

Oregon Department of State Police

Records Retention Schedule 2011-0009

Effective Date: August 2011

Table of Contents

Superintendent's Office	2
Administrative Services	7
Gaming Enforcement	24
Policy & Organizational Development	31
Public Safety Services	37
State Medical Examiner	53
State Fire Marshal	64
Police Services	86
Fish and Wildlife Enforcement	119
Patrol Services	128

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)

Office: Superintendent's Office

Program Description

The Oregon State Police is responsible for developing, promoting, and maintaining a safe environment with enhanced livability and protection for the people, property, and resources of Oregon, per ORS 181. The agency accomplishes its mission through leadership, direct action, and coordination of Oregon's public safety resources.

The Office of the Superintendent exercises administrative authority over the Department of State Police providing oversight and control for the Department's employees, volunteers, and budget. The Superintendent's Office is responsible for the State Police's Policies, Rules and Procedures manual. The Policy Advisory Committee, which consists of representatives from the various Divisions reviews suggested changes and revises the policies. The office is also responsible for the development of legislative concepts and bills for the Oregon State Police. This includes notifying the Divisions of changes in the laws that affect their jobs. The Superintendent's Office publishes the monthly employee newsletter and performs management reviews to ensure Divisions are complying with agency policies and procedures.

Program Records

- 001 Significant Events Records (1996 Flood, 60th Anniversary, etc.), 1931 – [ongoing] 1.5 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 002 Photographs of Significant/Historic Events/Persons, 1931 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 003 Poor Quality Photographs**
Destroy
- 004 Photographs of Routine Events**
Retain 10 years, destroy
- 005 OSP Historic Files: Superintendents Correspondence, Speeches, 1931 – [ongoing] 1.5 c.f.**
Retain permanently, transfer to State Archives after 20 years

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Calendar and Scheduling Records

Legislative Tracking Records

Scheduling Records

Policies, Rules, and Procedures Manual (see Policy and Procedure Guidelines and Manuals)

Publication Preparation Records

Strategic Plan and Draft Material (see Policy Development and Planning Records)

Financial Records (OAR 166-300-0025)

Scheduled and Directed Management Reviews (see Audit Records)

Databases

None

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Office:** Superintendent's Office**Program:** Internal Audits**Program Description**

Internal Audits serves as the internal auditing function for the Department and provides independent assurance and consulting services intended to improve or assure the performance of Department operations. Internal audit functions in Oregon State Government are guided by OAR 125-700. The Internal Auditor reports functionally to an audit committee that consists of internal and external members, and administratively to the Deputy Superintendent.

Program Records

None

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Audit Reports

Internal Audit Reports

Databases

TEAMMATE

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Office: Superintendent's Office
Section: Professional Standards
Program: Internal Investigations

Program Description

The Internal Investigations program conducts internal investigations, reviews use of force reports, and generally ensures that Oregon State Police employees adhere to law enforcement professional standards.

Program Records

- 006 Internal Investigations Records (Resulting in Termination)**
Retain 10 after employee separation, destroy
- 007 Internal Investigations Records (Resulting in sanction, demotion, reassignment)**
Retain 4 years after effective date, destroy
- 008 Internal Investigations Records (Resulting in formal/informal discipline up to sanction)**
Retain 3 years after date of discipline, destroy
- 009 Internal Investigations Records (Not substantiated nor having basis)**
Retain 3 years after receipt by Professional Standards, destroy
- 010 Personnel Reviews**
Retain 3 years, destroy
- 011 Use of Force After Action Reports**
Retain 5 years, destroy
- 012 Use of Force Annual Reports**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Databases

INTERNAL INVESTIGATIONS
USE OF FORCE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: Superintendent's Office
Section: Professional Standards
Program: Risk Management

Program Description

The Risk Management program provides an agency contact for all tort claims and litigation against the Oregon State Police. When a notice of claim is filed with the State Police under ORS 30.275, Risk Management investigates the claim and advises the Department of Administrative Services. Unsettled claims may become lawsuits. In a lawsuit, Risk Management assists the Department of Justice in settlement discussions, information gathering, trial preparation, and witness organization. Reparations are made through the Department of Administrative Services.

The program handles complex requests for public records. Risk Management handles Pro Se requests, which are letters from members of the public. The program reviews requests for reimbursement through the Law Enforcement Medical Liability Account (ORS 414.805-414.815).

Program Records**013 Lawsuit Records**

Retain 3 years after case closure, destroy

014 Law Enforcement Medical Liability Account Records

Retain 1 year, destroy

015 Tort Claims Records

Retain 3 years after case closure, destroy

016 Pro Se Filing Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Conference, Seminar and Training Program Records

Correspondence

Information Management Records (OAR 166-300-0030)

Public Records Disclosure Request Records

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Office: Budget Services

Program Description

The Budget Services Office maintains responsibility to provide oversight and assurance that the Department's fiscal operations adhere to Oregon procedure, controls, and limits. The Budget Services Office provides the Superintendent's office with recommendations concerning all budgetary issues and concerns including but not limited to expenditures, short and long term fiscal matters and policy implications while acting as the Department's overall financial advisor. The Budget Services Office and Fiscal Services Sections maintain records and information created by the Criminal Justice Services Division whose functions transferred to OMD and the Criminal Justice Services Commission in 2007 and 2009, respectively.

Program Records**017 Business Plans**

Retain 6 years, destroy

018 CJSD Annual Reports, 1995 – 2009 .50 c.f.

Retain permanently, transfer to State Archives after 5 years

019 (CJSD) Governor's Council on Domestic Violence Publication, 1998, 2001 – 2009 .10 c.f.

Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Budget Allotment Reports

Budget Preparation Records

Correspondence, Fiscal

Emergency Board Request Records

Expenditure Projection Reports

Grant Records

Legislatively Adopted Budgets

Personnel Records (OAR 166-300-0040)

Arbitration Financial Files (see Collective Bargaining Records)

Position Inventory Control System Reports

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Unit: Fleet Management

Program Description

The Fleet Management unit acquires, outfits, services, and disposes of all Oregon State Police vehicles, including cars, motorcycles, trucks, All Terrain Vehicles (ATV's), boat trailers, and specialty vehicles. Fleet Management researches and selects vehicles based on available manufacturer packages and then outfits vehicles with appropriate instrumentation and gear, including but not limited to, communications radios, external graphics, sirens, light bars, partitions, weapons racks, and plastic rear seats. External vendors perform most vehicle maintenance. The program tracks fuel expenses and other maintenance performed on State Police vehicles. Fleet Management works through the Department of Administrative Services to dispose of vehicles that have reached their operational life span.

This unit is also responsible for holding vehicle titles and boat, boat trailer, and ATV titles and registrations. It issues and tracks gasoline cards, renews license registrations for undercover cars, and works with the DAS Risk Management Division to process State Police damage to state vehicle claims.

Program Records

- 020 Gasoline Card Issuance Logs**
Retain 3 years after log filled, destroy
- 021 Undercover and Covert Vehicle Registration Logs**
Retain until vehicle is surveyed, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Facilities/Property Records (OAR 166-300-0020)
Equipment/Property Disposition Records
Fixed Asset Inventory Reports
Vehicle Records
Financial Records (OAR 166-300-0025)
Competitive Bid Records
Purchasing Records
Risk Management Records (OAR 166-300-0045)
Vehicle Accident Records

Databases

CURRENT RUNNING FLEET REPORT

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Program: Facilities

Program Description

The Facilities program is responsible for management and oversight of all facilities leased and used by OSP staff and programs. In addition, the program supervises the General Headquarters Front Desk, coordinates all OSP telecommunications devices including telephones/cell phones/pagers and is the Administrative Rule Coordinator for OSP. OSP leases facilities from the Department of Administrative Services, private parties and various government agencies.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records (Conference Room Schedule)
Contracts and Agreements (Leases)
Correspondence
Visitor Logs (Sign In Sheets)
Information and Records Management Records (OAR 166-300-0030)
User Support Records (Telephone/Pager)

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Program: Facilities
Unit: OSP Headquarters Front Desk

Program Description

The Front Desk program, under the direction of the Facilities program, provides the initial point of contact for individuals telephoning or entering the Department's General Headquarters. The Front Desk program also provides assistance to departmental personnel upon request.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Visitor Logs

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Unit: Procurement Services

Program Description

The Procurement Services Unit (PSU) is responsible for the acquisition of goods and services. The PSU Stockroom receives and distributes supplies to OSP personnel including uniforms and related equipment, coordinates uniform fitting and facilitates the disposal of surplus property. The PSU coordinates OSP's Small Purchase Order Transaction System (SPOTS) card program and provides flight arraignment services for OSP staff as needed.

Program Records

- 022 Backorder Records**
Retain until superseded or obsolete, destroy
- 023 Badge Tracking Records**
Retain until superseded or obsolete, destroy
- 024 Destroyed Equipment Records**
Retain 4 years after destruction, destroy
- 430 Seized Weapons Records, prior to 2003**
Retain 20 years, destroy
- 025 Superseded Weapons Buy Back Records**
Retain 20 years, destroy
- 026 Sworn Officer Clothing Records**
 - (a) Retain size records until superseded or obsolete, destroy
 - (b) Retain clothing inventory/issue records until officer separation, destroy
- 027 Recruit School Clothing/Equipment Issue Records**
Retain 3 years, destroy
- 028 Weapons and Ammunition Purchasing Records**
 - (a) Retain ammunition records 6 years, destroy
 - (b) Retain weapon records until weapon removed from inventory, destroy
- 029 Weapons Issue Records**
Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Postal Records

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

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Purchasing Records

Vendor Reports

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

MP2

ACCESS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Technology Services
Unit: Computer Services

Program Description

The Computer Services Unit is responsible for planning, developing, maintaining, and administering the Department's telecommunications system and mid-range and microcomputer systems.

The unit oversees the design, installation, administration, and security of the Department's Local Area Network. The unit is responsible for purchasing software and hardware, administering the Department's applications, Internet and Intranet servers, and providing data entry access into the Department's information systems.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

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

Helpdesk Logs (see User Support Records)

Telecom Service Orders (see Telecommunications System Management Records)

Databases

HELPDESK LOG

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Technology Services
Unit: Public Safety Technology

Program Description

The Public Safety Technology Unit is responsible for the installation, management, and on-going development of the Department's Computer Aided Dispatch (CAD) system, which provides Oregon's only statewide law enforcement communications network. Additionally, the program provides the point of contact for processing requests concerning the retrieval of information from the CAD system and provides support for CAD accessible workstations located throughout Oregon. Records documenting these functions reside in the CAD system.

The Public Safety Technology section conducts research concerning emerging technologies, tests and evaluates available technology including hard and software, and researches product pricing. Records documenting these functions reside in the CAD system.

Public Safety Technology provides liaises between the Department at large and the Law Enforcement Data System.

Program Records**030 Monthly Reports**

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ALERT (will become ICIS)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Technology Services
Unit: Computer Services

Program Description

The Computer Services Unit is responsible for planning, developing, maintaining, and administering the Department's telecommunications system and mid-range and microcomputer systems.

The unit oversees the design, installation, administration, and security of the Department's Local Area Network. The unit is responsible for purchasing software and hardware, administering the Department's applications, Internet and Intranet servers, and providing data entry access into the Department's information systems.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

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

Helpdesk Logs (see User Support Records)

Telecom Service Orders (see Telecommunications System Management Records)

Databases

HELPDESK LOG

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Technology Services
Unit: Wireless Communications

Program Description

The Wireless Communications unit is responsible for the planning, design, integration, installation, and maintenance of a statewide wireless communications network for the Oregon State Police and the Oregon Department of Transportation. Beginning in May 2007 services and staff of OSP and ODOT communications were consolidated in an effort to reduce costs and increase efficiency. By May 2009 the consolidation was completed. The communications network consists of mountain-top communications towers, UHF/VHF radios, digital and analog microwave systems, and handheld or vehicular mobile radios. This apparatus facilitates communication between State Police dispatch centers and patrol cars, Oregon Emergency Management, the State Fire Marshal, Marine Fire and Safety, Oregon Department of Transportation and other state and local law enforcement agencies. The Federal Communications Commission assigns a specific frequency to each tower. The participating agencies tune their communications devices to these frequencies to communicate from anywhere in the state.

Wireless Communications consists of three overlapping programs, which engineer the communications systems, construct the towers and repeaters, and maintain the equipment. Engineers develop wiring schemas and determine how to handle communications between the towers and customers. Construction involves building the towers, repeaters, and digital microwave apparatus. Maintenance involves responding to and repairing tower problems or outages and working with field users to resolve interface issues.

Program Records**031 Federal Communications Commission Licenses**

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records (Strategic Plan Records)

Site Leases (see Contracts and Agreements)

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

Building Records

Equipment Maintenance Records

Facility Work Orders

Information Management Records (OAR 166-300-0030)

Helpdesk Records (see User Support Records)

Radio System Records

Software Management Records

Telecommunications System Planning and Development Records

User Support Records

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources

Program Description

Human Resources handles all matters pertaining to Department employees. The section manages all active and inactive personnel and disability files, monitors and maintains the Department's position allocation and authorized strength records, and coordinates background investigations conducted for OSP and other agencies. Additionally, the Personnel section administers and coordinates the recruitment, screening, and selection process of applicants meeting OSP qualifications and assists in the post-selection process of all sworn applicants.

Finally, Human Resources administers the technical aspects of collective bargaining agreements, assists with retirement packages, and career development, reorganization, and layoff procedures. The Human Resources section is responsible for the Department's administration and compliance action on matters concerning Affirmative Action and Equal Opportunity, fair employment practices, sexual harassment complaints, grievances, and unemployment compensation claims.

Program Records

- 032 Authorized Strength Reports**
Retain 4 years, destroy
- 033 Officer Tracking Roster**
Retain until superseded or obsolete, destroy
- 034 Weapon Purchasing Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Payroll Records (OAR 166-300-0035)
Family Medical Leave Records
Employee Benefits Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Human Resource Division Statistical Reports
Position Inventory Control System Reports
Recruitment and Selection Records

Databases

PPDB

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources
Unit: Accounting Services

Program Description

The Accounting Services Unit (ASU) is responsible for ensuring fiscal accountability and management within OSP by managing the Department's finances. The ASU processes all OSP invoices, reconciles revenues and expenditures, maintains the fiscal elements of all state and federal grants and Intergovernmental and Interagency Agreements, maintains a list of all fixed assets and weapons, and annually provides data for the Statewide Comprehensive Annual Financial Report (CAFR). The ASU also ensures that all OSP financial transactions comply with GAAP (Generally Accepted Accounting Principles).

Program Records

- 035 Asset Forfeiture Records**
Retain 4 years after case adjudicated, destroy
- 036 Weapons Inventory**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

GRANT MANAGEMENT INFORMATION SYSTEM (GMIS)
FIREARMS INSTANT CHECK SYSTEM (FICS)
SEX OFFENDER REGISTRATION (SOR)
WEAPON INVENTORY
FIXED ASSET INVENTORY

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources
Program: Labor Relations

Program Description

The Labor Relations program provides assistance and expertise in the development and implementation of administrative policy concerning collective bargaining between labor unions and represented members of the Department's workforce. The program develops awareness within the Department concerning labor contract administration and ensures compliance with the collective bargaining agreements adopted by the agency.

