

Department of Administrative Services
Records Retention Schedule 2022-0001
Effective Date: April 2022

Table of Contents

Chief Operating Office 1

Chief Financial Office 12

Chief Human Resources Office 21

Data Center Services..... 35

Enterprise Asset Management 43

Enterprise Goods and Services 57

Enterprise Information Systems..... 88

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Administration

Program Description

The Chief Operating Office provides leadership and policy direction to the Department of Administrative Services (DAS) and all other state executive branch agencies. The office oversees the agency's internal audit, communications, economic analysis, legislative, and performance and project management work. The Director of DAS (a.k.a. Chief Operating Officer, or COO) is appointed by the governor, subject to confirmation by the Oregon Senate, and serves at the pleasure of the governor; the director is supported by three chief operating officers (ORS 184.315 – 184.335). The Chief Operating Office was formerly known as the Director's Office.

The Director of DAS serves on numerous statewide committees and advisory groups, including the Enterprise Leadership Team, which makes recommendations to the governor and COO on long term strategic policies, statewide initiatives, statewide prioritization, communication and budget processes; Financial Estimate Committee, which prepares financial impact statements on statewide election measures (ORS 250.125); Statewide Audit Advisory Committee (SAAC) (see Internal Auditor program); and State Data Center CIO Advisory Board (see Data Center Services). The director also facilitates meetings of state agency directors, to keep them apprised of state government news and business. The chief operating officers also serve on committees and workgroups, including the Enterprise Information Security Advisory Board (see Chief Information Office's Enterprise Security Office); DAS Internal Audit Committee (see Internal Auditor program); Capitol Planning Commission (see Enterprise Goods and Services Division); and the Administrative Business Services Directors Group, which provides leadership and feedback on enterprise business management opportunities.

The Charitable Fund Drive Committee, composed of state employees appointed by the Director of DAS, oversees the professional administration of the annual Oregon Employees Charitable Fund Drive (CFD), a combined charitable giving campaign (ORS 292.045; OAR 125-030-0021). The committee establishes policies and procedures for managing the CFD; reviews and approves the list of federations and funds qualified to participate in the campaign; communicates CFD information to state agencies; selects the campaign management organization; and ensures that the CFD is free from coercion, unfair or misleading conduct. The COO provides staff support to the committee and maintains the official copy of its records.

Program Records

- 001 Administrative Business Services Directors Group Records**
Retain 10 years, destroy
- 002 Charitable Fund Drive Committee Meeting Agendas, Exhibits, and Minutes**
Retain 10 years, destroy
- 003 Chief Operating Officer / DAS Director's Presentations, Testimony, and Policy-Related Correspondence, 1951 – [ongoing]** 2 c.f.
Retain permanently, transfer to State Archives at the conclusion of each administration

Oregon State Archives Records Retention Schedule

Edition: April 2022

- | | | |
|------------|--|----------------|
| 004 | Chief Operations Officer Enterprise-wide Project Administration Records
Retain 10 years after completion of project, destroy. | |
| 005 | Department of Administrative Services Customer Survey Records
Retain 6 years, destroy | |
| 006 | Enterprise Leadership Team Formation and Organizational Records; Meeting Agendas, Exhibits, Minutes and Recaps; and Final Reports, 2011 – [ongoing] | .5 c.f. |
| | Retain permanently, transfer to State Archives after 5 years | |
| 007 | Oregon Option Records, 1994 – 1999 | .5 c.f. |
| | Retain permanently, transfer to State Archives | |
| 008 | Oregon Progress Board Meeting Records, 1989 – 2011 | .5 c.f. |
| | Retain formation and organizational records, and meeting agendas, exhibits and minutes permanently, transfer to State Archives | |
| 009 | Oregon Progress Board Reports and Publications, 1989 – 2011 | .5 c.f. |
| | (a) Retain publications permanently, transfer to State Archives after 3 years | |
| | (b) Retain executive director quarterly progress reports 30 years, destroy | |
| | (c) Retain research statistics 30 years, destroy | |
| | (d) Retain report/publication records 2 years after completion of final document, destroy | |

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Policy Development and Planning Records
Staff Meeting Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Communications

Program Description

Communications conducts internal and external communications for DAS, and coordinates state government's web publishing. The program administers the official websites of Oregon state government (Oregon.gov) and DAS (Oregon.gov/das), and also supports the governor's official website (Oregon.gov/Gov).

Communications supports the governor's communications team, providing message development and news media relations, and serving as a consultant and liaison between the Governor's Office and state agencies, boards, and commissions. The program is led by the communications director, who chairs the State Communications Council, a quarterly informational meeting of department-level communications directors and public information officers.

Communications publishes the agency's internal and external communications, providing graphic design, photography, and text/photo editing services. It publishes handbooks and brochures on agency program services; responds to customer website feedback; issues press releases and responds to media requests; compiles and maintains current contact lists; and implements templates and standards for reports and presentations. Communications also responds to agency public records requests; reviews drafts of agency policies, procedures, and reports; and provides DAS website oversight. The program coordinates internal discussion about all DAS communications through the Communications and E-Governance Committees. In support of state agencies, Communications produces writing and editorial guides; and posts selected feature stories, and state office building closure notices, on the DAS website.

Program Records

- 010 Department of Administrative Services Brochures/Handbooks on Agency Services**
Retain 2 years after superseded or obsolete, destroy
- 011 Department of Administrative Services Communications Committee Meeting Records**
Retain 6 years, destroy
- 012 Department of Administrative Services External Newsletter (News from DAS)**
Retain 10 years, destroy
- 013 State Communications Council Meeting Records**
Retain 20 years, destroy
- 014 State E-Governance Board Records**
 - (a) Retain final reports, and meeting agendas, attachments, and recaps 20 years, destroy
 - (b) Retain formation and organizational records 2 years after the life of the board, destroy
- 015 Website Feedback Records**
Retain 2 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Press Releases

Public Records Disclosure Request Records

Publication Preparation Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Vendor Reports Records

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

Forms Development Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Internal Auditor

Program Description

The Internal Auditor fulfills DAS' responsibility to establish policies for internal audit functions in state government consistent with commonly recognized industry standards and practices, and to ensure the integrity of the internal audit process in state agencies. It reports annually on statewide internal audit activities (ORS 184.360).

The Statewide Audit Advisory Committee (SAAC) was created in 2004 to promote excellence and professional standards in state government internal auditing. It provides statewide guidance, support, reviews, and recommendations regarding internal auditing programs and reports; it also advises the Chief Operating Office, and the Director of DAS, who chairs the committee. The program maintains the official copy of SAAC's records (ORS 184.360; OAR 125 Division 700).

Per ORS 184.360, DAS will coordinate internal audit activities within state government to promote effectiveness (OAR 125 Division 700). The DAS Chief Audit Executive also fulfills the role of Statewide Coordinator for internal audit and works closely with the Chief Audit Executive Council, an important component of DAS' ability to coordinate such activities.

Program Records

016 Chief Audit Executive Council Records

- (a) Retain minutes and exhibits 20 years, destroy
- (b) Retain audio recordings 1 year after approval of meeting minutes, destroy

017 Statewide Audit Advisory Committee Records

- (a) Retain annual internal audit activity reports, and meetings agendas, exhibits and minutes 20 years, destroy
- (b) Retain survey records 6 years, destroy
- (c) Retain formation and organizational records 2 years after life of committee, destroy
- (d) Retain meeting audio recordings 1 year after approval of meeting minutes, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Statewide Annual Report Records
Internal Audit Reports

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Legislative

Program Description

The legislative program provides guidance and training for state agency staff that regularly work with the Governor's Office and Legislative Assembly. It produces a legislative directory every two years (at the beginning of each regular session) that contains contact information for agency legislative staff and guidelines for working with the Legislative Assembly.

The legislative program hosts BillTracker, a web-based application that provides state agency access to information from the Office of Legislative Counsel's Oregon Legislative Information System (OLIS). The official copy of the records posted on BillTracker are maintained by the state agency account holders. State agency legislative coordinators provide input regarding the operations and needed enhancements of BillTracker. The legislative program provides training for agency staff involved in the legislative process, offers additional bill tracking updates through a legislative coordinator and listserv, and hosts informal meetings of legislative coordinators during sessions.

The program also maintains the Oregon transparency website, which was created by the Legislative Assembly in 2009 to provide greater access to nonexempt public records regarding state agency revenues, expenditures, contracting and human resources. The official copy of the records posted on the transparency website are maintained by the respective state agencies. The Transparency Oregon Advisory Commission was created to provide DAS with advice and recommendations on the creation, content, and operation of the transparency website, and is directed to report biennially to the Legislative Assembly on its performance and enhancements. The commission receives staff support from the agency (O.L. 2009, Ch. 838; ORS 184.483). The Legislative Fiscal Office maintains the official record copy of the Transparency Oregon Advisory Commission's records.

Program Records

- 018 Legislative Concept Request Forms**
Retain 2 years after submission deadline, destroy
- 019 State Agency Legislative Contacts Directory**
Retain 2 years after publication, destroy
- 020 Tribal Coordination Summit Records**
Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Mailing Lists

Oregon State Archives Records Retention Schedule

Edition: April 2022

Meeting Records

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Staff Meeting Records

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

Computer System Maintenance Records

Computer System Program Documentation

Forms Development Records

Databases

BillTracker

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Office of Economic Analysis
Unit: Corrections and Oregon Youth Authority Population Forecasting

Program Description

The Office of Economic Analysis (OEA) provides forecasts of the state's economy, revenue, population, Corrections population, and Oregon Youth Authority population. The forecasts are used by the Governor's Office, Legislative Assembly, state agencies, and the general public.

The Corrections and Oregon Youth Authority Population Forecasting unit compiles population forecasts of state prison inmates, felony probation caseloads, parole and post-prison supervision caseloads, and local control population. Forecast reports evaluate the impact of major policies on the prison population and overview intake trends. Forecasts are released annually on April 1 and October 1 (ORS 184.351). The forecasting is guided by the Corrections Population Forecast Advisory Committee. Created in 1990, the committee is composed of individuals knowledgeable about the criminal justice system and trends that may affect the offender population (EO-95-06).

The Corrections and Oregon Youth Authority Population Forecasting unit also compiles the Oregon Youth Authority Demand Forecast, which projects the number of youths who will be committed to the Oregon Youth Authority over the next decade. It forecasts the population of secure youth facilities, accountability camps, work-study camps, and intake. The forecasting is guided by the Juvenile Correction Population Forecasting Advisory Committee, which was created in 1990 and is composed of individuals knowledgeable about the juvenile justice system and trends that may affect the juvenile offender population (EO-08-15; EO-04-02; EO-98-06).

Program Records

- 021 Corrections Population Forecast Advisory Committee Meeting Records**
Retain 20 years, destroy
- 022 Juvenile Correction Population Forecasting Advisory Committee Meeting Records**
Retain 20 years, destroy
- 023 Oregon Corrections Population Forecast Records**
 - (a) Retain final reports and methodologies 20 years, destroy
 - (b) Retain report preparation records 6 years after publication of final report, destroy
- 024 Oregon Youth Authority Demand Forecast Records**
 - (a) Retain final reports and methodologies 20 years, destroy
 - (b) Retain report preparation records 6 years after publication of final report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals

Databases

CORRECTIONS POPULATION
YOUTH AUTHORITY

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Office of Economic Analysis
Unit: Economic and Revenue Forecasting

Program Description

Economic and Revenue Forecasting is the state's primary source for economic and revenue forecasts. The unit is responsible for developing and interpreting economic and revenue forecasts and assessing their implications for state budgeting and strategic decisions. Economic and revenue forecasts are released quarterly.

Economic and Revenue Forecasting provides staff support to the governor's Council of Economic Advisors, which advises the governor regarding future economic activity in the State of Oregon from the perspective of academia, business and industry, and financial institutions; the Council of Revenue Forecast Advisors, which reviews and provides suggestions regarding the unit's quarterly economic and revenue forecast reports from the perspective of specialists in accounting, financial planning and economics; and the DAS Economic Advisory Committee, which provides OEA with economic planning and forecasting advice from state agencies. Economic and Revenue Forecasting maintains the official copy of these three group's records.

The Economic and Revenue Forecasting unit also compiles reports for the U.S. Census Bureau on selected state revenues. In conjunction with the Oregon Progress Board, the unit oversaw the biennial Oregon Population Survey (discontinued in 2008), which collected representative data from state residents on a variety of social, economic, demographic and opinion topics (see Oregon Progress Board publications in this division's Administration program).

Program Records

- 025 Census Survey Responses**
Retain 3 years, destroy
- 026 Council of Revenue Forecast Advisors Meeting Records**
Retain 10 years, destroy
- 027 DAS Economic Advisory Committee Meeting Records**
Retain 10 years, destroy
- 028 Economic and Revenue Forecast Methodology Records**
Retain 20 years after superseded, destroy
- 029 Economic and Revenue Forecasting Special Reports and Studies**
Retain 20 years, destroy
- 030 General Fund Tracking Reports**
Retain 20 years, destroy
- 031 Governor's Council of Economic Advisors Meeting Records, 1981 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 032 Quarterly Economic and Revenue Forecast Records, 1981 – [ongoing] 2 c.f.**
 - (a) Retain final reports permanently, transfer to State Archives after 5 years
 - (b) Retain report preparation records 6 years after publication of final report, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

Databases

ECONOMIC

LOTTERY

OREGON POPULATION

REVENUE

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Operating Office
Program: Office of Economic Analysis
Unit: Oregon Highway Cost Allocation Study

Program Description

The OEA manages the Oregon Highway Cost Allocation Study (HCAS), which determines the fair share that each class of road users should pay for the maintenance, operation and improvement of Oregon's highways, roads, and streets; and recommends necessary adjustments to existing tax rates and fees to bring about a closer match between payments and responsibilities for each vehicle class. The biennial study is used by the Legislative Assembly to determine changes in weight-mile and fuel taxes and vehicle registration fees (ORS 366.506).

