

SECRETARY OF STATE, ARCHIVES DIVISION
DIVISION 200
CITY GENERAL RECORDS RETENTION SCHEDULE
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166-200-0200

City Records

This General Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0205

Accounting — Bonds

Accounting documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Bonds document the repayment of funds provided to the city with external funds to finance long-term investments, or, in the case of government bonds, to finance current expenditures.

(1) Bond Foreclosure Records (166-200-0035(5)) — Minimum retention: 3 years after final payment, redemption, sale, or action.

(2) Bond Records (166-200-0035(4), (7), (9)) — Minimum retention: 3 years after final payment.

(3) Bonds Registers and Receipts (166-200-0035(6), (8)) — Minimum retention: 3 years after annual audit report issued.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0210

Accounting — Disbursements

Accounting documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Disbursements document the payments and transactions of city purchases.

(1) Accounts Payable Records (166-200-0010(23); 166-200-0050(1), (13); 166-200-0075(6)) — Minimum retention: 3 years after annual audit report has been completed.

(2) Credit Slips (166-200-0050(11)) — Minimum retention: 3 years after credit expired or redeemed.

(3) Emergency Management Assistance Expense Records (166-200-0030(6)) — Minimum retention: 3 years after annual or final expenditure report submitted.

(4) Purchasing Records (166-200-0050(22), (29) and (166-200-0010 (23), (24)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0215

Accounting — Financial Reporting

Accounting documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Financial Reporting is used to communicate the financial activities of the city to its staff, leadership and the general public.

(1) Assessment Balance Reports (166-200-0035(1)) — Minimum retention:

- (a) Annual reports or similar cumulative summaries, retain permanently;
- (b) All other reports, retain 3 years.

(2) Assessment Dockets, Ledgers, and Registers (166-200-0035(3)) — Minimum retention: 3 years after final payment.

(3) Audit Reports, External Records (166-200-0050(3)) — Minimum retention: Permanent.

(4) Balance Status and Projection Reports (166-200-0050(4)) — Minimum retention: 3 years after annual audit report issued.

(5) Bank Transaction Records* (166-200-0050(5)) — Minimum retention:

- (a) For retention of records documenting grant transactions, see Grant Records in this section;
- (b) All other records, retain 3 years after annual audit report issued.

(6) City Improvement Administrative and Financial Records* (166-200-0050(8)) — Minimum retention:

- (a) Records of project cost, retain 3 years after disposal or replacement of facility, structure, or system;
- (b) All other improvement records, retain 10 years after substantial completion as defined by ORS 12.135(3).

(7) Emergency Management Assistance Fiscal Reports (166-200-0030(7)) — Minimum retention:

- (a) If used for billing, retain 3 years;
- (b) If not used for billing, destroy.

(8) Financial Reports (166-200-0050(14)) — Minimum retention:

- (a) Annual reports, retain permanently;
- (b) All other financial reports, retain 3 years after annual audit report issued.

(9) General Ledgers* Records (166-200-0050(15)) — Minimum retention:

- (a) Year-end ledger*s, retain 10 years;
- (b) All other general ledger, retain 5 years.

(10) Internal Audit Records (166-200-0010(11)) — Minimum retention: 10 years

(11) Real Property Transaction Records* (166-200-0050(23)) — Minimum retention: 10 years after transaction completed and final audit accepted.

(12) Subsidiary Ledgers, Journals, and Registers Records (166-200-0050(26)) — Minimum retention:

(a) Year-end payroll register, retain 75 years;

(b) Trust fund ledgers, retain 3 years after trust fund closed;

(c) Other subsidiary ledgers, journals, and registers, retain 3 years.

(13) Unclaimed Property Report (166-200-0050(28)) — Minimum Retention: 3 years after the property is remitted to the Department of State Lands.

(14) Utility Account Change Records (166-200-0045(1)) — Minimum retention: 2 years.

(15) Utility Application/Disconnect Records (166-200-0045(2)) — Minimum retention: 3 years.

(16) Vendor Lists (166-200-0050(30)) — Minimum retention: Until superseded or obsolete.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0220

Accounting — Grants

Accounting documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Grants relate to funds received or disbursed by the city for a specific project or undertaking.

(1) Grant Records (166-200-0050(17)) Minimum retention:

- (a) Final reports from significant (as defined by city policy) grants to the city, retain permanently;
- (b) Records documenting the purchase and/or disposal of real property, retain 10 years after substantial completion, or 3 years after final disposition, or as specified in agreement, whichever is longer;
- (c) Other grant records, retain 3 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer;
- (d) Unsuccessful grant applications, retain 1 year after rejection or withdrawal.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0225

Accounting — Reconciliation

Accounting — documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Reconciliation — documents the settlement, bankruptcy and lien actions for the city.

(1) Assessment Deferral Records (166-200-0035(2), (3)) — Minimum retention: 3 years after final payment.

(2) Bankruptcy Notices* Records (166-200-0050(6)) — Minimum retention: 3 years from discharge of debt.

(3) Lien Records (166-200-0135(11)) — Minimum retention: 3 years after lien paid in full.

(4) Lien Search Records (166-200-0050 (20)) — Minimum retention: 2 years after date of search.

(5) Utility Service Records — (166-200-0045(1), (2)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0230

Accounting — Revenue

Accounting documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds. Revenue documents the invoicing, cashiering and reconciliation of monies owed to the city.

- (1) Accounts Receivable Records* (166-200-0050(2); 166-200-0010(9); 166-200-0075(6)) — Minimum retention: 3 years after collected or deemed uncollectible.
- (2) Check Conversion Records (166-200-0050(7)) — Minimum Retention:
 - (a) Retain original paper instrument 120 days;
 - (b) Retain Automated Clearing House (ACH) transaction or Image Replacement Document (IRD), 6 years.
- (3) Credit and Debit Receipts (166-200-0050(10)) — Minimum Retention: Retain 3 years after transaction.
- (4) Gift and Contribution Records (166-200-0050(16)) Minimum retention:
 - (a) For retention of conditional gift, contribution and donation records, see Contracts and Agreements in the Recorder-General section;
 - (b) All other records, retain 3 years.
- (5) Investment Records (166-200-0050 (19)) — Minimum retention: 3 years after investment ends.
- (6) Revenue Sharing Records* (166-200-0050(24)) — Minimum retention: 3 years.
- (7) Trust Fund Records (166-200-0050(27)) — Minimum retention: Records not duplicated elsewhere in city records, retain 3 years after trust fund closed.
- (8) Utility Bill Records (166-200-0045(3), (4), (5), (6), and (7)) — Minimum retention: 3 years.
- (9) Utility Customer Security Deposit Records (166-200-0045(6)) — Minimum retention: 3 years after refund or last action.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0235

Administrative

Administrative documents the activities related to the day to day operations of the city.

(1) City Awards and Recognitions — Minimum Retention:

- (a) Applications and submitted records, retain 5 years;
- (b) Notification of Award, retain 10 years.

(2) Delivery Records (166-200-0110(6), (8)) — Minimum retention: 2 years.

(3) Index/Finding Aid Records (166-200-0010(9)) — Minimum retention: Until superseded or obsolete.

(4) Mailing Lists (166-200-0010(14)) — Minimum retention: Until superseded or obsolete.

(5) Meeting Records, Boards, Commissions, Committee, and Governing Bodies* (166-200-0010(15), (16); 166-200-0095(15), (16), (17); 166-200-0115(13); 166-200-0135(5)) — Minimum retention:

- (a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently;
- (b) Executive session minutes, retain 10 years;
- (c) Audio or visual recordings 1 year after minutes prepared and approved;
- (d) Other records and exhibits not pertinent to minutes, retain 5 years.

(6) Meeting Records, Staff (166-200-0010(17)) — Minimum retention: 2 years.

(7) Notary Public Log Book (166-200-0010(20)) — Minimum retention: 10 years after date of commission expiration.

(8) Organizational Records (166-200-0010(21)) — Minimum retention: Permanent.

(9) Participant Registration and Attendance Records (166-200-0080(5)) — Minimum retention: 3 years.

(10) Professional Membership Records (166-200-0010(24)) — Minimum retention: 3 years.

(11) Project Files — Minimum retention:

- (a) Projects that develop into city sponsored projects (i.e. public works, street improvement, capital construction, etc.) see that section of the schedule for appropriate retention;
- (b) All other projects, retain 10 years, destroy.

