

ORS RECORD RETENTION

Description	Retention Requirements
Administrative Rule Preparation Records	(a) Retain hearing audio or videotapes: until transcribed or summarized, destroy; (b) Retain all other Administrative Rule records: 10 years after repeal of entire rule, destroy
Agency Organizational Records	Retain 2 years, destroy
Attorney General Opinions Records	Retain 10 years, destroy
Business Plan Records	(a) Retain final document: 6 years, destroy; (b) Retain other business plan records: 1 year after final document produced, destroy
Calendar and Scheduling Records	Retain 1 year, destroy
Communication Logs (See also Correspondence)	Retain 1 year, destroy
Conference, Seminar, and Training Program Records (See also Employee Training Records)	(a) Retain class enrollment and attendance records: 2 years, destroy; (b) Retain all other records: 5 years, destroy
Contracts and Agreements Records	(a) Retain contracts or agreements documenting building construction, alterations, or repair: 10 years after substantial completion [as defined by ORS 12.135 (3)], destroy; (b) Retain all other contracts and agreements: 6 years after expiration, destroy
Correspondence Records	Retentions for program records are found in state agency special schedules; retentions for administrative records are typically found in the State Agency General Records Retention Schedule
Key Assignment Records	Retain 6 months after employee separation or access status changed, destroy
LEDS Certification Records (See also Employee Personnel Records and Recruitment and Selection Records)	Retain 2 years after employee ceases to be LEDS certified, destroy
Legislative Development Advisory Committee Records	Retain 6 years, destroy
Legislative Tracking Records	Retain 6 years, destroy
Litigation Records	(a) Retain precedent-setting litigation records not scheduled by special schedule: 20 years after case closed, destroy; (b) Retain all other litigation records: 5 years after case closed, destroy
Lobbyist Records	(a) Retain expenditure reports: 4 years, destroy; (b) Retain all other lobbyist records: 5 years after last activity, destroy
Mailing Lists Records	Retain until superseded or obsolete, destroy
Parking Records	Retain 4 years, destroy
Policy and Procedure Guidelines and Manuals Records	(a) Retain final document: 6 years after superseded, destroy; (b) Retain all other policy development and planning records: 1 year after final document produced, destroy
Policy Development and Planning Records	(a) Retain final document: 20 years, destroy; (b) Retain all other policy development and planning records: 1 year after final document produced, destroy

Postal Records	Retain 4 years, destroy
Press Releases Records	Retain 10 years, destroy
Professional Membership Records	Retain 6 years, destroy
Public Records Disclosure Request Records	(a) Retain approved request records: 5 years, destroy; (b) Retain denied request records: 5 years after last action, destroy
Publication Preparation Records	Retain 1 year after publication printed, destroy
Security Records (See also Visitor Logs)	Retain 5 years, destroy
Signature Authorizations Records	Retain 6 years after authorization superseded or expired, destroy
Staff Meeting Records	Retain 2 years, destroy
Visitor Logs Records (See also Security Records)	Retain 1 year, destroy
Work Orders Series Records (See also Facility Work Orders)	Retain 1 year after assignment completed or cancelled, destroy;
Year 2000 (Y2K) Planning Records	Destroy
Asset Inventory Reports Inventory Records	(a) Retain records of capitalized assets: 3 years after disposal or replacement of asset, destroy (b) Retain records of expendable assets: 3 years or until superseded, whichever is longer, destroy
Building Records (See also Computer System Wiring Records)	(a) Retain records for state-owned facilities: for the life of the structure, destroy; (b) Retain records for leased facilities: 6 years after expiration of lease, destroy
Damaged/Stolen Property Records	Retain 4 years, destroy
Equipment Maintenance Records (See also Vehicle Records)	Retain 1 year after equipment disposed of, destroy
Equipment/Property Disposition Records	Retain 4 years, destroy
Facility Work Orders Records (See also Work Orders)	Retain 4 years, destroy
Hazardous Substance Employer Survey Records	Retain until superseded or obsolete, destroy
Master Material Safety Data Records	Retain until superseded or chemical no longer in use, destroy
Pesticide Application Records	Retain 2 years after report submitted to ODA, destroy
Vehicle Records (See also Vehicle Accident Records)	Retain 2 years after vehicle disposed of, destroy
1099-Miscellaneous Forms Records	Retain 6 years, destroy
Account Reconciliation Records	Retain 6 years, destroy
Account Transfer Records	Retain 6 years, destroy
Accounting Structure Organizational Hierarchy Records	Retain 6 years, destroy
Accounting System Input Documents and Listings, and Agency Control Reports Records	Retain 4 years, destroy
Accounts Payable Reports Records	(a) Retain SFMA requestable reports: 6 years, destroy; (b) Retain all other accounts payable records: 6 years, destroy

