

Oregon Department of Justice
Records Retention Schedule: 2006-0011
Effective Date: April 2008
Table of Contents

Special Counsel..... 3

Administrative Services..... 5

Appellate 13

Civil Enforcement 16

Crime Victims Services..... 23

Criminal Justice 25

General Counsel 30

Child Support 31

Trial 52

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Attorney General's Office

Program Description

The Attorney General is the chief legal officer for the State of Oregon and the administrator of the Department of Justice. The Attorney General is responsible for advancing and upholding the law for state government, individual citizens and commerce.

This program is also responsible for setting the state's legal policy and directing and reviewing the actions of its eight operating divisions: Administration, Appellate, Trial, Civil Enforcement, Criminal Justice, General Counsel, Crime Victims Services and the Division of Child Support.

Services provided include legal advice to state agencies, representation of state agencies and state interests in court and legal proceedings, providing legal opinions to state officials and protecting the state's interest in the Tobacco Master Settlement agreement. The program also includes the Law Improvement Steering Committee and the internal audit function.

Program Records

- 001 Attorney General Correspondence (1991-ongoing)**
Retain permanently, transfer to State Archives at end of administration
- 002 Constituent Inquiries**
Retain 2 years, destroy
- 003 Governor's and Attorney General's Task Force Records**
 - (a) Retain reports permanently
 - (b) Retain other records 5 years, destroy
- 004 Press Releases (1991-ongoing)**
Retain permanently, transfer to State Archives at end of administration
- 005 Speeches (1991-ongoing)**
Retain permanently, transfer to State Archives at end of administration

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Law Improvement Steering Committee
Ballot Title
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Office of the Attorney General
Unit: Special Counsel

Program Description

Special Counsel to the Attorney General serve on the Department's Executive Staff and administer the Department's Honors Program; chair the Law Improvement Steering Committee; represent the Attorney General in negotiations with the tribes on gaming compacts; represent the Attorney General in negotiating tribal gaming compacts and act as tribal liaison for DOJ.

Special Counsel also represents the Attorney General in significant matters as assigned and assist the Deputy Attorney General in administrative and legal matters.

Program Records

- 006 DOJ Ethics Committee Minutes**
Retain 5 years, destroy
- 007 DOJ Ethics Handbook and Ethics Opinions**
Retain permanently, transfer to State Archives when superseded or obsolete
- 008 DOJ Ethics Handbook Composition Files**
Retain 5 years, destroy
- 009 Indian Compact Working Files (1992-ongoing)**
Retain permanently, transfer to State Archives after 15 years
- 010 Special Projects Files**
Retain 10 years, destroy

State Agency General Records Retention Schedule
Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Tapestry
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Office of the Attorney General
Unit: Deputy Attorney General/Public Records

Program Description

The Deputy Attorney General performs all the acts and duties that may be authorized and are required to be performed by the Attorney General in the absence of or at the request of the Attorney General.

The Deputy Attorney General also reviews and responds to petitions of citizens requesting records from state agencies under the Public Records Law. If the petition is granted, an order is issued granting access.

Program Records

011 Public Records Access Case Files (1973-ongoing)

- (a) Retain orders permanently, transfer to State Archives after 25 years
- (b) Retain all other records 5 years, destroy

012 Public Record Order Files

- (a) Retain orders permanently, transfer to State Archives after 25 years
- (b) Retain all other records 5 years, destroy

013 Constituent Inquiries

Retain 2 years, destroy

014 File Index

Retain until superseded or obsolete

State Agency General Records Retention Schedule

None

Databases Used

Matter Management
Tapestry
Carpe Diem
Files Microsoft Access Database

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Director's Office

Program Description

The Director's Office of Administrative Services Division provides information and makes recommendations to the Attorney General on the overall administration and management of the agency. The program directs the delivery of administrative support services including fiscal services and budget management, human resources, payroll, purchasing, facilities management, and information services.

Program Records

None

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Tapestry
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Budget Services Section

Program Description

Budget Services develops the biennial budget for DOJ, identifies and forecasts resources necessary to meet the planned expenditures for DOJ, monitors the execution of the Department's approved budget, analyzes the fiscal impact of legislation affecting the administration of DOJ and guides division administrators and program managers in monitoring expenditures to ensure that agency limitations and appropriations are within budgetary guidelines.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Financial Records - OAR 166-300-0025

Personnel Records - OAR 166-300-0040

Position Inventory Control System (PICS)

Databases Used

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Fiscal Services
Unit: Accounting

Program Description

Accounting Services is responsible for the general ledger, receipts, disbursements, state and federal financial reporting, reconciliations, and grants management and compliance for the Department of Justice.

Program Records

- 015 Client Trust Account Individual Project Files**
Retain 6 years after account closure, destroy
- 016 Neurontin Settlement Fund Records**
Retain 10 years after final disbursement of funds, destroy

State Agency General Records Retention Schedule Records
Financial Records - OAR 166-300-0025

Databases Used

Debt Collection/Accounts Receivable Tracker
ASD Carpe Diem
Elite Billing System (Client Trust Accounts)
Miscellaneous Accounts Receivable
Tapestry
Matter Management (Civil Recovery Section)

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Fiscal Services
Unit: Payroll and Benefits Services

Program Description

The Payroll and Benefits Services Unit provides agency wide payroll and benefit services for the Department of Justice and for the District Attorneys and their deputies.