- (12) Publications (166-200-0010(27); 166-200-0030(11), 166-200-0065(7)) — Minimum retention:
- (a) Routine, general informational publications retain until superseded or obsolete;
 - (b) Publications documenting special events or information with long term value, retain permanently.
- (13) Public Programs Education Records (166-200-0030(10)) — Minimum retention: 3 years.
- (14) Registered Contractor Lists (166-200-0025(11)) — Minimum retention: Until superseded or obsolete.
- (15) Requests and Complaints (166-200-0015(6); 166-200-0110(28)) — Minimum retention: 2 years after last action.
- (16) Special Event and Celebration Records (166-200-0010(34)) — Minimum retention:
- (a) Records documenting significant aspects of the event, retain permanently;
 - (b) Other records, retain 2 years after event.
- (17) Surveys, Polls, and Questionnaires (166-200-0010(35)) — Minimum retention:
- (a) Summary reports and abstracts, retain 3 years;
 - (b) All other records, retain until summary report is completed or 3 years, whichever is sooner.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0240

Airport

Airport documents the activities associated with the operation of a municipal airport and may include records detailing the city's compliance with Federal Aviation Administration (FAA) requirements.

(1) Airport Certification Records (166-200-0015(2)) — Minimum retention:

(a) Certification manuals or specifications, retain permanently;

(b) All other records, retain 2 years after expiration.

(2) Airport Federal Aviation Reports (166-200-0015(5)(c)) — Minimum retention: 5 years.

(3) Airport Law Enforcement Action Records (166-200-0015(7)) — Minimum retention: 2 years.

(4) Noise Compatibility Program Records (166-200-0015(9)) — Minimum retention:

(a) Program records described in 14 CFR 150.23 (e), retain permanently;

(b) All other records, retain 5 years after program approved.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0245

Budgeting

Budgeting documents the development, monitoring and analysis of the city's estimated future revenue and expenditures.

- (1) Adopted Budget (166-200-0040(1)) — Minimum retention: Permanent.
- (2) Budget Preparation Records (166-200-0040(3)) — Minimum retention: 2 years.
- (3) Financial Impact Analysis Records (166-200-0040(4)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0250

Building Records

Building Records document actions on real property owned or used by the city or private interests.

(1) Building Board of Appeals Records (166-200-0025(2)) — Minimum retention:

(a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently;

(b) Audio or visual recordings, retain 1 year after minutes prepared and approved;

(c) All other records and exhibits not pertinent to minutes, retain 5 years.

(2) Building Code Violation Records (166-200-0025(3)) — Minimum retention: 10 years after last action.

(3) Building Inspection Records (166-200-0025(4)) — Minimum retention:

(a) Final inspections, retain for the life of the structure;

(b) All other inspections, retain 2 years.

(4) Building Plans, City Owned Structures (166-200-0025(8)) — Minimum retention:

(a) If permit issued and structure completed, retain for the life of the structure;

(b) If no permit issued, retain 180 days;

(c) If permit issued, but structure not started, completed, or permit expired, retain 180 days after expiration date.

(5) Building Plans, Nonresidential (166-200-0025(7)) — Minimum retention:

(a) If permit issued and structure completed, retain 10 years after substantial completion [as defined by ORS 12.135(3)];

(b) If no permit issued, retain 180 days;

(c) If permit issued, but structure not started, completed, or permit expired, retain 180 days after expiration date.

(6) Building Plans, Residential (166-200-0025(9)) — Minimum retention:

(a) If permit issued and structure completed, retain 2 years after substantial completion;

(b) If no permit issued, retain 180 days;

(c) If permit issued, but structure not started or permit has expired, retain 180 days after expiration date.

(7) Certificates of Occupancy (166-200-0025(10)) — Minimum retention: Life of the structure.

(8) Unsafe Building Records (166-200-0025(12)) — Minimum retention: 5 years after final action.

Stat. Auth.: ORS 192 & 357
Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895
Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0255

Communications and Distributions

Communications and Distributions document the communication of the city's mission and activities to the public, their employees and other agencies.

- (1) Citizen Awards (166-200-0070(2)) — Minimum retention: 6 years.
- (2) Communications Logs (166-200-0010(5)) — Minimum retention: 1 year.
- (3) Legal Notices (166-200-0130(7)) — Minimum retention:
 - (a) One copy of city voters' pamphlet, retain permanently;
 - (b) All other records, retain 4years.
- (4) Press Releases (166-200-0010(19)) — Minimum retention:
 - (a) Policy and historic news releases, retain permanently.
 - (b) Routine news releases, retain 2 years.
- (5) Public Notice Records* (166-200-0010(26)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0260

Compliance

Compliance documents adherence to established statutes, rules, policies and procedures.

(1) Contractor Liability Insurance Verification (166-200-0140(2)) — Minimum retention:

(a) If related to city improvement project, retain 10 years after substantial completion, as defined by ORS 12.135(3);

(b) All other records, retain 6 years after expiration.

(2) Contractor Performance Bond Records (166-200-0140(3)) — Minimum retention:

(a) If related to city improvement project retain 10 years after substantial completion, as defined by ORS 12.135(3);

(b) All other bond records, retain 6 years after expiration.

(3) Employee Bond Records* (166-200-0050(12)) — Minimum retention: 6 years after expiration.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0265

Contracts

Contracts document the solicitation, negotiation and purchasing goods and services for cities and employees.

(1) Collective Bargaining (166-200-0090(3)) — Minimum retention:

- (a) Contracts and minutes, retain 75 years after contract expires;
- (b) Other records, retain 6 years after contract expires.

(2) Competitive Bid Records (166-200-0050(9)) — Minimum retention:

- (a) Accepted city improvement bids 10 years after substantial completion [as defined by ORS 12.135(3)];
- (b) All other accepted bids 6 years after bid awarded or canceled;
- (c) Rejected bids and bid exemptions, retain 2 years.

(3) Contracts and Agreements (166-200-0135(4); 166-200-0120(8)) — Minimum retention:

- (a) Collective bargaining contract records, retain 75 years after contract expires;
- (b) Construction contract records, retain 10 years after substantial completion;
- (c) All other contract records, retain 6 years after expiration.

(4) Franchise Records (166-200-0135(9)) — Minimum retention: 6 years after expiration.

(5) Insurance Policy Records (166-200-0140(6)) — Minimum retention:

- (a) Group employee health and life, property, and liability insurance, retain 75 years after expiration if no claims pending;
- (b) All other insurance records, retain 6 years after expiration if no claims pending.

(6) Lease Records (166-200-0135(10)) — Minimum retention:

- (a) Leases denied or not completed, retain 2 years;
- (b) All other leases, retain 6 years after expiration.

(7) Rental and Loan Records (166-200-0080(6)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0270

Information Management

Information Management documents the planning, implementation and management of technology and information management and telecommunications systems.

- (1) Computer System Migration Plans — Minimum retention: retain until superseded or obsolete.
- (2) Computer System Program Documentation (166-200-0060(2)) — Minimum retention: retain 1 year after system superseded.
- (3) Computer System Wiring Records (166-200-0060(4)) — Minimum retention: Current plus previous.
- (4) Data Management System Records (166-200-0145(2)) — Minimum retention: Until superseded or obsolete.
- (5) Information Service Subscription Records (166-200-0060(7)) — Minimum retention: 2 years.
- (6) Information System Planning and Development Records (166-200-0060(8)) — Minimum retention:
 - (a) Implemented systems, retain for the life of the system;
 - (b) Unimplemented systems, retain 3 years.
- (7) Software Management Records (166-200-0060(11)) — Minimum retention: 2 years after software disposed of or upgraded.
- (8) Telecommunications System Management Records (166-200-0060(12)) — Minimum retention: 1 year after system superseded or obsolete.
- (9) User Support Records (166-200-0060(13)) — Minimum retention: 1 year.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0275

Legal

Legal documents the advice and management of the agency's legal affairs; including the development, review and interpretations of statutes and rules. Legal includes both internal and outside counsel.

(1) Attorney's Civil and Criminal Case Files (166-200-0020(1), (2)) — Minimum retention: 10 years after case closed, dismissed, or date of last action.

(2) Dispute Resolution Records (166-200-0020(3)) — Minimum retention: 3 years.

(3) Land Use Board of Appeals (LUBA) Case Files (166-200-0020(4)) — Minimum retention: 10 years after final decision.

(4) Legal Opinions (166-200-0020(5)) — Minimum retention: Permanent.

(5) Public Records Disclosure Request Records (166-200-0050(6)) — Minimum retention: retain 2 years after last action.

(6) Signature Authorization Records* (166-200-0020(25)) — Minimum retention: 6 years after authorization superseded or expired.

(7) Tort Claim Notices (166-200-0020(7)) — Minimum retention: 3 years after claim closed.

(8) Victim/Witness Assistance Program Records (166-200-0020(8)) — Minimum retention: 5 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0280

Library

Library documents the operations and management of the city's public library.