Accounts Receivable Reports	(a) Retain monthly accounts receivable reports and SFMA requestable reports: 6 years, destroy; (b) Retain all other accounts receivable records: 6 years after collected or deemed uncollectible, destroy
Annual Financial Reports Records	Retain 10 years, destroy
Audit Reports Records (See also Internal Audit Reports)	(a) Retain grant fund audit reports: 5 years or according to the terms (if greater than 5 years) specified in the grant, destroy; (b) Retain all other audit reports: 5 years, destroy
Bank Statements Records	Retain 6 years, destroy
Budget Allotment Reports Records	Retain present and previous biennium, destroy
Budget Preparation Records	Retain present and previous biennium, destroy
Cash Receipt Records (See also Receipts and Receipt Registers)	Retain 6 years, destroy
Check Cancellation Request Records	Retain 6 years, destroy
Check Conversion Records	(a) Retain original paper instrument 30 days, destroy (b) Retain ACH transaction or IRD 6 years, destroy
Check Registers Records	Retain 6 years, destroy
Checks Records	Retain 6 years, destroy
Competitive Bid Records (See also Purchasing Records and Vendor Reports)	Retain 6 years after bid awarded or canceled, destroy
Credit and Debit Receipts Agency's Records	Retain 36 months after transaction, destroy
Credit Card Records Records	(a) Retain application and approvals: 3 years after card cancelled, revoked, or denied, destroy; (b) Retain all other credit card records: 6 years, destroy
Debit/Credit Advices Records	Retain 6 years, destroy
Deposit Slips Records	Retain 6 years, destroy
Emergency Board Request Records	Retain present and previous biennium, destroy
Encumbrance Registers Records	Retain 3 years, destroy
Expenditure and Revenue Reports Records	(a) Retain monthly expenditure and revenue 6 years, destroy; (b) Retain SFMA expenditure and revenue projection reports: until superseded or obsolete, destroy; (c) Retain all other expenditure and revenue reports: 2 years, destroy
General Ledger Transaction Reports Records	Retain 6 years, destroy
Gift Tracking Records Series Records	Retain 3 years, destroy
Grant Records	(a) Retain grant records, including SFMA requestable reports: 5 years after final or annual expenditure report accepted, destroy; (b) Retain unsuccessful grant applications: 3 years after rejection or withdrawal, destroy; (c) Retain capital asset records: 3 years after disposition of assets, destroy
Internal Audit Reports Records (See also Audit Reports)	Retain 5 years, destroy
Invoice Registers Records	Retain 6 years, destroy

Invoices Records	Retain 6 years, destroy
Journal Entry Registers Records	Retain 6 years, destroy
Legislatively Adopted Budgets Records	Retain 10 years, destroy
Oregon State Treasury Reports Records	(a) Retain daily account reports: until superseded by monthly reports which summarize daily activity, destroy; (b) Retain debt management reports: 6 years after indebtedness is retired, whether by maturing or being called, destroy; (c) Retain all other State Treasury reports: 6 years, destroy
Petty Cash Fund Records	Retain 6 years, destroy
Purchasing Records (See also Competitive Bid Records & Vendor Reports)	Retain 6 years, destroy
Receipt Registers Records	Retain 6 years, destroy
Receipts Records (See also Cash Receipt Records)	Retain 6 years, destroy
Travel Expense Records	Retain 6 years, destroy
Trial Balance Reports Records	Retain 6 years, destroy
Unclaimed Property Report Records	Retain 3 years after the property is remitted to the Department of State Lands, destroy
Vendor Reports Records (See also Purchasing Records)	(a) Retain annual vendor reports: 6 years, destroy; (b) Retain all other vendor reports: until superseded or obsolete, destroy
Voucher Registers Records	Retain 6 years, destroy
Vouchers Records	Retain 6 years, destroy
Warrant Cancellation Request Records	Retain 6 years, destroy
Warrant Registers Records	Retain 6 years, destroy
Warrants Records	(a) Retain undeliverable warrant: until expired, destroy (b) Retain all other warrants: 6 years, destroy
Computer System Maintenance Records	(a) Retain records related to system or component repair or service: 1 year after life of system or component, destroy; (b) Retain records related to regular or essential records backups: 1 year after superseded or obsolete, destroy; (c) Retain migration plans: until superseded or obsolete, destroy
Computer System Program Documentation Records (See also Information System Planning and Development Records, Software Management Records, and Computer System Maintenance Records)	Retain 1 year after life of system, destroy
Computer System Security Records	(a) Retain system access logs: 3 years, destroy; (b) Retain all other computer system security records: 3 years after superseded or authorization expired, destroy

