Program Description
The Oregon Business Development Department (OBDD) is responsible for promoting economic and community development and cultural enhancement throughout the state using a variety of programs that provide assistance and technical expertise to businesses, communities and people. OBDD is charged with developing Oregon’s changing economy by providing flexibility in funding statewide regional needs and focusing on funding economic and community development services for rural and distressed communities. OBDD’s mission is to work to create, retain, expand and attract businesses that provide sustainable, living-wage jobs for Oregonians through public-private partnerships, leveraged funding and support of economic opportunities for Oregon companies and entrepreneurs.

OBDD’s Director’s Office is composed of the Director, Senior Advisor and Press Officer/Communications. It provides overall policy direction and supports key initiatives and activities of the department. The Director’s Office also develops policy recommendations for the Governor, prepares briefings prior to events and meetings, and prepares correspondence for signature by the Governor. Program staff develop and monitor legislation, respond to public records requests, and provide support to the Oregon Business Development Commission. The Director is authorized to issue waivers to the agency’s administrative rule requirements to further the objectives of ORS Chapters 285A, 285B and 285C, and provide sound economic development or job creation.

The Oregon Business Development Commission (OBDC) is composed of seven governor-appointed members and two non-voting legislative members. The commission is responsible for establishing a coherent, integrated approach to statewide economic development policy. The commission oversees and directs OBDD, which is charged with putting its policies into effect. OBDC also advises the Governor and Legislative Assembly on economic development policy. The Director’s Office provides staff support to the commission and maintains the official copy of its records. OBDC was previously known as the Oregon Economic and Community Development Commission.

Program Records
001 Director’s Waiver Records
Retain 10 years after superseded or revoked, destroy

002 Immediate Opportunity Fund Recommendation Records
Retain 10 years after recommendation to Oregon Department of Transportation, destroy

003 Oregon Business Development Commission Meeting Records
(a) Retain minutes, agendas, packets, exhibits, and final reports permanently, transfer to State Archives after 5 years
(b) Retain recordings 1 year after commission approval of written minutes, destroy
State Agency General Records Retention Schedule Records

Includes but is not limited to:
- Administrative Records (OAR 166-300-0015)
- Correspondence
- Policy and Procedure Guidelines and Manuals
- Policy Development and Planning Records

Databases
None
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Marketing

Program Description
The Marketing program provides a range of centralized communication services for the department through its websites, newsletters, social media outlets, news media, videos, presentations, and speeches.

Program Records
004 Agency Reports to the Legislative Assembly
   Retain 10 years, destroy
005 Business Oregon News
   Retain 5 years, destroy
006 Infrastructure Finance Authority News
   Retain 5 years, destroy
007 Marketing Collateral Records
   Retain current and one previous, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Business Plan Records
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Press Releases
Public Records Disclosure Request Records
Publication Preparation Records
Information and Records Management Records (OAR 166-300-0030)
Computer System Security Records

Databases
None
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Beginning and Expanding Farmer Loan

Program Description
The Beginning and Expanding Farmer Loan program facilitates the making of loans to beginning farmers for approved agricultural projects. Loans are financed by purchasers of tax-exempt private activity bonds for which the state bears no financial liability.

Program Records
008 Beginning and Expanding Farmer (BEF) Project Records
   (a) Retain staff reports 10 years after bond paid in full or charged off, destroy
   (b) Retain approved bond records 7 years after bond paid in full or charged off, destroy
   (c) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Program Description
The Brownfields program assists individuals, non-profit organizations and local governments with financing to evaluate, cleanup and redevelop brownfields. The Brownfields Redevelopment Fund is a revolving loan and grant fund used to finance the evaluation and clean-up of contaminated sites for redevelopment. Loans are available to public and private organizations; grants are available for public entities and eligible non-profits. Grant requirements include a match of other funds, depending on the type of applicant. The fund assists economic and community development, and protects the public’s health and environment through site assessment, clean-up and mitigation. Funds may not be used for evaluation or cleanup of property intended primarily for residential use.

The Oregon Coalition Brownfields Cleanup Fund is a federally funded revolving loan and grant program available through a cooperative agreement between the U.S. Environmental Protection Agency and OBDD, which administers the program on behalf of a coalition of partners. Federal funds require a 20 percent match from other funds brought to the program or a project by either OBDD or project applicants. The fund finances the clean-up of contaminated sites prior to redevelopment. It supports economic and community development, and protects the public health and environment through site clean-up and mitigation. Loans are available to public, private and non-profit organizations, subject to federal law. Grants are limited to public entities and qualifying non-profit organizations.

