

**Oregon Department of Energy**  
Records Retention Schedule 2020-0005  
Effective Date: December 2020  
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# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Director's Office  
**Program:** Director

## *Program Description*

The Director's Office supports the agency mission by providing leadership and policy direction to the five operating divisions of the agency; establishing statewide policy and departmental goals; providing leadership in planning for Oregon's energy needs; overseeing development and execution of legislation; maintaining regulatory integrity that gives the highest priority to public health and safety and environmental protection; and working closely with the governor, legislative leaders, and state and federal agency heads to ensure Oregon's interests are reflected in regional and national energy and nuclear waste policy. The director's legal authority and primary responsibilities are enumerated in ORS 469.040; ODOE's duties are in ORS 469.030.

## *Program Records*

**001 Director's Speeches and Presentations, 1975 – [ongoing]** **3 c.f.**  
Retain permanently, transfer to State Archives at end of administration

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

### **Financial Records (OAR 166-300-0025)**

Budget Preparation Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Communications and Outreach

## ***Program Description***

The Communications and Outreach program provides information services and supports stakeholder engagement for the entire agency. The program delivers timely agency information to the news media and general public via interviews, postal mail, email, and telephone. It provides agency educational materials in the form of online and printed publications, social media posts, audio recordings, brochures, newspapers, and informative presentations and displays. The program works closely with the Director and the Governor's Office in the creation and delivery of key messages and talking points. The program develops external relationships and highlights key areas of ODOE's work to stakeholders, while bringing key energy issues important to constituents back to the agency to help inform Department priorities that bring value to Oregonians. The Communications and Outreach program also develops and maintains ODOE's website; provides public information officer support on state energy-related issues; manages agency public records requests and provides staff support and outreach guidance for working groups, committees, and other projects as needed.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Press Releases

Public Records Disclosure Request Records

Publication Preparation Records

## ***Databases***

Electronic Confidential Materials Tracking log

External Events Tracker

Public Records Requests Database

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Government Relations

## *Program Description*

The Government Relations program leads and manages legislative efforts to support the agency's mission at the local, state and national levels. The program provides policy advice to the agency director and governor's office, as requested, providing research, analysis, and evaluation of policy and program issues with a statewide impact. It assists the agency director in carrying out agency operations and providing long-range policy planning and development.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

### **Financial Records (OAR 166-300-0025)**

Legislative Preparation and Tracking Records

## *Databases*

BillTrackOR

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Human Resources (HR)

## *Program Description*

The Human Resources program provides centralized administration of ODOE's personnel program and performance management. The HR program administers the agency's recruitment process, provides advice and assistance to management and staff about personnel issues, processes all agency personnel actions, and maintains ODOE personnel records. HR develops and administers personnel and affirmative action plans and policies in coordination with the Office of the Director, and organizes professional development and training for agency staff.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Policy Development and Planning Records

### **Personnel Records (OAR 166-300-0040)**

Criminal Background Check Records

Employee Personnel Records

### **Risk Management Records (OAR 166-300-0045)**

Safety Compliance and Inspection Records

## *Databases*

PICS (Position Inventory Control System)

PPDB (Position and Personnel Data Base)

Workday

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Central Services  
**Program:** American Recovery and Reinvestment Act (ARRA)

## ***Program Description***

The American Recovery and Reinvestment Act (ARRA) program originated with the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5), which distributed “stimulus funds” nationally. Oregon prioritized use of ARRA funds for the “promotion of Oregon’s sustainability, renewable energy, carbon reduction, energy efficiency, and green development goals” (EO 09-06). ODOE’s program administered four ARRA-funded grants from the U.S. Department of Energy (USDOE): State Energy Program; Energy Efficiency Conservation Block Grant; State Energy Efficient Appliance Rebate Program funding; and Energy Assurance Planning funding. ODOE reported to the USDOE and Office of Management and Budget on its use of ARRA funds. Each of these programs met retention of ARRA-related funding prior to 2018 and records have been disposed of accordingly, with the exception of reports to the governor’s office which require 15 years retention from the final submission in 2012.

### **002 Weekly ODOE ARRA Reports to Governor’s Office [ended 2012]**

Retain 15 years after submission, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are 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  
Press Releases  
Publication Preparation Records

### **Financial Records (OAR 166-300-0025)**

Competitive Bid Records  
Grant Records

### **Risk Management Records (OAR 166-300-0045)**

Emergency Response Plans and Procedures

## ***Databases***

ARRA  
ORPIN (Owner: DAS)  
PAGE (Owner: USDOE)  
SFMS (Owner: DAS)  
SharePoint (Grant project)

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Budget

## *Program Description*

The Budget program conducts budget development and tracking. It prepares the biennial agency budget and provides fiscal analysis of legislation and other proposals. The program manages the execution of the budget, performs revenue and expenditure forecasts, and works in partnership with ODOE's Fiscal program to manage and track all agency program revenue and expenditures.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

### **Financial Records (OAR 166-300-0025)**

Budget Preparation Records

## *Databases*

DATAMART

R\*STARS (Relational Standard Accounting and Reporting System)

SFMA (State Financial Management Application)

Travel Tracker

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Data Group

## *Program Description*

The Data Group provides data and analysis to agency and external customers, including other government offices, legislators, nonprofit organizations, schools, media, and the general public. The program produces statistical and narrative reports regarding agency programs, and additional research as requested by ODOE's director. Program compilation and reporting responsibilities include key performance measures, annual energy savings and program summaries, legislative revenue impact estimates, agency information security, and agency program database overviews.

