

# **Oregon Watershed Enhancement Board**

## **Records Retention Schedule 2021-0001**

Effective Date: January 2023

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# Oregon State Archives

## Records Retention Schedule

**Edition: January 2023**

**Schedule Number: 2021-0001**

**Agency:** Oregon Watershed Enhancement Board

**Division:** Director's Office

**Program:** Director's Office

### **Program Description**

The Director's Office is staffed by the Executive Director, the Executive Assistant, and policy staff. The Director's Office coordinates board activities, oversees interactions with state and federal agencies, and is the primary contact with legislators, other elected officials, and the media. The Director's Office is also responsible for the development of the agency's budget, and works closely with the board, the Governor's Office, and the Legislature to adopt and implement a budget each biennium.

### **Program Records**

None

### **State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Boards and Commissions (OAR 166-350-0005)

Correspondence

Legislative Tracking Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

### **Databases**

None

# Oregon State Archives

## Records Retention Schedule

**Edition: January 2023**

**Schedule Number: 2021-0001**

**Agency:** Oregon Watershed Enhancement Board

**Division:** Business Operations

**Program:** Business Operations

### **Program Description**

The Business Operations program includes two groups. The Administrative Services group provides programmatic grant support as well as general administrative services to all agency staff, grantees, OWEB stakeholders, and responds to public requests. The Program also includes the Fiscal Services group that processes all payments, reviews contracts, trains grantees on fiscal administration, develops and executes the agency budget, and is the primary contact on state and federal audit and fiscal related issues. The Business Operations group also provides computer hardware and software support for the agency

### **Program Records**

None

### **State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

### **Databases**

OWEB Grant Management System

# Oregon State Archives

## Records Retention Schedule

Edition: January 2023

Schedule Number: 2021-0001

**Agency:** Oregon Watershed Enhancement Board  
**Division:** Grant Management  
**Program:** Grants

### Program Description

OWEB's Grant Management Program has primary responsibility for soliciting, reviewing, awarding, and managing grants with local partners. The Grant Management Program oversees grants for restoration, technical assistance, monitoring, assessments, outreach, water acquisitions, and local capacity for watershed restoration. The program operates within the board's Long Term Investment Strategy, managing investments through open solicitation, focused investments, monitoring and capacity.

### Program Records

#### **001 OWEB Grant Management Project Records**

Retain project name, grantee name, description, award amount and location data for 10 years after OWEB's interest in the project concludes, destroy

#### **002 OWEB Grant Application Metrics Records**

Retain for 10 years after Federal reporting requirements fulfilled, destroy

#### **003 Oregon Watershed Restoration Inventory Records**

Retain for 75 years, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records

Financial Records (OAR 166-300-0025)

### Databases

OWEB Grant Management System

Oregon Watershed Restoration Inventory

# Oregon State Archives

## Records Retention Schedule

Edition: January 2023

Schedule Number: 2021-0001

**Agency:** Oregon Watershed Enhancement Board  
**Division:** Grant Management  
**Program:** Land Acquisition

### Program Description

Section 4(b)(2) of Article XV of the Oregon Constitution and ORS 541.956 specify that the Oregon Watershed Enhancement Board (OWEB) may fund projects involving the purchase of interests in land from willing sellers for the purpose of maintaining or restoring watersheds and habitat for native fish or wildlife. OWEB maintains records for each land acquisition grant. The records may include original versions of conservation easements held by OWEB and other perpetual real property agreements to which OWEB is a party.

### Program Records

#### 004 Real Property Agreements

- (a) Retain original agreements and amendments permanently, transfer to State Archives annually
- (b) Retain additional copy for 10 years after OWEB's interest in the property concludes, destroy

#### 005 Grant Application, Evaluation, and Agreement Records

Retain 10 years after OWEB's interest in the property concludes, destroy

#### 006 Land Acquisition Records (other than grant materials or real property agreements)

Retain 10 years after OWEB's interest in the property concludes, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records

Financial Records (OAR 166-300-0025)

### Databases

OWEB Grant Management System

# Oregon State Archives

## Records Retention Schedule

Edition: January 2023

Schedule Number: 2021-0001

**Agency:** Oregon Watershed Enhancement Board  
**Division:** Grant Management  
**Program:** Oregon Agriculture Heritage Program

### Program Description

Oregon Revised Statute 541 specifies that the Oregon Watershed Enhancement Board (OWEB) may provide grants from the Oregon Agricultural Heritage Fund for the purposes of assisting owners of working land with succession planning for those lands; funding the purchasing, implementing, carrying out or monitoring of conservation management plans, working land conservation covenants or working land conservation easements, and providing development funding or technical assistance to organizations that enter into or propose to enter into agreements resulting in conservation management plans, or that accept or propose to accept working land conservation covenants or working land conservation easements.

### Program Records

**008 Oregon Agricultural Heritage Fund conservation easements and covenants (2021-Present) .25 CuFt**

Retain original hard copies permanently. Send original hardcopies and amendments to State Archives upon completion. Retain electronic copies in OWEB Grant Management System for 10 years after OWEB's interest in the property concludes.

**009 Oregon Agricultural Heritage Fund Grant File Records (2021-Present) .25 CuFt**

Retain electronic copies in OWEB Grant Management System for 10 years after OWEB's interest in the property concludes.

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records

Financial Records (OAR 166-300-0025)

### Databases

OWEB Grant Management System

# Oregon State Archives

## Records Retention Schedule

Edition: January 2023

Schedule Number: 2021-0001

**Agency:** Oregon Watershed Enhancement Board  
**Division:** Grant Management  
**Program:** Water Acquisition

### Program Description

Section 4(b)(2) of Article XV of the Oregon Constitution and ORS 541.956 specify that the Oregon Watershed Enhancement Board (OWEB) may fund projects involving the purchase of interests in water from willing sellers for the purpose of maintaining or restoring watersheds and habitat for native fish or wildlife. OWEB maintains records for each water acquisition grant. The records may include copies of records held for legally protected instream flow transactions regulated by Oregon Water Resources Department as well as documents associated with contractually protected instream flow.

### Program Records

#### **007 Water Use Agreements (OAR 695-046-0020)**

Retain for five (5) years after the end date of the agreement, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)  
Publication Preparation Records  
Staff Meeting Records

### Databases

OWEB Grant Management System

# Oregon State Archives

## Records Retention Schedule

**Edition: January 2023**

**Schedule Number: 2021-0001**

**Agency:** Oregon Watershed Enhancement Board

**Division:** Technical Services

**Program:** Technical Services

### **Program Description**

OWEB's Technical Services Program has primary responsibility for monitoring results of funded projects; collaborating with state, federal, tribal, and local monitoring efforts; tracking and reporting performance; maintaining databases; overseeing database functions in support of all agency programs; establishing data and information management systems; and distributing data and information. The Technical Services Program also leads OWEB's data management and information systems efforts that enable the tracking and reporting of performance associated with OWEB's investments.

### **Program Records**

None

### **State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

### **Databases**

OWEB Grant Management System

Oregon Watershed Restoration Inventory