The Labor Relations program prepares responses to grievances concerning contract articles, provides testimony before arbitration hearings to the employment relations board, and addresses issues not covered by union contracts. The program reviews and recommends all off duty employment requests of sworn officers for approval or denial.

Program Records

- 037 Arbitration and Grievance Decision Records**
Retain 6 years after contract expires, destroy
- 038 Monthly Activity Reports**
Retain 1 year, destroy
- 039 Off-Duty Employment Request Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Personnel Records (OAR 166-300-0040)

Collective Bargaining Records

Grievance Records (see Employee Personnel Records)

Personnel Investigation Records (see Employee Personnel Records)

Databases

PPDB

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources
Unit: Safety Coordination

Program Description

The Safety Coordination program ensures Department compliance with state and federal statutes regarding occupational safety. The program manages and investigates compensation claims by working in conjunction with SAIF and adhering to OR-OSHA requirements for reporting work related injuries and work place issues. The program also works with the Worker's Compensation Board for hearings concerning claims and approval of disputed claims settlements.

The safety coordination program facilitates OSP's Safety Committee, coordinates emergency preparedness at Department facilities, maintains medical records for all OSP employees and provides technical assistance on safety and health issues to OSP programs and staff.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

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

Hazardous Substance Employer Survey Records

Master Material Safety Data Records

Personnel Records (OAR 166-300-0040)

Personnel Medical Files

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Accounts Payable Records

Accounts Receivable Records

Purchasing Records

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Hazard Exposure Records

Incident Reports

Occupational Injury and Illness Records

Safety Compliance and Inspection Records

Safety Program Records

State Accident Insurance Fund (SAIF) Claim Records

Databases

SAFETY MANAGEMENT

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources
Unit: Payroll

Program Description

The Payroll program manages payroll and benefits for all OSP personnel. The section processes all employee timecards, audits wages and benefits provided to employees, informs management of changes in Federal, State, and labor contracts and laws, and acts as a liaison between OSP and the State Payroll system. In addition, Payroll manages the distribution of paychecks.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Oregon State Payroll System Reports

Databases

OSPS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Gaming Enforcement
Section: Administration

Program Description

The Gaming Enforcement Division provides independent and specialized gambling regulatory services to the Oregon State Lottery Commission and fulfills the regulatory and monitoring requirements of each of the nine Tribal/State Compacts involving Native American nations, which operate gaming centers, per ORS 461.130 and the Tribal/State Compacts.

The Division Director provides administrative oversight and direction concerning the Division's personnel and programs, and maintains Oregon State Athletic Commission member files. Additionally, the Director is a member of the Governor's Tribal Compact Negotiation Team which negotiates Tribal/State Compacts allowing Oregon Native American Nations to develop, implement, and operate tribal gaming centers. The original Compact's reside in the Governors Legal Office.

Program Records

040 Oregon State Athletic Commission Member Records
Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Division: Gaming Enforcement
Section: Lottery Security

Program Description

Lottery Security is responsible for performing all investigative tasks required by the Oregon State Lottery including background checks of employees (present and potential), retailers and vendors. In addition, Security is responsible for observing and monitoring Lottery drawings, assisting other law enforcement agencies with investigations concerning Lottery activities, and performing criminal investigations of anyone accused of criminal activity involving the Lottery or its products, employees of the Lottery or Lottery equipment and materials.

Program Records

- 041 Biennial Security Audit Records**
Retain 10 years, destroy
- 042 Promotional Draw Log Disqualified Entries**
Retain 3 years, destroy
- 043 Promotional Draw Log Winning Entries**
Retain 6 years, destroy
- 044 Drawing Tapes**
Retain 2 years, destroy
- 045 Instant Ticket Game Security Records**
Retain 2 years after game ends, destroy
- 046 Online Game Security Records**
Retain 2 years from date of drawing, destroy
- 047 Game Security Checklists, Media Faxes, Drawing Schedules Records**
Retain 1 year from date of drawing, destroy
- 048 Game Security Drawing Procedures Records**
Retain until superseded or obsolete, destroy
- 049 Retailer Investigation Records**
Retain 15 years after denial or termination of contract, destroy
- 050 Lottery Vendor Investigation Records**
Transfer to Oregon Lottery Security when completed
- 051 Service Complaint Records**
Retain 2 years, destroy
- 052 Ticket Stock Serial Number Records**
Retain 2 years, destroy
- 053 Tribal Gaming Vendor Investigation Records**
Transfer to OSP Tribal Gaming Section when completed

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Attorney general Opinions
Calendar and Scheduling Records
Correspondence
LEDS Certification Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Professional Membership Records
Security Records
Signature Authorizations
Facilities/Property Records (OAR 166-300-0020)
Building Records
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Credit Card Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Leave Applications
Personnel Records (OAR 166-300-0040)
Employee Personnel Records (Employee Investigation Records)
Work Schedules and Assignments

Databases

STRATUS
RMS (RETAIL MANAGEMENT SYSTEM)
SATS
SFT (SECURITY FILE TRACKING)
VIDEO BADGING

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Division: Gaming Enforcement
Section: Tribal Gaming

Program Description

The Oregon Department of State Police Tribal Gaming Section and the respective Tribal Government, as prescribed by the respective Tribal/State Compacts, have a primary duty to protect the gaming public through separate, appropriate responsibilities during the life of current and future respective Compacts. The Tribal Gaming Section (TGS) enforcement of the respective Compact provisions include, but not limited to: Monitoring/Oversight of Casino Operations, Annual Comprehensive Compact Compliance Reviews, Investigations of possible Compact Violations, Investigations of possible Criminal Law Violations, and Conduct or Review Class III Licensing of Gaming Employees Backgrounds.

Currently, there are ten federally recognized Native American Tribes in Oregon. Nine of these Tribes have Gaming Compacts with the State and currently operate Tribal Gaming Facilities.

TGS is funded by each respective Tribal Government as prescribed in the respective Tribal/State Compact and Memorandum of Understanding (MOU).

Program Records

- 054 Monitoring/Oversight Reports from DAE System**
Retain 10 years, destroy
- 055 Annual Comprehensive Compact Compliance Reviews**
Retain 20 years, destroy
- 056 Investigations of Compliance Violations**
Retain 20 years, destroy
- 057 Investigations of Criminal Law Violations**
Department of State Police Policy
- 058 Officer and Governmental Auditor Notes in Official Notebooks**
Retain 6 years, destroy
- 059 Class III Licensing of Gaming Employees Background Check/Review Records**
 - (a) Applicant meets respective Tribal/State Compact Provisions
Retain 10 years after employee separation, destroy
 - (b) Applicant does not meet respective Tribal/State Compact Provisions
Retain 10 years, destroy
 - (c) Non Class III Gaming Backgrounds
Retain 2 years after employee separation, destroy
 - (d) Applicant with Waiver of Disqualifying Criteria
Retain 10 years after employee separation, destroy
- 060 All Class III Games with Rules**
Retain for life
- 061 Tribal/State Minimum Internal Controls (MICS)**
Retain until 10 years after revision date, destroy
- 062 Tribal Gaming Section's Accounting Records**
Retain 8 years, destroy
- 063 Video Lottery Terminal Shipment Authorizations**
Retain 8 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

MS EXCEL

MS ACCESS

MS PROJECT

Daily Activity Entry System (DAE)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Gaming Enforcement
Section: Vendor/Corporate Investigations
Program: Class III Gaming Vendors Investigations

Program Description

Vendor/Corporate Investigations Section (VCIS) investigates business entities that provide Major and/or Sensitive Procurement as defined by the respective Tribal/State Compacts for the Tribal Gaming Facilities. VCIS is funded by the Class III Gaming Vendors as prescribed by the respective Tribal/State Compacts and/or Memorandum of Understanding (MOU).

Program Records

- 064 Class III Gaming Vendors initial Vendor Investigation with Supplemental Reports**
Retain 20 years, destroy
- 065 Class III Gaming Vendors update Vendor Investigation with Supplemental Reports**
Retain 20 years, destroy
- 066 Supplemental Logical Security Report**
Retain 20 years, destroy
- 067 Supplemental Vendor Financial Analysis Reviews**
Retain 20 years, destroy
- 068 Officer Notes**
Retain 6 years, destroy
- 069 Vendor Accounting Records**
Retain 8 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 16-300-0015)
Correspondence
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Records
Incident Reports

Databases

None

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Division:** Gaming Enforcement**Section:** Oregon State Athletic Commission**Program Description**

The Oregon State Athletic Commission (OSAC) regulates ring sports to protect the interest of participants and the public by establishing and enforcing medical standards, qualifying officials, preventing financial exploitation of participants, investigating alleged violations of rules, preventing crime and tort litigation of cities and counties, and other general assistance. OSAC is funded by the event's gross receipt tax and licensing fees.

Program Records**070 Oregon State Athletic Commission Meeting Records**

Retain 10 years, destroy

071 Oregon State Athletic Commission Event Records

Retain 4 years, destroy

072 Oregon State Athletic Commission Accounting Records

Retain 8 years, destroy

073 Oregon State Athletic Commission Licensing Records

Retain 3 years after license expires, destroy

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ACCESS

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Division: Policy & Organizational Development
Section: Training

Program Description

The Training Section recruits and hires sworn officers and provides initial and continuing officer training. Officers are required to receive a minimum of 84 hours of training every three years to maintain their basic police certification. Of those 84 hours 24 must be Use of Force, Defensive Tactics or Firearms and the remainder in other categories. If an officer maintains a supervisory certification they are required to have 24 hours of Use of Force, Defensive Tactics or Firearms and 24 hours of Leadership.

The section is comprised of two programs including Sworn Applicant Processing Section and Training Section. The Administrative section ensures that Department of Public Safety Standards and Training receives all documentation of sworn officer and Telecommunicators training. Also keeps records of all officer training and certification for specialized training.

Program Records

074 Instructor Certification Records

Retain 3 years after final instructional assignment or certification expires, destroy

075 Officer Certification Records for specialized training i.e. Haz-Mat, First Responder, ICS.

Retain 3 years after employee separation, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Personnel Records (OAR 166-300-0040)

Mandatory and Training Reports (see Employee Personnel Records)

Databases

SNAPSHOT Department of Public Safety Standards and Training

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Policy & Organizational Development
Section: Training
Program: Academy Training

Program Description

The Academy Training program oversees the initial Pre-academy, and Post –academy. The program develops recruit officer training curriculum, coordinates the recruit officer training integration into Department of Public Safety Standards and Training basic police school at the Oregon Public Safety Academy. The program also assists field training officers, maintains approved course lesson plans, partners with Department of Public Safety Standards and Training at the Oregon Public Safety Academy, and coordinates a work study program for college students pursuing careers in law enforcement.

Program Records**076 Billeting Records**

Retain 2 years, destroy

077 Course Curriculum Records

Retain 10 years, destroy

078 Recruit School Range Records

Retain 4 years, destroy

079 Recruit School Class Notebooks Records

Retain 10 years, destroy

080 Recruit School Roster Records

Retain 2 years, destroy

081 Recruit School Test Records

Retain until certificate awarded, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Correspondence

Training Program Records

Personnel Records (OAR 166-300-0040)

Employee Training Records (see Employee Personnel Records)

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Policy & Organizational Development
Section: Training
Program: Sworn Applicant Processing

Program Description

The Sworn Applicant Processing program manages the recruitment, selection, and hiring of entry-level sworn applicants. ORS 181.645 stipulates that sworn officers must be 21 years old to be hired. Hired recruits complete a 16-week training course administered through the training section of this division before they are sent to the field as sworn police officers.

The Sworn Applicant Processing program administers the initial written and physical tests to applicants. Applicants who do not pass these tests are dropped from the recruitment process but may reapply during the next recruitment cycle. Applicants who meet the test requirements are scheduled for interview before a panel of State Police officers. Successful applicants must submit to background checks and disclose background information to the recruitment section. Applicants that are denied as a result of background or other information may re-apply after a specific period of time, usually between one and three years. Some applicants are prohibited from reapplying permanently. A selection committee makes the final decision on whether to approve an applicant as eligible for hire. Not all applicants eligible for hire in a recruitment cycle are offered positions and after hiring needs are met, these eligible applicants must reapply.

Program Records

- 082 Short-term closed Sworn Recruit Application Files**
Retain 3 years after recruitment closure, destroy
- 083 Permanently closed Sworn Recruit Application Files**
Retain 20 years, destroy
- 084 Open Eligible Sworn Recruit Application Files**
Retain until eligibility expires, destroy
- 085 Sworn Recruit Application Files**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Mailing Lists

Databases

APPTRACK

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Division: Policy & Organizational Development
Section: Training
Sub-program: Retiree Re-employment

Program Description

The Retiree Re-employment program is responsible for hiring and placing retired Oregon State Police officers in many of the uniformed assignments. Retired officers are not required to submit formal applications for re-employment. However, they must have left the agency in good standing and continue to meet the training requirements of the Oregon State Police Reserves.

Program Records**086 Annual Interest Surveys**

Retain until superseded or obsolete, destroy

087 Available Assignments Records

Retain 3 years after position filled or recruitment cancelled, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Policy & Organizational Development
Division: Criminal Investigation Services
Section: Central Records

Program Description

The Central Records section maintains the Oregon State Police case investigation files and provides this information to investigators. Case files are electronically stored in the Incident Tracking System and the Law Enforcement Management Information System (LEMIS). The program also handles public records requests, expunges or seals case files by court order, and ensures the security of the case files and other information in its custody. The Customer Service program codes Uniform Crime Reporting (UCR) information for entry into the Law Enforcement Data System (LEDS). The submission of statistical information to LEDS is in compliance with state statute. This Section is composed of two Units: the Public Records Unit which handles record requests, complying with Court Orders and purging and archiving records and the UCR Unit which handles all the statistical reporting, document imaging, and record maintenance both hard copy and electronic records and information.

The UCR Unit reviews criminal report entry into the OSP centralized computer SPIDER for reporting crime statistics to LEDS ONIBRS and the FBI NIBRS programs, scans and manages digital imaging of all OSP criminal investigative reports and ensures that all reports are received and properly stored for retrieval. In addition, staff provide accurate data for the Department's crime statistical needs, and assists in the purge and archiving processes as needed to ensure proper maintenance of Department criminal records

The Public Records Unit is responsible for processing court orders to expunge juvenile criminal records, responding to all requests for OSP Crime Reports, releases information in compliance with state and federal statutes and determines whether exemptions under Oregon Public Record law apply to requested records, collects fees for release of records services provided and provides customer service to citizen's of Oregon, answering questions regarding criminal investigative reports. In addition, staff respond to requests for statistics from non-OSP entities, supports OSP officer's with investigative and prosecution needs, reviews and determines records to be purged and archived, processes court orders to seal or set-aside-arrests and processes subrogation letters and other requests from insurance companies.