(Non-OSPA) Records	
Unemployment Compensation Claim Records	Retain 4 years, destroy
Unemployment Reports Records	Retain 4 years, destroy
Affirmative Action Records	(a) Retain Affirmative Action plans and policies: 3 years after superseded or obsolete, destroy; (b) Retain all other Affirmative Action records: 3 years, destroy
Benefits Continuation Records (See also Employee Payroll Records)	Retain 3 years after employee separation or eligibility expired, destroy
Collective Bargaining Records	(a) Retain agency proposals and notes: until contract superseded or obsolete; transfer to Department of Administrative Services; (b) Retain all other agency collective bargaining records: 6 years after contract expiration, destroy
Comparable Worth Study Records	Retain 15 years, destroy
Criminal Background Check Records	(a) Retain background check log: until superseded or obsolete, destroy; (b) Retain all other criminal background check records: 90 days, destroy
Drug Testing Records	(a) Retain positive test results: 5 years, destroy; (b) Retain negative test results: 1 year, destroy
Employee Benefits Records (See also Employee Payroll Records)	(a) Retain PERS enrollment records: 75 years, destroy; (b) Retain all other benefits records: 3 years after employee separation or eligibility expired, destroy
Employee Medical Records (See also Hazard Exposure Records)	(a) Retain hazard exposure records: 30 years after employee separation (29 CFR 1910.1020), destroy; (b) Retain audiometric test records: until employee separation (29 CFR 1910.95), destroy; (c) Retain all other employee medical records: 3 years after employee separation, destroy
Employee Personnel Records (See also Employee Payroll Records)	(a) Retain employment applications (most recent and first successful), personnel actions (other than salary changes), employee contracts, home address/ telephone disclosures and emergency notification forms (most recent), oaths of office, summary of service prior to 1954: 10 years after employee separation, destroy; (b) Retain all other employee personnel records: 3 years, destroy
Employee Suggestion Award Records	Retain 1 year, destroy
Employee Training Records	Retain 3 years, destroy
Employment Eligibility Verification Forms (I-9) Records	Retain 3 years after date of hire or 1 year after employee separation, whichever is longer (8 CFR 274), destroy
Equal Employment Opportunity Commission Compliance Records (See also Equal Employment Opportunity Complaint Records)	(a) Retain policies and procedures: 3 years after superseded, destroy; (b) Retain all other EEO records: 4 years, destroy
Equal Employment Opportunity Complaint Records	Retain 3 years after final decision issued, destroy
Human Resource Services Division Statistical Reports Records	Retain 4 years, destroy
Layoff Records	Retain 3 years, destroy