## *Program Records*

**003 Oregon Department of Energy Program Summaries and Energy Savings Reports**

Retain 10 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Correspondence

Legislative Development Advisory Committee Records

Legislative Tracking Records (e.g. legislative impact analysis)

Publication Preparation Records (e.g. program energy savings reports)

### **Financial Records (OAR 166-300-0025)**

Budget Preparation Records (e.g. performance measures)

Legislatively Adopted Budgets Records (e.g. information systems supplemental reports)

## *Databases*

None



# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Fiscal

## *Program Description*

The Fiscal program provides a variety of services to ensure the financial integrity of ODOE operations. The program's responsibilities include contract development and administration, grant management, accounts payable and accounts receivable, travel coordination, financial reporting and statements, agency payroll, and purchasing. In cooperation with ODOE's Budget program, it monitors revenue and expenditures related to all agency programs, including the Business Energy Tax Credit (BETC), Energy Facility Siting program, Energy Supplier Assessment, Residential Energy Tax Credit (RETC), and State Energy Efficient Design (SEED). The Fiscal program operates pursuant to various state, federal and agency requirements, including the Oregon Accounting Manual, and travel, vehicle, and contract/procurement policies.

## *Program Records*

### **004 Energy Supplier Assessment Implementation Records**

(a) Retain energy supplier assessment data 6 years, destroy

(b) Retain energy supplier assessment summaries until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements

Correspondence

### **Financial Records (OAR 166-300-0025)**

Competitive Bid Records

Grant Records

## *Databases*

DATAMART

FATS (Fixed Asset Tracking System)

R\*STARS (Relational Standard Accounting and Reporting System)

SFMA (State Financial Management Application)

SOFTWARE

Travel Tracker

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Information Services

## ***Program Description***

Information Services (IS) provides planning, development, maintenance, support and protection of the agency's computer information systems. IS maintains the interface with the Department of Administrative Service's (DAS) State Data Center (SDC), providing agency access to database system records for ODOE program operations. ODOE's IS program ensures agency data integrity, management and security.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

### **Information and Records Management Records (OAR 166-300-0030)**

Computer System Maintenance Records

Computer System Wiring Records

Information System Planning and Development Records

## ***Databases***

FILETRACKER

Help Desk

Inventory

Spiceworks

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Central Services  
**Program:** Operations

## ***Program Description***

The Operations program is responsible for agency facility safety, security, organization and functionality. The program also coordinates risk management and safety program activities.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements  
Correspondence

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Development Services

**Program:** Energy Incentives (EIP)

## *Program Description*

The Energy Development Services division was formed in 2011 to integrate ODOE's financing and incentives regarding energy conservation, renewable energy, economic development, and job creation. The Energy Incentives Program (EIP) reviews and certifies qualified energy projects and issued state tax credits and grants to project owners and pass-through partners.

EIP offsets qualifying costs directly related to the approved project, including design and engineering, material and equipment, and installation. EIP supported cost effective investment in diverse energy projects, including energy conservation, renewable energy resource equipment manufacturing, renewable energy resources, high efficiency combined heat and power, sustainable buildings, energy efficiency, alternative vehicle infrastructure, transit services, and biofuel production.

ODOE's Business Energy Tax Credit (BETC) program concluded its acceptance of new business in 2011 as a result of the legislative sunset of its statutory tax credit, which was created in 1979. The BETC program reviewed and certified qualified energy projects; issued tax credits to project owners and pass-through partners; and supported investment in diverse energy projects. The BETC tax credit was replaced by three separate credits: conservation, renewable energy, and transportation (O.L. 2011, Ch. 730; ORS 469.160 et seq.; OAR 330 Division 90). ODOE's EIP was responsible for implementing and administering the new energy incentive tax credit programs for the agency. These credits sunset at the end of 2017. The EIP maintains the official copy of the BETC program's records and information.

The BETC program's renewable energy resource equipment manufacturing facility tax credit administrative responsibilities were transferred by the Legislative Assembly in 2011 to the Oregon Business Development Department, which maintains these records (O.L. 2011, Ch. 474).

EIP also maintains the legacy records of ODOE's Transportation program (formerly part of the Conservation division), which worked to encourage public and private entities to use alternative modes of transportation – carpooling, vanpooling, public transit, biking, walking, and telecommuting. The program made efforts to revise state policies, rules, or procedures that impede the use of alternative transportation modes; provided training and technical assistance to public entities and businesses that invest in vanpools, carpools, and telecommuting equipment; served as the lead state agency developing plans for systematically converting state vehicles to operate on clean-burning fuels or gasoline substitutes; and helped cities with vehicle conversion.