- (1) Accession Records (166-200-0065(1)) — Minimum retention: Until superseded or obsolete.
- (2) Borrower Registration Records (166-200-0065(2)) — Minimum retention: Until superseded or 1 year after expiration or non-use.
- (3) Catalogs (166-200-0065(3)) — Minimum retention: Until superseded or obsolete.
- (4) Circulation Records (166-200-0065(4)) — Minimum retention: Until superseded or obsolete.
- (5) Inter-Library Loan Records (166-200-0065(5)) — Minimum retention: 6 months after materials returned to owner library.
- (6) Master Shelf Lists/Inventories (166-200-0065(9)) — Minimum retention: Until superseded or obsolete.
- (7) Overdue Book Records (166-200-0065(11)) — Minimum retention: Until materials returned or debts reconciled or deemed uncollectible.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0285

Mayor/Council

Mayor/Council documents the activities and decisions of the city's elected officials.

(1) Appointment Records (166-200-0070(1)) — Minimum retention:

- (a) Mayor or councilor appointments, retain permanently;
- (b) Commissioners and other positions, if appointed, retain 6 years after separation;
- (c) All other positions, if not appointed, retain 1 year.

(2) Legislative Issues Records (166-200-0070(3)) — Minimum retention: 4 years.

(3) Proclamations (166-200-0070(4)) — Minimum retention:

- (a) Proclamations requested by outside groups or organizations, retain 1 year;
- (b) All other proclamations, retain permanently.

(4) Sister City Records (166-200-0070(5)) — Minimum retention:

- (a) Ceremonial agreements, retain permanently;
- (b) Financial records, retain 3 years.

(5) State of the City Addresses (166-200-0070(6)) — Minimum retention: Permanent.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0290

Municipal Court

Municipal Court documents the operations of the courts as well as the proceedings of cases presented before the court.

(1) Appeals Records — (166-200-0075(1)) — Minimum retention:

(a) DUII case records, retain 10 years after case closed, dismissed or date of last action;

(b) All other records, retain 5 years after case closed, dismissed or date of last action.

(2) Court Appointed Attorney Application Records (166-200-0075(4)) — Minimum retention: 1 year.

(3) Court Appointed Attorney Lists (166-200-0075(5)) — Minimum retention: Until superseded or obsolete.

(4) Court Orders and Procedural Rules (166-200-0075(7)) — Minimum retention: Current plus previous orders and rules.

(5) Docket/Trial Calendars (166-200-0075(8)) — Minimum retention: 90 days.

(6) DUII Case Files (166-200-0075(9)) — Minimum retention: 10 years after case closed or dismissed or date of last action.

(7) DUII Diversion Program/Conviction Summary Records (166-200-0075(10)) — Minimum retention: 5 years.

(8) Jury Records (166-200-0075(11)) — Minimum retention: 3 years.

(9) Municipal Court Criminal Case Files (166-200-0075(12)) — Minimum retention: 10 years after case closed or dismissed or date of last action.

(10) Municipal Court Expunged or Sealed Records (166-200-0075(13)) — Minimum retention:

(a) Expunged records, retain according to the directive of the court;

(b) Expungement orders, retain 10 years or according to the directive of the court;

(c) Sealed records, retain 10 years or according to the directive of the court.

(11) Ordinance Violation Case Files (166-200-0075(14)) — Minimum retention:

(a) Citations issued, retain 5 years after case closed or dismissed or date of last action;

(b) Records of citations not issued, retain 1 year after date of last action.

(12) Parking Citation Records (166-200-0075(15)) — Minimum retention: 3 years after satisfied, dismissed or deemed uncollectible.

(13) Traffic Citation Case Files (166-200-0075(17)) — Minimum retention: 5 years after case closed, dismissed or date of last action.

(14) Trial Proceedings Records/Register of Actions (166-200-0075(18)) — Minimum retention:

(a) Criminal cases, retain 10 years after case closed, dismissed, or date of last action;

(b) Non-criminal cases, retain 5 years after case closed, dismissed or date of last action.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0295

Payroll

Payroll is responsible for the management of accounting functions related to employee compensation and benefits as well as, the actual compensation of city employees.

(1) Deduction Authorization Records (166-200-0085(1)) — Minimum retention: 3 years after superseded, terminated, or employee separates.

(2) Deduction Registers (166-200-0085(2)) — Minimum retention: Registers documenting state and federal taxes, retain 5 years.

(3) Employee Time Records (166-200-0085(3)) — Minimum retention:

(a) For the retention of records documenting the expenditure of grant funds, see Grant Records;

(b) Other records, retain 4 years.

(4) Federal and State Tax Records (166-200-0085(4)) — Minimum retention: 5 years.

(5) Garnishment Records (166-200-0085(5)) — Minimum retention: 3 years after resolution.

(6) Leave Applications (166-200-0085(6)) — Minimum retention: 3 years.

(7) Leave Balance Reports (166-200-0085(7)) — Minimum retention:

(a) Year-end leave balance reports, retain 75 years after date of hire;

(b) All other reports, retain 4 years.

(8) Payroll Administrative Reports (166-200-0085(8)) — Minimum retention: 3 years.

(9) Payroll Registers (166-200-0085(9)) — Minimum retention:

(a) Year-end, or month-end if no year-end payroll registers, retain 75 years;

(b) All other payroll registers, retain 2 years.

(10) Unemployment Records (166-200-0085(10), (11)) — Minimum retention: 3 years.

(11) Wage and Tax Statements (166-200-0085(12)) — Minimum retention: 5 years.

(12) Withholding Allowance Certificates (166-200-0085(13)) — Minimum retention: 5 years after superseded or employee separation.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0300

Permitting, Licensing and Certifying

Permitting, Licensing and Certifying is responsible for the application, administration and oversight of permissions granted to or by the city.

(1) Building Permit Applications (166-200-0025(5)) — Minimum retention:

- (a) If permit issued, retain 2 years;
- (b) If no permit issued, retain 180 days.

(2) Building Permits (166-200-0025(6)) — Minimum retention:

- (a) Permits for completed structures, retain for the life of the structure;
- (b) Demolition permits, retain 10 years after demolition;
- (c) All other permits, retain 2 years after revoked or expired.

(3) Concealed Weapons Permits (166-200-0100(12)) — Minimum retention:

- (a) Denied applications and list of permits issued, retain 5 years;
- (b) All other records, retain 2 years.

(4) Flood Plain Permits (166-200-0095(5)) — Minimum retention:

- (a) Permits and elevation certificates, retain 10 years after the life of structure or until area determined not to be a flood plain, whichever is longer;
- (b) All other records, retain 10 years.

(5) Industrial Pretreatment Permits (166-200-0120(4)) — Minimum retention:

- (a) Permits, addenda, and modifications, retain permanently;
- (b) All other records, retain 5 years after expiration or revocation.

(6) Liquor License Records (166-200-0135(12)) — Minimum retention: 2 years after approval or denial.

(7) National Pollution Discharge Elimination System Permits (166-200-0120(6)) — Minimum retention:

- (a) Permit, addenda, and modifications, retain permanently;
- (b) All other records, retain 5 years after expiration or revocation.

(8) Permit and License Records, City Issued* (166-200-0010(22); 166-200-0055(1), (2), (3), (6); 166-200-0080(3); 166-200-0100(2)) — Minimum retention: 3 years after expiration.

(9) Right-of-Way Permit Records (166-200-0105(8)) — Minimum retention:

(a) Construction related records, retain 10 years after substantial completion [as defined by ORS 12.135(3)] of project;

(b) All other records, retain 2 years after expiration, revocation, or discontinuance of use.

(10) Temporary Access/Construction Easement Records (166-200-0120(20)) — Minimum retention: 2 years after easement expires.

(11) Temporary Use Records (166-200-0095(22)) — Minimum retention: 5 years after permit expiration.

(12) Vehicle Title and Registration Records (166-200-0135(19)) — Minimum retention:

(a) Titles, retain until vehicle is sold or disposed of;

(b) Registration records, retain until superseded or disposition of vehicle.

(13) Water Pollution Control Facilities (WPCF) Permit Records (166-200-0120(13)) — Minimum retention:

(a) Permit, addenda and modifications, retain permanently;

(b) All other records, retain 5 years after expiration or revocation.

(14) Wetlands Removal and Fill Permits (166-200-0105(11)) — Minimum retention: 30 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0305

Personnel — Administration

Personnel provides advice and assistance in the interpretation and application of state and federal personnel laws, policies and procedures. Personnel is also responsible for the overall management of employees and volunteers of the city. Administration is responsible for the oversight of employees and the policies used to ensure compliance with state, federal and local employment practices.