Program Records

- 088 Annual Reports**
Retain 5 years, destroy
- 089 Case Investigation Files [Cases involving crimes with no statute of limitations]**
Retain 75 years after case closure, destroy
- 090 Case Investigation Files [Cases with crime clearly indicated]**
Retain 1 year after statute of limitations expires, destroy
- 091 Case Investigation Files [Significant or historical cases]**
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations
- 092 Case Investigation Files [All Other/Unfounded Cases]**
Retain 3 years, destroy
- 093 Case Number Index**
Retain until case file destroyed, destroy
- 094 Expunged Records Log**

- Retain until case file destroyed, destroy
- 095 Sealed Records Log**
Retain for life of case investigation file, destroy
- 096 Subrogation Letters**
Retain until final case closure, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Policies and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Purchasing Records
Information and Records Management Records (OAR 166-300-0030)
Information System Planning and Development Records
Public Records Disclosure Request Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records

Databases

LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (LEMIS)
STATE POLICE INCIDENT DATA ENTRY AND RETRIVAL SYSTEM (SPIDER)
SEALS
EXPUNGMENTS
RECORDS REQUESTS
CRIME VICTIMS CORRESPONDENCE
LEmis
LEDS
OJIN
JJPS
LINUS

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Bureau:** Public Safety Services**Program Description**

Public Safety Services is responsible for providing supervision and direction to the Law Enforcement Data System, the Office of State Fire Marshal, the State Medical Examiner's Office, the Criminal Justice Services Division, and the Forensic Services Division. The Bureau provides management and support by coordinating the division's efforts to maximize personnel, logistical, and economic resources.

Program Records**097 Officer Notes**

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

098 Weekly Reports

Retain 2 years, destroy

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Scheduling Records

Staff Meeting Records

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards

Program Description

The Criminal Justice Information Standards Division ensures the ongoing development, integration, implementation, and maintenance of Oregon's electronic information sharing network used by criminal justice agencies while maintaining adherence with and compliance to Oregon's criminal justice information technology standards per ORS 181.715.

Criminal Justice Information Standards also serves as liaison between the information technology (IT) needs of OSP and the Oregon Criminal Justice community at large and the Department of Administrative Services. The program supports the Public Safety Data Warehouse Project, assesses the IT capabilities and needs of OSP, and engages in strategic planning of IT and communications programs. The program reviews IT policies and standards, both official and unwritten/ad hoc, and recommends policy revisions, researches potential grant sources for IT and communications funding, and provides budget preparation, legislative research, and testimony. The program is responsible for reviewing and preparing policy for the application of the Control Objectives for Information and Related Technology (COBIT) standards relating to generally applicable and accepted standards for good security and control of the State Police IT resources.

Program Records

- 099 Criminal Justice Information Standards Advisory Board Records**
Retain 4 years, destroy
- 100 Criminal Justice Information Standards Enterprise Technology Plans**
Retain current and previous plan, destroy
- 101 Standards for Data and Technology Records**
Retain 4 years, destroy
- 102 Transition and Technology Team(s) Records**
Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Oregon State Police Information Technology Assessment Reports (see Policy Development and Planning Records)

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Grant Records

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

Information System Planning and Development Records

Databases

CJIS STANDARDS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Automated Fingerprint Identification System (AFIS)

Program Description

The Automated Fingerprint Identification System (AFIS) is utilized to store, search and match Oregon arrest and authorized applicant fingerprint and palm print images in support of the state repository. Oregon is a member of the Western Identification Network, an electronic database of fingerprints shared among seven neighboring states. AFIS is a database of biometric points used for identification purposes. The Oregon State Police utilizes the database for the administration of criminal justice through positive identification for subject identification of criminal arrest records, unknown subject identification as well as non-criminal justice civil applicant purposes such as employment, licensing, certification and firearms pre-sales screening. The database is the basis for the Oregon CHRI as well as maintained for forensic search and storage.

Program Records**103 Alcohol, Tobacco, Firearms Request Records**

Retain 1 year, destroy

104 Automated Fingerprint Identification System Records

Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy

105 Special Request Log

Retain 1 year, destroy

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Telephone Logs

Databases

TENPRINT FINGERPRINT FILES

PALM PRINT FILES

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Computerized Criminal History

Program Description

The Identification Services Section (ISS) is responsible for creating and maintaining the state's Computerized Criminal History (CCH) records in the Law Enforcement Data System (LEDS). ORS 181.511 requires Oregon law enforcement agencies to send fingerprint arrest cards to ISS to establish the CCH file that includes the court disposition information and Department of Corrections information for the criminal history records. ISS maintains research agreements that make criminal offender information available to qualified persons for research and evaluation related to criminal justice activity, or in exigent circumstances for temporary access. The ISS is responsible for the interstate exchange of criminal history record information for authorized purposes. The public and authorized agencies have limited access to repository records by law for obtaining a copy of criminal history records. (ORS 181.555, 181.560, 181.548) The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Staff are responsible for carrying out court orders set aside conviction or record of arrest from the Oregon Computerized Criminal History records under ORS 137.225. After three years, a person convicted of certain types of crimes, who has complied with the court's sentence, may petition the court to have the conviction and arrest cycle removed from their record. Persons who were arrested, but whose cases were dismissed or acquitted may petition after one year. The petitioner must send a fee for convictions removed and a fingerprint card to the program through the district attorney. Program staff tracks the request from motion to decision. If the motion is granted, staff seal the record according to court order and retains it. Convictions for traffic offenses, DUII diversions that have been dismissed and Class A and B felonies cannot be sealed. The courts may order that a sealed record be re-opened for the purpose of assisting another investigation involving the sealed records. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records

106 Authorized Agency Computerized Criminal History Records Requests

Retain 1 year, destroy

107 Copies of Subpoenas

Retain 1 year, destroy

108 CJIS Pending Log

Retain individual records for 1 year after CJIS security background check completed, destroy

109 Subpoena Log

Retain individual records 1 year after subpoena is completed; destroy

110 Computerized Criminal History (SID) Deletion Log

Retain individual records indefinitely

111 Computerized Criminal History Records

Retain until individual reaches 99 years of age, is deceased or the record is set aside; destroy

112 Deceased Purge List

Retain individual records 1 year; destroy

113 Duplicate Disposition Log

Retain individual records indefinitely

114 Fingerprint and Palm Cards in AFIS and/or Master Card File

Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy

115 FOCUS Archive

Retain individual records 2 years; destroy

116 Mug Shot Photographs

Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy

117 OVER 99 PURGE

Retain 1 year, destroy

118 Over 99 Purge Log

Retain individual records 1 year; destroy

119 Sealed and Expunged Records and Logs

Retain according to court directive, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Public Records Disclosure Request Records (Clearance Letter Log)

Telephone Logs

Databases

AFIS

COMPUTERIZED CRIMINAL HISTORY

CJIS PENDING LOG

CLEARANCE LETTER LOG

DECEASED PURGE LIST

LASERFICHE DOCUMENT IMAGING

DUPLICATE DISPOSITION LOG

FOCUS ARCHIVE

OJIN

LEDS

SID DELETION LOG

SUBPOENA LOG

SEALED LOG

JUVENILE EXPUNCTION LOG

LASERFICHE DOCUMENT IMAGING

CUSTOMER CONTACT PHONE LOG

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Firearms

Program Description

Under the authority of ORS 166.412, the Firearms program is responsible for performing background checks on individuals wishing to purchase handguns from federally licensed firearm dealers. Purchaser backgrounds are checked for any court prohibitions against the individual purchasing a firearm. The firearm is checked against stolen weapons records to ensure it is not a stolen weapon. The Firearms program notifies the vendor either of the denial or approval of sale. Under the authority of ORS 166.436, the Firearms program is responsible for performing background checks on firearms transfers by persons other than federally licensed dealers. Backgrounds are performed in the same manner. Under the authority of ORS 166.438, the Firearms program is responsible for performing background checks for firearms transfers at gun shows by transferors other than dealers, i.e. private parties. Backgrounds are performed in the same manner as FFL. Challenges by applicants denied or pended are processed through the 327 Challenge Line. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records

- 120 Firearm and Purchaser Immediately Approved Check Records**
Retain 10 days, destroy
- 121 Firearm and Purchaser Pended & Approved for Oregon Arrests Check Records**
Retain 10 days after completed, destroy
- 122 Firearm and Purchaser denied/denied pended/pended & approved Non-Oregon Arrest Check Records**
Retain 4 years 11 months, destroy
- 123 Firearm and Purchaser Check Records**
Retain 4 years 11 months, destroy
- 124 327 Challenge Line Log**
Retain 4 years 11 months, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Telephone Logs

Databases

FIREARMS
LASERFICHE DOCUMENT IMAGING

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Open Records

Program Description

The Open Records program processes public inquiries regarding Oregon criminal histories (ORS 181.560). Members of the public may request criminal history information on individuals who were convicted or arrested less than one year prior to the request date. The Open Records program is responsible for notifying the individual whose record is accessed 14 days prior to sending the criminal history information to the requester. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records**125 Criminal History Record Check Inquiry Records (Open Records Index)**

Retain 2 years, destroy

126 Requested Criminal History Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

OPEN RECORDS REQUESTS (Requestor and Subject of Request)

CUSTOMER ACCOUNT INFORMATION

WEB PAGE

BILLING RECORDS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Regulatory

Program Description

The Regulatory program, which includes Clearinghouse and CHL functions, is responsible for handling requests for fingerprint and criminal background requests from authorized agencies (ORS 181.534, 181,533). Agencies submit applicants' fingerprint cards for various regulatory purposes such as licensing and employment. The unit conducts a state and nationwide check through the Federal Bureau of Investigations. The Regulatory program notifies agencies of the results and forwards a copy of the record to the agency if a record is found. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records**127 Organization (Client) Requested Background Investigation Records**

Return source materials and final report/findings to requesting entity when investigation completed

127 Organization (Client) Records

Retain 6 years after no activity, destroy

128 Request Tracking Log

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

DENIED

REGULATORY (REQUEST TRACKING LOG)

CUSTOMER ACCOUNT/BILLING DATABASE

FOCUS ARCHIVE

REJECTED CARDS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Program: Administration

Program Description

The Law Enforcement Data System (LEDS) is responsible for installing and maintaining a criminal justice telecommunications and information system for storing and retrieving criminal justice information submitted to the system by state and local law enforcement agencies. Administration provides oversight and direction while coordinating all LEDS operations.

Program Records

- 130 Law Enforcement Data System Advisory Committee Minutes, 1971 – [ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 131 Law Enforcement Data System Advisory Committee Audio Tapes Records**
Retain until summarized and approved, destroy
- 132 Law Enforcement Data System Advisory Committee Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Contracts and Agreements (LEDS System User Contracts)
Correspondence`1
Personal Service Contracts
Financial Records (OAR 166-300-0025)
Invoices

Databases

LEDS AGENCY FILE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Unit: Operations
Program: Audits/Compliance Reporting

Program Description

The Audits program provides quality and security assurance by auditing use of LEDS. The program representatives search for incomplete records, record “packing,” and misuse of record codes to ensure that agencies and individuals comply with LEDS use guidelines. The program may also provide information about LEDS usage to local law enforcement agencies or to the Professional Standards section of the Oregon State Police for internal investigation purposes.

Program Records

133 LEDS Audit Reports
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

LEDS User Audits (see Audit Reports)

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Unit: Operations
Program: Operations Center

Program Description

The Operations Center interacts with local law enforcement agencies that use the LEDS system. The program provides troubleshooting advice and additional information about subjects in the LEDS system. The Operations Center is also responsible for ensuring the quality of the records placed into the LEDS database by user agencies. Local agencies validate their LEDS system records on monthly and annual basis. The Operations Center retains proof of agency validation. Wanted person and stolen vehicle records are subject to monthly validation, while other records owned by local agencies are subject to yearly validation.

Program Records**134 Validation Certificates**

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Unit: Operations
Program: Training

Program Description

The Training program certifies and re-certifies all state and local users of the LEDS system biannually. Certification involves training LEDS users in state and local law enforcement agencies as well as other agencies in LEDS practices and procedures. The Training program also maintains the LEDS Policy and Procedure Manuals and maintains the LEDS website.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
LEDS Certification Records
Policy and Procedure Guidelines and Manuals
Training Program Records
Personnel Records (OAR 166-300-0040)
Conference and Workshop Records
Training Records (see Employee Personnel Records)

Databases

LEDS TRAINING RECORD FILE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Program: Oregon Uniform Crime Reporting

Program Description

The Oregon Uniform Crime Reporting program collects and publishes all basic crime statistical information for the State of Oregon, per ORS 181.550. The information is collected from both state and local agencies, consolidated, formatted, and published in monthly and annual reports for distribution to contributing agencies, other criminal justice agencies, and the public. The information published by the program is used as indicators and measures concerning several public safety benchmarks.

Program Records

- 135 Annual Agency Reports, 1973 - [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 136 Annual Crime Reports, 1974 - [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 137 Monthly Reports to Agencies**
Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

OUCR-1

OUCR-2 NIBRS A DATABASE

HOMICIDE FILE

BIAS CRIME FILE

DOMESTIC DISTURBANCE FILE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Unit: System Development

Program Description

The Systems Development Unit of LEDS maintains the LEDS database and network. LEDS contains State and local police information and interfaces with other criminal justice information systems, including the Department of State Police's Computer-Aided Dispatch (CAD) System, Drivers and Motor Vehicle Services, Oregon Department of Fish and Wildlife, State Mental Health Division, the State Marine Board, Department of Corrections, the Oregon Judicial Information Network, the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigation (FBI), the National Law Enforcement Telecommunications System (NLETS), the California Law Enforcement Telecommunications System (CLETS), and the Immigration and Naturalization's Law Enforcement Support Center.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

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

Computer System Maintenance Records

Computer System Program Documentation

Databases

LAW ENFORCEMENT DATA SYSTEM

Organizational Placement:**Schedule number: 2001-0024**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data Systems
Program: Oregon Emergency Response Services

Program Description:

Under ORS 401, the Oregon Emergency Response System (OERS) provides a 24-hour communications system for the reporting of incidents throughout Oregon, which may require state resources and/or technical assistance. OERS is the only state government system which provides incident notification to a single entry point for coordination from which information is passed via computer, paging systems, and radio to other agencies as needed and per established procedures for each agency. OERS was established in 1972 by Executive Order and termed the Oregon Accident Response System. In 1988, the program was renamed to the Oregon Emergency Response System and the establishing of the OERS Council.