The program is responsible for entering employee payroll data and withholding information into the Oregon State Payroll Application (OSPA) and for monitoring and ensuring Public Employees Retirement System (PERS) contributions are reported accurately.

The program is responsible for ensuring compliance with payroll laws, rules, collective bargaining and policies and procedures. It provides information to agency staff on health, dental, life and disability insurance, retirement, deferred compensation, voluntary deductions and other benefit information.

Program Records

None

State Agency General Records Retention Schedule Records

Payroll Records - OAR 166-300-0035

Deduction Registers
Employee Payroll Records
Employee Time Records
Family leave records
Federal and State Tax Records
Leave applications
Oregon State Payroll Application (OSPA) Reports
Payroll Administrative Reports
Unemployment reports
Unemployment compensation claim records

Databases Used

OSPA (DAS Central Payroll Application)

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Fiscal Services
Unit: Billing Services

Program Description

The Billing Services Unit is responsible for invoicing legal services, resolving client attorney billings conflicts and collecting payments for the Department of Justice.

Program Records

- 017 Manual Case Assignment List Notebook**
Retain until superseded or obsolete, destroy
- 018 Master Case Tracking Records**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

SFMA (State Financial Management Application)
Matter Management
Elite Billing System
Client Inquiry
ASD Carpe Diem
Legal Services Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Operations

Program Description

The Operations Section provides facilities management, purchasing, contract management, mail distribution, library services and records management and storage services to the Department of Justice. The law library serves as repository for reference materials used by the agency and also manages internal publications.

Program Records

019 Library Inventory Records

Retain 4 years after superseded or obsolete, destroy

020 Publication Inventory and Distribution Records

Retain 1 year after superseded or obsolete, destroy

021 Publication Title Listing

Retain 5 years after superseded or obsolete, destroy

022 RICO Property Disposition Records

(a) Retain records relating to real property 10 years after property disposition, destroy

(b) Retain records relating to expendable property 6 years after property disposition, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Financial Records - OAR 166-300-0025

Facilities/Property Records - OAR 166-300-0020

Purchasing Records - OAR 166-300-0025

Risk Management Records - OAR 166-300-0045

Databases Used

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Human Resources

Program Description

The Human Resources Section administers the Department's collective bargaining, affirmative action, employee relations policies; applies state and federal laws relating to Human Services, leave laws and wage and hour requirements; coordinates recruitment, classification, safety (including OSHA, workers compensation), new employee orientation and management of Administrative Services Division support services. It also provides certain personnel services to the District Attorneys and their deputies.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Personnel Records -OAR 166-300-0040

Databases Used

PPDB Position and Personnel Data Base
Recruitment/Applicant Tracking
Performance Management Tracking

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Administration
Program: Administrative Services
Section: Information Services

Program Description

The Information Services Section develops, operates and supports computer systems, security and network services for the Department. The Section works with the administrators of each Division and their unit managers to identify needs and develop strategic and tactical plans. The office administers all technology related acquisitions and is composed of three teams: the Hardware/Network Team, Software and Support Team and Development Team.

The Hardware/Network Team is charged with the planning, acquisition, implementation, operations and maintenance of all computer hardware and data networks.

The Software and Support Team is charged with the planning, acquisition, implementation, administration, support and maintenance of application software used within the Department. The team also operates a Help Desk for computer problems.

The Development Team provides analysis, programming and administration support of database systems. The team also installs, configures and implements commercial software products used by the agency.

Program Records

None

***State Agency General Records Retention Schedule Records
Information Management Records - OAR 166-300-0030***

Databases Used

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice

Division: Appellate

Program: Capital Appeals

Program Description

The Capital Appeals Program represents the state of Oregon in all challenges to capital convictions in state and federal, trial and appellate courts.

Program Records

023 Capital Appeals Case Files

Retain 75 years or until death of convicted, whichever is longer, destroy

024 Capital Appeals Reports

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Matter Management

Elite Billing System

Tapestry

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Appellate
Program: Civil and Administrative Appeals

Program Description

The Civil and Administrative Appeals Program defends and pursues appeals of civil cases in state and federal courts. Cases include state liability for the torts of its officers and employees, liability for contract claims, state employee labor relations issues, defending agency final orders in contested cases, liability of public employees and liability of officials for the deprivation of constitution rights.

Juvenile court wardship cases and termination of parental rights involving neglected or abused children are another major component of the civil appellate caseload. The Program handles civil cases originating from the Department of Corrections regarding inmate suits including inmate civil rights cases.

Program Records

025 Amicus Case Files (1980-ongoing)

- (a) Retain Joined Cases permanently, transfer to State Archives 10 years after case closes
- (b) Retain Unjoined Cases, 3 years, destroy

026 Agency Appeals Case Files

- (a) Retain Mandamus Case Files, 5 years after closure, destroy
- (b) Retain Mental Commitment Case Files, until case is closed, return to Department of Human Services
- (c) Retain all other records, until case closed, return to originating agency or DOJ section

027 Ballot Title Files

Retain 10 years, destroy

028 Ballot Title Review Records

Retain 6 years after election, destroy

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

Tapestry
Matter Management
Carpe Diem

Organizational Placement

Agency: Department of Justice
Division: Appellate
Program: Defense of Criminal Convictions

Program Description

The Defense of Criminal Convictions Program represents the State in all appeals of criminal convictions.

