

Oregon Health Authority

Equity and Inclusion Division

Records Retention Schedule 2023-0001

Effective Date: April 2023

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Records Retention Schedule

Edition: May 2023

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity and Inclusion Division
Unit: Civil Rights and Inclusion
Program: Civil Rights

Program Description

The Civil Rights Program within the Oregon Health Authority's (OHA) Equity and Inclusion Division acts as the Director's designee for OHA to investigate all employee complaints of discrimination, harassment, intimidation or retaliation under the DAS Discrimination and Harassment Free Workplace Policy. This is a separate process from Human Resources which makes OHA distinct from other state agencies.

In addition, the Civil Rights Program also serves as OHA's designee for public complaints of discrimination, harassment, or retaliation under OAR 943-005-0010.

Program Records

004 Equal Employment Opportunity, Oregon Workplace Fairness Act and Public Civil Rights Records

Series documents complaints made against an agency. Records may include but are not limited to complaints, case files, reports, exhibits, withdrawal notices, emails, copies of decisions, hearings and meetings records, and related documentation and correspondence.

Retain 5 years after final decision issued, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Personnel Records (OAR 166-300-0040)

Equal Employment Opportunity Complaint Records

Systems of Record

CASPER

Workday

Oregon State Archives

Records Retention Schedule

Edition: May 2023

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity and Inclusion Division
Unit: Equity & Policy
Program: Health Care Interpreter Program

Program Description

The Health Care Interpreter Program (HCI): HCI maintains the standards set forth by OR statute to maintain a professional cohort of health care interpreters. HCI provides technical assistance to applicants, HCIs and healthcare providers.

Program Records

001 Health Care Interpreter Applications
Retain 7 years, destroy

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
Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Systems of Record

Online portal - HCI Registry

Oregon State Archives

Records Retention Schedule

Edition: May 2023

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity and Inclusion Division
Unit: Equity & Policy
Program: Traditional Health Worker Program

Program Description

The Traditional Health Workers (THW) Program is responsible to engage and provide technical assistance to health system partners, including community-based organizations to advance quality and responsive care using traditional health workers (THWs). As of current, Oregon recognizes the following categories as part of the THW workforce: birth doula, community health worker, peer support specialist, peer wellness specialist, and personal health navigators. Additionally, the THW Commission and three (3) subcommittees (Systems Integration, Payment Model, and Training Evaluation Metrics and Program Scoring) advise and make recommendations on THW-related activities.

Program Records

002 Traditional Health Worker Certifications

Retain 7 years, destroy

003 Traditional Health Worker Training Programs Applications

Retain 7 years, destroy

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
Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Systems of Record

Online Portal/Registry