Program Records:

- 138 Communications Center Operational Procedures Records**
Retain until superseded or obsolete, destroy
- 139 Communications Equipment Test Logs**
Retain 30 days, destroy
- 140 Oregon Emergency Response System Incident Reports**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Training Records

Databases

OERS
Paging
NAWAS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Office: State Medical Examiner

Program Description

The Medical Examiner's office is responsible for providing direction and support concerning the death investigation program, per ORS 146. The Medical Examiner's office manages all aspects of the state medical examiner program and provides technical supervision and support for 35 of the State's District Medical Examiners. Each District Medical Examiner is assigned to provide services to one of Oregon's counties except Lane. Support functions include conducting forensic autopsies, court testimony, case review and consultation, teaching programs, and custodial records management for the county medical examiner records. The Medical Examiner's office is responsible for selecting and appointing the county medical examiners and provides technical assistance to the county medical examiners and other agencies involved in death investigations.

The State Medical Examiner is responsible for approving laboratories for the analysis of materials required for forensic pathology and providing oversight for the district medical examiners and any pathologists authorized to perform autopsies. The Medical Examiner's office may assume control of a death investigation in cooperation with local district attorney, order an autopsy, certify cause of death in cases requiring investigation, and amend previously completed death certificates. Additionally, the State Medical Examiner may order a body exhumed in a death requiring investigation, is able to designate a Deputy Medical Examiner as acting State Medical Examiner, and may, after a complete and reasonable investigation, file a death certificate for an individual presumed dead with no body found.

Under ORS 146.090, the medical examiner is required to investigate and certify the cause of death when an apparent homicide or suicide occurs or death occurred under suspicious circumstances, death resulted due to the use and or abuse of controlled substances or toxic materials, or if death occurred while the deceased was incarcerated. The medical examiner must investigate deaths which appears accidental or due to injury, from disease or an injury or exposure to toxic agents due to employment, from disease which could constitute a public health threat, or if a recovered body was apparently disposed of in an "offensive" manner.

Program Records

- 141 Annual Drug Report**
Retain 6 years, destroy
- 142 Case File Index Cards**
Retain for life of report, destroy
- 143 County Autopsy Reimbursement Records**
Retain 6 years, destroy
- 144 Heroin/Cocaine/Methamphetamine Statistical Death Records**
Retain 10 years, destroy
- 145 Medical Examiner Advisory Board Records**
Retain 10 years, destroy
- 146 Medical Examiner Annual Report**
Retain 10 years, destroy
- 147 Medical Examiner Annual Statistical Reports**
Retain 10 years, destroy
- 148 Medical Examiner Newsletters**
Retain 10 years, destroy
- 149 Medical Examiner Reports [Death by Homicidal Violence]**
Transfer one copy to OSP Investigation file; retain 25 years, destroy
- 150 Medical Examiner Reports [All Other]**
Retain 25 years, destroy
- 151 Presumptive Death Certificates, 1979 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 50 years
- 152 Toxicology Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

DEATH CERTIFICATE/ TICKLER

MASTER

REIMBURSEMENT

DME

DME Cert

ODXXX – Overdose db to produce Annual Drug Report (x represents year)

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)

Bureau: Public Safety Services

Program: Regional Dispatch Services

Program Description

The Regional Dispatch Services program, comprised of the Regional Dispatch Centers (RDCs) and the associated support section, furnish the point of contact for the only statewide law enforcement communications system in Oregon. OSP maintains reciprocal agreements with Washington, Idaho, Nevada, and California, which permit use of their statewide communications networks.

The program is responsible for providing a communications link between the Department, the public, local, state, and federal agencies that allows parties quick and easy access to all resources and services of the Oregon State Police. The RDCs coordinate the use and movement of departmental human and material resources and serve as the point of contact for requesting OSP services. The RDCs maintain close working relationships with local 9-1-1 centers and governmental agencies including the Department of Forestry and the Department of Transportation.

Additionally, the RDCs hire, train, and manage the dispatchers and call-takers. The section oversees program development and the adoption of policies and procedures employed within the Regional Dispatch Centers.

Program Records

153 Computer Aided Dispatch (CAD) Records

Retain 10 years, destroy

154 Commander's Bulletin Newsletters

Retain 5 years, destroy

155 Customer Service Survey Reports

Retain 2 years, destroy

156 Customer Service Survey Forms

Retain until superseded, destroy

157 Efficiency Studies

Retain 2 years, destroy

158 Radio Transmission Sound Recordings

Retain 6 months, destroy, erase, or record over

159 Regional Dispatch CFS/Radio-Telephone Traffic/OT Statistical Charts

Retain 2 years, destroy

160 Staffing Study Reports

Retain 2 years, destroy

161 Steering Team Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Personal Service Contracts

Policy and Procedure Manuals

Publication Preparation Records

Scheduling Records/Calendars

Training Program Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

COMPUTER AIDED DISPATCH (CAD)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Forensic Laboratories

Program Description

The Forensic Laboratories employ forensic scientists who use scientific methods to assist state and local criminal justice agencies in Oregon in resolving crimes. Scientists analyze evidence taken from crime scenes or used in committing crimes to identify or eliminate suspects and criminals. The laboratories track evidence chain of custody using the Laboratory Information Management System, but they do not retain the physical evidence. Once analyzed, evidence is returned to the criminal justice agency handling the case. Scientists are also responsible for testifying in court regarding their analyses and the accuracy of their findings.

Services provided by the labs to their state and local customers include examination of latent fingerprints taken from crime scenes and evidence to identify potential suspects. Scientists also examine documents of questionable authenticity, including checks, credit cards, and money to identify document authors and determine whether documents have been altered or forged. They examine biological and trace evidence gathered from crime scenes. Information about firearms that were used in committing crimes is contained in the Integrated Ballistics Identification System (IBIS). Individuals who have committed certain crimes listed under ORS 136.076 are required to submit blood or buccal samples and a fingerprint to the State Police. This information is contained in the Combined DNA Information System (CODIS). Scientists perform toxicology assessments, assist investigators in gathering and processing evidence at crime scenes. Scientists are also responsible for maintaining and calibrating the instruments used in the performance of their duties.

Program Records

162 Analyst Proficiency Test Records

Retain 6 year, destroy

163 Calibration/Quality Control Logs

Retain for the life of any corresponding investigative files or the life of the equipment, whichever is longer, destroy

164 Combined DNA Identification System (CODIS) Records

Retain until individual reaches 90 years of age or is deceased, destroy

165 Controlled Substance Purchasing Inventory and Tracking Records

Retain 4 years, destroy

166 Controlled Substance Purchasing Licenses

Retain until superseded or obsolete, destroy

167 DNA Sample Cards

Retain 2 years, destroy

168 Drug Standard Verification Sample Logs

Retain 6 years or for the life of any corresponding investigative files, whichever is longer, destroy

169 Evidence Logs for Cases involving crimes with no statute of limitations

Retain 75 years after case closure destroy

170 Evidence Logs for Cases with statute of limitations

Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

171 Firearm Collection Inventory

Retain until the weapon is obsolete, destroy

172 Handwriting Exemplars

Retain 10 years or the life of corresponding investigative file, whichever is longer, destroy

173 Standards/Control Logs

Retain for 6 years or the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy

174 Instrument Maintenance Logs

Retain for the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy

175 Integrated Ballistics Identification System (IBIS) Records

Retain 10 years, destroy

176 Case Investigation Files [Cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

177 Case Investigation Files [Cases with crime clearly indicated]

Retain 1 year after statute of limitations expires, destroy

178 Case Investigation Files [Significant or historical cases] 1921 – [Ongoing] 5 c.f.

Retain permanently, transfer to State Archives after case resolution or expiration of time limitations

179 Case Investigation File [All Other/Unfounded Cases]

Retain 3 years, destroy

180 Laboratory Information Management System Records [Cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

181 Laboratory Information Management System Records [Cases with crime clearly indicated]

Retain 1 year after statute of limitations expires, destroy

182 Laboratory Information Management System Records [Significant or historical cases]

Retain 10 years after case resolution or expiration of time limitations, destroy

183 Laboratory Quality Management System Records

Retain 6 years, destroy

184 Reagent Logs

Retain for 6 years or the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedures Guidelines and Manuals

Visitor Logs

Databases

COMBINED DNA IDENTIFICATION SYSTEM (CODIS)

INTEGRATED BALLISTICS IDENTIFICATION SYSTEM (IBIS)

LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Administration
Program: Evidence Technician

Program Description

The Evidence Technician is responsible for maintaining physical evidence for the Oregon State Police only. Evidence Technician duties include tracking the evidence chain of custody with the CARES database, sending the evidence to court, and disposing of it once a case is adjudicated.

Program Records

185 CARES Case Records (Cases with no statute of limitations)

Retain 75 years after case closure, destroy

186 CARES Case Records (Cases with statute of limitations)

Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Postal Records

Training Program Records

Databases

CARES

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Administration
Program: Quality Assurance

Program Description

The Quality Assurance section of Forensic Services administration sets the policies and procedures for the Forensic laboratories. It is responsible for ensuring that qualified personnel staff the labs in accordance with agency and national standards. Quality Assurance oversees the agency and national certifications of the forensic scientists. The section also carries out the annual agency audit of the laboratories to ensure compliance with agency standards. The Laboratory Accreditation Board of the American Society of Crime Laboratory Directors (ASCLD) audits the labs every five years to ensure compliance with nationally recognized forensic laboratory standards and practices.

Program Records

- 187 American Society of Crime Laboratory Directors Audit Reports**
Retain 5 years, destroy
- 188 American Society of Crime Laboratory Directors Meeting Minutes**
Retain 2 years, destroy
- 189 Corrective Action Reports**
Retain 5 years, destroy
- 190 Customer Survey Report, 1995 – [ongoing] .1 c.f.**
Retain permanently, transfer 1 copy to State Archives after 5 years
- 191 Customer Survey Report Feedback Cards**
Retain until customer survey report published, destroy
- 192 Forensic Scientist Certifications**
Retain until superseded, destroy 3 years after employee separation
- 193 Western Identification Network Meeting Minutes**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Training Program Records
Financial Records (OAR 166-300-0025)
Audit Reports and Grant Reports

Databases

QUALITY ASSURANCE

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Forensic Laboratories
Program: Implied Consent

Program Description

The Implied Consent Program (ICP), per ORS 813.160, is charged with establishing and maintaining a valid and effective means for the chemical breath analysis of individuals suspected of being under the influence of alcohol while operating motor vehicles.

In fulfilling its program mission, ICP must adopt and maintain approved methods for performing chemical analysis of person's breath. Currently the program maintains, regulates, and provides operator training for the Intoxilyzer 8000. ICP prepares training materials, manuals, and conducts courses within Oregon for the training of individuals, both sworn officers and interested parties, in performing chemical analysis of person's breath. The training includes but is not limited to approved methods and procedures for analyzing breath, use of approved equipment, and the interpretation of test results. ICP is responsible for ensuring the accuracy and maintenance of hardware used for analyzing person's breath by conducting initial and ongoing regularly scheduled tests to verify equipment accuracy. Trained technicians perform the required tests.

The program also ascertains the qualifications and competence of individuals who conduct analysis in accordance with OSP approved methods. ICP issues permits to individual operators according to the operators meeting OSPs qualification criteria. Permits are issued only upon the satisfactory completion of required training and the passing of a written examination. Permits clearly define the methods and equipment the operator is qualified to operate and all permits are subject to revocation at the discretion of OSP.

Program Records

- 194 Intoxilyzer Operator Certification Records**
Retain 6 years after permit awarded, destroy
- 195 Intoxilyzer Equipment Records**
Retain 6 years after disposition of hardware, destroy
- 196 Intoxilyzer Training Materials**
Retain 6 years after disposition of hardware, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rules Preparation Records

Attorney General Opinions

Contracts and Agreements

Correspondence

Personal Service Contracts

Databases

COBRA

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)

Office: State Fire Marshal

Program: Administration

Program Description

The Office of State Fire Marshal operates to reduce the loss of life and capital resource due to destruction by fire and explosions and currently seeks to protect the lives and property of all Oregonians, the State, and its visitors from loss and destruction due to conflagrations and hazardous materials, provided by ORS 476. Conflagrations include but are not limited to wind events, tsunami, fire, earthquake and flood.

The Administration program seeks to accomplish the Bureaus goal of protection of the public by providing direction, oversight, and implementation of eleven program areas, which address safety concerns and issues relevant to residing in or visiting Oregon. The State Fire Marshal, the Chief Deputy and support staff provides leadership, budget oversight, policy analyses and development and customer service. In addition, administration staff oversees the telecommunications and information system, security, legislative analysis and facility and inventory. Administration staff serves to link the Bureau to OSP for shared/common services including but not limited to financial, human resources, safety and payroll services. The State Fire Marshal is the Executive Director of the Governors Fire Service Policy Council. The Chief Deputy rules of actions reviewed by the Regional Appeal Advisory Board which reviews disputed decisions of local fire marshals.

Program Records

197 Chaplin Records

Retain 2 years, destroy

198 Conflagration/Natural Disaster Case File/Note Books

Retain 99 years, destroy

199 Gated Wye Newsletter, 1998 – [ongoing] .25 c.f.

Retain permanently, transfer to State Archives after 2 years

200 Governors Fire Service Policy Council Charter Records

Retain 5 years after superseded or obsolete, destroy

201 Governors Fire Service Policy Council Records

Retain 5 years, destroy

202 Regional Appeal Advisory Board Records

Retain 10 years, destroy

203 State Fire Marshal Annual Reports, 1986 – [ongoing] 2.50 c.f.

Retain permanently, transfer to State Archives after 5 years

204 Weekly Dispatch (Managers and Program Coordinators Meeting Report)

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Contracts and Agreements

Correspondence

Legislative Tracking Records

Mailing Lists

Policy and Procedure Guidelines and Manuals

Staff Meeting Minutes

Postal Records

Press Releases

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

Inventory Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

EMPLOYEE DIRECTORY LIST

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Office:** State Fire Marshal**Program:** Codes and Technical Services**Program Description**

The Codes and Technical Services program maintains responsibility for the development, adoption, interpretation, and amending of the Oregon Fire Code; reviewing of plans and issuing permits for the above ground storage of flammable and combustible liquid storage tanks in excess of 1000 gallons and Liquid Propane Gas tanks in excess of 2,000 gallons; and assisting design professionals, building and fire officials as well as the general public in meeting the intent of the Fire Code. Codes and Technical services advocate the promotion and application of effective and uniform fire and life safety services in an effort to protect Oregon's residents, visitors, and property, per ORS 476.030, OAR 837.030, and 837.040.

The Fire Code Committee meets monthly to provide recommendations to the State Fire Marshal concerning the composition, use, understanding, and revision of the Oregon Fire Code. The committee maintains responsibility for researching and drafting Oregon's Fire Code, which is superseded every three years.

The Codes and Technical Services program also processes and maintains records concerning jurisdictions that have requested exemption status. Jurisdictions with exempt status meet the criteria of having a fire code at minimum as stringent as the Oregon Fire Code and frees the jurisdiction from review by OSFM concerning issues which arise from interpretation and implementation of fire codes. Fire Districts or jurisdictions may adopt their own fire codes, provided the codes meet or exceed Oregon's, but if the district does not have an exemption by OSFM the districts decisions may be appealed to the OSFM.