- (1) Affirmative Action Records (166-200-0090(1)) — Minimum Retention:
 - (a) Plans, updates and policy statements retain permanently;
 - (b) All other records retain 3 years.
- (2) Comparable Worth Records (166-200-0090(4)) — Minimum retention:
 - (a) Final study or report, retain permanently;
 - (b) All other records retain 5 years.
- (3) Criminal Background Check Records (166-200-0090(5)) — Minimum retention:
 - (a) Background check log retain until superseded or obsolete;
 - (b) All other records retain 90 days.
- (4) Disciplinary Action Records (166-200-0090(6)) — Minimum retention:
 - (a) Investigations resulting in disciplinary action or exoneration retain 3 years after resolution;
 - (b) Investigations resulting in termination retain 10 years after employee separation.
- (5) Employee Personnel Records (166-200-0090(10)) — Minimum retention: retain 6 years after separation.
- (6) Employee Recognition/Wellness Program Records (166-200-0090(11)) — Minimum retention: 6 years.
- (7) Employee Suggestion Award Records (166-200-0090(12)) — Minimum retention: retain 2 years.
- (8) Employment Eligibility Verification Forms (I-9) (166-200-0090(13)) — Minimum retention: 3 years after date of hire or 1 year after employee separation, whichever is longer.
- (9) Equal Employment Opportunity (EEO) Compliance Records (166-200-0090(15)) — Minimum retention: 3 years.
- (10) Grievance and Complaint Records (166-200-0090(17); (166-200-0090(14)) — Minimum retention: 3 years after final decision issued.
- (11) Photo Identification Records (166-200-0090(19)) — Minimum retention: Retain until updated or employee separates.
- (12) Recruitment and Selection Records (166-200-0090(21)) — Minimum retention: retain 3 years after position filled or recruitment canceled.

(13) Unsolicited Employment Applications and Resumes (166-200-0090(21)) — Minimum retention: retain 3 months if not returned to the solicitor.

(14) Volunteer Program Records (166-200-0090(23)) — Minimum retention: 4 years.

(15) Volunteer Worker Records (166-200-0090(24)) — Minimum retention: 4 years after separation.

(16) Wellness Program Records — Minimum retention: 2 years

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0310

Personnel — Compensation and Classification

Personnel provides advice and assistance in the interpretation and application of state and federal personnel laws, policies and procedures. Personnel is also responsible for the overall management of employees and volunteers of the city. Compensation and Classification documents the process of ensuring that employees are fairly classified and compensated according to city, state and federal rules and policies.

(1) Employee Benefits Records (166-200-0090(2), (8)) — Minimum retention:

(a) Year end leave balance reports and official copy of retirement enrollment records, retain 75 years after date of hire;

(b) All other records retain 3 years after employee separation or eligibility expired.

(2) Position Description, Classification, and Compensation Records (166-200-0090(20)) — Minimum retention: 3 years after updated or position abolished.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0315

Personnel — Medical

Personnel provides advice and assistance in the interpretation and application of state and federal personnel laws, policies and procedures. Personnel is also responsible for the overall management of employees and volunteers of the city. Medical is responsible for managing all individual employees medical records, including those relating to injuries and illnesses that may be job related and for monitoring employees' exposure to hazardous substances in a confidential and secure manner.

NOTE: These records must be kept physically separate from the employee personnel files

(1) Drug Testing Records (166-200-0090(7)) — Minimum retention:

(a) Positive drug tests retain 5 years;

(b) Negative drug tests retain 1 year.

(2) Employee Hazard Exposure Records (166-200-0090(9)(a), (18)) — Minimum retention: 30 years after separation.

(3) Employee Medical Records (166-200-0090(9)(b)) — Minimum retention: retain 6 years after separation.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0320

Planning and Development

Planning and Development documents the city's objectives and the means for obtaining them.

- (1) Comprehensive Plan Records (166-200-0095(1)) — Minimum retention: Permanent.
- (2) Conditional Use Records (166-200-0095(2)) — Minimum retention: 10 years after expiration, revocation, or discontinuance of use.
- (3) Design and Development Review Records (166-200-0095(3)) — Minimum retention:
 - (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently;
 - (b) Audio or visual recording, retain 1 year after minutes prepared and approved;
 - (c) Exhibits not pertinent to minutes, retain 5 years;
 - (d) If no permit issued, retain 180 days;
 - (e) If permit issued, but structure not started or completed, retain 2 years;
 - (f) All other records if permit issued and structure completed, retain 2 years after substantial completion [as defined by ORS12.135(3)].
- (4) Enterprise Zone Records (166-200-0095(4)) — Minimum retention:
 - (a) Reports summarizing results or activities, retain permanently;
 - (b) All other records, retain 4 years after zone designation expires.
- (5) Historic Structures Rehabilitation Project Reviews (166-200-0095(8)) — Minimum retention: 3 years after project closed.
- (6) Housing Authority Individual Tenant History Records (166-200-0095(11)) — Minimum retention: 5 years after separation from program.
- (7) Housing Authority Program Management Records (166-200-0095(12)) — Minimum retention: 3 years after annual or final expenditure report submitted.
- (8) Housing Authority Property Management Records (166-200-0095(13)) — Minimum retention: 6 years after expiration.
- (9) Housing Authority Rejected Assistance Application Records (166-200-0095(14)) — Minimum retention: 3 years.
- (10) Master Plans ((166-200-0105(6)) — Minimum retention: Permanent.
- (11) Sewage Sludge Management Plans (166-200-0120(10)) — Minimum retention: Permanent.
- (12) Sign Review Records (166-200-0095(20)) — Minimum retention: Life of the structure.
- (13) Strategic Plans – Minimum retention: 10 years.

(14) Subdivision and Partition Records (166-200-0095(18), (21)) — Minimum retention:

(a) If approved and city conditions met, retain permanently;

(b) If not approved, retain 10 years after expiration or revocation;

(c) Withdrawal request letters, retain 3 years;

(d) Withdrawn applications, retain 180 days if not returned to applicant at time of withdrawal.

(15) Urban Renewal Project Records (166-200-0095(25)) — Minimum retention: 25 years after district sunsets.

(16) Variance and Exception Records (166-200-0095(26); 166-200-0125(7)) — Minimum retention: 10 years after life of structure or expiration, revocation, or discontinuance of use.

(17) Wetlands Conservation Planning Records ((166-200-0105(10)) — Minimum retention: Permanent.

(18) Withdrawn Land Use Application Records (166-200-0095(26)) — Minimum retention: 180 days if not returned to applicant at time of withdrawal.

(19) Zone Change Records (166-200-0095(28)) — Minimum retention:

(a) Applications, findings of fact, and decision documents, retain permanently;

(b) All other records, retain 10 years after approval or denial.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0325

Policy

Policy documents the development of city plans, policies, legislation and rules and coordinates communication to staff regarding policy efforts and decisions.

(1) Disaster Preparedness Planning and Recovery Records (166-200-0030(3)) — Minimum retention: Until superseded or obsolete.

(2) Emergency Operations and Management Plans (166-200-0030(13)) — Minimum retention:

(a) Adopted plans, retain until superseded or obsolete;

(b) All other records, retain 3 years after annual or final expenditure report submitted.

(3) Equal Employment Opportunity Policy Records (166-200-0090(16)) — Minimum retention:

(a) Plans, updates and policy statements, retain permanently;

(b) All other records, retain 3 years.

(4) Housing Authority Bylaws, Rules, and Policies (166-200-0095(9)) — Minimum retention: Permanent.

(5) Neighborhood/Citizen Association Charters and Bylaws (166-200-0095(16)) — Minimum retention: Permanent.

(6) Policy and Procedure Manuals (166-200-0135(15)) — Minimum retention: 2 years after superseded or obsolete.

(7) Policy Statements and Directives (166-200-0135(16)) — Minimum retention: Permanent.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0330

Professional Development

Professional Development is responsible for providing or sponsoring training and training opportunities for city employees, employees of other agencies and the general public.

(1) Class Enrollment and Attendance Records ((166-200-0010(32); (166-200-0030(10); 166-200-0090(22); (166-200-0100(15)) — Minimum retention: 2 years.

(2) Employee Training Program Records (166-200-0090(22)) — Minimum retention:

(a) Significant program records, retain 5 years;

(b) All other records, retain 2 years.

(3) Professional Membership Records (166-200-0010(24)) — Minimum retention: 3 years.

(4) Program Accreditation Records (166-200-0010(25)) — Minimum retention: Retain current and one previous accreditation cycle, destroy.

(5) Seminar and Conference Records (166-200-0010(32), (33)) — Minimum retention: 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0335

Property Management — Hazardous Materials

Property Management is responsible for the inventory, general maintenance and disposition of agency properties. Hazardous Materials document the monitoring and reporting on the uses of hazardous substances and applications on city owned or leased property.

