

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Schedule Number: 2015-0011

Agency: Bureau of Labor and Industries (BOLI)

Division: Commissioner's Office

Program Description

Oregon's Bureau of Labor and Industries is responsible for promoting the development of a highly skilled, competitive and safe Oregon workforce per ORS chapter 651. The Bureau partners with government, labor, business and education to ensure a skilled workforce.

The Commissioner's Office provides policy direction and overall management of the Bureau's programs. Internal support services provide budget and fiscal control, employee services, and information systems management. The Commissioner's Office is responsible for maintaining positive relationships with representatives of labor and industry. All administrative oversight of the Bureau of Labor and Industries is conducted in this office; including fiscal, policy and procedural, legal, and legislative decisions. The Commissioner's Office includes the Commissioner and Executive Assistant, the Deputy Commissioner responsible for the daily operations of the Bureau, Legislative and Communications Directors and a Legal Policy Advisor.

The Bureau of Labor and Industries is headed by the Commissioner, who is elected for a term of four years and must be a resident of Oregon for more than five years. The Commissioner enforces laws regulating the employment of minors and adults; the protection of health, lives and limbs of individuals engaged in manufacturing; the protection of employee wages; the protection of employee civil rights and the regulation and equitable practices regarding industries employing apprentices.

Program Records

001 Commissioner's Correspondence

Retain permanently, transfer to State Archives at end of administration

002 Commissioner's Official Calendar Records

Retain permanently, transfer to State Archives at end of administration

003 Commissioner's Speeches

Retain permanently, transfer to State Archives at end of administration

State Agency General Records Retention Schedule Records

Records with no individual assigned are retained by all who have them

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (OAR 166-300-0015(1)) (LPA)

Agency Organizational Records (OAR 166-300-0015(2)) (Deputy)

Attorney General Opinions, Advice Letters (OAR 166-300-0015 (3)) (LPA)

Business Plan Records (OAR 166-300-0015(4)) (Deputy)

Calendar and Scheduling Records (OAR 166-300-0015 (5))

Communication Logs (OAR 166-300-0015 (6))

Correspondence (OAR 166-300-0015 (9))

Legislative Development Advisory Committee Records (OAR 166-300-0015(12)) (Legislative Director)

Legislative Tracking Records (OAR 166-300-0015 (13)) (Legislative Director)

Litigation Records (OAR 166-300-0015 (14)) (LPA)

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Lobbyist Records (OAR 166-300-0015 (15)) (Legislative Director)
Mailing Lists (OAR 166-300-0015 (16)) (Executive Assistant)
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015 (18)) (Deputy)
Policy Development and Planning Records (OAR 166-300-0015 (19)) (Deputy)
Press Releases (OAR 166-300-0015 (21)) (Communications Director)
Public Records Disclosure Request Records (OAR 166-300-0015 (23)) (Communications Director, Custodian of Records)
Executive Management Team Records (OAR 166-300-0015(27)) (Executive Assistant)
Staff Meeting Records (BOLI All-Staff) (OAR 166-300-0015(27)) (Deputy)
Records Management Records (maintenance, destruction) (OAR 166-300-0030(11))
Personnel Records (OAR 166-300-0040(5), (8), (9), (11), (16), (17), (19), (20), (21)) (DCBS HR)
Risk Management Records (OAR 166-300-0045)
Disaster Response Plans and Procedures (OAR 166-300-0045(1)) (Deputy)
Incident Reports (accident/injury) (OAR 166-0300-0045 (3) (DCBS HR)
Occupational Injury and Illness Records (OAR 166-300-0045(5)) (DCBS HR)
Safety Program Records (OAR 166-300-0045(8)) (BOLI Health and Safety Committee)
SAIF Claim Records (OAR-166-300-0045(9)) (DCBS HR)

Databases

None

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Commissioner's Office
Section: Fiscal Services

