

**General Records Retention Schedule for Educational Service Districts,
School Districts, and Individual Schools**
A Digest of OAR Chapter 166 Applicable to ESDs, School Districts, & Schools
October 29, 2012 Edition

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Introduction and Overview

The Oregon Public Records Law directs the State Archivist to establish administrative rules regarding the retention and disposition of state and local government public records (ORS 192.105). The following general records retention schedule, officially published as Oregon Administrative Rule (OAR) 166 Division 400, specifies minimum periods of time that Educational Service Districts (ESDs), school districts, and individual schools are required to retain records commonly produced in the course of business; this general schedule constitutes the State Archivist's statutorily prescribed authorization to ESDs, school districts, and individual schools to retain, transfer and destroy the public records described herein.

A "public record" is defined in Oregon Revised Statutes (ORS) to include any information that:

- (A) Is prepared, owned, used or retained by a state agency or political subdivision;
- (B) Relates to an activity, transaction or function of a state agency or political subdivision; and
- (C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision ([ORS 192.005 \(5\)](#)).

The definitions and policy statements concerning "public records" in ORS 192 clearly indicate that the state's public records law is intended to be applied broadly to include all information produced in the conduct of the public's business, regardless of physical form or characteristics.

The following general records retention schedule (OAR 166 Division 400) provides ESDs, school districts, and individual schools with the legal authorization to retain and destroy public records. No additional authorization is required to destroy the listed public records, provided there are no related public records requests, pending litigation, or legal holds, and all audit requirements have been satisfied. Notwithstanding the general schedule, however, no public record created in or prior to 1920 may be destroyed without the State Archivist's express written permission (OAR 166-030-0027).

This general schedule may not include all public records produced by ESDs, school districts, and individual schools, as these entities are diverse in size and organization, and their policies and procedures may result in the production of unique public records. The latter records may be separately scheduled in a special records retention schedule, in coordination with the State Archivist, through the procedures specified in OAR 166-030-0021, on a limited basis, with the particular needs of individual ESDs, school districts, and individual schools in mind.

NOTE: This PDF document is not the official version of the referenced administrative rules (OARs). It is a digest of records retention rules applicable to ESDs, school districts, and individual schools, published periodically by the State Archives for user convenience. For the most current version of this general records retention schedule, and all of OAR 166, please contact the Oregon State Archives Administrative Rules unit: 800 Summer St. NE, Salem, Oregon, 97310; 503-373-0701.

*See also the online [HTML version](#), which is updated monthly by the Administrative Rules unit.

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Helpful Hints

Consider the following pointers to maximize the usefulness of this records retention schedule:

(1) Apply the record series listing that functionally matches the actual records in the ESDs, school districts, and individual schools, regardless of location in this schedule. This schedule is divided into 12 sections (see table of contents). Although these sections may not mirror actual departments in any given ESD, school district, or individual school, they are designed to be recognized and used by any department. Acknowledging the wide range of organizational models and procedures, the user is encouraged to apply the record series listing that functionally matches the actual records in the ESD, school district, or individual school, regardless of what section heading the record series is listed under. Please note that the Administrative Records section contains records that are common to many departments of ESDs, school district, and individual schools. Helpful cross-references are included.

(2) All retention periods listed apply only to the official copy of a document, unless otherwise stated. Each ESD, school district, and individual school should have internal procedures to identify which copy of potentially several copies is considered to be the official copy. If unable to determine whether or not a document is the official copy, keep it for the retention period listed in the schedule. Since reference and convenience copies and stocks of publications are not considered public records (as defined by ORS 192.005), authorization is not required for their destruction.

(3) Retention periods listed in this schedule are based on MINIMUM requirements. Circumstances may exist in individual ESDs, school districts, and individual schools requiring retention of certain records beyond the minimum retention period. However, when making that determination, ESD, school district, and individual school should consider the legal and fiscal liabilities of keeping records beyond their required minimum retentions.

(4) A retention period begins with the creation date of a document, unless otherwise stated. A retention period may be expressed as a period of time, an event, or a combination of the two. Examples include: 5 years, 2 years after expiration, until superseded or obsolete, 5 years after case closed, etc.

(5) Inclusion of a record series in this schedule should not be construed as a requirement to either create or use that record series. Many records are included in this general records retention schedule that will not apply to the business processes of every ESD, school district, and individual school; this general schedule is designed to provide retention guidance for records that are *commonly produced* by ESDs, school districts, and individual schools across the state. This general schedule does not require any of these entities to create any new records.

(6) This schedule applies to information regardless of format. Formats include paper, microforms, audio and video recordings, photographs, optical disks, and other electronic and non-electronic records. Retentions in this schedule apply to all official copies in any format.

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(7) A glossary is included with this schedule. The [glossary](#) defines words and concepts used in the schedule that may be unfamiliar to the user.

(8) If unable to match ESD, school district, or individual school records with those listed in this schedule--Use the cross-references within each section. Scan surrounding record series titles and descriptions in the most likely section for more clues. Use a record series, which matches most closely, within reasonable limits. If the ESD, school district, or individual school records appear to be a combination of two or more record series in the schedule, use the listing with the longest retention period. Consult the ESD, school district, or individual school records officer, or the ESD, school district, or individual school attorney for assistance. If ESD, school district, or individual school records cannot be reasonably interpreted to match any series in the schedule, contact the State Archives for appraisal assistance or information on limited special scheduling.

For Additional Information...

For the current version of this general schedule, and all of OAR 166, please contact the Administrative Rules unit of the Oregon State Archives: 800 Summer St. NE, Salem, Oregon, 97310; 503-373-0701. See also the online [HTML version](#) of the rules, which is updated monthly.

If you have questions about using this general records retention schedule, or other public records management concerns, please contact the Records Management program of the Oregon State Archives: 800 Summer St. NE, Salem, OR 97310; 503-378-5221; <http://arcweb.sos.state.or.us/>.

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OAR 166 Division 5

POLICY, PURPOSE, AND DEFINITIONS

Policy

166-005-0000: It is the policy of the State of Oregon to assure the preservation of records essential to meet the needs of the state, its political subdivisions and its citizens and to assure the prompt destruction of records without continuing value. Unlawful destruction of any public record, regardless of medium or physical format, is a crime punishable under the provisions of ORS 162.305. Public records may be created and retained in a variety of media and physical formats, including but not limited to paper, microfilm, sound recordings, video recordings, and electronic media, devices and recordkeeping systems.

Purpose

166-005-0005: The purpose of these rules is to implement the provisions of ORS 192.005 to 192.170, and 357.825 to 357.895, by providing procedures for the orderly retention and disposition of public records, regardless of medium or physical format; specify standards for appropriate use of microforms and electronic records; specify standards for the protection and storage of public records; and specify rules for the use of the State Archives, State Records Center and Security Copy Depository. General Records Retention Schedules published as a part of these rules provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records.

Definitions for Divisions 5 through 475

166-005-0010: As used in these rules, "photocopy", "political subdivision", "public record", "public writings", and "state agency" are defined by ORS 192. As used in these rules unless otherwise required by context:

(1) "Accession" means to take into physical custody a group of records or other materials and to formally document their receipt.

(2) "Agency" when used alone means either a state agency or a political subdivision.

(3) "Exempt records" are public records that do not need to be disclosed under ORS 192.410.

(4) "Excluded records" are records which are excluded from the definition of public records by ORS 192.005(5) or other state or federal laws or rules.

(5) "Hard Copy" means a printout of data stored in a computer.

(6) "Local agency" means any officer, department, board, commission or institution created by or under the jurisdiction of a political subdivision of this state.

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(7) "Official copy" is that version of a public record that has been designated by the agency as the record of a transaction or event, and which is subject to the requirements of laws, rules and the records retention schedule authorized by the State Archivist.

(8) "Permanent" public records are those deemed worthy of permanent preservation by the State Archivist and the official copy of permanent records must be retained in paper or in microfilm.

(9) "Records Management" means the planning, controlling, directing, organizing, training, promoting and other managerial activities involving the life cycle of information, including creation, maintenance (use, storage, retrieval) and disposal, regardless of physical form. Records management procedures are used to achieve adequate and proper documentation of state policies and transactions and effective and economical management of agency and organizational operations.

(10) "Records Officer" refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a). Records Officers organize and coordinate the agency's Records Management Program. Records Officers also serve as their agency's primary liaison with the State Archivist and receive training from the State Archivist in performing their duties. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction.

(11) "Record series" is an itemized listing on a records retention schedule which identifies a single record or a group of records for purposes of retention and disposition.

(12) "Records Retention Schedule" means a document produced and approved by the State Archivist listing the length of time a record needs to be kept for administrative, legal, fiscal or historic purposes. For state agencies this time represents both the minimum and maximum length of time a record must be kept. A records retention schedule approved by the State Archivist is an agency's legal authorization to destroy public records. The State Archivist writes two types of records retention schedules. The first is a special schedule that is written for records unique to an agency, and the second is a general schedule representing those records that are common to most agencies.

(13) "Retention Period" means the length of time a public record must be retained as authorized by an applicable records retention schedule produced and approved by the State Archivist. Retention periods for state agency records are both a minimum and maximum retention meaning that the records must be destroyed when the retention has been met as long as there is no pending litigation and all audit requirements have been satisfied. Retention periods for local governments are required minimums only.

(14) "Security Copy Depository" is a storage and retrieval facility operated by the State Archivist for security copies of microfilm for state and local agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

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15) "State Archivist" is the public employee who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center and the Security Copy Depository (ORS 192 and 357).

(16) "State Records Center" is a storage and retrieval facility operated by the State Archivist for inactive records of state agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

OAR 166 Division 10

**STATE ARCHIVES, STATE RECORDS CENTER,
AND SECURITY COPY DEPOSITORY SERVICES**

General

166-010-0000: The Archives Division, Office of the Secretary of State, is administered by the State Archivist. The State Archives accepts custody of permanently valuable public records and provides access to those public records in the official custody of the State Archivist. The State Records Center provides storage and retrieval services for inactive records of state agencies. The Archives Division also provides advice and assistance to state and local agencies, and operates the Security Copy Depository which is a storage and retrieval service for security copy microfilm from state or local agencies.

Custody of Records

166-010-0006: The Archives Division may accept custody of public records in accordance with ORS 357.825 or 357.835. The ownership of the records, transfers to the State Archivist upon acceptance into the State Archives. The State Archives accessions records in under the following conditions:

- (1) Prior approval is required to deposit public records in the State Archives. These deposits will be done according to procedures, criteria and standards established by the State Archivist.
- (2) Except as otherwise provided by ORS 357.835(2), official custody of all records of a state agency which is abolished or ceases to operate shall pass to the State Archivist.
- (3) When the State Archivist has determined that public records, no longer required for the discharge of duties by the official custodian, are stored where they are no longer available for use or in conditions which endanger the public records, the State Archivist shall requisition them for transfer to the State Archivist's custody if they are determined by the State Archivist to be of value.
- (4) Public records in the State Archives are available for use in the Archives Building Reference room. Records may not be removed from the Archives Building, except as otherwise provided by law. Patrons shall use public records in the Reference Room, observing its rules, OAR 166-010-0015.

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(5) When the State Archivist has determined that records in the custody of the State Archivist cease to be of value, the State Archivist may destroy the records.

State Archives Reference Room Rules

166-010-0015: Patrons shall observe the following rules for the protection and control of records:

- (1) Patrons shall register and shall furnish current and valid government-issued photo identification to use public records in the State Archives.
- (2) Patrons shall only use a pencil when making notations, shall not mark public records, and shall maintain the original order of the public records consulted.
- (3) No person shall smoke, drink or eat in the Reference Room.
- (4) Patrons shall notify the staff when their work is completed.
- (5) Patrons shall not remove from the Reference Room public records or other materials in the official custody of the State Archivist.
- (6) Patrons shall not alter, mutilate or otherwise deface public records.
- (7) Patrons may take paper and research materials into the Reference Room. Personal electronic devices such as laptop computers, cameras and scanners are allowed under the following conditions, but must be removed from any enclosed cases before entering the Reference Room:
 - (a) Patrons may bring cameras to photograph records, but may not use a flash.
 - (b) Patrons may use scanners with the following restrictions: the copying surface (platen) must be the same size or larger than the records they plan to scan; the scanner must not cause friction, abrasion, or otherwise damage records; light sources must not generate heat on the records; and equipment surfaces must be clean and dry before being used. Drum and automatic feeder scanners are prohibited.

Archives Division Fees

166-010-0016: The following fees are collected for State Archives services:

- (1) Ready Reference Requests -- no charge. This includes requests for information that can be answered by staff without leaving their workstation or by consulting basic reference tools such as finding aids, tracing binders, or reference books.
- (2) Basic Records Request -- \$5 in-state; \$10 out-of-state. This includes copying charges, postage and supplies. It applies to one-page documents. A Basic Records Request must provide

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an exact citation to a record (e.g., a citation from the death index, a record listed in the on-line index) in the custody of the Archives Division.

(3) Basic Case File Request -- \$10 in-state; \$15 out-of-state. This includes up to 10 photocopies, postage and supplies. Additional photocopy pages are charged at 75 cents per page. A Basic Case File Request must provide an exact citation to a record in the custody of the Archives Division.

(4) Requests -- not defined above will include labor charges plus copying, supply and postage charges when incurred. In addition, requests received from out-of-state will be charged an additional \$5 fee.

(5) Labor Charges -- \$40 per hour, charged in 15-minute increments. There is a maximum of four hours labor for any request.

(6) Expedited service fee: Rush requests will be assessed a thirty-dollar (\$30) fee in addition to all applicable research and copy fees. Rush requests are limited to single specific requests and are dependent on staff availability. Such requests may be subject to review and restrictions.

(7) Photocopies. Copies made by the customer -- 25 cents per page. Copies made by Archives Division staff -- 75 cents per page.

(8) Fax -- 75 cents per page.

(9) PDF -- 75 cents per page.

(10) Audio Tape duplication. Cassette to cassette duplicates -- \$7 per cassette.

(11) Certification -- \$5 per certification.

(12) Digital Images of existing files for electronic download or copied to CD-ROM:

(a) Case File -- \$35

(b) Multipage image (10 pages or less) -- \$10

(c) Single page image -- \$5

(13) High Resolution (600 dpi) digital images of Historical Trademarks, oversized maps or photographs -- \$20 per image.

(14) Reproduction by Outside Vendor -- Vendor and travel costs, when applicable plus \$10 handling fee.

(15) The Secretary of State shall not refund fees paid in excess of the amount legally due the Division if the amount is \$10 or less, unless a refund is requested in writing by the applicant or

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the applicant's legal representative. Such requests must be made within three years of the date payment is received by the Division.

State Records Center

166-010-0018: The State Records Center accepts records for storage under the following conditions:

- (1) Only state agencies with approved records retention schedules can store records at the State Records Center.
- (2) Official custody of the records transferred to the State Records Center remains with the state agency from which they were received or its legal successor.
- (3) Prior approval is required for state agencies to transfer public records to the State Records Center. These transfers will be completed according to procedures, criteria and standards established by the State Archivist which are available on request.
- (4) Requests from the depositing state agency for records or information stored at the state Records Center shall be made by mail or fax, and only by authorized personnel. Phone requests are not accepted.
- (5) Deliveries to state agencies of public records as requested will be made as follows:
 - (a) Deliveries will be made through the Central Mail Service of the Department of Administrative Services to state agencies served by that Department.
 - (b) Postal service will be used for deliveries to state agencies which are not served by the Central Mail Service at the expense of the depositing agency.
 - (c) Under special circumstances, the agency may make prior arrangements with the staff of the State Records Center to go to the State Records Center to pick up their request.
- (5) A state agency may request or authorize the loan or return of public records in its official custody from the State Records Center as follows:
 - (a) Loans of individual files or boxes may be made and a follow-up system for loaned public records will be observed.
 - (b) All requests for loan or return of public records in the State Records Center must originate from authorized personnel of the state agency which has official custody of the public records.
 - (c) A state agency must authorize in writing the State Records Center to loan or transfer public records in its official custody to another agency.

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(6) Storage fees for the State Records Center are based on a biennial assessment and are listed in the State Price List.

Security Copy Depository Deposits for Storage

166-010-0019: The Security Copy Depository operates vault facilities, located in the State Archives Building, for the off-site storage of security microfilm of public records. The Security Copy Depository accepts deposits for storage under the following conditions:

- (1) Public records transferred to the Security Copy Depository remain in the official custody of the agency from which they were received. All requests for access to the stored records are made only through that agency.
- (2) Prior approval is required to transfer public records to the Security Copy Depository. Transfers will be completed according to procedures, criteria, and standards established by the State Archivist, which are available on request.
- (3) Only records with an approved retention period of ten or more years shall be accepted for transfer.
- (4) Minimum requirements for the depository are listed in OAR 166-025-0030.
- (5) Storage fees for the Security Copy Depository are based on a biennial assessment. Please contact the State Archives, Security Copy Depository (503-378-5250) for current fees.

OAR 166 Division 17

DIGITAL IMAGING

Definitions

166-017-0010: In addition to the definitions contained in OAR 166-005-0010, the following definitions apply to this division:

- (1) "Records Officer" -- Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).
- (2) "AIIM" -- Association for Information and Image Management.
- (3) "ANSI" -- American National Standards Institute.
- (4) "CCITT" -- Consultative Committee on International Telegraphy and Telephones.

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- (5) "Digital Imaging System" means a system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.
- (6) "DPI" -- Dots per inch; refers to the number of pixels contained in a linear inch.
- (7) "Fax or Facsimile" -- A process by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.
- (8) "Header Label" -- A set of information associated with a specific digital image which assist system software in retrieving images.
- (9) "JPEG" -- Joint Photographic Experts Group.
- (10) "Long Term Storage" -- Storage which is used for information which has a life-expectancy of 15 years or more.
- (11) "Pixel" -- The smallest display element on a video screen or the smallest element in a grid which is placed over a page of text or graphics.
- (12) "Scheduled Retention Period" means the length of time a public record must be retained as authorized by a general or special retention schedule.
- (13) "WORM" -- Write once, read many; refers to a type of optical disk which cannot be erased or amended.

System Documentation

166-017-0020: All digital imaging systems that store digitized public records with a retention period of ten years or more shall have system documentation on file with the agency records officer. This documentation shall include a narrative description of the digital imaging system; the retention period of the original records; the header label used in the system; and an estimate of the life expectancy of the digital imaging system. If the life expectancy of the system is less than the retention period of the records it stores, system documentation shall also include a description of how access to digital images of records will be maintained.

Image Quality

166-017-0030: Digitized documents shall be verified after digitization. Documentation describing each inspection shall be maintained for each digital imaging system and shall include the date of inspection, name of inspector(s), group of documents inspected, and sample size (if applicable). Scanner quality control procedures shall conform to **ANSI/AIIM MS44-1988, Recommended Practice for Quality Control of Image Scanners**, which is incorporated by reference and is available from Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910. In addition, the following standards apply to digital images:

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(1) Office documents containing fonts no smaller than six-point shall be scanned at a minimum density of 200 dpi. Documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi.

(2) If documents are digitized using fax technology, the fax mechanism must be capable of transmitting and receiving both 200 and 300 dpi images.

(3) Digitized documents shall support CCITT Group 3 or 4 compression techniques. Digitized photographs and halftone images shall also support or provide a gateway to JPEG compression techniques.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Indexing

166-017-0040: All documents in a digital imaging system shall be indexed and retrievable. Document image indexes shall be preserved as long as the document images in the system are maintained.

Storage Requirements

166-017-0050:

(1) The following standards apply to the storage of optical disks containing public records:

(a) Environmental conditions for the operation, maintenance, and storage of digital imaging system equipment and storage media shall meet or exceed manufacturers' specifications;

(b) Digital imaging system equipment shall be maintained in proper working condition. Manufacturers' guidelines for preventive maintenance shall be followed and defective equipment shall not be used.