- (1) Chemical Application Records (166-200-0080(1)) — Minimum retention: 3 years after application.
- (2) Grass and Weed Control Records (166-200-0055(15)) — Minimum retention: 3 years after last action or final payment.
- (3) Hazard Analysis Records (166-200-0030(14)) — Minimum retention: Until superseded or obsolete.
- (4) Hazard Shelter Records (166-200-0030(15)) — Minimum retention: Until superseded or obsolete.
- (5) Hazardous Material Emergency Incident Records (166-200-0055(16)) — Minimum retention: Permanent.
- (6) Hazardous Substance Employer Survey Summaries (166-200-0055(17)) — Minimum retention: 3 years after superseded or obsolete.
- (7) Regulated Substances Storage and Use Records (166-200-0055(19)) — Minimum retention:
 - (a) Records related to underground storage tanks, retain 25 years after tank removed;
 - (b) Records related to above ground storage tanks, retain 5 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0340

Property Management — Inventory

Property Management is responsible for the inventory, general maintenance and disposition of agency properties. Inventory is the process of documenting and tracking actual property owned by the city.

(1) Capitalized Assets Inventory Records* (166-200-0050(18)(a)) — Minimum retention: retain 3 years after disposal or replacement of asset.

(2) Cemetery Records* (166-200-0010(4)) — Minimum retention: Permanent.

(3) Expendable Property Records (166-200-0050(18)(b)) — Minimum retention: retain 3 years or until superseded, whichever is longer.

(4) Historic Structures Inventory Records (166-200-0095(7)) — Minimum retention: Until superseded or obsolete.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0345

Property Management — Maintenance and Disposition

Property Management is responsible for the inventory, general maintenance and disposition of agency properties. Maintenance and Disposition documents the maintenance and disposition of equipment and property owned by the city.

- (1) Backflow Prevention Device Test Records (166-200-0110(1)) — Minimum retention: 10 years.
- (2) Bridge and Culvert Maintenance and Repair Records (166-200-0110(2)) — Minimum retention:
 - (a) Records with engineering stamps documenting structural maintenance or repairs, retain 2 years after bridge or culvert permanently removed from service;
 - (b) All other records, retain 2 years.
- (3) Bridge Inspection Records (166-200-0105(2)) — Minimum retention: 2 years after bridge removed from service.
- (4) Computer System Maintenance Records (166-200-0060(1)) — Minimum retention:
 - (a) Records related to system or component repair or service, retain for the life of the system or component;
 - (b) Records related to regular or essential records backups, retain 1 year after superseded or obsolete.
- (5) Equipment Calibration Records (166-200-0110(25); 166-200-0120(3); 166-200-0125(2)) — Minimum retention: Life of the equipment.
- (6) Equipment Issued Records (166-200-0100(23)) — Minimum retention: Until superseded or obsolete.
- (7) Equipment Maintenance and Repair Records (166-200-0010(37); 166-200-0110(7); 166-200-0120(3)) — Minimum retention: 3 years after disposition of equipment.
- (8) Facilities and Grounds Inspection Records (166-200-0080(2), (7); 166-200-0110(2)) — Minimum retention: 2 years.
- (9) Facilities and Grounds Maintenance and Repair Records (166-200-0080(7); 166-200-0110(3)) — Minimum retention:
 - (a) Records requiring engineering stamps, retain 2 years after life of structure;
 - (b) All other records, retain 2 years.
- (10) Hydrant Records (166-200-0110(10)) — Minimum retention:
 - (a) Retain location and specification records until hydrant permanently removed from service;
 - (b) Retain maintenance, test and repair records 2 years.
- (11) Maintenance Request/Complaint Records (166-200-0110(11)) — Minimum retention: 2 years after last action.
- (12) Property Disposition Records (166-200-0050(21)) — Minimum retention: 3 years after disposition of property.

- (13) Radar Equipment Certification and Maintenance Records (166-200-0100(60)) — Minimum retention: 2 years after disposition of equipment.
- (14) Sewer and Storm Drainage Maintenance and Repair Records (166-200-0110(13)) — Minimum retention:
- (a) Records requiring engineering stamps, retain 2 years after life of structure;
 - (b) All other records, retain 2 years.
- (15) Sewer Smoke Test Records (166-200-0110(14)) — Minimum retention: 10 years.
- (16) Sewer Television/Videoscan Inspection Records (166-200-0110(15)) — Minimum retention:
- (a) Written reports, retain 1 year after the life of the sewer line;
 - (b) Videotapes, retain 1 year after written report submitted.
- (17) Street and Road Condition Inventory Records (166-200-0110(16)) — Minimum retention: 5 years after annual audit report issued.
- (18) Street Maintenance and Repair Records (166-200-0110(17)) — Minimum retention:
- (a) Records requiring engineering stamps, retain 10 years after substantial completion;
 - (b) All other records, retain 2 years.
- (19) Street Surface Maintenance Records (166-200-0110(18)) — Minimum retention: 3 years after annual audit report issued.
- (20) Streetlight Inventory Records (166-200-0115(7)) — Minimum retention: Until superseded or obsolete
- (21) Streetlight Maintenance and Repair Records (166-200-0110(19)) — Minimum retention: 3 years after annual audit report issued.
- (22) Technical Manuals, Specifications, and Warranties (166-200-0010(36)) — Minimum retention:
- (a) Manuals, retain until disposition of vehicle or equipment;
 - (b) Warranties, retain until expiration.
- (23) Traffic Control Equipment Maintenance and Repair Records (166-200-0110(21)) — Minimum retention:
- (a) Traffic signal records, retain 2 years after equipment permanently removed from service;
 - (b) Traffic sign records, retain 2 years.
- (24) Utility Meter Installation, Maintenance, and Repair Records (166-200-0110(24)) — Minimum retention: 5 years.
- (25) Valve Maintenance Records (166-200-0110(26)) — Minimum retention:
- (a) Location and specification records, retain until valve permanently removed from service;
 - (b) Maintenance and repair records, retain 2 years.

(26) Water Line Maintenance and Repair Records (166-200-0110(27)) — Minimum retention:

(a) Records requiring an engineering stamp, retain 2 years after water line permanently removed from service;

(b) All other records, retain 2 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0350

Public Safety

Public Safety documents the responsibilities for law and code enforcement, fire services, emergency management and jail services.

(1) 9-1-1 Data Management System Records (166-200-0145(2)) — Minimum retention: Until superseded or obsolete.

(2) 9-1-1 Operational Logs (166-200-0145(7)) — Minimum retention: 1 year.

(3) 9-1-1 System Error/Malfunction Records (166-200-0145(11)) — Minimum retention: 2 years.

(4) Alarm Records (166-200-0100(2)) — Minimum retention:

(a) Alarm licensing and permit records, retain 3 years after expiration;

(b) All other records, retain 2 years.

(5) Alert and Notification Records (166-200-0030(1)) — Minimum retention: 30 days.

(6) Animal Control Records (166-200-0100(3)) — Minimum retention:

(a) Dog licenses, retain 3 years after expiration;

(b) Other records, retain 2 years.

(7) Arrest Warrant Log Records (166-200-0100(4)) — Minimum retention: Until superseded or obsolete.

(8) Arrest Warrant Records (166-200-0100(5)) — Minimum retention: Until served, recalled or cancelled by the court.

(9) Block Home Program Records (166-200-0100(6)) — Minimum retention:

(a) Approved application records, retain 2 years after withdrawal from program;

(b) Denied application records, retain 2 years.

(10) Booking Records (166-200-0100(7)) — Minimum retention:

(a) Homicides, retain 20 years;

(b) Felonies, retain 10 years;

(c) Misdemeanors, retain 5 years.

(11) Briefing Records (166-200-0145(1)) — Minimum retention: 7 days.

(12) Bulletins From Other Agencies (166-200-0100(8)) — Minimum retention: Until superseded or obsolete.

(13) Civil Preparedness Guidance (CPG) and State and Local Guide (SLG) Records (166-200-0030(2)) — Minimum retention: Until superseded or obsolete.

