

Organizational Placement:

Schedule #: 2006-0009

Agency: Office of the Long Term Care Ombudsman

Program Description:

The mission of the Office of the Long Term Care Ombudsman is to enhance the quality of life, improve the level of care, protect individual rights and promote the dignity of each Oregon resident of a nursing facility, adult foster care home, residential care facility or assisted living facility. The Office investigates and resolves complaints made by or on behalf of long term care facility residents. The agency is the primary respondent and central clearinghouse for non-abuse long term care complaints and provides appropriate referral services. The Office is the only entity involved in the long term care system that has no financial conflict of interest with the long term care resident. It provides a check and balance to government involvement with residents and is the primary force opening Oregon's long term care facilities to continuous scrutiny and community dialogue. The Long Term Care Advisory Committee monitors the agency and advises the Governor and Legislative Assembly.

Program Records:

001 Annual Performance Measures (formally Annual/Biennial Reports), 1981-[ongoing], 1 c.f.

Retain permanently, transfer to State Archives after 5 years

002 Federal Reports and Statistics, 1981-[ongoing], 1 c.f.

(a) Final reports: Retain permanently, transfer to State Archives after 5 years

(b) Preparation material: Retain 3 years after final report submitted, destroy

003 Long Term Care Ombudsmen Advisory Committee Minutes, 1981-[ongoing], 1 c.f.

Retain permanently, transfer to State Archives after 10 years

004 Case Files

Destroy when case closed, or when no longer needed

005 Complaints Against Ombudsman Files

Destroy when case closed, or when no longer needed

006 Consumer Information

Retain master copy 7 years after discontinued, destroy

007 General Reports and Statistics

Retain 5 years, destroy

008 Ombudsman Complaint and Activity Reports

Retain 5 years after resolved, destroy

009 Ombudsman Training Materials

Retain 2 years after superseded, destroy

010 Volunteer Personnel Files

Retain 5 years after volunteer leaves program, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records

Agency Organizational Records

Business Plan Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Postal Records
Staff Meeting Records
Financial Records – OAR 166-300-0025
Budget Preparation Records
Personnel Records – OAR 166-300-0040
Employee Personnel Records
Employee Training Records
Position Description and Reclassification Records
Recruitment and Selection Records

Databases:

Applications
Complaints Against Ombudsman
OmBud
Resignation
Volunteer