

Teacher Standards and Practices Commission

Records Retention Schedule 2025-0001

Effective Date: February 2025

Table of Contents

Administration.....	1
Certification/Licensing	2
Commission	3
Investigation	4
Program Evaluation	5

Oregon State Archives

Records Retention Schedule

Edition: February 2025

Schedule Number: 2025-0001

Agency: Teacher Standards and Practices Commission
Section: Administration

Program Description

The Administration section of the Teacher Standards and Practices Commission (TSPC) provides overall program support for the Commission and the Executive Director of TSPC. Duties include personnel, desktop publishing, and general office functions. The Executive Director acts as a liaison to the Commission, attends Commission meetings, and directs the TSPC staff.

Program Records

001 Newsletter Records, 1996 - [ongoing, intermittent]

Retain 1 copy permanently, transfer to State Archives after 2 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Information and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

Edition: February 2025

Schedule Number: 2025-0001

Agency: Teacher Standards and Practices Commission

Section: Certification/Licensing

Program Description

The Certification/Licensing section of the Teacher Standards and Practices Commission (TSPC) is responsible for the licensing of teachers, administrators, school nurses, and other personnel employed in Oregon schools. The fee-based license is mandatory under Oregon statute (ORS 342) for specified types of school employees.

Certificate/License qualifications and parameters have changed and evolved over the years. Each time a change was made by the Legislative Assembly, the certificates/licenses that were in effect at that time were 'grandfathered' in under the qualifications that were set for that license. This means that certificates/licenses issued at different times may have different requirements associated with them.

Prior to 1990, Oregon teachers received a teaching certificate. After 1990, the certificate was changed to a license so as not to confuse the state certification with the national certification that was developed in that year. Once issued, Oregon licenses are renewable at intervals that are dependent on the type of license.

Program Records

002 Individual Educator Certificate/License Records, 1965 - [ongoing]

- a) Retain certificate/license 60 years or 5 years after certificate/license lapsed, revoked, or becomes inactive, whichever is longer, destroy.
- b) Retain all supplementary records 5 years after certificate/license lapsed, revoked, or becomes inactive.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Board and Commission Records (OAR 166-350-0010)

Personnel Records (OAR 166-300-0040)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

Edition: February 2025

Schedule Number: 2025-0001

Agency: Teacher Standards and Practices Commission

Section: Commission

Program Description

The Teacher Standards and Practices Commission (TSPC) consists of seventeen members appointed by the Governor and confirmed by the Senate. The Commission's responsibilities apply to licensure and charter school registrations for teachers and administrators, licensure for personnel service specialists (school counselors, school psychologists, and school social workers), and certification for school nurses employed by Oregon public schools, preprimary through grade 12. The Commission's responsibilities also apply to the Higher Education Coordinating Commission public institutions as well as independent colleges and universities in Oregon that prepare licensed educators. The Commission works in cooperation with the Governor's Office and Education Cabinet to ensure well-rounded policy from Oregon's public education services.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Board and Commission Records (OAR 166-350-0010)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

Edition: February 2025

Schedule Number: 2025-0001

Agency: Teacher Standards and Practices Commission

Section: Investigation

Program Description

The Investigation section of the Teacher Standards and Practices Commission (TSPC) is responsible for investigating complaints or reports made by a school district, Oregon Department of Human Services OTIS, or citizen about an educator. Complaints are typically about infractions of the regulations and rules (ORS 342 and OAR 584) that could jeopardize the educator's license. These are specified in ORS 342, which outlines the specific offenses which violate the certification/licensing standards of TSPC.

When complaints are received, this section investigates using documents and materials pertaining to the incident in question and presents a report of findings and recommendations to the Teacher Standards and Practices Commission. This section also has a connection to the Law Enforcement Data System (LEDS), which is operated by the Oregon State Department of Police (OSP). Selected employees in this section are trained to access the LEDS system to perform summary background checks. This section also presents information and recommendations to the Commission in contested case hearings that are held when a sanction (reprimand, suspension, or revocation of the educator's certification/license) is recommended as an outcome of the work of the Investigation section.

Program Records

003 Complaints Against Applicants or Commission Licensees Records

- a) Transfer complaints leading to an investigation to Investigation and Appeal Records
- b) Retain complaints leading to administrative closure (ORS 342.176-3c-3b) 3 years, destroy

004 Investigation and Appeal Records

- a) Retain final investigation reports and final orders 60 years or 5 years after certificate/license expiration, whichever is longer, destroy.
- b) Retain all other records 25 years after investigation closed, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

Edition: February 2025

Schedule Number: 2025-0001

Agency: Teacher Standards and Practices Commission

Section: Program Evaluation

Program Description

A key facet of the Teacher Standards and Practice Commission (TSPC) is the evaluation of education courses held by Oregon colleges and universities. Course proposals are submitted by the higher education institution for approval by the Commissioners. This approval process only applies to courses that are required in the 'ED' designation in college/university course handbooks.

Prior to a course being approved by TSPC, an on-site visit is conducted to evaluate the program to ensure it is meeting all of the guidelines and requirements that are set for teacher preparation courses. After a course is approved, it is re-visited on an annual basis to monitor continued compliance.

Program Records

005 Student Teacher Placement Records

- a) Retain placement records if student teacher licensed in Oregon 60 years or 5 years after certificate/license expiration, whichever is longer, destroy.
- b) Retain placement records if student teacher not licensed in Oregon 3 years, destroy.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Board and Commission Records (OAR 166-350-0010)

Systems of Record

None