

Division 200

CITY GENERAL RECORDS RETENTION SCHEDULE

166-200-0410

Definitions and Applicability

(1) Definitions.

(a) as used in these Division 200 rules:

(A) "City" means any incorporated city or town as defined in ORS 221.010

(B) "Series" has the meaning given the term "record series" in OAR 166-005-0010.

(b) OAR 166-005-0010 and OAR 166-017-0011 contain general definitions that may also apply to these Division 200 rules.

(2) **Applicability.** This General Records Retention Schedule applies to the official copy of all public records, regardless of medium or physical format, that are created or stored by cities. A city may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Please note the exceptions to this General Schedule listed in OAR 166-030-0026 before disposing of records.

166-200-0415

Administrative Records

(1) **Activity Reports:** Series documents activities and accomplishments of the city on a monthly or annual basis. Records may include employee/volunteer activity reports and building activity reports. SEE ALSO: Grant Records for reports documenting activities directly related to projects funded by grants.

Minimum retention: (a) Annual reports and monthly reports for years in which no annual report exists, permanent; (b) All other reports, 2 years.

(2) **Audit Records, Internal:** Series documents the examination of the city's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by agency or contracted auditors. Records may include audit reports, reports in lieu of audit, comments, and related documentation. SEE ALSO: Audit Reports, External. **Minimum retention: 10 years.**

(3) **Civic Award Records:** Series documents awards presented by the city to honor volunteers or other individuals for civic contributions. Records may include award nominations, award certificates, presentation or ceremony records and visual media, lists of past recipients, and related documentation. **Minimum retention: 6 years.**

(4) **Conference, Seminar, and Training Program Records:** Series documents the design and presentation of training programs and events offered or sponsored by the city, including conferences, conventions, seminars, training classes, workshops, and similar gatherings. Records may include class descriptions,

Commented [A1]: Annual and non-annual general reports combined into this series; also includes the old series Airport Activity Reports, Building Activity Reports, Daily Work Records, Fire and Emergency Medical Services Activity Reports, and Law Enforcement Activity Reports

Commented [A2]: Series used to be called Citizen Awards

Commented [A3]: Covers former series Employee Training Program Records, Seminar and Conference Records, and Class Enrollment and Attendance Records

instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related documentation. SEE ALSO: Employee Personnel Records for individual employee training records. **Minimum retention: (a) Class enrollment and attendance records, 2 years; (b) All other records, 5 years.**

(5) Contract, Lease, and Agreement Records: Series documents the negotiation, execution, completion, and termination of legal agreements between one or more agencies and/or other parties. Records may include the official contracts, leases, intergovernmental or interagency agreements, state agency coordination agreements, data sharing agreements, franchise agreements, amendments, exhibits, addenda, legal records, contract review records, and related documentation. Records do not include property records. **Minimum retention: (a) Records documenting building construction, alterations, or repair, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other records, 6 years after expiration.**

Commented [A4]: Covers removed series Lease Records and Franchise Records

(6) Correspondence Records: Series documents communications sent and received by city personnel which relate to the work of the city. Records may include letters, memoranda, and electronic communications such as email, instant/direct messages, text messages, and social media. Retention is based on content of communications, not format. Communications pertaining to city business sent or received on private accounts or devices are considered public records and are subject to retention requirements. Cities may either retain with associated records per this General Schedule or retain per role-based groupings using methods approved by the State Archives. Communications used only to send copies of documents or duplicate information, conveying short-term logistical data or instructions, or relating to personal matters are not considered Public Records per ORS 192.005 and may be disposed of when no longer needed.

(7) Customer Accommodation Eligibility Records: Series documents applications to determine eligibility for fee waivers, reductions, or other accommodations for customers of city-run services. Records may include Americans with Disabilities Act (ADA) accommodation requests, and income-based or other accommodation program applications. **Minimum retention: 6 years after termination of service or participation of customer in program.**

(8) Emergency Operations and Management Plans Records: Series documents the development, implementation, and updating of city emergency operations and management plans, as required by the federal government as part of a Comprehensive Cooperative Agreement (CCA). Records may include adopted plans, notes, outlines, and related documentation. SEE ALSO: Emergency Response Plans and Procedures Records. **Minimum retention: (a) Adopted plans, until superseded or obsolete; (b) All other records, 3 years after annual or final expenditure report submitted.**

(9) Emergency Response Plans and Procedures Records: Series documents the development, testing, implementation, and updating of city plans and procedures for operations during and following emergency or disaster. Records may include disaster preparedness and business resumption plans, procedures to follow in response to specific situations, and related documentation. SEE ALSO: Emergency Operations and Management Plans Records; and Emergency and Disaster Incident Records. **Minimum Retention: Until superseded or obsolete.**

Commented [A5]: Covers removed series Disaster Preparedness Planning and Recovery Records

(10) Housing Authority Bylaws, Rules, and Policies: Series documents the powers and purposes of the housing authority, as well as implementation policies in accordance with federal and state laws. Records

may include bylaws, and rules and policies on confidentiality, purchasing, tenant grievances, and other subjects. **Minimum retention: Permanent.**