Program Records

029 Criminal Direct Appeals Cases

Retain until case closed, return to prosecuting entity

030 Post Conviction and Habeas Corpus Case Appeals

Retain until case closed, return to Trial Division

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Tapestry
Matter Management
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Civil Enforcement
Section: Charitable Activities

Program Description

The Charitable Activities Section licenses, supervises, monitors and enforces laws related to charitable trusts, charitable solicitations and nonprofit gaming. It investigates and initiates civil legal actions against those in violation of the law. It also registers and licenses bingo and raffle operations, as well as provides public education, issues publications and advisories on the responsibilities of nonprofit directors and on proper stewardship. Charitable Activities also registers fundraising firms and monitors them for misleading solicitations campaigns and joins with the Division's Financial Fraud/Consumer Protection Section, to prosecute violations.

The Section also monitors performance and actions of charitable corporations and trusts and approves changes, including termination, of their governing instruments.

Program Records

031 Charitable Organizations Trust Files

- (a) Retain governing documents 10 years after organization closure, destroy
- (b) Retain all other records 5 years, destroy

032 Exempt Organization Reports

Retain 20 years, destroy

033 Injunctions, Orders, and Assurances

Retain 100 years, destroy

034 Charitable Activities Investigation Case Files

Retain 20 years after case closed, destroy

035 Non-profit Gaming Files

- (a) Retain registration materials 10 years after closure, destroy
- (b) Retain all other records 5 years, destroy

036 Professional Fundraising Organization Files

- (a) Retain registration materials 10 years after organization closure, destroy
- (b) Retain all other records, 5 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

CAS
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Civil Enforcement
Section: Civil Recovery

Program Description

The Civil Recovery Section assists state agencies when litigation or assistance in bankruptcy or post-judgment assistance of counsel is needed to recover money owed to the state, or to recover or protect the state's interest in real or personal property.

The Civil Recovery program works with bankruptcy courts to ensure collection of all enforceable debt, to obtain relief from stay-of-proceedings for regulatory agencies and also proceeds against collateral and determines the discharge ability of debts. The Section defends state agencies in cases involving foreclosures of liens or other real property matters when the state is named as a defendant. The Section also represents the Department of Transportation, Highway Division and the Department of Administrative Services, Risk Management Division in cases involving damage to state property or monetary loss.

Civil Recovery is responsible for collecting punitive damages due the state and assisting agencies with collection of overpayments, taxes owed, breach of contract damages, foreclosure of liens and other debt owed to the state. It also acts as Probate Attorney for the Division of State Lands for probate cases without heirs. Records relating to these cases are maintained by the Division of State Lands.

Civil Recovery enforces the state's Non-Participating Manufacturers and related laws that ensure continued payment of funds from the Tobacco Master Settlement Agreement and is responsible for any litigation arising from the Master Settlement Agreement including litigation to recover withheld funds.

Program Records

037 Civil Recovery Case Control Cards

Retain 10 years, destroy

038 Civil Recovery Collection Case Files

Retain until case closed, return original source information to client agency

039 Civil Recovery Case Dockets

(a) Retain annual dockets, 10 years, destroy

(b) Retain 'current dockets' until superseded or obsolete, destroy

040 Injunction Case Files

Retain 10 years after case closed, destroy

041 ODOT and DAS Litigation Case Files

(a) Retain litigation records 10 years, destroy

(b) Retain all other records until case closes, return to the originating agency

042 Tobacco Settlement Files

- (a) Retain Non-participating manufacturers' escrow files and Oregon Tobacco Information System data 50 years, destroy
- (b) Retain all other records 15 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

OTIS (Oregon Tobacco Information System)
Matter Management
Carpe Diem

Organizational Placement

Agency: Department of Justice
Division: Civil Enforcement
Section: Child Advocacy

Program Description

The Child Advocacy Section provides legal services to the Division of Child Support (DCS) and the Department of Human Services.

For the Division of Child Support, the Child Advocacy Section initiates and litigates collection actions including wage withholding, garnishment, attachment and contempt. It routinely provides legal advice to field staff. By special contract, it handles litigation for nonpublic assistance support cases for certain Oregon counties. The Child Advocacy attorneys also initiate and respond to out-of-state support cases.

Note: The Division of Child Support retains all DCS files for the Department of Justice.

The Child Advocacy Section litigates the termination of parental rights cases for the Department of Human Services (DHS) - Permanent Planning Program. It also provides legal support for the DHS's Addiction and Mental Health Division.

Program Records

- 043 Family Law General Case Files**
Retain 5 years after case closed, destroy
- 044 Parental Rights Termination Case Files**
Retain 5 years after case closed, destroy
- 045 Child Abuse Case and Administrative Hearing Files**
Retain 15 years after closure, destroy

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Tapestry
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Civil Enforcement
Section: Financial Fraud/Consumer Protection

Program Description

The Financial Fraud/Consumer Protection Section is the civil law enforcement arm for the State of Oregon. Acting as the plaintiff, the mission of the Section is to educate consumers and businesses and to use the civil laws to deter, stop, and punish unlawful conduct when education fails. Its mission also includes coordinating its public protection work with other public agencies and private organizations working in related areas.

Activities include the operation of the Consumer Hotline, enforcement of the state's Unlawful Trade Practices Act and enforcing the state's antitrust and telemarketing laws. Antitrust cases include price fixing, monopoly and restraint of trade.