Schedule Number: 2015-0011

Program Description

Fiscal Services is responsible for overseeing and monitoring all financial activity of the agency. Fiscal Services provides services and expertise involving accounting, purchasing, travel and payroll. Fiscal Services oversees outgoing payments to contracted vendors, claimants and other parties. All incoming monies from legislative, legal, and settlement sources are received and monitored by this section. The Unit provides expertise and services to BOLI staff and management including budget, contracts, and security.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records (OAR 166-300-0015(5))
Communication Logs (OAR 166-300-0015(6))
Contracts and Agreements (OAR 166-300-0015 (8))
Correspondence (OAR 166-300-0015(9))
Key Assignment Records (OAR 166-300-0015(10))
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))
Postal Records (OAR 166-300-0015(20))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Signature Authorizations (OAR 166-300-0015 (26))
Facilities/Property Records (OAR 166-300-0020) (all applicable)
Financial Records (OAR 166-300-0025) (all applicable)
Information and Records Management Records (OAR 166-300-0030)(all applicable)
Payroll Records (OAR 166-300-0035) (all applicable) Personnel Records: Position Inventory Control System (PICS) (OAR 166-300-0040(18))

Databases

FISCAL INVENTORY SYSTEM
ORPIN
ORBITS
OSPS
SFMS

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Commissioner's Office
Section: Information Services (ISU)

Schedule Number: 2015-0011

Program Description

The Information Services Unit operates and maintains the agency's computer systems and related networks. Staff develop, implement, oversee and manage the Bureau's servers and information technology systems. Staff maintain the agency network and all hardware and software; provide assists for projects; oversee system security; disaster and contingency planning and provide desk top-level support to agency users. Staff purchase, install and support applications, systems and software.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records (OAR 166-300-0015(5))
Communication Logs (OAR 166-300-0015))
Correspondence (OAR 166-300-0015 (9))
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))
Policy Development and Planning Records (OAR 166-300-0015(19))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Information and Records Management Records (OAR 166-300-0030)(all applicable)

Databases

ISU accesses all agency databases and electronic systems in support of its mission.

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Schedule Number: 2015-0011

Agency: Bureau of Labor and Industries (BOLI)
Division: Commissioner's Office
Section: Administrative Prosecution Unit (APU) and Contested Case Hearing Forum

Program Description

The Administrative Prosecution Unit (APU), along with the Contested Case Hearing Forum (Forum), are the Bureau's departments tasked with providing full and fair hearings, effective resolution of disputes, and equitable enforcement of the law. APU prosecutes cases on behalf of the Agency, including preparing and serving documents, presenting evidence at hearings, and filing motions. The Forum handles contested case hearings; including preparing and serving documents, conducting hearings, ruling on motions, preparing orders, and compiling records for appeal. Hearings conducted are in the areas of civil rights law, wage and hour law, and some licensed occupations. APU and Forum activities assist the Agency in its mission of achieving compliance with the law through equitable regulation and enforcement.

Program Records

- 004 Administrative Prosecution Unit Division Management Reports**
Retain 5 years, destroy
- 005 Administrative Prosecution Unit Case File Records**
Retain 3 years after issuance of final Commissioner or court ruling, destroy
- 006 Contested Case Hearing Forum Records**
Retain 5 years after issuance of final Commissioner or court ruling, destroy
- 007 Commissioner's Original Signed Final Orders**
Retain permanently, transfer to State Archives after 20 years
- 008 Final Orders on Appeal**
 - (a) Retain APU Case File 3 years after final action;
 - (b) Retain Forum Record 5 years after final action;
 - (c) Retain DOJ litigation file (after returned to BOLI) 5 years after final action.
- 009 Final Orders on Informal Disposition**
Retain ALJ signed original 5 years after issuance, destroy
- 010 Housing Cases Electing to Court**
 - (a) Retain APU Case File 3 years after civil action commences or final settlement is signed;
 - (b) Retain Forum Record 5 years after civil action commences or final settlement is signed.
 - (c) **If BOLI is a party to the civil action**, retain DOJ litigation file (after returned to BOLI) 5 years after final action.
- 011 Orders Denying Relief from Default**
Retain ALJ signed original 5 years after issuance, destroy