(2) In addition to the standards in section (1) of this rule, the following standards apply to the long-term storage of information on optical disks:

(a) Digital images shall be recorded and stored by means of a technology that does not allow their subsequent revision or replacement;

(b) The optical disk substrate shall be either polycarbonate or tempered glass;

(c) Only optical disks with a 20 year life expectancy based on accelerated aging tests linked to specific disk locations may be used;

(d) Digital imaging system storage media shall be inspected annually. This inspection should include visual examination of the medium and its housing, followed by the retrieval or playback of recorded information. Documentation describing each inspection shall be maintained for each

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digital imaging system and shall include the date of inspection, name of inspector(s), storage media inspected, and sample size (if applicable).

Expungement of Information Stored on WORM Media

166-017-0060: Expungement of digital images stored on WORM optical disks shall conform to the **Expungement of Information Recorded on Optical Write-Once-Read-Many (WORM) Systems (TR28-1991)** which is incorporated by reference and is available from Association of Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Access

166-017-0070: Before any agency acquires or makes a major modification to any digital imaging system, equipment or software to store or retrieve public records, it shall assure that such proposed system, equipment or software adequately provides for the rights of the public to access and copy public records under [ORS 192.410](#) to [192.505](#):

(1) Agencies shall not enter into contracts with any person or entity if the contract will impair the right of the public under state law to inspect or copy the agency's nonexempt public records existing online in, or stored on a device or media in connection with a digital imaging system owned, leased or otherwise used by an agency in the course of its governmental functions.

(2) Digital imaging systems shall use non-proprietary header labels if they are intended to store long-term information. If a digital imaging system uses proprietary header labels, the system must be able to read images with non-proprietary header labels and produce images with non-proprietary header labels.

Retention

166-017-0080

(1) Public records with a scheduled retention period of less than 100 years may be stored on optical disks. The original record may be disposed of following verification of acceptable optical image quality. Images stored on optical disks shall be copied onto new optical disks after no more than ten years. Images must be recopied until the retention period of the original public records has been satisfied.

(2) Public records with a scheduled retention period of 100 years or more may be stored on optical disk devices provided that the original records are retained in hard copy or on microfilm for the entire scheduled retention period.

THE PROTECTION AND STORAGE OF PUBLIC RECORDS

Purpose

166-020-0005: This Division defines storage and conditions that are acceptable for the use, storage, and protection of public records in Oregon, ensuring that the informational content is protected for the entire length of the authorized retention period of the public record.

Definitions

166-020-0007: In addition to the definitions contained in OAR 166-005-0010 and OAR 166-017-0011, the following definitions apply to this division:

(1) "Essential electronic records system" means a records system which requires a computer to process and contains records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(2) "Essential records" means records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of the agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(3) "Records system" means an organized collection of data captured, processed, maintained, transmitted or disseminated in accordance with defined procedures (automated or manual).

Duties of Public Records Custodians

166-020-0010: Public records custodians are charged with protecting and providing access to public records:

(1) The term "public records" as used in statutes and rules pertaining to disposition of public records means records which are the property of the public. Alienation of public records is prohibited by public policy and statute (ORS 192.001). Custodians of public records are specifically charged by statute with the responsibility of protecting them, and, except as expressly provided by statute, furnishing reasonable opportunities for inspection and examination of them by any person (ORS 192.430 (1)).

(2) State and local agencies are responsible for public records in their custody, wherever deposited, until the public records have been transferred to the custody of the State Archivist or otherwise disposed of as authorized by an approved records retention schedule produced by the State Archivist

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(3) Pursuant to ORS 357.875, no state agency or local government shall enter into or renew an agreement with any records storage entity that restricts the access or inspection of Oregon public records by the State Archivist.

(4) When a state agency is abolished or ceases to operate, its public records shall be deposited in the official custody of the State Archivist, except as otherwise provided by ORS 357.835(2).

(5) Public records deposited in the State Records Center or Security Copy Depository remain in the official custody of the agency which deposited them.

Storage Area Standards

166-020-0015: Safe storage of public records requires compliance with the following standards:

(1) Public records should be stored in secure, fire-resistant structures and in areas in which the temperature and humidity are maintained at the levels required to ensure optimum longevity of the paper, film or medium on which they are recorded. Adequate light and access should be provided to permit retrieval of public records. Adequate ventilation and protection against insect or mold invasion should be provided. Steam, water, and sewer pipes, other than fire-control sprinkler systems, pose extreme hazard to records. No public records of enduring value should be stored where heat, breaks, drips or condensation from pipes could damage them; where windows, doors, walls or roofs are likely to admit moisture; or where they will be exposed to sunlight or extreme temperature variations.

(2) Aisle space in public records storage areas should be kept free of obstruction and no public records should be stacked or piled directly on the floor of any storage area. All public records should be shelved above initial flood level of any bursting pipe, leaky roof, sprinkler system or other source of water.

(3) Additional storage area standards are specified in these rules for public records stored in electronic format (OAR 166, Division 17), and in microforms (OAR 166, Division 25).

Essential Records Systems, Identification and Storage

166-020-0045:

(1) Agencies shall, with the advice and assistance of the State Archivist, identify their essential records, regardless of medium or physical format.

(2) Agencies shall store security copies of essential electronic records systems off the premises where the system is used, along with any system documentation necessary to enable recovery of the system in the event of an emergency.

(3) Agencies shall comply with the following storage requirements for security copies of essential electronic records systems:

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(a) Off-site storage conditions shall have temperatures no less than 60 degrees or greater than 80 degrees Fahrenheit, and shall have a relative humidity no greater than 50 percent.

(b) Off-site storage shall be in secure facilities with fire suppression systems. Facilities must provide adequate ventilation and protection against insect and mold infestation. No essential records systems shall be stored where heat or moisture can damage them.

OAR 166 Division 25

MICROFILM STANDARDS RULES

Purpose and Application of Microfilm Standards Rules

166-025-0005: The authority for these rules is found in ORS 192.070, 357.825(2), and 357.895. State agencies and political subdivisions shall comply with these rules for microfilming public records. These rules contain the measures necessary to insure that the informational content of public records is protected for the life of the record.

Definitions

166-025-0010: In addition to the definitions contained in OAR 166-005-0010, OAR 166-017-0011 and 166-020-0007, the following definitions apply to this division:

- (1) "AIIM" refers to the Association for Information and Image Management.
- (2) "ANSI" refers to the American National Standards Institute.
- (3) "Aperture card" means a card with a rectangular opening into which microfilm may be inserted.
- (4) "Certification (Certificate of Legality)" means the confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. It is sometimes referred to as a "Camera Operator's Certificate."
- (5) Computer Output Microfilm (COM) Computer Output Microfilm is a process for copying data from electronic media on computers onto microfilm or microfiche using a high-speed recorder which transfers machine-readable digital data onto human-readable microfilm/fiche using laser technology and a processor, which develops the microfilm after it is exposed to the light source. COM is most often used for large reports that do not need to be edited or manipulated.
- (6) "Density" means the light-absorbing or light-reflecting characteristics of a photographic medium.

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(7) "Generation" means one of the successive duplicates of a photographic master. The camera original is the first-generation film. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.

(8) "Hybrid system" means a system that combines a micrographic/microfilm analog system with a electronic, digital technology)

(9) "Image" means any representation of a document or data produced by radiant energy.

(10) "Jacket" means a transparent plastic carrier with channels into which film may be inserted.

(11) "Light box" or "light table" means a back-lit translucent surface used for film inspection.

(12) "Loupe (lupe)" means a small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.

(13) "Methylene blue test" is a test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.

(14) "Microfiche" is a piece of film with images arranged in a grid pattern. Computer- Output-Microfilm is usually produced in this format.

(15) "Planetary camera" is a type of microfilm camera that photographs a document as it lies stationary as it is being photographed. The document lies on a plane surface and the camera itself is suspended above the document.

(16) "Processing" means the steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.

(17) "Reduction ratio" is the relationship between the dimensions of the original document and the dimensions of the microimage of that document.

(18) "Resolution" is the ability of microfilm or a photographic system to record fine detail.

(19) "Retakes" means refilming of documents.

(20) "Roll microfilm" means film that is wound on a reel, spool or core.

(21) "Rotary camera" is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.

(22) "Security copy" means a silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.

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(23) "Security Copy Depository" means the section of the Archives Division which offers storage of security microfilm.

(24) "Source document microfilming" means the conversion of paper records to microfilm. It is differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

(25) "Splice" means the joining of two pieces of film so that they function as one piece.

(26) "Target, Informational" is a chart or document which is photographed in order to assist in identifying the content of the microfilm.

(27) "Target, Technical" is an aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

(28) "Unitized microfilm" means film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

(29) "Working copy" is a copy of microfilm which is distributed for end user use and not for security purposes.

Technical Specifications for First-Generation 16 mm, 35 mm, and 105 mm Silver-Gelatin Source Document Roll Microfilm for Permanent and Long-Term Oregon Public Records 166-025-0015:

(1) Microfilm Specifications: All security microfilm for long-term or permanent records shall be 16 mm, 35 mm, or 105 mm negative non-perforated silver gelatin type on a polyester base, as described in ANSI IT9.1-1996; Imaging Media (Film) -- Silver Gelatin Type -- Specifications for Stability. The film shall be at least 0.13 mm thick.

(2) Reels: Processed film shall be on storage reels which are chemically inert, in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers, are sturdy, and have dimensions which conform to ANSI/AIIM MS34-1990; Dimensions for Reels Used for 16 mm and 35 mm Microfilm. The film shall be stored with the start target at the outer end in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents.

(3) Restrainers: Only acid-free, button tie paper bands in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers shall be acceptable to restrain film on its reel.

(4) Enclosures: Film enclosures (containers) shall be inert black plastic.

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(5) Quality Control-Inspection: Inspection and quality control data shall be recorded at the time the film is processed. A film inspection form is available from the Archives Division. First-generation (camera) film shall be inspected frame-by-frame for visible defects and missing documents. Inspection may be performed on a light table using an eye loupe for the frame-by-frame inspection and under a microscope for the inspection of resolution. The inspector shall wear clean, white, lint-free cotton gloves when handling the film. All inspection shall be performed in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents, Section 8. Security copies of film shall be free from scratches, gouges, blemishes, dust, dirt, or fingerprints.

(6) Residual Thiosulfate: All film shall meet the requirements for residual thiosulfate ion concentration as specified in ANSI IT9.1-1996; For Imaging Media (Film) -- Silver-gelatin type-Specifications for Stability, Section 6.4. The maximum allowable thiosulfate ion concentration is .014 grams per square meter. Testing for residual thiosulfate ion concentration shall be done by using the Methylene Blue method in accordance with ANSI/ASC PH4.8-1985; For Photography (Chemicals)-Residual Thiosulfate and Other Chemicals in Films, Plates and Papers-Determination and Measurement, Section 5. This test shall be conducted within two weeks of film processing and may be performed at the processing site or by an independent laboratory. All test results shall be documented.

(7) Target Density: The aim point density shall be $1.00 \pm .10$. The acceptable density range on targets shall be .80 - 1.25. There shall not be more than a .20 density shift on targets in a single roll. Any roll which falls outside the acceptable .80 - 1.25 density range on targets shall be re-filmed. Density variation shall not be greater than .15 across a target. The plain white pages or acceptable density target photographed at the beginning and end of each roll of film shall be used as the primary density measurement targets.

(8) Reduction Ratio: The reduction ratio used shall approximately fill the image area across the width of the film as seen on the camera's projected image area; the ratio shall not be less than 8:1. All edges of the document shall be visible in the image area. (See ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents, Section 3.6.) Reduction ratio changes within the same record series shall be avoided. If they are necessary, however, the change in ratio shall be identified by an informational target filmed immediately before each change.

(9) Resolution: Each roll of first-generation film shall be evaluated for resolution by viewing the standard ISO Resolution test chart (see OAR 166-025-0020 on Targets and Certifications) at 100X magnification. The smallest distinguishable test pattern must correspond to the correct reduction ratio as seen in Figure 1:

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Figure 1

Reduction Ratio — Smallest ISO Test Chart Pattern Read — Resolving Power

8:1 — 10.0 — 80

12:1 — 9.0 — 108

15:1 — 7.1 — 106

16:1 — 7.1 — 114

17:1 — 6.3 — 107

20:1 — 5.6 — 112

21.2:1 — 5.6 — 119

24:1 — 5.0 — 120

28:1 — 4.5 — 126

30:1 — 4.5 — 135

33.9:1 — 4.0 — 136

36:1 — 4.0 — 144

42.4:1 — 3.2 — 136

(10) Splicing: There shall be no more than six splices on security copies of film. Retakes shall include at least two pages preceding and following the pages to be refilmed. There shall be no splices between the technical target and the text. All splices shall conform to ANSI/AIIM MS18-1992(R1998); Splices for Imaged Film -- Dimensions and Operational Constraints.

(11) Targets and Certification: All microfilm shall conform to the standards for targets and certifications set forth separately in these rules.

[ED. NOTE: Publications referenced are available from the agency.]

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Targets and Certifications

166-025-0020: The following informational and technical targeting and certification shall be included in all public records on roll microfilm. All targets are available from the Archives Division:

(1) At the beginning of each roll there shall appear:

(a) A minimum of 24 linear inches of exposed and, processed blank film;

(b) Followed immediately by three exposures of clean, blank white paper or the density target;

(c) Followed by a planetary camera or rotary camera technical target of the type specified by the American National Standards Institute and the Association for Information and Image Management (hereafter ANSI/AIIM) in standards ANSI/AIIM MS19-1993; Recommended Practice for the Identification of Microforms and ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microform of Documents for the laboratory measurement of resolution and reduction ratio;

(d) Followed immediately by a "Start" target;

(e) Followed by a target indicating roll number;

(f) Followed immediately by a title sheet containing name of agency creating the records, series title of the records, starting identification (first records number, etc.) and reduction ratio. All missing documents or records shall be so identified with an appropriate target.

(2) At the end of each roll there shall appear:

(a) A target sheet including series title of the records filmed, ending identification (last record number, etc.);

(b) A Certificate of Legality and Authenticity, including the name and signature of the camera operator;

(c) Followed by a target indicating roll number;

(d) Followed by an "End of Reel" target;

(e) Followed by three exposures of clean, blank white paper or the density target;

(f) Followed by 24 inches of exposed and processed blank film.

(3) See the Archives Division Micrographics Manual for instructions on use of these and other informational targets.

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[ED. NOTE: Publications referenced are available from the agency.]

Hybrid Systems

166-025-0021

The use of hybrid systems (system that combines a micrographic/microfilm analog system with an electronic, digital technology) may be used provided the following conditions have been met:

(1) Electronic Imaging to Microfilm-for records with a retention period of 100 years or greater

(a) The microfilm copy produced is a silver halide microfilm that meets all of the requirements for microfilm outlined in OAR 166 Division 25.

(b) Each roll of film produced from an electronic imaging system carries the required targets for both electronic imaging systems (166-017-0031) and for microfilm (166-025).

(c) Each roll of film that will be deposited into the Security Copy Depository shall be polysulfide treated according to OAR 166-025.

(d) Documents shall be scanned using a resolution of not less than 200 dpi and can be transferred to either 16mm or 35mm rolls of microfilm. However, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi. In addition, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be recorded on 35 mm roll silver halide film only.

(e) One-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record. The verification of images shall include the inspection of images on the microfilm.

(2) For records with a retention period of less than 100 years, documents shall be scanned using a resolution of not less than 200 dpi; documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi, and one-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record.

(3) Microfilm to Electronic Imaging

(a) A duplicate of the microfilm shall be made prior to scanning the microform.

(b) One-hundred percent of the scanned images shall be verified for completeness and accuracy.

(c) Microfilm with a retention period of less than 100 years may be destroyed once one-hundred percent of the scanned images are verified for completeness and accuracy.

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(d) Microfilm with a retention period of greater than 100 years may not be destroyed unless written permission has been obtained from the State Archivist.

(4) Targeting and certification shall be completed according to the requirements of 166-025-00022.

Target and Certifications (Hybrid Systems)

166-025-0022

The following informational and technical targeting and certification shall be included in all public records on hybrid systems. All targets are available from the Archives Division:

(1) At the beginning of each roll there shall appear:

(a) 24" of processed leader

(b) One blank sheet of white paper

(c) ANSI/AIIM Scanner Test Chart #2

(d) Title sheet that includes series title, roll number, agency name, reduction ratio and dpi

(2) At the end of each roll there shall appear:

(a) Certificate of legality and authenticity (required information: Name of record creating agency, series title, date(s) of filming, name of scanner operator, signature of scanner operator, date signed.

(b) One blank sheet of white paper

(c) 24" of processed trailer

Storage of Security Microfilm

166-025-0025: Custodians of microfilm which contains long-term or permanent records shall provide off-site storage for silver security microfilm. This storage shall be at the appropriate temperature and relative humidity as specified in ANSI IT9.11 -- (1998) American National Standard for Imaging Media -- Processed Safety Photographic Film -- Storage. Security microfilm shall be stored in acceptable containers and on acceptable reels. (See OAR 166-025-0015; Technical Specifications for Roll Microfilm)

[ED. NOTE: Publications referenced are available from the agency.]

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Security Copy Depository

166-025-0030: The Archives Division operates the Security Copy Depository. The following are requirements for deposit of microfilm in Depository:

(1) Microfilm with an approved retention period between 10 and 99 years:

(a) Microfilm will be inspected for evidence of deterioration only on request of the depositor. Depositors shall be charged for all inspections.

(b) Microfilm for deposit shall be silver gelatin film, but may be unitized formats (e.g., microfiche, aperture cards). Non-silver films will not be accepted.

(c) All microfilm must be accompanied by a valid transmittal at the time of transfer.

(2) Microfilm with an approved retention period of 100 years or greater:

(a) Microfilm must have received approved, polysulfide treatment prior to acceptance into the Depository.

(b) Use of the Depository satisfies the off-site storage requirements of OAR 166-025-0025, Storage of Security Microfilm;

(c) Film transferred to the Security Copy Depository with a retention of 100 years or more will be inspected upon receipt for compliance with OAR 166-025-0015.

(d) The Archives Division shall require remedial action and/or image stabilization treatment on microfilm in the Security Copy Depository with a retention of 100 years or more and accepted prior to 1999. Depositors shall be charged for image stabilization and/or remedial treatments. Depositors who do not wish to have their film treated, will have their film returned to them.

(e) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be on 16 mm, 35 mm, or 105 mm polyester based wet-processed silver gelatin roll film only;

(f) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be enclosed in inert plastic containers in accordance with ANSI IT9.2-1991; For Imaging Media — Photographic Processed Films, Plates, and Papers — Filing Enclosures and Storage Containers. Containers shall be labeled in compliance with the requirements in the Oregon State Archives Division Micrographics Manual.

(g) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be accompanied by a valid transmittal at the time of transfer;

(h) Non-silver films will not be accepted.

[ED. NOTE: Publications referenced are available from the agency.]

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Microfilm as Official Copy of Public Record***

166-025-0035: Microfilm may be substituted for any paper or machine readable record if it is made according to the following conditions:

(1) A security copy of microfilm of public records which has a required minimum retention period of 100 years or longer must be made and stored in accordance with OAR 166-025-0005 to 166-025-0030. A security copy must be reserved and used solely as a backup security copy or as a master for making working copy duplicate film when required.

(2) Working copies of microfilm, and microfilm of public records with a minimum retention period of less than 100 years, may be made in accordance with agency standards and requirements for the retention period of the public records, including the option of using any film, processing system, or storage containers the agency may select.