Program Records

205 Code Interpretation Committee Guidelines Records

Retain until superseded or obsolete, destroy

206 Exempt Jurisdiction Records

Retain current and past previous, destroy

207 Fire Code Committee Records

See Administrative Rule Preparation Records OAR 166-300-0010/1

208 Flammable/Combustible Liquid and Liquid Propane Gas Storage Plan Review Records

Retain 10 years after the life of the structure, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0010)

Administrative Rule Preparation Records (State Adopted Model Fire Code)

Correspondence

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

Equipment Maintenance Records

Vehicle Maintenance Records

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Emergency Response & Planning
Program: Community Right to Know

Program Description

The Community Right to Know (CR2K) program is responsible for identifying sites in Oregon, via site surveys, where hazardous substances are used, stored, manufactured, and/or disposed of in reportable quantities per ORS 453.307 - .414. The CR2K program surveys businesses annually for information concerning hazardous substances at the site that are in amounts at or above a reportable quantity. Businesses are required to provide information on the survey specific to each reportable chemical at the site and must notify the State Fire Marshal's office within 30 days of any substantive changes occurring at their facility.

Upon receipt and processing of the annual surveys, CR2K updates and maintains a file of businesses possessing hazardous materials in reportable quantities. The CR2K program also maintains an inventory of hazardous substance incidents documenting incidents throughout the state. CR2K maintains a database of Material Safety Data Sheets (MSDS) information site, which explain in detail the properties and compositions of many hazardous substances found in Oregon. All information is available to local, state, and federal agencies as well as the public at large.

The Planning and Training Assistance (PATA) staff of the CR2K program provide planning and training assistance to agencies and organizations throughout Oregon to pre-plan for hazardous materials incidents by providing education to participants on hazardous materials information available through the Office of the State Fire Marshal, demonstrating the effective use, integration of the information for planning and response purposes and evaluating/validating existing community emergency plans.

Program Records

- 209 Compliance Audit Records**
Retain 5 years, destroy
- 210 Hazardous Substance Employer (Facilities) Survey Records**
Retain 5 years, destroy
- 211 Community Right to Know Advisory Group Records**
Retain 5 years, destroy
- 212 Hazardous Substance Historical Incident Report, 1986 – [ongoing] .01 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 213 Hazardous Substance Annual Incident Reports, 1991 – [ongoing] .25 c.f.**
Retain permanently, transfer to the State Archives after 5 years
- 214 Hazardous Substance Incident All Other Reports**
Retain 1 year, destroy
- 215 Interagency Hazard Communication Committee (IHCC)/State Emergency Response Committee (SERC) Minutes**
Retain 15 years, destroy
- 216 Interagency Hazard Communication Committee (IHCC)/State Emergency Response Committee (SERC) All Other Records**
Retain 5 years, destroy
- 217 Local Emergency Planning Committee (LEPC) Plan Records**
Retain until superseded or obsolete, destroy
- 218 Local Emergency Planning Committee (LEPC) Local Capability Assessment Records**
Retain current and previous, destroy
- 219 Local Emergency Planning Committee (LEPC) All Other Records**
Retain 2 years, destroy
- 220 State Fire Marshal Hazardous Material Emergency Incident Reports**
Retain until data entered into database and verified, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records - OAR 166-300-0015
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Financial Records - OAR 166-300-0025
Audit Records
Grant Records

Databases

COMMUNITY RIGHT TO KNOW
HAZARDOUS MATERIAL INCIDENTS
HAZARDOUS SUBSTANCE FEE
HAZARDOUS SUBSTANCE INFORMATION SYSTEM (HSIS)
INCIDENT
TOXIC RELEASE INVENTORY

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Emergency Planning and Response
Unit: Emergency Response
Program: Hazardous Materials Response Teams

Program Description

The Hazardous Materials Response Teams respond to hazardous materials emergencies throughout Oregon. The teams are primarily comprised of fire service professionals and are strategically located around the state to minimize response time in the event of a Hazardous Materials situation. Agreements between the teams and local jurisdictions dictate that the teams are responsible for responding to hazardous materials situations that are either beyond the control or the equipment capabilities of local fire departments. The parties responsible for the spill or hazardous material release must reimburse the teams for the expense incurred in the cleanup. Team members also provide technical assistance over the telephone to local responders and industry. The program provides the teams with response vehicles and equipment used to control the release of hazardous materials and minimize any associated danger. The program has developed a basic course in hazardous materials response technician training and assists team members in procuring other training outside the program.

Three advisory committees oversee the teams and include the Teams Administrative Advisory Committee (TAAC), Teams Advisory Group (TAG), and Teams Training Advisory Committee (TTAC).

Program Records

- 221 Hazardous Materials Incident Response Reports**
Retain 5 years, destroy
- 222 Task Book Completion Records**
Retain 6 years, destroy
- 223 Teams Administration Advisory Committee (TAAC) Sound Recording Records**
Retain until minutes summarized and verified, destroy
- 224 Teams Administration Advisory Committee (TAAC) Records**
Retain minutes and other records 5 years, destroy
- 225 Teams Advisory Group (TAG) Records**
Retain minutes and other records 5 years, destroy
- 226 Teams Advisory Group (TAG) Sound Recording Records**
Retain sound recordings until minutes summarized and verified, destroy
- 227 Teams Training Advisory Committee (TTAC) Records**
Retain minutes and other records 5 years, destroy
- 228 Teams Training Advisory Committee (TTAC) Sound Recording Records**
Retain sound recordings until minutes summarized and verified, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Mailing Lists

Publication Preparation Records

Telephone Logs

Training Program Records

Travel Expense Records

Financial Records (OAR 166-300-0025)

Accounts Payable Records

Purchasing Records

Risk Management Records (OAR 166-300-0045)

Hazardous Exposure Records

Databases

MILEAGE TRACKING

TELEPHONE LOG

TEAM MEMBER

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Fire and Life Safety Education

Program Description

The Fire and Life Safety Education Section is comprised of multiple programs and resources for fire prevention and life safety designed to reduce residential fires, their associated deaths, injuries and property loss. The statewide programs include Smoke Alarms, Older Adult Fire and Fall Prevention, Home Fire Safety, Youth Fire Prevention and Intervention, and Lending Resources. Resources include the state wide Oregon Life Safety Team, Fire Casualty Review Committee and the Smoke Alarm and Carbon Monoxide Committees.

Programs are conducted statewide using strategic plans, budgets, and policies and procedures. They provide fire departments, fire districts, schools, law enforcement, social service agencies, and citizens with information, services and products to mitigate the risk of fire, increase chances of survival in a fire and intervene with youth and fire setting behaviors. The Smoke Alarm program distributes smoke alarms at no cost, Older Adult Fire focuses on public education through brochures and video presentation, Home Fire safety provides informational materials to stake holders, Lending Resources loans and manages the following resources; 911 simulator, Multi-hazard house trailer, Mobile Bill Boards and Sprinkler Trailer. Youth Fire Prevention provides educational resources to aid in early detection of youth with fire setting behavior and expands intervention and treatment resources for these youth..

Program Records

- 229 Key Performance Measure Records**
Retain 20 years, destroy
- 230 Oregon Life Safety Team Meeting Minutes**
Retain 5 years, destroy
- 231 Fire Casualty Review Committee Meeting Minutes**
Retain 5 years, destroy
- 232 Smoke Alarm Committee Meeting Minutes**
Retain 5 years, destroy
- 233 Carbon Monoxide Committee Meeting Minutes**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements (Intragency/Intergovernmental)
Correspondence
Legislative Tracking Records
Mailing Lists
Press Releases
Publication Preparation Records
Facilities/Property Records OAR 166-300-0020
Equipment Maintenance Records

Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Grant Records
Receipts
Purchasing Records

Databases

DVD LENDING RESOURCE SCHEDULING
SMOKE ALARM
COMMUNNITY EDUCATION
LIBRARY
MEDIA
POSTER

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Education and Information Services Fire and Life Safety Education
Unit: Data Services Collection and Research

Program Description

The Data Services Collection and Research Unit is responsible for the operation and development of the state's fire, non-fire and hazardous materials incident reporting software. The purpose of the unit is to collect fire and hazardous materials incident data and report it to the fire service community and public. This data provides direction for fire prevention actions and programs, fire response deployment and efficiency, and hazardous materials incident probability. Data Services collection and Research provides state fire incident data to the National Fire Information Reporting System managed by the U.S. Fire Administration. In addition, the unit responds to requests for information from the public, fire safety services local, state and federal agencies; the media and stakeholders.

Program Records

- 234 Fatal Fire Incident Records**
Retain 75 years, destroy
- 235 Fire Incident Records**
Retain 15 years, destroy
- 236 Non-Fire Incident Records**
Retain 15 years, destroy
- 237 Large Loss (\$1,000,000+) Investigation Records**
Retain 99 years, destroy
- 238 Historic Fire Records, 2001 – [ongoing] 5 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 239 Juvenile Firesetter Intervention Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records
Policy and Procedure Guidelines and Manuals
Staff Meeting Records

Databases

OREGON ALL INCIDENT REPORTING SYSTEM (OAIRS) Defunct
OREGON FIRE & EMS BRIDGE

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Fire and Life Safety
Program: Explosives

Program Description

To reduce the regulatory and financial impact to businesses and individuals involved in the explosives industry in Oregon, the Office of State Fire Marshal supported the passage of SB 89 in the 2009 Oregon legislative session. This legislation allows compliance with federal laws relating to explosives to satisfy state statutory requirements. This law was implemented to eliminate duplicative regulatory requirements and streamline government regulations while continuing to ensure public safety. As of January 1, 2010, the date this law took effect, the Office of State Fire Marshal no longer issues certificates of possession and magazine registrations, provided the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) continues to issue federal clearances and inspect magazines.

The Bureau of Alcohol Tobacco and Explosives (BATFE) regulate all laws pertaining to the acquisition, distribution and storage of explosives. The Office of State Fire Marshal monitors the Explosives Magazine Movement Reporting Hotline and which requires companies to report all magazine movements. Both federal (27 CFR 555.201(f)) and state regulations require companies and individuals to advise their local fire authority of explosives storage on the day it commences.

Program Records

- 240 Explosives Possession Certificates Records**
Retain current certificate plus 1, destroy
- 241 Explosives Possession Tests Records**
Retain 3 years after superseded or obsolete, destroy
- 242 Explosives Possession Test Results Records**
Retain until certificate awarded, destroy
- 243 Magazine Registration Application, Inspection & Relocation Records**
Retain current and past previous, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Fire and Life Safety Education
Program: Juvenile Firesetter Youth Fire Prevention and Intervention

Program Description

The Juvenile Firesetter Youth Fire Prevention and Intervention program establishes community-based intervention networks as well as gathering statewide data on fires set by juveniles. The program develops training materials and trains county-level fire and mental health professionals to identify and treat juvenile firesetters. The program publishes a quarterly newsletter, Hot Issues, which is disseminated to these professionals throughout the state.

Program Records

- 244 Annual Report, 1996 – [ongoing] .1 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 245 Hot Issues Newsletter**
Retain 5 years, destroy
- 246 Juvenile Firesetter Program Advisory Board Minutes**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Correspondence
Mailing Lists
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases

OREGON FIRE BRIDGE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Fire and Life Safety
Program: Health Care Services

Program Description

The Health Care Services program conducts fire prevention inspections of nursing homes, hospitals, in end stage renal disease facilities, and ambulatory surgical centers (outpatient facilities) that receive funding from the Medicaid and Medicare programs. Deputy fire marshals specializing in health care inspection conduct these inspections; nursing homes are annually inspected while other facility types are upon request by Oregon's Department of Human Services Health Division or Seniors and People with Disabilities or the Oregon Health Authority's Public Health Division. When a health care facility has an attached assisted living or residential care facility not receiving Medicaid funding, the deputies will inspect these facilities at the same time. However, the inspection records for the attached facility are held by the Prevention program and not at the federal level. Deficiencies identified during an inspection require correction and re-inspection. This cycle continues until the deficiency is remedied. The Health Care Services program is funded both through the state and the compensation received from the federal government for the inspection services rendered.

Program Records

- 247 Health Care Facility Billing Records**
Retain 7 years, destroy
- 248 Health Care Facility Inspection Records**
Retain 8 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

ASPEN – federal db
HEALTH CARE

Organizational Placement:**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Fire and Life Safety
Program: Prevention

Program Description

The Prevention program in the Fire and Life Safety Section is responsible for conducting fire prevention inspections of buildings throughout the state with the exception of certain jurisdictions. These areas are exempted either partially or fully from certain statutes, rules, and regulations of the State Fire Marshal. The Codes and Technical Services program in the Office of the State Fire Marshal holds the records of exemption. Deputy State Fire Marshals stationed at Oregon State Police offices throughout the state inspect buildings, including schools, churches, businesses, public assemblies, and correctional facilities, to ensure compliance with fire safety regulations. The Fire and Life Safety Services Section is also responsible for notifying fire officials around the state of arsonists who have either escaped or been released in their jurisdictions.

Program Records

- 249 Competency Recognition Records (including certificates)**
Retain 3 years after inactive status, destroy
- 250 Fatal Fire/Emergency Incident Reports**
Retain 75 years, destroy
- 251 Historic Fire/Emergency Incident Reports, 19?? – [ongoing] 5.00 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 252 Fire/Emergency Incident Reports**
Retain 8 years, destroy
- 253 Fire Safety Inspection Records**
Retain current and past previous inspection report or 8 years, whichever is longer, destroy
- 254 Inmate Escape and Release Reports**
Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Publication Preparation Records
Facilities/Property Records (OAR 166-300-0020)
Fixed Asset Inventory Reports

Databases

ACTIVITY LOGS
COMPETENCY RECOGNITION
INSPECTION REPORTS SYSTEM

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: License and Permit Services
Program: Fireworks

Program Description

The Fireworks program carries out the requirements of Oregon Revised Statutes 480.110 through 480.165 relating to the sale and use of fireworks in Oregon. Any individual or business involved in the sale or display of fireworks in Oregon must first obtain a permit from the Office of State Fire Marshal. The fireworks program also issues operator certificates for those in charge of fireworks displays to ensure the safety of spectators and those discharging fireworks, and issues agricultural fireworks permits to businesses to control damage to crops caused by birds and animals.

Program Records

- 255 Agricultural Fireworks and Special Effects Permits**
Retain 4 years, destroy
- 256 Public Fireworks Display, Retail Sales of Exempt Fireworks, and Wholesale Fireworks Permits**
Retain 4 years, destroy
- 257 After-Show Reports**
Retain 6 years, destroy
- 258 Pyrotechnician General License and Limited License Licensing Records**
Retain current plus past previous, destroy
- 259 Pyrotechnician Licensing Test Records**
Retain 3 years after superseded or obsolete, destroy
- 260 Pyrotechnician Licensing Test Results Records**
Retain until license awarded, destroy
- 261 Complaint Investigation Records**
Retain 5 years after case resolution or dismissal, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Certifications
Policy and Procedure Guidelines and Manuals
Postal Records
Attorney General Opinions

Databases

FIREWORKS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: License and Permit Services
Program: Liquefied Petroleum Gas (LPG)

Program Description

The Liquefied Petroleum Gas program is responsible for licensing individuals and businesses that do propane work in Oregon. Any individual or business doing propane work must first pass an examination and apply for the appropriate license. Each company must submit a tank installation form to the Office of State Fire Marshal for each commercial and residential tank installation. A compliance specialist inspects tank installations throughout the state to ensure they were installed safely and according to fire codes and national standards.