The HCAS is conducted by consultants to the OEA. The Oregon Department of Transportation provides technical assistance and most of the data and information used in the study. A Study Review Team of outside transportation policy experts identifies key issues to be studied, selects the contractor to conduct the HCAS, and reviews the consultant's analysis and work products. The OEA provides staff support to the Study Review Team and maintains the official copy of its records; it also maintains all HCAS records.

Program Records

- 033 Oregon Highway Cost Allocation Study Final Reports**
Retain 20 years after publication, destroy
- 034 Oregon Highway Cost Allocation Study Review Team Meeting Minutes**
Retain 20 years after publication of study, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: Administration

Program Description

The Chief Financial Office (CFO) is responsible for providing accurate and objective information to state leaders and the general public to enable the wise use of state resources. The Administration section provides support to the entire division, including editing and formatting documents for CFO's Budget Policy program in its preparation of the governor's recommended budget (see Budget Policy program). Administration coordinates CFO's data collection, compilation, and provision of the biennial state agency fee report for the Legislative Assembly. The fee report lists all fees charged by state agencies, including any fee changes that have occurred (ORS 291.060). Administration also files state agency pre-session bills with the Legislative Assembly (ORS 171.130); and legislative concepts and appropriation bills after the governor has approved them. Between sessions of the Legislative Assembly, CFO Administration also compiles and submits state agency requests and reports to the Emergency Board and interim Joint Committee on Ways and Means. The Legislative Fiscal Office maintains the official copy of all legislative committee records, including those of the Emergency Board.

Program Records

- 035 Budget Policy Memo Notebooks [ended 2005]**
Retain 20 years, destroy
- 036 Governor's Recommended Budget Supporting Documentation**
Retain 20 years, destroy
- 037 Legislative Concepts and Appropriation Bills**
Retain 4 years after end of legislative session, destroy
- 038 State Agency Fee Requests and Reports**
Retain 6 years after completion of agency fee report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

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

Forms Development Records

Databases

State Agency Fee

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: Budget Policy

Program Description

The Budget Policy program prepares the Governor's Recommended Budget and directs and monitors the development and execution of state agency budgets. The section develops and implements additional statewide strategies to assist agencies in achieving more efficient operational and budgetary savings. It publishes the biennial instructional manual for state agency budget and legislative concept development and projects the impact of legislative actions and ballot measures on the state's financial situation. Budget Policy analysts work with state agencies throughout the budget development process, examining state agency requested budgets, and making recommendations to the governor for development of the Governor's Recommended Budget. Budget Policy program staff members are also tasked with explaining the Governor's Recommended Budget to the Legislative Assembly and other interested groups.

The Budget Policy program is also responsible for compiling and maintaining state agency Annual Performance Progress Reports (APPRs) and assisting in the biennial update to agency legislatively approved Key Performance Measures (KPMs) prior to the submission of budget requests to the Joint Ways and Means Committee of the Legislative Assembly (ORS 291.110).

Program Records

- 039 Agency Annual Performance Progress Reports**
Retain 10 years, destroy
- 040 Agency Budget Working Files**
Retain 5 years, destroy
- 041 Budget and Legislative Concept Instructional Manual**
Retain 10 years after publication, destroy
- 042 Governor's Recommended Budgets, 1915 – [ongoing]** 5 c.f.
Retain permanently, transfer to State Archives after 10 years
- 043 Legislation and Ballot Measure Analysis Records**
Retain 12 years, destroy
- 044 Legislatively Adopted Budgets, 1915 – [ongoing]** 5 c.f.
Retain permanently, transfer to State Archives after 10 years
- 045 Legislatively Adopted Key Performance Measure Records**
Retain 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

ORBITS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: Capital Finance and Planning

Program Description

Capital Finance and Planning (CFP) administers several financing programs under ORS Chapter 286A, including General Obligation Bonds, Lottery Revenue Bonds, and Tax Anticipation Notes (TANs). It coordinates budget requests and budgeting for bond funded projects/programs and develops legislation for bond issuance authorization and capital construction limitations. CFP manages debt issuance and post-issuance compliance activities for the borrowing programs it administers. It oversees spending of bond proceeds for state agency and public university projects as well as grant distributions funded with Lottery Revenue Bonds. CFP also manages the Other Financing Agreements program under ORS 283.085 – 283.092.

CFP provides staff support to the Oregon State Bond Committee, which provides oversight of state borrowing programs (EO 98-20). CFP maintains the official copy of the State Bond Committee's records. In addition, CFP coordinates statewide facilities planning in conjunction with various statutory and administratively established committees.

Following a six-year suspension of its operations, the Capitol Planning Commission (CPC) was reestablished by the Legislative Assembly in 2009. The nine-member commission is charged with adopting and implementing a long-range plan for the state capitol area in Salem; studying the building needs of state agencies in the Salem area; standardizing the development of state buildings and grounds; soliciting public review and comments regarding capital construction projects in the cities of Salem and Keizer; and coordinating its work with the Oregon State Capitol Foundation and the City of Salem. DAS provides the CPC with staff support (2009 O.L. Ch. 896; ORS 276.054 et seq.). The CFP program maintains the official copy of CPC's records.

The Capital Projects Advisory Board (CPAB) assists DAS in its review of state agency capital projects. It provides public review of agencies' long-range plans, facility conditions, funding strategies, and options regarding new facilities. CPAB provides public review of capital construction projects within the State of Oregon costing \$1 million or more, and leases of 10,000 rentable square feet for a term of ten years or more. CPAB provides the Director of DAS with recommendations to enhance statewide property use and management (ORS 276.227; OAR 125-125-0200). CFP provides staff support to CPAB and maintains the official copy of its records.

Program Records

- 046 Bond and Certificates of Participation (COP) Approval Records**
Retain 3 years after final repayment on bonds or COP, destroy
- 047 Bond Proceeds Expenditure Records**
Retain 3 years after final repayment made on bonds, destroy
- 048 Bond Sale Transcripts**
Retain 3 years after final repayment received, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 049 Bond Trustee Statement Reports**
Retain 3 years after final repayment received, destroy
- 050 Capitol Planning Commission Formation, Organizational, and Meeting Records
1949 – 2003; 2009 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 051 Capitol Projects Advisory Board Meeting Records, Reports, and Recommendations**
Retain 50 years, destroy
- 052 Central Facilities Planning Committee Meeting Records, Reports, and
Recommendations**
Retain 6 years, destroy
- 053 Oregon State Bond Committee Meeting Records and Notebooks**
Retain 6 years, destroy
- 054 Statewide Facilities Biennial Inventory Reports**
Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: DAS Business Services

Program Description

DAS Business Services (DBS) provides a comprehensive group of essential services to support the business of DAS and other public agencies. DBS coordinates preparation of the agency budget and assists the DAS divisions in preparing and executing their budgets. The program conducts budget development, financial planning, and financial analysis; and provides financial reporting and consulting to the divisions. DBS coordinates rate development; calculates rates, fees, and assessments. DBS compiles the biennial state agency price list of goods and services, which describes the services and related costs to be included in the state government service charges line item, and the user fees and charges for services that may be purchased by state agencies. The program is responsible for coordinating DAS' between-session Emergency Board requests. DBS is the primary user of the Revenue and Expenditures Forecasting and Budget Planning System (REFBPS), DAS' budget tracking tool.

DAS serves as an intermediary for the pass through of Lottery Funds, General Funds, Federal Funds, and Other Funds to several recipients. DBS works closely with the DAS Chief Financial Office and other state agencies to appropriately reflect the pass through of these funds in the DAS budget. Pass through administration includes the allocation of Lottery Funds to state and other government agencies; distribution of General Funds to Oregon Health Sciences University (OHSU), Oregon Historical Society, and other entities; distribution of Federal Funds to counties; and distribution of liquor and cigarette taxes to cities and counties.

DBS coordinates internal policy development, and maintains various department-wide programs, including administrative rule coordination and development, statewide and internal policy and procedures, DAS archiving and records retention, and continuity of operations planning.

Customer Utility Boards (CUBs) provided DAS customers with a voice in the cost, type, quality, and quantity of utility services, serving as forums to recognize and respond to customer needs. The four CUBs dissolved as indicated: Enterprise Technology Services Board (Feb. 2017), Enterprise Asset Management Board (Aug. 2019), Enterprise Goods and Services Board (Aug. 2019), and Enterprise Human Resource Services Board (Feb. 2017).

Program Records

055 Customer Utility Board Records [ended Aug. 2019]

- (a) Retain meeting agendas, exhibits and minutes 10 years, destroy
- (b) Retain formation and organizational records 2 years after life of each board, destroy
- (c) Retain meeting audio recordings 1 year after approval of meeting minutes, destroy

056 Price List of Goods and Services

Retain 4 years after superseded or obsolete, destroy

057 Rate Development Records

Retain 4 years after publication of Price List of Goods and Services, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Emergency Board Request Records

Expenditure and Revenue Reports

Internal Audit Reports (including Performance Audits)

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Databases

REFBPS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: Statewide Accounting and Reporting Services

Program Description

In accordance with generally accepted accounting principles (GAAP), the Statewide Accounting and Reporting Services (SARS) establishes statewide accounting, financial reporting, and fiscal management policies and procedures through the Oregon Accounting Manual (OAM). The SARS program works with state agencies to ready their accounting records for statewide audit, year-end closing, and to facilitate preparation of the state's Annual Comprehensive Financial Report (ACFR) in accordance with GAAP (ORS 291.040).

SARS coordinates federally mandated financial reporting and monitoring requirements for the state. It administers security access for users of the Statewide Financial Management Application (SFMA), Oregon Statewide Payroll Application (OSPA), and the Accounting/Payroll Datamarts. SARS' authority derives at the federal level from 2 CFR 225 (Cost Principles for State, Local, and Indian Tribal Governments, formerly OMB Circular A-87); OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations); the Internal Revenue Code; and other federal regulations. At the state level, SARS' authority derives from ORS 291 and 293.

Program Records

- | | | |
|------------|--|---------------|
| 058 | Annual Comprehensive Financial Reports, 1979-[ongoing] | 2 c.f. |
| | Retain permanently, transfer to State Archives after 2 years | |
| 059 | Annual Comprehensive Financial Report Preparation Records | |
| | Retain 10 years, destroy | |
| 060 | Cash Management Improvement Annual Reports | |
| | Retain 5 years, destroy | |
| 061 | Federal Single Audit and Corrective Action Plan Data Collection Forms; Final Reports; Schedule of Expenditures of Federal Awards (SEFA) Work Papers; and Summary of Schedule of Prior Year Audit Findings Work Papers | |
| | Retain 10 years, destroy | |
| 062 | Federal Sub-Recipient Audit Review Certifications | |
| | Retain 10 years, destroy | |
| 063 | Newsletter (<i>First Friday Fraud Facts</i>) [ended June 2012] | |
| | Retain 15 years, destroy | |
| 064 | Oregon Accounting Manual General Exception Records | |
| | Retain 4 years after superseded, destroy | |
| 065 | Oregon Accounting Manual One-Time Exception Records | |
| | Retain 4 years, destroy | |
| 066 | State Property Tax Levy Certification Records | |
| | Retain 20 years, destroy | |
| 067 | Statewide Cost Allocation Plan Records | |
| | Retain 2 years after superseded, destroy | |

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Oregon State Treasury Reports

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

Computer System Security Records

Computer System Program Documentation

Information System Planning and Development Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Financial Office
Program: Statewide Audit and Budget Reporting

Program Description

The Statewide Audit and Budget Reporting Section (SABRS) supports the division and state agencies in the preparation and execution of agency budgets. Section responsibilities include administering budget systems, providing technical assistance, auditing budget figures, managing position actions, and controlling allotments.

SABRS works with the Oregon Budget Information Tracking System (ORBITS) and the Oregon Position Information Control System (ORPICS). ORBITS is the vehicle by which all agency budgets are combined into a single governor's budget and ultimately used to produce a statewide Legislatively Adopted Budget. ORPICS is part of ORBITS; ORPICS updates ORBITS automatically with budgeted position-related expenditures. The state's enterprise human resource system's (Workday) classification and compensation plan is used by the ORPICS program to calculate statewide salary and related benefit expenditure values consistent with budget policy, collective bargaining agreements, and non-Executive Branch compensation plans.

Program Records

- 068 Emergency Board Certificates**
Retain 30 years, destroy
- 069 State Agency Budget Allotment Records**
Retain 8 years, destroy
- 070 State Agency Budget Preparation Audit Records**
Retain 6 years, destroy
- 071 State Agency Position Reallocation Request Records**
Retain 6 years, destroy
- 072 Statewide Budget Reports**
Retain 30 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Databases

ORBITS / ORPICS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Administration

Program Description

The DAS Chief Human Resources Office (CHRO) provides direction and services to promote a stable and qualified workforce in state government. CHRO oversees state agencies' human resource functions: classification and compensation; management and consultation; systems (linking human resource management and technology); labor relations; personnel recruitment; and training and development. Statewide implementation is led by CHRO Administration and executed by the division's six programs: Classification and Compensation; Human Resource Policy; Labor Relations; Executive Talent Acquisition; Workforce Development; and HR Information Management. CHRO's primary operating authority is found in ORS 184.305(5); ORS 240; ORS 243; and OAR 105. CHRO was formerly known as the Human Resource Services Division.