OAR 166 Division 30

RECORDS MANAGEMENT PROCEDURES

Purpose

166-030-0005: This Division specifies requirements for agency records management programs, and specifies the lawful authority and methods to destroy or otherwise dispose of public records. They apply to all public records, regardless of medium or physical format, created and stored by state and local agencies.

Appointment of Records Officer

166-030-0016: To establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value, each state or local agency shall designate a Records Officer. Records Officers organize and coordinate the agency's Records Management Program, serve as their agency's primary liaison with the State. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction. The State Archivist will provide training and assistance for Records Officers.

Inventory and Appraisal (State Agencies)

166-030-0021: To ensure accurate identification and evaluation of its records, each state agency shall, cooperate with the State Archivist in preparation of an inventory of the records of each of its organizational units, including the records of any other agency in its custody. These inventories shall be used to prepare a Special Schedule (OAR 166-030-0026) for public records

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in agency custody, regardless of medium or physical format. Special Schedules will not include schedules for records already listed in the State Agency General Schedule (OAR 166-300).

Public Records Retention and Disposition Authorization (State Agencies)

166-030-0026: Authorization for destruction of public records by a state agency shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

(2) A Special Schedule approved by the State Archivist, or an applicable State Agency General Records Retention Schedule found in OAR Chapter 166, Division 300, establishes the appropriate retention and disposition for state agency records. A state agency shall destroy public records that have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Special Schedules shall be created from inventories (OAR 166-030-0021). Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for state agency records are both a minimum retention and a maximum retention period.

(3) State agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

(4) Notwithstanding any existing records retention schedule, any State Agency electronic records with a scheduled retention period of Permanent, and which are also scheduled to be transferred to the State Archives, shall be kept by the agency in both electronic form and hard copy or microfilm form until State Archives electronic records accession review is completed. The State Archives will notify the agency in writing which electronic records, if any, will be accessioned and will specify transfer procedures, required format, required metadata and a required timetable for the electronic records transfer.

Public Records Retention and Disposition Authorization (Local Agencies)

166-030-0027: Authorization for destruction of public records by local agencies shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

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(2) An applicable General Schedule published in OAR Chapter 166, or a Special Schedule approved by the State Archivist, establishes the appropriate retention and disposition for local agency records. A local agency may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for local government agency records are minimum retention period.

(3) Notwithstanding any retention period listed in a General Schedule, no public record created in or prior to 1920 shall be destroyed without the express written permission of the State Archivist.

(4) Specific approval from the State Archivist by means of a Special Schedule is required to dispose of public records which are not listed in an applicable General Schedule found in these rules. Instructions on creating Special Schedules are available from the State Archivist.

(5) Special schedules will not be written for records contained in applicable local government general schedules unless the State Archivist determines that is necessary to do so. General schedules for local government agencies will be developed and filed as Oregon Administrative Rule following the procedures defined in OAR chapter 166, division 500. General schedules for local government agencies will be reviewed at least every five years, or sooner as specified by the State Archivist

(6) Notwithstanding any retention period listed in a General Schedule or Special Schedule, no public records listed on the Oregon Historical Records Inventory shall be destroyed. Copies of lists of records on the Oregon Historical Records Inventory are available from the State Archivist.

(7) Local agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

Prior Audit of Fiscal Public Records Required

166-030-0041: Public records of fiscal transactions, regardless of medium or physical format, may not be destroyed until the minimum retention period has passed and the person charged with their audit has released them for destruction. If federal funds are involved, requirements of the United States government shall be observed.

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Suspension of Scheduled Public Records Destruction

166-030-0045: A scheduled destruction of records, regardless of medium or physical format, which are the subject of a public records request or pending litigation shall be suspended until the request or litigation has been resolved. Only those records which have been specifically requested need be retained.

Public Records Disposition and Destruction (State and Local Agencies)

166-030-0060: A Special Schedule approved by the State Archivist, or an applicable General Schedule published in OAR Chapter 166, authorizes disposition of public records. Disposition includes:

(1) Transfer to the custody of the State Archivist. When the scheduled retention period specifies transfer to the State Archives, an agency shall transfer its custody of the specified records to the custody of the State Archivist.

(2) Shredding, Pulping, or Incineration. Public Records which are confidential by law and negotiable instruments (even when cancelled or satisfied in writing) must be destroyed by shredding, pulping, or incineration. The destruction should be supervised and witnessed by a responsible employee of the agency. When using a contractor to destroy public records, the state or local agency must require posting of a bond or undertaking by the contractor to indemnify the state or local agency against any claims or actions resulting from his failure to protect the confidentiality of the public records, and must require a provision precluding sale, transfer, or delivery of the public records to a third party prior to data obliteration. The agreement shall also include provisions requiring secure transit to and handling by the contractor; and prompt processing of the public records by the contractor to fully obliterate the data they contain by shredding, pulping, or incineration.

(3) Recycling. Records which are not confidential by law may be sold or traded for recycling of the fiber or chemical they contain, provided that the sale or trade agreement includes provisions to ensure that the public records are promptly converted into a form which precludes use of the information they contain.

(4) Deposit in a Library, Museum, or Historical Society with the permission of the State Archivist. The originals of public records that have been microfilmed in compliance with ORS 192.040 to 192.070 and OAR 166-025, and other public records which have continuing local historical value although destruction is authorized, may be deposited in a Library, Museum, or Historical Society if disclosure of the record is not prohibited by law and the depository agrees to comply with ORS 162.305, 192.420, and 192.430. Agreements for such deposits must stipulate that the depository cannot sell or otherwise dispose of the records except by lawful and complete destruction or by returning them to the depositing agency. Permission of the State Archivist is required prior to transfer of records.

(5) Additional destruction requirements for electronic records are specified in OAR 166-017-0061.

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General Records Retention Schedule for Educational Service Districts, School Districts, and Individual Schools

166-400-0010

Administrative Records

NOTE: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only as long as the retention period is 99 years or less.

(1) **Activity and Room Scheduling Records** document scheduling and reservations related to public participation and use of various agency activities, events, classes and facilities. Includes schedules, logs, lists, requests, and similar records. Minimum retention: 1 year.

(2) **Activity Reports, General Daily**, weekly, monthly, or similar reports documenting the activities of employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. Minimum retention: 2 years.

(3) **Annual Reports** document the program or primary functional activities and accomplishments of the office for the previous year. These are often compiled from monthly, quarterly, or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. Minimum retention: Permanent.

(4) **Association and Organization Membership Records** document the membership and participation of the school, district, or ESD in professional and educational associations and organizations. Records may include but are not limited to meeting announcements and agendas; promotional information; meeting, workshop, and conference records; rules and regulations; reports; proposals and planning records; surveys and questionnaires; meeting minutes; and related documentation and correspondence. This series does not include individual faculty or staff membership records unless such membership is paid for by the school, district, or ESD. Minimum retention: 3 years after school year in which records were created.

(5) **Audit Records, Internal Records** document the examination of the agency's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by agency or contracted auditors. Records may include audit reports, supporting documentation, comments, and correspondence. Minimum retention: 10 years.

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(6) **Bond Election Records** document the process whereby bond measures to finance school construction and improvements are approved by the voters. Records may include but are not limited to certified copies of election results; county election filing forms; precinct and district maps; election tax levy history; type of election; proposals; assessor's certification; statistical reports to the Oregon Department of Education; and related correspondence and documentation. SEE ALSO Bond Records in the Financial Records section. Minimum retention: 5 years after school year in which bond matures.

(7) **Calendars and Scheduling Records** document planning, scheduling and similar actions related to meetings, appointments, trips, visits and other agency activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records, regardless of format. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information that is not summarized or otherwise included in reports or similar documents. *Calendar and Scheduling information recorded in a personal day planner or personal electronic device may be a public record under ORS Chapter 192.* Minimum retention: 1 year.

(8) **Child Care Facility License Records** document the annual licensing of school child care facilities by the Employment Department, Child Care Division. Records may include but are not limited to sanitation inspection reports; fire safety reports; fire and other emergency drill records; staff development and training records; staff criminal history checks; staff qualification forms; time sheets, staff first aid cards; staff driving records; staff orientation records; official license; Child Care Division inspection reports and certification; and related correspondence and documentation. Minimum retention: (a) If license expired or renewed: 1 year after expiration or renewal (b) If license revoked: 3 years after revoked.

(9) **Committee and Board Meeting Records** document the activities, decisions, and proceedings of regularly scheduled, special, executive session, or emergency meetings of governing bodies and committees of the school, district, or ESD. Governing bodies may include boards, advisory councils, commissions, site councils, committees, advisory groups, and task forces. Records may include but are not limited to meeting minutes, agendas and agenda packets, exhibits, resolutions, staff reports, sound recordings, membership lists, meeting books, significant correspondence and memorandum, and other supporting documentation. SEE ALSO Budget Records in the Financial Records section. Minimum retention: (a) School board meeting minutes and agendas: Permanent (b) Exhibits, other minutes, and supporting records: 5 years after school year in which records were created (c) Sound recordings, if transcribed or abstracted: 1 year after minutes approved.

(10) **Committee and Board Member Records** document the election or appointment of school, district, or ESD board, budget committee, and other committee members. Records may include but are not limited to date of election and installation, length of term, zone or district represented, and related biographical information about each board or committee member. Minimum retention: 5 years after term expires.

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(11) **Conference and Workshop Records** document conferences, seminars, workshops, and training activities attended or sponsored by school, district, or ESD personnel. Records may include but are not limited to agendas, reports, speeches, program records, conference or seminar descriptions and schedules, participant lists, fee records, planning records, evaluations, registration material, handouts, and related correspondence and documentation. Records may also include documentation of attendance for certification, continuing education, or in-service training requirements. Minimum retention: (a) Significant program records - school, district, or ESD sponsored: 5 years after school year in which records were created (b) Other records: 2 years after school year in which records were created.

(12) **Contracts and Agreements Records** document the negotiation, execution, completion, and termination of legal agreements between the school, district, or ESD and other parties, including the Oregon Department of Education. Records include the official contract or agreement, amendments, exhibits, addenda, legal records, contract review records, and related correspondence and documentation. Records do not include leases or property records. Minimum retention: (a) Contracts or agreements documenting building construction, alterations, or repair: 10 years after substantial completion as defined by ORS 12.135(3). (b) Other contracts and agreements: 6 years after expiration.

(13) **Correspondence:** Records that: 1. document communications created or received by an agency AND 2. directly relate to an agency program or agency administration AND 3. are not otherwise specified in the Educational Service Districts, School Districts and Schools General Records Retention Schedule (OAR 166-400) or in educational service districts, school districts and schools special schedules or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs. **Disposition:** File with the associated program or administrative 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. Communications not meeting the above criteria do not need to be filed and may be retained as needed.

(14) **Eighth Grade Examination Records** document the examinations given to eighth grade students. Records may include but are not limited to examinations; examinations registers; diploma lists; and related documentation. These records are no longer being created. Minimum retention: Permanent.

(15) **Fax Reports** Records document facsimile transactions of the agency. Reports may also be used for billing purposes. Information includes date and time fax transmitted or received and recipient/sender's fax number. Minimum retention: (a) Retain if used for billing: 3 years (b) Retain all other reports: 1 year.

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(16) **Food/Nutrition Service Program Records** document the operation of school food/nutrition service programs. Records may include but are not limited to operations reports; child nutrition program reviews; food service financial records; food supply inventory records; free and reduced price lunch applications and reimbursement claim records; meal production and menu records; meal ticket inventory records; sanitation inspection reports; summer food services records; and related documentation and correspondence. Minimum retention: 3 years (or as specified by 7 CFR 210.7-28 and 225.6-16).

(17) **Health Log Book Records** document the daily activities of and visits to the Health Room/School Nurses Office. Record may include but not limited to student's name, time of visit, reason for visit/ailment, action taken, parental notification, was student sent home or returned to class. Minimum retention: Retain 6 years after school year in which created, destroy.

(18) **Immunization Records, Administrative Records** document the review and report of the immunization status of students to the County health department and the exclusion of students who do not meet the minimum immunization requirements. Records may include but are not limited to the annual Primary Review Summary, school copies of Exclusion Orders for No Record, school copies of Exclusion Orders for Incomplete Information/Insufficient Information, and related documentation. SEE ALSO Student Immunization Records in the Student Education Records section. Minimum retention: 1 year.

(19) **Legal Case Records** document a school, district, or ESD's legal actions by in-house or outside counsel. Records may include but are not limited to litigation records, correspondence, staff opinions, research findings, and background notes relating to specific cases. Cases may include but are not limited to Tort Liability Claims, Civil Service Commission cases, unemployment and discrimination cases, bid protests and contract disputes, student/parent complaints, and employee complaints. Minimum retention: 10 years after final disposition of case.

(20) **Legal Opinion and Advice Records** document the legal opinions and advice given to schools, districts, or ESDs by a lawyer or the Attorney General. Records may include legal advice given to private schools. Records may include but are not limited to requests for opinions; opinions; letters of advice; and related correspondence. Minimum retention: (a) Retain copies of legislative bills, statutes: 6 years (b) Retain Administrative Rule Preparation Records: 10 years after appeal of rule (c) Retain all other records: Permanent.

(21) **Legislative Tracking Records** document the development and monitoring of legislation which may have an impact on the programs or policies of a school, district, or ESD. Records may include but are not limited to concept statements, proposals, bill logs, fiscal and organizational impact analysis papers, copies of bills, testimony summaries, committee reports, agendas, record of action, and related correspondence and documentation. Minimum retention: 2 years.

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(22) **Lobbyist Records** document lobbyist and lobbyist employer activities, and are used to report these activities to the Oregon Government Ethics Commission. Records may include but are not limited to expenditure reports, registration statements, termination records, guidelines, and correspondence. Minimum retention: (a) Retain expenditure reports: 4 years (b) Retain all other records: 5 years after last activity.

(23) **Mitigation Program Records** document the establishment and maintenance of the agency mitigation programs, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of agency facilities, project reports, hazard mitigation grant records, and related documentation, which may include capital improvement records. SEE ALSO the Emergency Management section. Minimum retention: (a) Retain adopted plans: Permanent (b) Retain all other records: For the life of the structure.

(24) **Notary Public Log Books** Records document notarial transactions completed by a notary public and employed by a government agency. Agencies may retain logbooks by agreement with the notary after their separation from employment. *Agencies retaining notary public log books without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction.* Minimum retention: 7 years after date of commission expiration.

(25) **Oregon School Register** Records document student enrollment, attendance, and membership in elementary and secondary schools and forms the basis for student attendance reporting to the Oregon Department of Education. The register contains student's name and other personally identifiable information, attendance, indication of student non-residency or withdrawal, program membership, whether student was promoted or retained at end of school year, and related information. Minimum retention: Permanent.

(26) **Organization Records** document the lines of organizational hierarchy and administrative responsibility within a program, school, district, or ESD. Records may include but are not limited to drafts and final charts or diagrams, statements, studies, and related documentation. Minimum retention: 4 years after superseded or obsolete.

(27) **Parent-Teacher Organization Records** document the history, development, policies, and actions of parent-teacher organizations under the jurisdiction of the District. Records may include but are not limited to minutes; constitutions and by-laws; committee records; budget and accounting records; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence. Minimum retention: (a) Retain minutes, constitutions, by-laws, and committee records 10 years after school year in which records were created. (b) Retain all other records 3 years after school year in which records were created.

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(28) **Policy and Planning Records** document the development, assessment, and review of school, district, or ESD policies, programs, and activities. Records may include but are not limited to board policy and district-wide administrative rules; authorizing bulletins and advisories; mission, policy, and goal statements; finalized policy statements and directives; by-laws; regulations; strategic plans; management plans; and related documentation. Minimum retention: (a) Retain annual board adopted policy and district-wide administrative rules, official copy: Permanent (b) Retain planning documents: 10 years (c) Retain working papers and draft material: 1 year after school year in which final document produced.

(29) **Policy Statements and Directives** Series documents review, assessment, development, and authorization of an agency's formal policies and procedures that have been approved by a governing body. Records may include authorizing bulletins and advisories, mission and goal statements, manuals, and final policy statements and directives. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. SEE ALSO Policy and Procedure Guidelines and Manuals in this section. Minimum retention: 10 years after superseded or obsolete.

(30) **Procedure Manuals** Records document internal development and guidelines for consistency and continuity in the operation of a school, district, or ESD department or office. Records may include but are not limited to manuals documenting departmental and program procedures; basic secretarial/clerical instructional procedures; handbooks; desk manuals; emergency response plans; safety plans and procedures; and related documentation and correspondence. Minimum retention: (a) Retain routine clerical manuals: 2 years after superseded or obsolete (b) Retain manuals relating to specific construction and/or engineering projects: 10 years after substantial completion, as defined by ORS 12.135(3) (c) Retain one copy of all other manuals: Permanent.

(31) **Professional Membership Records** document institutional or agency-paid individual memberships and activities in professional organizations. Minimum retention: 3 years.

(32) **Public Notice Records** document compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO Competitive Bid Records in the Financial section for public notices related to bid openings and awards. Minimum retention: 3 years.

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(33) **Reports and Studies Records** document the school, district, or ESD's curriculum offerings, programs, services, problems, projects, student achievements, financial status, staffing, operations, and activities. Reports may be required to be submitted to the Oregon Department of Education or to other state, federal, or private agencies. Reports may be annual reports compiled from monthly, quarterly, or other subsidiary activity reports. Records may include but are not limited to narrative and statistical reports, studies, performance measures, annual reviews, surveys, plans, proposals, progress reports, evaluation reports, financial data and reports, staffing reports, student attendance accounting reports, accreditation studies, summaries, and other types of reports and documentation. Minimum retention: (a) Retain annual reports and studies with historical value or policy implications: Permanent (b) Retain other reports and studies: 5 years or as required by government or agency (c) Retain working papers and draft material: 1 year after school year in which final document produced.

(34) **Requests and Complaints Records** document complaints or requests concerning a variety of agency responsibilities not specified elsewhere in this general schedule. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. (If a specific request or complaint is listed in another records series under a functional area such as law enforcement in this general schedule, the retention period specified in that functional area supersedes the retention period listed in this series.) SEE ALSO Correspondence. Minimum retention: 2 years after last action.

(35) **Routing and Job Control Records** used to control the routine flow of documents and other items and actions in and between offices in the agency. Includes routing slips, job control records, status cards, receipts for records charged-out, batch slips, and similar records. Minimum retention: 1 year.

(36) **School Census Records** document the number of students of school age within the county, district, or school. Records may contain but are not limited to the names, ages, birth dates, and address of students; information about the parents or guardians; and related documentation. The actual census-reporting requirement ended in 1971 and this record is no longer being created. Minimum retention: Permanent.

(37) **School, District, Or ESD History Records** document important organizational changes, significant events, celebrations, programs, and projects of the ESD, district, or school. Records may include but are not limited to newsletters, press releases, publications, reports and articles, institution histories, biographies and records of past administrators, faculty, or staff, photographs, scrapbooks, newspaper clippings, and related documentation. SEE ALSO Publications in this section. Minimum retention: Permanent.

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(38) **Special Education Census Reports** document the number of special education students served by the school and district included in annual census reports to the Oregon Department of Education. Records may include but are not limited to annual reports and district summary reports which includes total number of students and students per district, age of students, and handicapping condition of students; student census information; placement and services provided records; agency information; number of special education teachers; and related documentation. Minimum retention: 5 years after school year in which records were created.

(39) **Special Event and Celebration Records** document agency-sponsored celebrations of special and historic occasions such as centennials, pioneer days, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other significant aspects of the celebration. These significant records may include studies, publications, photographs, attendance summaries, final reports, and other significant documents. This series also includes routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, memoranda, volunteer information, and related records. Records may also include scrapbooks, but does not include newsclippings. Newsclippings are not public records and may be discarded. Minimum retention: (a) Retain records documenting significant aspects of the event: Permanent (b) Retain all other records: two years after event.