Program Records**262 Liquefied Petroleum Gas Company Records**

Retain 4 years, destroy

263 LPG Fitter Licensing Records

Retain 4 years, destroy

264 Liquefied Petroleum Gas Tank Installation Notice and Inspection Records

Retain original notice, current and past previous inspection 8 years, destroy

265 Liquefied Petroleum Gas Truck Equipment Operator Licensing Records

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Certifications

Policy and Procedure Guidelines and Manuals

Postal Records

Attorney General Opinions

Databases

LIQUEFIED PETROLEUM GAS

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: License and Permit Services
Program: Non-Retail Fuel Dispensing (Cardlock)

Program Description

The Non-Retail Fuel Dispensing program is responsible for auditing, inspecting, and licensing all non-retail fuel dispensing establishments. Non-retail fuel dispensing facilities contract with businesses to provide fuel for vehicles used for business purposes. Audits are performed annually to ensure compliance with ORS 480.315 through 480.385 and OAR 837-020-0035 through 837-020-0115. Instances of non-compliance and corrective measures taken on behalf of the facility to remedy the violation are documented. Facilities are inspected yearly to ensure that the proper signs are posted and the correct safety equipment is available in accordance with fire and life safety regulations. Facilities are licensed every year.

The cardlock program responds to complaints received from the public about non-retail as well as retail fuel facilities. Complaints are investigated and if the establishment is found in violation, the cardlock program issues a citation. The establishment in violation is issued a fine and must submit a plan of corrective action to the cardlock program. Occasionally, establishments challenge violations in court.

Program Records

266 Audit and Inspection Records

Retain 5 years, destroy

267 Cardlock News Newsletter

Retain 5 years, destroy

268 Complaint Investigation Records

Retain 5 years after case resolution or dismissal, destroy

269 Customer Training Pamphlets

Retain until superseded or obsolete, destroy

270 Non-Retail Fuel Dispensing Annual Report

Retain 5 years, destroy

271 Non-Retail Fuel Dispensing Licenses

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Correspondence

Databases

ACTIVITY LOGS

CARDLOCK

VIOLATOR TRACKING

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: License and Permit Services
Program: Fire Standard Compliant Cigarette Program

Program Description

The Fire Standard Compliant Cigarette Program regulates the tobacco industry consisting of manufacturers, wholesale dealers and retailers to ensure that only fire standard compliant cigarettes are sold in Oregon per ORS 476.775 through ORS 476.806. The program provides industry regulation by requiring that cigarette manufacturers certify a cigarette variety has been tested and meets the fire safety standard by having reduced ignition propensity. They also assist industry in meeting state requirements through technical assistance and program materials. The Office of the State Fire Marshal may impose a civil penalty against a person in violation of the Oregon statute.

Program Records**272 Fire Standard Compliant Cigarette Certification/Correspondence**

Retain until new certification approved, destroyed

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Attorney General Opinions

Policy and Procedure Guidelines and Manuals

Postal Records

Databases

OREGON TOBACCO INFORMATION SYSTEM (OTIS)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: License and Permit Services
Program: Novelty/Toylike Lighter

Program Description

The Novelty/Toylike Lighter program prohibits manufacturing, selling, offering for sale and distribution, or importing novelty lighters for purpose of sale or distribution in Oregon per ORS 476.831 - .856. Novelty or toylike lighters are defined as a lighter that has misleading design, audio effects or visual effects, or has other features that may make the lighter appealing or attractive to a child less than 10 years of age. The program took effect June 2, 2009 after passage of House Bill 2365. The Office of the State Fire Marshal may impose a civil penalty against a person in violation of the Oregon statute.

Program Records**273 Novelty/Toylike Lighter Correspondence**

Retain five years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Attorney General Opinions

Policy and Procedure Guidelines and Manuals

Postal Records

Databases

None anticipated – Only excel spreadsheets of violations found.

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Bureau:** Police Services**Program Description**

Police Services is responsible for providing supervision and direction to the Oregon State Police field force, which is divided between three Regional Commands. The Bureau is responsible for the supervision and direction of Criminal Investigation Services, Fish and Wildlife and Patrol Services. The Bureau provides management and support by coordinating the efforts of the division's personnel, logistics, and funds. Additionally, Police Services provides direction and oversight to the agencies Special Operations programs, which include the Dignitary Protection Unit, Special Weapons and Tactics, the Mobile Response Team, Honor Guard, Flight Operations, the OSP Reserves, and the Department Counselor.

Program Records**274 Officer Notes**

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

275 Weekly Reports

Retain 2 years, destroy

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Scheduling records

Staff Meeting Records

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Regional Command Center

Program Description

The Regional Command Center functions as a hub connecting OSP Patrol Offices and Command Centers with the Department's General Headquarters. The Regional Command Center is a clearinghouse for information and directives coming from the General Headquarters for implementation by field operatives. The section reviews and approves information being sent to General Headquarters by Patrol Offices and Command Centers. Region Command Centers compile data and information from station reports and submit weekly reports to Division at GENERAL HEADQUARTERS.

Program Records

276 Officer Notes

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

277 Police Informant Records

Retain 2 years after last activity, destroy

278 Weekly Reports

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Scheduling Records

Staff Meeting Minutes

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Employee Training Records

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Regional Command Center
Program: Patrol Office/Command Center

Program Description

Oregon State Police patrol offices and command centers contain the frontline resources and services aimed at reducing the number of crashes and crimes that occur upon Oregon's state and interstate highway system. Officers in these offices engage in a number of priority enforcement programs that address high speed and aggressive driving, substance impaired driving, commercial vehicle safety, and criminal apprehension through patrol.

Patrol and command center officers enforce Oregon's motor vehicle code and Public Utilities Commission Laws, per ORS 181.040 and enforce all motor carrier regulations per ORS 767.475. Additional services provided from the Patrol Offices and Command Centers include assisting motorists, emergency location and message relay, administering first aid, providing tourists with information, highway obstruction removal, traffic control, and public awareness and education.

Two patrol offices, the Capitol Mall and Oregon State University Patrol, are contracted services. These offices provide some additional services to the communities they serve.

Program Records

279 Activity and Supplemental Logs

Retain 3 years, destroy

280 Building Security Reports

Retain until superseded or obsolete, destroy

281 Citizen Complaint Records

Retain 3 years after resolution, destroy

282 Fatal Crash Reports

Retain reports involving fatal crashes 10 years, destroy

283 Non-Fatal Crash Reports

Retain 3 years, destroy

284 Daily Log Book

Retain 3 years, destroy

285 DUI Reports [Cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

286 DUI Reports [Cases involving crimes with statute of limitation]

Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

287 Employee Rosters

Retain until superseded or obsolete, destroy

288 Evidence Logs [Cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

289 Evidence Logs [Cases involving crimes with statute of limitations]

Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

290 Impound/Tow/Hazard Records

Retain 1 year, destroy

291 Incident Photos and Negatives

Retain according to time limitations stipulated in ORS 131.125, destroy

292 Officer Case Files

Retain until completion of investigation, transfer to Criminal Investigative Section

293 Officer Notes

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

294 Persons-of-Interest Records

Retain unless no activity after 4 years, destroy

295 Privacy Act Logs

Retain 5 years or the life of the record being requested, destroy

296 Ride Along Program Approved Requests Records

Retain 2 years

297 Ride Along Program Denied Requests Records

Retain 1 year, destroy

- 298 Salvage Meat List** (Qualified Recipients for Contraband/Confiscated Meats)
Retain 2 years, destroy
- 299 State Agency Maps**
Retain until superseded or obsolete, destroy
- 300 Tactical Plans (for Specific Events)**
Retain 6 years, destroy
- 301 Weekly Report Records**
Retain until submission to Region Command, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records (Court Scheduling Records/Range Scheduling Records)
Contracts and Agreements
Correspondence (Case Correspondence and Certified Mail Receipts)
Policy and Procedure Manuals
VIN Schedules (see Scheduling Records)
Facilities/Property Records (OAR 166-300-0020)
Asset Inventory Records (Equipment Inventory)
Master Material Safety Data Records
Financial Records (OAR 166-300-0025)
Grant Records
Leave Applications (Vacation Requests)
Payroll Records (OAR 166-300-0035)
Overtime Records (see Employee Time Records)
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Work Schedules and Assignment Records
Risk management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures (Emergency Operations Plans)

Databases

TOWED VEHICLES (CAPITOL MALL PATROL OFFICE)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Special Operations
Program: Dignitary Protection

Program Description

The Dignitary Protection unit provides security for the sitting Governor, their immediate family and oversees the security of the Governor's mansion. The unit is a member of and maintains close, working relations with other members of the National Governor's Security Association, which through interagency cooperation, assists member State Police Departments to protect their respective Governor's when Governor's travel to other states.

Program Records**302 Governor's Visitor Log**

Retain until end of Governor's administration, transfer to Governor's Office

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Calendar and Scheduling Records

Policy and Procedure Guidelines and Manuals

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Special Operations
Program: Honor Guard

Program Description

The OSP Honor Guard provides ceremonial services at the direction of the Superintendent of State Police and the Governor. Honor Guard attend/participate at funeral services, as color guards, at dignitary functions and other high profile events involving the public. The team is made up of sworn members of the Department of the rank of trooper or above who meet the criteria and volunteer for duty with the program. Each member must be recommended by their supervisor and have received a 100% on their last evaluation. Many members serve long term as part of the Honor Guard and bring skills and experience which enhance the Honor Guards mission.

Members are issued uniforms replicating the 1931 OSP issued uniform including long tunic, jodhpur style pants, weapon and equipment appropriate to 1931. Honor Guard members must be proficient and qualified with their standard duty equipment and their Honor Guard equipment. Precision with close order drill and professional demeanor are the hallmark of the Honor Guard. In addition as a matter of policy, Honor Guard members attend funerals for police officers in adjoining states and in remaining states at discretion of the Superintendent. Officer in Charge of each detail, those members attending a function, may submit an after action report detailing the event, what the Honor Guard did and experienced, what went well.

Program Records**303 After Action Reports**

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Special Operations
Program: Mobile Response Team

Program Description

The Mobile Response Team (MRT) program provides the Oregon State Police with a crowd control team trained and equipped respond to proactive and reactive situations. Using non-lethal means the MRT responds to high profile situations and incidents, which contain the potential for civil unrest. Call out situations have included the Portland Mayday Protest, the Anarchist Protest in Eugene, Spring Break in Seaside, and Executions.

The MRT is a collateral duty for all assigned personnel who participate in MRT training and operations in addition to their regular assigned duties. The program conducts training exercises three times a year covering topics mandatory for all OSP sworn personnel, chemical weapons, long baton, Mobile Field Force, tactical formations, and participation in scenario training. Trainees are exposed to non-lethal chemical agents during each training exercise and all members of MRT are required to attend training at Fort McClellan, Alabama concerning weapons of mass destruction. The MRT program provides training to non-team personnel within OSP and from outside agencies.

Program Records

- 304 After Action Reports**
Retain 5 years, destroy
- 305 Non-Lethal Chemical Agent Records**
Retain 5 years, destroy
- 306 Operations Order Records**
Retain 5 years, destroy
- 307 Personnel Roster**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

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

Databases

ATF DESTRUCTION & ISSUANCE LOG
ATTENDANCE AND TRAINING ROSTER
COBRA TRAINING
EQUIPMENT
MRT EXPENSE SHEET
MRT PERSONNEL FILE

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Special Operations
Program: Oregon State Police Reserves

Program Description

The Oregon State Police Reserve is a volunteer organization consisting of sworn and non-sworn retired Oregon State Police personnel. The purpose of the Reserve is to provide a supplementary force of trained persons who are able to assist the Department in emergencies. Reserve members may also assist the Department in performing non-emergency duties such as clerical duties and training. Members of the Sworn-Active Reserves must attend and complete all required Reserve training.

Program Records

- 308 Firearms Qualifications Records**
Retain 10 years, destroy
- 309 Oregon State Police Reserves Newsletter**
Retain 1 year, destroy
- 310 Oregon State Police Reserves Board Meeting Minutes**
Retain 1 year, destroy
- 311 Physical Release Training Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Reserves Training Manual (see Policy and Procedure Guidelines and Manuals)

Databases

RESERVES LIST

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Special Operations
Program: Special Weapons and Tactics (SWAT)

Program Description

The Oregon State Police Special Weapons and Tactics team (SWAT) program is comprised of individual Troopers assigned to various stations and work sites throughout the state who train and operate for the SWAT mission collaterally to their normally assigned duties.

SWAT members respond to a variety of call-outs defined as high risk incidents involving but not limited to hostage situations, barricaded suspects, suicidal suspects, high risk search warrants, dignitary protection, apprehension of felony suspects and other situations beyond the normal patrol officers abilities and equipment. The program provides training both in-house in tactics, use of lethal and non-lethal assets, appropriate dress, maneuvering, use and care of a variety of equipment not associated with standard patrol operations, and search techniques while providing for local and county agencies training in tactics, weapons use, and marksmanship.

Program Records**312 After Action Reports**

Retain 5 years, destroy

313 Operations Order Records

Retain 5 years, destroy

314 SWAT Personnel Records

Retain until individual is no longer active with unit, transfer to Personnel File in Human Resources Division

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Manuals

Training Program Records

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

Equipment Maintenance Records

Equipment/Property Disposition Records

Fixed Asset Inventory Records

Personnel Records (OAR 166-300-0040)

Conference and Workshop Records

Employee Personnel Records

Employee Training Records

Recruitment and Selection Records

Databases

SWAT QUALIFICATIONS AND TRAINING MANAGEMENT SYSTEM

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)

Bureau: Police Services

Division: Criminal Investigation Services (CID)

Program Description

The Criminal Investigation Services Division is responsible for providing specialized investigative services in support of criminal justice agencies statewide through innovative programs and highly trained, dedicated personnel. Staff provides investigative support and expertise to local and federal law enforcement agencies in Oregon. The Division is comprised of several sections: Major Crimes; Drug Enforcement; Counter Terrorism; Investigative Reports Section;

Division staff participates in a multitude of interagency task forces including but not limited to child sex abuse multi-disciplinary teams, major crime teams, drug enforcement task forces, and interagency fire investigation teams.