CHRO Administration maintains the records of the state Employee Suggestion Awards program, which was defunded by the agency in 2009 due to budget cuts.

Program Records

- 073 Employee Suggestion Awards Records [ended 2009]**
Retain 20 years, destroy
- 074 Human Resource Services Division Annual Reports, 1950-1991** 2 c.f.
Retain permanently, transfer to State Archives
- 075 Non-Infrastructure Human Resources Project Records**
Retain 5 years after project completion, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Staff Meeting Records

Databases

PPDB [retired 2019]
Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Classification and Compensation

Program Description

Classification and Compensation is responsible for maintaining the state's compensation plan for classified, unclassified and management service positions; as well as developing and maintaining the state's classification system (ORS 240.190 et seq.; OAR 105 Division 20). Classification and Compensation compiles the classification specifications for executive branch employment (subject to ORS 240.190 et seq.; OAR 105 Division 20); conducts classification studies; issues classification guides for agency use; and conducts compensation surveys and position benchmarking.

Classification and Compensation provides staff support to the Central Evaluation Team (CET). Composed of agency employees experienced in statewide job evaluations and occupations, the CET evaluates all job classifications; agency head positions, paid director and executive secretary board and commission positions; and paid, full-time board and commission member positions using the Hay Method of job evaluation. CET evaluations become the framework for position allocation. The CET evaluates new or significantly changed classification specifications for compensation. Classification and Compensation maintains the CET's records.

Classification and Compensation is responsible for an equal pay analysis of Oregon state government's workforce and for reviewing state agencies' analysis for unscheduled pay equity adjustments.

Program Records

076 Agency, Board and Commission Compensation Files

Retain until superseded or obsolete, destroy

077 Central Evaluation Team Records

(a) Retain position evaluation records 75 years, destroy

(b) Retain meeting records 10 years, destroy

078 Classification Records

(a) Retain classification study records 15 years after completion of study, destroy

(b) Retain classification specification records 10 years after last classification use, destroy

(c) Retain classification guides 2 years after superseded or obsolete, destroy

079 Compensation Records

(a) Retain compensation plans 75 years, destroy

(b) Retain compensation surveys 2 years after superseded or obsolete, destroy

080 Pay Equity Records

(a) Retain pay equity survey related records 15 years after completion of study, destroy

(b) Retain pay equity review records 10 years after employee separation, destroy

(c) Retain pay equity classification guides 2 years after superseded or obsolete, destroy

081 Public Officials Compensation Commission Records [ended 2017]

Retain 75 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Staff Meeting Records

Personnel Records (OAR 166-300-0040)

Databases

PPDB [retired 2019]

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: DAS Personnel Services

Program Description

DAS Personnel Services manages human resource activities within DAS, providing personnel services for agency employees, and supporting the role of managers. Duties include employment and background verification; personnel action processing; recruitment, classification, and compensation; Fair Labor Standards Act, Family Medical Leave Act, and Oregon Family Leave Act assistance; interpretation of personnel policies and contracts; employee discipline; affirmative action monitoring and control; performance appraisal management; maintenance of personnel files; provision of safety and training programs; and delivery of DAS service awards.

Program Records

082 DAS Diversity Council Records [ended 2016]

(a) Retain meeting records 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Comparable Worth Study Records

Criminal Background Check Records

Employee Medical Records

Employee Personnel Records

Employee Training Records

Employment Eligibility Verification Forms (I-9)

Equal Employment Opportunity Commission Compliance Records

Position Description and Reclassification Records

Recruitment and Selection Records

Volunteer Program Records

Risk Management Records (OAR 166-300-0045)

Safety Program Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Databases

Business Online (SAIF)

Furlough

GovSpace

LORC

LEDS

OSPA

PPDB [retired Feb 2019]

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Executive Talent Acquisition

Program Description

The Executive Talent Acquisition program provides leadership and services to advance workforce development systems in state government. It develops statewide content; standards and practices for electronically supported learning and teaching; and provides central training for talent acquisition professionals and end-users of Workday and VidCruiter.

Executive Talent Acquisition provides recruitment services for state agencies and prospective employees, coordinating with agency personnel offices on the development of job announcements to notify and produce qualified applicant pools to fill agency vacancies. Recruitments are conducted for classified, management, and executive service categories.

The program develops and distributes paper and electronic employment announcements; receives, screens and grades applications; and creates and maintains records for hired applicants. Position vacancy and applicant data is stored within the Workday system.

The official copies of all recruitment records are maintained by the respective agency appointing authorities and not the Executive Talent Acquisition program. Recruitment records include employment announcements; position descriptions; employment applications; interview records; test records; and applicant background check records (ORS 240.306; OAR 105 Division 40; OAR 166-300-0040(19)).

Program Records

083 Employment Applications and Test Records

Transfer to recruiting agency; retain copy 2 years, destroy

084 Recruitment Summary Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

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

Information System Planning and Development Records

Databases

VidCruiter

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: HR Information Management

Program Description

HR Information Management oversees state government's personnel-related information systems, including Workday (implemented 2019) and Position and Personnel Data Base (PPDB) (retired in 2019). It is responsible for the configuration, development, revision, operation, and security of the statewide-HR information management (personnel-related) systems, which provide mission-critical support of statewide human resources administration, used by all executive, judicial and legislative branch agencies (excluding the State Lottery). HR information management systems are used for agency human resource and payroll processing. HR Information Management also provides regular and special reports for state executive and legislative analysis and decision-making.

Workday contains personal, employment and position management information for all state employees since its implementation. Workday contains all state employee personnel records from its launch date forward. Records carried over from PPDB into workday include a single record of all employees active or terminated from January 2017 - January 2019, by position, along with a summarized historical staffing and compensation employee information for records going back to 1991. Remaining records within PPDB will be exported into Microsoft Azure at a future date. HR Information Management provides user and system administration and support, including statewide security user access management.

Workday Employee Personnel File contents include employee personnel actions, such as appointments, terminations, job changes, reclassifications, representation changes, pay changes, leaves, and suspensions. Documents uploaded to the Workday system are designated with a specific Document Category. State policy will dictate which Document Categories are included as part of the official personnel file. Each state employee is assigned a unique Employee Identification Number (OR#) in Workday when appointed and carried with the employee record through their state employment. Program records maintained within the Workday System are retained unless purged by the Information Management Program in accordance with the retention schedule.

Workday Recruitment contents include all state applicant profiles (contact information, work history, references); applicant attachments (DD214/215, resumes, cover letters, transcripts); job postings; requisitions; eligible lists; user profiles (name, work phone number, title, e-mail address); state priority lists; scoring records; supplemental questions; system-wide questions; configuration settings; and panel templates. From 2010 through 2019 HR information management operated E-Recruit and NEOGov for state hiring.

HR Information Management operate and maintain the state's learning management system (LMS). iLearnOregon was the state's LMS through June 2021, after which all state e-learning was migrated to Workday Learning.

Oregon State Archives Records Retention Schedule

Edition: April 2022

HR Information Management also maintains the records of the Human Resource Information System (HRIS) Project (2016-2019), which planned the replacement of the state's human resource applications: PPDB; Position Information Control System (PICS); NEOGov; and the iLearn Replacement Project which led to the replacement of iLearn (2020-2021). HR Information Management also maintains the records of the replacement of the Applicant Recruitment and Certification system (APPL/CERT) (2007-2010).

Program Records

- 085 Automated Merit Increase Reports (Given and Not Given)**
Retain 3 years, destroy
- 086 Employees by County and City Reports**
Retain 10 years, destroy
- 087 Equal Employee Opportunity Commission (EEO4) Reports**
Retain 3 years, destroy
- 088 Human Resource Information System (HRIS) Project Records [2007-2010 and 2016-2019]**
Retain 20 years, destroy
- 089 Position and Employee Representation Code List**
Retain until superseded or obsolete, destroy
- 090 Positions and Employees by Representation Code June Reports**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

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

Computer System Program Documentation

Databases

E-Recruit [retired 2019]

OPERS

ORPICS

OSPA

PPDB [retired 2019]

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Human Resource Policy

Program Description

The Human Resource Policy (HR Policy) section is responsible for maintaining a system of human resource administration for state government in compliance with state and federal law. It develops and implements the state's workforce management development and management strategies; develops and administers the administrative rules regarding state agency personnel (OAR 105; ORS 240.145); and develops and maintains all statewide policies on human resources. The HR Policy section implements "best practice" in human resource management; conducts special studies and research on highly complex policy, program, and human resource management issues and makes recommendations to the Governor's Office and the Chief Operating Officer. HR Policy also provides consulting services and technical assistance to state agency human resource offices.

Program Records

- 091 Agency Investigation Records**
Retain 10 years after completion of investigation, destroy
- 092 Agency Personnel Statistical Reports (from PPDB) [ended 2019]**
Retain 10 years, destroy
- 093 Agency Policy-Exception Records**
Retain 10 years after withdrawal or cancellation of policy exception, destroy
- 094 Statewide and Agency-Specific Advice Letters and Issue Guides**
Retain 10 years, destroy
- 095 Statewide Human Resource Policies and Policy Transmittal Records**
Retain 20 years after policy superseded or revoked, destroy
- 096 Statewide Human Resource Policy Development Records**
Retain 10 years after policy superseded or revoked, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Staff Meeting Records

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

Forms Development Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Records Management Records

Databases

PPDB [retired 2019]

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Labor Relations

Program Description

Labor Relations represents all executive branch agencies in collective bargaining negotiations with the bargaining units of exempt, unclassified and classified employees, except for certain unclassified employees governed by ORS 240.240. It administers collective bargaining agreements covering state employees represented by various labor organizations (ORS 243.696).

It also conducts collective bargaining negotiations for agreements covering certain non-state worker bargaining units: Home Care Workers, on behalf of the Home Care Commission (pursuant to ORS 410.612); two Child Care Provider bargaining units, on behalf of the State of Oregon (ORS 657A.430); and the Adult Foster and Relative Care Provider unit (ORS 433.733).

Labor Relations also bargains agreements for the Judicial Branch and agencies outside of the Executive Branch authorized through an intergovernmental agreement. Labor Relations provides advice and counsel to agencies outside of the Executive Branch on an as needed basis.

Labor Relations works routinely with Oregon Department of Justice attorneys, obtaining legal advice on untested areas of labor law and interpretation of new case standards; and conveys the direction employers want to proceed in cases before arbitrators, courts, and the Employment Relations Board. In compliance with Oregon's Public Employees Collective Bargaining Act (ORS 243.650 - 243.782), Labor Relations staff appear before the Employment Relations Board for representation elections, unfair labor practice hearings, and mediation processes in which contract interpretations are achieved or tested; records are maintained by the respective parties.

Labor Relations develops relationships between state government and its employees; ensures consistent good faith bargaining and negotiation between parties; prevents the interruption of state services; and resolves employee grievances through negotiated settlements and arbitration. Program staff also provide advice, assistance, training and resources to state agency managers and personnel to help avoid and eliminate the causes of employment grievances.

Program Records

097 Arbitration Decision Records

Retain 75 years after case closed, destroy

098 Arbitration Case Briefs

(a) Retain briefs related to contract interpretation grievances 75 years, destroy

(b) Retain briefs related to discipline and discharge grievances 15 years, destroy

099 Collective Bargaining Contract Records (including interim bargaining)

Retain contracts, proposals, advisory letters, and agency team notes 75 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

100 Collective Bargaining Grievance Case Files

- (a) Retain contract interpretation cases 15 years after case closure, destroy
- (b) Retain discipline and discharge cases for period of time prescribed in applicable collective bargaining agreement, or 3 years after case closure, whichever is longer, destroy

101 Collective Bargaining Grievance Resolution Records (Non-Arbitration)

- (a) Retain precedential case files 75 years, destroy
- (b) Retain non-precedential case files 3 years, destroy

102 Interest Arbitration Awards, Files and Briefs

Retain 75 years, destroy

103 Newsletters (*Management Insight*)

Retain 20 years, destroy

104 Unfair Labor Practice Complaints

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

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

Forms Development Records

Records Management Records

Databases

Demand to Bargain Tracker

Grievance and Arbitration Tracker

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Chief Human Resources Office
Program: Workforce Development

Program Description

DAS Workforce Development oversees several different program areas. It coordinates the Oregon Project Management Certification Program, which develops project management leaders in state and local government by building relationships with successful project managers. Developed in cooperation with state agencies, the program is offered at various locations in Salem and Portland and offers the Oregon Project Management Associate certification. Workforce Development maintains its official records.

Workforce Development also contains the HR training and professional development team, oversees the development needs for all DAS employees, Client Agencies, and Oregon's project, program, and portfolio management development. This team is responsible for providing statewide training, including Leadership Oregon, the Management Education Series (Emerging Manager, Foundational and New to Public Management), and the Oregon Project Management Certification Program.

The People Analytics area of Workforce Development pursues evidence-based, people-focused decisions for the State of Oregon. This is done by disseminating evidence-based practices, establishing advanced analytics functioning in human resources, conducting organizational research, facilitating people analytics knowledge in human resource professionals, and encouraging research collaborations.