(40) **Staff Meeting Records** document the activities, decisions, and proceedings of school, district, or ESD staff meetings. Records may include but are not limited to minutes, agendas, notes, reports, and related documentation. Minimum retention: Until end of school year.

(41) **Standardization Records** document the process of standardization visits from the Oregon Department of Education to schools, districts, or ESDs. Records may include but are not limited to self-evaluation reports, on-site inspection reports; waiver authorizations; letters of concern; plans of correction; schedules; and related correspondence and documentation. Minimum retention: 6 years after school year in which records were created.

(42) **Student Information and Demographic Records** document the composition of the student population in a variety of sequences, groupings, and lists. Records include demographic profiles of students; student record cards; and other manual or computer produced lists organized by school, class, special program, or other grouping. Records may include but are not limited to student identification information including name, address, birth date, birthplace, parents, and guardians; student demographics including gender, ethnicity, and age; attendance; enrollment dates; previous school attended; student grades and transcript data; health and immunization information; handicapped status; and related documentation. Minimum retention: (a) Retain years ending in 0 and 5 Permanent (b) Retain all others 5 years.

(43) **Student Organization Administrative Records** document the history, development, and policies of student organizations, including student clubs, government, and publications. Records may include but are not limited to student organization annual review forms; minutes; constitutions and bylaws; committee, subcommittee, and task force records; student senate bill and resolution records; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence. SEE ALSO Student Organization Financial Records

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in the Financial Section. Minimum retention: (a) Retain constitution and bylaws: Until superseded or obsolete (b) Retain all other records: 2 years after school year in which records were created.

(44) **Superintendent of Schools Records** document the official and financial affairs of the superintendent of schools concerning teachers, students, and schools located in the county. Records may include but are not limited to annual statements on the condition of common (public) schools in the county; school district boundary records; school district accounts; book purchases; and related documentation. Information contained in the records may include financial information, school curricula, boundary descriptions, facilities, and enrollment and attendance data. These records are no longer being created. Minimum retention: Permanent.

(45) **Surveys, Polls, and Questionnaires Records** document the measurement of public opinion by or for the agency related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and significant related records. Examples of summaries include studies which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for agency service, and other records which distill survey data into summary form. Minimum Retention: (a) Retain summary reports and abstracts: 3 years (b) Retain all other records: Until summary report is completed or 3 years, whichever is sooner.

(46) **Test Administration Records** document the administration of assessment, placement, diagnostic, credit by exam, and other tests. Records may include but are not limited to rosters of test takers; testing rules and regulations; test administration records; examiner's manuals; exams and tests; test order and payment records; placement and test results; summary reports of results; and related correspondence and documentation. Minimum retention: 3 years after school year in which records were created.

(47) **Work Order Records** document requests and authorizations, according to existing contracts or agreements, for needed services and repairs to agency property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records. Minimum Retention: (a) Retain work completed by county personnel: 1 year (b) Retain work completed by outside vendors: 3 years.

(48) **Work Schedule and Assignment Records** document the scheduling and assigning of shifts, tasks, projects, or other work to agency employees. Useful for budget and personnel planning and review, assessing employee work performance, and other purposes. May include calendars, schedules, lists, charts, rosters, and related records. Minimum retention: 5 years.

(49) **Year 2000 (Y2K) Planning Records** document the planning and development of agency Y2K contingency plans. Records may include but are not limited to meeting minutes, correspondence, draft plans, work notes, plan test results, and final plan. Information includes type of systems vulnerable to Y2K, level of priority, and party responsible for system solution or troubleshooting. Minimum retention: Destroy.

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Curriculum and Instruction Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Course Descriptions** Records document the list and description of school courses offered to students. Information may include course content descriptions; number of units' granted; required or elective status; goals, competencies and standards for standard and modified diplomas; and other information relative to educational plans. Minimum retention: 10 years after school year in which records were created

(2) **Curriculum Development Records** Records document the development and approval process for staff or faculty to develop or revise program curriculum or to update curriculum strategies and instruction. Records may include but are not limited to support documentation, reviews, reports, approvals, and related correspondence and documentation. Minimum retention: 3 years after superseded or obsolete.

(3) **Instructional Materials Selection and Adoption Records** Records document the selection and adoption of textbooks and other instructional materials by schools, districts, and ESDs. Records may include but are not limited to adoption authorization records; lists of state adopted textbooks including titles of books, authors, and publishers; and related documentation. SEE ALSO Supplemental Materials Selection and Adoption Records in the Library and Media Records section. Minimum retention: 6 years after school year in which records were created.

(4) **Teacher Daily Instructional Plans** Records document the instruction of students as planned on a daily basis by teachers. Records may include but are not limited to instructional plans and related documentation and correspondence. Minimum retention: 1 year after school year in which records were created.

(5) **Talented and Gifted Program (TAG) Records** Records document district and school efforts to provide TAG education programs and opportunities for students identified as Talented and Gifted under state guidelines. The records document district and ESD efforts to provide Talented and Gifted Education instruction that challenges high-end learners and meets each student's learning needs. Resources and support materials for districts, schools, teachers, parents, and students are included. SEE ALSO Educational Programs Student Records in Student Education Records section for individual participating student records. Minimum retention: 5 years after school year in which records were created.

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Property and Equipment Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Architectural Drawings, Blueprints, and Maps** Records document a detailed graphic record of the land and buildings of a school, district, or ESD. The records are a primary source tool for improvement and maintenance projects on existing buildings and/or land, including athletic fields, and for new construction. Records may include but are not limited to drawings; maps; photographs; architectural blueprints; sketches; preliminary planning drawings; as-built drawings and blueprints; surveys; drawings reflecting changes to original plans; soil testing maps; and any other type of graphic representation and related documentation produced relating to buildings, systems, and land. Minimum retention: Life of the structure.

(2) **Asbestos Management Records** Records document the identification and proper handling of asbestos material within school, district, or ESD buildings. Records may include but are not limited to federal inspection reports and management plans required by the Environmental Protection Agency, contact reports, laboratory test results, work orders, project checklists, work precautions, site schematics, and related documentation. The management plan may contain response actions, operations and maintenance, and periodic surveillance plans. SEE ALSO Hazardous Materials Management Records in this section. Minimum retention: (a) Retain management plan: 3 years after superseded or obsolete (b) Retain records of measurements taken to monitor employee exposure to asbestos: 30 years after employee separation per 29 CFR 1910.1020 (c) Retain all other records: 5 years after building or property disposed of

(3) **Building and Grounds Repair, Remodeling, and Construction Records** Records document the condition, repair, and routine maintenance of school, district, or ESD buildings and grounds. Records also document remodeling, improvement, and non-capital construction projects. Records may include but are not limited to floor plans; specifications; layouts; building inspection reports; building permits; maintenance agreements; work logs; and related correspondence and documentation. Records may also include records of remodeling or construction due to American Disabilities (ADA) Act requirements. Minimum retention: (a) Retain floor plans, layouts, specifications, final inspection reports, permits for completed structures: Life of the structure (b) Retain other permits: 2 years after revoked or expired (c) Retain contracts and agreements documenting building construction, alterations, or repair: 10 years after substantial completion (d) Retain all other records: 4 years

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(4) Capital Construction Project Records Records document the planning, administration, and implementation of current and potential capital construction projects by schools, districts, or ESDs; to project needs for projects; and as a reference to projects once they have been completed. Records may include but are not limited to project descriptions and requirements; plans and plan reviews; project schedules; contract change orders; bid documentation; building permits; contracts and agreements with architects, engineers, consultants, vendors, and contractors; materials and soils reports; progress reports; insurance reports; payment schedules; summary reports; certificates of occupancy; memos; final acceptance statements; and related correspondence and documentation. Minimum retention: (a) Retain contracts and agreements documenting building construction, alterations, or repair: 10 years after expiration as defined by ORS 12.135(3). (b) Retain all other records: Life of the structure

(5) Damaged/Stolen Property Records Used to prepare reports relating to damaged or stolen property. Records may include yearly risk report, restoration fund inventory report, policy manual, property transfer report, self-insurance manual, real property report, money and negotiable securities report and a general risk survey. Minimum retention: 4 years

(6) Equipment Loan Records Records document the loan of district owned equipment to students. Equipment may include but is not limited to musical instruments and athletic equipment. Records may include loan agreements, parental consent forms, approval forms, return forms, logs, overdue records, and related documentation and correspondence. SEE ALSO Audio-Visual Materials and Equipment Loan Records in the Library and Media Records section. Minimum retention: (a) Retain overdue records: Until equipment is returned or debts reconciled or deemed uncollectible (b) Retain all other records: 2 years after school year in which equipment is returned. (c) Retain loan agreements: 6 years

(7) Equipment Records Records document equipment owned by the school, district, or ESD and provides support documentation for warranty, operation, maintenance, service, and repair. Records may include but are not limited to shipping or packing slips; vendor information; operating manuals; warranties and guarantees; specifications; serial numbers; maintenance agreements or contracts; lease agreements; service reports; maintenance records; damaged/stolen property records; and related correspondence and documentation. SEE ALSO Vehicle Maintenance Records in the Transportation Records section. Minimum retention: 2 years after disposal of equipment

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(8) **Facility Use Records** Records document the application for and use of school, district, or ESD facilities by outside individuals or organizations. Records may include but are not limited to the application and contract for using facilities. Information may include name of individual or organization requesting occupancy, type of activity, dates and hours of projected use, facility name and location, use permits, conditions of use, acknowledgment of responsibility for damage or liability resulting from occupancy, insurance documentation, fees and charges, request approval, correspondence, and support documentation. Minimum retention: (a) Retain approved application records: 3 years after school year in which records were created (b) Retain denied applications: 1 year after school year in which records were created

(9) **Hazardous Materials Management Records** Records document the chain of custody of hazardous materials within a school, district, or ESD and relate to the identification, location, safe handling, storage, transportation, and disposal of hazardous waste materials including PCBs, laboratory chemicals, cleaning solvents, and pesticides. Records may include but are not limited to Environmental Protection Agency/Department of Environmental Quality monitoring forms, Department of Transportation Hazardous Waste Manifest forms, material safety data sheets, invoices, work orders, purchase orders, and other working papers. Records document that use and storage of hazardous materials and hazardous waste management has been performed in accordance with state and federal regulations. SEE ALSO Asbestos Management Records in this section. Minimum retention: (a) Retain material safety data sheets: Until superseded or obsolete (b) Retain all other records: 6 years after school year in which records were created.

(10) **Inventory Records** Records document the expendable and non-expendable property, supplies, equipment, and other items owned by the school, district, and ESD. Examples include but are not limited to buildings, real estate, vehicles, equipment, furniture, and supplies. Records may include but are not limited to description, purchase information, value, purchase price, replacement cost, depreciation, quantity, location, date of acquisition, shipping records, and related correspondence and documentation. SEE ALSO Library and Media Inventory Records in the Library and Media Records section. Minimum retention: 2 years after superseded or obsolete.

(11) **Property Disposition Records** Records document the disposition of non-real property and equipment owned by the school, district, or ESD. Disposition is usually through public auction, competitive bidding, or destruction. Records may include but are not limited to description of property, expendable property inventory listings, disposition, disposition requests and notices, equipment transfer records, reason for disposition, condition, authorization, and related correspondence and documentation. Minimum retention: 3 years after disposition of property.

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(12) **Property Records** Records document the purchase, ownership, and sale of land or buildings by the school, district, or ESD. Records may include but are not limited to titles and deeds; title search records; property descriptions; title insurance policies and forms; easements; right of ways; appraisals; records of sale; and related documentation and correspondence. SEE ALSO Facility and Equipment Records section and Lease Records in the Financial Records section. Minimum retention: 3 years after property is no longer owned by agency.

(13) **Underground Storage Tank Management Records** Records document the description, location, operation, testing, maintenance, and final disposition of underground storage tanks owned by schools, districts, or ESDs. Records may include documentation of corrective procedures undertaken in the event of spills, leaks, or corrosion. Minimum retention: 25 years after removal

(14) **Utilities Systems Operating And Maintenance Records** Records document the operations and maintenance of school, district, or ESD utility systems. Records may include but are not limited to equipment operations logs, mechanical readings charts, permits, equipment maintenance histories, and related correspondence and documentation. Minimum retention: (a) Retain permits: 5 years (b) Retain all other records: Until equipment is no longer in service.

(15) **Work Orders** Records document requests and authorizations for services and/or repairs to school, district, or ESD property and equipment. Records may include but are not limited to repair requests and authorizations, material lists, work order schedules, copy center work orders, printing orders, telephone service orders, and related correspondence. Information includes location and type of work, priority rating, approval signatures and dates, and time and cost estimates. Minimum retention: 3 years after school year in which records were created.

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Financial Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Accounts Payable Records** Records document outstanding liabilities and provides a record of payment of bills by the school, district, or ESD, including payments from student body fund accounts, disbursed by school personnel. Records may include but are not limited to invoices, invoice vouchers, statements, vouchers, journal entry forms, purchase orders, payment authorizations, check requests, check registers, reports of receipt of goods or service, canceled checks or warrants, daily batch lists, and related correspondence and documentation. Minimum retention: (a) Retain records documenting expenditure of federal funds: 5 years after final or annual expenditure report accepted (b) Retain all other records: 4 years.

(2) **Accounts Receivable Records** Records document billings and collections and provide a record of money owed to or received by the school, district, or ESD, including receivables for student body fund accounts collected by school personnel, for goods or services rendered. Records may serve as subsidiary ledgers of original entry or input which record the amounts received for goods and services. Records may include but are not limited to aging reports used to monitor accounts which are outstanding and overdue, invoices, invoice registers, billing records, receipts, receipts registers, cash receipt records; account edit sheets, and related documentation. Minimum retention: (a) Records documenting recovery of federal supplied funds: 3 years after final or annual expenditure report accepted (b) All other records: 3 years after collected or deemed uncollectible.

(3) **Audit Reports** Records document the examination of a school, district, or ESD's financial condition by internal or independent auditors. Audits include an examination of the fiscal condition, internal controls and compliance with policies and procedures, accounting principles and methods, the accuracy and legality of transactions, and performance audits. Records may include but are not limited to audit reports (including those completed for student body fund accounts), supporting documentation, accountant's summary, financial statements, balance sheet details, comments, summaries, recommendations, preparation records, and related correspondence and documentation. Minimum retention: (a) Audit report, official copy: Permanent (b) Grant fund audit records: 5 years after final or annual expenditure report accepted (c) Other records: 4 years.

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(4) **Bank Transaction Records** Records document the current status and transaction activity of school, district, or ESD funds held in bank accounts, including accounts for student body funds. Records may include but are not limited to account statements, deposit and withdrawal slips, redeemed, void, or canceled checks, check registers, interest payments, reconciliation worksheets or spreadsheets, and related documentation. Minimum retention: (a) Records documenting grant fund transactions: 5 years after final or annual expenditure report accepted (b) Other records: 3 years.

(5) **Bond Records** Records document the authorization and payment of bonds to finance school construction and improvements. Records may include but are not limited to authorizations, supporting financial documentation, bond ratings, and sample copies of bonds issued; paid bonds, coupons, and receipts; bond registers; and related documentation. SEE ALSO Bond Election Records in the Administrative Records section. Minimum retention: 3 years after final payment.

(6) **Budget Preparation Records** Records document the planning, development, estimation, and proposed budget requests for schools, districts, and ESDs. Records may include but are not limited to budget requests, spreadsheets, expenditure projection work papers and reports, budget proposals, budget development schedules, allotment reports, decision packages, spending plans, funding analysis, revenue projection reports, compensation plan proposals, contingency plans, fiscal impact analysis, and related correspondence and documentation. Minimum retention: 2 years.

(7) **Budget Records** Records document the annual financial plan approved by schools, districts, and ESDs. Records may monitor allotments, apportioned fiscal distributions, and expenditures. Records may include but are not limited to budget allotment reports, adopted budgets, budget messages, revenue and expenditure tracking records, status reports, operating programs, debt service, position and wage analysis, summaries, annual report to Oregon Department of Education, and related correspondence and documentation. Minimum retention: (a) Adopted budget, official copy: 20 years (b) Other records: 3 years.

(8) **Check Conversion Records** Records document checks received from customers that are electronically deposited after being imaged and converted to an Automated Clearing House (ACH) transaction or Image Replacement Document (IRD). Minimum Retention: (a) Retain original paper instrument 30 days, destroy (b) Retain ACH transaction or IRD 6 years, destroy.

(9) **Competitive Bid Records** Records document the publication, evaluation, rejection and award of quoted bids to vendors and other entities. Records may include but are not limited to requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, correspondence, and related records. SEE ALSO

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Purchasing Records in this section. Minimum retention: (a) Retain accepted bids 10 years after substantial completion (as defined by ORS 12.135(3)) (b) Retain other accepted bids: 6 years after bid awarded or canceled (c) Retain rejected bids and bid exemptions: 2 years after bid awarded or canceled.

(10) **Credit and Debit Receipts** Agency's copy of credit or debit card receipt documenting payment received by agency. Records include customer's name and account information. Minimum Retention: Retain 36 months after transaction, destroy.

(11) **Credit Slips** Slips issued to citizens who have withdrawn from agency-sponsored classes or activities and are due credit for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of citizen, and related data. Minimum retention: 3 years after credit expired or redeemed.

(12) **Employee Bond Records** Records document the post of fidelity, performance, or position bonds to guarantee the honest and faithful performance of school, district, and ESD employees. Information may include but is not limited to person's name, amount of coverage, dates, and related documentation. Minimum retention: 6 years after expiration.

(13) **Financial Reports** Records document the financial condition, operation, and activities of schools, districts, and ESDs. Records may include but are not limited to organization and function statements, accounting of income and expenditures, balance sheets, revenue statements, fund balance reports, notes to the financial statements, and exhibits. Exhibits may include a working trial balance by fund type, adjustments to accounting data, cash flow analysis, and other supporting documentation. Reports may also be completed for student body fund accounts. Records may include monthly, quarterly, or annual reports. Minimum retention: (a) Retain annual report, official copy: Permanent (b) Retain working papers and draft material: 1 year after acceptance of Annual Report (c) Retain all other Financial Reports 3 years.

(14) **General Ledgers Records** document all fiscal transactions of the school, district, or ESD. The ledgers summarize the accounts and reflect the financial position of the school, district, or ESD. Information often includes debit, credit, and balance amounts per account; budget, fund, and department numbers; and totals for notes receivable, interest income, amounts due from other funds, federal grants received; bank loans received, cash in escrow, deferred loan received, cash, encumbrances, revenue, accounts receivable, and accounts payable; and related documentation and data. SEE ALSO Subsidiary Ledgers, Journals, and Registers in this section. Minimum retention: (a) Retain year-end ledgers: 10 years (b) Retain all other general ledgers: 3 years.

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(15) **Gift and Contribution Records** Records document gifts and contributions to the school, district, and ESD, including contributions to student body funds. Records may include but are not limited to memorial donation records related to money to be used by the institution in the name of an individual, donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts, and related correspondence and documentation. Minimum retention: (a) Retain conditional gift, contribution, and donation records: 6 years after expiration of agreement or conditions met (b) Retain all other records: 3 years.

(16) **Grant Records** Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the agency is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundations or other funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. Minimum retention: (a) Retain final reports from significant grants to the School, District, ESD: Permanent (b) Retain records documenting the purchase and/or disposal of real property: 10 years after substantial completion (as defined by ORS 12.135(3)), or 3 years after final disposition, or as specified in agreement, whichever is longer (c) Retain other grant records: 3 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer (d) Retain unsuccessful grant applications: 1 year after rejection or withdrawal.