Program Records
009 Brownfields Redevelopment Fund (BRF) Project Records
   (a) Retain loan-funded project records 10 years after loan repaid or charged off, destroy
   (b) Retain grant-funded project records 6 years after project completion, destroy
   (c) Retain denied and withdrawn-unfunded application records 3 years after closure, destroy

010 Oregon Coalition Brownfields Cleanup Fund (BCF) Project Records
   (a) Retain loan-funded project records 10 years after loan repaid or charged off, destroy
   (b) Retain grant-funded project records 6 years after project completion, or termination of closeout agreement with Environmental Protection Agency, whichever is longer, destroy
   (c) Retain denied and withdrawn-unfunded application records 3 years after closure, destroy
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Business Development and Recruitment

Program Description
The Business Development and Recruitment program provides support to communities statewide to help attract and retain private investment. The program provides hands-on recruiting and support to business and industry researching and/or establishing operation within Oregon; helps international and domestic businesses find business locations and facilities in Oregon; and acts as a link between local communities and businesses and federal and state programs to break through bureaucratic barriers. It also works with other department divisions and state agencies to provide economic information to inquiring firms.

Program Records
011 Business Case Files
   Retain 10 years, destroy
012 Business Development and Recruitment Business Prospect Records
   Retain 50 years, destroy
013 Business Development Officer Weekly Reports
   Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
ACT
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Capital Access

Program Description
The Capital Access Program helps lenders make more commercial loans to small businesses and provides capital for start-up or expansion.

Program Records
014 Capital Access Program (CAP) Project Records
   (a) Retain staff reports 10 years after loan paid in full or charged off, destroy
   (b) Retain approved loan records 7 years after loan paid in full or charged off, destroy
   (c) Retain claim forms 7 years, destroy
   (d) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Credit Enhancement Fund

Program Description
The Credit Enhancement Fund program provides loan insurance to lenders that provide working capital or fixed-asset financing to businesses.

Program Records
015 Credit Enhancement Fund (CEF) Loan Records
   (a) Retain staff reports 10 years after loan paid in full or insurance claim is settled, destroy
   (b) Retain approved loan records 7 years after loan paid in full or insurance claim is settled, destroy
   (c) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Entrepreneurial Development Loan Fund

Program Description
The Entrepreneurial Development Loan Fund program provides direct loans to help start-ups, micro-enterprises and small businesses expand or become established in the State of Oregon.

Program Records
016 Entrepreneurial Development Loan Fund (EDLF) Project Records
   (a) Retain staff reports 10 years loan paid in full or charged off, destroy
   (b) Retain loan documents 7 years after loan paid in full or charged off, destroy
   (c) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Finance Committee

Program Description
The Business Development Division provides staff support and maintains the official copy of the records of the Finance Committee, which is formed, appointed and empowered by the Oregon Business Development Commission to oversee and authorize the projects and proposals of the department’s loan and bond programs.

Program Records
017 Finance Committee Records
  Retain agendas, exhibits, minutes and final reports 30 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
PORTFOL
Organizational Placement

Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Industrial Development Bond

Program Description
The Industrial Development Bond program issues tax-exempt bonds to manufacturers, processors, exempt facilities (e.g., docks and solid waste facilities) and nonprofits to finance land, buildings and equipment.

Program Records

018 Industrial Development Bond (IDB) Project Records
(a) Retain staff reports 10 years after bond paid in full or charged off, destroy
(b) Retain approved bond records 7 years after bond paid in full or charged off, destroy
(c) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
**Organizational Placement**

**Agency:** Oregon Business Development Department  
**Division:** Business Development  
**Program:** Industrial Competitiveness Fund

**Program Description**

The Industry Competitiveness Fund provides grant funding for projects that contribute to the stability, growth, development, or competitiveness of a traded-sector industry or group of traded-sector industries in Oregon.

**Program Records**

019 Industry Competitiveness Fund (ICF) Project Records  
Retain 10 years after contract close out, destroy

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*  
Administrative Records (OAR 166-300-0015)  
Correspondence

**Databases**

CTS  
PORTFOL
Oregon State Archives
Records Retention Schedule

Edition: April 1, 2015
Expires: March 31, 2020

Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Industrial Land Readiness

Schedule Number: 2015-0010

Program Description
The Industrial Land Readiness program provides technical expertise and assistance to certify sites as "project-ready" for industrial development (ORS 284.565). The program assists site owners, state agencies and communities in developing sites the specific criteria of state and municipal authorities. Sites must be immediately available; physically and environmentally safe and developable; possess utilities or plans to have utilities in place within 180 days; and create no impediments to transportation. Site certifications are good for two years. Most sites move through a fast track “decision-ready” designation before becoming certified, enabling site owners to quickly assess the readiness of their industrial sites, reducing risk for potential employers and developers, and helping communities and the state make policy and investment decisions.

The Industrial Land Readiness program also supports and maintains the official copy of the records of the Economic Recovery Review Council, which is composed of the directors of the Oregon Business Development Department, Department of Environmental Quality, Department of Land Conservation and Development, Department of Transportation, Department of State Lands, and representatives from affected local governments if membership is requested. The council, which reports directly to the governor, expedites the permitting of industrial development projects of state significance by reviewing their compliance with the standards and criteria for applicable discretionary local permits and discretionary state permits; it also reviews and designates regionally significant industrial areas, pursuant to their relative importance in terms of potential, long-term job creation.