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Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (OAR-166-300-0015(1))

Calendar and Scheduling Records (OAR-300-0051(5))

Contracts and Agreements (services for hearings)(OAR 166-0300-0015(8))

Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(19))

Public Records Disclosure Request Records (OAR-166-300-0015(23))

Forum: Publication Preparation Record (Final BOLI Orders and Digest) (OAR-166-300-0015(24))

Staff Meeting Records (OAR 166-300-0015(27))

Records Management Records (maintenance, destruction)(OAR 166-300-0030(11))

Databases

IMPACT

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Commissioner's Office
Section: Technical Assistance for Employers

Schedule Number: 2015-0011

Program Description

The Technical Assistance for Employers unit is responsible for providing assistance to Oregon employers to comply with employment statutes. Program staff provide telephone support, web-based information, pamphlets, fact sheets, handbooks and posters. In addition, staff conducts seminars and workshops. The program is funded through fees charged for seminars and the sale of handbooks and posters to employers.

Program Records

012 Website Records

Retain until superseded or obsolete, destroy

013 Weekly Newspaper Column Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Business Plan Records (OAR 166-300-0015(4))
Calendar and Scheduling Records (OAR 166-300-0015(5))
Communication Logs (OAR 166-300-0015(6))
Conference, Seminar and Training Program Records (OAR 166-300-0015 (7))
Contracts and Agreements (OAR 166-300-0015(8))
Correspondence (OAR 166-300-0015(9))
Mailing Lists (OAR 166-300-0015(16))
Publication Preparation Records (OAR 166-300-0015(24))
Staff Meeting Records (OAR 166-300-0015(27))
Financial Records (OAR 166-300-0025)
Grant Records (OAR 166-300-0025(28))
Invoices (OAR 166-300-0025 (31))
Receipts (OAR 166-300-0025(38))
Information Management Records (OAR 166-300-0030)
Records Management Records (maintenance, destruction) (OAR 166-300-0030(11))

Databases

TA MARKETING & MAILING SYSTEM (TAMM)

Oregon State Archives

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)

Division: Apprenticeship and Training

Schedule Number: 2015-0011

Program Description

The Apprenticeship and Training Division regulates the apprenticeship process in a variety of occupations and industries in Oregon. The Division works with businesses and labor to ensure training and employment opportunities and workforce standards. The Division registers all apprentices and maintains a registry of occupational skill standards and agreements between employers and apprentices. In addition, the Division works with local apprenticeship committees to ensure equal opportunities in training and employment for apprentices.

Support staff is responsible for maintaining the Division's administrative support staff also maintains the records and information for the Oregon State Apprenticeship and Training Council (OSATC). The OSATC establishes apprenticeship and training policy and registers individual programs. The OSATC is comprised of eight members, each appointed by the governor and confirmed by the Senate. The council has statutory authority, in collaboration with the Division, to oversee apprenticeship committees, programs and policies, and approves apprenticeship committee members. The Commissioner of the Bureau of Labor and Industries serves as the chairperson, and the Director of the Apprenticeship and Training Division serves as its secretary. The OSATC fulfills the standards set forth by 29 CFR §§29 and 30 requiring states to establish State Apprenticeship Councils.