The Section assists other state agencies with regulatory responsibilities in the marketplace and publishes a consumer protection newsletter providing consumers and advocates with information about the latest scams.

The Financial Fraud/Consumer Protection Section also includes the Consumer Advisory Council which promotes an annual, statewide 'Consumer Week,' conducts studies and research in consumer services and advises executive and legislative branches in consumer matters.

Program Records

046 Antitrust Case Files

Retain 10 years after case closure, destroy

047 Assurances of Voluntary Compliance

Retain 100 years, destroy

048 Consumer Protection Complaints

Retain 5 years after case closed, destroy

049 Consumer Protection Investigation Case Files

Retain 10 years after case closed, destroy

050 Consumer Protection Judgments

Retain until judgment is satisfied or expires, destroy

051 Racketeering Influenced Corrupt Organization Investigation Case Files

Retain 10 years after case closed, destroy

052 State Agency Referred Complaint Investigation Case Files

Retain 10 years after case closed, destroy

053 Consumer Advisory Council Minutes (no longer being created)

Retain permanently, transfer to State Archives after 10 years

054 Project Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Matter Management

Tapestry

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Civil Enforcement
Section: Medicaid Fraud Control

Program Description

The Medicaid Fraud Control Section is a federally-mandated program to deter, prevent and prosecute provider-related fraud in billing products and services; fiduciary or physical abuse/neglect committed by Medicaid-funded providers; and fraud in the administration of the Medicaid program.

The Section also investigates and prosecutes patient abuse or neglect in long term care facilities, regardless of the Medicaid nexus, and fraudulent billing to other federally-funded health care programs discovered in the course of a Medicaid fraud investigation. Medicaid Fraud also provides assistance to other federal and state law enforcement entities in cases involving fraudulent Medicaid billing or elder/dependent abuse or neglect.

Medicaid Fraud provides training in health care fraud and elder/dependent abuse to law enforcement, federal, state and local agencies; health care provider associations and community organizations. The Section is required to coordinate with the State Medicaid Agency, policies and practices related to detection, reporting and deterrence of Medicaid fraud and elder/dependent abuse or neglect.

Program Records

055 Medicaid Fraud General Case Files

Retain 10 years after case is closed and until all final judgments are satisfied, destroy

056 Un-prosecuted Medicaid Fraud Case Files

Retain 10 years after case closure, destroy

057 Un-opened Medicaid Fraud Case Files

Retain 10 years, destroy

058 Medicaid Fraud Quarterly Case, Annual Recertification and Annual Federal Reports

Retain 30 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Medicaid Fraud Case Management System

Tapestry

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Crime Victims Services

Program Description

The Crime Victims Services Division provides services and financial assistance to Oregon crime victims. The Section also administers six state and federal grants, including the federal Victims of Crime Act.

The Crime Victims Assistance Division awards grants to public or private non-profit agencies providing services to victims of crimes. One grant is limited to victims of violent crimes. The Section also administers the Prosecutor-based Victim/Witness Assistance Program and oversees sub-recipient's quarterly financial reports, semi-annual performance reports, on-site program audits and other grant requirements. Various advisory committees make recommendations to the Attorney General regarding granting of funds and policy issues.

The Division awards compensation from the Criminal Victims' Compensation Program directly to innocent victims of crime for costs incurred from a mental or physical injury resulting from a compensable crime committed in Oregon. Staff documents the crime and investigate victim eligibility and if a claim is accepted, benefits are awarded and victims can be reimbursed for crime related expenses. Crime Victim Assistance revenue agents conduct in-house and field collection activities to recover the costs for claims paid to victims from the offenders and liable third parties. These revenue agents also collect the state's statutory share of all punitive damage awards.

In addition, Crime Victims Assistance administers the Address Confidentiality Program (ACP) which allows victims of domestic violence, sexual assault and stalking to apply to the Department of Justice (DOJ) to use a substitute address when dealing with public agencies. DOJ also acts as the legal agent for receipt of legal service on behalf of program participants.

Program Records

059 Crime Victims Compensation Program Files

- (a) Retain cases accepted prior to August 1, 1991, 100 years or 15 years after maximum benefits paid, destroy
- (b) Retain cases accepted on or after August 1, 1991, 75 years after claim filed or 15 years after claim is denied, expires or maximum benefits are paid, destroy

060 Address Confidentiality Files

Retain 6 years after termination from program, destroy

061 Punitive Damages Case Files

Retain 5 years after punitive damages are collected or judgment expires, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Grant Records

Financial Records - OAR 166-300-0025

Databases Used

Carpe Diem

CMS Claims Management System

Confidential Program Database

Grants Management System

VOCA Access Database

Crisis Response Team Database

Address Confidentiality Program Database

Punitive Damages Database

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Criminal Justice
Program: District Attorney Assistance
Unit: Trial Assistance/Legal Advice/Investigative Trial Support Services

Program Description

The Trial Assistance/Legal Advice/Investigative Trial Support Services Unit furnishes trial assistance to Oregon district attorneys and their deputies for cases that generally involve difficult evidentiary and factual circumstances, complicated scientific evidence or technical defenses such as mental responsibility or the need for other trial expertise.

The assistance provided by this unit includes a factual investigation of the events; in-depth interviewing of witnesses; the gathering of additional physical evidence for processing by the State Crime Detection Laboratory and the organization of statements, reports and evidence in a trial presentation format. The program is also responsible for the investigation and prosecution of election law violations.