Program Records
020 Economic Recovery Review Council Records
Retain applications, reports, and meeting agendas, packets and minutes 10 years after respective council designation final decision, destroy

021 Industrial Site Certification Records
(a) Retain site certification records 10 years after property is developed, or certification lapses/is revoked/withdrawn, destroy
(b) Retain decision-ready records 10 years after decision-ready designation, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
ACT
Organizational Placement
Agency: Oregon Business Development Department
Division: Research and Policy
Program: Manufacturing BETC

Program Description
The Business Energy Tax Credit for Renewable Energy Resource Equipment Manufacturing (or Manufacturing BETC) program authorizes state tax credits for qualified Oregon facilities that manufacture renewable energy resource equipment.

Program Records
022 Economic Analysis Records
   Retain 10 years, destroy
023 Manufacturing BETC Records
   (a) Retain tax credit recipient and Manufacturing BETC performance records 30 years, destroy
   (b) Retain intake, application, preliminary certification, final certification, performance agreement, and monitoring records 3 years after project closure, or 3 years after performance of all contract obligations, whichever is longer, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
None
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: New Markets Tax Credit

Program Description
The Oregon Low Income Community Jobs Initiative (New Markets Tax Credit) program helps finance investments and create jobs in low-income communities and attracts additional Federal New Markets Tax Credit investments to Oregon.

Program Records
024 New Markets Tax Credit (NMTC) Allowance Records
   (a) Retain approved applications, annual reports and staff reports 10 years after issuance of final tax credit, destroy
   (b) Retain project summaries, and denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Oregon Business Development Fund

Program Description
The Oregon Business Development Fund program provides traded-sector manufacturing, processing and distribution businesses with term fixed-rate financing for land, buildings, equipment, machinery and permanent working capital.

Program Records
025 Oregon Business Development Fund (OBDF) Project Records
   (a) Retain staff reports 10 years after loan paid in full or charged off, destroy
   (b) Retain approved loan records 7 years after loan in full or charged off, destroy
   (c) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Account Reconciliation Records

Databases
PORTFOL
Oregon State Archives
Records Retention Schedule

Edition: April 1, 2015
Expires: March 31, 2020

Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Office of Minority, Women and Emerging Small Businesses

Schedule Number: 2015-0010

Program Description
The Office of Minority, Women, and Emerging Small Business (OMWESB) certifies businesses for participation in targeted contracting opportunities in Oregon. The four areas of certification are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and Emerging Small Business (ESB). DBE certification applies to firms seeking contracting opportunities with recipients of federal transportation funds. The OMWESB program is audited by the Federal Highway Administration to verify the appropriate use of federal transportation grant funds.

OMWESB evaluates applications and renewals, issues letters of certification and enters approved firms into the directory of certified businesses. It contracts with the Governor's Advocate for Minority, Women and Emerging Small Business to operate a clearinghouse that matches contractors, vendors, and service providers with State of Oregon bid opportunities. OMWESB also provides public awareness and outreach services to potential firms to help them become eligible, and helps government agencies develop purchasing strategies to use certified firms.

Program Records
026 Disadvantaged Business Enterprise (DBE) Certification Records
Retain 5 years after closure, withdrawal or denial, destroy

027 Emerging Small Business (ESB) Certification Records
Retain 3 years after closure, withdrawal or denial, destroy

028 Minority Business Enterprise (MBE) Certification Records
Retain 3 years after closure, withdrawal or denial, destroy

029 Office of Minority, Women, and Emerging Small Business (OMWESB)
Statewide Unified Certification Directory Data (OAR 123-200-2100)
Retain 40 years, destroy

030 Women Business Enterprise (WBE) Certification Records
Retain 3 years after closure, withdrawal or denial, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Financial Records (OAR 166-300-0025)
Audit Reports

Databases
B2G
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Oregon Business Retention and Expansion

Program Description
The Oregon Business Retention and Expansion program provides forgivable loans for the expansion of eligible high-wage Oregon traded sector industry businesses.

Program Records
031 Oregon Business Retention and Expansion (BEP) Project Records
Retain 10 years after contract close out, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Small Business Services

Program Description
The Small Business Services program provides technical expertise and financial assistance to businesses in transition due to economic stress and industry/market change. The program uses the Business Retention Fund to assist with the retention, employee ownership and response to plant/industry closures or stress; it provides grants to finance marketing, manufacturing technical assistance, and management and consulting services.

Small Business Services supports and makes grants available to help form and improve Small Business Development Centers, which provide statewide training and expert resource staff to help small businesses develop and improve skills in areas such as marketing, management and capital formation. The program uses private sector consultants to assist distressed businesses, and other business development efforts through pilot programs established by Legislative Assembly. Skilled business consultants are matched to specific business needs and requirements. Small Business Services also supports the Government Contract Assistance Program (GCAP), which assists small businesses in obtaining government contracts; GCAP is administered by a private entity: Organization for Economic Initiatives, Inc.

The program also supports and maintains the official copy of the records of the Oregon Small Business Advisory Council, created by the governor in 1998, and continued in 2013.

