

**Landscape Contractors Board**  
Records Retention Schedule 2013-0001  
Effective Date: October 2014  
Table of Contents

|                                   |   |
|-----------------------------------|---|
| Landscape Contractors Board ..... | 2 |
| Administration .....              | 3 |
| Claims Resolution Program .....   | 5 |
| Continuing Education .....        | 6 |
| Enforcement Program .....         | 7 |
| Licensing Program .....           | 8 |

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Schedule number: 2013-0001**

**Agency:** Landscape Contractors Board

**Program:** Landscape Contractors Board

***Program Description:***

The Landscape Contractors Board licenses landscaping businesses and landscape contractors. The Board administers ORS 671.510–671.997 and provides consumer protection and education through the enforcement and claims/dispute resolution process. The Board sets policy for and operates through the Landscape Contractors Board agency. The Board meets bi-monthly.

***Program Records***

None

***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

**Board and Commission Records (OAR 166-350-0010)**

Board and Commission Meeting Minutes

Board and Commission Member Records

Board and Commission Member Personnel Records

***Databases***

LANDSCAPE CONTRACTORS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Schedule number: 2013-0001**

**Agency:** Landscape Contractors Board

**Program:** Administration

***Program Description:***

Administration provides leadership and oversight of all Landscape Contractors Board agency activities. The agency Administrator directs the operation of the agency and serves as policy advisor to the Board, Governor, and the Legislative Assembly on landscape industry issues.

Administration staff performs facilitative and support functions including accounting, budget, cashiering, information systems, mail, payroll, personnel, and purchasing. It also coordinates Administrative Rule functions, legislative tracking, records management, and safety and risk management for the agency.

The agency does not receive DAS accounting support and does not enter financial information into SFMA. The payroll function involves coordination of payroll processing for the agency. Payroll services including employee time accounting, payroll deduction and withholding, and payroll records are provided by a private payroll firm since the agency does not receive DAS payroll support and does not enter payroll information into OSPS. In addition, the agency does not receive DAS human resources support and does not enter personnel information into the DAS PPDB system. The Landscape Contractors Board does not receive DAS purchasing support but does receive DAS risk management support.

***Program Records***

**001 Adopted Budgets**

Retain 25 years, destroy

**002 Annual Financial Reports**

Retain permanently, transfer to State Archives after 10 years

**003 Individual Employee Personnel Records**

(a) Retain employment applications (most recent and first successful), personnel actions (other than salary changes), and summary of service 75 years after employee separation, destroy

(b) Retain employee contracts home address/telephone disclosures and emergency notification forms (most recent), and oaths of office 10 years after employee separation, destroy

(c) Retain all other employee personnel records 3 years, destroy

**004 Payroll Year-to-Date Registers**

Retain 75 years, destroy

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: October, 2014

Expires: November, 2019

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

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

Financial Records (OAR 166-300-0025)

Budget Preparation Records

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

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Risk Management Records (OAR 166-300-0045)

***Databases***

LANDSCAPE CONTRACTORS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Schedule number: 2013-0001**

**Agency:** Landscape Contractors Board

**Program:** Claims Resolution Program

***Program Description:***

The Claims Resolution Program receives and processes claims [complaints] against licensed landscape contracting businesses. A claim may be filed by a consumer alleging breach of contract, fraud, or negligent or improper work by a contractor; complaints by employees alleging nonpayment of wages; by a supplier alleging nonpayment for materials; or by one contractor against another alleging breach of contract, negligent or improper work, or nonpayment.

Each claim is processed by the program manager who directs an investigation of the claim and tries to help the parties reach a settlement. If a settlement is not reached, an order proposing that the business pay the claimant or that the claim be dismissed may be issued. If either party objects to the order they may request a hearing. When a hearing is requested, the case goes to the Office of Administrative Hearings where it is decided by an Administrative Law Judge either through arbitration award or by a Proposed Order. In cases where the parties agree to it, the Administrative Law Judge performs mediation or arbitration to arrive at a resolution. The case may be reviewed by the Landscape Contractors Board and appealed to the Court of Appeals. Claims are closed when all issues are resolved or before an order is issued for a variety of reasons, such as claimant's failure to pursue the claim. The landscape contracting business license will be suspended and the business is not allowed to operate as a landscape contracting business until the claim is paid.