Program Records

315 Public Employee Investigation Records (Forms)

Retain 90 days or transfer to case investigation file, destroy

316 Background Check/Investigation Records (Forms)

Retain 1 year, destroy

317 CID Weekly Reports

Retain 2 years, destroy

318 Division Leave Usage Notes

Retain 1 year, destroy

319 Division Leave Usage Reports

Retain 1 year, destroy

320 Division Event/Fundraiser Records

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policies and Procedure Guidelines and Manuals

Staff Meeting Records (Division Meeting Notes)

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

HISTORICAL POSITION/PERSONNEL

EQUIFAX

OJIN

PUBLIC EMPLOYEE INVESTIGATIONS

TRAINING

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Counter Terrorism

Program Description

The Counter Terrorism Section consists of the Counter Terrorism, Arson and Explosives Units.

The Counter Terrorism Unit is actively involved in investigations involving international, domestic and biological terrorism. Unit staff partner with federal law enforcement personnel, coordinate similar federal and local investigations and are involved in addressing domestic preparedness issues.

The Arson Unit is responsible for reducing the number of arsons and arson-related crimes within Oregon, per ORS 476.110. The unit provides investigative services in cases where arson is suspect. Additionally, the section provides OSP with statistical information for budgetary consideration, strategic planning, legislative preparation, and benchmark development. The unit also handles situations involving explosive devices and compounds defined in ORS 480.200 and ORS 480.110. The Explosives Unit handles situations involving explosive devices and compounds defined in ORS 480.110 and 480.200.

Program Records

- 321 Annual Report**
Retain 6 years, destroy
- 322 Bomb Squad Training Records**
Retain until employee separation, transfer to GENERAL HEADQUARTERS personnel file
- 323 Monthly Call-Out Records**
Retain 6 years, destroy
- 324 Monthly Narrative Report**
Retain 6 years, destroy
- 325 Monthly Activity Sheets**
Retain 3 years, destroy
- 326 Officer Notebooks**
Retain 6 years, destroy

327 Statistical Reports

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Legislative Tracking Records

Policy and Procedure Manuals

Professional Membership Records

Staff Meeting Records

Training Program Records

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

Equipment Maintenance Records

Equipment/Property Records

Financial Records (OAR 166-300-0025)

Budget Allotment Reports

Budget Preparation Records

Expenditure Projection Reports

Grant Records

Personnel Records (OAR 166-300-0040)

Conference Records

Employee Personnel Records

Position Description and Classification Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Incident Reports

Databases

BOMB ARSON TRACKING SYSTEM (BATS) this is ATF DB

ARSON INFORMATION MANAGEMENT SYSTEM

CTS INVENTORY

CTS TRAINING RECORDS

CTS VEHICLE MILEAGE RECORDS

GRANT MANAGEMENT

INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS: OREGON CHAPTER

MY HOURS

PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP CALL OUT

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Drug Enforcement
Program: Analytical Support

Program Description

The Oregon State Police Drug Enforcement section provides a leadership role, coordination and support to law enforcement agencies in drug and tobacco enforcement efforts throughout the state.

The Analytical Support program staff analyzes, tracks, and reports drug trends and drug movement around Oregon. The program compiles information from a number of sources and sends summary reports back to the submitting/requesting agencies. The State Police also generate statistics from this information to inform the Governor and legislators of the state of drug production and eradication efforts within Oregon.

Program Records

328 Informant Records

Retain 2 years after last activity of informant or closure of large/long term case, destroy

329 Narcotics Event Reports

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Mailing Lists (Contact Lists)
Policy and Procedure Guidelines and Manuals
Facility/Property Records (OAR 166-300-0020)
Personnel Records (OAR 166-300-00)

Databases

DES STATS
EQUIPMENT
NARCOTICS EVENT

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Drug Enforcement
Program: Asset Forfeiture

Program Description

The Asset Forfeiture program is responsible for handling all cash and real property forfeitures from patrol or drug enforcement. The program receives forfeiture counsel from the Department of Justice and District Attorney's. In addition, the program deals with property abandoned at crime scenes.

Program Records**330 Asset Forfeiture Committee Records**

Retain 5 years, destroy

331 Asset Forfeiture Records

Retain 10 years after case closure, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Unclaimed Property Reports

Databases

ASSET FORFEITURE TRACKING (AFT)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Drug Enforcement
Program: Clandestine Lab Operations

Program Description

Clandestine Lab Site Safety officers assist law enforcement agencies with dismantling methamphetamine labs. Officers gather evidence for federal prosecution and coordinate the removal of hazardous chemicals through the Department of Environmental Quality. These records are the Case Investigation Files retained in the Central Records section of OSP.

The Clandestine Lab Site Safety program ensures that these officers are trained and certified. Officers must complete eight hours of training to be annually re-certified. Training is locally provided by the Oregon Narcotics Enforcement Association and nationally provided by the Drug Enforcement Administration. Officers are regularly monitored for health and exposure. Employee medical records, employee training records and associated documentation are kept with the Human Resources Unit. Officers prepare and execute lab site safety plans detailing the conditions at lab sites, exposure levels and dismantle actions.

Program Records**332 Clandestine Lab Site Safety Plan Records**

Retain 30 years, destroy

333 Clandestine Lab Incident Records

Retain 1 year after statute of limitations met, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities/Property Records

Equipment Maintenance Records

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Drug Enforcement
Program: Precursor Chemical Reporting

Program Description

Under ORS 475.945, purveyors of precursor chemicals must notify the Oregon State Police after the sale of a precursor substance per ORS 475.940 - .955. The Oregon State Police use this information to augment their efforts to uncover illegal uses of precursor substances. Precursor substances are those that could be used to manufacture a controlled substance. These substances are specifically identified by the Oregon State Board of Pharmacy and biennially included in ORS 475.940.

Program Records

- 334 Precursor Substance Case Investigation File**
Retain until investigation completed, transfer to Criminal Investigation Services
- 335 Precursor Substance Sale Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

PRECURSOR

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Drug Enforcement
Program: Tobacco Retailer Inspection

Program Description

The Tobacco Retailer Inspection program conducted compliance checks of retail businesses and tobacco outlets to reduce illegal tobacco sales to juveniles. The Oregon State Police conducted random inspections through an agreement with the Department of Human Services. Investigators were retired sworn police officers who are active with the Oregon State Police Reserves. The program sunsetted in 2009/2010.

Program Records

336 Compliant Tobacco Retailer Inspection Reports
Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: ATF Armed Career Criminal Task Force

Program Description

The ATF Armed Career Criminal Task Force is comprised of detectives from the Bureau of Alcohol, Tobacco, and Firearms (ATF), the Oregon State Police, and the Portland Police. The Task Force is responsible enforcing all gun laws and in particular, investigating career criminals who are suspected of or known to be possessing weapons. A career criminal is defined as an individual who has had three violent felony convictions and who may not possess weapons under United States law. All case investigation files generated by this Task Force for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Computer Crimes

Program Description

The Computer Crimes program assists local and state law enforcement agencies in investigating high technology crimes. Program staff assists in obtaining high quality services and forensic processing during the investigation and prosecution of computer related high technology crimes. Computer Crimes detectives recover and forensically examine data from computer systems, equipment, and electronic media, such as disks and CDs. Detectives are also responsible for preserving electronic media and data storage to enable analysis of potential evidence. Program staff conducts investigations and assist other law enforcement agencies when crimes are facilitated by computers and technology.

Program Records

337 Non-OSP Case Investigation Records

Return to agency or individual of origin after case closure

338 OSP Case Investigation (Cases involving crimes with no statute of limitations)

Retain 75 years after case closure, destroy

339 OSP Case Investigation Files (Cases involving crimes with statute of limitations)

Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

340 Monthly Activity Reports

Retain 1 year, destroy

341 Officer Notes

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

VIOLENT OFFENDER

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: FBI Fugitive Task Force (OSP Detective)

Program Description

The FBI Fugitive Task Force is comprised of Federal Bureau of Investigations (FBI) detectives and an Oregon State Police detective. The Task Force is responsible for investigating and detaining fugitives who are wanted for violent crimes. Fugitives investigated by the Task Force are either individuals who have fled Oregon to another state or country to avoid arrest, or parolees from the Oregon Department of Corrections who were convicted of a violent crime and who have violated the terms of their parole by fleeing to another state or country. All case investigation files generated by this Task Force for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Information Services
Section: Violent Offender
Program: Homicide Incident Tracking System (HITS)

Program Description

The Homicide Incident Tracking System is a database containing information about homicides, sexual assaults, and violent crimes in Washington and Oregon. In addition to specific crime information, HITS contains related information about the crimes compiled from law enforcement teletypes and news sources. The Oregon and Washington State Police use HITS to track violent and serial criminals to establish patterns and trends, thus aiding law enforcement professionals in the detection and prevention of such crime. HITS is managed/maintained by the Washington's Attorney General. Under ORS 181.580, all Oregon law enforcement agencies must submit information about homicides to the Oregon State Police to be entered into the HITS database. County and local law enforcement agencies cannot access HITS directly; however, they may request HITS information from the Oregon State Police.

Program Records**342 Homicide Incident Tracking System Request for Information Records**

Retain 1 year after request filled, destroy

343 HITS Research Request Records

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

HOMICIDE INCIDENT TRACKING SYSTEM (HITS)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Interagency Sexual Exploitation Proactive Enforcement Team (OSP Detective)

Program Description

The Interagency Sexual Exploitation Proactive Enforcement Team (InterSEPT) is comprised of Federal Bureau of Investigations (FBI) detectives as well as an Oregon State Police detective. The team is responsible for investigating crimes against children including child pornography, child prostitution, and pedophilia. The team works with federal, state, and local agencies during the course of their investigations. All case investigation files generated by this team for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Missing Children's Clearinghouse

Program Description

The Missing Children's Clearinghouse provides support and assistance in the location and recovery of children abducted by non-custodial parents and/or strangers. The program assists in recovering runaway juveniles, per ORS 181.505 and 181.506. The Clearinghouse receives information and data concerning missing children and distributes information and materials to local law enforcement agencies, school districts, state and federal agencies, and the public. The 1989 Legislative Assembly mandated the creation and maintenance of a missing children's clearinghouse.

The Missing Children's Clearinghouse works to streamline the receiving and distribution of information on missing children serving victims and their families by providing assistance to law enforcement agencies. In connecting local, state, and federal efforts concerning juvenile recovery, the clearinghouse provides technical and logistical assistance to all law enforcement agencies nationwide. Support assumes the form of disseminating information into a nationwide network, which alerts all participating jurisdictions through the use of bulletins, reports, training sessions, and biographical materials of missing children in Oregon. The program enlists public assistance by distributing bulletins across the state intending to heighten public awareness. The program serves as an information source for families of abducted children keeping them apprised of the investigation process and connecting them with support services. The program provides ID Kits free of charge to the public. Additionally, the program is active in schools and youth groups to raise awareness about abduction.

Program Records**344 Amber Alert Log**

Retain 1 year after recovery or location of child, destroy

345 Missing Children Bulletin

Retain until child found or bulletin superseded/obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Polygraph

Program Description

The Polygraph program assists state and local law enforcement agencies in resolving crimes by giving polygraph examinations to witnesses, suspects, confidential informants, and other persons involved in law enforcement cases. Polygraph examiners use instruments, such as lie detectors, and polygraphs to measure a person's psycho-physiological reaction to questions and make decisions as to whether that person is being truthful in their answers. Both ORS 703 and OAR 259 regulate polygraph testing in Oregon. The Polygraph Examiner's Licensing Advisory Committee is part of the Department of Public Safety Standards and Training, and is responsible for licensing OSP polygraph examiners.

Program Records

346 Officer Notes

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

347 Polygraph Examiner Licenses

Retain 2 years after superseded or obsolete, destroy

348 Polygraph Examiner Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Unit: Scene Reconstruction

Program Description

The Scene Reconstruction unit is responsible for creating visual reconstructions of crime scenes based on crime scene photographs, videotapes, autopsy reports, and medical examiner reports. Using various software tools, the unit creates visual reconstructions include illustrations, graphics, stills, and three-dimensional computer animations and are generally produced for fatal car crashes and major violent crimes. The visuals are provided to investigators, prosecuting and defending attorneys. Visuals may be viewed in court. Individuals working in this program may also assist in gathering information at crime scenes. The unit provides assistance to OSP and local agencies.

Program Records

- 350 Scene Reconstruction Visuals [Final product for cases involving crimes with no statute of limitations]**
Retain 75 years after case closure, destroy
- 351 Scene Reconstruction Visuals [Drafts and source documents/materials for cases involving crimes with no statute of limitations]**
Retain 2 years after completion of final product, return to originating agency/source
- 352 Scene Reconstruction Visuals [Final product all other cases]**
Retain 1 year after statute of limitations expires, destroy
- 353 Scene Reconstruction Visuals [Drafts and source documents/materials for all other cases]**
Retain 1 year after completion of final product, return to originating agency/source
Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Sex Offender Registration

Program Description

The Oregon State Police, Sex Offender Registration Unit, tracks registration of persons convicted of sex crimes who reside, work or attend school within the state of Oregon. The Unit is the state repository for information within Oregon, encompassing adult and juvenile offenders. The Unit maintained files on individuals who are required to register in Oregon. The unit does not have files on persons who have moved from Oregon to other states, nor does it include those individuals who are currently incarcerated in correctional facilities (i.e., state and federal prisons, youth correctional institutions, detention centers and some medical treatment facilities). Oregon law (ORS 181.592) currently allows the Oregon State Police to post only those registered offenders who have been designated Predatory under Oregon law (ORS 181.585). Language in the law states that the Oregon State Police will not use the internet to provide information on the remaining sex offenders registered in the state.

Program Records**354 Bulletins**

Retain for the life of the case file or according to court directive, destroy

355 Non-Compliance List

Retain 5 years, destroy

356 Non-Predatory Offender Information Records

Retain 10 years or according to court directive, destroy

357 Predatory Offender Information Records

Retain 1 year after death of individual or according to court directive, destroy

358 Offender Registration Records

Retain until 1 year after death of individual or according to court directive, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

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

Public Records Disclosure Request Records

Databases

SEX OFFENDER REGISTRATION DATABASE (SORD)

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Unidentified Deceased

Program Description

The Unidentified Deceased program maintains records relating to unidentified human remains found within Oregon for the purpose of facilitating the identification of such remains, per ORS 146.505 and 146.515.

When the State Medical Examiner or Oregon State Police receive notification of the discovery of unidentified remains a file is created in the course of the investigation which contains all information having potential value concerning the identity of the remains. If a body is deemed unidentifiable by the State Medical Examiner, an information packet is forwarded to the Missing Children Clearinghouse, which enters the data into LEDS and NCIC. The Missing Children Clearinghouse can access the LEDS Missing Person File, which is downloaded into files maintained by the Missing Children Clearinghouse. Queries may be made through the file software on physical identifiers, locale, and date of entry.

Program Records**359 Research Request Records**

Retain 1 year, destroy

360 Unidentified Deceased Packets

Retain until data entered into LEDS system, return to originating agency

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

LEDS

NCIC

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: VICAP

Program Description

The Violent Criminal Apprehension Program (ViCAP) is a database of the FBI responsible for the analysis of serial violent and sexual crimes. Created in 1985, ViCap is designed to track and correlate information on violent crime, especially murder. The FBI provides the software for the database which is widely used by state and local law enforcement agencies to compile information on serial violent and sexual crimes. OSP provides ViCap access and analysis to Oregon law enforcement agencies.