- (14) Community Policing and Problem Solving Records (166-200-0100(9)) — Minimum retention:
- (a) Agreements, retain 6 years after expiration;
 - (b) All other records, retain 2 years.
- (15) Computer Inquiry Records (166-200-0100(10)) — Minimum retention: Until superseded or obsolete.
- (16) Computer Validation Records (166-200-0100(11)) — Minimum retention: 5 years or until audited by NCIC or other applicable law enforcement network, whichever is shorter.
- (17) Controlled Substance Inventory and Tracking Records (166-200-0055(4)) — Minimum retention: 3 years, or until superseded, whichever is longer.
- (18) Crime Analysis Records (166-200-0100(13)) — Minimum retention:
- (a) Major crime analyses or studies, retain 10 years;
 - (b) All other records, retain 1 year.
- (19) Crime Prevention Community Organization Records (166-200-0100(14)) — Minimum retention: Until superseded or obsolete.
- (20) Crime Prevention Program Records (166-200-0100(15)) — Minimum retention:
- (a) Significant program records, retain 5 years;
 - (b) Class enrollment and attendance records, retain 2 years;
 - (c) All other records, retain 1 year.
- (21) Crime Prevention Security Survey Records (166-200-0100(16)) — Minimum retention: 2 years.
- (22) Crime Prevention Vacation House Inspection Records (166-200-0100(17)) — Minimum retention: 30 days after inspections end.
- (23) Criminal Arrest History Records (166-200-0100(18)) — Minimum retention:
- (a) Homicides, retain 20 years;
 - (b) felonies, retain 10 years;
 - (c) Misdemeanors, retain 5 years.
- (24) Criminal History Dissemination Records (166-200-0100(19)) — Minimum retention: Until case completed or suspended.
- (25) Criminal Intelligence Records (166-200-0100(20)) — Minimum retention:
- (a) "Permanent files" as defined by OAR 137-090-0080, retain 5 years;
 - (b) "Temporary files" as defined by OAR 137-090-0080, retain 1 year;
 - (c) "Working files" as defined by OAR 137-090-0080, retain 30 working days.

(26) Detoxification Confinement Logs (166-200-0100(21)) — Minimum retention: 2 years.

(27) Dispatch Incident Records (166-200-0145(3)) — Minimum retention: 2 years.

(28) Emergency and Disaster Incident Records (166-200-0010(8)) — Minimum retention: Permanent.

(29) Emergency Exercise Records (166-200-0030(4)) — Minimum retention: 3 years after annual or final expenditure report submitted.

(30) Emergency Management Assistance Staff Pattern Records (166-200-0030(8)) — Minimum retention: 3 years after annual or final expenditure report submitted.

(31) Emergency Management Resource Lists (166-200-0030(12)) — Minimum retention: Until superseded or obsolete.

(32) Emergency Medical Incident Records (166-200-0055(5)) — Minimum retention: 10 years.

(33) Emergency Telephone Calls Continuous Audio Tapes (166-200-0100(22); 166-200-0145(5)) — Minimum retention: 7 months.

NOTE: Specific recordings of incidents may warrant longer retention for legal reasons.

(34) Enhanced 9-1-1 Service Plans (166-200-0145(4)) — Minimum retention:

(a) Approved plans and amendments, retain 5 years after superseded;

(b) Preliminary plans, drafts, worksheets and supporting materials, retain until plan approved by Oregon Emergency Management.

(35) Expunged or Sealed Records, Police (166-200-0100(24)) — Minimum retention:

(a) Dispose of expunged records according to the directive of the court;

(b) Expungement orders, retain 10 years or according to the directive of the court;

(c) Sealed records, retain 10 years or according to the directive of the court.

(36) Fingerprint Cards (166-200-0100(26)) — SEE ALSO Latent Fingerprint Cards in this section — Minimum retention:

(a) Homicides, retain 20 years;

(b) Felonies, retain 10 years;

(c) Misdemeanors, retain 5 years;

(d) Retain other cards until superseded or obsolete.

(37) Fire and Emergency Medical Services Maps (166-200-0055(8)) — Minimum retention: Until superseded or obsolete.

(38) Fire and Security Alarm System Records (166-200-0055(12)) — Minimum retention: Retain 2 years.

(39) Fire Investigation Records (166-200-0055(13)) — Minimum retention:

- (a) Records documenting fires involving loss of life, retain 75 years;
 - (b) Other records, retain 10 years.
- (40) Incident Case File Indexes (166-200-0100(29)) — Minimum retention: Until superseded or obsolete.
- (41) Incident Case Files (166-200-0100(30)) — Minimum retention:
- (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed;
 - (b) Protective custody files, retain until minor's age of majority or emancipation;
 - (c) All other cases, retain until statute of limitations expires.
- (42) Informant Case Files (166-200-0100(31)) — Minimum retention: Until superseded or obsolete.
- (43) Inmate Accountability Records (166-200-0100(32)) — Minimum retention: 1 year.
- (44) Inmate Case File Indexes (166-200-0100(33)) — Minimum retention: Until superseded or obsolete.
- (45) Inmate Case Files (166-200-0100(34)) — Minimum retention: 5 years.
- (46) Inmate Meal Records (166-200-0100(35)) — Minimum retention: 6 months.
- (47) Inmate Medical Records (166-200-0100(36)) — Minimum retention: 7 years.
- (48) Inmate Telephone and Mail Logs (166-200-0100(38)) — Minimum retention: 1 year.
- (49) Impounded and Abandoned Vehicle Records (166-200-0100(28)) — Minimum retention: Retain records not included in Incident Case File, 2 years after disposition of vehicle.
- (50) Inspection and Occupancy Records (166-200-0055(18)) — Minimum retention: Retain current and previous inspection reports or 10 years, whichever is longer.
- (51) Internal Investigations Case Files (166-200-0100(40)) — Minimum retention:
- (a) Investigations resulting in termination, retain 10 years after employee separation;
 - (b) Investigations resulting in disciplinary action or exoneration, retain 3 years after resolution;
 - (c) Unfounded investigations, retain 3 years.
- (52) Juvenile Offender/Victim Restitution Records (166-200-0100(41)) — Minimum retention: 5 years after last action, or youth reaches age of majority, whichever is longer.
- (53) Juvenile Temporary Custody Records (166-200-0100(42)) — Minimum retention: 3 years.
- (54) Latent Fingerprint Cards (166-200-0100(43)) — SEE ALSO Fingerprint Cards in this section — Minimum retention:
- (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed;
 - (b) All other cases, retain 1 year after statute of limitations expires.

- (55) Lost and Found Property Records (166-200-0100(45)) — Minimum retention: 2 years after disposition.
- (56) Maps, Police (166-200-0100(46)) — Minimum retention: Until superseded or obsolete.
- (57) Master 24 Hour Audio Tape s(166-200-0145(5)) — Minimum retention: 7 months.
- (58) Master Name Index Records (166-200-0100(47)) — Minimum retention: Until superseded or obsolete.
- (59) Master Street Address Guide (MSAG) Maintenance Forms (166-200-0145(6)) — Minimum retention: 2 years.
- (60) Mug Shots (166-200-0100(48)) — Minimum retention:
- (a) Retain homicides 20 years;
 - (b) Retain felonies 10 years;
 - (c) Retain misdemeanors 5 years.
- (61) Neighborhood Dispute Resolution Records (166-200-0100(49)) — Minimum retention:
- (a) Case records, retain 5 years after last action;
 - (b) All other records, retain 2 years.
- (62) Officer Notes (166-200-0100(50)) — Minimum retention: 2 years.
- (63) Officer Weapon Registration Records (166-200-0100(51)) — Minimum retention: Until superseded or obsolete.
- (64) Patrol Car Video Files — (166-200-0100(52)) — Minimum retention:
- (a) Tapes used as evidence, retain until case reaches final disposition;
 - (b) Tapes used for internal investigations, retain until investigation ends;
 - (c) All other tapes, retain 30 days.
- (65) Pawn Broker and Second Hand Dealer Reports (166-200-0100(53)) — Minimum retention: 2 years.
- (66) Peer Court Records (166-200-0100(54)) — Minimum retention:
- (a) Case records, retain 5 years after final disposition of case, or youth reaches age of majority, whichever is longer;
 - (b) Participant guidelines and instructions, retain until superseded or obsolete;
 - (c) All other records, retain 2 years.
- (67) Photo Radar Records (166-200-0100(55), (56)) — Minimum retention:
- (a) Photo Radar Logs, retain 3 years;
 - (b) Photo radar citations issued, retain 2 years;

(c) Photo radar citations not issued, retain 30 days.

(68) Polygraph Records (166-200-0100(57)) — Minimum retention:

(a) Case involving crimes with no statute of limitations, retain 75 years after case closed;

(b) All other cases, retain 1 year after statute of limitations expires.

(69) Premise Information Records (166-200-0145(8)) — Minimum retention: 2 years, or until renewed, superseded, or expired, whichever is sooner.

(70) Property and Evidence Control and Disposition Records (166-200-0100(58)) — Minimum retention:

(a) Cases involving crimes with no statute of limitations, retain 75 years after case closed;

(b) All other cases, retain 1 year after statute of limitations expires.

(71) Property Registration Records (166-200-0100(59)) — Minimum retention: Until registration is expired, superseded, or obsolete.

(72) State Fire Marshal Exemption Records (166-200-0055(20)) — Minimum retention: 2 years after denial, revocation, or expiration of exemption.

(73) Teletype Messages (166-200-0100(61)) — Minimum retention: Retain messages not warranting inclusion in Incident Case Files [or other record series] 30 days.