Program Records
032 Business Retention Fund (BRS) Project Records
   (a) Retain staff reports 10 years after award close out, destroy
   (b) Retain approved loan records 7 years after close out, destroy
   (c) Retain unapproved application records 3 years, destroy
033 Government Contract Assistance Program (GCAP) Project Records
   Retain 10 years after closure, destroy
034 Oregon Small Business Advisory Council Meeting Minutes and Final Reports
   Retain 10 years, destroy
035 Oregon Small Business Development Center Network Project Records
   Retain individual project records 10 years after closure, destroy
036 Small Business Survey Records
   Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Strategic Reserve Fund

Program Description
The Strategic Reserve Fund (SRF) program provides forgivable loans for the retention and expansion of existing Oregon businesses, recruitment of businesses considering Oregon as a location, and economic development projects with significant long-term economic development potential. SRF awards are approved by the Governor.

Program Records
037 Strategic Reserve Fund (SRF) Project Records
   Retain 10 years after contract close out, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
CTS
PORTFOL
Oregon State Archives
Records Retention Schedule

Edition: April 1, 2015
Expires: March 31, 2020

Organizational Placement
Agency: Oregon Business Development Department
Division: Business Development
Program: Tax Incentives

Program Description
The Tax Incentives program works with local governments to designate special zones where new or expanding businesses may receive property tax abatement and other incentives in order to encourage investment. Qualifying investments improve the quality/quantity of available local jobs, promote economic growth, diversify an area’s business base, or contribute to private sector capacity and activity in the local economy. County Assessors and local zone managers handle day-to-day oversight of the enterprise zone property tax exemptions and business assistance. Enterprise zones sunset after 10 years.

The Tax Incentives program also manages Oregon Investment Advantage, a 10 year income tax break available to business in specific counties. Oregon Investment Advantage provides waivers on all income/excise taxes related to company operations, equating to a reduction or elimination of state business tax liability. Participating companies must create at least five full time, year-round jobs; operations must be a first of their kind for the participating company within Oregon and cannot compete within the local economy. Tax Incentives additionally manages the agency’s Strategic Investment Program, which features a 15-year partial exemption from taxation on new investment property. It is subject to local agreement and determination by the Oregon Business Development Commission.

Program Records
038 Enterprise Zone Authorization Forms
   Retain 1 year after conclusion of exemption, destroy
039 Enterprise Zone Boundary Records
   Retain 50 years, destroy
040 Enterprise Zone Designation Records
   Retain 1 year after termination of zone, destroy
041 Enterprise Zone Director’s Orders and Executive Orders
   Retain 30 years after termination of zone, destroy
042 Enterprise Zone Program Summaries and Tax Exemption Records
   Retain 15 years after receipt, destroy
043 Oregon Investment Advantage Records
   (a) Retain successful/accepted application records 5 years after approval or participant leaves program, whichever is longer, destroy
   (b) Retain all other records 3 years, destroy
044 Strategic Investment Program Records
   (a) Retain successful/accepted application records 20 years after commission approval, destroy
   (b) Retain all other records 3 years, destroy
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
None
Organizational Placement
Agency: Oregon Business Development Department
Division: Innovation and Entrepreneurship
Program: International Trade

Program Description
The International Trade program provides information and assistance to Oregon businesses interested in opening up new foreign markets for their manufactured products and services. Program staff provide technical expertise and assistance to identify prospective overseas markets for Oregon small to medium size businesses. The program maintains two types of presence in selected markets, either fully staffed offices in selected countries or representatives/consultants, both helping companies develop and foster government and business contacts.

Program staff participate in domestic and international committees and other groups involved with international trade. They produce and participate in conferences and seminars promoting international trade, and host visiting international business, trade and governmental delegations. The program develops and manages international trade shows, conferences, missions and cultural exchanges, including those involving the Governor and other elected officials. The program maintains the official copy of the records of Oregon’s International Trade Commission (formerly known as the International Trade Advisory Committee), which was abolished by the Legislative Assembly in 2007.

The International Trade program administers the Oregon State Trade and Export Promotion (STEP) program to assist small Oregon businesses seeking to begin or grow international sales through the provision of grants to fund export training and development activities. It also administers the Oregon Trade Promotion Program (OTPP), which offers financial assistance (reimbursement) to companies seeking to take advantage of international trade shows and trade missions to enter new markets or expand existing ones. The official copy of STEP and OTPP records are maintained by the International Trade program as Export Promotion Project Records.

Program Records

045 Export Promotion Project Records
   (a) Retain approved project records 10 years after closure, destroy
   (c) Retain denied and withdrawn-unapproved project records 1 year after closure, destroy

   (a) Retain meeting minutes, agendas, packets, exhibits, and final reports permanently, transfer to State Archives
   (b) Retain all other records 1 year, destroy

   (a) Retain governor’s briefing book permanently, transfer to State Archives after 10 years
   (b) Retain all other records 10 years, destroy
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Business Plan Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Grant Records

Databases
ACT
Program Description
The Innovation and Industry Strategies program provides technical expertise and leadership to foster innovation and global competitiveness within and through Oregon by leveraging available economic opportunities. Staff work with public and private partners to promote economic and industrial innovation to make Oregon more attractive to economic opportunities and markets.

