Organizational Placement   *Schedule number:* **2016-0007**
Agency: Employment Relations Board

Program Description:
The Employment Relations Board administers three separate functions pertaining to collective bargaining and the relationship between employers and employees. Functions include those related to the Public Employee Collective Bargaining Act, the State Personnel Relations Law, and the private sector labor-management relations law. The Board is the "labor court" that resolves disputes, issuing final agency orders in contested case proceedings and processing union representation petitions. Board employees also provide mediation and training services.

Program Records:
001   Annual or Biennial Case Logs
   Retain 10 years after case closed, destroy
002   Contested Case Files
   Retain 10 years after case closed, destroy
003   Elections Case Records
   (a) Retain ballots, authorization cards, and "showing of interest" forms 60 days, destroy
   (b) Retain all other records 10 years after case closed, destroy
004   Employment Relations Board Final Orders
   Retain permanently, transfer to the State Archives after 20 years
005   Employment Relations Board Meeting Minutes
   Retain permanently, transfer to the State Archives after 20 years
006   Grievance Arbitration Award Records
   Retain 5 years, destroy
007   Interest Arbitration Award Records
   Retain 25 years, destroy
008   Mediation Case Records
   Retain 1 year after case closed, destroy

State Agency General Records Retention Schedule Records:
Includes, but are not limited to:
Administrative Records (OAR 166-300-0015)
Facilities and Property Records (OAR 166-300-0020)
Financial Records (OAR 166-300-0025)
Information and Records Management Records (OAR 166-300-0030)
Payroll Records (OAR 166-300-0035)
Personnel Records (OAR 166-300-0040)
Risk management Records (OAR 166-300-0045)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: December 2016

Databases:
Electronic Case Management System