Program Records

361 Research Request Records
Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ViCap

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Information Services
Section: Violent Offender
Program: Crime Analysis

The Crime Analysis program is responsible for assisting the Oregon State Police investigators and personnel from other law enforcement agencies with data analysis, organization and visualization. This program typically aids investigators during complex cases that generate large volumes amounts of data. Crime Analysis analysts create products to manage case information, including: dates, events, suspects, witnesses, vehicles and evidence. The Crime Analysis program also provides presentation materials for use at trial, which may include link charts, presentations, and timelines.

Program Records**362 Research Request Records**

Retain 1 year, destroy

363 Bulletins

Retain 2 years, destroy

364 Crime Analysis Products [Final product for cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

365 Crime Analysis Source Material [Drafts and source documents/materials for cases involving crimes with no statute of limitations]

Retain 2 years after completion of final product, return to originating agency/source

366 Crime Analysis Products [Final product all other cases]

Retain 1 year after statute of limitations expires, destroy

367 Crime Analysis Source Materials [Drafts and source documents/materials for all other cases]

Retain 1 year after completion of final product, return to originating agency/source

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

CRIME ANALYSIS

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: INTERPOL

Program Description

INTERPOL is the state liaison for both the International Criminal Police Organization (INTERPOL). INTERPOL enabling Oregon law enforcement agencies to request relevant case information from law enforcement agencies in other countries. The program accepts and sends requests for information from INTERPOL.

Program Records**368 INTERPOL Request Records**

Retain 5 years, destroy

369 Research Request Records

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Databases

INVOICES

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife Enforcement
Program: Administration

Program Description

The Fish and Wildlife Administration liaises with the officers working in the field and other state and federal agencies to ensure the effectiveness of Oregon's interagency enforcement and management efforts regarding fish and wildlife resources. Fish and Wildlife field officers meet yearly with their local Oregon Department of Fish and Wildlife (ODFW) personnel to prioritize enforcement needs and develop cooperative enforcement action plans based on management objectives and issues for each threatened, endangered, or sensitive species.

Administration is responsible for general program coordination and training of field officers. Duties include organizing and implementing annual in-service training and Work Force Development training, ensuring each field officer receives equipment, researching pending legislation, working with the Legislative Assembly to obtain funding and testifying before legislative committees. In addition to receiving funding through the State Police, the program receives funds from the National Oceanic and Atmospheric Administration (NOAA), receives funding through providing contracted services to the State Marine Board, ODFW, Bureau of Land Management and the Department of Environmental Quality.

Program Records

- 370 Case Investigation Files** [Cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy
- 371 Case Investigation Files** [Cases with crime clearly indicated]
Retain 1 year after statute of limitations expires, destroy
- 372 Case Investigation Files** [Significant or historical cases] **1921 – [Ongoing]**
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations
- 373 Case Investigation Files** [All Other/Unfounded Cases]
Retain 3 years, destroy
- 374 Citations, Criminal**
Retain 2 years after statute of limitations ends, destroy
- 375 Citations, Violation**
Retain 1 year after statute of limitations ends, destroy
- 376 Cooperative Enforcement Plan Records**
Retain 6 years, destroy
- 377 Field Review Newsletter**
Retain permanently, transfer to State Archives after 1 year
- 378 Informant Records**
Retain 2 years after informant deactivated, destroy
- 379 User Compliance (BrosLund) Reports**
Retain 6 years, destroy
- 380 Weekly Reports**
Retain 6 months, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Work Orders (Requests for SIU Assistance)

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

Equipment Maintenance Records

Equipment/Property Disposition Records

Vehicle Records

Databases

USER COMPLIANCE (BROSLUND) REPORT

LEmis

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife
Program: Aircraft

Program Description

The Aircraft Program provides aerial support to Fish and Wildlife troopers and Oregon Department of Fish and Wildlife staff for wildlife management. Support is also provided to the Governor's office, criminal investigations, other divisions within the State Police (Criminal Division, Patrol Services Division, Forensics Division, Special Weapons, and Tactic SWAT), Oregon Emergency Management, and other public safety and natural resource agencies. Local, state, and federal agencies benefit from the Division's Aircraft Program's support.

The Fish and Wildlife Division makes extensive use of their four fixed-wing aircraft in the management of fish and wildlife resources, as well as enforcement. The aircraft have been particularly effective enforcing fish and game regulations, rapid deployment of OSP resources throughout Oregon, assisting state and federal law enforcement agencies, protection of natural resources and locating lost/injured recreationalists.

Program Records

- 381 Aircraft Certifications and Registrations**
Retain 1 year after disposition or sale of aircraft, destroy
- 382 Aircraft Maintenance Logs**
Retain 1 year after aircraft disposition (sale/destruction), destroy
- 383 Aircraft Notebooks**
Retain 6 years, destroy
- 384 Flight Operations Annual Reports**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Flight Operations Training Manual (see Policy and Procedure Manuals and Guidelines)

Databases

FLIGHT OPERATIONS ANNUAL REPORT

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife Enforcement
Program: Boating and Marine Safety

Program Description

Through contracts with the State Marine Board, Oregon State Police Troopers provide, in conjunction with county sheriffs, safety patrol and boating law enforcement on Oregon waterways. The Marine Board funds all enforcement in Oregon and the Marine Board Enforcement program. OSP Troopers conduct boat examination/inspections, inspect for hull identification numbers and issue citations for violations. As part of their training all OSP Troopers complete the Oregon Marine Board Academy. OSP reports quarterly to the Marine Board on the number and type of citations and stops made on the waterways. The statewide records copy of Boat Inspection Reports and Hull Identification Number Inspection Records are held by the Oregon Marine Board.

Program Records

385 Boat Inspection Reports

Transfer to Oregon Marine Board

386 Case Investigation Files [Cases involving crimes with no statute of limitations]

Retain 75 years after case closure, destroy

387 Case Investigation Files [Cases with crime clearly indicated]

Retain 1 year after statute of limitations expires, destroy

388 Case Investigation Files [Significant or historical cases] 1921 – [Ongoing]

Retain permanently, transfer to State Archives after case resolution or expiration of time limitations

389 Case Investigation Files [All Other/Unfounded Cases]

Retain 3 years, destroy

390 Citations, Criminal

Retain 2 years after statute of limitations ends, destroy

391 Citations, Violation

Retain 1 year after statute of limitations ends, destroy

392 Hull Identification Number Inspection Records

Transfer to Oregon Marine Board

393 Marine Enforcement Annual Reports

Retain 6 years, destroy

394 Marine Enforcement Monthly Reports

Retain 6 years, destroy

395 Officer Notes

Retain 6 years, destroy

[Note: Officer Notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Account

Databases

OREGON STATE MARINE BOARD ONLINE SYSTEM

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife Enforcement
Section: Commercial Fisheries Enforcement

Program Description

The Commercial Fisheries Enforcement section oversees commercial and recreational fishing. Troopers respond to complaints, monitor the off-loading of commercial and sport catches, and inspect fishing equipment to ensure compliance with state and federal laws. The Commercial Fisheries section adheres to standards set by the Pacific Fisheries Management Council (PFMC) and the Oregon Department of Fish and Wildlife (ODFW). OSP Troopers transport overage fish tickets and reimbursement from fish processors to ODFW.

Program Records

- 396 Case Investigation Files** [Cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy
- 397 Case Investigation Files** [Cases with crime clearly indicated]
Retain 1 year after statute of limitations expires, destroy
- 398 Case Investigation Files** [Significant or historical cases] **1921 – [Ongoing]**
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations
- 399 Case Investigation Files** [All Other/Unfounded Cases]
Retain 3 years, destroy
- 400 Citations, Criminal**
Retain 2 years after statute of limitations ends, destroy
- 401 Citations, Violation**
Retain 1 year after statute of limitations ends, destroy
- 402 Commercial Fisheries Compliance Annual Reports**
Destroy
- 403 Officer Notes**
Retain 6 years, destroy
[Note: Officer Notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Contracts and Agreements (MOAA Joint Enforcement, etc)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

COMMERCIAL FISHERIES COMPLIANCE

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife Enforcement
Section: Wildlife

Program Description

Troopers working in the Wildlife section enforce state and federal laws protecting wildlife and regulating sport hunting. Troopers are responsible for patrolling forests. These officers may use animal decoys to apprehend persons violating certain hunting rules and regulations as part of the Wildlife Enforcement Decoy program. The Decoy Program Annual Report is an accounting of the observations and incidents which occur during operations involving a decoy. In addition, the Decoy Program operates on private land where authorization is granted by the property owner. Retired state troopers are assigned to work in State Wildlife Management Areas conducting license checks and generally enforcing natural resource regulations.

Program Records

- 404 Case Investigation Files** [Cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy
- 405 Case Investigation Files** [Cases with crime clearly indicated]
Retain 1 year after statute of limitations expires, destroy
- 406 Case Investigation Files** [Significant or historical cases] **1921 – [Ongoing]**
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations
- 407 Case Investigation Files** [All Other/Unfounded Cases]
Retain 3 years, destroy
- 408 Citations, Criminal**
Retain 2 years after statute of limitations ends, destroy
- 409 Citations, Violation**
Retain 1 year after statute of limitations ends, destroy
- 410 Officer Notes**
Retain 6 years, destroy
[Note: Officer Notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]
- 411 Wildlife Enforcement Decoy Annual Report**
Retain 6 years, destroy
- 412 Wildlife Enforcement Forms & Database Records**
Retain until annual report published, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

WILDLIFE ENFORCEMENT DECOY

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Patrol Services

Program Description

The Patrol Services Division is to provide a uniform presence and law enforcement services throughout the state, with a primary responsibility for crash reduction, crime reduction, and other transportation safety issues; as well as to respond to emergency calls-for-service on Oregon's state and interstate highways. Patrol Services staff provide hazardous Violation Enforcement (Accident causing traffic violations), Impaired Driving Enforcement (Intoxicated and/or Drug Impaired Drivers), Occupant Safety Enforcement (Seatbelt and Child Restraint laws), Commercial Vehicle Driving Enforcement (Motor Trucks), Work Zone Enforcement (Work Zone Safety), At Risk Juvenile Behavior (Deter and Detect Juvenile Crimes) and Criminal Apprehension through Patrol Enforcement (The apprehension of wanted subjects and contraband in vehicles traveling on the state's highways)

Administration staff provides administrative support to the Patrol Services Division. The program is responsible for approving tow companies and fielding requests from the public for documentation on vehicle crashes, DUII, citations, and speeding tickets.

Administration is also responsible for notifying the owners of vehicles towed by State Police patrol officers under ORS 809.720. If a vehicle owner contests the tow and requests a hearing, Administration arranges a hearing date and coordinates the hearing.

Program Records

413 Tow Truck Non-Preference Certification Records

Retain 1 year after certification expires, destroy

414 Contested Vehicle Tow Records

Retain 1 year after court issues final order, destroy

415 Uncontested Vehicle Tow Records

Retain 1 month after right to request hearing expires, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Databases

TOW TRACKING

Organizational Placement**Schedule number: 2010-0009`**

Agency: Oregon Department of State Police (OSP)
Division: Patrol Services
Program: Drug Recognition Evaluation/Impaired Driving

Program Description:

The Drug Recognition Evaluation (DRE) section trains officers from local, county, and state agencies to identify persons under the influence of drugs, alcohol, and other psychoactive substances in an effort to reduce the number of deaths, injuries, and property loss on Oregon's roadways.

Program Records:

- 416 Certification Process Log**
Retain until certificate awarded, destroy
- 417 Drug Recognition Evaluation Database**
Retain 3 years, purge
- 418 Drug Recognition Evaluator Certification Final Examination and Practice Evaluations Records**
Retain until certification awarded, destroy
- 419 Drug Recognition Evaluator Certification, Wallet card and Resume**
Retain original and most current, destroy
- 420 Drug Recognition Evaluator Annual Evaluations Rolling Log**
Retain until entered into spreadsheet and verified, destroy
- 421 Oregon Drug Evaluation Classification Program Annual Report, 2000 – [ongoing] 1.00 c.f.**
Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015
Correspondence
Financial Records - OAR 166-300-0025
Grant Records

Databases

DRUG RECOGNITION EVALUATION

Organizational Placement

Schedule number: 2010-0009

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Patrol Services
Program: Patrol Operations

Program Description

The Patrol Operations section oversees and administers a number of enforcement and public safety programs. These programs are implemented at the patrol office and command center levels. Programs are funded through federal grant monies routed to the State Police through the Oregon Department of Transportation. Operations programs focus on DUII enforcement, commercial vehicles, enforcement of speed laws on rural highways and in construction zones, criminal apprehension through patrol, and safety belt usage. Funding for the safety belt usage program requires the State Police to participate in the Three Flags program, a cooperative effort between Oregon, Washington, and British Columbia police forces to conduct seat belt usage observations three times a year.

Program Records

422 Amber Alert Records

Retain 6 years after child recovered, destroy

423 Case Investigation Files

Retain until investigation closed, transfer to Criminal Investigation Services

424 Officer Notes

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

425 Ride Along Applications

Retain 3 years, destroy

426 Seat Belt Usage Records (“Three Flags Data”)

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Conference, Training and Seminar Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Telephone Logs

Financial Records (OAR 166-300-0025)

Grant Records

Personnel Records (OAR 166-300-00

Employee Personnel Records

Employee Training Records

Work Schedules and Assignment Records

Databases

None

Organizational Placement**Schedule number: 2010-0009****Agency:** Oregon Department of State Police (OSP)**Bureau:** Police Services**Division:** Patrol**Program:** Drug Detection Dog Team**Program Description**

Drug Detection Dog Teams, assigned to patrol offices, assist local law enforcement, drug task forces and federal law enforcement agencies with detection of concealed controlled substances or illicit currency. Dog teams support drug interdiction efforts at airports and on railways and highways and give public demonstrations upon request at community organizations and public schools. The dog handler submits reports as part of the case investigation file.

Program Records**426 Dog Handler Reports**

Retain 1 year after statute of limitations on case expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

427 Dog Purchase Records

Retain 3 years after dog separation from agency, destroy

428 Monthly Status Reports

Retain 1 year, destroy

State Agency General Records Retention Schedule Records*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Patrol Services
Program: Patrol Support

Program Description

The Patrol Support section oversees and administers a number of enforcement and public safety programs. These programs are implemented at the patrol office and command center levels. Patrol support programs are designed to augment the core enforcement programs in the Patrol Operations section of Patrol Services. Support Programs have focused on aircraft and motorcycle patrol of rural and interstate highways, disabled parking enforcement, and vehicle crash reconstruction. However, these programs are biennially re-evaluated and may change depending on public safety and patrol enforcement needs.

Program Records**429 Officer Notes**

Retain 6 years, destroy

[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Correspondence

Calendar and Scheduling Records

Staff Meeting Records

Databases

None