# Oregon State Archives Records Retention Schedule

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## *Program Records*

- 005 Business Energy Tax Credit (BETC) Case Records**  
(a) Retain records certified before 2001 for 12 years, destroy  
(b) Retain records certified in or after 2001 for 17 years, destroy  
(c) Retain withdrawn, denied, rejected, revoked, and inactive records 3 years after expiration, destroy
- 006 Business Energy Tax Credit (BETC) and Energy Incentives (EIP) Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy
- 007 Energy Incentives Program (EIP) Project Records**  
(a) Retain certified project records 12 years after certification, destroy  
(b) Retain withdrawn, denied, rejected, revoked and inactive records 3 years after expiration, destroy
- 008 Transportation Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

## *Databases*

EIP Access Database

EIP FoxPro

Filetracker

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Development Services

**Program:** Residential Energy Tax Credit (RETC)

## *Program Description*

The Residential Energy Tax Credit (RETC) program administers state tax credits for Oregon homeowners and renters who install alternative energy devices that provide some or all of the energy needs. The program also provides tax credits for energy efficient appliances and heating systems and for other energy-conserving measures, including alternative fuel vehicles. The RETC program reviews applications and certifies projects for residential clients to receive state tax credits; those utilizing state certified contractors may also receive their tax credit certification directly from the contractor (ORS 469.160 to 469.180; OAR 330 Division 70).

## *Program Records*

### **009 Certified Contractor Lists**

Retain until superseded or obsolete, destroy

### **010 Residential Energy Tax Credit (RETC) Case Records**

Retain 10 years after award of tax credit, destroy

### **011 Residential Energy Tax Credit (RETC) Program Records**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain all other records until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

## *Databases*

RETC

RETC Online

RETC Report

# Oregon State Archives

## Records Retention Schedule

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### *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Development Services  
**Program:** Small-Scale Energy Loan Program (SELP)

### *Program Description*

The Small-Scale Energy Loan Program (SELP) administers the incentive program that makes loans to individuals, businesses, non-profit organizations, and state and local governments for conservation and renewable resource projects (ORS 470; OAR 330 Division 110). SELP loans are funded by general obligation bonds. SELP provides funds to identify and study cost effective energy-saving improvements in public facilities that may be eligible for loans. The SELP program additionally seeks innovative projects and offers creative financing packages for new energy technologies. The Small-Scale Energy Loan Advisory Committee helps review SELP loan applications and advises ODOE on Oregon energy conservation (OAR 330 Division 105).

SELP administered the Energy Efficiency and Sustainable Technology (EEAST) program, which was a pilot program that provided financial support for investments in energy efficiency, conservation and renewable energy. SELP filed quarterly reports on EEAST with the Small-Scale Local Energy Project Advisory Committee through 2011 (O.L. 2009 Ch. 753; ORS 470.500 et seq.; OAR 330 Division 112).

### *Program Records*

#### **012 Energy Efficiency and Sustainable Technology (EEAST) Program Records**

- (a) Retain final quarterly reports 10 years, destroy
- (b) Retain all other program records 10 years, or until superseded or obsolete, whichever occurs first, destroy

#### **013 Energy Efficiency and Sustainable Technology (EEAST) Project Records**

Series includes applications, evaluations, loan documents, grant documents, contracts and agreements, disbursements, and monthly tracking records.

- (a) Retain records for projects that result in loan application 10 years after payment, cancellation, withdrawal or rejection of loan, destroy
- (b) Retain records for projects that do not result in loan application 2 years after receipt, destroy

#### **014 Small-Scale Energy Loan Program (SELP) Advisory Committee Records**

- (a) Retain approved written meeting minutes 10 years, destroy
- (b) Retain tape recordings of meetings 1 year after minutes approved, destroy
- (c) Retain all other records 6 years, destroy

#### **015 Small-Scale Energy Loan Program (SELP) Bond Records**

Series includes bond transcripts, settlement summaries, competitive bids, expenditure records, public/private use analyses, records on changes in structure including refunding, swaps, optional calls, sales of assets funded by bonds, and disbursement records.

- (a) Retain original bond records 3 years after final maturity, destroy
- (b) If refunding bonds issued, retain original and refunding bond records 3 years after final maturity of refunding bonds, destroy
- (c) Retain all loan disbursement records 3 years after final maturity of bond or refunding

# Oregon State Archives Records Retention Schedule

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- bond, whichever is later, destroy
- 016 Small-Scale Energy Loan Program (SELP) Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy
- 017 Small-Scale Energy Loan Program (SELP) Project Records**  
Series includes the Application File and the Document File.  
(a) Retain records for projects that result in loan application 10 years after payment, cancellation, withdrawal or rejection of loan, destroy  
(b) Retain records for projects that do not result in loan application 2 years after application becomes inactive, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements

Correspondence

Litigation Records

### **Financial Records (OAR 166-300-0025)**

Annual Financial Reports

Grant Records (e.g. Energy Audit / Study Records)

Internal Audit Reports

### ***Databases***

ELP (Energy Loan Program)



# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Development Services  
**Program:** State Home Oil Weatherization (SHOW)