Program Records

- 105 Employee Engagement and Development Survey Records**
Retain 2 years, destroy
- 106 Executive Onboarding Records (other than training records)**
Retain until superseded or obsolete, destroy
- 107 Mandatory Statewide Training Development Records**
Retain until superseded or obsolete, destroy
- 108 State Employee Recognition Day Records**
Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Staff Meeting Records

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

Oregon State Archives Records Retention Schedule

Edition: April 2022

Computer System Program Documentation

Personnel Records (OAR 166-300-0040)

Employee Training Records

Databases

SharePoint

Tableau

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Data Center Services
Program: Administration

Program Description

Data Center Services (DCS) Administration includes the DCS Director and Deputy Director, Disaster Recovery Services, and Regulatory Compliance.

Disaster Recovery Program include the planning and management of the DCS Disaster Recovery (DR) Program. This program supports customer requirements for restoration of technical infrastructure in the event infrastructure at the State Data Center building is unavailable for extended periods.

The Regulatory Compliances Program establishes multi-regulatory compliance strategies and supporting set of policies, processes, and procedures for DCS. The Regulatory Compliances Program manages the program for federally regulated data audited for compliance, including the design and completion of risk assessments and/or audits requirements governing the protection of the State of Oregon's IT systems and the data within those systems.

Program Records

109 Disaster Plan

Retain until superseded or obsolete, destroy

110 DCS Service Catalog

Retain 3 years after superseded, destroy

111 State Data Center CIO Advisory Board Records

(a) Retain meeting agendas, exhibits and minutes 10 years, destroy

(b) Retain formation and organization records 2 years after the life of the board, destroy

(c) Retain meeting audio recordings 1 year after approval of meeting minutes, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

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

Computer System Maintenance Records

Computer System Program Documentation

Information System Planning and Development Records

**Oregon State Archives
Records Retention Schedule**

Edition: April 2022

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Data Center Services
Program: Business Relationship

Program Description

The Business Relationship program delivers all customer facing services, including Account Management, Solution Services, and customer billing.

Account Management staff facilitate the relationship between all DCS customers and all of DCS staff. The account management relationship with the customer and knowledge of business needs assists in linking DCS with the customer's business strategy.

The Solutions Services team works with customers to translate their business requirements into solution options that may be built in the data center or brokered through a vendor. Solutions works internally coordinating the engineering efforts of the relevant technical domains to design solutions and the architecture used to deliver DCS services.

The DCS Billing System Administration team is responsible for the BluLogix Billing System. The billing team ensures accurate data within the data tables, views, billing codes and code rates. This team creates the billing structure in billing system and maintains, modifies, and supports the monthly bills and ad-hoc billing reports as needed. Each biennium the billing team participate as a member in the rate development process and update needed scripts, billing methodology, and reports to reflect new rates established at the start of each biennium. The billing team answer and research billing questions for customers and management, analyze billing data related to usage and communicate appropriately and recommend appropriate adjustments.

Program Records

112 Billing Data (Pre-Accounts Receivable)
Retain 12 months, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

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

Equipment Maintenance Records

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

Computer System Maintenance Records (includes DAS & client agency data & records backups)
Computer System Program Documentation
Information System Planning and Development Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Telecommunications System Management Records

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

Databases

Procurement Tracker (PT)

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services

Division: Data Center Services

Program: Computing Services

Program Description

Computing Services provides hosting and managed services to State Government primary information technology systems. Computing platforms include mainframe, mid-range and x86.

Mainframe Computing supports z/OS, z/VM and z/Linux. This primary function covers the mainframe computer systems software (operating systems, DBMSs, etc). They are responsible for the efficient performance of the mainframe and typically perform tasks that integrate mainframe vendors' software, utilities, databases, and communications. The mainframe team performs engineering, installation, support, and disaster recovery for the mainframe platform and all associated systems and software products.

Midrange Computing supports the AIX, iSeries, and Linux platforms. Primary functions include responsibility for the design, engineering, configuration, installation, and administration and maintenance of the mid-range hardware, operating systems, and computer system platforms. This team also has responsibility for administration and maintenance of databases, middleware and other software systems hosted on AIX, iSeries, or Linux.

X86 Computing supports Windows server operating systems and all associated infrastructure including Data Storage. Primary functions include responsibility for the design, engineering, configuration and installation, administration, and maintenance of the X86 infrastructure including hardware, operating systems, and computer systems.

Program Records

113 Information Technology Investment and Business Case Records

Retain 6 years after closure, destroy

114 CA-1 Audit Trail Data

Retain 6 months, destroy

115 LOGREC Data

Retain 6 months, destroy

116 Mainframe Configuration Data

Retain current and previous four generations, destroy

117 System Management Facility Customer Information Control System Data

Retain 12 months, destroy

118 System Management Facility Data

Retain 60 months, destroy

119 System Management Facility DB2 Monitor Data

Retain 12 months, destroy

120 System Management Facility Resource Access Control Facility Audit Data

Retain 12 months, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

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

Equipment Maintenance Records

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

Computer System Maintenance Records
Computer System Program Documentation
Information System Planning and Development Records
Telecommunications System Management Records

Databases

GLIPI
S3
Request Tracker (RT)

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services

Division: Data Center Services

Program: Support Services

Program Description

DCS Support Services is responsible for operational support of the computing services section. Support Services provides all network services, mainframe production control, and the service desk function (Service Operations Center) for DCS.

Network Services is responsible for the Data Center network, wide area network (WAN), metropolitan area network (MAN), local area networks (LAN) and wireless networks. Primary functions include responsibility for the design, engineering, configuration and installation, and administration and maintenance of the enterprise's data communication systems.

The Service Operations Center's primary functions include customer call response and ticket creation, monitoring and responding to system alerts, first tier resolution for most service disruptions, first tier resolution for repeatable documented service requests, warm handoff of calls to tier3 technicians, tracking and responsibility for resolution of all service disruptions, and performing technical change management processes and procedures. This team is also responsible for customer data backups and restores.

Production control is responsible for 24/7 support of all Mainframe and iSeries systems-based batch processes. This includes implementation of new batch jobs and applications, compilation of programs, and plans, executes and coordinates major batch system implementations. This team provides customer service, monitoring and enforcing security for DCS enterprise-wide operating systems. Production Control also serves as the DCS afterhours service desk.

Program Records

121 Change Authentication Records

Retain 1 year after life of system or service, destroy

122 Domain Name Registration and Service Records

Retain 1 year after life of the registration, destroy

123 Domain Name System Configurations and Logs

Retain 1 year, destroy

124 Information Technology Investment and Business Case Records

Retain 6 years after closure, destroy

125 Ivanti Service Manager Support Records

Retain 7 years after resolution, destroy

126 Offsite Media Exchange Logs

Retain 5 years, destroy

127 Telecommunications Service Orders

Retain 6 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

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

Equipment Maintenance Records

Financial Records (OAR 166-300-0025)

Internal Audit Reports

Purchasing Records

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

Computer System Maintenance Records
Computer System Program Documentation
Information Service Subscription Records
Information System Planning and Development Records

Personnel Records (OAR 166-300-0040)

Recruitment and Selection Records

Databases

Ivanti ISM System

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Administration

Program Description

The Enterprise Asset Management (EAM) Administration Program provides centralized administration, new employee onboarding, EAM budget development, and centralized purchasing and contract administration for facility maintenance, minor improvements, equipment, supplies and outsourced services for DAS-owned buildings in collaboration with Procurement Services (Enterprise Goods and Services Division). It develops and implements strategies, goals, objectives, processes, performance measures and performs short term and long-term planning for department-owned facility and land assets. It oversees program and operational support, interoffice communications, and execution of internal procedures. It coordinates the administration of the division; ensures compliance with state statutes, administrative rules, and statewide and division policies; reviews and evaluates operations and workflow; and recommends and implements policy changes. The Administration Helpdesk also receives and dispatches maintenance requests from tenants in DAS-owned buildings; coordinates travel arrangements for EAM staff; and distributes half-staff flag proclamations issued by the governor. Administration shares responsibility for invoicing tenants for utilities, maintenance, custodial services, and tenant improvements with the Shared Financial Services Program (Enterprise Goods and Services Division); the official copy of all invoices is maintained by the Shared Financial Services Program.

The Sustainability team acts as the main vehicle for realizing the governor's executive goals, setting statewide policy, and coordinating state sustainability efforts for resource conservation, recycling, and waste management. It serves as state government's primary resource in working towards more sustainable practices. With this central role in state government, DAS sustainability is focused on the effects of DAS's internal operations, and the delivery of external services and statewide policy across the enterprise. The agency's internal sustainability efforts are guided by a Sustainability Plan. They also include an active facilities program (energy and greenhouse gas management, water conservation, and waste reduction); integrating sustainability into fleet management focused on fuel efficiency, emissions reductions, and fleet electrification; as well as integrating sustainability into construction projects, real estate decisions, and procurement decisions. The Sustainability team supports the Oregon Sustainability Board (OSB), created in 2001 by ORS 184.425 to oversee agency sustainability plans and initiatives, before it was suspended in August 2010 and reinstated in 2017. It also supports the Interagency Sustainability Coordinators Network (ISCN) comprised of representatives from key agencies to ensure that state agencies collaborate on sustainability programs and projects; and facilitates meetings of Green Teams within state-owned buildings to collaborate on facility projects.

Program Records

128 Biennial Sustainability Plans for DAS

Retain 20 years, destroy

129 Building and Site Maintenance, Testing and Inspection Records

Retain current and previous test or inspection documentation, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 130 Energy Conservation Policy Committee Meeting Records**
Retain 20 years, destroy
- 131 Green Team Meeting Records, Reports and Recommendations**
Retain 6 years, destroy
- 132 Greenhouse Gas Emissions Interagency Annual Reports [ended 2010]**
Retain 25 years, destroy
- 133 Interagency Sustainability Coordinators Network Meeting Records**
Retain 6 years, destroy
- 134 Oregon Sustainability Board Records (ORS 184.427) [2001 - ongoing] 2 c.f.**
(a) Retain formation and organizational records; meeting agendas, exhibits, presentations; and final reports permanently, transfer to State Archives after 5 years
(b) Retain audio recordings one year after transcribed, destroy
- 135 Oregon Sustainability Board State of Oregon Sustainability Awards Records**
Retain applications, award criteria, and winners' information 50 years, destroy
- 136 Quarterly Electricity Scorecards**
Retain 25 years, destroy
- 137 Recycled Materials Reports**
Retain 10 years, destroy
- 138 State Building Sustainability Project Records**
Retain 10 years after completion or cancellation of project, destroy
- 139 Statewide Sustainability Reports**
Retain 50 years, destroy
- 140 Sustainability Executive Committee Records**
Retain 20 years, destroy
- 141 Sustainability Newsletters (including *Energy Update*; *Waste Watcher*)**
Retain 5 years, destroy
- 142 Utility Bill Reports**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Public Records Disclosure Request Records
Staff Meeting Records
Work Orders

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

Asset Inventory Reports
Equipment Maintenance Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records
Grant Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

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

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

Risk Management Records (166-300-0045)

Databases

OSPA

R*STARS

REFBPS

SFMA

TRIRIGA

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Fleet and Parking Administration

Program Description

The Fleet and Parking Administration program provides safe and economical transportation for the business needs of the state. It also manages parking space assignments and parking lot and meter enforcement for state employees; state agency assigned vehicles; and visitors to the Capitol Mall Parking Area, Eugene State Office Building, and Portland State Office Building. It regulates and oversees nearly all state-owned vehicles, and assists other state agencies with vehicle acquisition, storage, fueling, maintenance, disposal, and other requirements. From its centralized Salem Motor Pool, the program provides full vehicle services, including repair, maintenance, rental and fueling. The DAS Risk Management program (Enterprise Goods and Services) establishes standards of vehicle use and access to ensure the safe, economical, and responsible use of all state motor vehicles (ORS 283.305 - 283.395; OAR 125 Division 155). The Fleet and Parking Administration program operates pursuant to ORS 283.305 - 283.395; ORS 276.004; ORS 276.591 et seq; OAR 125 Division 90; and OAR 125 Division 155.

The program compiles biennial fleet review reports, and an annual greenhouse gas vehicle emissions report, regarding all state-owned vehicles. Pursuant to the federal Energy Policy Act of 1992 (EPA Act) (Pub. L. 102-486), the program reports to the U.S. Environmental Protection Agency (EPA) on its use of alternative fuel vehicles (42 U.S.C. 13201 et seq.; 10 CFR 490).

The Fleet Management Advisory Council (FMAC) is an advisory body of State of Oregon fleet managers that assists state and local government agencies in providing fleet services. The FMAC discusses current issues in fleet management and supports and encourages best fleet practices.