(17) **Investment Records** Records document financial investments made by schools, districts, or ESDs. Records may include but are not limited to time certificates of deposit, interest income distribution, and tax anticipation notes. Information includes date purchased, date received, date matured, accrued interest, total interest to date, and related documentation. Minimum retention: 3 years after investment maturity.

(18) **Lease Records** Records document the lease or rental of school, district, or ESD owned property to other parties, and lease or rental of facilities from other parties. Records may include but are not limited to include leases, rental agreements, amendments, addenda, authorizations, and related correspondence and documentation. Leases are typically for office space, equipment, machinery, real estate, or facilities. Minimum retention: 6 years after expiration.

(19) **Petty Cash Fund Records** Records document petty cash activity for a school (including student body funds), district, or ESD. Records include but are not limited to requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, copies of receipts and invoices, and related documentation. Minimum retention: 3 years.

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(20) **Purchasing Records** Records document the purchase of goods and services by a school, district, or ESD, including purchases through a student body fund account. Records may include but are not limited to purchase orders and requests; purchase authorizations; requisitions; contract release orders; price agreements; material and cost specifications; copy, print, service, and other types of work orders, receipt and delivery documentation, and related correspondence and documentation. Minimum retention: (a) Retain records documenting expenditure of federal funds: 5 years after final or annual expenditure report accepted (b) Retain all other records: 3 years.

(21) **Revenue Records** Records document application for and receipt of funds from local, state, and federal revenue sources and disbursement to the school, district, or ESD. Records include funds received directly from federal agencies or apportioned to the school, district, or ESD through the Oregon Department of Education or other state agencies. Records may include but are not limited to projection reports of forecasted revenue earnings; revenue registers listing revenue earned; fund applications and awards; performance and financial reports; supporting fiscal documentation; reimbursement requests and claim records; and related correspondence. Local revenue sources may include tax levies, tuition, local government units, adult continuing education programs, summer school programs, schools transportation and food service programs, community services programs, textbook and other rentals, and private contributions. Intermediate revenue sources may include county school funds, ESD equalization and special program funds, and state timber revenue funds. State revenue sources may include basic school support funds, common school funds, state timber revenue funds, and special education, driver education, vocational education, and special school assistance funds. Federal revenue sources may include migrant education, Indian education, and other funds. Minimum retention: (a) Retain records of revenue from federal and state sources: 5 years after final or annual expenditure report accepted (b) Retain all other records: 3 years.

(22) **Signature Authorization Records** Records document that designated school, district, or ESD employees are authorized to sign fiscal and contractual documents, including those involving student body funds. Minimum retention: 6 years after authorization superseded or expired.

(23) **Student Organization Financial Records** Records document the budgeting, accounting, and financial affairs of student organizations including student clubs, government, and publications. Records may include but are not limited to bank statements, deposit slips, cancelled checks/vouchers, receipts, and related documentation and correspondence. Minimum retention: 3 years after school year in which records were created.

(24) **Subsidiary Ledgers, Journals, and Registers Records** document details of fiscal transactions by a school, district, or ESD such as those related to receipts and expenditures on a daily, monthly, quarterly, or similar basis. Records include journals, ledgers, registers, day books, transaction reports, trial balance reports, and other account books or reports that provide

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documentation for the general ledger or financial reports. Records may include details of revenues, expenditures, encumbrances, cash receipts, warrants, and other financial records. Information often includes date, payee, purpose, fund credited or debited, check number, and related data. SEE ALSO General Ledgers in this section and Payroll Registers in the Payroll Records section. Minimum retention: (a) Retain year end payroll register: 75 years (b) Retain trust fund ledgers: 3 years after trust fund closed (c) Retain all other subsidiary ledgers, journals, and registers: 3 years.

(25) **Travel Expense Records** Records document requests, authorizations, travel advances and reimbursement claims made by school, district, or ESD employees for travel and related expenses. Records may include but are not limited to travel expense reports and receipts, supporting documentation, and related correspondence. Minimum retention: 3 years.

(26) **Unclaimed Property Report Records** Records document annual reports submitted to the Department of State Lands of financial assets being held for a person or entity that cannot be found. Series includes Holder Report, owner information, correspondence and other related documents. Note: Unclaimed property is not real estate, abandoned personal property, or lost and found items. Minimum Retention: 3 years after the property is remitted to the Department of State Lands.

(27) **Vendor Records** Records document vendors and suppliers providing goods and services to the school, district, or ESD. Records may include but are not limited to lists name and address of vendor or company; description of goods and services provided; catalogs; promotional and advertising materials; product specification sheets; copies of purchase orders and requisitions; packing slips; price quotations; and related correspondence and documentation. Minimum retention: Until superseded or obsolete.

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Information and Records Management Records

NOTE: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Computer System Maintenance Records** Records document the maintenance of school, school district, or ESD computer systems and is used to ensure compliance with any warranties or service contracts; schedule regular maintenance and diagnose system or component problems; and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and backup tape inventories, and related documentation. Minimum retention: (a) Retain records related to system or component repair or service: Life of the system or component (b) Retain records related to regular or essential records backups: 1 year after superseded or obsolete

(2) **Computer System Program Documentation** Records document the addition, modification, or removal of software from a school, school district, or ESD computer system. Records usually fall into six categories: 1) records that document operating systems; 2) records that document the in-house creation and modification of application programs; 3) records that document the structure and form of data sets; 4) records that document the use of commercial software packages; 5) records that document the structure of the system; and 6) records that document system-to-system communication. Records may include but are not limited to system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. SEE ALSO Software Management Records in this section. Minimum retention: (a) Retain migration plans: until superseded or obsolete (b) Retain all other records: 1 year after system superseded or obsolete.

(3) **Computer System Security Records** Records documenting the security of the computer systems. Includes employee access requests, passwords, access authorizations, encryption keys, and related documentation. Minimum retention: 3 years after superseded

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(4) **Computer System Wiring Records** Records documenting the wiring of the computer network system. Includes blueprints or drawings of building computer system wiring, cables, computer equipment connections, and related documentation. Minimum retention: Current plus previous version.

(5) **Federal Communications Commission (FCC) License Records** Records document the process of obtaining licenses for television, wireless, radio, and mobile communication frequencies from the Federal Communication Commission. Records may include but are not limited to applications, correspondence, legal opinions, license, excess capacity agreements, contract approval records, and related documentation. Minimum retention: 5 years after school year in which license expires.

(6) **Filing System Records** Records document the establishment, maintenance, alteration, or abolition of school, school district, or ESD filing systems. Records may include but are not limited to include master file lists, organizational charts, program descriptions, and correspondence. Minimum retention: 3 years after superseded or abolished.

(7) **Forms Development Records** Records document the development of new or revised forms used by a school, school district, or ESD. Records may include but are not limited to sample forms, drafts, revisions, form logs/listings, proposals, authorizations and illustrations. Minimum retention: Until superseded or obsolete.

(8) **Information Service Subscription Records** Records document school, district, or ESD subscriptions to information services. Records may include but are not limited to subscriptions, invoices, and correspondence. Minimum retention: 3 years.

(9) **Information System Planning and Development Records** Records document the planning and development of school, school district, or ESD information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help the institution fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing institution information systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, system specifications and revisions, component proposals, technical literature, vendor literature and proposals, and correspondence. Minimum retention: (a) Retain implemented systems: Life of the system (b) Retain unimplemented systems: 3 years

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(10) **Microfilm and Image Quality Control Records** Records document that microfilm and images produced by or for public schools, school districts, or ESDs conforms to the specifications required by Oregon Administrative Rules 166-25-005 to 166-25-030. Records may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and correspondence. Minimum retention: Same as related microfilm or digital image.

(11) **Public Records Disclosure Request Records** Records document requests for disclosure of public records and provides a record of school, district, or ESD responses. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer to another district, approvals, denials, copies of petitions to the Attorney General for review of denials of disclosure, Attorney General Orders to grant or deny disclosure, correspondence, and related documentation. Minimum retention: (a) Retain approved requests: 5 years. (b) Retain denied requests: 2 years after last action

(12) **Records Management Records** Records document the authorized retention, scheduling, inventory, and disposition of school, district, or ESD public records. Records may include but are not limited to records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and correspondence. Minimum retention: (a) Retain destruction records permanent (b) Retain all other records 5 years after superseded.

(13) **Software Management Records** Records document the use of software in school, district, or ESD information systems to insure that institution software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, software inventories, software licenses, site licenses, and correspondence. Minimum retention: 2 years after software disposed of or upgraded.

(14) **Telecommunications System Management Records** Records document the creation, modification, or disposition of school, district, or ESD telecommunications systems. Records may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts, telecommunications service orders, and correspondence. Minimum retention: (a) Retain repair and service order records: 4 years. (b) Retain all other records: 1 year after system superseded or obsolete

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(15) **User Support Records** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems (computer, telecommunications, etc. Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution. Minimum retention: 1 year

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Library and Media Records

NOTE: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Acquisition and Deaccession Records** Records document the process of requesting, purchasing, and acquiring, as well as deaccessioning, books, periodicals, audio-visual, and other library materials. Records may include but are not limited to accession and deaccession registers; correspondence with publishers; questionnaires; request forms; bibliographic data; receipt notations; and related documentation. SEE ALSO Library Catalog Records in this section. Minimum retention: (a) Retain registers: Until superseded or obsolete (b) Retain all other records: 3 years after school year in which records were created.

(2) **Audio-Visual Materials and Equipment Loan Records** Records document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school, district, or ESD faculty or staff. Records may include but are not limited to request forms; extension and cancellation records; borrower identification; title and material identification; shipping or delivery information; booking records; attendance and number of times media used or shown; usage statistics; accounting records concerning the cost of material; and related documentation. Minimum retention: (a) Retain extension and cancellation records: 1 month (b) Retain equipment inventories: 3 years after superseded or obsolete (c) Retain all other records: 3 years after school year in which records were created.

(3) **Circulation Records** Records document the borrowing of circulating library, audio-visual, media, and learning resource center materials by students and faculty. Records may include but are not limited to name of the borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentation. Records may be exempt from public disclosure per ORS 192.502(21). Minimum retention: (a) Retain overdue records: Until material is returned or debts reconciled or deemed uncollectible (b) Retain all other records: 1 year after school year in which records were created.

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(4) **Copyright and Duplication Records** Records document permission received from authors, publishers, producers, and distributors of video programs and other media and materials to allow the school, district, and ESD to duplicate the material without copyright infringement. Records may include but are not limited to agreements which state the terms and conditions, copyright releases, authorizing signatures, and related documentation and correspondence. Minimum retention: 6 years after agreement expires.

(5) **Library and Media Inventory Records** Records document approved lists of books, periodicals, audio-visual materials, and other library materials. Records may include but are not limited to annual inventories; and lists of books, periodicals, audio-visual materials, and other materials; and lists of books and materials on specific subjects. Lists document material approved for use in the school or district; materials that may be borrowed from centralized media and resource centers; and are used in the acquisition of materials. Records generally include titles, bibliographic descriptions, and identification numbers. Minimum retention: 3 years after superseded.

(6) **Library Catalog Records** Records document the maintenance, and retrieval of the holdings of the school library; professional library; teaching resource center; and audio-visual, media, or resource center of the school, district, and ESD. Records may include but are not limited to the card or electronic catalog which contains the bibliographic records of the holdings; holdings records which contain data on items in circulation; and related documentation. SEE ALSO Acquisition and Deaccession Records in this section. Minimum retention: Until superseded or disposal of material.

(7) **Supplemental Materials Selection and Adoption Records** Records document the process of evaluation, selection, and approval of supplemental educational materials for use by a school, district, or ESD and inclusion in the library, learning resource center, or media center. Records may also be used for budget, audit, and insurance purposes. Supplemental materials may include library books, periodicals, audio-visual materials, instructional computer software, and related materials. Records may include but are not limited to bibliographic data; summary of content; evaluations; evaluator records including applications, rosters, and expense records; records documenting citizen complaints about educational material; and related correspondence and documentation. Minimum retention: 7 years after school year in which records were created.

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School Administration Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Communication Logs** Logs document communications made or received through a variety of electronic devices, including but not limited to telephone, smart phone, facsimile (fax), radio, computer-aided dispatch, pager, and teletype, AND are not otherwise specified in this general records retention schedule (OAR 166 Division 400). Logged information may include time, date and disposition of communication, name of caller, number called or received, and action taken. SEE ALSO Correspondence in the Administrative Records section. Minimum retention: 1 year

(2) **District Boundary Records** Records document the formation, consolidation, and reorganization of school districts and their boundaries. Records may include but are not limited to boundary board meeting minutes; boundary board hearing records; board decisions; maps and plats; land records; boundary descriptions; and related documentation. Minimum retention: Permanent.

(3) **District Clerk's Records** Records document the administration of the school district and the reporting of this general and financial information to the county school superintendent. The district clerk's record books may contain but are not limited to reports of annual school meetings, special school meetings, and district board meetings; financial reports, receipts, and accounts; teacher contracts; annual census of school-aged children; payroll information; summary of subjects taught; records of school boundaries; and related documentation. The school register and record books may contain but are not limited to records of visitors; records of students registration, attendance, and deportment; general school statistics; teacher salary records; program and class records; evaluations of student progress; data on parents and guardians; and related documentation. These records are no longer being created. Minimum retention: Permanent.

(4) **Interscholastic Athletic Activity Program Records** Records document student eligibility and participation in interscholastic competitive sports and athletic activities, athletic event and team publicity, and athletic events scheduling. Records may include but are not limited to team standings; win/loss records; All-Star selections; team member information; statistics; event and practice schedules; and related documentation and correspondence. Minimum retention: 5 years after school year in which records were created.

(5) **Key and Keycard Records** Records document the issuance of keys and keycards to staff to enable access to buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records. Minimum retention: (a) Retain access and entry logs 3 years (b) Retain other records 2 years after key is turned in

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(6) **Mailing Lists Records** document the compilation of names and addresses of persons and organizations by a school, district, or ESD for mailing purposes. Lists are used to facilitate billing, outreach activities, and other functions of the school, district, or ESD. Minimum retention: Until superseded or obsolete.

(7) **Parking Records** Records document parking provided for the public or school, district, or ESD staff or students. Records include parking permits and applications, special permits, permit receipts, parking citations, appeal petitions, and related correspondence and documentation. Minimum retention: (a) Retain citation records: 3 years after resolved (b) Retain all other records: 3 years.

(8) **Postal Records** Records document transactions with the U.S. Postal Service and private carriers. Records may include but are not limited to postage meter records, receipts for express deliveries, registered and certified mail; insured mail, special delivery receipts and forms, loss reports, and related correspondence. Minimum retention: 3 years after school year in which records were created.

(9) **Press Releases Records** document school, district, or ESD information that is officially released to the media for dissemination to the public. Records may include press or news releases, public service announcements, and related documentation. Minimum retention: (a) Policy and Historic press/news releases: Permanent (b) Routine news/press releases: 2 years

(10) **Publications Records** document publications produced by a school, district, or ESD for educational or informational purposes, or to communicate information about programs, policies, services, and events. Records include publications produced by individual school staff, offices, and students. Types of publications may include but are not limited to catalogs, books, magazines, newsletters, rosters, directories, brochures, pamphlets, media guides, guidebooks, proceedings, programs, schedules, yearbooks, manuals, newspapers, calendars, and flyers. Records may include but are not limited to working papers, mock-ups, drafts, photographs, final publications, and publications on the school, district, or ESD's Internet home page. SEE ALSO Press Releases in this section. Minimum retention: (a) Retain significant publications, official copy: Permanent (b) Retain preparation records: Until published (c) Retain all other publications and records: 2 years

(11) **Scheduling Records** Records document the scheduling and reservations related to in-house participation in and use of various school, district, or ESD activities, events, classes, facilities, and meeting rooms. Records may include but are not limited to schedules, logs, lists, classroom assignments, requests, and related correspondence and documentation. Minimum retention: 2 years after school year in which records were created

(12) **Security Records** Records document security provided for school, district, or ESD building and grounds. Security may be provided by an on-site public safety office and public safety officers. Records may include but are not limited to security logs, sign-in sheets, visitor logs, security activity reports, incident reports, statistical information, and related correspondence and documentation. SEE ALSO Key Issuance Records in this section. Minimum retention: 3 years after school year in which records were created

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(13) **Student Handbooks** Records document school rules and regulations and student rights and responsibilities. Information may include but is not limited to general school information, academic requirements, dress codes, rules of student conduct, freedoms, and student grievance procedures. Minimum retention: (a) Retain official copy: Permanent (b) Retain all other copies: Until superseded or obsolete.

(14) **Visitor Logs** Records document visitors to agency buildings. Records name include visitors' names, visitor badges issued, and entrance and exit times. Minimum retention: 1 year

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Payroll Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Deduction Authorization Records** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records. Minimum retention: 3 years after superseded, terminated, or employee separates.

(2) **Deduction Registers** Registers or records serving the same function of documenting voluntary and/or required deductions from the gross pay of agency employees. Types of deductions include federal income and social security taxes, state tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, prewritten checks, garnishments, levies, charitable contributions, and others. Information may include employee name and number, pay period, social security number, total deductions, net pay, check number, and related data. Minimum retention: (a) Retain registers documenting state and federal taxes: 5 years (b) Retain all other registers: 3 years.

(3) **Employee Payroll Records** Records document school, district, or ESD individual employee pay history. Records include but are not limited to source documents authorizing payroll deductions and withholding such as retirement enrollment forms, insurance applications, and beneficiary designations, leave authorization records, pay related personnel action documents, garnishment orders, child support claim records, electronic deposit authorizations, work out of class and overtime authorizations, deduction reports, and correspondence. SEE ALSO Employee Personnel Records in the Personnel Records section. Minimum retention: (a) Retain PERS enrollment forms, official copy: 75 years after date of hire (b) Retain all other records: 3 years after employee separation.

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(4) **Employee Time and Attendance Records** Records document school, district, or ESD employee attendance and time worked. Records may include but are not limited to time cards or sheets; monthly summary reports of employee attendance; forms used to record attendance, sick, vacation, overtime, and compensatory time; leave requests and approval forms; leave records; absence, sick, and vacation leave summary reports; overtime authorization or certification; staff attendance logs; substitute teacher logs; and related documentation and correspondence.

Minimum retention: 4 years.

(5) **Federal and State Tax Records** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.

Minimum retention: (a) Retain for the retention of records documenting expenditure of grant funds: see Grant Records in the Financial section (b) Retain all other records: 4 years.

(6) **Garnishment Records** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold for the Oregon Department of Human Resources, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes employee name and number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Minimum retention: 3 years after resolution.

(7) **Leave Applications** Applications or requests submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes employee name, department, date, leave dates requested, type of leave requested, and related data. SEE ALSO Employee Time Records in this section.

Minimum retention: 3 years.

(8) **Leave Balance Reports** Reports documenting individual employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes employee name and number, social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. SEE ALSO Employee Benefits Records in the Personnel section. Minimum retention: (a) Retain year-end leave balance reports: 75 years after date of hire (b) Retain all other reports: 4 years.

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(9) **Payroll Administrative Reports** Records document school, district, or ESD payroll statistics, payroll budget preparation, projections, workload and personnel management, and payroll research. Records may include but are not limited to recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others. Minimum retention: 3 years.