The program organizes and conducts conferences, seminars and trainings to facilitate access to Oregon markets; delivers business solutions to local markets and industry; provides research and economic impact analysis for the department’s business development officers and programs; and offers reimbursement funding to small businesses to assist them in accessing federal grants. Staff also provides technical expertise, liaison services and assistance in support of the establishment and growth of state key industry groups (formerly known as clusters): high technology; advanced manufacturing; outdoor gear and active-wear; forestry and wood products; and clean technology.

Innovation and Industry Strategies provides staff support for the Oregon Innovation Council, which provides advice to the governor, legislators, public/private post-secondary educational institutions, public agencies, and private sector on issues relating to innovation and economic competitiveness (ORS 284.706). The Oregon Commercialized Research Fund Advisory Council advises the Innovation Council about investment criteria for the Oregon Commercialized Research Fund, and reviews projects eligible for grants and loans from the fund. Innovation and Industry Strategies program maintains the official copy of both councils’ records.

Innovation and Industry Strategies provides staff support for the Oregon Broadband Advisory Council (OBAC), which develops and ensures implementation of statewide broadband strategies, with a focus on extending access to underserved populations. OBAC is charged with reporting on the affordability and accessibility of broadband technology, and the extent of its use in the fields of healthcare, energy management, education, and government. The Innovation and Industry Strategies program maintains the official copy OBAC’s records.

Program staff also maintain the remnants of the Telecommunications program, established by SB 622 to facilitate and promote the use of telecommunications infrastructure supporting innovation and the creation of economic opportunities in Oregon. SB 622 provided for a series of funding projects to improve the telecommunications infrastructure within Oregon to attract business and industry. The program (coordinator positions) was funded through 2004.
Oregon State Archives
Records Retention Schedule

Edition: April 1, 2015
Expires: March 31, 2020

Program Records

   (a) Retain agendas, exhibits, presentations and minutes permanently, transfer to State Archives after 4 years
   (b) Retain audio/video recordings 2 years after approval of meeting minutes, destroy
   (c) Retain all other records 10 years, destroy

   Retain final reports permanently, transfer to State Archives after 4 years

050 Oregon Commercialized Research Fund Advisory Council Records
   Retain 20 years, destroy

051 Oregon Growth Board Meeting Records
   (a) Retain minutes, agendas, packets, exhibits, and final reports permanent, transfer to State Archives after 5 years
   (b) Retain recordings 1 year after board approval of written minutes, destroy

   (a) Retain meeting agendas, exhibits, presentations and minutes permanently, transfer to State Archives after 10 years
   (b) Retain innovation plan records permanently, transfer to State Archives after 10 years
   (c) Retain all other records 10 years, destroy

053 SB 622 Program Records [ended 2004]
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Business Plan Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Grant Records

Databases
PORTFOL
Program Description
The Infrastructure Finance Authority (IFA) develops and administers the agency’s programs and funds that address the infrastructure needs of the state. It assists communities in building infrastructure capacity to address public health safety and compliance issues and support the ability to attract, retain and expand businesses. IFA also works with municipalities, state agencies and property owners to prepare industrial land for certification.

The Infrastructure Finance Authority is supported by a nine member Oregon Infrastructure Finance Authority Board, which advises the Governor, director of OBDD, state agencies, municipalities, and private individuals on the development and implementation of policies and programs to meet the state’s infrastructure needs. The board is responsible for developing a recommended biennial budget for the operation of the authority, and establishing policies and procedures for the administration of its loan and grant programs. It also advises municipalities, state agencies and private individuals on the implementation of state policies and programs regarding Oregon’s infrastructure needs. IFA provides staff support to the Oregon Infrastructure Finance Authority Board, and maintains the official copy of its records.

Program Records
054   Infrastructure Finance Authority Board Formation and Organizational Records
      2009 – [ongoing]  .5 c.f.
      Retain permanently, transfer to State Archives after 10 years

055   Infrastructure Finance Authority Board Meeting Records and Reports
      (a) Retain minutes, agendas, packets, exhibits, and final reports permanently, transfer to State Archives after 10 years
      (b) Retain recordings 1 year after approval of written minutes, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Business Plan Records
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Community Development Block Grant

Program Description
The Community Development Block Grant (CDBG) program is a non-entitlement effort funded by the federal Department of Housing and Urban Development (HUD) and administered by Oregon Business Development Department (OBDD). It is responsible for the development of viable/livable communities through expansion of economic opportunities and the provision of decent, suitable housing and living environment. CDBG targets individuals of low to moderate income levels. OBDD’s CDBG program identifies eligible activities and communities, and funds community facilities, public water and waste water projects, economic development, assistance to micro-enterprises, and housing rehabilitation. CDBG processes local grant applications; awards funds to non-entitlement cities and counties; tracks, monitors and closes out project grants; provides technical assistance; and handles the program’s administrative functions. CDBG also submits annual funding requests; responds to HUD audits; tracks program income data; reviews and approves income surveys; and prepares the reports and plans required by HUD.