Program Records

- 143 Biennial Fleet Review Reports**
Retain 20 years, destroy
- 144 Day Tripper Records**
Retain 4 years, destroy
- 145 Energy Policy Act Records**
Retain 3 years after submission, destroy
- 146 Fleet Management Advisory Council Meeting Records**
Retain 6 years, destroy
- 147 Individual Parker Lot Space Assignment Records**
(a) Retain records for individuals banned from use of facilities 20 years, destroy
(b) Retain all other records 2 years after expiration of lease agreement, destroy
- 148 Leased Lot Rebate Records**
Retain 6 years, destroy
- 149 Meter Cash Key Records**
Retain for life of the program, destroy
- 150 Motor Vehicle Fuel Records**
Retain 2 years after vehicle disposed of, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 151 Motor Vehicle Titles**
Retain until vehicle disposition or transfer, destroy
- 152 Park and Pay Lot Usage Records**
Retain 6 years, destroy
- 153 Parking Citations**
Retain 4 years after final resolution, destroy
- 154 Parking Deduction Records**
Retain until superseded or obsolete, destroy
- 155 Parking Enforcement Records**
Retain 2 years, destroy
- 156 Payment Card Industry (PCI) Compliance Records**
Transfer to Office of the State Treasurer
- 157 Permanent Vehicle Assignment Requests**
Retain 2 years after vehicle disposed of, destroy
- 158 Smart Commuter Participant Records**
 - (a) Retain records for individuals banned from use of the program 20 years, destroy
 - (b) Retain all other records 1 year after expiration, destroy
- 159 State of Oregon Greenhouse Gas Vehicle Emissions Records**
Retain 20 years after completion of final report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

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

Asset Inventory Reports (fleet vehicles)

Equipment Maintenance Records

Equipment/Property Disposition Records

Facility Work Orders

Financial Records (OAR 166-300-0025)

Cash Receipt Records

Credit and Debit Receipts

Invoices

Databases

Auto Trax

CBS.MDB

Fleet Focus FA

Fleet SQL Server

Fuel Force

R*STARS

SFMS

T2 Flex

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Operations and Maintenance

Program Description

The Operations and Maintenance program provides building services for state-agency tenants providing repair, maintenance, and tenant improvement services for facilities and grounds. Facility capital improvement services include building access (keycards, locksmith, vehicle key access, and security/surveillance systems); contract administration and procurement for equipment, supplies, and outsourced services; custodial including carpet and floor care, recycling, and garbage collection; electrical including elevators; executive residence liaison (Mahonia Hall); heating, ventilation, air conditioning (HVAC); landscape, walkway, fountain maintenance; and repair (carpentry, flooring, painting, plumbing, and signage).

Note: The Building Access team issues electronic keycards, metal keys, and ID-only cards for DAS employees. Keycard coordinators assigned in each agency manage the issuance of keys, keycards, and photo ID cards for areas under their authorized jurisdiction. Private vendors maintain alarm records and agencies maintain their own video camera tapes and recordings.

Program Records

160 Building Maintenance and Tenant Improvement Records

For state-owned facilities, retain for life of structure, destroy

161 Electronic Keycard, Metal Key, and Photo Identification Card Records

(a) Retain coordinator signature authorization form 1 year after validation of new signature form.

(b) Retain issuance records 1 year after access termination or key/card returned, destroy

(c) Retain keycard usage records 1 year, destroy

162 Landscaping Building and Site Records

Retain for the life of the building or site, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Key Assignment Records

Policy and Procedure Guidelines and Manuals

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

Equipment Maintenance Records

Equipment/Property Disposition Records

Facility Work Orders

Pesticide Application Records

Vehicle Records

Personnel Records (166-300-0040)

Work Schedules and Assignment Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Risk Management Records (OAR 166-300-0045)

Databases

Lenel Onguard

LINX

Medeco Lockup

TRIRIGA

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Planning and Construction Management

Program Description

Planning and Construction Management provides construction project management for new capital construction, major remodels, and capital improvement projects in state-owned and state-leased buildings for the Enterprise Asset Management division and for other state agencies through Interagency Agreement. It shares responsibility for procurement of outside consultants with the Procurement Program (Enterprise Goods and Services Division), as well as invoicing tenants and clients with the Shared Financial Services program (Enterprise Goods and Services Division). The official copy of all program financial documents is maintained by the Shared Financial Services Program.

Program Records

- 163 Building and Site Improvement Project Record Documents, 1911 – [ongoing] 50 c.f.**
(a) Retain records documenting plans, designs, specifications, size, configuration, location, materials, and methods used in planned and completed improvement projects permanently, transfer to State Archives after building/site demolished or sold
(b) Retain records documenting improvement/renovation project development processes; changes to the plans, designs, or specifications; project activities, discussions, disputes, and resolutions; project inspection/testing; close out; and regulatory compliance for the life of the facility, destroy
- 164 Building Remodel Space Planning Records**
Retain for the life of the building/site, destroy
- 165 Capital Project Oversight Committee Meeting Records**
Retain 10 years, destroy
- 166 New Construction Records – Project Record Documents, 1911 – [ongoing] 50 c.f.**
(a) Retain records documenting the plans, designs, specifications, size, configuration, location, materials, and methods used in both the planned and actually completed facility permanently, transfer to State Archives after building/site demolished or sold
(b) Retain records documenting the construction project development process; changes to the plans, designs or specifications made during construction; day-to-day project discussions, disputes, and resolutions; testing; close out; and regulatory compliance for the life of the facility, destroy
- 167 Proposed Building Construction and Building Renovation Records**
Retain 12 years after last activity, destroy
Note: Transfer approved Building Construction proposal records to New Construction Records – Project Record Documents record series (167(b)).
Transfer approved Building Renovation proposal records to Building and Site Improvement Project Record Documents record series (164(b)).

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

Databases

OSPA

R*STARS

REFBPS

SFMA

TRIRIGA

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Real Estate Services

Program Description

The Real Estate Services program includes Real Property Transaction Services, Leasing Services, and Interior Project Management Services. The program oversees the statewide sale, acquisition, exchange, leasing, and interior project management including workspace planning, design, and furniture installation. It acts as an agent on behalf of those agencies without statutory authority to self-represent in real property transactions.

Real Property Transaction Services:

The Real Property Transaction team oversees the land and facilities holdings of all state agencies; provides transaction consulting for acquisitions, dispositions, portfolio analysis and management of state-owned real estate assets. It drafts easements, permits of entry and similar documents, including assistance with rezoning, comprehensive plan amendments and other land use applications. It carries out the clearinghouse function (ORS 270.180) to offer surplus real property for sale or acquisition to other state agencies, tribes, non-profit housing organizations, and political subdivision before notifying the general public, advises the DAS Director on statewide property planning. The program's statutory authority is found in ORS 270, 271, 273.436, 276 and 279C; the program's operating rules are found in OAR 125 Divisions 45, 110 and 125.

The Department of State Lands (DSL) maintains all deeds and conveyances of real property belonging to the State of Oregon (ORS 273.099). DAS, like all land-owning state agencies, deposits its land ownership records with DSL. DSL maintains the State Land Inventory System (SLIS) through a Memorandum of Understanding with all land-owning agencies. The DAS Real Estate Services program maintains a database of surplus and acquisition notices generated through the clearinghouse function and publishes periodic reports of properties available to the public. It also coordinates and maintains the official records of the development, review and update to the Area Plans and Master Plans that govern state properties in the City of Salem (ORS 276.054; OAR 125-125-0350 et seq.).

The Land Managers Forum (LMF) is composed of property and facilities managers from each land-owning state agency. It represents agencies' interests in surplus land disposal planning, responds to the Public Lands Advisory Committee's recommendations, and steers the development of SLIS, hosted by Department of State Lands. The program provides staff support to the LMF and maintains the official copy of its records.

The Public Lands Advisory Committee (PLAC) advises DAS on all real property acquisitions, exchanges and dispositions valued at \$100,000 or more, and provides public review of public land transactions statewide. PLAC is composed of seven governor-appointed members (ORS 270.120; OAR 125-045-0250). The program supports PLAC and maintains the official copy of its records.

Oregon State Archives Records Retention Schedule

Edition: April 2022

Leasing Services:

The Leasing team provides centralized leasing and property management services to meet state agency office space requirements. It places state agencies in DAS-owned buildings where available. If space is unavailable in DAS-owned buildings, it negotiates leases with private real estate entities on behalf of state agencies. Real Estate Services also collects monthly rent from agencies in DAS-owned buildings, and yearly leasing fees from agencies in privately leased space. The program exercises supervisory authority over all leases or rental agreements for office quarters for all state agencies (ORS 270.110, 270.155, 276.428 and OAR 125 Division 120). The Leasing team shares responsibility for invoicing tenants in DAS-owned facilities with the Shared Financial Services Program (Enterprise Goods and Services Division); the official copy of all program financial documents is maintained by the Shared Financial Services program.

Interior Project Management Services:

The Interior Project management team provides workspace planning and consultation, design, and installation of systems and office furniture, ergonomic consultation, move and relocation management, and tenant improvement oversight.

The Legislative Assembly created the Oregon School Facilities Task Force to conduct a study of the status of the state's public-school facilities and make recommendations regarding funding mechanisms to meet the identified capital needs (O.L. 2009, Ch. 755). Real Estate Services supported the task force, which sunsetted in 2012, and maintains the official copy of its records.

Program Records

- 168 Appraisal Records (Not Otherwise Filed with Real Property Transaction Records)**
Retain 2 years, destroy
- 169 Facility Feasibility Studies and Reports**
Retain 20 years, destroy
- 170 Land Managers Forum Meeting Records**
Retain 6 years, destroy
- 171 Lease Reports (DAS and Non-DAS Owned)**
Retain 20 years, destroy
- 172 Oregon School Facilities Task Force Meeting Records and Reports to Legislative Assembly, 2009 – 2011** **1 c.f.**
Retain permanently, transfer to State Archives
- 173 Property Lease Advertising and Solicitation Records**
Retain 6 years after expiration or cancellation of lease agreement, destroy
- 174 Public Lands Advisory Committee Meeting Records, Reports, and Recommendations**
Retain 50 years, destroy
- 175 Real Property Advertising and Solicitation Records**
Retain 6 years after property transaction completed or canceled, destroy
- 176 Real Property Deed, Conveyance, Ownership, and Easement Records**
Retain until recorded, transfer to Department of State Lands (pursuant to ORS 273.099)
- 177 Real Property Transaction Records**
Retain 10 years after transfer of state ownership, destroy
- 178 Space Planning Records (New Construction)**
Retain for the life of the building/site, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

179 Space Planning Systems Furniture Records Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

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

Financial Records (OAR 166-300-0025)

Purchasing Records

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

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

Databases

Land Clearing House

Pro-Lease

Statewide Facilities Inventory

Statewide Land Inventory System

Workday

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Asset Management
Program: Surplus Property

Program Description

The Surplus Property program is Oregon's State Agency for Surplus Property (SASP), designated under state law as the agency responsible for the acquisition, warehousing, and distribution of federal surplus personal property. It provides disposition services to federal agencies and acquisition services to state agencies, local governments, and qualified non-profit organizations. Pursuant to requirements of the federal General Services Administration, donated titles to property are conditional until all the requirements of the donation, including the period of restriction, have been met (40 USC 549; 41 CFR 102-37; ORS 279A.250-.290; OAR 125 Divisions 35 and 50).

The Surplus Property program also provides a central distribution point for surplus, seized, and recovered public property for state agencies and local governments. The program uses a variety of marketing methods, including online auctions, online catalogs, and store sales. It promotes and facilitates sustainable reuse of surplus items to state and local governments, qualified non-profit organizations, and the public. The program also manages an electronic waste disposal program for use by state agencies, counties, and cities through a collaborative effort with the DAS Enterprise Goods and Services division, and Garten Services, Inc., which provides data sanitization, recycling, and resale of usable electronic waste through a state price agreement.

Program Records

180 Federal Surplus Property Records

- (a) Retain perpetually restricted property records in perpetuity
- (b) Retain non-perpetually restricted property records 1 year after expiration of designated restriction period, destroy
- (c) Retain non-compliant property records 1 year after case closed, destroy

181 Online Auction Bidding Records

- (a) Retain bidding summary records 6 years, destroy
- (b) Retain detail records and photographs 90 days, destroy

182 Security Property Cards

Retain 30 days, destroy

183 Trip Permits

Retain 2 years, destroy

184 Vehicle Titles

Retain copy 2 years after transferred to vehicle purchaser, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Oregon State Archives Records Retention Schedule

Edition: April 2022

Policy and Procedure Guidelines and Manuals

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

Asset Inventory Reports

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Invoices Records

Databases

Federal Surplus

SAM

SFMA

State Surplus

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Financial Business Systems
Program: Administration

Program Description

Enterprise Goods and Services (EGS) is composed of Financial Business Systems, Procurement Services, Publishing and Distribution, Risk Management, and Shared Financial Services.

The Financial Business Systems section (FBS) ensures the accuracy and accountability of the financial systems of Oregon state government. FBS administers the statewide accounting and payroll systems; and manages the Accounting and Payroll Datamarts: databases that contain financial data extracted at regular intervals from the Relational Statewide Accounting and Reporting System (R*STARS) and Oregon Statewide Payroll Application (OSPA) and enable state agencies to create ad hoc financial reports. FBS also prepares vendor warrants and payroll checks for state employees; administers statewide central disbursements; and provides professional fiscal guidance, training, and consultation to state agencies. FBS statutory authority is found in ORS 184, 291, 293 and 461.

The FBS Administration program provides office management and clerical support to FBS operations and statewide fiscal activities. It oversees FBS employee personnel actions and performance appraisals; provides leadership, produces internal policies, procedures, and controls; compiles FBS performance measures and budget; coordinates customer and employee surveys; arranges training and travel for state agency fiscal staff; and provides FBS communications, overseeing and maintaining web content and producing FBS publications.