(10) **Payroll Registers Records** document the earnings, voluntary and required deductions, and withholdings of school, district, and ESD employees. Records include but are not limited to monthly listings of all paid employees with details of their earnings and deductions. Minimum retention: (a) Retain year-end payroll register: 75 years (b) Retain leave accrual and monthly payroll registers: 10 years (c) Retain all other registers: 3 years

(11) **Unemployment Compensation Claim Records** Records document claims submitted by former school, district, or ESD employees for unemployment compensation. Records include but are not limited to claims, notices, reports, claim determination appeal records, and related documentation and correspondence. Minimum retention: 3 years

(12) **Unemployment Reports** Records document school, district, or ESD employee earnings on a quarterly basis. Records are used to determine the costs and charges in the event of an unemployment compensation claim. Information in the records includes employee name, social security number, quarterly earnings, days worked, totals, and other data. Minimum retention: 3 years

(13) **Wage and Tax Statements Annual** statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax. Also known as federal tax form W-2. Information includes agency name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. Minimum retention: 5 years

(14) **Withholding Allowance Certificates** Certificates documenting the exemption status of individual agency employees. Also described as W-4 forms. Information includes employee name and address, social security number, designation of exemption status, and signature. Minimum retention: 5 years after superseded or employee separates

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Personnel Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less

(1) **Affirmative Action Records** Records document school, district, and ESD compliance with the statutes and regulations of the U.S. Equal Opportunity Commission dealing with affirmative action. Records may include but are not limited to plans, updates, policy statements, reports, and supporting information. SEE ALSO Equal Employment Opportunity Commission Compliance Records in this section. Minimum retention: (a) Retain plans, updates, and policy statements: Permanent (b) Retain all other records: 3 years.

(2) **Benefits Continuation Records** Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination of during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. The records typically consist of notices sent and correspondence. Records may be filed with the Employee Benefits Records or Employee Personnel Records. SEE ALSO Employee Payroll Records in the Payroll section. Minimum retention: 3 years after employee separation of eligibility expired

(3) **Collective Bargaining Records** Records document the negotiations and contractual agreements between a school, district, or ESD and an employee bargaining unit. Records may include but are not limited to union contracts and amendments; tentative agreements; arbitrator's recommendations; negotiation work notes; strike contingency plans; management counter proposals; negotiation updates; newspaper clippings; press releases; research background material; employee classification printouts; minutes, sound recordings, and exhibits; published manuals; and related correspondence and documentation. Minimum retention: (a) Retain contracts: 75 years after contract expires (b) Retain all other records: 6 years after contract expires

(4) **Comparable Worth Study Records** Records documenting the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the agency and its employees. May include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, study outlines, graphs, tables, and significant related records. Minimum retention: (a) Retain final study or report: Permanent (b) Retain all other records: 5 years

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(5) **Compensation Plan Records** Records document the development, operation, and maintenance of the school, district, or ESD's personnel compensation plans. Records include compensation plans; salary surveys; merit matrixes; pay range tables; and related correspondence and documentation. Minimum retention: (a) Retain compensation plans: 20 years (b) Retain pay range tables, merit matrixes: Until superseded (c) Retain all other records: 3 years.

(6) **Criminal Background Check Records** Records document the pre-employment or periodic criminal record check made on prospective or current staff, faculty, and volunteers by schools, districts, or ESDs. Records include but are not limited to a Fingerprint-Based Criminal History Verification form documenting the result of a criminal history background check coordinated by the Oregon Department of Education through the FBI and Oregon Law Enforcement Data System (LEDS). The form includes name and other personal identifying information, indication of existence or absence of criminal record, and related documentation. Records may be retained as part of the Employee Personnel Record. SEE ALSO Employee Personnel Records and Recruitment and Selection Records in this section. Minimum retention: (a) Retain background check logs until superseded or obsolete (b) Retain fingerprint cards until return of card or receipt of investigation findings (c) Retain all other records 90 days, destroy.

(7) **Disciplinary Action Records** Records documenting termination, suspension, progressive disciplinary measures, and other actions against employees. May include statements, investigative records, interview and hearing records, findings, and related records. May be filed with Employee Personnel Records. Minimum retention: (a) Retain investigations resulting in termination: 10 years after employee separation (b) Retain investigations resulting in disciplinary action or exoneration: 3 years after resolution (c) Retain unfounded investigations: 3 years.

(8) **Drug Testing Records** Records document the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. Minimum retention: (a) Retain positive test results: 5 years (b) Retain negative test results: 1 year.

(9) **Employee Benefits Records** Records document school, district, or ESD individual employee benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation. Records may be filed with the individual Employee Personnel Record. SEE ALSO Employee Payroll Records in the Payroll Records section. Minimum retention: (a) Retain PERS enrollment records, official copy: 75 years after date of hire (b) Retain all other records: 3 years after employee separation or eligibility expired.

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(10) **Employee Medical Records** Records document school, district, or ESD individual employee work related medical history. These records are not personnel records and must be kept physically separate from employee personnel records in a separate location, as required by the Americans with Disabilities Act. Records may include but are not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, drug testing records, first-aid incident records, physician statements, release consent forms, and related correspondence. SEE ALSO Hazard Exposure Records in this section. Minimum retention: (a) Retain hazard exposure records: 30 years after separation (b) Retain all other records: 6 years after separation.

(11) **Employee Personnel Records** Records document school, district, and ESD individual employee work history. Records may include but are not limited to applications; notices of appointment; training and licensure (certification) records; records of health limitations; in service training records; salary schedules; tuition reimbursement records; personnel actions; performance evaluations; teacher evaluation reports; letters of commendation and recommendation; letters of reprimand; notices of disciplinary action; notices of layoff; letters of resignation; home address and telephone disclosures; emergency notification forms; oaths of office; grievance and complaint records; pension, retirement, disability, and leave records; and related correspondence and documentation. SEE ALSO Criminal History Check Records, Recruitment and Selection Records, Employee Medical Records, and Employee Benefits Records in this section. Minimum retention: (a) Retain employment applications (most recent and first successful), teacher licensure (certification) records, personnel actions, oaths of office, home address/telephone disclosures, emergency notification form (most recent): 75 years after date of hire (b) Retain grievance, complaint, and disciplinary records: 3 years (c) Retain all other records: 3 years after separation.

(12) **Employment Eligibility Verification Forms (I-9)** Records document the filing of U.S. Immigration and Naturalization Service Form I-9 form which verifies that an applicant or employee is eligible to work in the United States. Information includes employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents which establish identity and eligibility, and employer's signature certifying that documents have been checked. Minimum retention: 3 years or 1 year after employee separation, whichever is longer (8 CFR 274a-2).

(13) **Employee Recognition Records** Recognition of employees for special service to the agency. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. SEE ALSO Employee Suggestion Award Records in this section. Minimum retention: 6 years.

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(14) **Employee Suggestion Award Records** Records documenting an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in agency operations. Employees may receive awards for adopted suggestions. Records may include suggestion forms and evaluations, award information, and related documentation. SEE ALSO Employee Recognition Records in this section. Minimum retention: (a) Retain adopted suggestions: 2 years (b) Retain suggestions not adopted: 1 year.

(15) **Equal Employment Opportunity Commission Compliance Records** Records document school, district, or ESD compliance with the U.S. Equal Employment Opportunity Commission regulations. Records may include but are not limited to reports; anti-discrimination committee meeting records and reports; workplace analyses; discrimination complaint policies and procedures; complaints; reports; exhibits; withdrawal notices; copies of decisions; hearings and meeting records; report listing number of employees by gender, race, and job classification; and related correspondence and documentation. SEE ALSO Affirmative Action Records in this section. Minimum retention: (a) Retain plans, updates, and policy statements: Permanent (b) Retain complaint records and documentation: 3 years after final decision issued (c) Retain all other records: 3 years.

(16) **Grievance Records** Records document grievances brought by or against employees of schools, districts, or ESDs. Records may include but are not limited to notice of grievance; informal discussion notes; format hearing notes (including audio tapes); final summary statements or reports; private arbitrator or Employment Relations Board rulings; correspondence; and supporting documentation. Minimum retention: 3 years.

(17) **Hazard Exposure Records** Records document a school, district, or ESD employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. These records are not personnel records and should be maintained in an Employee Medical File. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. SEE ALSO Employee Medical Records in this section. Minimum retention: 30 years after separation (per 29 CFR 1910.20).

(18) **Layoff, Dismissal, and Non-Renewal Records** Records document the procedures and computations used in laying off, dismissing, or non-renewal of contracts of school, district, and ESD employees. Records may include but are not limited to service credit computations, service credit lists, layoff ranking lists, layoff notice letters, employee layoff election forms, documentation in support of action taken, and related correspondence. Minimum retention: 3 years after final disposition.

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(19) **Personnel Research Records** Records document the study and analysis of personnel issues such as comparative salary, pay equity, collective bargaining, fringe benefits, manning standards, minimum qualifications, recruitment, training, job discrimination, and related issues involving the school, district, or ESD and its employees. Records may include but are not limited to questionnaires, data, summary reports, studies, surveys, and related documentation. Minimum retention: (a) Retain final study or report: Permanent (b) Retain all other records: 5 years

(20) **Photo Identification Records** Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. Minimum retention: Until superseded or obsolete

(21) **Position Description and Classification Records** Records document job descriptions and the studies and evaluations of school, district, or ESD positions to determine if reclassification is appropriate. Records may include but are not limited to current and new job descriptions, organizational charts, classification specifications, desk audits, classification review reports, and related correspondence and documentation. Minimum retention: 3 years after superseded or obsolete

(22) **Recruitment and Selection Records** Records document the recruitment and selection of agency employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section. Minimum retention: (a) Retain announcement records, position description, and records documenting creation of test and rating scale 10 years (b) Retain unsolicited applications and resumes 3 months if not returned to solicitor (c) Retain unsuccessful applications and other records 3 years after position filled or recruitment cancelled

(23) **Teacher Registration and Licensure (Certification) Records** Records document the registration and licensure (certification) of school teachers, including substitute teachers. Records may include but are not limited to licensure (certification) records which list teacher name, type of license (certificate), date of licensure (certification), salary, days taught; Oregon Department of Education licensure (certification) reports which list type of license (certificate), teacher, and district; and related documentation. Early records may include county superintendent

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administered examination results, copies of examinations, and teacher salary information. SEE ALSO Employee Personnel Records in this section. Minimum retention: (a) Retain licensed (Certificated) Personnel Reports: 2 years after school year in which records were created (b) Retain substitute teachers records: 1 year after school year in which records were created (c) Retain all other records: 75 years after date of hire

(24) **Training Program Records** Records document the design, implementation, and administration of training programs and opportunities provided to school, district, and ESD employees, including in service training for faculty. Records may include but are not limited to class, workshop, or conference descriptions; instructor certifications; planning documentation; instructional materials; course outlines; class enrollment and attendance records; training certification forms; and related correspondence and documentation. Minimum retention: 3 years after school year in which records were created.

(25) **Volunteer Program Records** Records document the activities and administration of volunteer programs in the school, district, or ESD. Records may include but are not limited to volunteer hour statistics; volunteer program publicity records; insurance requirement records; volunteer training and orientation records; inactive volunteer files; and related correspondence and documentation. Minimum retention: (a) Retain volunteer worker records: 3 years after separation (b) Retain all other records: 5 years

(26) **Wellness Program Records** Records document the development, operation, and activities of a school, district, or ESD wellness program. Records may include but are not limited to program statements, health and safety surveys, committee minutes, newsletters, and related correspondence and documentation. Minimum retention: 3 years after school year in which records were created.

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Safety and Risk Management Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Accident and Injury Reports** Records document accidents, including workers' compensation accidents, and injuries to students, faculty, staff, and visitors on school, district, or ESD property, or during school related activities. Records include accident and injury reports; State Accident Insurance Fund (SAIF) accident reports; occupational injury investigations and reports; employee identification and physical assessment records; vehicle accident reports; and related correspondence and documentation. SEE ALSO Legal Case Files and Records in the Administrative Records section, and Insurance Claim Records, State Accident Insurance Fund (SAIF) Claim Records, Tort Liability Claim Records, and Workers' Compensation Claim Records in this section. Minimum retention: (a) Retain employee hazard exposure records: 30 years after employee separation (or as specified by 29 CFR 1910.20) (b) Retain other records, if no claim filed: 3 years (c) Retain other records, if claim filed: Transfer to claim record

(2) **Contractor Liability Insurance Verification Records** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Information usually includes insurance company name and address, issue date, expiration date, amount of coverage, type of coverage, special provisions, signature of insurance company representative, and related data. Minimum retention: (a) Retain if related to county or special district improvement project: 10 years after substantial completion, (as defined by ORS 12.135(3)) (b) Retain all other records: 6 years after expiration)

(3) **Contractor Performance Bond Records** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the agency. May include letters, certificates, copies of bonds, and similar records. Information usually includes name of individual or company covered, amount of coverage, effective and expires dates, name of bonding agent, authorized signatures, and related data. Minimum retention: (a) Retain if related to county or special district improvement project: 10 years after substantial completion, (as defined by ORS 12.135(3)) (b) Retain all other bond records: 6 years after expiration

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(4) **Disaster Preparedness Plan Records** Records document school, district, or ESD plans and procedures to take in case of a major disaster which has destroyed or compromised the operations of a school, district, or ESD. Components of the recovery plan include but are not limited to physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, and reconnect networks; reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. Minimum retention: Until superseded or obsolete

(5) **Emergency Response and Safety Plans and Procedures** Records document a school, district, or ESD's plans to promote a safe work environment for employees; procedures to follow in the event of emergency; and student safety instruction records. Records may include but are not limited to step-by-step procedures; safety plans; fire drill reports; records instructing students about safety on school buses; and related documentation. Fire drill reports are submitted annually to the local fire bureau. Minimum retention: (a) Retain fire drill reports: 1 year after school year in which records were created (b) Retain all other records: 1 year after superseded or obsolete

(6) **Hazard Communications Program Records** Records documenting participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data. Minimum retention: 75 years after superseded or obsolete

(7) **Hazardous Substance Employer Survey Records** Series documents the locations, quantities, and individuals responsible for specific hazardous chemicals housed by an agency. This record is sent to the State Fire Marshal. Records include hazardous chemical compositions, lot numbers, and emergency disposition instructions. Minimum retention: Until superseded or obsolete

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(8) **Insurance Claim Records** Records document school, district, or ESD requests for payment of insurance claims involving personal injury, property damage, motor vehicle accidents, and others. Records may include but are not limited to auto, liability, and property claim reports; estimates of repairs; accident reports; police reports; photographs; summaries; reviews; audio and video recordings and transcriptions; and related correspondence and documentation. SEE ALSO Legal Case Files and Records in the Administrative Records section, and State Accident Insurance Fund (SAIF) Claim Records, Tort Liability Claim Records, and Workers' Compensation Claim Records in this section. Minimum retention: 5 years after final disposition of claim.

(9) **Insurance Policy Records** Records document the terms and conditions of insurance policies between the school, district, or ESD and the insurers. Types of insurance include liability, property, group employee health and life, motor vehicle, workers' compensation, flood, and others. Records may include but are not limited to policies, endorsements, rate change notices, and related documentation. SEE ALSO Risk Factor Evaluation Records in this section. Minimum retention: (a) Retain property, liability, and employee group insurance: 75 years after expiration if no claims pending (b) Retain all other insurance: 6 years after expiration if no claims pending

(10) **Liability Claims Records** Records documenting various types of liability claims filed against the agency. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents. Minimum retention: (a) Retain if action taken: 10 years after case closed, dismissed, or date of last action (b) Retain if no action taken: 3 years

(11) **Liability Waivers Records** document the release of the school, district, or ESD from liability related to various activities that include student, volunteer, or citizen involvement. Records may include but are not limited to release forms with terms, date, signatures, and related information. Minimum retention: 3 years after school year in which records were created

(12) **Master Material Safety Data Records** Series documents all hazardous chemicals used and held by an agency. Records include hazardous materials safety sheets, safety instructions, and emergency instructions. Minimum retention: Until superseded or obsolete

(13) **Occupational Injury and Illness Records** Series is used to provide the Oregon Occupational Safety and Health Administration (OR-OSHA) with workers' compensation claim information about agency employees. Records may include logs and summaries, serious injury reports, injury cost reports, and annual occupational injuries and illnesses surveys. Minimum retention: 6 years

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(14) **Risk Factor Evaluation Records** The series is used to assess various risk factors for an agency and determine appropriate insurance needs. Records may include studies, worksheets, yearly risk reports, restoration fund inventory reports, policy manuals, property transfer reports, self insurance manuals, real property reports, money and negotiable securities reports, a general risk survey and correspondence. Minimum retention: 4 years

(15) **Property Damage Records Reports**, photographs, and other records documenting damage to agency property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual who caused damage (if known), value of damage, billing costs, and related data. Minimum retention: (a) Retain if litigated: see Civil Case Files in the Counsel or District Attorney section for retention (b) Retain if not litigated: 3 years after date of last action

(16) **Safety Committee Records** Records document the actions of workplace safety committees which oversee or advise on school, district, or ESD safety issues. Records may include but are not limited to minutes, agendas, exhibits, reports, resolutions, sound recordings, indexes, and related correspondence and documentation. Minimum retention: 3 years

(17) **Safety Inspection and Compliance Records** Records document fire and safety inspections of school, district, or ESD equipment and facilities and documents compliance with state and local safety regulations. Types of inspections may include fire and fire alarm inspections; equipment safety inspections; building inspections; elevator and boiler inspections; and related inspections. Records may include but are not limited to safety inspection reports; schedules of inspections; follow-up actions; and related correspondence and documentation. Minimum retention: 10 years.

(18) **Accident Insurance Fund Claim Records** Records document job-related injury and illness compensation claims made by school, district, and ESD employees to the Accident Insurance Fund and the resulting claim disposition. Records may include but are not limited to injury reports (Workers Compensation Division Form 801), notices of claim acceptance or denial, determination orders, medical reports, notices of closure, employer's payroll reports, Workers Compensation Board hearing transcripts, board orders, claim disposition agreement documents, agency investigation reports, appeal letters, vocational rehabilitation records, legal documents, and correspondence. Does not include workers' compensation program records. Minimum retention: (a) Retain injury reports: 1 year (b) Retain all other records: 6 years after settlement of claim.

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(19) **Tort Liability Claim Records** Records document tort liability claims against the school, district, or ESD. Records may include but are not limited to accident and injury reports; liability claim summaries; invoices; correspondence; photographs; investigation reports; legal documents; statistical summary reports; reviews; notices; audio/videotapes; statements; and related documentation. SEE ALSO Legal Case Files and Records in the Administrative Records section, and Insurance Claim Records and State Accident Insurance Fund (SAIF) Claim Records in this section. Minimum retention: (a) Retain statistical reports: 5 years (b) Retain other records, if action taken: 10 years after final disposition of claim (c) Retain other records, if no action taken: 3 years

(20) **Vehicle Accident Records** Records documenting accidents involving agency vehicles. May include dispatch reports with information such as name and address of parties involved, date and time, complaint, description of damage, and other data. Records may also contain motor vehicle accident reports which include the driver's name, address, phone number, date of birth, and driver's license number, as well as passenger and witness names, description of events, make and model of vehicle(s), vehicle identification number, and related data. Photographs and correspondence also may be part of these records. Minimum retention: (a) Retain if litigated: SEE ALSO Civil Case Files in Legal Counsel section (b) Retain if not litigated: 3 years

(21) **Workers' Compensation Claim Records** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Includes records satisfying the procedural requirements of the State Workers' Compensation Division and the State Workers' Compensation Board, as well as those of (depending on agency arrangements) the State Accident Insurance Fund (SAIF), private insurance providers, or self-insurance. Records may include claim disposition notices, claim reporting and status forms; injury reports; determination orders; insurance premium data; hearing requests; safety citations; inspection reports; medical status updates and reports; investigation reports; reimbursement and payment records; and related correspondence and documentation. SEE ALSO Employee Medical Records in the Personnel section for records describing the job related injury or illness and the related subsequent medical condition of the employee. These often include workers' compensation accident reports, medical reports, vocational rehabilitation evaluations, disability determinations and related records. Minimum retention: (a) Retain records describing injuries and illnesses: SEE Employee Medical Records in the Personnel Records section (b) Retain all other records: 6 years after claim closed or final action

(22) **Workers' Compensation Reports** Records document the activities of the worker's compensation program. Records include a variety of reports including but not limited to claims summary reports; status reports; Occupational Safety and Health Administration (OSHA) logs and summaries; financial reports; and related documentation. Minimum retention: (a) Retain OSHA logs and summaries, official copy: 5 years after end of year to which they relate (b) Retain all other records: 3 years

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Student Education Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Alternative School Referral Records** Records document referrals sent to alternative schools seeking placement of students whose public school attendance and/or disciplinary record has been unsatisfactory. Referral form indicates acceptance or non-acceptance of student in private alternative program; funding source; signatures of referring school principal and alternative program director; student name, age, date of birth, student number; and parent's name and address. Minimum retention: 3 years after school year in which records were created.