Program Records

014 Apprenticeship and Training Council Records, 1943 – [ongoing] 1.00 c.f.

- (a) Retain minutes permanently, transfer to State Archives after 10 years
- (b) Retain council member records 5 years after termination, destroy
- (c) Retain sound recordings 1 year after summarized destroy or recycle tapes
- (d) Retain all other records 5 years, destroy

015 Apprenticeship/Apprentice Records

- (a) Retain completion/certification records (including program and program standards information), 50 years destroy
- (b) Retain all other records 10 years after withdrawal, destroy

016 Apprenticeship Committee Records

- (a) Retain minutes 10 years, destroy
- (b) Retain standards 50 years after superseded or obsolete, destroy
- (b) Retain all other records 5 years, destroy

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Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records (OAR 166-300-0015(1))
Calendar and Scheduling Records (OAR 166-300-0015(5))
Contracts and Agreements (OAR 166-300-0015(8))
Correspondence (OAR 166-300-0015(9))
Mailing Lists (OAR 166-300-0015(16))
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))
Policy Development and Planning Records (OAR 166-300-0015(19))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Staff Meeting Records (OAR 166-300-0015(27))
Grant Records (OAR 166-300-0025(28))
Information and Records Management Records (OAR 166-300-0030)
Records Management Records (maintenance, destruction) (OAR 166-300-0030(11))

Databases

APPRENTICE TRACKING SYSTEM (ATD MIS)
TRAINING
SNAPS

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Apprenticeship and Training
Unit: Veterans

Schedule Number: 2015-0011

Program Description

The Veterans Unit is responsible for assisting in the development and standardization of training and future employment opportunities for veterans of the United States Military. These responsibilities are met through the certification and oversight of training and education programs that qualify veterans for trade careers. The Unit monitors the progress and performance of businesses participating in the program to ensure quality service and career assistance opportunities for veterans. The Unit works with registered apprenticeships, on-the-job training and non-registered apprenticeships. Staff investigates and acts on complaints from veterans regarding apprenticeship programs.

Program Records

017 Veteran's Training Program Plan Files

- (a) Retain completion cards/documentation 75 years, destroy
- (b) Retain all other records 5 years after completion or withdrawal from program, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Contracts and Agreements (OAR 166-300-0015(8))
Correspondence (OAR 166-300-0015(9))
Mailing Lists (OAR 166-300-0015(16))
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Information and Records Management Records (OAR 166-300-0030)
Records Management Records (maintenance, destruction) (OAR 166-300-0030(11))

Databases

APPRENTICE TRACKING SYSTEM (ATD MIS)

Oregon State Archives

Records Retention Schedule

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)

Division: Civil Rights

Schedule Number: 2015-0011

Program Description

The Civil Rights Division is responsible for enforcement of laws granting job seekers and workers equal access to jobs, promotions, benefits, and a work environment free from discrimination and harassment. The division is also responsible for the protection of those seeking housing, access to public accommodations, equal access to career schools, and workers compensation rights.

The division investigates complaints filed by aggrieved persons alleging unlawful practices, and when appropriate refers complaints to the agency's Administrative Prosecution Unit for contested case hearings. The division receives inquiries from individuals seeking to file a complaint under the division's jurisdiction. Communication occurs in the form of telephone calls, written correspondence, faxed information, and email inquiries. The complaint process typically begins when a Questionnaire is completed and submitted to the division. Division staff may interview the claimant in order to draft a perfected complaint. Once a complaint is signed, notarized, and returned to our agency, a case file is opened. Cases are assessed to determine what amount of investigation is appropriate. Division staff examine the information and allegations submitted by the complainant and determine whether to proceed with further investigation. Investigation typically involves interviews with complainants, respondents and witnesses, and the division may request and receive documentary evidence from any relevant entity. The investigation concludes with a memorandum recommending dismissal or issuance of a notice stating the division's determination that substantial evidence supports one or more of the complaint allegations. If the division finds substantial evidence of unlawful practices, the division may seek to eliminate the effects of the unlawful discriminatory act(s) by conference, settlement and persuasion. If no settlement agreement is reached after a Substantial Evidence Determination, the division retains the discretion to administratively dismiss most complaints, or proceed to a contested case hearing.

