

Oregon Governor's Office
Records Retention Schedule 2019-0005
Effective Date: April 2020
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Oregon State Archives

Records Retention Schedule

Edition: April 2020

Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Administration

Program Description

The Governor is the chief executive of Oregon. The Oregon Constitution charges the Governor with faithfully executing the laws, making recommendations to the Legislature and transacting all necessary business of state government.

The Governor provides leadership, planning and coordination for the executive branch of state government. She/he appoints many department and agency heads within the executive branch and members to nearly 300 policymaking, regulatory and advisory boards and commissions. The Governor proposes a two-year budget to the Legislature, recommends a legislative program each regular session and may also call special sessions. She/he reviews all bills passed by the Legislature, may veto measures she/he believes are not in the public interest and shall fill vacancies by appointment.

The Governor chairs the State Land Board, which manages state-owned lands, acts as the superintendent of public instruction, directs state government coordination with local and federal governments and is commander-in-chief of the state's military forces.

The Governor appoints judges to fill vacancies in judicial office, has extradition authority and may grant reprieves, commutations and pardons of criminal sentences.

Program Records

001 Governor's Briefings Records

Retain permanently, transfer to the State Archives after the end of the administration

002 Governor's Calendar

Retain permanently, transfer to the State Archives after the end of the administration

003 Governor's Chief of Staff Records

Retain permanently, transfer to the State Archives after the end of the administration

004 Governor's Correspondence

Retain permanently, transfer to the State Archives after the end of the administration

005 Governor's Gift Receipts

Retain permanently, transfer to the State Archives after the end of the administration

006 Governor's Land Board Records

Retain permanently, transfer to the State Archives after the end of the administration

007 Governor's Reception Desk Log

Retain permanently, transfer to the State Archives after the end of the administration

008 Governor's Recommended State Budget Records

Retain permanently, transfer to the State Archives after the end of the administration

Oregon State Archives

Records Retention Schedule

Edition: April 2020

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)

Risk Management Records (OAR 166-300-0045)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2020

Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Communications

Program Description

The gubernatorial communications office develops and implements the Governor's communications strategy and serves as the point of contact for media seeking information about the Governor and the Governor's programs. The communications office plans, directs, and coordinates activities designed to raise awareness about the Governor's actions, policies, positions, and initiatives.

Program Records

009 Governor's Events Records

Retain permanently, transfer to the State Archives after the end of the administration

010 Governor's Photos

Retain permanently, transfer to the State Archives after the end of the administration

011 Governor's Press Releases

Retain permanently, transfer to the State Archives after the end of the administration

012 Governor's Proclamations

Retain permanently, transfer to the State Archives after the end of the administration

013 Governor's Speeches

Retain permanently, transfer to the State Archives after the end of the administration

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Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2020

Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Constituent Services

Program Description

The Governor's Constituent Services Office is generally the first point of contact for constituents who wish to communicate with Oregon's executive branch. Constituent Services staff provide resources and assistance for constituents who have complaints, problems, questions, ideas, and suggestions about state government. Staff collaborate with the Governor's policy advisors, communications team, and other Governor's office staff, noting issues in state government that need attention. The aim of Constituent Services is to treat all inquiries fairly, to examine each situation objectively, and to respond to Oregon's constituents in a clear and helpful way.

Program Records

014 Governor's Incoming Constituent Services Correspondence

Retain 5 years, destroy

015 Governor's Outgoing Constituent Services Correspondence

Retain 5 years, destroy

016 Governor's Significant or Historical Event-Related Correspondence

Retain permanently, transfer to the State Archives after the end of the administration

State Agency General Records Retention Schedule Records

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Financial Records (OAR 166-300-0025)

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Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Databases

None

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Edition: April 2020

Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Executive Appointments

Program Description

The Governor appoints nearly 300 policymaking, regulatory and advisory boards and commissions. Members of Oregon state boards and commission are vital participants in the policy-making, regulation, advisory and advocacy efforts for a wide variety of issues affecting all Oregonians. The board system contributes to the success of Oregon state government and is key to bringing local citizens' talent and interest to the state level. This office tracks expiring terms and vacancies and identifies candidates for vacant positions and for verifying credentials and coordinating background investigations. It is also responsible for obtaining political clearances and for managing the confirmation process with the state legislature.

Program Records

017 Governor's Executive Appointments

Retain permanently, transfer to the State Archives after the end of the administration

018 Governor's Senate Confirmation Records

Retain permanently, transfer to the State Archives after the end of the administration

State Agency General Records Retention Schedule Records

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Databases

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Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: General Counsel

Program Description

Governors face varied, complex and numerous legal issues. Some relate to formal responsibilities of the office, such as making appointments to the state judicial branch, deciding whether to grant clemency to state prison inmates, managing government-to-government relations with the nine federally recognized Oregon tribes and preparing the state to deal with emergency and crisis situations including executive orders. Other legal issues are less predictable, including investigations related to ethics standards the Governor has established for his or her administration. The Governor's legal counsel manages legal issues for the Governor and the Governor's office.

Program Records

019 Governor's Clemency Records (Commutations and Pardons)

Retain permanently, transfer to the State Archives after the end of the administration

020 Governor's Extraditions Records

Retain 75 years, destroy

021 Governor's General Counsel Records

Retain permanently, transfer to the State Archives after the end of the administration

022 Governor's Interstate Agreement on Detainers Records

Retain 3 years after discharge of custody cycle, destroy

023 Governor's Judicial Appointments Records

Retain permanently, transfer to the State Archives after the end of the administration

024 Governor's Tribal Relations Records

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Organizational Placement

Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Legislative

Program Description

The Governor's legislative team develops and coordinates the Governor's Office legislative agenda including new legislative concepts, managing the process from concept development through implementation of new legislation. It develops and maintains working relationships with members of the legislature and their staff; provides technical and political guidance and direction on the impacts of legislation, rules and policies; and develops partnerships and coalitions with special interest groups, stakeholders, and other agencies to work on legislation beneficial to Oregonians and the Governor's Office.

Program Records

025 Governor's Bill Folders

Retain permanently, transfer to the State Archives after the end of the administration

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Schedule Number: 2019-0005

Agency: Oregon Governor's Office

Program: Policy

Program Description

Policy staff advise the Governor on a wide range of policy issues. They inform the Governor on key policies, positions, and potential areas of concern within the wide range of national and state issues; provide leadership and direction from the Governor's Office to state agencies, boards and commissions; work closely with the Department of Administrative Services, Office of Budget and Management to shape agency budget requests into the Governor's Recommended Budget; and act as ambassadors to interest groups and the business community, gathering and reporting information from stakeholders on issues of significance to the Governor.

Program Records

026 Governor's Cabinet Records

Retain permanently, transfer to the State Archives after the end of the administration

027 Governor's Policy Advisors Subject Files

Retain permanently, transfer to the State Archives after the end of the administration

028 Governor's Task Force Records

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