(2) **Student Athletic Activity Records** Records document student eligibility and participation in interscholastic competitive sports and athletic activities, athletic event and team publicity, and athletic events scheduling. Records may include but are not limited to parental consent forms; Oregon School Activities Association eligibility forms and reports; and related documentation and correspondence. Minimum retention: 5 years after school year in which records were created.

(3) **Attendance Records** Records document the attendance of students in school. Records may include but are not limited to teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records; excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation. The attendance recorded on the Oregon Student Record is a summary of this information. SEE ALSO Oregon Student Record in this section. Minimum retention: 3 years after school year in which records were created.

(4) **Behavioral Records, Major (Class/Group A)** Records document major student behavioral infractions which result in the identification of students for suspensions or expulsions. Records may include but are not limited to psychological tests; personality tests; group or individual intelligence tests; individual education programs; physician statements; state or local government agency reports; and related correspondence and documentation. Minimum retention: Until student turns 21.

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(5) **Behavioral Records**, Minor (Class/Group B) Records document minor student behavioral infractions which do not result in the identification of a student for suspension, expulsion, or special education services. Records may include but are not limited to minor behavioral referrals; records of conversations; parent notes regarding student behavior; written behavioral agreements; detention records; bus citations; functional behavior assessments; and related correspondence and documentation. Minimum retention: Until end of school year.

(6) **Child Abuse Reports Records** document suspected child abuse reported by school staff or faculty. Records may include but are not limited to notes and observations of the child, record of contact with the State Office for Services to Children and Families or law enforcement agency, and related documentation. Minimum retention: 3 years after school year in which records were created.

(7) **Child Care Facility Residency Records** Records document students who live or have lived in childcare facilities, which are licensed to provide care for five or more children. Records may include but are not limited to reports filed semi-annually with the Oregon Department of Education. Minimum retention: 3 years after school year in which records were created.

(8) **Certificate of Advanced Mastery (CAM) Records** Records document student progress to fulfilling the State requirements for awarding of a CAM certification. Records may include but are not limited to planning records, test results, work samples, and the CAM award. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

(9) **Certificate of Initial Mastery (CIM) Records** Records document student progress to fulfilling the State requirements for awarding of a CIM certification. Records may include but are not limited to planning records, test results, and the CIM award. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

(10) **Compensatory Education Programs Student Records** Records document the placement and participation of students in compensatory educational programs, which provide a variety of supplemental education services to children. Programs may or may not be all or partially funded from federal sources. Compensatory programs may include but are not limited to Children Living in Poverty, Migratory Children, Neglected and Delinquent Children, Bilingual Education, Native Children, Parent Involvement, and Civil Rights. Records may include but are not limited to background information, grade placement, instructional and cumulative service, student profile forms, placement evaluation forms, withdrawal records and related correspondence and documentation. Minimum retention: (a) Retain records that show compliance with all federal program requirements: 5 years after school year in which records were created (b) Retain all other records: 3 years after school year in which records were created.

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(11) **Compulsory Attendance Excuse Records** Records document the formal excuse of a student under sixteen years of age from compulsory school attendance. Records may include but are not limited to names and addresses of student and parent or guardian; reason for request; academic information; recommendations and approval of school district; and related correspondence and documentation. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

(12) **Educational Programs Student Records** Records document the placement and participation of students in educational programs which provide a variety of education services to children. Programs may or may not be all or partially funded from federal sources. Educational programs may include but are not limited to Talented and Gifted, Alternative Learning, Early Childhood, Professional Technical Education, School-to-Work, Cooperative Work Experience, and Distance Learning. Records may include but are not limited to background information, grade placement, instructional and cumulative service, student profile forms, placement evaluation forms, and related correspondence and documentation. Minimum retention: (a) Records that show compliance with all federal program requirements: 5 years after school year in which records were created (b) Other records: 3 years after school year in which records were created.

(13) **Grade Records** Records document student progress and grades awarded by teachers, and serve as the basis for the student's official academic record. Records may include test, assignment, paper, and homework scores; and final grades for students. Records may include but are not limited to teacher grade books; grade confirmation reports; grade change records; final grade rosters; and related documentation. SEE ALSO Report Cards in this section. Minimum retention: 6 years after school year in which records were created.

(14) **Grade Reports, Administrative Records** document grades received by students in a variety of reports organized by school, class, special program, or other grouping which are used by staff and faculty. Records may include but are not limited to administrative reports, counselors' reports, teachers' reports, grade point average reports, failure reports, honor roll reports, supplemental grade reports, class lists, and other manual or computer produced reports. Minimum retention: 3 years after school year in which records were created.

(15) **Grievance Records** Records document grievances or complaints brought forward by students against the school, district, or ESD concerning student conduct and violations of student rights and responsibilities. Records may include but are not limited to notices of grievance; written description of the complaint; informal discussion notes; formal hearing notes (including audio tapes); summary of interviews with witnesses; final summary statements; resolution of grievance; appeals documentation; and related documentation and correspondence. Minimum retention: 3 years after resolution.

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(16) **Education Counseling Records** Records document the advice, assistance, evaluation, and educational planning provided for individual students by school guidance counselors. Records may include but are not limited to school performance and attitude; educational planning records; post-high school plans and career goals; college and scholarship applications records; letters of recommendation; list of honors and activities; information necessary for referral to social service agencies; correspondence; and related documentation. Minimum retention: 3 years after school year in which records were created.

(17) **High School Dual Program Student Records** Records document student participation in programs between community colleges and high schools which offer professional, technical, and other college courses to high school students for college credit. Records may include but are not limited to program approval records; application forms; course descriptions; examinations; competency evaluations and profiles; transmittal forms; registration forms; and related documentation and correspondence. Minimum retention: 3 years after school year in which records were created.

(18) **Home Schooling Records** Records document the basic educational career of a student being educated in a home school program. Records may include but are not limited to notification form or letter of intent to educate student at home; testing information; test results; census reports to the Oregon Department of Education; non-compliance notices; and related correspondence and documentation. SEE ALSO Oregon Student Record in this section. Minimum retention: 75 years after school year in which records were created.

(19) **Inter-District Transfer Agreement Records** Records document the application process for allowing a non-resident student to attend school out of district through an inter-district transfer agreement. Records may include but are not limited to procedures, administrative guidelines, inter-district transfer agreements, certificates of residency, and related correspondence and documentation. Minimum retention: 6 years after expiration.

(20) **Intervention Programs Student Records** Records document the assessment of students considered for referral to district-approved supplemental intervention programs and to determine appropriate follow-up actions. Programs may or may not be all or partially funded from federal sources. Programs may include but are not limited to Teen Parent, Alcohol and Drug Prevention, and Violence Prevention and Intervention. Records may include but are not limited to referrals, reports by assessment providers, consent forms, treatment and other reports, program class and support group attendance records, behavioral/discipline records, and related documentation and correspondence. Minimum retention: (a) Retain records that show compliance with all federal program requirements: 5 years after school year in which records were created (b) Retain all other records: 3 years after school year in which records were created.

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(21) **Non-Resident Student Records** Records document attendance of non-resident students attending district-financed programs; non-resident dependent children; and other non-resident students for whom the district does not pay tuition. Records are used to report attendance to the Oregon Department of Education and to document reimbursement claims from the Oregon Basic School Support Fund. Records may include but are not limited to attendance reports; basic school support fund reports; and related documentation. Minimum retention: 3 years after school year in which records were created.

(22) **Parent-Teacher Conference Records** Records document a teacher's report to parents or guardians of student's progress prior to end of grading period and may indicate problem areas or areas in which student is excelling. Minimum retention: 3 years after school year in which records were created.

(23) **Parental/Custodial Delegation Records** Records document who has parental or custodial responsibility for a student. Records may include but are not limited to specification of rights or abridgment of rights for non-custodial parents; restraining orders and other court documents; informal documents signed by natural parent(s); and related correspondence and documentation. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

(24) **Personal/Locker Search Records** Records document searches of a student or student's locker. Records include student name, what was searched, when, what was found, and what report was made. Minimum retention: 3 years after school year in which records were created.

(25) **Psychological Guidance and Counseling Records** Records document student psychological health care responsibilities and activities performed by school or district health professionals or non-health staff. Records that are made or maintained separately and solely by a licensed health care professional who is not employed by the educational agency or institution, and are not used for education purposes of planning, are excluded from educational record provisions. See Oregon Department of Education student health record policies for further clarification. Minimum retention: Until student turns 21 or 5 years after last action.

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(26) **Registration Records** Records document registration or enrollment of students in elementary, middle, and high school. Records may include but are not limited to enrollment applications registration forms completed annually by the parent or guardian for each student at the time of admittance to school. Information contained in the records generally include student name, address, date and place of birth; parent or guardian name and address; student demographic information such as race and language spoken at home; authorization for school to act in behalf of parent or guardian in case of emergency; class scheduling data; student assignments, such as lockers, counselors, and buses; and related correspondence and documentation. Registration information may be used to create student transcripts, attendance records, and to verify or determine residency status. Minimum retention: (a) Retain completed registrations 3 years after school year in which records were created (b) Retain incomplete/withdrawn registration records 3 years after school year in which records were created.

(27) **Report Cards Records** document the periodic report by a school about a student's social, emotional, and physical progress. Information includes but is not limited to full legal name of student; teacher's name; name and address of school; indication of attendance during reporting period; grades; and other related information. This information must be recorded on the Oregon Student Record by the beginning of the next school year. SEE ALSO Grade Records and Oregon Student Record in this section. Minimum retention: (a) If information has been recorded on Oregon Student Record: 6 years after school year in which records were created (b) If information has not been recorded on Oregon Student Record: 75 years.

(28) **Special Education Student Records** Records document students participating in special education programs and early intervention special education services. Records may include speech/hearing, academic, motor, occupational and/or physical therapy, vision/hearing, interdisciplinary team, and classroom observation reports; records relating to student behavior including psychological and social work reports; assessments obtained through other agencies; contact sheets; severity rating scales; test result records; physician's statements; parental consent records; educational program meeting records; request for hearing records; eligibility statements; individualized education plans (IEP); individualized family service plans (IFSP); and related correspondence and documentation. Minimum retention: (a) Records documenting speech pathology and physical therapy services: Until student reaches age 21 or 5 years after last seen, whichever is longer (b) ESD copies, if program at district level: Transfer records to home district after end of student participation (c) Readable photocopies of records necessary to document compliance with State and Federal audits retained by the former educational agency or institution when a student transfers out of district: 5 years after end of school year in which original record was created.

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(29) Student Health Records Records document student health care responsibilities and activities performed by school or district health professionals or non-health staff. These records are maintained by the school nurse or another individual designated by the district to maintain confidential health information. Records may include but are not limited to medication administration records; records of nursing assessment and nursing care given in the school setting; School Health Management Plans prepared by the nurse for students with special health needs, medical records from outside health care providers and health care agencies; and psychological diagnostic test reports. Health information provided to Special Education for determining eligibility and IEP activity is maintained in the Special Education record and forwarded upon transfer of the student record. School nurse records are medical records subject to issues of confidentiality and exemption from disclosure per ORS 192.496. Health record information is protected and should be treated as other student records. Records that are made or maintained separately and solely by a licensed health care professional who is not employed by the educational agency or institution, and are not used for education purposes of planning, are excluded from educational record provisions. See Oregon Department of Education student health record policies for further clarification. SEE ALSO Student Health Screening Records and Student Immunization Records in this section. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

(30) Student Health Screening Records Records document the health screening status of students and mandated certifications of health. Required health screening records include vision and hearing screening results; Certificate of Immunization Status; and Tuberculosis (TB) Clearance Certificate (if required by law according to the student's birth country). Records may also include but are not limited to communications related to health and safety and directed to the school from the parent/guardian or health care provider regarding the student's attendance, participation, or activities; communications which are directed to the school by health care providers; and documentation of first aid given, and instructions sent to parents/guardians regarding these screening and first aid events. These records are part of the Student Education Record and are transferred if the student transfers to a new district. See Oregon Department of Education student health record policies for further clarification. SEE ALSO Student Health Records and Student Immunization Records in this section. Minimum retention: Until student reaches age 21 or graduates, whichever is longer.

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(31) **Student Immunization Records** Records document the immunization status of an individual student. Records include but are not limited to the Certificate of Immunization Status (CIS), which includes student identification information, vaccine history, and medical and religious exemptions, and records tracking susceptible for those students not yet completely immunized. Records must be retained as part of the Student Health Screening Record and are transferred if the student transfers to a new district. SEE ALSO Student Health Screening Records and Student Health Records in this section, and Immunization Records, Administrative in the Administrative Records section. Minimum retention: (a) Retain certificate of Immunization Status (CIS): Until student reaches age 21 or graduates whichever is longer (b) Retain immunization Status Records – Susceptible (Tracking Cards): Until student attendance ends.

(32) **Oregon Student Record** Records document a core set of information about an individual student (including a home-schooled student) and his/her educational career, birth through age 21. Records include name and address of the educational agency or institution; full legal name of the student; student's birth date and place of birth; name of parents/guardians; date of entry into the school; name of school previously attended; subjects taken; marks received; credits earned; attendance; date of withdrawal from school; social security number (as provided on a voluntary basis by parent or eligible student); and such additional information as the educational agency or institution may prescribe. Minimum retention: (a) Retain original: 75 years (b) Retain readable photocopy retained by the former educational agency or institution when a student transfers out of district: 1 year.

(33) **Transfer Application Records** Records document the authorization for transfer of students between schools within the district. Records may include but are not limited to applications for transfer which generally contain name and grade of student; reasons for transfer request; name of present school; name of school to which transfer is requested; authorizing signatures; and related correspondence and documentation. Minimum retention: 3 years after school year in which records were created.

(34) **Truancy Records** Records document non-attendance or truancy of students in elementary, middle, or high schools. Records may include but are not limited to notices of non-attendance or truancy; staff reports; investigations; hearing records; suspension notifications; and related correspondence and documentation. Minimum retention: 3 years after school year in which records were created.

(35) **Tutoring Records** Records document tutoring services provided to students. Records may include but are not limited to registration records, tutor training records, tutor personnel records, tutor class records, tutorial hours, and related documentation. Minimum retention: 3 years after school year in which records were created.

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(36) **Withdrawal Records** Records document withdrawal from school by students between the ages of sixteen and eighteen by the mutual consent of parent or guardian and the school administration. Records may include but are not limited to withdrawal agreements which generally contain name and address of student and family; reason for request; student agreement not to loiter on school premises; agreement by staff to assist student with educational planning; and related correspondence and documentation. Records may also include withdrawal slips which assess student status at time of withdrawal and may include assessment of fees paid or refunded; status of textbooks, library materials, locks, and other materials used by the student; grades; attendance; and related documentation. Minimum retention: 3 years after school year in which records were created.

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Transportation Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(1) **Bus Driver Records** Records document the status and conditions of employment of school bus drivers. Records may include but are not limited to lists of drivers; driving permit and license information; first aid certification; driver training records, examinations, and skill evaluations; change of employment status records; and related correspondence and documentation. Records may also contain copies of physical examinations, accident reports, and insurance documentation. Records may supplement the personnel files of the bus driver. SEE ALSO Employee Personnel Records in the Personnel Records section. Minimum retention: 4 years after school year in which records were created

(2) **Bus Incident and Vandalism Reports** Records document reports of vandalism and other incidents occurring on or near school buses. Reports are submitted by the bus drivers and are used to determine action to be taken. Reports consist of a narrative account of the incident; student discipline referral form which notifies schools of disciplinary problems; and related documentation. Student behavioral records may be transferred to the student's education record. Minimum retention: 1 year after school year in which records were created

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(3) **Bus Schedule and Route Records** Records document the process of establishing and monitoring bus routes and schedules. Records may include but are not limited to bus route reports providing stop to stop directions for bus drivers; driver input forms detailing changes in stop times, students dropped, safety problems, and other changes to the bus schedule; surveys of alternative routes to be used during inclement weather; reports listing stops and stop times; tiering reports which include bus lines and routes, first and last scheduled stops, and start and finish times for each route; transportation logs; and related documentation. Minimum retention: (a) Retain annual bus route reports: 5 years after school year in which records were created (b) Retain all other records: 1 year after school year in which records were created

(4) **Bus Service Records** Records document the school bus service provided by the school district. Records may include but are not limited to dispatch files containing correspondence, reports, daily transportation forms, driver input forms, bus stop deactivation notices, bus schedule change notices, and similar documentation; release statements by parents of special education students releasing the district from responsibility for students left unattended at a bus stop; requests for school bus service for students normally ineligible for service; quarterly reports on student transportation operations including information on vehicle utilization, student loads, and vehicle distribution; transportation requirement forms requesting changes in transportation services provided by contractors or district fleet; and related documentation and correspondence. Minimum retention: (a) Retain quarterly reports: 10 years after school year in which records were created (b) Retain release forms: 3 years after school year in which records were created (c) Retain all other records: 1 year after school year in which records were created

(5) **Fuel Records** Records documenting the amount of gasoline, diesel, and oil used by agency-owned vehicles. Often includes logs, reports, and related documents. Minimum retention: 2 years

(6) **Transportation Complaint Reports** Records document complaints relating to students, drivers, schedules, or other school bus transportation problems. Records may include but are not limited to complaint forms, correspondence, and related documentation, and the district's response. Minimum retention: 3 years after school year in which complaint resolved

(7) **Transportation Safety Records** Records document safety hazards and safe routes and monitor student safety when taking school transportation. Records may include but are not limited to safety check records which detail pedestrian routes taken by student to and from school and identify number of traffic lanes, posted speeds, and types of crossings; safe stop reports which identify bus stops with safety hazards; railroad crossing reports which consist of annual reports to the Oregon Public Utility Commission which list location of railroad track crossings on school bus routes, name of railroad, and names of intersecting streets; and related documentation. Minimum retention: (a) Retain hazard reports: 1 year after school year in which hazard eliminated (b) Retain all other records: 1 year after school year in which records were created.

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(8) **Vehicle Maintenance Records** Records document the maintenance of school buses and other vehicles owned by the school, district, or ESD. Records may include but are not limited to maintenance agreements; annual and semiannual inspection and certification reports; preventive maintenance inspection reports; specified routine maintenance information; reports on expenditures and costs of repairs; new bus check lists; bus breakdown records; repair notices and orders; operations reports listing gas and oil consumption, mileage, and cost of gas, oil, and maintenance; and related documentation. Minimum retention: (a) Retain annual reports: 5 years after school year in which records were created (b) Retain all other records: 3 years after disposal of vehicle.

(9) **Vehicle Records** Records document school, district, or ESD ownership and administration of vehicles such as cars, vans, trucks, and buses. Records may include but are not limited to title application materials; titles; registrations; vehicle warranties, vehicle inventories, and related documentation and correspondence. Minimum retention: (a) Retain title application materials: Until title received (b) Retain titles: Until vehicle disposed of (c) Retain all other records: 3 years after disposal of vehicle.

