

(2) **County Road Records:** Series documents the official description of county roads determined by surveying and mapping county roads and city streets which are extensions or segments of county roads. Records may include road surveyor field notes, field books, maps, and road registers. **Minimum retention: Permanent.**

(3) **Elevation Benchmark Records:** Series documents benchmarks placed by the United States Geological Survey, United States Corps of Engineers, Oregon Department of Transportation, a city surveyor's office, or the County Surveyor's office to denote elevations above sea level. Records may include books, maps, cards, horizontal control surveys, and related documentation. **Minimum retention: Permanent.**

(4) **Land Division Plats:** Series documents plats created by professional land surveyors that are used to create the title identity to a piece of land and may include subdivision, partition, condominium, or cemetery plats. Records may include map and accompanying survey narrative, property description, declaration by owner, dedication of streets to public use, approval by public bodies, plat and partition checking files, and post monumentation records. The original is filed with the County Clerk and generally a true and exact copy is filed with the County Surveyor. **Minimum retention: (a) Final accepted plats, permanent; (b) All other records, 3 years.**

(5) **Records of Survey Records:** Series documents land boundaries and disclose the finding, establishment, or restoration of survey corners or monuments. Records may include maps and accompanying survey narrative and description of corners. Records may be called Bearing Tree Records or Survey Maps and may include donation land claims and other federal land grant surveys such as GLO (General Land Office) or BLM (Bureau of Land Management) surveys. Records may also include the Global Positioning System (GPS) and other surveys produced with new technologies and required to be filed with the County Surveyor. **Minimum retention: Permanent.**

(6) **Reference Maps:** Maps may include copies of highway, railroad, topographical, flood plain, and other maps used for reference. **Minimum retention: Until superseded or obsolete.**

(7) **Survey Field Records:** Series documents detailed field notes and other records related to surveys done for boundary work, local improvement districts, special requests, and other purposes. Records

may include investigative surveys made of crime or accident scenes at the request of law enforcement officials; notes on traverses, boundary and right-of-way location, and construction; sketches related to the survey; and related documentation. SEE ALSO: Incident Case Files for retention of law enforcement surveys. **Minimum retention: (a) Boundary and right-of-way location records, permanent; (b) All other records, 10 years after substantial completion of project [as defined by ORS 12.135].**

166-150-0215

Vector Control Records

(1) **Aerial Spray Report Records:** Series documents the acreage sprayed by air, the amount of chemical used to spray, and the cost of air time and materials used. **Minimum retention: 3 years.**

(2) **Field/Operational Data Maps:** Series documents maps of pest breeding sources in order to determine locations for field technicians. These maps are updated yearly, and depict all known pest breeding sources within the geographic areas. **Minimum retention: 3 years.**

(3) **Field Technician Daily Reports:** Series documents pest breeding sources and daily work performed by the field technician. Records may include copies of topographic maps and other data collected by field technicians. **Minimum retention: 3 years.**

(4) **Fish Stocking Permit Records:** Series documents the distribution of fish to county residents for mosquito larvae control. Permits are required by the Oregon Department of Fish and Wildlife and governed by OAR 635-007. Records may include permits and annual lists of stocking done. **Minimum retention: (a) Stocking lists, 5 years; (b) All other records, 10 years.**

(5) **Pest Breeding Site Monitoring Records:** Series documents Vector Control's monitoring of sites likely to breed mosquitoes and other pests. Records may include breeding site master list, storm drain master list, daily checking record, monthly checking summary, larvae and mosquito sampling records, and related documentation. **Minimum retention: Permanent.**

(6) **Pest Complaint Records:** Series documents resident complaints about pests, Vector Control's response, spraying, etc. Records may include standard complaint form, inspector assignment form, recheck form, hearing officer order, notice of violation, notice of civil penalty assessment, abatement notice, hearing notice, inspector's report, evidence (usually photographs), and related documentation. **Minimum retention: 5 years.**

(7) **Pesticide and Application Equipment Technical Information Records:** Series documents proper use of pesticides and their chemical makeup. Records may include technical information sheets issued by manufacturers, application and use information, equipment specifications, reports and articles about the use of certain pesticides, and related documentation. **Minimum retention: 30 years.**

(8) **Pesticide Application Records:** Series documents the application of pesticides to agency buildings or grounds as required by the Oregon Department of Agriculture. Records may include pesticide applicator license information, lists of pesticides used, amount of pesticides used, dates of application, applicator notes, and work orders. **Minimum retention: 3 years after report submitted to ODA.**

(9) **Pesticide Use Plans:** Series documents plans which fulfill Oregon Department of Fish and Wildlife requirements concerning the application of pesticides. **Minimum retention: Permanent.**

(10) **Specified Animal Permit Records:** Series documents permits issued for certain animals (bees, exotic animals, domesticated animals, and livestock). Records may include copy of annual permit, application, and copies of fee receipts, complaints, notices of violation, inspection records, and related documentation. **Minimum retention: (a) Fee records, 3 years; (b) All other records, 6 years after permit revoked or non-renewal.**

(11) **Vector Control Chemical Inventory Records:** Series documents chemicals stored and used by Vector Control for use in their rodent and mosquito control programs as required by ORS 634.146. Records may include asset transfer forms, product inventories, chemical use records, acquisition records, and related documentation. SEE ALSO: Chemical Inventories. **Minimum retention: 3 years.**