Computer System Wiring Records	Retention: Retain until superseded or obsolete, destroy
Filing System Records	Retain 5 years after superseded or abolished, destroy
Forms Development Records	Retain until superseded or obsolete, destroy
Information Service Subscription Records	Retain 4 years, destroy
Information System Planning and Development Records	(a) Retain implemented systems: 1 year after life of system, destroy; (b) Retain unimplemented systems: 5 years, destroy
Microfilm Quality Control Records	Retain for the same retention period as related microfilm, destroy
Radio System Records	(a) Retain call sign designations: until superseded or obsolete, destroy; (b) Retain FCC licenses: 2 years after expiration, destroy; (c) Retain all other radio system records: for the life of the system, destroy
Records Management Records	(a) Retain destruction records: permanently in agency; (b) Retain all other records: 5 years after superseded, destroy
Software Management Records	Retain 1 year after software disposed of or upgraded, destroy
Telecommunications System Management Records (See also Facility Work Orders)	Retain 1 year after life of system, destroy
User Support Records	Retain until problem resolved, destroy
Deduction Registers Records	(a) Retain registers documenting state and federal taxes: 5 years, destroy; (b) Retain all other deduction registers: 4 years, destroy
Employee Payroll Records (See also Employee Personnel Records and Employee Benefit Records)	(a) Retain PERS enrollment records: 75 years, destroy; (b) Retain garnishment records: 4 years after resolution, destroy; (c) Retain deduction authorization records: 3 years after superseded, eligibility expired or employee separation, destroy; (d) Retain all other employee payroll records: 3 years after employee separation, destroy
Employee Time Records	Retain 4 years, destroy
Federal and State Tax Records	(a) Retain Withholding Allowance Certificates (W-4): 5 years after superseded or employee separation, destroy; (b) Retain all other federal and state tax records: 5 years, destroy
Family Medical Leave Records	Retain 3 years, destroy
Leave Applications Records (See also Employee Time Records)	Retain 1 year, destroy
Oregon State Payroll Application (OSPA) Reports Records	(a) Retain pre-1987 Leave Accrual Detail Transaction Registers: 75 years, destroy; (b) Retain 1987 and later Leave Accrual Detail Transaction Registers: 10 years, destroy; (c) Retain pre-1951 Payroll Register Detail Reports: 75 years, destroy; (d) Retain 1951 and later Payroll Register Detail Reports: 4 years, destroy; (e) Retain pre-1976 Payroll Year-to-Date Register or Monthly Payroll Registers: 75 years, destroy; (f) Retain 1976 and later Payroll Year-to-Date Registers or Monthly Payroll Registers: 10 years, destroy; (g) Retain all other payroll system reports: 4 years, destroy
Payroll Administrative Reports	Retain 4 years, destroy

Position Description and Reclassification Records	Retain 3 years after superseded or obsolete, destroy
Position Inventory Control System (PICS) Reports	Retain 4 years, destroy
Recruitment and Selection Records (See also Criminal Background Check Records)	(a) Retain announcement records, position description, and test and rating records: 10 years destroy; (b) Retain graded applications, rejected applications, interview notes, and tests: 2 years, destroy; (c) Retain unsolicited applications: 3 months, destroy; (d) Retain all other recruitment and selection records: 3 years after position filled or recruitment cancelled, destroy
Volunteer Program Records (See also Criminal Background Check Records)	(a) Retain individual volunteer records: 5 years after volunteer separation, destroy; (b) Retain all other volunteer program records: 5 years, destroy
Work Schedules and Assignment Records	(a) Retain records designed and used to assess employee performance: 3 years, destroy; (b) Retain all other work schedules and assignment records: 1 year, destroy
Emergency Response Plans and Procedures Records	Retain until superseded or obsolete, destroy
Hazard Exposure Records (See also Employee Medical Records)	(a) Retain noise exposure measurement records: 2 years (29 CFR 1910.95), destroy; (b) Retain audiometric test records: until employee separation (29 CFR 1910.95), destroy; (c) Retain all other hazard exposure records: 30 years after employee separation (29 CFR 1910.1020), destroy
Incident Reports Records (See also Hazard Exposure Records)	(a) If incident results in a claim: transfer to appropriate claim file; (b) If no claim results: retain 10 years, destroy; (c) If incident involves employee hazard exposure: retain 30 years after employee separation (29 CFR 1910.1020), destroy
Insurance Fund Claim Records	Retain 4 years after claim paid or denied, destroy
Occupational Injury and Illness Records	Retain 5 years following the year to which they relate, destroy
Risk Factor Evaluation Records	Retain 4 years, destroy
Safety Compliance and Inspection Records	Retention: Retain 10 years, destroy
Safety Program Records	(a) Retain safety policies, plans, and procedures: 5 years after superseded, destroy; (b) Retain inspection reports and workplace safety committee minutes, agendas, reports, evaluations, and recommendations: 10 years, destroy; (c) Retain all other safety program records: 5 years, destroy
State Accident Insurance Fund (SAIF) Claim Records	Retain 6 years after final disposition of claim, destroy
Vehicle Accident Records	Retain 4 years, destroy