Program Records

018 Civil Rights Complaint Log

Retain 20 years, destroy

019 Civil Rights Discrimination Case Files

Retain 5 years after case settled/closed, destroy

020 Civil Rights Discrimination Inquiry Records

Retain 2 years after administrative closure, destroy

021 Division Monthly Reports

Retain 10 years, destroy

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State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records (OAR 166-300-0015(1))
Communication Logs (OAR 166-300-0015(6))
Contracts and Agreements (OAR 166-300-0015(8))
Correspondence (OAR 166-300-0015(9))
Mailing Lists (OAR 166-300-0015(16))
Policy and Procedures Guidelines and Manuals (OAR 166-300-0015(18))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Staff Meeting Records (OAR 166-300-0015(27))
Grant Records (OAR 166-300-0025(28))
Information Management Records (OAR 166-300-0030)
Forms Development Records (OAR 166-300-0030(6))
Records Management Records (maintenance and destruction) (OAR 166-300-0030(11))

Databases

IMPACT

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Wage and Hour
Section: Administration

Schedule Number: 2015-0011

Program Description

The Wage and Hour Division accepts claims and complaints from workers relating to their wages and working conditions including minimum wage and overtime, child labor, farm and forest labor contractors, private employment agencies and prevailing wage rate issues. The Administration Section is responsible for the overall administrative and communication duties of the division including public awareness and relations and business communications.

The Division assists employees whose employers have gone out of business without sufficient funds to pay employees. The Division provides payment of employee final wages through the Wage Security Fund.

Division staff supports the Prevailing Wage Advisory Committee. The Committee is appointed by the Labor Commissioner and provides advice and assistance to the Bureau in the administration of prevailing wage rate law.

Intake staff provide the initial contact and liaison between the Division and the general public and is responsible for recording initial complaints and forwarding the complaints to the proper channels. Intake staff does not handle the investigation of wage claims and complaints itself, but the section is responsible for maintaining the files that have been closed. Staff in the Portland, Salem, and Eugene offices provides intake services.

Program Records

022 Bankruptcy Files

Retain 10 years after discharged, dismissed, or otherwise closed, destroy

023 Compliance Agreements

Retain 99 years, destroy

024 Injunctive Action Records

Retain 10 years from date of injunction, destroy

025 Prevailing Wage Advisory Committee Records

Retain 4 years, destroy

026 Manufacturing Industry Overtime Waivers

Retain 5 years, destroy

027 Wage and Hour Commission Records, 1941 – 2013 2.00 c.f.

(a) Retain minutes permanently, transfer to State Archives after 5 years

(b) Retain all other records 5 years, destroy

028 Wage Claims and Complaints Case File Records

(a) Retain completed/closed wage claim case files 2 years after closure, destroy

(b) Retain copy of wage claims returned to claimants during initial intake/screening process for more information, 1 year if the claim is not returned by the claimant, destroy

(c) Retain completed/closed complaint case files 3 years after closure, destroy

Oregon State Archives

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029 Wage Security Fund Claim Records

Retain 6 years after closure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (OAR 166-300-0015(1))

Calendar and Scheduling Records (OAR 166-300-0015(5))

Communication Logs (OAR 166-300-0015(6))

Correspondence (OAR 166-300-0015(9))

Mailing Lists (OAR 166-300-0015(16))

Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))

Public Records Disclosure Request Records (OAR 166-300-0015(23))

Publication Preparation Records (OAR 166-300-0015(24))

Staff Meeting Records (OAR 166-300-0015(27))

Visitor Logs (Agency) (OAR 166-300-0015 (28))(WHD Front Desk Manager)

Records Management Records (maintenance, destruction) (OAR 166-300-0030)

Databases

IMPACT

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Wage and Hour
Section: Child Labor

Schedule Number: 2015-0011

Program Description

The Child Labor Section is responsible for the issuance of permits to Oregon businesses in relation to established child labor laws per ORS 653.305 – 653.545. The Section authorizes employers to utilize youth labor in pre-approved circumstances and for limited duration including but not limited to work in the agricultural and entertainment industries and door-to-door sales, and issues permits for exceptions pertaining to employment hours and number of hours worked.