Program Records

062 District Attorney Assistance Case Files

- (a) Retain Murder cases 75 years after case closure, destroy
- (b) Retain all other cases 10 years after case closure, destroy

State Agency General Records Retention Schedule
Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Tapestry
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Criminal Justice
Program: District Attorney Assistance
Unit: Training Programs and Seminars/Law Enforcement and Legal Publications

Program Description

The Training Programs and Seminars/Law Enforcement and Legal Publications Unit provides legal training to district attorneys. The Unit also prepares publications for district attorneys, their deputies and other law enforcement agencies. The major publication of the program is the Oregon Criminal Reporter 2nd Series (Reporter).

The program provides Driving Under the Influence of Intoxicants (DUII) case prosecution coordination for all 36 counties including training activities and publications aimed at improving DUII prosecutions.

Program Records

063 Legal and Law Enforcement Publications

Retain until superseded or obsolete, destroy

064 Oregon District Attorneys Association (ODAA) Minutes

Retain permanently, transfer to State Archives after 15 years

065 Oregon District Attorneys Association (ODAA) Constitution and By-laws

Retain permanently, transfer to State Archives when ODAA disbands

066 "The Verdict" Newsletter

Retain 5 years, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Criminal Justice
Unit: Organized Crime

Program Description

The primary purpose of the Organized Crime Unit is to detect and combat organized criminal activities in Oregon. This Unit, along with local law enforcement officials conducts criminal Racketeer Influenced and Corrupt Organization (RICO) Act and related case investigations and prosecutions throughout the state. It also consults with and teaches other agencies that investigate and prosecute criminal RICO cases.

The Organized Crime Unit also investigates and prosecutes public corruption cases involving law enforcement and elected officials. This section also administers the federally funded Internet Crimes Against Children Program.

Program Records

- 067 Governor's Commission on Organized Crime Minutes (1977-ongoing)**
Retain permanently, transfer to the State Archives after 15 years
- 068 Organized Crime and Public Corruption Case Files**
Retain 10 years after case closure, destroy
- 069 Organized Crime Study Records and Publications**
Retain permanently, transfer to State Archives after 15 years
- 070 Internet Crimes Against Children Case Files**
Retain 20 years after case closure, destroy
- 071 Northwest Officer's Resource Association Minutes (No longer being published)**
Retain 5 years, destroy

State Agency General Records Retention Schedule
Administrative Records - OAR 166-300-0015

Databases Used

Criminal Justice Legal Matter Management
Tapestry
Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Criminal Justice
Program: Organized Crime
Unit: Criminal Intelligence Unit (CIU)

Program Description

The Criminal Intelligence Unit collects, stores and disseminates criminal intelligence information. It assists the Oregon law enforcement community by providing analytical services and by studying and monitoring organized criminal activity in the state. It also maintains the section's liaison network.

The CIU assists state, county and city agencies in pinpointing and predicting criminal activity to help these agencies allocate their resources in the most effective, efficient and cost-saving manner to prevent or neutralize crime in their jurisdictions. The Unit also provides information to the Northwest Officers' Resource Association and produces unique and specialized trial and investigative exhibits for trial use.

Program Records

072 Criminal Intelligence Case Files

Retain 20 years after last activity, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

OSIN – Oregon State Intelligence Network – part of RISKNET

CIU – Case Management System

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Criminal Justice
Program: Organized Crime
Unit: Forfeiture

Program Description

The Forfeiture Unit serves as legal counsel for the Oregon State Police and represents the State Police in forfeiture trial proceedings. The Unit also provides training to District Attorneys' law enforcement personnel on the seizure of assets and property resulting from illegal activity.

Program Records

073 Forfeiture Case Files

Retain 10 years after case closure, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Carpe Diem
Tapestry

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice

Division: General Counsel

Program Description

The General Counsel Division provides a broad range and the majority of legal services to state agencies, boards and commissions. General Counsel provides oral and written legal advice including Attorney General Opinions, drafts and reviews proposed legislation, administrative rules, contracts, deeds and other legal documents. General Counsel attorneys also provide advice and representation at administrative and court hearings and assist agencies in meeting legal requirements of agency's and official's policy objectives.

Program Records

074 Attorney Advice Files

- (a) Retain (chronological) advice records, 10 years, destroy
- (b) Retain other attorney advice records 5 years, destroy

075 Attorney General Opinion Records (1916-ongoing)

- (a) Retain opinions permanently, transfer to State Archives after 20 years
- (b) Retain background files 20 years, destroy
- (c) Retain incidental work notes and un-granted opinion material 1 year, destroy

076 Case and Administrative Hearing Files

Retain 5 years after closure, destroy

077 Case Dockets (1902-ongoing) Note: These records are no longer being created

- (a) Retain Annual Dockets permanently, transfer to State Archives
- (b) Retain Current Dockets 10 years, destroy

078 Contract Review Files

Retain 10 years after contract expires, destroy

079 Designated Historical Records (1956-ongoing)

Retain permanently, transfer to State Archives after 10 years

080 Public Record Order Files

- (a) Retain orders permanently, transfer to State Archives after 10 years
- (b) Retain background files 5 years

State Agency General Records Retention Schedule
Administrative Records - OAR 166-300-0015

Databases Used

Tapestry

Matter Management

Carpe Diem

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Administration

Program Description

The Administration Program for the Child Support Division maintains the accounting and receipting functions for all cases and acts as the official record keeper for all child support cases. It also provides information and referrals to advocacy support groups.