In addition program staff corresponds with contractors, the public and other agencies about the program and contractors.

***Program Records***

**005 Landscape Business Claim Records**

Retain 6 years after claim closed, destroy

**006 Landscape Business Records with Unpaid Final Orders**

Retain 20 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

LANDSCAPE CONTRACTORS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Schedule number: 2013-0001**

**Agency:** Landscape Contractors Board

**Program:** Continuing Education

***Program Description:***

The Continuing Education Program ensures that landscape construction professionals are current with the new developments in landscape technology, and ensures better business practices and safety. Proof of continuing education hours is required for license renewal. To maintain licensing, landscape construction professionals must complete continuing education hours unless waived by the Board. This program also provides information about the approved courses. The Landscape Contractors Board audits renewals to verify compliance with continuing education hour requirements.

***Program Records***

**007 Landscape Contractors Board Continuing Education Hours Audit Records**

Retain 4 years, destroy

**008 Landscape Contractors Board Denial of Course Offerings**

Retain 3 years after denial, destroy

**009 Landscape Contractors Board Individual Approvals/Denials**

Retain 3 years after approval or denial, destroy

**010 Landscape Contractors Board On-joining Course Offering Approvals**

Retain 3 years after notification of term of course or 10 years, whichever is longer, destroy

**011 Landscape Contractors Board One Time Course Offerings Approvals**

Retain 3 years after date of course, destroy

***Databases***

CEH Database

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Schedule number: 2013-0001**

**Agency:** Landscape Contractors Board

**Program:** Enforcement Program

***Program Description:***

The Enforcement Program enforces agency and related laws to provide protection for consumers while providing an equitable business climate for contractors. The program also responds to complaints by consumers. Enforcement conducts its own investigations of suspected wrong doing by contractors. Violations include such things as working or advertising as a contractor while not registered, failure to provide information notices, having employees while registered as exempt, and dishonest or fraudulent conduct. The program contracts with private investigators throughout the state and the State Police and/or the Department of Justice assist in criminal cases.

When violations are discovered, civil penalties and/or other sanctions are proposed. Civil penalties are collected by the Enforcement Program and the Department of Revenue or private collection agency and continue until paid or declared uncollectable. If a contractor or consumer contests a proposed civil penalty or other sanction, the case moves to the Office of Administrative hearings where an Administrative Law Judge determines whether the action proposed by the Enforcement Program is proper and issues a proposed order. Exceptions to the Proposed Order are reviewed by the Landscape Contractors Board and either issues a final order or remands the case back to hearing.

***Program Records***

**012 Landscape Contractors Board Collection Activity Reports**

Retain 10 years or until declared uncollectable, whichever is longer, destroy

**013 Landscape Contractors Board Enforcement Records**

(a) Retain opened cases 25 years after final order issued, destroy

(b) Retain all other records 3 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

LANDSCAPE CONTRACTORS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: October, 2014

Expires: November, 2019

***Organizational Placement***

**Agency:** Landscape Contractors Board

**Program:** Licensing Program

**Schedule number: 2013-0001**

***Program Description:***

The Licensing Program issues examinations for landscape contractors and licenses landscape contractors and landscape businesses. To become licensed, an applicant must show evidence of prerequisite experience, pass a comprehensive examination and pay exam and licensing fees. In addition, businesses must provide a surety bond, general liability insurance, workers compensation insurance, and produce evidence of employment of a licensed contractor.

Program staff receives and process initial applications and fees for exams and notifies exam provider to administer the exam. Staff also receives and process renewal applications and fees and maintains licensed contractor and business records. Staff compiles licensing activity and statistical reports used by management to monitor licensing activities. In addition, staff corresponds with landscape contractors, the public and other agencies about the program and provides history information on licensed contractors to consumers and other contractors.

***Program Records***

**014 Denied Applications**

Retain 5 years after application received, destroy

**015 Incomplete Denied Managing Employee Applications**

Retain 5 years after application received, destroy

**016 Inactive Managing Owner File**

Retain 5 years after final activity, destroy

**017 Landscape Contractors Licensing Records**

Retain 5 years after license expires, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

***Board and Commission Records (OAR 166-350-0010)***

*Records include, but are not limited to:*

Examination and Administration Records

Incomplete License Application Records

***Databases***

LANDSCAPE CONTRACTORS