Program Records

030 Employment Permit Applications and Permits

- (a) Retain applications and permits for minors under 14 years old, excluding entertainment industry applications and permits, until employee is 14 years old, destroy
- (b) Retain short duration applications and permits, door-to-door sales applications and certificates, emergency overtime permit records, employment certificate applications, entertainment industry applications and certificates, special overtime permits, special work hour permits, 2 years after the date of expiration or the last date of employment or production, destroy.

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records (OAR 166-300-0015(1))
Calendar and Scheduling Records (OAR 166-300-0015(5))
Correspondence (OAR 166-300-0015(9))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Records Management Records (maintenance and destruction) (OAR 166-300-0030(11))

Databases

CHILD LABOR SYSTEM (CLU)
IMPACT

Oregon State Archives

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Organizational Placement

Schedule Number: 2015-0011

Agency: Bureau of Labor and Industries (BOLI)

Division: Wage and Hour

Section: Construction, Farm and Forest Labor

Program Description

The Construction, Farm and Forest Labor Section of the Wage and Hour Division is responsible for the licensing of construction, farm and forest labor contractors as well as operators of all farm worker camps operated by third parties per the statutory requirements of ORS 658.405 -658 .503 and ORS 658.705-658.991. Oregon OSHA inspects and enforces applicable health and safety regulations for the farmworker camps requiring licensing in addition to non-licensed farmworker camps operated by camp/property owners. The Section licenses all contractors who supply labor to the agriculture and reforestation industries including but not limited to wild land firefighting crews, reforestation crews, the production and harvesting of agriculture commodities and the gathering of certain wild forest products.

The Construction, Farm and Forest Labor Section is also responsible for monitoring construction, farm and forest labor contractors for compliance with requirements specific to ORS chapter 658 as well as for compliance with general wage laws and working conditions in relation to construction, farm and forest labor and is also responsible for taking enforcement action when necessary. The Section investigates complaints concerning construction, farm and forest labor contractor practices as well as complaints about unlicensed camp operators.

Program Records

031 Compliance Agreements

Retain 99 years, destroy

032 Labor Contractor Complaint Case Files

Retain case files 5 years after resolution or last action, destroy

033 Labor Contractor License Files

Retain 3 years after license expires, is revoked or superseded/updated, destroy

034 Labor Contractor License Lists

Retain 3 years, destroy

035 Labor Contractor Certified Payrolls

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (OAR 166-300-0015(1))

Calendar and Scheduling Records (OAR 166-300-0015(5))

Conference, Seminar and Training Program Records (OAR 166-300-0015(7))

Correspondence (OAR 166-300-0015(9))

Policy and Procedure Guidelines and Materials (OAR 166-300-0015(19))

Public Records Disclosure Request Records (OAR 166-300-0015(23))

Records Management Records (maintenance and destruction) (OAR 166-300-0030(11))

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CONSTRUCTION, FARM AND FOREST LABOR LICENSING SYSTEM
IMPACT

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Wage and Hour
Unit: Judgment

Schedule Number: 2015-0011

Program Description

The Judgment Unit is responsible for maintaining and providing access to civil judgments and penalties obtained by BOLI in relation to worker complaints against specific employers.