## ***Program Description***

The State Home Oil Weatherization (SHOW) program administered the statute requiring fuel oil dealers to provide home energy audits and financing for customer weatherization projects. When administered by ODOE the program provided energy audits for residences that heat with oil, kerosene, butane, propane, or wood. Eligible households received a low-interest loan for weatherization, post-audit. Banks loaning money received a state tax credit for the difference between the low-interest rate the borrower pays and the market-interest rate at the time of the loan. Low and moderate-income households also received rebates for weatherization or conservation projects. SHOW monitored and evaluated projects after installation; audits and rebates were funded by an assessment on major wholesale oil suppliers (ORS 469.673 to 469.720; OAR 330 Divisions 60 and 61). SHOW was transferred to OHCS via SB100 in 2017, and they started administering the program 1-1-18. OHCS finalized their rules on 9-10-18, and ODOE repealed its rules on 12/13/18. Program records transferred to OHCS.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Correspondence

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Facility Siting

**Program:** Energy Facility Siting

## *Program Description*

The governor-appointed Energy Facility Siting Council (EFSC) authorizes and regulates the siting, construction, operation and retirement of energy facilities in Oregon. The EFSC also regulates energy transmission lines, pipelines, storage facilities, radioactive material transport, and radioactive waste disposal. (ORS 469.450 et seq.; OAR 345).

The Energy Facility Siting division is responsible for providing staff support for the EFSC review and approval of environmentally compliant energy resources located within the state. Support includes managing public participation processes, performing interdisciplinary analysis of the environmental, regulatory, and technical aspects of proposed energy facilities, and providing recommendations to the EFSC.

The division supports the Department's development and implementation of policies regarding the efficient generation and transmission of energy in Oregon; and provides technical assistance to further the development, use, and purchase of energy resources.

The Energy Facility Siting division also carries out coordinating or lead-state-agency responsibilities with respect to the Federal Energy Regulatory Commission (FERC) jurisdiction, ensuring that state and local interests are addressed and protected in the federal facility siting process (15 USC 717b-1(b)).

## *Program Records*

**018 Energy Facility Siting Council (EFSC) Records, 1973 - [ongoing] 6 c.f.**

(a) Retain meeting agendas, materials, minutes and transcripts, and final reports permanently, transfer to State Archives after 10 years.

(b) Retain orders and site certificates permanently, transfer to State Archives with final project records after retirement, withdrawal, or termination of facility

(c) Retain member records 2 years after term ends, destroy

(d) Retain all other records 10 years, destroy

# Oregon State Archives Records Retention Schedule

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- 019 Facility Siting Project Records, 1971 - [ongoing] 20 c.f.**
- (a) Retain application and amendment deliberation, decision, and appeal records permanently, transfer to State Archives 25 years after transfer to State Records Center
  - (b) Retain sited facility pre-construction, construction, operations, and compliance review records permanently, transfer to State Archives 25 years after transfer to State Records Center
  - (c) Retain site certificate exemption records permanently, transfer to State Archives after termination of exemption or retirement of facility, whichever occurs first
  - (d) Retain notices of intent, orders, and final preliminary or complete site certificate application records for projects withdrawn or terminated before the start of the draft proposed order public comment period permanently, transfer to State Archives after withdrawal or termination
  - (e) Retain Salt Caves Hydroelectric Project records permanently, transfer to State Archives
- 020 Federal Energy Siting Intervention and Formal Comment Records**
- (a) Retain Oregon Department of Energy (ODOE), Energy Facility Siting Division-coordinated statewide formal comments, and ODOE comments, on activities ceasing before lead agency final decision 5 years after cessation of subject activities, destroy
  - (b) Retain Oregon Department of Energy (ODOE), Energy Facility Siting Division-coordinated statewide formal comments, and ODOE comments, on activities reaching lead agency final decision 10 years after lead agency final decision, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Litigation Records  
Policy Development and Planning Records

### ***Databases***

SITING RECORDS MANAGEMENT SYSTEM

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Administration

## ***Program Description***

Nuclear Safety Administration provides advice and assistance to ODOE on nuclear safety issues and supervises the Nuclear Safety section. Nuclear Safety Administration's responsibilities include the Emergency Planning, Hanford Site (see Hanford program), and Radioactive Material Transport Safety sections (ORS 469.603 to 469.619; OAR 345-026-0300 to 345-095-0160 ).

The Nuclear Safety Administration program provides policy advice and technical assistance through membership on various ODOE, state, regional, and national councils and committees, including the National Governors Association (NGA) Federal Facilities Task Force, and the national Department of Energy's (DOE's) State and Tribal Government Working Group.

ODOE Nuclear Safety staff represent the State of Oregon on the Northwest Interstate Compact on Low-Level Compact Committee (NWIC), a regional framework of responsibility for the disposal and management of low-level radioactive waste, authorized by the federal Low-Level Radioactive Waste Policy Act (ORS 469.930; 42 USC 2021b et seq.). Nuclear Safety staff also support the Director in representing Oregon on the Western Interstate Energy Board (WIEB), which provides up-to-date information to member states on nuclear issues, problems and incidents in the Western U.S. and Canada (see Radioactive Material Transport Safety program).

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Correspondence

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

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## **Organizational Placement**

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Emergency Planning

## **Program Description**

The Emergency Planning program coordinates Oregon's preparation for accidents involving radioactive materials and for energy-related emergencies involving a shortage of fuel (diesel, gasoline and aviation fuel) and for the shipment of liquified natural gas through a proposed export terminal in Coos Bay. The Emergency Planning program coordinates emergency planning among various state agencies and affected counties.