Program Records
056 1% Fund Project Records
Retain 20 years, destroy

057 Community Development Block Grant Annual Program Records
Retain 20 years, destroy

058 Community Development Block Grant Project Records
(a) Retain funded projects 20 years, destroy
(b) Retain unfunded projects 3 years after denial, destroy

059 Income Survey Records
Retain 20 years, destroy

State Agency General Records Retention Schedule
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Publication Preparation Records

Databases
IDIS (Federal HUD database)
DRGR (Federal HUD database)
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Ports

Program Description
The Ports program provides technical and financial assistance in support of Oregon port activities involving marine transportation and industrial, commercial and recreational development. The program is responsible for providing technical expertise and assistance to ports seeking funding streams to assist in the development and expansion of facilities. It assists with marine-related and business planning projects, and grant and loan applications. The Ports program administers grants and loans made from the Marine Navigation Improvement Fund, Port Revolving Loan Fund, and Port Planning and Marketing Fund. Ports formed under ORS chapter 777 or 778 may apply for funding.

Program Records
060 Governor’s Advisory Committee for Maritime Affairs Reports [ended ~1998]
   Retain 40 years, destroy
061 Marine Navigation Improvement Fund Project Records
   (a) Retain grant records 10 years after project closure, destroy
   (b) Retain loan records 10 years after project closure, destroy
   (c) Retain applications not approved, withdrawn, revoked 3 years, destroy
062 Oil Spill Prevention Planning Committee Records [ended ~2000]
   Retain 20 years, destroy
063 Oregon Port Revolving Loan Fund Project Records
   (a) Retain loan records 10 years after full payment of loan, destroy
   (b) Retain applications not approved, closed or withdrawn 3 years, destroy
064 Oregon Ports Representation Group Records (formerly Oregon Ports Advisory Council)
   (a) Retain final reports 20 years, destroy
   (b) Retain meeting agendas, exhibits and minutes 10 years, destroy
   (c) Retain all other records 5 years, destroy
065 Oregon Ports Strategic Planning Records
   (a) Retain Statewide Port System Strategic Business Plan 20 years, destroy
   (b) Retain intergovernmental agreements 10 years after expiration, destroy
   (c) Retain individual port plans 7 years, or 2 years after superseded, whichever is longer, destroy
066 Port Formation Records
   Retain 15 years after final decision by Infrastructure Finance Authority, destroy
067 Port of Tillamook Railroad Authority Records
   Retain 20 years, destroy
068 Port Planning and Development Advisory Committee Records [ended ~2002]
   (a) Retain final reports 20 years, destroy
   (b) Retain meeting agendas, exhibits and minutes 10 years, destroy
   (c) Retain all other records 5 years, destroy
069 Port Planning and Marketing Fund Records
   (a) Retain records 10 years after project completion, destroy
   (b) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records
   Includes but is not limited to:
   Administrative Records (OAR 166-300-0015)
   Correspondence
   Policy and Procedure Guidelines and Manuals

Databases
   PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Safe Drinking Water

Program Description
The Safe Drinking Water program addresses existing and potential health hazards and noncompliance issues pursuant to state and federal drinking water quality standards. Through yearly grants from the U.S. Environmental Protection Agency (EPA) and state matching funds, the program administers the Safe Drinking Water Revolving Loan Fund for collection, treatment, distribution and related infrastructure projects. It also administers the Drinking Water Source Protection Fund for the protection of drinking water sources. The Safe Drinking Water program is managed jointly with the Oregon Health Authority, Drinking Water Services program.

Program Records
070 Safe Drinking Water Revolving Loan Fund and Drinking Water Source Protection Fund Loan and Grant Project Records
   (a) Retain accepted application records 10 years after repayment or forgiveness, destroy
   (b) Retain denied and withdrawn-unapproved application records 3 years after closure, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
PORTFOL
PBR (EPA’s Project Benefits Reporting system)
NIMS (EPA’s National Information Management System)
Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Seismic Rehabilitation

Program Description
The Seismic Rehabilitation Grant Program (SRGP) provides funding for the seismic rehabilitation of critical public buildings, particularly public schools and emergency services facilities. Grant applications are evaluated and funding is determined by a Seismic Rehabilitation Grant Selection Committee, which is composed of representatives of state and local entities with expertise in construction, construction grants and structural design. SRGP was transferred to the Oregon Business Development Department, Infrastructure Finance Authority from the Office of Emergency Management in 2013.

Program Records
071  Seismic Rehabilitation Grant Selection Committee Meeting Records
   (a) Retain minutes, agendas and exhibits 10 years, destroy
   (b) Retain recordings 1 year after approval of written minutes, destroy

072  Seismic Rehabilitation Project Records
   (a) Retain approved applications and project records 6 years after close out, destroy
   (b) Retain unapproved applications 3 years after final decision, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Databases
PORTFOL
Oregon State Archives
Records Retention Schedule

Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Special Public Works Fund

Program Description
The Special Public Works Fund program provides funding to municipalities for eligible projects, including disaster mitigation assistance to return water facilities and infrastructure to pre-disaster conditions; preliminary design and specification work; and phased projects via loans and grants. Technical assistance, and loans and grants, are available for preliminary engineering to enable community planning of capital construction projects.

