



## Creating or Revising Records Retention Schedules

Use the provided *Special Schedule Template* for each new section

See *Schedule Revisions Example* at the end of this guide for examples of what revisions and new sections look like.

Mark all changes on the schedule using **Track Changes** in Word. Please provide justifications for all changes using the **Comments** function in Word.

**Do Not re-number**, as this can create confusion when discussing changes. The schedule will be renumbered once all changes have been finalized. For new records series please enter the number as **XXX**.

### If there is a pre-existing schedule:

1. Is the current program description accurate? Use track changes to indicate added or removed text.
2. Are the existing records series still active? If not, please indicate when they stopped. If all existing records for the series have been destroyed we can remove the series, but please state the reason for their removal, when the records stopped being produced, and if they were all destroyed according to their retention.
3. Are there records that are not accounted for on the current schedule? Make sure to cross-check the general schedule, [OAR 166-300](#), as many common records are listed there. If they are not, you may add them to your schedule.
4. Are the listed retentions still sufficient for current administrative (how long do I need this to do my job) & legal (is there a retention in statute?) needs? If not, what retention would you suggest and why?
5. Do you receive federal funding in this program? Are there federal retention requirements we need to account for? If so, please list the citation to the CFR or other authority.
6. Are the listed databases/systems of record still accurate?
7. Make sure the hierarchy levels for each section in the schedule are consistent. For example, if you use the levels "Agency/Division/Program/Unit" then the schedule sections needs to follow that hierarchy every time. Do not skip levels in the hierarchy, but not all levels are required for each section. For instance, a division may go down to the program level without having a unit, but you cannot have a division that skips down to a unit without having a program.

## **When creating a new schedule from scratch:**

1. Identify the program (and units if appropriate).
2. List the major functions of the program.
3. List the types of records created for each function in terms of their content. Include records that may exist in paper, electronically, in email, in databases, etc.
4. Review the State Agencies General Schedule, [OAR 166-300](#). Mark records that are accounted for there off your special schedule list.
5. For the remaining list, ask how long the records are needed for current business needs, to comply with any legal mandates (including any federal requirements), tribal cultural value, or to meet fiscal obligations. List suggested retention with justification notes.
6. For each new records series you may list the retention all together (retain 6 years, destroy) or may split out sub-categories of records using (a) (b) (c), etc. See examples below.
7. List the sections from OAR 166-300 that may also apply to this program as identified in step 4 above in the appropriate section of the template.
8. List any significant relational databases and information systems that contain records listed on the new schedule section.



### Organizational Placement

**Agency:** Secretary of State  
**Division:** Archives  
**Program:** Records Management

**Schedule Number:** XXX-XXXX

### Program Description

The Records Management program provides advice and assistance on records and information management issues to state and local government agencies, universities, community colleges, educational service districts, school districts, boards and commissions. The program produces and updates special and general records retention schedules for all government agencies and identifies Oregon public records with long-term historical value for permanent retention in the State Archives. ~~The Records Management program produces agency administrative overviews and evaluates state and local records management programs.~~ The program also develops and presents classroom and web-based training materials for state and local agency records officers.

### Program Records

#### 050 Appraisal Checklists 5 CuFt

Retain permanently

#### 051 Garten Agency Destruction Reports

Retain 6 years, destroy

#### 052 Records Management Presentations

Retain 2 years, destroy

#### 053 Records Retention Schedules - Final Product

Retain 10 years after superseded or obsolete, destroy

#### 054 Records Retention Scheduling Project Records

Retain 1 month after schedule superseded or obsolete, destroy

#### XXX Advice and Assistance Records

Retain 3 years, destroy

**Commented [GA1]:** Because this is permanent it has cubic square feet measurement assuming the checklists are in paper format (use GB/MB measurement if in electronic format)

**Commented [GA2]:** On general schedule, not needed on special schedule

**Commented [GA3]:** New series: Giving advice on interpretation of law and AR, so need to be retained longer than regular tech assistance or reference requests.

### Secretary of State General 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  
Staff Meeting Records

### Systems of Record

RC UPDATE

**Organizational Placement**

**Schedule Number:**

**XXX-XXXX**

**Agency:** **Secretary of State**

**Division:** **Archives**

**Program:** **Oregon Records Management Solution (ORMS)**

**Commented [GA4]:** New program section

**Program Description**

The Oregon Records Management Solution is a state-wide program that provides electronic records management tools and assistance to participating agencies at all levels of Oregon government. The Records Management Unit operates ORMS in conjunction with private partners Chaves Consulting and Arikkan, Inc. Members of the records management unit assist agencies in project planning, software configuration, and end user training, and provide ongoing technical support. Members of the unit also create various training materials, aids and guides to assist agency users.

**Program Records**

**XXX Implementation Planning Records**

Retain 1 year after agency leaves ORMS, destroy

**Commented [GA5]:** Needed for context and history while active, loses value after (includes first records/builds/planning sessions/justification, significant technical discussions)

**XXX ORMS Support Correspondence**

- a) Technical troubleshooting, retain 1 year, destroy
- b) Requests for security or permission changes or changes in agency roles, retain until superseded, destroy

**Commented [GA6]:** Mostly technical troubleshooting, routine fixes. Similar to IT.

**XXX Technical Training Records**

Retain until superseded, destroy

**Commented [GA7]:** Rapidly changing, no ongoing value after replaced