## **Program Records**

- 021 Energy Assurance Plan, 2011 – [ongoing] .5 c.f.**  
(a) Retain permanently, transfer to State Archives after 5 years  
(b) Retain preparation records 10 years after publication of final document, destroy
- 022 Energy-Related Emergency Preparedness Records**  
(a) Retain accident/incident records, for liquified natural gas (LNG) incidents 5 years after terminal closes, destroy  
(b) Retain emergency fuel distribution/priority documentation 25 years, destroy  
(c) Retain exercise reports and scenarios 25 years, destroy  
(d) Retain exercise documentation records 25 years, destroy  
(e) Retain plans and duty officer books 1 year after superseded or obsolete, destroy
- 023 Nuclear Facilities Emergency Preparedness Records**  
(a) Retain accident/incident records for nuclear-related emergencies categorized as an "notice of unusual event" or higher 5 years after closure of the Columbia Generating Station for commercial power plant accidents and 5 years after Hanford cleanup is completed for Hanford incidents, destroy.  
(b) Retain Annual Certification letters 10 years after closure of the Columbia Generating Station, destroy.  
(c) Retain FEMA evaluations for graded exercises 10 years after closure of the Columbia Generating Station, destroy.  
(d) Retain exercise reports and scenarios 25 years, destroy  
(e) Retain plans and duty officer books 1 year after superseded or obsolete, destroy

## **State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements

Correspondence

Policy Development and Planning Records

### **Risk Management Records (OAR 166-300-0045)**

Emergency Response Plans and Procedures

## **Databases**

None

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Hanford

## *Program Description*

The Hanford program provides advocacy for federal government fulfillment of its mandates regarding the Hanford Nuclear Reservation (Hanford Site) in southeastern Washington, including the cleanup of radioactive waste, restoration of the site and its natural resources, and protection of the Columbia River from nuclear contamination. ODOE's Hanford program provides staff support for the Oregon Hanford Cleanup Board (formerly the Hanford Waste Board). (ORS 469.566 to 469.587).

ODOE's Hanford program and the Oregon Hanford Cleanup Board develop policies dealing with the Hanford Site's impacts on Oregon, advise the Governor on Hanford issues, and review and provide policy and technical comments on environmental documents. The Hanford program and the board represent Oregon on the Hanford Advisory Board, a non-partisan body created by the Washington State Department of Ecology, the U.S. Environmental Protection Agency and the U.S. Department of Energy to provide independent advice on the Hanford cleanup, pursuant to their responsibilities under the Hanford Federal Facility Agreement and Consent Order (Tri-Party Agreement). Ongoing Hanford issues include the permanent disposal of nuclear waste stored at the site, the cleanup of its soil and groundwater, and the risk to the Northwest from past and present operations.

ODOE's Hanford program also monitors the cleanup and storage of radioactive waste at sites in Oregon, including the decommissioned Trojan Nuclear Plant near Rainier and two former uranium mines and tailings from a uranium mill near Lakeview (ORS 469.590 to 469.595; OAR 345). ODOE also reviews industry and government requests as to whether certain waste streams are eligible for disposal within the State of Oregon (ORS 469.525).

## *Program Records*

- 024 Disposal of Potentially Radioactive Materials in Oregon Records**  
Retain permanently, transfer to State Archives after 25 years
- 025 Formal written comments on Hanford cleanup and Natural Resource Damage Assessment (NRDA) activities** 2 c.f.  
Retain permanently, transfer to State Archives after Hanford cleanup and restoration are completed
- 026 Hanford Cleanup Board Records (including predecessor Hanford Waste Board) 1987 - [ongoing]** 5 c.f.  
Retain permanently, transfer to State Archives after conclusion of Hanford cleanup
- 027 Lakeview Mines Radioactive Cleanup Project Records, 1980 - [ongoing]** 15 c.f.  
Retain permanently, transfer to State Archives after resolution
- 028 Lakeview Uranium Mill Tailings Remedial Action (UMTRA) Program Records**  
Retain permanently, transfer to State Archives after 50 years

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements

Correspondence

Policy Development and Planning Records

### **Risk Management Records (OAR 166-300-0045)**

Emergency Response Plans and Procedures

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Radioactive Material Transport Safety

## *Program Description*

The Radioactive Material Transport Safety program, in coordination with the Energy Facility Siting Council (see Energy Facility Siting division), regulates the transportation of radioactive waste in Oregon. The program helps prevent accidents involving the transport of radioactive material and handles mishaps if they occur (ORS 469.603 to 469.619; OAR 345 Division 60).

The program represents the State of Oregon on the Western Governors' Association (WGA) Transportation Technical Advisory Group and receives funding to do so. The WGA works collaboratively with the federal Department of Energy (DOE) to oversee a comprehensive transportation safety program for certain shipments of radioactive materials. The Radioactive Material Transport Safety program submits quarterly reports to the WGA regarding its activities.