(10) **Vehicle Usage Records** Records document the use of school, district, or ESD owned vehicles such as cars, trucks, vans, or buses. Records may include but are not limited to scheduling records; transportation request forms; list of vehicles with vehicle number and description; mileage; billing documentation and worksheets; billing reports; and related documentation and correspondence. Minimum retention: 3 years.

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Glossary

Access - The availability of or permission to use records. ORS 192.420 states that “Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.”

Active Records - Records that are used, maintained and are actively referred to during everyday operations.

Administrative Value - Usefulness of records in conducting an agency’s business.

Agency - When used alone means either a state agency or a political subdivision.

AIIM - Association for Information and Image Management.

Analog - Describes a device or system that represents changing values as continuously variable physical quantities. An analog clock’s hands are capable of indicating every possible time of day. In contrast, a digital watch is capable of representing only a finite number of times (every tenth of a second, for example).

ANSI - American National Standards Institute.

Aperture Card - A card with a rectangular opening into which microfilm may be inserted.

Appraisal - The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archivist - The State Archivist who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center, and the Security Copy Depository.

ASCII (American Standard Code for Information Interchange) - Standard binary-coding scheme.

Attachment - Any computer file (text file, database, digital image, etc.) intentionally associated with, and received as part of an e-mail message.

Audio Recording - Sound stored in a digital or analog format.

Audit - A regular examination and verification of a specific activity.

Backup - A copy of electronic records and data that are retained to protect an organization against loss of the information. Backups can be stored on disks, tapes, or other machine-readable media. There are essentially two types of backups-security (See Backup, Security) and retention (See Backup, Retention).

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Backup, Retention - Backup of data in order to comply with records retention schedules. (see Backup, Security).

Backup, Security - Backup of data for the purposes of security and disaster recovery. Because security backup media are regularly overwritten, a separate retention backup procedure is necessary to comply with records retention schedules (see Backup, Retention).

Bit-map - A method of representing images by assigning an individual memory location for each picture element.

Born Again Digital - (see Reformatted)

Born Digital - Refers to records that originated in electronic form, e.g. databases or word processing documents.

Capital Improvement - A government acquisition of real property, major construction project, or acquisition of long lasting or expensive equipment.

Case File - Groupings of documents that pertain to a particular person, place, or thing. A case or project file may consist of correspondence, form records, memoranda, and other records as long as they all relate to the same person, place or thing.

CD-ROM - Optical disk that is created by a mastering process and used for distributing read-only information.

Central File - The files or records of one or several offices or organizational units physically and/or functionally centralized and supervised in one location.

Certification (Certificate of Legality) - The confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. Sometimes referred to as "Camera Operator's Certificate."

Chat Room - An online network discussion platform to encourage and manage online text discussions over a period of time among members of special interest groups or project teams.

Civil Case - A court proceeding, other than a criminal case, to determine and enforce rights between parties, prevent future violation of rights, and provide appropriate redress or compensation.

Closed Files - A group of records for which action has been completed and no further action is anticipated.

Compound Document - (see Integrated Document)

Compression - (see Data Compression)

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Computer Output Microfilm (COM) - An original record in microfilm format produced directly from computer data without an intermediate visible record.

Computer Record - Information that is created and/or retained in a digital format and requires a computer to read and use.

Confidential Records - Records or information exempted from public disclosure by statute or rule.

Copy - A duplicate of the original record.

Copyright - Legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Correspondence - Letters, memoranda, notes, telecommunications, and any other form of addressed, written communications, sent and received.

Correspondence, Ephemeral - Communications received or sent which do not contain significant information about a county or special district's programs, fiscal status, or routine agency operations. Records include, but are not limited to, advertising circulars, spam, desk notes, memoranda, and other records of a preliminary or informational nature.

Criminal Case - A type of court case relating to the defendant's alleged violation of the law. Conviction could result in fines, loss of rights, or imprisonment.

Cross-reference - An additional notation that directs the user to another location where the record or information may be found.

Data Compression - A method of reducing the size of an image file.

Data Corruption - Compromising of the validity or integrity of data.

Data Loss - (see Data Corruption)

Database - Electronic collection of records stored in a central file.

Date of Last Action - The date at which all reasonable contingent actions related to a case have occurred. For example, this could be the date after which no appeals are possible.

Density - The light-absorbing or light-reflecting characteristics of a photographic medium.

Department of Defense 5015.2-Std - Standard for the integrity and security of data maintained in U.S. Department of Defense electronic recordkeeping systems. Also considered a de facto standard for U.S. Government electronic recordkeeping systems.

Derivative Image - Image derived or duplicated from a master image.

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Destruction - The process of eliminating or deleting data, documents, and records so that the recorded information no longer exists.

Digital Image - Image composed of discrete pixels of digitally subdivided increments of brightness and color.

Digital Imaging - Techniques for capturing, recording, processing, storing, transferring, and using images in electronic or microfilm formats.

Digital Imaging System - A system (including people, machines, methods of organization, and procedures), which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.

Digital Signature - A type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (a) whether the transformation was created using the private key that corresponds to the signer's public key and (b) whether the initial message has been altered since the transformation was made (ORS 192.835(4)) (see Electronic Signature).

Digitized Record - A record produced from an original by electronic scanning techniques, stored on optical disk or other high-density storage media, and then displayed on a high resolution terminal or printed onto paper (see also Electronic Imaging System).

Directive - Instruction given by management that usually relates to agency policies and/or procedures.

Disaster - A sudden and unexpected event that results in loss of records and information essential to an organization's continued operation.

Discovery - The legal process, generally conducted near the beginning of litigation, which enables parties of the litigation to obtain relevant records and information from each other.

Disk - Round, flat recording medium which consists of a substrate(s) with one or more layers deposited on the surface(s) onto which information can be recorded and played back when the disk is loaded in a disk drive.

Disposition - The actions taken with regard to non-current records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to the State Archives, long-term storage in an agency repository, donation to an eligible repository, reproduction on microfilm, and destruction.

Doing Business - The acts of an organization that place it under the jurisdiction or control of government, courts, or law.

DPI - Dots per inch; refers to the number of pixels contained in a linear inch.

Drop-off Rate - (see Data Corruption)

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EDMS (Electronic Document Management System) - a type of electronic information system, which may or may not feature automated tools for retention and disposition of records (see Electronic recordkeeping system).

Electronic Content Management Systems - (see Electronic recordkeeping system)

Electronic Image - (see Digital Image)

Electronic Imaging - (see Digital Imaging)

Electronic Imaging System - (see Digital Imaging System)

Electronic Recordkeeping System - A recordkeeping system that captures, maintains, and provides access to electronic records as evidence over time and allows for disposition according to records retention schedules.

Electronic Records - Records which are stored in a form that requires a computer to process. “Electronic records” does not include or refer to photocopies, digital imaging systems, or analog or digital audio and videotapes.

Electronic Signature - (see Digital Signature)

Electronic Storage - The depositing of information in an on-line computer database or in the memory of a word processor.

E-mail - (see Messaging)

E-mail Messages - Electronic documents created, received, or sent within an electronic messaging system. Applicable to the contents of the communication, the transactional information and any attachments associated to such communication. An E-mail message’s structure is composed of the text or content of the document, transmission and header information that indicates who it was from, what it is about, and other metadata.

E-mail System - System providing the means for creating messages, transmitting them through a network, and displaying the messages on the recipient’s workstation, personal computer (PC) or terminal.

Encryption - Translation of data into a secret code.

ERMS (Electronic Records Management System) - (see Electronic Recordkeeping System)

Essential Electronic Records System - A records system which requires a computer to process, and contains records which are essential to the continued functioning or reconstitution of a government agency during and after an emergency, or those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

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Essential Records - Records which are essential to the continued functioning or reconstitution of an agency during and after an emergency, and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

Essential records are sometimes called vital records.

Essential Records Schedule - Detailed instructions identifying types of essential (vital) records, locations, and retention requirements.

Evidential Value - The value which records have involving the administrative, fiscal, and legal activities of the creating agency. Evidential values are based on the functions that the records had and continue to have for the person or office that created them or for any succeeding individual or agency that uses them.

Excluded Records - Materials that are excluded from the definition of public records by ORS 192.005(5).

Exempt Records - Records or information exempted from public disclosure by statute or rule.

Expiration - The termination of a period fixed by law, contract, or agreement.

Expungement - The process of removing information on the directive from a court and obliterating it by any method to make the information unreadable or unusable under any circumstances.

Fax or Facsimile - Process, by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.

Feasibility Study - An examination of the practicality of implementing new or modified procedures, methods, or technologies.

File - A collection of records arranged according to a predetermined system.

File Format - A specific pre-established arrangement or organization of data. Data in a file is stored in a format that is established by whatever software application created the file. A file's format is indicated by its file extension. For example, a file with the file extension .txt is a text document.

File Structure - Organization of a government entity's records. A logical, hierarchical file structure is required for the efficient use of an electronic recordkeeping system.

Filing - The action of storing a record.

Financial Value - The value which records have related to their role in documenting fiscal accountability and providing an audit trail. Records with financial value demonstrate how the agency conducted its business by documenting the financial obligations, authorizations, and transactions of the agency.

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Fiscal Value - The usefulness of records in documenting an agency's fiscal transactions and obligations.

Folder - An electronic receptacle used to store electronic files. Also known as directory or subdirectory.

Format - (see File Format)

Forms - Carefully designed documents used to gather and transmit information necessary for operational functions.

Freedom of Information and Privacy Acts - Two acts that combine to protect personal information collected by a governmental agency.

Generation - One of the successive duplicates of a photographic master. The camera original is the first-generation microfilm. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.

Geographical Information System (GIS) - Tools used to gather, transform, manipulate, analyze, and produce information related to the surface of the Earth.

Graphics - Photographs and other types of images.

Hardware - Physical equipment necessary to run a data processing system .

Header Label - A set of information associated with a specific digital image which assists system software in retrieving images.

Historical Value - Records of permanent value that document company policy, operations, organization, development, or social contributions; illustrates major economic, political, religious, legal, or social trends; portrays significant individual achievements; or sheds light on significant events of our times.

Hybrid System - A system that combines a microfilm analog system with an electronic, digital technology.

Image - Any representation of a document or data produced by radiant energy.

Inactive Record - Records still needed by an organization but not for current operations.

Instant Messaging - (see Messaging)

Integrated Document - A document that contains more than one type of electronic file. For example, a Microsoft Word document may have embedded within it an Excel spreadsheet.

Intergovernmental Agreement(s) - Contracts between two or more public agencies for the joint exercise of powers common to the agencies.

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Internet - The vast network of computer systems that enables worldwide connectivity among users and computers.

Intranet - A closed network that uses technology to restrict web-based information to a group of authorized users.

ISO - International Organization for Standardization. An international agency for standardization in all fields except electrical and electronic engineering.

ITU-T - International Telecommunication Union - Telecommunication sector.

Jacket - A transparent plastic carrier with channels into which film may be inserted.

JPEG - Joint Photographic Experts Group.

Legal Value - The usefulness of records in documenting legally enforceable rights or obligations, both those of the state and those of persons directly affected by an agency's actions.

Life Cycle - The creation, distribution, use, maintenance, and disposition of a record.

Life of Structure - Until the structure no longer stands or exists.

Light Box - A back-lit translucent surface used for film inspection.

Listserv - Automatic mailing list server.

Litigation - The proceeding in a court of law to enforce a right. Same as lawsuit.

Local Agency - Any officer, department, board, commission, or institution created by or under the jurisdiction of a political subdivision of this state.

Local Improvement - A public improvement provided to a specific area and benefits that area; usually paid for by special assessment of benefiting property owners.

Long-term Records - Records with an approved retention period of 100 years or longer, including permanent records.

Loupe (Lupe) - A small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.

Machine Readable Records - Records which require equipment to read the information they contain. Machine-readable records may include audio tape, videotape, and computer media.

Master Image - Initial image used for producing duplicates.

Media - Tangible objects on which data are recorded.

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Medium-term Records - Records with an approved retention period of at least ten but less than 100 years.

Messaging - Broad term encompassing electronic communications, including electronic mail, Instant Messaging (IM), and chat rooms, all of which can be public records (see E-mail messages and e-mail system).

Metadata - Data that describes data including subject, date, and recipients of an e-mail.

Methylene Blue Test - A test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.

Microfiche - A microform, approximately 4x6 inches, on which documents are photographed in a reduced size for convenience in storage.

Microfilm - Film, in roll format, on which documents are photographed in a reduced size for convenience in storage. The images on film can be enlarged for viewing or printing onto paper.

Migration - The periodic transfer of data from one electronic system to another that retains the integrity and accessibility despite technological advances in the hardware and software used to access the data.

Migration Plan - A narrative description of an agency's plan to maintain access to electronic information if an "electronic system's" life expectancy is less than the retention of the records it contains.

Minimum Term Records - Records with an approved retention period of less than 10 years.

Naming Convention - Guidelines for assigning names to files. Especially when groups of people need access to common files, naming conventions are essential for efficient retrieval.

Network - A system of computers and related devices interconnected so that they can communicate together.

NIST - National Institute of Standards and Technology.

Non-record Copy - A copy of a record maintained in addition to the official copy, such as duplicates, stocks of publications, and materials available from other sources (i.e. library books, magazines, etc.). Information excluded from the legal definition of a public records includes extra copies of documents kept for convenience of reference, stocks of publications, library or museum materials intended solely for reference or exhibition.

OAR - Acronym for Oregon Administrative Rules; rules promulgated by state agencies in order to implement statutes.

Obsolete - In the context of retention schedule, obsolete means no longer relevant to current program or primary functional responsibilities of a department or office.

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Office of Record - The group, department, or office in an organization responsible for maintaining the official records for the total records retention period.

Official Copy - The designated public record, when multiple copies exist.

Optical Disk - Medium that will accept and retain information in the form of marks or density modulation in a recording layer, that can be read with an optical beam.

Ordinance - A law prepared by a local governing body.

Original Date of Hire - The date at which an employee was first officially employed by the organization.

ORS - Acronym for Oregon Revised Statutes.

PDF - Proprietary image file format developed by Adobe Systems Inc.

Permanent - The continued preservation of information forever (without any time limit).

Permanent Public Records - Records deemed worthy of permanent preservation for legal, administrative, and research purposes.

Permanently Removed from Service - The date at which equipment, structures such as bridges, etc., are disposed of in such a way that they no longer will be used by the agency.

Pixel - The smallest display element on a video screen or the smallest element in a grid that is placed over a page of text or graphics.

Planetary Camera - A type of microfilm camera that photographs a document as it lies stationary. The document lies on a plane surface and the camera itself is suspended above the document.

Policy - Guideline for decision-making.

Policy Manual - Contains written, general guidelines used for consistent decision making.

Political Subdivision - Cities, counties, districts, or any other public corporation of this state.

Private Records - Records belonging to an individual that have no content relevant to the organization or were not produced using resources of the organization.

Procedure - Statements of how to implement a policy.

Processing - The steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.

Project Plan - A list of tasks with individual responsibility and target dates assigned.

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Public Record - Means any information that: is prepared, owned, used or retained by a state agency or political subdivision; relates to an activity, transaction or function of a state agency or political subdivision; AND is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision (ORS 192.005(5)).

Purge - The act of selectively destroying one or more documents from a file.

Quality Control - (a) Planned systematic activities necessary to ensure that media conforms to established technical requirements. (b) All actions that are taken to ensure development of products that meet performance requirements and adhere to standards and procedures. (c) Policy, procedures and systematic actions established in an enterprise for the purpose of providing and maintaining some degree of confidence in data integrity and accuracy throughout the life cycle of the data, which includes input, update, manipulation, and output.

Quality Index - A subjective relationship between the legibility of an image and the resolution pattern resolved on a microimage.

Quasi-judicial Authority - Authority granted to some regulatory agencies to conduct hearings like the judicial branch.

Reconversion - (see scanning)

Record Copy - The “official” copy of a record.

Record Series - A group of identical or related records that are normally used and filed as a unit and can be evaluated as a unit for retention scheduling purposes. A group of records filed together in a unified arrangement that results from, or relates to, the same function or activity.

Recordkeeping Requirements - The obligations of law related to the creation, maintenance and disposition of records.

Recordkeeping System - A specialized version of an information system that captures, maintains, and provides access to records as evidence over time and allows for disposition according to records retention schedules.

Records - Recorded information (books, papers, photographs, maps or other documentary materials) regardless of form or characteristics, made or received for legal or operational purposes in connection with the transaction of business.

Records Destruction - The disposal of records no longer needed by the organization.

Records Inventory - A detailed listing of the volume, scope, and complexity of an organization’s records in order to evaluate, appraise, and organize the collection.

Records Management - The systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

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Records Manager - An individual, knowledgeable in records management, designated by an organization to control the records management program.

Records Officer - Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).

Records System - An organized collection of data captured, processed, maintained, transmitted, or disseminated in accordance with defined procedures (automated or manual).

Reduction Ratio - The relationship between the dimensions of the original document and the dimensions of the microimage of that document.

Reformatted - Refers to records that originated in an analog form and were subsequently scanned or otherwise transformed into digital form.

Refresh - To copy data to other storage media.

Regular Course of Business - The transacting of business activities in a regular, recurring, ordered, customary, or habitual manner.

Research Value - Significant continuing value to the state and its citizens. Records with research value are retained permanently and are eligible for transfer to the State Archives.

Residual Thiosulphate - (see Methylene blue test)

Resolution - The ability of microfilm or a photographic system to record fine detail.

Retakes - Refilming of documents.

Retention Period - The minimum period of time the state requires local governments to keep particular records. Retention periods begin with the date of creation, unless otherwise stated (i.e., closing of a case, expiration of a permit).

Retention Schedule - Either a General Schedule published by the State Archivist in the OAR in which certain common public records are described or listed by title and a retention period is established for each; or a Special Schedule approved by the State Archivist for the public records of a specific agency.

Roll Microfilm - Film that is wound on a reel, spool, or core.

Rotary Camera - A rotary camera is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.

Scanning - The conversion of human readable images from paper or microfilm into a stream of numeric values, called a bit-mapped image.

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Security Copy - A silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.

Security Copy Depository - The section of the Archives Division which offers storage of security microfilm.

Silver Halide - Compound of silver and one of the following elements known as halogens: chlorine, bromine, iodine and fluorine.

Software - Set of programs, procedures and documentation concerned with the operation of a data-processing system.

Sound Recording - (see Audio Recording)

Source Document Microfilming - The conversion of paper records to microfilm. Differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

Splice - The joining of two pieces of film so that they function as one piece.

Spreadsheet - a table of values arranged in rows and columns.

Statute - A law prepared by the United States Congress or a state legislature.

System Documentation - information describing the organized collection of hardware, software, telecommunications, supplies, people, maintenance, training and policies to accomplish a set of specific functions.

Target, Informational - A chart or document which is photographed in order to assist in identifying the content of the microfilm.

Target, Technical - An aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

Text File - A computer file that contains nothing but ASCII text and formatting and therefore can be read by many different types of computer programs.

TIF (or TIFF) - Tagged Image File Format bit-map graphics. An image file format that consists of a series of headers or tags, plus the image data. Currently the closest thing to a standard for the preservation of digital images.

Unitized Microfilm - Film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

Upgrade - A new version of a software or hardware product designed to replace an older version of the same product.

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Verification - A documented process used to ensure that the transfer of information between mediums is accurate and complete.

Weblog (blog) - Web page that serves as a publicly accessible journal.

Word Processing Document - (see Text File)

Work Copy - A copy of microfilm, which is distributed for end use.

“WORM” - Write once, read many; refers to a type of optical disk, which cannot be erased or amended.