DOJ also enters into cooperative agreements with the County District Attorneys (DA's) for cases without state assistance and provides DA services in eight counties in Oregon. ***Note: This record schedule also applies to District Attorneys performing Child Support functions.***

Program Records

- 081 Shredder Logs**
Retain 5 years, destroy
- 082 Visitor Logs**
Retain 3 years, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Support
Unit: Customer Relations

Program Description

The Customer Relations Unit acts as the program liaison with vendors and partner agencies by assisting in the coordination of services performed for the Unit by outside vendors and partners, facilitating and channeling communication and information between program staff and outside entities. In addition, Customer Relations coordinates the Limited English Proficiency program, ensuring those with limited English proficiency are able to effectively communicate with the Program.

The Customer Relations Unit coordinates responses to threats against the Child Support Program and conducts reviews of each threat received. and responds to citizen complaints about the Child Support Program and determines whether a case should be referred to the original branch office for review and resolution.

Program Records

083 Child Support Enforcement Case Files

Retain 5 years after youngest child's 21st birthday, destroy

084 Child Support – Grievances

(a) Constituent Records-Retain 5 years after youngest child's 21st birthday, destroy

(b) Child Support Grievance Report Summary - Retain 3 years, destroy

085 Language Line Statistical Report

Retain 4 years, destroy

086 Office of Administrative Hearings Reports

Retain 4 years, destroy

087 Threat Assessment Files

Retain until case is closed with Child Support Program, destroy

088 CSP Staff Access User Lists (DMV, Q Access, WINPHO, DOC)

Retain 2 years, destroy

089 Voluntary Agreements - Child Support

Retain 5 years after youngest child's 21st birthday, destroy

State Agency General Records Retention Schedule

Administrative Records – OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Unit: Performance Budget and Statistics

Program Description

This Performance Budget and Statistics Unit develops performance reports, audits and evaluations. It designs and conducts research studies, management reviews and operational audits; responds to statistical requests; and provides oversight and monitoring of branch reviews. In addition, the Unit conducts and prepares reports for federal grant sub-recipient reviews and conducts the annual Federal Self Assessment Review program policy and procedures.

Program Records

None

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Operations
Unit: Branch Operations

Program Description

The Branch Operations Unit is responsible for the day-to-day operations of branch field offices. Staff in branch offices establish paternity and establish, modify and enforce child support and health insurance obligations. Staff manages cases of families receiving public assistance or state financed care through the Department of Human Services and the Oregon Youth Authority.

In addition, staff manages non-assistance cases for ongoing or continued child support program services and interstate and international Oregon child support cases and provide services to locate parties for 28 District Attorney Offices.

The program provides Oregon Child Support customers accounting services including receipting, analysis of account accruals and distribution of public and private child support dollars.

Program Records

090 Child Support Case Files (includes legal, interstate, exceptions and agreements)

Retain 5 years after youngest child's 21st birthday, destroy

091 Shredder Logs (IRS)

Retain 5 years, destroy

092 Visitor Logs (IRS)

Retain 3 years, destroy

State Agency General Records Retention Schedule

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Services
Unit: Employer Services

Program Description

The Employer Services Unit operates the Employer Assistance Desk which provides technical information and policy interpretation on the implementation of income and health insurance laws, rules and processes to employers in Oregon and other states.

The Employer Services Unit verifies and processes new hire data received from employers. The information is matched against existing child support cases, and sent to the National Directory of New Hires for use by other states in furthering their child support actions. This unit also responds to employers questions about Oregon's New Hire program.

Program Records

093 Federal reports, non-compliant employers

Retain 3 years, destroy

094 Federal reports, invalid or non-matching social security numbers from New Hire submissions

Retain 3 years, destroy

095 Employers New Hire Reports

Retain 1 year, destroy

096 Statistical reports for Employer Services Central Unit

(a) Retain Data Reports 1 year, destroy

(b) Retain Team Statistics 5 years, destroy

State Record Retention Schedule Records

Administrative Records – OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Unit: Data Security and Advanced Planning

Program Description

The Data Security and Advanced Planning Unit protects against unauthorized use, inspection or disclosure information/data through training, on-site reviews of child support offices and annual reports. It supports periodic inspections by IRS (Internal Revenue Service) and is responsible for review, resolution and response to IRS audit findings. The Unit also reports to the federal government on system activities, federal funding requests, budgets and accomplishments for the Child Support Enforcement Automated System (CSEAS).

Program Records

097 IRS Annual Safeguard Activity Report

Retain 6 years, destroy

098 IRS Safeguard Procedures Report

Retain 12 years, destroy

099 Advanced Planning Document and Updates

Retain until computer system is replaced or obsolete and 5 years after final report is accepted, destroy

State Record Retention Schedule Records

Administrative Records – OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Operations
Unit: Special Collections Central Unit

Program Description

The Special Collections Central Unit operates a centralized collection processes for the Child Support Program. It uses the federally mandated Financial Institution Data Match program in which collections are based on data matches between private and government agencies, the location and acquisition of unusual assets to pay off extraordinary child support debt and reconciliation of discrepancies between credit reports, court records and child support records.