ODOE staff also participate in the Western Interstate Energy Board's (WIEB) High-Level Radioactive Waste Committee, planning for the eventual shipment of spent nuclear fuel and high-level radioactive waste to a national repository. Spent fuel is currently "stranded" at the site of the former Trojan nuclear power plant northwest of Portland. Eventually, ODOE will work with local government, DOE, and other agencies to support shipment of this material out of Oregon. In addition, spent fuel at the Columbia Generating Station near Richland, WA and spent fuel and high-level radioactive waste from the Hanford nuclear site will also travel through Oregon at some point, heading to consolidated storage or disposal in a repository.

The Program issues an annual report on radioactive material transport within the state.

## *Program Records*

- 029 Radioactive Material Transport Records, 1984 - [ongoing] 1 c.f.**  
Retain annual program reports permanently, transfer to State Archives after 25 years
- 030 Western Governors' Association (WGA) Quarterly Reports**  
Retain 3 years after contract expiration, destroy
- 031 Western Interstate Energy Board (WIEB) Records 1984 – ongoing**  
Retain relevant records permanently-transfer to State Archives after shipment of Trojan spent fuel, high-level waste from Hanford and spent fuel from the Columbia Generating Station to consolidated storage or a permanent repository are successfully completed

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Contracts and Agreements  
Correspondence  
Policy Development and Planning Records



# Oregon State Archives Records Retention Schedule

Effective: December 2020

Publication Preparation Records

**Risk Management Records (OAR 166-300-0045)**

Emergency Response Plans and Procedures

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Planning and Innovation

**Program:** Administration

## ***Program Description***

The Planning and Innovation division oversees ODOE's programs for achieving energy conservation in Oregon. Through various programs, the Administration program provides technical assistance and training to government agencies to help them implement energy-saving programs and install energy-saving measures. Energy Policy Administration coordinates ODOE's conservation projects.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

**Administrative Records (OAR 166-300-0015)**

Correspondence

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Planning and Innovation  
**Section:** Energy Efficiency and Conservation  
**Program:** Building Technologies

## *Program Description*

Building Technologies sets guidelines and reviews designs for energy efficiency in new state facilities and provides technical assistance to schools and public agencies regarding energy efficiency in existing facilities. Building Technologies also provides advice and assistance through participation on local, state and federal committees, task forces and work groups.

The State Energy Efficiency Design (SEED) program, established in 1991, requires Oregon state agencies to work with ODOE to ensure that cost-effective energy conservation measures are included in new and renovated agency facilities (ORS 276.900 to 276.915; OAR 330 Division 130). The 1.5 Percent for Green Energy Technology in Public Buildings Program requires Oregon state agencies and local governments to spend an amount equal to at least 1.5 percent of a public improvement contract for the construction of a public building on the inclusion of appropriate solar energy technology in the facility (ORS 279C.528; OAR 330 Division 135).

The Task Force on Energy Performance Scores was created by the Legislative Assembly in 2009 to evaluate energy use in new and existing commercial and residential buildings, and to compile legislative recommendations regarding the use of a voluntary energy performance scoring system, and/or a mandatory energy performance scoring system (O.L. 2009, Ch. 750). Composed of 13 governor-appointed members, the task force received staff support from ODOE and the Department of Consumer and Business Services (DCBS) and completed its work in July 2010.

## *Program Records*

- 032 1.5 Percent for Green Energy Technology in Public Buildings Program Records**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain all other records until superseded or obsolete, destroy
- 033 1.5 Percent for Green Energy Technology in Public Buildings Project Records**  
Retain 10 years after completion of project review, destroy
- 034 Appliance and Lighting Project Records [ended 2004]**  
Retain 10 years after project ends, destroy
- 035 Building Code Records**  
Retain 5 years after superseded, destroy
- 036 State Energy Efficient Design (SEED) Program Records**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain all other records until superseded or obsolete, destroy
- 037 State Energy Efficient Design (SEED) Project Records**
  - (a) Retain final report for life of the structure, destroy
  - (b) Retain all other records 5 years after project ends, destroy
- 038 Task Force on Energy Performance Scores Records [2009-2010]**  
Retain 15 years, destroy

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

### ***Databases***

1.5% for Green Energy Technology (GET) in Public Buildings

SEED (State Energy Efficiency Design)

ORPIN

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Planning and Innovation  
**Section:** Energy Efficiency and Conservation  
**Program:** Large Electricity Consumer Public Purpose Program (LECPPP)

## *Program Description*

The Large Electricity Consumer Public Purpose Program (LECPPP) utilizes public purpose funds collected from Oregon's two largest investor owned electric utility companies, Portland General Electric and Pacific Power. The two utilities are required to collect a three percent public purpose charge from their customers (ORS 757.612). Large electricity consumers in Oregon – nonresidential retail electricity consumers using more than one average megawatt of electricity per year – may be eligible to alternatively self-direct a portion of their public purpose charges. LECPPP reviews and certifies self-direction applications from large electricity consumers for qualifying conservation projects and renewable energy resources (OAR 330 Division 140). (See also ODOE's Schools Public Purpose program.)