(74) Towed Vehicle Records (166-200-0100(62)) — Minimum retention: 1 year.

(75) Traffic and Other Citation Logs (166-200-0100(63)) — Minimum retention: 1 year.

(76) Traffic and Other Citations (166-200-0100(64)) — Minimum retention: 3 years.

(77) Traffic Violation Warning Records (166-200-0100(65)) — Minimum retention: 1 year.

(78) Used Firearm Transfer Records (166-200-0100(66)) — Minimum retention: 1 year.

(79) Youth Prevention and Intervention Records (166-200-0055(21)) — Minimum retention:

(a) Until court ordered expunction (ORS 419A.262);

(b) If case is not expunged: 5 years after last action, or youth reaches age of majority, whichever is longer.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0355

Public Works — Engineering

Public Works is responsible for the management of the city's infrastructure. Engineering documents the technical specifications necessary to complete certain functions within city government.

(1) Aerial Photographs (166-200-0105(1)) — Minimum retention: Permanent.

(2) City Benchmark Records (166-200-0105(1)) — Minimum retention: Permanent.

(3) Engineering Project Technical Records (166-200-0105(4)) — For appraisal assistance, contact the Oregon State Archives. — Minimum retention:

(a) Records of project cost, retain 3 years after disposal or replacement of facility, structure, or system;

(b) All other records, retain 10 years after substantial completion [as defined by ORS 12.135(3)].

(4) Maps, Plans, and Drawings, City Created (166-200-0105(5)) — Minimum retention: retain permanently.

(5) Survey Field Records (166-200-0105(9)) — Minimum retention:

(a) General surveys and right-of-way location records, retain permanently;

(b) All other construction records, retain 10 years after substantial completion [as defined by ORS 12.135(3)] of project;

(c) For retention of law enforcement surveys, see Incident Case Files in the Police section.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0360

Public Works — Operations

Public Works is responsible for the management of the city's infrastructure. Operations document the day to day management of the city's infrastructure.

- (1) Cross Connection Control Survey Records (166-200-0110(4)) — Minimum retention: 1 year after disconnection or 10 years, whichever is longer.
- (2) Discharge Monitoring Records (166-200-0120(2)) — Minimum retention:
 - (a) Reports, retain permanently;
 - (b) All other records, retain 5 years.
- (3) Fuel Records (166-200-0110(9)) — Minimum retention: 2 years.
- (4) Strip and Circle Chart Records (166-200-0120(11); 166-200-0125(6)) — Minimum retention: 3 years.
- (5) Utility Installation and Connection (166-200-0110(22)) — Minimum retention: 2 years after physical disconnection.
- (6) Utility Line Location Request Records (166-200-0110(23)) — Minimum retention: 2 years.
- (7) Wastewater Treatment Operations Records (166-200-0120(12)) — Minimum retention:
 - (a) Annual reports, retain permanently;
 - (b) All Other records, retain 5 years.
- (8) Water Treatment Operations Records (166-200-0125(12)) — Minimum retention:
 - (a) Annual reports, retain permanently;
 - (b) All other records, retain 5 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0365

Public Works — Traffic Engineering

Public Works is responsible for the management of the city's infrastructure. Traffic Engineering documents the technical specifications necessary to manage the flow of city traffic.

- (1) Crosswalk Records (166-200-0115(2)) — Minimum retention: 2 years after superseded or obsolete.
- (2) Railroad Crossing Records (166-200-0115(3)) — Minimum retention: Permanent.
- (3) Special Event Traffic Records (166-200-0115(4)) — Minimum retention: 2 years after event.
- (4) Speed Zone Records (166-200-0115(5)) — Minimum retention: 2 years after superseded or obsolete.
- (5) Street Banner Records (166-200-0115(6)) — Minimum retention: 2 years.
- (6) Streetlight Request and Survey Records (166-200-0115(8)) — Minimum retention: 2 years after last action.
- (7) Traffic Accident Analysis Records (166-200-0115(9)) — Minimum retention:
 - (a) Reports and summaries, retain 10 years;
 - (b) All other records, retain 5 years.
- (8) Traffic Control Equipment Inventory Records (166-200-0115(10)) — Minimum retention: 2 years after superseded or obsolete.
- (9) Traffic Research and Study Records (166-200-0115(11)) — Minimum retention:
 - (a) Reports and summaries, retain 10 years;
 - (b) All other records, retain until information is summarized or obsolete.
- (10) Transit System Records (166-200-0115(12)) — Minimum retention:
 - (a) Review records, retain 2 years after denied or approved and stop or crossing removed;
 - (b) Transit system maps, retain until superseded or obsolete.
- (11) Truck Route Records (166-200-0115(14)) — Minimum retention: 2 years after superseded or obsolete.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0370

Public Works — Wastewater and Water Treatment

Public Works is responsible for the management of the city's infrastructure. Wastewater Treatment documents the management of wastewater and water treatment activities to ensure all rules, laws and codes are being followed.

(1) Annual Inspection Records (166-200-0120(1)) — Minimum retention:

- (a) Reports, retain permanently;
- (b) All other records, retain 5 years.

(2) Mobile Waste Hauler Dumping Records (166-200-0120(5)) — Minimum retention: 5 years.

(3) Non-Compliance Corrective Action Records (166-200-0125(3)) — Minimum retention: 3 years after last action.

(4) Public Facilities Grease Trap Inspection Records (166-200-0120(7)) — Minimum retention:

- (a) 1 year after date of inspection;
- (b) Closed facilities, retain 2 years after closure.

(5) Sanitary Survey Records (166-200-0125(4)) — Minimum retention:

- (a) Reports, retain permanently;
- (b) All other records, retain 5 years.

(6) Sewage Sludge Records (166-200-0120(9)) — Minimum retention: Permanent.

(7) Water Quality Complaint Records (166-200-0125(11)) — Minimum retention: 3 years after last action.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0375

Recorder — Elections

Recorder is responsible for the care and management of all city records. Elections documents the administration of city elections and that process is conducted in a manner that complies with all state and federal elections laws.

- (1) Abstract of Votes (Record of Elections) (166-200-0130(1)) — Minimum retention: Permanent.
- (2) Election Filings (166-200-0130(3)) — Minimum retention: 4 years.
- (3) Election Preparation Records (166-200-0130(4)) — Minimum retention: 2 years.
- (4) Help America Vote Act Identification Records (166-200-0130(5)) — Minimum retention: Until verified by county elections official.
- (5) Initiative, Referendum, and Recall Records (166-200-0130(6)) — Minimum retention:
 - (a) Signature verification records, retain 6 years;
 - (b) Signature sheets including verification, if measure approved, retain 6 years after election;
 - (c) Signature sheets, if measure not approved, retain 90 days after election or 90 days after deadline for sufficient signatures;
 - (d) Petitions qualified to ballot, retain permanently;
 - (e) Petitions not qualified to ballot, retain 6 years.
- (6) Legal Notices and Publications (166-200-0130(7)) — Minimum retention:
 - (a) One copy of city voters' pamphlet, retain permanently;
 - (b) All other records, retain 4 years.
- (7) Poll Books (166-200-0130(8)) — Minimum retention: Records created prior to 1931, retain permanently.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0380

Recorder — General

Recorder is responsible for the care and management of all city records. General documents the management and care of the city's public records.

- (1) Annexation Records (166-200-0135(1)) — Minimum retention: Permanent.
- (2) City Charter (166-200-0135(2)) — Minimum retention: Permanent.
- (3) City Code (166-200-0135(3)) — Minimum retention: Permanent.
- (4) Council Resolutions (166-200-0135(6)) — Minimum retention: Permanent.
- (5) Deeds to City-Owned Land (166-200-0135(7)) — Minimum retention:
 - (a) Record of sale or property transfer and legal property description, retain permanently;
 - (b) All other records, retain until property sold and any applicable audits have been completed.
- (6) Easements (166-200-0135(8)) — Minimum retention: Permanent.
- (7) Index/Finding Aid Records (166-200-0010(10)) — Minimum retention: Until superseded or obsolete.
- (8) Filing System Records (166-200-0060(5)) — Minimum retention: 5 years after superseded or abolished.
- (9) Forms Development Records (166-200-0060(6)) — Minimum retention: Until superseded or obsolete.
- (10) Microfilm Quality Control Records (166-200-0060(9)) — Minimum retention: Same as related microfilm.
- (11) Oaths of Office (166-200-0135(13)) — Minimum retention: 6 years after most recent oath expired.
- (12) Ordinances (166-200-0135(14)) — Minimum retention: Permanent.
- (13) Property Dedication Records (166-200-0135(17)) — Minimum retention: Permanent.
- (14) Property Vacation Records (166-200-0135(18)) — Minimum retention: Permanent.
- (15) Records Management Records (166-200-0060(10)) — Minimum retention:
 - (a) Destruction records, retain 25 years;
 - (b) Other records, retain 5 years after superseded.
- (16) Waivers of Remonstrance (166-200-0135(20)) — Minimum retention:
 - (a) If waiver has an expiration date, retain 6 years after expiration date;
 - (b) If waiver carries no expiration date, retain 6 years after completion of project.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0385

Reporting

Reporting documents the communication to the city council, mayor and citizens on activities undertaken by city employees in relation to their job.