Program Records

100 Bankruptcy Documents

Retain for the life of the bankruptcy, destroy

101 Garnishment/Estates

Retain 25 years or until judgment expires, whichever is longer, destroy

102 IRS Full Collections

Retain for 5 years from the date of completion of the IRS action, destroy

103 Negotiation of Release of Insurance Settlement

Retain for 90 days after settlement is negotiated, destroy

104 Title and Escrow Documents

Retain 25 years, destroy

State Record Retention Schedule Records

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

CSEAS

SFMA

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Distribution Services
Unit: Expiration of Judgment

Program Description

The Expiration of Judgment Unit audits Child Support case records to determine appropriate case balances for Expiration of Judgment, Interstate Transfer of Arrears Judgment cases; tax offset cases, enforcement actions and other interstate actions and special requests. The Unit compares the support payment records against the legal histories to assure appropriate billing and accrual and application of payments that have or will be made and are responsible for correcting pay records to reflect any necessary adjustments.

Program Records

105 Expiration of Judgment Audits

Retain 90 days after completion of the audit, destroy

State Record Retention Schedule Records

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Services
Unit: Central Registry

Program Description

The Central Registry Unit processes all interstate Responding Reciprocal Requests from other states. It processes and reviews incoming petitions to ensure documents and information meet Oregon's legal requirements for the remedy requested. It also reviews cases to ensure required documents and affidavits are available from state agencies.

Program Records

- 106 Alaska Permanent Funds - Match List**
Retain for 1 year, destroy
- 107 International Reciprocity Documents with Agreements**
Retain 6 years after expiration of agreement, destroy
- 108 Personal Injury Liens**
Retain 6 years after lien is satisfied or judgment expires, destroy

State Record Retention Schedule Records

Administrative Records – OAR 166-300-0015

Databases Used

CSENet
CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Services
Unit: Child Attending School Team (CAST)

Program Description

The Child Attending School Team (CAST) receives judicial child support orders to determine whether to create a new case or activate an existing case, activate child support billing or add emancipation dates and other relevant information into the case record. The unit also initiates the arrears process if the order meets the requirements of ORS 107.108.

CAST also does intake of applications and opens cases for child support services from the District Attorneys and private individuals. They receive, review and respond to correspondence from the parties and respond to obligated parents on ORS 107.108 decisions.

Program Records

109 Child Support Enforcement Case Files

Retain 5 years after youngest child's 21st birthday, destroy

State Agency General Records Retention Schedule

Administrative Records – OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Policy, Rules and Legislation
Unit: Policy Team

Program Description

The Policy Team coordinates the development of agency administrative rules and policies. It develops and interprets policy, procedures and administrative rules to meet state and federal requirements and agency goals for the Child Support Program. It develops legislative concepts and acts as the Division's legislative liaison. The Policy Team also writes and maintains the federally mandated "State Plan."

Program Records

110 State Plan

Retain permanently, transfer to State Archives after 10 years

111 State Surveys and Research

(a) Retain surveys and research 3 years, destroy

(b) Retain reports and findings from the surveys and research 10 years, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records

Legislative Development Advisory Committee Records

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Unit: Performance, Budget and Statistics

Program Description

The Performance, Budget and Statistics Unit develops, monitors and maintains the budget for the Child Support Division. They work closely with DOJ Fiscal staff in this process ensuring that the requirements of the Division, DOJ and the state are met. Fiscal officers also develop and maintain statistical reports for the program and participate in program audits. Generally, these reports are for federal, state, county and program reporting purposes.

Program Records

112 Advanced Planning Document Financial Support Information

Retain until computer system is obsolete or replaced and the grant has been closed 5 years, destroy

113 Statistical Reports

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Grant Records

Databases Used

SFMA

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Unit: Contracts

Program Description

The Contracts Unit is responsible for developing and monitoring contracts, grants, and interagency agreements for the Child Support Division.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Grants

Contracts and Agreements

Financial Records - OAR 166-300-0025

Competitive Bid Records

Databases Used

ORPIN

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice (DOJ)
Division: Child Support
Section: Program Development
Program: Program Support
Unit: Procedures

Program Description

The Procedures Unit coordinates the development, updating, approval and distribution of procedures for the Child Support Program; facilitates the procedure writing process for Policy, Rules and Legislation Section and the Directors Office; and gathers input, makes assignments and identifies inconsistencies in procedures.

Program Records

None

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Administration
Unit: Personnel

Program Description

The Child Support Personnel Unit is responsible for the review and distribution of Division personnel paperwork, maintaining records and statistical data regarding personnel and responding to questions regarding processes.

Program Records

114 Staff Conflict of Interest Records

- (a) Retain staff records 2 years after end of employment, destroy
- (b) Retain audit reports 3 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Agency organizational records
Correspondence including e-mail
Key assignment records

Personnel Records - OAR 166-300-0040

Position description and reclassification records
Employee personnel records (drop file)
Recruitment and selection

Databases Used

None

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Services
Unit: Forms and Translations

Program Description

The Forms and Translations Unit is responsible for researching, reviewing and updating Child Support Program forms and for providing foreign language translation of the forms to conform to federal and state agency laws, rules, regulations and policies. The forms are used statewide by the Child Support Program.