## *Program Records*

- 039 Large Electricity Consumer Public Purpose Program – Case Records**  
Retain 10 years after project completion, destroy
- 040 Large Electricity Consumer Public Purpose Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Correspondence

## *Databases*

LECPPP (Large Electricity Consumer Public Purpose Program)

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## ***Organizational Placement***

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Planning and Innovation  
**Section:** Energy Efficiency and Conservation  
**Program:** Schools Public Purpose

## ***Program Description***

The Schools Public Purpose program utilizes funds collected from Oregon's two largest investor owned electric utility companies, Portland General Electric (PGE) and Pacific Power. The two utilities are required to collect a three percent public purpose charge from their customers. Ten percent of these public purpose funds are allocated to energy efficiency efforts in the public schools within the service areas of these two utilities (ORS 757.612; OAR 330 Division 140).

The Schools Public Purpose program oversees and guides the administration of the schools public purpose funds, in cooperation with the affected Education Service Districts. The schools public purpose funds cover the costs of energy audits and the installation of identified energy conservation measures. (See also ODOE's Large Electricity Consumer Public Purpose program).

## ***Program Records***

### **041 Public School Energy Conservation Program Records (Public Purpose Funds)**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

### **042 Public School Energy Conservation Project Records (Public Purpose Fund Projects)**

Retain 10 years after project ends, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Conference, Seminar, and Training Program Records  
Correspondence  
Policy and Procedure Guidelines and Manuals

## ***Databases***

ORPIN  
SID (Schools Interactive Database)

# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

**Schedule Number: 2020-0005**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Planning and Innovation  
**Section:** Technology and Policy  
**Program:** Energy Planning

## *Program Description*

Until 2017, ODOE was responsible for developing Oregon's biennial energy plan and forecast, coordinating policy efforts and decisions, and providing advice and assistance on energy policy and planning issues to local, state and federal agencies (ORS 469.060 to 469.080; OAR 330 Division 25). In 2017, after passage of HB 2343, the Biennial Energy Plan was replaced with the Biennial Energy Report.

The biennial energy plan guided policies and programs to ensure Oregon's needs will be met in accordance with state goals. The Biennial Energy Report provides information on energy production, generation, and use in Oregon. The Report also examines the current energy policy landscape and the state's progress on meeting its energy and climate goals. The Planning program collects data and analyzes information to produce the report on a biennial basis, with the first report issued in November of 2018. The Energy Planning program coordinates planning with Oregon's members of the Northwest Power and Conservation Council (formerly the Pacific Northwest Electric Power and Planning Council), a comprehensive planning agency for energy, fish and wildlife policy in the Columbia River Basin composed of representatives of Oregon, Idaho, Montana and Washington. The Energy Planning program is the centralized repository and official record copy holder of ODOE's energy planning records, which are created agency-wide, and the Energy Resource Planning and Information records filed by Oregon's electric utilities.

ODOE is authorized to intervene in state and federal agency matters to express its views as to the effects of an agency action upon Oregon's energy resources and energy policy (ORS 469.110). The Energy Planning program maintains the official record copy of the agency's representations, interventions and formal comments, including those made before the Oregon Public Utility Commission. Pursuant to executive order 08-26, ODOE provided staff support to the Oregon Energy Planning Council (OEPC), an appointed advisory group that provided analysis and assistance on state energy planning. The OEPC met from 2009 – 2010, and submitted the Oregon Energy Planning Report on December 20, 2010. The Energy Planning program is the central repository of the OEPC's records and maintains the official record copy of OEPC's proceedings and reports.

The Energy Policy Review Committee (EPRC) was created to identify emerging trends in the supply, demand and conservation of energy; to estimate state energy needs for the next five, ten and twenty years; and to analyze energy pricing (O.L. 1975, Ch. 606). It served in an advisory capacity to ODOE, governors and legislators until it was abolished in 1995 (O.L. 1995, Ch. 551).

# Oregon State Archives Records Retention Schedule

Effective: December 2020

ODOE is also statutorily required to conduct hearings and receive public comments regarding the formation of People's Utility Districts in Oregon; with the advice and assistance of the Public Utility Commission (PUC), ODOE issues reports summarizing district formations (ORS 261.151). The Energy Planning program maintains the official record copy of ODOE's People's Utility District records, including annual reports submitted to ODOE pursuant to ORS 261.470.

## *Program Records*

### **043 Biennial Energy Plan and Report Records, 1976 – [ongoing]**

#### **1 c.f.**

- (a) Retain final plan permanently, transfer to State Archives after 10 years
- (b) Retain drafts, notes and working files 1 year after completion of final plan, destroy

### **044 ODOE Energy Planning Intervention and Formal Comment Records**

Retain 10 years after lead agency final decision, destroy

[NOTE: See also ODOE Energy Siting Intervention and Formal Comment Records under Energy Facility Siting division]

### **045 Oregon Energy Planning Council (OEPC) Records, 2008-2010**

- (a) Retain agendas, meeting minutes, biennial energy planning reports, and formation/organization records 25 years, destroy
- (b) Retain hearing audio or video recordings until transcribed or summarized, destroy
- (c) Retain all other records 6 years, destroy

### **046 People's Utility District Records, 1938 – [ongoing] 10 c.f.**

- (a) Retain petitions, resolutions and district formation reports permanently, transfer to State Archives after 10 years
- (b) Retain public testimony and hearing records 10 years, destroy
- (c) Retain all other records 5 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy Development and Planning Records