Program Records

185 Customer and Employee Survey Records

Retain 6 years, destroy

186 Comprehensive Performance Measure Records

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Attorney General Opinions
Budget Preparation Records
Business Plan Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Key Assignment Records
Parking Records
Policy and Procedure Guidelines and Manuals

Oregon State Archives Records Retention Schedule

Edition: April 2022

Policy Development and Planning Records

Professional Membership Records

Signature Authorizations

Staff Meeting Records

Work Orders

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

Travel Expense Records

Databases

Accounting Datamart

Associate Tracking

Furlough

OSPA

Payroll Datamart

PEBB.BENEFITS

PPDB

Service Maintenance Log

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2013-0004

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Financial Business Systems
Program: Centralized PERS Services

Program Description

The DAS Centralized PERS Services Team is managed by FBS Administration. The team represents the State of Oregon as a PERS employer by integrating and interfacing PPDB (personnel) and OSPA (payroll) system data to the PERS jClarety Retirement system, correcting any reporting errors caused by bad data, and coordinating the flow of required information related to PERS administration as a liaison between PERS and state agencies.

The DAS Centralized PERS Services Team reconciles payroll and personnel data reported to the PERS retirement system for 40,000 current employees and ensures consistent administration of retirement accounts for state employees. The team provides technical assistance and data to the PERS retirement systems necessary for calculation of employee retirement benefits, ensuring state employees' retirement account and service time information are accurate and state employee data issues are resolved.

Program Records

- 187 Disability Benefits Records**
Retain 10 years after approval or denial, destroy
- 188 Employer Demographic Records**
Retain 75 years, destroy
- 189 Employer Reconciliations and Invoicing Records**
Retain 60 years, destroy
- 190 Membership Validation Records**
Retain 60 years, destroy

State Agency General Record Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Financial Records (OAR 166-300-0025)

Accounting System Input Documents and Listings, and Agency Control Reports
Unclaimed Property Records

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

Information System Planning and Development Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Records Management Records

Payroll Records (OAR 166-300-0035)

Federal and State Tax Records

Databases

PERS Reconciliation Database

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Financial Business Systems
Program: Oregon Statewide Payroll Services

Program Description

Oregon Statewide Payroll Services (OSPS) operates and maintains the Oregon Statewide Payroll Application (OSPA) for use by the executive, legislative and judicial branch agencies in preparing timely and accurate workforce payroll payments. It acts as the common paymaster for agencies, ensuring that all taxes are calculated, collected, and submitted timely and accurately, and posted to each employee's year-to-date record. OSPS files quarterly and annual payroll tax returns to federal and state taxing authorities; and maintains a knowledge base of federal and state payroll regulations, and collective bargaining requirements, to ensure system compliance and enable functioning as an information and advisory resource for agency payroll staff. OSPS statutory authority is found in ORS 292.

OSPS provides the resources to assist agency payroll staff in the use of the OSPA, offering training and user forums for payroll technicians, and producing manuals, special bulletins, daily system support and payroll guidance, and other resources and information for state agencies.

Program Records

- 191 AccelaPay Card Input Forms**
Retain 4 years, destroy
- 192 AccelaPay Program Meeting Records (including Vendor Meeting Records)**
Retain 6 years, destroy
- 193 Alpha Listing of Employee Checks (XREFRL)**
Retain 4 years, destroy
- 194 Automated Clearing House (ACH) Direct Deposit Register (XREFRA)**
Retain 6 years, destroy
- 195 Automated Clearing House (ACH) Returns (Rejects) Records**
(a) Retain master records 6 years, destroy
(b) Retain agency notification records 30 days, destroy
- 196 Cashier Deposit Logs**
Retain 6 months, destroy
- 197 Centrally Paid Deduction Reports (XREFRK series)**
Retain 1 year, destroy
- 198 Check Detail Reports (E466 series)**
Retain 4 years, destroy
- 199 Check Listing Detail Records (XREF84)**
Retain until superseded or obsolete, destroy
- 200 Deduction Register Combined / Detail Reports (XREF76C)**
Retain 10 years, destroy
- 201 Deduction Register Combined / Summary Reports (XREF15C)**
Retain until superseded, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 202 Deduction Register Payroll Run / Detail Reports (XREF76, XREF15)**
Retain 1 day after production of both final Deduction Register Combined / Detail Report (XREF76C) AND Deduction Register Combined / Summary Report (XREF15C), destroy
- 203 Early Redeemed Check Exceptions Reports (E460-25A-1)**
Retain 1 day after production of annual W-2 file, destroy
- 204 Employee Time Exception Reports (B055RG)**
Retain until superseded or obsolete, destroy
- 205 Employee Update Screen Activity Reports (B360)**
Retain 6 years, destroy
- 206 Employees Eligible for Retirement Reports (E357-020)**
Retain 3 months, destroy
- 207 Employees with Negative Amounts Reports (XREF68N)**
Retain 4 years, destroy
- 208 Employment Relations Board (ERB) Assessment Reports (XREF54)**
Retain 4 years, destroy
- 209 File Maintenance Documentation (Changes to Original Payroll Checks)**
Retain 4 years, destroy
- 210 Garnishment Code Usage Query Records (OSPSJ358 series)**
Retain 1 year, destroy
- 211 Gross Pay Adjustment Reports (B075)**
Retain 4 years, destroy
- 212 Gross Pay Over 2x Adjusted Base Reports (E260-100)**
Retain current fiscal year, destroy
- 213 Leave Accrual / Adjustment and Transfer Reports (E460)**
Retain 30 days, destroy
- 214 Leave Accrual / Detail Transaction Register – Alpha Sort (B470D)**
Retain 75 years, destroy
- 215 Leave Accrual / Detail Transaction Register – Distribution Code Sort (B470C)**
Retain 30 days, destroy
- 216 Leave Accrual / Exception Reports (E455)**
Retain until superseded or obsolete, destroy
- 217 Manual Check Detail Reports (Current Checks Issued)**
Retain 1 year, destroy
- 218 Mass Transit Summary Reports (XREF36)**
Retain 4 years, destroy
- 219 Net Pay Negative Agency Reports**
Retain 4 years, destroy
- 220 Oregon Statewide Payroll Services Newsletters (*OSPS Training News*)**
Retain 5 years, destroy
- 221 OSPA Processing Calendar**
Retain 4 years, destroy
- 222 OSPA Production Benefit Packages / Quarterly Reports (EZBENCHK-01)**
Retain 3 months, destroy
- 223 Pay Type to Account Number Conversion Reports (JTBL series)**
Retain 3 months, destroy
- 224 Payroll Calculate Controls Reports (B370 and Comparison)**
Retain 1 year, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 225 Payroll Check Reversal Records (including XREF87)**
Retain 6 years, destroy
- 226 Payroll Exception Reports (E120 series, E122 series, and E260-090B)**
Retain until superseded or obsolete, destroy
- 227 Payroll Register Detail Reports / Alpha Combined (XREF44)**
Retain 75 years, destroy
- 228 Payroll Register / Payroll Run (XREF43)**
Retain 1 day after production of final Payroll Register Detail Report / Alpha Combined (XREF44), destroy
- 229 Payroll Register Summary / Combined (XREF44S)**
Retain 2 years, destroy
- 230 Payroll Register Summary Reports / Alpha (XREF43S)**
Retain until superseded or obsolete, destroy
- 231 Payroll Register Summary / Payroll Run (XREF43S)**
Retain 6 years, destroy
- 232 Payroll Vendor Check Summary Reports (XREF23)**
Retain 4 years, destroy
- 233 Payroll Vendor File Controls Reports (XREF69)**
Retain 3 months, destroy
- 234 Payroll Vendor Negative Balance Reports (XREF89)**
Retain 4 years, destroy
- 235 Payroll Year-to-Date Register (XREF68)**
Retain 75 years, destroy
- 236 Redeemed Payroll Checks**
Per legal agreement issuing bank will retain 7 years, destroy
- 237 Retirement Remittance Advice Reports (XREF32 series)**
Retain 6 years, destroy
- 238 Savings Bond Contribution Register (BONDE010)**
[ended 2010, per U.S. Treasury Department]
Retain 75 years, destroy
- 239 Separated Employee with Net Pay Positive Reports (E357-30)**
Retain 4 years, destroy
- 240 Terminated-Employees-Having-Leave-Balances Records (including E492)**
Retain current and prior fiscal year, destroy
- 241 Vendor ACH Deduction Reports (E500 and E501 series)**
Retain 1 year, destroy
- 242 W-2 Reissue Request Records (Form OSPA.99.04)**
Retain 3 months, destroy
- 243 Work Schedule Code Usage Query Reports (WorkSched series)**
Retain 3 months, destroy
- 244 Workers' Benefit Board (WBF) Assessment and State Accident Insurance Fund (SAIF) Premium Summary Reports (XREF21)**
Retain 4 years, destroy
- 245 Year-to-Date and Current Correction Reports (XREF85)**
Retain 6 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Financial Records (OAR 166-300-0025)

Accounting System Input Documents and Listings, and Agency Control Reports
Unclaimed Property Records

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

Information System Planning and Development Records
Records Management Records

Payroll Records (OAR 166-300-0035)

Federal and State Tax Records

Databases

OSPA

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Financial Business Systems
Program: Statewide Financial Management Services

Program Description

Statewide Financial Management Services (SFMS) implements and operates the statewide financial management application that meets central administration and state agency needs while maintaining expenditure control over legislatively approved cash accounts, limitations, and appropriations. SFMS provides leadership, project management, control, policies, training, implementation, reimplementation, and operational support for the statewide accounting systems.

SFMS operates the Statewide Financial Management Application (SFMA), which is composed of two modules: the Relational Statewide Accounting and Reporting System (R*STARS) and the Advanced Purchasing and Inventory Control System (ADPICS). The SFMA, which was known as the State Financial Management System (SFMS) prior to 1995, tracks the following financial functions: general ledger; accounts payable and receivable; grant, project, and budgetary accounting; disbursements; cash control and management; systems security, purchasing, capital asset reporting, and internal and external financial reporting capabilities. SFMS program staff perform complex reconciliations of the state General Fund (Treasury Account 0401), Lottery Fund (Treasury Account 0539), and Joint Payroll (Treasury Account 10503). SFMS is also responsible for the state's purchase card program – Small Purchase Order Transaction System (SPOTS). The statutory authority for SFMS is found in ORS Chapters 291 and 293.

Program Records

- 246 Accounting Datamart System Correction and Enhancement Records**
Retain 1 year after life of the system, destroy
- 247 Control Accounting System (CAS) Statement of Transactions/Agency Control Ledger [ended 1997]**
Retain 75 years, destroy
- 248 Executive Accounting System (EAS) General Ledger Transactions [ended 1997]**
Retain 75 years, destroy
- 249 Payroll Datamart System Correction and Enhancement Records**
Retain 1 year after life of the system, destroy
- 250 SPOTS Corporate and Travel Card Rebate Program Records**
Retain 6 years, destroy
- 251 SPOTS Credit Card Project Records**
Retain 6 years, destroy
- 252 Statewide Financial Management Application Agency Conversion Records**
Retain documentation and system logic records 1 year after the life of the system, destroy
- 253 Statewide Financial Management Application Cost Benefit Analysis Records**
Retain 1 year after the life of the system, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 254 Statewide Financial Management Application KPMG Confirmation of Requirements Documentation**
Retain 1 year after the life of the system, destroy
- 255 Statewide Financial Management Application Profile Documentation**
Retain 1 year after the life of the system, destroy
- 256 Statewide Financial Management Application Steering Committee Meeting Agendas, Exhibits and Minutes [1989-1998]**
Retain 1 year after the life of the system, destroy
- 257 Statewide Financial Management Application System Control Reports**
Retain 6 years, destroy
- 258 Statewide Financial Management Application System Correction and Enhancement Records**
Retain 1 year after the life of the system, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

1099-MISC Records
Account Reconciliation Records
Bank Statements Records (including State Treasury statements)
Competitive Bid Records (including software)
Trial Balance Reports
Warrant Cancellation Request Records
Warrant Records

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

Computer System Security Records
Computer System Program Documentation
Information System Planning and Development Records
Software Management Records

Databases

Accounting Datamart
ADPICS
OSPA
Payroll Datamart
R*STARS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Procurement Services
Program: Agency Specific

Program Description

Procurement Services is the central purchasing authority for state government. The section provides statewide buying and strategic procurement services; administers purchasing and contracting rules; and provides procurement training (ORS 279A, 279B, 279C; OAR 125).

The Agency Specific program oversees the preparation, negotiation, and implementation of all agency-specific procurements. It administers small, informal, and formal solicitations and contract services; and initiates, solicits, selects, and executes agency-specific price agreements and contracts for goods, personal and professional services, public improvements, public works, and international, interstate, intergovernmental and interagency agreements (ORS 279A.050).

Program Records

- 259 Agency-Specific Personal Services Contract Annual Report Records**
Retain 6 years, destroy
- 260 Agency-Specific Personal Services Contract Records (Including Review and Approval)**
Retain 3 years, destroy
- 261 Agency-Specific Program-Initiated Solicitation Records (Non-Public Improvement and Public Works)**
Retain 6 years, destroy
- 262 Agency-Specific Program-Initiated Solicitation Records (Public Improvement and Public Works)**
Retain 10 years, destroy
- 263 Architectural and Engineering Contract Review and Approval Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Professional Membership Records
Public Records Disclosure Request Records
Signature Authorizations
Staff Meeting Records
Visitor Logs
Work Orders

Oregon State Archives Records Retention Schedule

Edition: April 2022

Financial Records (OAR 166-300-0025)

Checks Records

Competitive Bid Records

Credit Card Records

Purchasing Records

Travel Expense Records

Payroll Records (OAR 166-300-0035)

Family Medical Leave Records

Leave Applications

Databases

ORPIN

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Procurement Services
Program: Operations

Program Description

The Operations program administers the internet-based Oregon Procurement Information Network (ORPIN), state training certification, procurement guidance, and statistical reporting.