Program Records

115 Child Support Forms and Supporting Data

Retain 20 years, destroy

116 Forms Distributions Change Report

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Information and Records Management Records - OAR 166-300-0030

Forms Development Records

Databases Used

CSEAS

Organizational Placement

Agency: Department of Justice
Division: Child Support
Section: Program Development
Program: Program Support
Unit: Training

Schedule Number: 2006-0011

Program Description

The Training Unit is responsible for the assessment, planning, development, delivery and evaluation of the Child Support Program's statewide employee training. Staff monitors learning and coaches learners as needed, and reviews and updates training materials to conform to federal and state laws, rules, program policy and other regulations.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Training Records

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Support
Unit: Receipting

Program Description

The Receipting Unit receipts and applies child support payments received directly by the unit and those delivered to DCS field offices or District Attorney Offices. Payments received in field offices are mailed to the Receipting Unit and applied to the proper child support case.

The Receipting Unit also microfilms all legal and support documents for child support cases received from the DCS field offices, District Attorney Offices and the Courts.

Program Records

117 Shredder Log

Retain 5 years, destroy

State Agency General Record Schedule Records

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Program Services
Unit: Reconciliation

Program Description

The Reconciliation Unit performs various activities to ensure that monies are correctly applied and properly distributed, all errors are found and corrected, and that all fiscal balancing is performed to ensure all child support monies are fully accounted for and disbursed accurately.

Program Records

- 118 Authorizations for Obligee Direct Deposit and ReliaCards**
Retain 1 year after authorization expires, destroy
- 119 Authorizations for Obligor Electronic Payment Withdrawal**
Retain 6 years after authorization expires, destroy
- 120 Checks Cancellations, Replacement Requests, Lost Check and Forgery Affidavits**
 - (a) Retain 6 years if no legal action, destroy
 - (b) Retain 6 years after case closes if legal action taken, destroy
- 121 Federal Tax Reports**
Retain 5 years, destroy
- 122 Garnishment Challenges and Releases**
Retain 2 years after case closed, destroy
- 123 Reverse Collection Request Forms**
Retain 2 years after resolved, destroy
- 124 Shredder Log**
Retain 5 years, destroy
- 125 State Tax Reports (Lists of cross matches)**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records – OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

SFMA – RSTARS
CSEAS

Organizational Placement

Agency: Department of Justice
Division: Child Support
Program: Distribution Services
Unit: Mail and Reception

Schedule Number: 2006-0011

Program Description

The Mail and Reception Unit is responsible for reception, handling walk-ins, taking child support payments, updating address changes, responding to all housing and credit dispute requests, pulling IVR messages and reports that affect customers and providing clerical support for the Region.

Program Records

126 Shredder Logs (IRS requirement)

Retain 5 years, destroy

127 Visitor Logs (IRS requirement)

Retain 3 years, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Calendar and scheduling records
Correspondence (including e-mail)
Key Assignment Records
Postal records
Security records
Staff meeting records
Telecommunications logs

Financial Records - OAR 166-300-0025

Cash receipt records

Facility/Property - OAR 166-300-0020

Equipment maintenance records
Master material safety data records

Databases Used

CSEAS

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Child Support
Program: Program Development
Section: Performance Analysis
Unit: Project Management

Program Description

The Project Management Unit is responsible for initiating, planning, implementing, controlling, monitoring, tracking, evaluating and closing formally established projects using standard project management protocols. It also trains management in project management.

Program Records

128 Project Documents

Retain 6 years, destroy

129 Preliminary Project Document Drafts

Retain 1 year, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Contracts and agreements

Correspondence

Policy and procedures guidelines and manuals

Staff meeting records

Training records

Databases Used

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: November 2006

Expires:

Organizational Placement

Agency: Department of Justice
Division: Trial

Schedule Number: 2006-0011

Program Description

The Trial Division represents the State of Oregon and its agencies, departments, boards, commissions, officers, employees and agents in all state and federal trial courts. Representation in most cases is in Oregon courts, but occasionally state defendants are sued in other states. The Trial Division cases cover almost all areas of civil law with nearly half of the cases arising under the Oregon Tort Claims Act. Other predominant areas of the Trial Division's caseload include institutional litigation, condemnation, and breach-of-contract, natural resources, employment, corrections and medical malpractice related cases. Agencies may also request litigation assistance to enforce their regulatory responsibilities.

Although the Trial Division primarily litigates, it also is involved in some preventive law projects including tort liability seminars and similar training sessions for state agency managers and administrators.

Program Records

130 Trial General Case Files

Retain 10 years after case closure, destroy

131 Trial Case Management Records

Retain 5 years, destroy

132 Pre-litigation Investigation Case Files

(a) Retain if no litigation occurs until statute of limitation expires, destroy

(b) Transfer to the Trial General Case Files if litigation occurs

133 Service of Complaint Log

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Matter Management

Tapestry

Summation

Complaint Log

Constituent Mail Log

Carpe Diem

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: November 2006

Expires:

Organizational Placement

Schedule Number: 2006-0011

Agency: Department of Justice
Division: Trial
Program: Defense of Criminal Convictions

Program Description

The Defense of Criminal Convictions Program responds to prisoner litigation. Cases include civil actions against Department of Correction personnel, post-conviction proceedings attacking the validity of the prisoners' underlying criminal convictions and Psychiatric Security Review Board cases. The Program also handles habeas corpus proceedings filed in both state and federal courts, on the validity of the underlying conviction or the terms and conditions of confinement.

Program Records

134 Defense of Criminal Convictions Case Files
Retain 20 years after case closure, destroy

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

Matter Management
Tapestry
Carpe Diem