Program Records

036 Wage and Hour Claim Collection Reports

Retain 1 year, destroy

037 Active, Unsatisfied Judgment Case Files

Retain 10 years from the date of original judgment or judgment renewal, destroy

049 Satisfied Judgment Records

(a) Retain labor contractor complaint case files 5 years after full satisfaction, destroy

(b) Retain wage security fund claim records 6 years after full satisfaction, destroy

(c) Retain all other satisfied judgments 4 years, destroy

050 Dismissed or Settled Administrative Actions (Pre-Judgment) and Payment Plans (Paid in Full)

(a) Retain wage claims case file records 2 years after resolved or last action, destroy

(b) Retain complaint case files, prevailing wage rate complaint/claim files, and private employment agency complaint case files 3 years after resolved or last action, destroy

(c) Retain labor contractor complaint case files 5 years after full satisfaction, destroy

(d) Retain wage security fund claim records 6 years after resolved or last action, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence (OAR 166-300-0015(9))

Policy and Procedure Guidelines and Manuals (OAR 166-300-0015(18))

Public Records Disclosure Request Records (OAR 166-300-0015(23))

Records Management Records (maintenance and destruction) (OAR 166-300-0030)

Databases

IMPACT

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Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)
Division: Wage and Hour
Section: Prevailing Wage Rate

Schedule Number: 2015-0011

Program Description

The Prevailing Wage Rate Section is responsible for publishing the prevailing wage rates to be paid on public works contracts per ORS 279C.800 - .870. The rates are determined by the Labor Commissioner and are based on data collected in the annual Construction Industry Occupational Wage Survey. ORS 279C.830 requires applicable wage rates be incorporated into bid specifications for all public works contracts subject to Oregon's prevailing wage law. The Section is authorized to enforce PWR law including penalizing contractors for violations of wage and hour regulations and debarring contractors from being awarded public works contracts for a period up to three years. The Prevailing Wage Rate Section utilizes investigative methods and audits complaints in order to monitor and regulate fair wage and hour rights for Oregon workers.

Government agencies files documentation on all capital construction projects they will not be contracting out to provide cost comparisons and summaries for planned public improvement projects.

Program Records

038 Capital Improvement Project Cost Comparison Estimates

Retain 2 years from end of fiscal year received, destroy

039 Complaint Case Files

(a) Retain compliance agreements 99 years, destroy

(b) Retain cases 3 years after resolved or last action, destroy

040 Notices of Public Works and First Tier Subcontractor Lists Records

Retain 5 years from date received, destroy

041 Planned Public Improvement Summaries

Retain 2 years from end of fiscal year received, destroy

042 Prevailing Wage Rate (Wage Rate Determination) Booklets

(a) Retain booklets and amendments 6 years, destroy

(b) Retain surveys, notes, drafts, until superseded or obsolete, destroy

043 Public Works Contract Debarment Records

Retain 3 years after debarment lifted, destroy

044 Prevailing Wage Determination Files

Retain 3 years after issued or last action, destroy

045 Public Works Fee Records

Retain 3 years, destroy

046 Warning Letter List

Retain 3 years from the date removed from list, destroy

047 Definition Booklet

(a) Retain booklets 6 years, destroy

(b) Retain requests, notifications, drafts, etc. until superseded or six years, whichever comes first, destroy

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Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records (OAR 166-300-0015(5))
Conference, Seminar and Training Program Records (OAR 166-300-0015(7))
Correspondence (OAR 166-300-0015(9))
Mailing Lists (OAR 166-300-0015(16))
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015 (18))
Public Records Disclosure Request Records (OAR 166-300-0015(23))
Publication Preparation Records (OAR 166-300-0015(24))
Staff Meeting Records (OAR 166-300-0015(27))
Information and Records Management Records (166-300-0030(11))

Databases

IMPACT
PWR Database

Oregon State Archives

Records Retention Schedule

Edition: September 2015

Organizational Placement

Agency: Bureau of Labor and Industries (BOLI)

Division: Wage and Hour

Program: Private Employment Agency

Schedule Number: 2015-0011

Program Description

The Private Employment Agency program is responsible for investigations and civil penalty assessments in relation to violations of private employment agency regulations. The program is responsible for accepting and monitoring claims and complaints made against private employment agencies in relation to discriminatory or unfair labor practices. The program investigates and accumulates testimony in relation to violation claims.

Program Records

048 Private Employment Agency Complaint Case Files

Retain records 3 years after last action, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

IMPACT