Assistance is provided through lottery-funded loans and grants to cities, counties, port districts, water districts, sewer districts, and federally recognized Indian tribes. Funds are also available from the Oregon Bond Bank that pools municipal loans into one bond issue and provides small communities affordable access to financial markets. State revenue bonds are issued and repaid by local revenues at low interest. Some projects and facilities have a life-span of 30 years or more.

Program Records
073     Special Public Works Fund (SPWF) Project Records
(a) Retain grant-funded project records 10 years after final closeout, destroy
(b) Retain bond-funded project records 3 years after retirement of bond, destroy
(c) Retain loan-funded project records 3 years after full payment of loan, destroy
(d) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Infrastructure Finance Authority
Program: Water/Wastewater Financing

Program Description
The Water/Wastewater Financing program is a loan and grant program that provides funding for the design and construction of public infrastructure to ensure compliance with the federal Safe Drinking Water and Clean Water Acts, as amended. Assistance is provided using lottery-funded loans and grants to cities, counties, port districts, water and sewer districts and federally recognized native nations. Funds are also available from the Oregon Bond Bank, which pools municipal loans into one bond issue to provide small communities affordable access to financial insurance. State revenue bonds are issued and repaid by local revenue at low interest. Some projects and facilities have a life span of more than 30 years.

Program Records
074 Water and Wastewater Project Records
(a) Retain grant-funded project records 10 years after final closeout, destroy
(b) Retain bond-funded project records 3 years after retirement of bond, destroy
(c) Retain loan-funded project records 3 years after full payment of loan, destroy
(d) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Databases
PORTFOL
Organizational Placement
Agency: Oregon Business Development Department
Division: Oregon Arts Commission
Program: Administration

Program Description
The Oregon Arts Commission fosters excellence in the arts and enriches livability through funding leadership and services to Oregon artists, art organizations, students, and communities. The commission also promotes Oregon’s cultural resources outside the state. Arts Commission activities are organized into five program areas: Grants and Services, Community Development, Public Art, Arts Learning, and Arts Organization Capacity. The nine-member governor-appointed Arts Commission determines policy, establishes long-range plans, and reviews applications to grants programs to determine funding levels. Created in 1967, the Arts Commission became a part of Oregon Economic and Community Development Department (now Oregon Business Development Department) in 1993. The operations of the Arts Commission and Oregon Cultural Trust (Trust for Cultural Development Board / Account) were merged in 2003, strengthening services to arts and culture state wide.

The Arts Commission is supported via the state General Fund with grant funds from the National Endowment for the Arts; funding from the Oregon Cultural Trust; and assessments of state agencies for administration of the Percent for Art Program. It administers the following grants: Access Reimbursement; Arts Build Communities; Arts Learning; Arts Recognition; Arts Services; Capacity Building; Career Opportunity Grants for Artists; Cultural Tourism; Operating Support; and the Media Arts Fellowship, which is funded by the commission and other partners.

The Arts Commission manages the Governor’s Arts Awards, and art in the Governor’s Office. Arts Commission staff maintain the PEARL database of grantees and applicants, artists, arts organizations, arts supporters, and donors to the Cultural Trust. Arts Commission staff also provide technical assistance to Oregon artists, arts and cultural groups, and creative businesses.

Program Records
075  Governor’s Arts Awards Records
    Retain 5 years, destroy

076  Oregon Arts Commission Meeting Records and Final Reports
    1967 – [ongoing]
    (a) Retain meeting agendas, exhibits and minutes, and final reports, permanently, transfer to State Archives after 5 years
    (b) Retain all other records 10 years, destroy

077  Oregon Arts Commission Newsletters
    Retain 5 years, destroy

078  Oregon Arts Commission Posters, 1967 – [ongoing]
    (a) Retain one copy permanently, transfer to State Archives
    (b) Retain preparation records until administrative need ends, destroy

079  Oregon Arts Commission Publications, 1990 – [ongoing]
    Retain permanently, transfer to State Archives

36
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases
PEARL
Organizational Placement
Agency: Oregon Business Development Department
Division: Oregon Arts Commission
Program: Arts Learning, Community Development

Program Description
The Arts Learning program promotes educational opportunities for Oregonians in art disciplines. The program provides grants to support arts learning in and out of Oregon schools, and collects best practices on arts education activity in Oregon. Working with partners, the program supports artist residencies, training for educators and volunteers, the development of arts education curriculum, and develops and supports educational conference, workshops and seminars.

The Community Development Program offers grants to regional and local arts councils and arts service organizations to make arts programs and services available statewide. It offers technical assistance to arts and community development projects, ensuring that the arts contribute to Oregon’s quality of life and economy.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases
PEARL
Organizational Placement
Agency: Oregon Business Development Department
Division: Oregon Arts Commission
Program: Percent for Public Art

Program Description
The Percent for Public Art program, established by the Legislative Assembly in 1975, is responsible for enhancing public spaces in Oregon by directing the selection and acquisition of art for display in public spaces. In 1977 the program was extended to mandate that every state building with a construction budget in excess of $100,000 spend at least one percent on the acquisition or commission of art work. Panels convene to decide what type or concept of art is desired for specific spaces; artist proposals are submitted for review and acceptance or denial by a panel. Artists retain specific rights to their work under the Visual Artist Rights Act of 1990.