ORPIN is the official publication forum for procurement notices and advertisements of the State of Oregon, local governments, and political subdivisions (ORS 279A.140; OAR 125-246-0500). It is used to publicize and access government bidding opportunities; current and historic contract information; and details of suppliers interested in doing business with the state. Opportunity documents, and current and historical award information, may be viewed or downloaded to the user's system; this information is maintained with the solicitation files (see Agency Specific and Strategic Sourcing programs). The Operations program provides technical support to users of the ORPIN system.

Operations creates, maintains, reviews and updates procurement forms, templates, guidelines, procedures, and policies to help agencies accurately conduct procurement business. The program also conducts organizational, administrative, and procedural studies and strategic analyses, usually in the form of applied research, special projects, and program evaluations.

Operations also administers the DAS Procurement Services (DPS) training program, which provides state and local governments with information and job aids that promote best practices and improved procurement processes. The training supports an Oregon-specific credentialing program, which includes two certifications and three certificates that are part of a tiered delegation policy. DPS partners with higher education (Chemeketa Community College and Portland State University), and trade organizations (National Institute of Governmental Purchasing and Oregon Public Purchasing Association), in compiling and presenting training.

Program Records

264 Statewide Procurement Certification and Credentialing Records

Retain 6 years after expiration of credentials, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Professional Membership Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Public Records Disclosure Request Records

Signature Authorizations

Financial Records (OAR 166-300-0025)

Checks Records

Competitive Bid Records

Credit Card Records

Purchasing Records

Travel Expense Records

Invoice Records

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

User Support Records

Information Service Subscription Records

Forms Development Records

Payroll Records (OAR 166-300-0035)

Family Medical Leave Records

Leave Applications

Databases

Workday

Oregon Credentialing Database

ORPIN

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Procurement Services
Program: Qualified Rehabilitation Facility

Program Description

The Qualified Rehabilitation Facility (QRF) contracting program facilitates the state's Products of Disabled Individuals law, which encourages and assists disabled individuals to achieve maximum personal independence through useful and productive gainful employment by assuring an expanded and constant market for sheltered workshop and activity center products and services; and obliges state and local governments, school districts and other tax supported political bodies to purchase goods and services from qualified nonprofit QRFs when the product or service meets their requirements (ORS 279.835 - 279.855). The QRF program identifies public sector contracting opportunities; ensures that QRFs meet state and federal occupational health and safety standards; and facilitates contractual relationships between public agencies and QRFs for the provision of products and services (OAR 125 Division 55).

The QRF program produces directories and guides describing how to do business with QRFs; current availability of QRF products and services (procurement list); and geographical location of certified QRFs. The program also supports the work of the volunteer QRF Advisory Council, which provides recommendations to DAS and the Chief Procurement Officer regarding the administration of the program (OAR 125-055-0010(4)).

Program Records

265 Qualified Rehabilitation Facility Records

- (a) Retain program annual reports 20 years after publication, destroy
- (b) Retain advisory council meeting records 6 years, destroy
- (c) Retain facility application records 6 years after receipt, destroy
- (d) Retain facility price determination records 6 years after finalization, destroy
- (e) Retain suitability and termination records 6 years after expiration or termination of listing on procurement list
- (f) Retain facility procurement list 2 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Financial Records (OAR 166-300-0025)

Internal Audit Report Records

**Oregon State Archives
Records Retention Schedule**

Edition: April 2022

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

Forms Development Records

Databases

QRF Procurement

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Procurement Services
Program: Statewide Statutes, Rules, and Policies

Program Description

The Statewide Statutes, Rules, and Policies program processes requests for delegations, special procurements, public improvement exemptions, and special requests requiring the approval of the Chief Procurement Officer. Delegations of procurement authority identify individuals authorized to conduct procurement on behalf of government agencies, and enable agencies to conduct solicitations, screen and select for evaluation and award determination, purchase directly, sign as a party to the contract; and execute contracts once the required approvals have been received (ORS 279A.075; OAR 125-246-0170). Special Procurements allow contracting agencies to deviate from regular contracting procedures to utilize class special and contract-specific special procurements, provided they meet the standards for fairness, cost savings and public interest (ORS 279B.085; OAR 125-247-0285). Public improvement contract exemptions release agencies from seeking the lowest bids, permitting them to use alternative procurement methods (ORS 279C.335; OAR 125-249-0210). Other special requests include approvals of sole source procurements, brand name specifications, e-filing, and federal program purchases.

The Statewide Statutes, Rules and Policies program offers services to the agencies on a consultation basis; develops and interprets public contracting rules and statewide procurement policies; develops statewide templates; and conducts reviews for compliance. The program also reviews agency contract files and practices for compliance with statutes, rules, and policies.

Program Records

- 266 Awarded Contractor Files**
Retain 6 years, destroy
- 267 Contract Rule Exemption Records**
Retain 6 years after expiration of exemption authority, destroy
- 268 Contracting Authority Delegation Records**
Retain 6 years after delegation expiration, destroy
- 269 Statewide Procurement Policies and Procedures**
Retain 6 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

**Oregon State Archives
Records Retention Schedule**

Edition: April 2022

Databases
ORPIN

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Procurement Services
Program: Strategic Sourcing

Program Description

Strategic Sourcing oversees the preparation, negotiation, and implementation of all statewide price agreements, leveraging the purchasing power of state and local government agencies. The program administers the formal solicitation processes and contract administration duties described in ORS 279ABC and OAR 125; duties include initiating, soliciting, executing, and managing statewide price agreements for goods and services on behalf of agency customers.

The Strategic Sourcing program also administers the Oregon Cooperative Procurement Program (ORCPP), which provides fee-based services to local government agencies and other qualified organizations. Program participants are entitled to purchase goods and services through statewide price agreements; advertise solicitations on (ORPIN) (see Operations program); and obtain procurement training and certification (see Operations program). ORCPP also provides participants with access to the State of Washington's cooperative purchasing contracts, and other western state joint solicitation efforts through the Western States Contracting Alliance (WSCA).

The program also collects Vendor Contract Administration Fees (VCAF); and fees for ORPIN registration, solicitation and contract document reproduction, and training and certification.

Program Records

- 270 Strategic Sourcing Personal Services Contract Annual Report Records**
Retain 6 years, destroy
- 271 Strategic Sourcing Personal Services Contract Records**
Retain 3 years, destroy
- 272 Non-Public Improvement and Public Works Strategic Sourcing Program-Initiated Solicitation Records**
Retain 6 years, destroy
- 273 Public Improvement and Public Works Strategic Sourcing Program-Initiated Solicitation Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Public Records Disclosure Request Records
Publication Preparation Records
Signature Authorizations
Staff Meeting Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Work Orders

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Travel Expense Records

Vendor Reports

Payroll Records (OAR 166-300-0035)

Leave Applications

Databases

ORPIN

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Publishing and Distribution
Program: Mail Processing and Distribution

Program Description

Mail Processing and Distribution provides mail and postal mail shuttle and delivery services to state agencies located in cities along the I-5 corridor. Incoming mail is sorted and directed to agencies; outgoing mail is placed on the state shuttle or sent via the U.S. Postal Service or a common carrier.

Mail Processing and Distribution also provides an online interagency package tracking system, PacTrac, which enables tracking and secure shipments through the program's state shuttle service. PacTrac package deliveries are handled and priced according to their respective security level (1 to 4), as defined in the statewide Information Asset Classification policy (107-004-050).

The program inserts customer print jobs into envelopes for mailing; provides addressing of envelopes and brochures; machine meters mail; and processes mail by zip code.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Postal Records

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

Vehicle Records

Risk Management Records (OAR 166-300-0045)

Vehicle Accident Records

Databases

MMS

PACTRAC

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Publishing and Distribution
Program: Printing and Publishing

Program Description

Publishing and Distribution provides printing services to state agencies through its in-plant production facility. It provides the following services: graphic design; conversion of files to print ready formats; mainframe secure printing; digital printing; bindery and hand work of print jobs; scanning; shipping, receiving and inventory control; and competitive bid administration for print requests that cannot be processed within Publishing and Distribution. The program also provides digital printing services at two satellite locations in Salem. Its operating authority is stated in ORS 282.

Program Records

- 274 Job Ticket Files and Work Orders**
Retain 5 years after project completion, destroy
- 275 Mainframe Secure Print Destruction and Negotiable Logs**
Retain until superseded or obsolete, destroy
- 276 Production Statistic Reports**
Retain 6 years after completion, destroy
- 277 Rate and Methodology Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Publication Preparation Records

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

Information System Planning and Development Records

Databases

Check Log

Logic

Avanti

Online Order System

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Publishing and Distribution
Program: Services

Program Description

The Publishing and Distribution (P&D) Services program provides business services (purchasing, personnel, and management support); customer service (print order processing, customer support and training, and liaising between customers and P&D production); internal policies and procedures; internal audit responsibilities; building and information security; and disaster recovery processes.

Program Records

278 Print Negatives

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Visitor Logs

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

Building Records

Equipment/Property Disposition Records

Master Material Safety Data Records

Financial Records (OAR 166-300-0025)

Accounts Payable Records

Accounts Receivable Records

Competitive Bid Records

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

Computer System Maintenance Records

Computer System Security Records

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Incident Reports

Safety Compliance and Inspection Records

Databases

Check Log

Logic

Avanti

Online Ordering System

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Risk Management
Program: Claims Management

Program Description

The Claims Management program mitigates the state's exposure to risk by conducting timely, accurate and complete claims processing; estimates the financial value of claims; gathers data on claims for record keeping, loss forecasting and performance improvement purposes; and establishes reporting relationships and administrative controls over claim management services.

Claims Management provides claims resolution for damage to state property, loss or injury to the public arising out of state activities and claims consulting services for state agencies statewide (ORS 278.120). The unit investigates, evaluates, defends, and settles claims and suits filed against the State of Oregon, its officers, employees, and agents under the Oregon Tort Claims Act (ORS 30.260-30.300). The Insurance Fund, established by ORS 278.425, is used to provide both commercial and self-insurance coverage for the State of Oregon (OAR 125 Division 150).

Claims Management uses its risk management information system, CS STARS, to manage ongoing liability and property claims. CS STARS is also used to extract and maintain summary claims data for long-term trend analysis; summary information includes payout amount, type of loss, cause of loss, incident location, involved agency, vehicle information, and defense costs.

Program Records

279 Liability Claim Records

- (a) Retain case files involving minors 6 years after minor claimant's 18th birthday, destroy
- (b) Retain all other case files 6 years after case closure, destroy

280 Medicare Secondary Payer Coordination of Benefits (COB) Records

Retain 10 years after closure, destroy

281 Property Claim Files

Retain 4 years after case closure, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

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

Records Management Records

Databases

CS STARS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Risk Management
Program: Risk Administration

Program Description

Risk Administration minimizes risk to state government and manages the costs of claims against the state. Pursuant to statutory authority, it administers and maintains the actuarial integrity of the Insurance Fund, which provides insurance and self-insurance for Oregon (ORS 278.425; OAR 125 Division 150). Risk Administration allocates insurance costs to state agencies based upon their insurance requirements and prorated forecasts from past losses. It also purchases specific excess and specialty coverage; and purchases commercial insurance against specific liabilities incurred by certain agencies; these premiums are directly re-billed to agencies. Risk Administration provides overall direction to the Risk Management section, setting the strategic risk management vision, coordinating administrative and program support services, evaluating the quality and effectiveness of services, establishing reporting relationships and administrative controls, and working with other agencies and entities to manage operational and strategic risk. Risk Administration also supports the work of the Risk Management Advisory Council, which provides outreach to all state agencies, and a forum for stakeholders to exchange information, generate ideas, and make recommendations to DAS Risk Management. The Risk Administration program maintains the official copy of the Risk Management Advisory Council's records.

Program Records

- 282 Actuarial and Outside Consultant Study Records and Reports**
Retain 10 years, destroy
- 283 Agency Risk Charge Supporting Documentation**
Retain 6 years, destroy
- 284 Insurance Fund Financial Reports**
Retain 10 years, destroy
- 285 Risk Management Advisory Council Records**
 - (a) Retain meeting records, issue papers, and reports 20 years, destroy
 - (b) Retain formation and organizational records 2 years after life of the council, destroy
- 286 Self-Insurance Policy Handbooks**
Retain 50 years after superseded or expired, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

CS STARS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Risk Management
Program: Risk Control

Program Description

Risk Control works with state agency executives, managers, safety advisors and risk coordinators to help establish effective safety and risk management systems within their respective agencies. Systems are designed to enable agencies to identify, analyze and mitigate their risk exposure.

Staff analysts focus on exposures covered by the self-insurance fund, minimizing the payment of public funds for losses (ORS 278; OAR 125 Division 150). Staff Analysts address risks associated with employee injury, tort liability and property assets, assisting agencies to maximize the use of funds for operations and services. Risk Control compiles and makes available topic specific guides and topical tools and information called Risk Toolkits. It also establishes standards of state vehicle use, in support of the Fleet and Parking Administration program (Enterprise Asset Management) (ORS 283.305 - 283.395; OAR 125 Division 155).

