

Oregon State Board of Nursing
Records Retention Schedule 2025-0002

Effective Date: July 2025

Table of Contents

Administration.....	1
Communications.....	2
Human Resources.....	3
Investigations	4
Licensing	5
Policy Analysis	6
Operations.....	7

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Administration

Program Description

The Oregon State Board of Nursing is comprised of nine board members who are appointed by the Governor and include two public members, four registered nurses, one licensed practical nurse, one certified nursing assistant, and one nurse practitioner. The OSBN holds five two-day in-person meetings. It may hold special meetings using remote technology if necessary. Board meetings are open to the public. The OSBN employs a staff of about 60 who provide customer service and assist the Board in carrying out its mission.

The Administration section includes the Executive Director, Chief of Staff, and an Executive Assistant. The Executive Director determines agency policy and program priorities and oversees all Board and agency operations including legislative and public outreach. The Executive Director also acts as liaison with other government entities.

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 166-300-0017)

Financial Records (OAR 166-300-0025)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Communications

Program Description

Communications prepares messages and materials to convey information about the programs, mission, and scope of Oregon State Board of Nursing. Communications is responsible for the production and distribution of news and informational materials for agency programs including development and maintenance of Board publications and internal and external websites. Communications is also responsible for media relations and for overseeing with public records requests.

Program Records

001 Board Newsletter, 1999 - [ongoing] 0.06 c.f.

Retain one copy permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Systems of Record

OneDrive

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Human Resources

Program Description

Human Resources provides human resource services consisting of advice and assistance in the interpretation and application of state and federal personnel laws and policies and Oregon State Board of Nursing internal personnel policies and procedures. Human Resources maintains the State Board of Nursing's personnel record system and is responsible for monitoring human resource management activities in the agency. Human Resources is also responsible for personnel policy development, implementation, and compliance.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Systems of Record

Workday

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Investigations

Program Description

This program investigates complaints regarding violations of the Oregon Nurse Practice Act and recommends appropriate disciplinary action to the Board. Investigators prepare cases for hearings and monitor nurses and nursing assistants who have had disciplinary action taken against their licenses and/or certificates. The staff prepares investigative documents for Board review and action at each Board meeting.

Compliance staff monitors licensees who are on probation or participate in the agency's contracted alternative-to-discipline program, an alternative model to the disciplinary process for nurses with substance use, physical, or mental health disorders within a regulatory context.

Investigation records may include complaint forms, investigative reports and notes, hearings and appeals records; audio/video recordings; disciplinary documents including but not limited to notices, final orders, stipulated agreements, and related correspondence and documentation.

Program Records

002 Complaint Investigation and Compliance Records

- a) Retain Notice of Proposed Disciplinary Action and any Board Order, Stipulation, Agreement, or other public action 50 years, destroy
- b) Retain all other records 25 years after case closed, destroy

003 Contested Case Hearings Records

Retain 25 years after case closed, destroy

004 Court of Appeals Legal Case Files

Retain 10 years after case resolved, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

CRM
SharePoint
ORBS

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Licensing

Program Description

This program implements all licensing and certification activities for nurses, nursing assistants, medication aides, and advanced practice nurses. Information obtained during the licensure and certification processes is maintained in a database system to provide manpower statistics and the Nurse Aide Registry for nursing assistants in compliance with the Federal Omnibus Reconciliation Act of 1987 (OBRA). Licensing and certification technicians provide service to the public and licensees, informing them about licensure procedures and the agency. Law Enforcement Data System (LEDS) checks are performed on all initial and renewal licensure and certification applications and fingerprint-based background checks are required for all initial applicants.

An important function of this program is the administration of the training and testing program for Certified Nursing Assistants (CNA) and Certified Medication Aides (CMA). Applications from graduates of approved CNA programs are reviewed, and examinations are administered in both a written and manual form for CNA certification. The program also administers the Certified Medication Aide Program, including the development and administration of the CMA examination. The program also performs a public relations function by providing a call center to assist applicants and licensees. The program maintains current contact information for all licensees.

Program Records

005 Nurse Aide Certification Records

Retain 10 years after license has lapsed or becomes inactive, destroy

006 Nurse License Records

Retain 10 years after license has lapsed or becomes inactive, destroy

007 Nurse License Register (1911-1982)

Retain permanently, transfer to the State Archives after 50 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Board and Commission Records (OAR 166-300-0017)

Systems of Record

CRM

SharePoint

ORBS

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Policy Analysis
Program: Advanced Practice, RN/LPN, Education, CNA/CMA

Program Description

Policy analysis is responsible for the following areas: approval and survey of education and training programs, development of administrative rules and policies, interpretation of practice standards, and support for Administration, Licensing, and Investigations programs. The unit also provide educational presentations regarding the Nurse Practice Act and other regulatory topics for nurses and other health-related agencies and organizations.

Program Records

- 008 Nurse Aide/Medication Aide Training Program Review/Survey Records**
Retain 1 year after third review cycle, destroy
- 009 Nurse Educational Program Review/Review Records**
Retain 1 year after second review cycle, destroy
- 010 Out-of-State Clinical Practicum Approvals**
Retain 6 months after final program review, 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 166-300-0017)

Systems of Record

CRM
SharePoint
ORBS

Oregon State Archives

Records Retention Schedule

Edition: July 2025

Schedule Number: 2025-0002

Agency: Oregon State Board of Nursing
Unit: Operations

Program Description

Operations includes Fiscal, Facilities, and Information Technology services for the Oregon State Board of Nursing. Responsibilities include managing auditing and processing transactions for accounts receivable and payable, processing and recording daily revenue and performing various fiscal functions ensuring compliance with applicable rules, regulations and policies. Also includes management of facility issues and agency IT personnel and projects.

Program Records

None

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 Systems Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Systems of Record

CRM

ORBS