Program Records
080 Percent for Art Competition and Registration Records
   (a) Retain successful applicant records until art disposed of/destroyed/returned to artist, destroy
   (b) Retain contracts with artists until 5 years after art deaccessioned, appraise for permanent retention or destruction in conjunction with State Archives staff
   (c) Retain denied/revoked/withdrawn applications 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
   Administrative Records (OAR 166-300-0015)
   Calendar and Scheduling Records
   Correspondence
   Policy and Procedure Guidelines and Manuals
   Facilities/Property Records (OAR 166-300-0020)
   Equipment Maintenance Records
   Equipment/Property Disposition Records

Databases
PEARL
Organizational Placement
Agency: Oregon Business Development Department
Division: Oregon Cultural Trust

Program Description
The Oregon Cultural Trust (Trust for Cultural Development Board) works to increase public and private support for Oregon’s arts, heritage and humanities. The goal of the Cultural Trust is to create a $200 million sustainable endowment for culture; the trust grows through tax-deductible charitable contributions and the sale of Oregon Cultural Trust license plates. Funding is distributed in support of cultural priorities through a competitive grant process. The trust supports a network of cultural coalitions in Oregon’s 36 counties and nine federally recognized tribes. The Cultural Trust works in close collaboration with five statewide cultural organizations: Oregon Arts Commission, Oregon Humanities, Oregon Heritage Commission, Oregon Historical Society, and State Historic Preservation Office.

Program Records
081 Oregon Cultural Trust Board Meeting Records and Annual Reports
2002 – [ongoing] 2.5 c.f.
(a) Retain meeting agendas, exhibits and minutes, and annual reports, permanently, transfer to State Archives after 5 years
(b) Retain cultural coalition records 20 years, destroy
(c) Retain all other records 10 years, destroy

Retain permanently, transfer to State Archives

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Policy Development and Planning records
Press Releases
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Account Reconciliation Records
Annual Financial Reports
Grant Records

Databases
PEARL
Organizational Placement
Agency: Oregon Business Development Department
Division: Operations
Program: Employee Services

Program Description
Employee Services provides technical advice and assistance to agency management and staff regarding employee services and personal actions. The program facilitates recruitment for new and vacant positions within the agency, assists in the selection of staff, and creates and maintains employee personnel records. Program staff prepare and maintain the agency's affirmative action reports, and provide relevant training to agency staff upon request. Staff provide expertise in the management of facilities, purchasing, safety, and telecommunications system management. The program is responsible for manning the agency's front desk/reception area, booking conference rooms, and providing mail services to agency staff. It also administers the agency’s coffee and social clubs, which provide social occasion refreshments through voluntary employee donations.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Key Assignment Records
Security Records
Facilities Records (OAR 166-300-0020)
Building Records
Equipment/Property Disposition Records
Financial Records OAR (166-300-0025)
Competitive Bid Records
Petty Cash Fund Records
Personnel Records (OAR 166-300-0040)
Affirmative Action Records
Criminal Background Check Records
Employee Personnel Records
Risk Management Records (OAR 166-300-0045)
Safety Program Records
Emergency Response Plan

Databases
ILEARN
LEDS
NEOGOV
ORPIN
PPDB
Organizational Placement
Agency: Oregon Business Development Department
Division: Operations
Program: Fiscal and Budget Services

Program Description
The Fiscal and Budget Services program provides technical expertise and services relevant to financial accounting and financial services of the department, including managing accounts payable and receivable, payroll, revenue bonds, and the creation and management of the agency’s budget. Specific functions include accounts payable and receivable, budget preparation and allotment, financial statements and reports, and receipts. Fiscal and Budget Services also provides centralized processing and financial tracking of the department’s contracts and grants.

Program Records
083 Bond Records
   (a) Retain bond sale records 3 years after final bond maturity, destroy
   (b) Retain tax-exempt bond proceed expenditure records; contract, loan and grant agreements; and arbitrage calculations 3 years after final bond maturity, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Financial Records (OAR 166-300-0025)
Audit Reports
Budget Preparation Records
Expenditure and Revenue Reports
General Ledger Transaction Reports
Grant Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Deduction Registers
Employee Payroll Records
Oregon State Payroll Application (OSPA) Reports

Databases
OSPA
SFMA
SFMA LOCAL DATAMART
Organizational Placement
Agency: Oregon Business Development Department
Division: Operations
Program: Technology Projects

Program Description
Technology Projects program operates and maintains the computer systems and related networks of the Oregon Business Development Department. Technology Projects develops, implements, maintains, oversees and manages the agency’s servers and information technology systems. Staff maintain the agency network, hardware and software; provide assistance for projects; oversee system security; develop/maintain disaster and contingency planning; and provide desktop-level support.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Information and Records Management Records (OAR 166-300-0030)
Computer System Maintenance Records
Computer System Program Documentation
Computer System Security Records
Information System Planning and Development Records (OAR 166-300-0030)
Software Management Records
User Support Records
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures

Databases
Technology Projects accesses all agency databases and electronic systems in support of its mission.