- (1) Activity Reports — (166-200-0010(2); 166-200-0100(1)) Minimum retention: 2 years.
- (2) Airport Activity Reports (166-200-0015(1)) — Minimum retention:
 - (a) Retain annual reports permanently;
 - (b) All other reports, retain 2 years.
- (3) Airport Self-Inspection Reports (166-200-0015(5)) — Minimum retention:
 - (a) Reports documenting incidents, retain 2 years;
 - (b) Self-inspection reports, retain 1 year;
 - (c) Federal Aviation reports, retain 5 years;
 - (d) All other reports, retain 6 months.
- (4) Annual Reports (166-200-0010(3)) — Minimum retention: Permanent.
- (5) Building Activity Reports (166-200-0025(1)) — Minimum retention:
 - (a) Reports summarizing activities on an annual basis, retain permanently;
 - (b) All other reports, retain 2 years.
- (6) Consumer Confidence Reports (166-200-0125(1)) — Minimum retention: 5 years.
- (7) Emergency Management Assistance Activity Reports (166-200-0030(5)) — Minimum retention: 3 years after annual or final expenditure report submitted.
- (8) Field Interrogation Reports (166-200-0100(25)) — Minimum retention: 1 year.
- (9) Fire and Emergency Medical Services (EMS) Activity Reports (166-200-0055(7)) — Minimum retention:
 - (a) Reports summarizing activities on an annual basis, retain permanently;
 - (b) Other reports, retain 2 years.
- (10) Fire Reports (166-200-0055(14)) — Minimum retention: 10 years.
- (11) Injury Reports, Public Use (166-200-0140(5)) — Minimum retention:
 - (a) If claim filed, see Liability Claims Records in this section for retention;
 - (b) If no claim filed, retain 3 years.

- (12) Law Enforcement Activity Reports (166-200-0100(44)) — Minimum retention:
- (a) Annual reports and monthly reports for years in which no annual report exists, retain permanently;
 - (b) Other reports, retain 2 years.
- (13) Library Reports (166-200-0065(8)) — Minimum retention: retain 2 years.
- (14) Navigational Facilities Maintenance and Operation Reports (166-200-0015(8)) — Minimum retention: 2 years after equipment permanently removed from service.
- (15) Notice to Airmen (NOTAM) Reports (166-200-0015(10)) — Minimum retention: 1 year after notice removed.
- (16) Oregon State Library Annual Reports (166-200-0065(108)) — Minimum retention: Permanent.
- (17) Pawn Broker and Second Hand Dealer Reports (166-200-0100(53)) — Minimum retention: 2 years.
- (18) Quality Assurance Reports (166-200-0145(9)) — Minimum retention:
- (a) Survey instruments, retain 2 years, or until summary report completed, whichever is sooner;
 - (b) All other records, retain 2 years.
- (19) Secondary Contaminant Reports (166-200-0125(5)) — Minimum retention: 10 years.
- (20) Statistical Reports (166-200-0145(10)) — Minimum retention:
- (a) Data instruments used to compile statistics, retain until statistical report completed;
 - (b) Daily and weekly reports, retain until compiled into monthly reports;
 - (c) Monthly and quarterly reports, retain 1 year;
 - (d) Annual reports, retain 10 years.
- (21) Urban Renewal Plans and Reports (166-200-0090(24)) — Minimum retention: Permanent.
- (22) Water Bacteriological Quality Analysis Reports (166-200-0125(8)) — Minimum retention: 5 years.
- (23) Water Chemical and Radiological Analysis Reports (166-200-0125(9)) — Minimum retention: 10 years.
- (24) Water Consumption Reports (166-200-0125(10)) — Minimum retention:
- (a) Annual reports, retain permanently;
 - (b) Information summarized in annual report, retain 1 year;
 - (c) Information not summarized in annual report, retain 10 years.
- (25) Water Turbidity Reports (166-200-0125(13)) — Minimum retention: 10 years.

Stat. Auth.: ORS 192 & 357
Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895
Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0390

Risk Management — Claims

Risk Management is responsible for the management of claims, insurance, risk factor analysis and development of safety programs for the city. Claims document the management and potential payout of liability and property claims covered by the city's Insurance Fund.

(1) City Vehicle Accident Records (166-200-0140(1)) — Minimum retention:

- (a) If litigated see Civil Case Files in the Attorney section for retention;
- (b) If not litigated, retain 3 years.

(2) Liability Claims Records (166-200-0140(7)) — Minimum retention:

- (a) If action taken, retain 10 years after case closed, dismissed, or date of last action;
- (b) If no action taken, retain 3 years.

(3) Liability Waivers (166-200-0140(8)) — Minimum retention: 3 years.

(4) Occupational Injury and Illness Records (166-200-0140(9)) — Minimum retention: 6 years.

(5) Property Damage Records (166-200-0140(10)) — Minimum retention:

- (a) If litigated, see Civil Case Files in the Attorney section for retention;
- (b) If not litigated, retain 3 years after date of last action.

(6) Workers' Compensation Claim Records (166-200-0140(13)) — Minimum retention:

- (a) For retention of records describing injuries and illnesses, see Employee Medical Records in the Personnel section;
- (b) All other records, retain 6 years after claim closed or final action.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0395

Risk Management — Safety

Risk Management is responsible for the management of claims, insurance, risk factor analysis and development of safety programs for the city. Safety is responsible for developing city safety programs that are designed to educate employees on reducing risks from on the job injuries and making the workplace safer for city employees.

(1) Hazard Communications Program Records (166-200-0140(4)) — Minimum retention: 75 years after superseded or obsolete.

(2) Mitigation Program Records* — (166-200-0010(18)) — Minimum retention:

- (a) Adopted plan*s, retain permanently;
- (b) Other records, retain for the life of the structure.

(3) Risk Survey and Inspection Records (166-200-0140(11)) — Minimum retention:

- (a) Records documenting the formation or change of policy, retain permanently;
- (b) All other records, retain 5 years.

(4) Safety Program Records (166-200-0140(12)) — Minimum retention:

- (a) Safety policies, plans, and procedures, retain 5 years after superseded;
- (b) Inspection reports, reports, evaluations, and recommendations, retain 10 years;
- (c) Committee minutes, exhibits, and agendas, retain 3 years;

(d) All other records, retain 5 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0400

Scheduling

Scheduling documents the process used to assign and track city facilities use and employee activities.

- (1) Activity and Room Scheduling and Reservation Records (166-200-0010(1)) — Minimum retention: 1 year.
- (2) Work Schedules and Assignments (166-200-0010(40)) — Minimum retention: 2 years.
- (3) Desk Calendars and Notes (166-200-0010(7)) — Minimum retention: 1 year.
- (4) Docket/Trial Calendars (166-200-0075(8)) — Minimum retention: 90 days.
- (5) Daily Work Records (166-200-0110(5)) — Minimum retention: 1 year.
- (6) Routing and Job Control Records (166-200-0010(29)) — Minimum retention: 1 year.
- (7) Work Orders (166-200-0010(39)) — Minimum retention:
 - (a) Work completed by city personnel, retain 1 year;
 - (b) Work completed by outside vendors, retain 3 years.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14

166-200-0405

Security

Security documents the management of the agency's facilities, employees and visitors to ensure a secure environment.

(1) Airport Security Program Records (166-200-0015(4)) — Minimum retention:

(a) Program records described in 49 CFR 1542, retain permanently;

(b) All other records, retain 2 years after superseded or obsolete.

(2) Computer System Security Records (166-200-0060(3)) — Minimum retention: 3 years after superseded or obsolete.

(3) Key and Keycard Records* (166-200-0010(12)) — Minimum retention: 2 years after key is turned in.

(4) Security Records (166-200-0010(31)) — Minimum retention: 2 years.

(5) Video Surveillance Tapes (166-200-0100(67)) — Minimum retention:

(a) Tapes used as evidence, retain until case reaches final disposition;

(b) Tapes used for internal investigations, retain until investigation ends;

(c) All other tapes, retain 30 days.

(6) Visitor Logs (166-200-0010 (38); 166-200-0100(39)) — Minimum retention: 1 year.

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 2-2014, f. & cert. ef. 8-7-14