Publication Preparation Records

### **Information and Records Management Records (OAR 166-300-0030)**

Records Management Records

## *Databases*

BER



# Oregon State Archives Records Retention Schedule

Effective: December 2020

## *Organizational Placement*

Schedule Number: 2020-0005

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Planning and Innovation  
**Section:** Technology and Policy  
**Program:** Renewable Energy and Climate

## *Program Description*

The Renewable Energy program encourages the development and use of renewable energy and fuels in Oregon to ensure a sustainable future and reduce the impact of climate change. The program focuses on policies that increase the use of renewable energy and fuels, reduce greenhouse gas emissions, and attract renewable energy manufacturers. To achieve compliance with the state Renewable Portfolio Standard (RPS), program staff facilitate the system of renewable energy certificates (RECs) issued and monitored by the Western Renewable Energy Generation Information System (WREGIS) (ORS 469A.130; OAR 330 Division 160). Program staff also conduct studies on the impact of the RPS on jobs in Oregon (ORS 469A.210).

ODOE is responsible for providing clerical, technical and management support to the Oregon Global Warming Commission, which tracks and evaluates the impact of global warming on Oregon and the Pacific Northwest; ODOE's Director is an ex officio member of the Commission (ORS 468A.200 et seq.). The Technology and Policy section serves as the central repository and official record copy holder of the Global Warming Commission's records and proceedings.

The Renewable Energy program provided lead staff support to the Oregon Geothermal Working Group, originally established to further work of Governor Kulongoski's Renewable Energy Action Plan, the Geothermal Working Group continues to meet in order to discuss statewide work on Geothermal energy development. The program is the central repository and official record copy holder of this working group.

The Renewable Energy program identified categories of fuel blends and solid biofuels that qualify for personal income tax credit under ORS 315.465; and conducts periodic studies of the impact of the biofuels program (ORS 469.785). The program also administered the state's biomass producer and tax credit qualifications (ORS 469.790; ORS 315.141; OAR 330 Division 170).

Renewable Energy staff administers the Community Renewable Energy Feasibility (CREF) program to support feasibility studies for community renewable energy projects. CREF uses funds on a revolving basis, enabling project fund repayments to be reallocated to future studies. Program staff also support and maintain the records of the Energy Policy Advisory Committee.

## *Program Records*

### **047 Biofuels Program Analysis Records**

- (a) Retain final reports and studies 15 years, destroy
- (b) Retain all other records 1 year after completion of final report or study, destroy
- (c) Retain unapproved project records 6 years after submission, destroy

# Oregon State Archives Records Retention Schedule

Effective: December 2020

- 048 Community Renewable Energy Feasibility (CREF) Case Records**
  - (a) Retain selected and developed project records 10 years after substantial completion [as defined by ORS 12.135(3)], destroy
  - (b) Retain selected and undeveloped project records 6 years after selection, destroy
  - (c) Retain denied or withdrawn project applications 3 years, destroy
- 049 Community Renewable Energy Feasibility (CREF) Program Records**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain evaluation committee records 6 years, destroy
  - (c) Retain all other records until superseded or obsolete, destroy
- 050 Energy Advisory Committee Records**
  - (a) Retain agendas, meeting minutes and final reports 15 years, destroy
  - (b) Retain hearing and meeting recordings until transcribed or summarized in committee-approved minutes, destroy
  - (c) Retain all other records 6 years, destroy
- 051 Global Warming Commission Records, 2007 – [ongoing] 10 c.f.**
  - (a) Retain agendas, meeting minutes, proposals, resolutions, final reports, and formation/organization records permanently, transfer to State Archives after 15 years
  - (b) Retain hearing audio or video recordings until transcribed or summarized, destroy
  - (c) Retain all other records 6 years, destroy
- 052 Oregon Geothermal Working Group Program Records**

Retain 6 years, destroy
- 053 Renewable Energy Working Group (REWG) Records**
  - (a) Retain agendas, meeting minutes and final reports/plans 25 years, destroy
  - (b) Retain hearing audio or video recordings until transcribed or summarized, destroy
  - (c) Retain all other records 6 years, destroy
- 054 Renewable Portfolio Standard (RPS) Certification Records**

Retain until program ends, destroy
- 055 Renewable Portfolio Standard (RPS) Records**
  - (a) Retain job and economic impact reports 20 years, destroy
  - (b) Retain progress notes, studies and target data 10 years, destroy
  - (c) Retain all other records 6 years, destroy
- 056 Technology-Specific Working Group Records**
  - (a) Retain agendas, meeting minutes and final reports 15 years, destroy
  - (b) Retain hearing audio or video recordings until transcribed or summarized, destroy
  - (c) Retain all other records 6 years, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

### **Administrative Records (OAR 166-300-0015)**

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy Development and Planning Records

Publication Preparation Records

### **Financial Records (OAR 166-300-0025)**

Grant Records

Oregon State Archives  
**Records Retention Schedule**

**Effective: December 2020**

**Information and Records Management Records (OAR 166-300-0030)**  
Records Management Records

*Databases*  
None