The Risk Control program administers the Inmate Injury Fund, which covers inmates for bodily injury sustained during work performed as part of their incarceration plan (ORS 655; OAR 125 Division 160). The State Accident Insurance Fund Corporation (SAIF) has administered claims against this fund since 1991, pursuant to an agreement with the DAS Risk Management Division. The Risk Control program monitors, maintains, designs, and administers safety management; administering the insurance contract with SAIF, the state's insurer; financing state workers' compensation insurance; consulting with agency executives and managers to implement safety management systems; and integrating safety systems with other government operating systems.

Program Records

- 287 Agency Safety and Risk Consultation and Project Records**
Retain 10 years after completion or close of project, destroy
- 288 Citizen State Vehicle Complaint Records**
Retain 3 years after case closure, destroy
- 289 Commercial Liability Insurance Policies**
(a) Retain liability policies 75 years after expired and all known claims closed, destroy
(b) Retain property policies 3 years after expired and all known claims closed, destroy
- 290 Inmate Injury Claim Files, 1980 – 1991**
Retain 75 years, destroy
- 291 Local Government Entity Liability Participation Certificates [ended 1990]**
Retain 50 years, destroy
- 292 Oregon and Out of State Workers' Compensation Policy and Bond Records**
Retain 50 years after expired and all known claims closed, destroy
- 293 Risk Guidelines and Toolkits**
Retain 2 years after superseded or obsolete, destroy
- 294 State Agency Risk Control Performance Reports**
Retain 10 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

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

Records Management Records

Databases

CS STARS

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Shared Financial Services
Program: Administration

Program Description

Shared Financial Services (SFS) provides contracted financial and accounting services to selected small state agencies, boards and commissions, and the Governor's Office. SFS contracts are administered and maintained by the Procurement Services section and contain varying combinations of services to meet specific client needs. SFS services include budget preparation and execution services, and daily processing for accounts payable, accounts receivable, receipts, and disbursements. SFS prepares quarterly allotment plans, financial plans, and reports for clients; it also projects future cash and expenditure needs, and alerts clients to potential problem areas. Other services include establishing and linking accounting structures to support financial information needs and ensuring that accounting and budget structures provide decision-makers with needed information. SFS's authority is found in ORS 283.110, ORS 293.590, and ORS 291.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Signature Authorizations

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Account Transfer Records

Accounting Structure Organizational Hierarchy Records

Agency Control Reports

Annual Financial Reports

Budget Allotment Reports

Cash Receipt Records

Receipt Register Records

Travel Expense Records

Trial Balance Reports

Voucher Register Records

Warrant Register Records

Personnel Records (OAR 166-300-0040)

Position Inventory Control System (PICS) Reports

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Shared Financial Services
Program: Accounting and Budgeting

Program Description

The SFS Accounting and Budgeting program provides internal accounting support for all of DAS. Its services include setting up accounting structures; providing financial information and support to agency program managers; preparing statewide financial reports; preparing cost allocation financial statements; A-133 sub-recipient monitoring; accounting for fixed assets; Certificate of Participation (COPs) accounting; and reconciling State Treasury statements. For additional COP records, see the Accounts Payable program in this section; and the Capital Planning and Finance program (in the Chief Financial Office).

Program Records

- 295 Certificate of Participation Acquisition and Debt Service Expenditures**
Retain 6 years, destroy
- 296 Federal Sub-Recipient Compliance Monitoring Records**
Retain 3 years after state audit, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Policy and Procedure Guidelines and Manuals

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

Asset Inventory Reports
Building Records
Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records
Account Transfer Records
Annual Financial Reports
Bank Statements Records
General Ledger Transaction Reports
Trial Balance Reports

Databases

FAS (Fixed Asset Accounting System)

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Shared Financial Services
Program: Accounts Payable

Program Description

Accounts Payable provides support to the section and performs disbursements for DAS. Duties include processing travel claims, vendor invoices, Small Purchase Order Transaction System (SPOTS) payments, and Certificates of Participation (COPs); invoicing DAS and state and non-state agencies for Data Center Services work; and providing accounting for federal and state disbursements (including federal pass-through funds) to cities, counties, transit districts, and agencies. For additional COP records, see Accounting and Budgeting program (this section); and Capital Planning and Finance program (Chief Financial Office). For other SPOTS records, see the Statewide Financial Management Services program (Enterprise Goods and Services).

Program Records

297 Certificate of Participation Financing Request and Payment Records

Retain 3 years after Certificate maturity, destroy

298 Disbursements to Local Governments Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Signature Authorizations

Financial Records (OAR 166-300-0025)

Encumbrance Register Records

Voucher Records

Warrants Records

Databases

R*Stars

Access Online

Revenue Sharing Database

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Goods and Services
Section: Shared Financial Services
Program: Accounts Receivable

Program Description

The Accounts Receivable program provides DAS with internal cashiering and accounts receivable services. Additional duties include invoicing DAS and other state and non-state agencies; setting up accounts receivable; and recording receipts and monies.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Accounts Receivable Reports

Cash Receipt Records

Check Registers Records

Deposit Slips Records

Invoices Records

Petty Cash Fund Records

Receipts Records

Databases

DAS Invoicing Model

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Information Systems
Program: EIS Administration

Program Description

Enterprise Information Services (EIS) leads the planning, management, and policy development for information resources across state government. EIS has previously been known as the “Office of the State Chief Information Officer” (OSCIO, 2012-2021), Enterprise Information Strategy and Policy Division (EISPD, 2006-2012), and Information Resources Management Division (IRMD, pre-2006) The EIS administrator serves as Oregon's Chief Information Officer (State CIO).

The State CIO and Deputy State CIO are the primary communication links between the EIS Division and external groups, including CIO Councils, national organizations, private sector vendors, and other agencies.

The EIS Administration program serves as the Office of the State CIO. It provides leadership and strategic direction for enterprise IT governance bodies and initiatives; and leads, directs, and supports all of the EIS sections and programs. EIS Administration directs, manages, and supports the EIS Division’s administrative and financial operations, including strategic and business planning; budget, financial, and contract management; business case development; project coordination and management; information systems oversight; performance measurement and benchmarking; and legislative tracking and fiscal impact statement development.

The E-Government Portal Advisory Board advises the agency on the development of electronic government portals for state agencies; collection of convenience fees by DAS or contracted providers; usability of current electronic government portals; and ways to improve government services through electronic portals (O.L. 2009, Ch. 829 §2; ORS 182.128). (See Data Services Division for related records.)

The CIO Administration program maintains legacy records regarding IRMD programs and services that have not otherwise been continued or superseded by active DAS programs; records include those of the Health Insurance Portability and Accountability Act (HIPAA) Executive Steering Committee, IRMD Project Management Office and Statewide Year 2000 Project Office. The CIO Division’s statutory authority is found in ORS Chapters 171, 182, 184, 190, 283, 291, and 293.

Program Records

299 CIO Management Council (CIOMC) Records [ended 2013]

- (a) Retain meeting agendas, exhibits and minutes 15 years, destroy
- (b) Retain ad hoc reports and studies 10 years, destroy

300 Customer Service Satisfaction Records

Retain current and previous, destroy

301 E-Government Portal Advisory Board Meeting Records

Retain 10 years, destroy

Oregon State Archives Records Retention Schedule

Edition: April 2022

- 302 Enterprise Annual IT Reports**
Retain 10 years, destroy
- 303 Enterprise Architecture Records**
Retain 10 years after superseded or obsolete, destroy
- 304 Enterprise Asset Inventory and Management Records**
Retain 10 years after superseded or obsolete, destroy
- 305 Enterprise Awards Program Records**
Retain 6 years, destroy
- 306 Enterprise Governance Records**
Retain 10 years after superseded or obsolete, destroy
- 307 Enterprise Information Resource Management Strategy (EIRMS)**
Retain 20 years after superseded or obsolete, destroy
- 308 Enterprise Information Resource Request (IRR) Records**
Retain 6 years after estimated project completion date, destroy
- 309 Enterprise Pilot Project Initiative Records**
Retain 6 years after pilot project ends, destroy
- 310 Enterprise Workgroup, Conference, Work Session and Training Records**
Retain 6 years, destroy
- 311 External Survey and Questionnaire Records**
Retain current and previous, destroy
- 312 HIPAA Executive Steering Committee Meeting Minutes and Records [ended 2005]**
Retain 25 years, destroy
- 313 Legislative Liaison, Analysis and Testimony Records**
Retain 6 years, destroy
- 314 Major Information Technology Project Oversight and Reporting Records**
Retain 6 years after project oversight ends, destroy
- 315 Project Management Records – DAS Projects
[IRMD Project Management Office, ended 2005]**
Retain for the life of the system developed, destroy
- 316 State Agencies' IT Cost Management and Optimization Reports**
Retain 6 years, destroy
- 317 Statewide Information Plans**
Retain 10 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Business Plan Records
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Staff Meeting Records
Visitor Logs

Financial Records (OAR 166-300-0025)

Oregon State Archives Records Retention Schedule

Edition: April 2022

Audit Reports Records

Budget Preparation Records

Competitive Bid Records

Grant Records

Travel Expense Records

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

Computer System Maintenance Records

Computer System Program Documentation

Information System Planning and Development Records

Software Management Records

Telecommunications System Management Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Safety Program Records

Databases

ITI Tracking Form

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Information Systems
Section: Cyber Security Services
Program: CSS Administration

Program Description

Cyber Security Services (CSS) manages statewide efforts to protect the state's information. CSS carries out the DAS responsibility for and authority over state agency information systems and the information stored on those systems (ORS 182.122; OAR 125 Division 800). CSS Administration focuses on developing statewide policies, standards, guidelines, and tools to help agencies protect, secure, and make available public information. CSS works with agencies to assess information business risks and vulnerabilities. The program identifies and analyzes trends and risks at the agency and state level and develops statewide projects and tactics to reduce risk. Pursuant to the agency's authority and responsibility for a statewide incident response program, CSS establishes enterprise procedures, standards, and guidelines for statewide and agency-level information security incident response. CSS maintains a forensics program capable of assisting agencies.

Program Records

- 318 Communications Forum Records (Including Information Security Council)**
Retain 6 years, destroy
- 319 CSS Advisory Group Records**
Retain 10 years, destroy
- 320 Cyber Security Services Project Management Records**
 - (a) Retain system projects for the life of the system developed, destroy
 - (b) Retain non-system projects 6 years after project end date, destroy
- 321 Enterprise Information Security Strategy Records**
Retain 20 years after superseded or obsolete, destroy
- 322 Firewall Logs**
Retain 3 years, destroy
- 323 Technical Security Assessments, and Incident Response Records**
Retain 5 years, destroy
- 324 Statewide Information Security Plans**
Retain 10 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Professional Membership Records

Oregon State Archives Records Retention Schedule

Edition: April 2022

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Vendor Reports Records

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

Information System Planning and Development Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Information Systems
Section: Data Governance and Transparency
Program: Geospatial Enterprise Office

Program Description

The Geospatial Enterprise Office (GEO) develops, maintains, and hosts Oregon's Geospatial Data Clearinghouse (OGDC), which provides a store of Geographic Information System (GIS) and other data collected by Oregon public agencies. The OGDC also stores all data for the U.S. Census Bureau relating to the State of Oregon. Data is accessible online through the Statewide Area Network (WAN) and the GEO web site. The GEO section also publicizes GIS initiatives to local, state, and regional public agencies, and assists state agencies in coordinating GIS activities.

Program Records

325 Comprehensive Baseline Mapping Database "Framework" Records

Retain 4 years after superseded or obsolete, destroy

326 Geographic Information System Project Records

Retain 6 years after project ends, destroy

327 Oregon Geospatial Data Clearinghouse Records

Retain 4 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Invoice Records

Databases

Oregon Geospatial Data Clearinghouse

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Information Systems
Section: Data Governance and Transparency
Program: Oregon Geographic Information Council

Program Description

The Oregon Geographic Information Council (OGIC) provides policy direction to the Geospatial Enterprise Office (GEO) regarding the direction of state geographic mapping and the collection of Geographic Information System (GIS) data. It provides a mechanism to prioritize initiatives and guidelines and coordinates limited GIS resources for government agencies. OGIC is composed of representatives from natural resources, human services, public safety state agencies, and some federal and local government representatives (EO-00-02). OGIC has three standing committees: Policy Advisory Committee, Technical Advisory Committee, and the Framework Implementation Team. The Framework Implementation Team is composed of 13 subcommittees.

Program Records

328 Oregon Geographic Information Council Records
Retain 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

Oregon State Archives Records Retention Schedule

Edition: April 2022

Organizational Placement

Schedule Number: 2022-0001

Agency: Department of Administrative Services
Division: Enterprise Information Systems
Section: Economic Recovery Executive Team
Program: ERET Administration

Program Description

The Economic Recovery Executive Team (ERET) was created by the governor in 2009 to coordinate the use of Oregon's stimulus funds, as provided by the American Recovery and Reinvestment Act (ARRA) (Pub. L. 111-5). ERET provides assurance, oversight and assistance to the Governor's Office, Legislative Assembly, state agencies, and citizens regarding ARRA funds awarded or provided to state agencies. ERET works with state agencies on ARRA implementation, including grant application design and policy development; contract, procurement, and vendor issues; communication and outreach; and compliance and auditing. ERET oversees the Oregon Stimulus Transparency and Accountability Tracking System (ORSTATS), which centrally captures information about stimulus expenditures; assesses the impact of stimulus funds; monitors individual projects and programs; and maps impact data.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Grant Records

Invoice Records

Databases

ORSTATS