(11) Internal Policies and Procedures: Series documents written instructions, manuals, rules, and guidelines on current and past practices for personnel, and other procedures. **Minimum retention: (a) Enacted policies or procedures, 2 years after superseded or obsolete; (b) Policy development and planning records, 1 year after final document produced.**

Commented [A6]: Series used to be called Policy and Procedure Manuals

(12) Mailing Lists: Series documents lists compiled to facilitate billing, community outreach, and other functions of the city. **Minimum retention: Until superseded or obsolete.**

(13) Meeting Records, Boards, Commissions, Committees, and Governing Bodies: Series documents the meetings of city boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.705). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, petitions, notes, audio and video recordings, correspondence, and related documentation. SEE ALSO: Meeting Records, Staff. **Minimum retention: (a) Minutes (except executive session minutes), agendas, resolutions, packets, indexes, and exhibits (not retained permanently elsewhere in city records), permanent; (b) Executive session minutes, 10 years; (c) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (d) All other records and exhibits not pertinent to minutes, 5 years.**

(14) Meeting Records, Staff: Series documents staff meetings within city government, which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.705). Records may include minutes, notes, virtual meeting chats, reports, and related documentation. **Minimum retention: Until no longer needed.**

Commented [A7]: Retention changed after discussion to better match how these records are used

(15) Neighborhood/Citizen Association Charters and Bylaws: Series documents the creation and organization of neighborhood associations designed to meet citizen involvement requirements and goals set by state and federal agencies concerned with urban development and land use issues. Records may include articles of incorporation, amendments, and related documentation. **Minimum retention: Permanent.**

(16) Notary Public Journals: Series documents notarial transactions completed by a notary public employed by the city. Cities may retain journals by agreement with the notary public after their separation from city employment. Records may include notary journal and agreement. Cities retaining notary public journals without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction. **Minimum retention: 10 years after last notarial act.**

Commented [A8]: Series was titled Notary Public Log Books on last version of schedule

(17) Organizational Records: Series documents the arrangement and administrative structure of the city government. Records may include charts, statements, and studies to determine the merit and feasibility of reorganization plans. **Minimum retention: 2 years after superseded or obsolete.**

Commented [A9]: Changed from permanent to 2 years after superseded or obsolete after polling the RAC

(18) Participant Registration and Attendance Records: Series documents registration and attendance of participants in city sponsored events. **Minimum retention: 3 years.**

(19) **Permit and License Records, City Issued:** Series documents city review, background investigations, recommendations, and other actions related to permits and licenses issued for various activities within the city. Records may include applications, background investigation reports, permits, licenses, and related documentation. Permit types include those issued for taxi cab drivers, dances, parades, rocket launching, secondhand dealers, alarm system dealers, liquor licenses, keeping livestock, and solicitors. If a specific permitting function is included in another records series under a program or functional area such as public works or law enforcement in this general schedule, the retention period specified in that program or functional area supersedes the retention period listed in this series. SEE ALSO: Financial Records; Building Permits; Right-of-Way Permit Records; and Industrial Pretreatment Permit Records. **Minimum retention: 3 years after expiration, revocation, or denial.**

(20) **Phone Call Recordings:** Series documents routine recording of city phone calls used for quality assurance and internal training purposes. **Minimum retention: Until no longer needed.**

(21) **Press Releases:** Series documents the release of prepared statements, announcements, news conference transcripts, and similar records issued to the news media by the city. Records may include news releases announcing routine events or actions carried out within the scope of existing city policies. Some releases may merit inclusion in applicable related record series (e.g., Incident Case Files, Fire Investigation Records, etc.). **Minimum retention: 2 years.**

(22) **Program Accreditation Records:** Series documents the evaluation, certification, and accreditation of a city program by a nationally or regionally recognized accrediting organization. Records may include self-evaluation reports, reports sent to accrediting organization, statistical records, evaluation reports, final accreditation reports and certifications, and related documentation. Some records in this series may have historic value. **Minimum retention: Current and one previous accreditation cycle.**

(23) **Project Management Records:** Series documents administration of formal projects such as physical infrastructure development, technology implementation, and operational improvement. Records may include project charters, team agreements, risk analyses, stakeholder feedback, project budgets and expenditures, technical documentation, progress reports, and related documentation. Note: Records related to project deliverables are filed with work products. **Minimum Retention: 10 years after completion or abandonment of project.**

Commented [A10]: New series that replaced the series Project Files

(24) **Public Notice Records:** Series documents compliance with laws requiring public notice of government activities including assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records may include public or legal notices, certificates, affidavits of publication, and related documentation. SEE ALSO: Competitive Bid and Competitive Proposal Records; and Voters Pamphlet Records. **Minimum retention: 4 years.**

Commented [A11]: The Legal Notices series was combined into this series and there is now a separate Voters Pamphlet Record series and a separate Election Legal Notices and Publications series

(25) **Public Policy Statements and Directives:** Series documents public-facing positions taken by a city. Records may include administrative and legislative review, analysis of policy, authorizing bulletins and advisories, mission and goal statements, and final documentation. **Minimum retention: Permanent.**

(26) **Public Programs Education Records:** Series documents city sponsored educational programs presented to the public. Records may include class descriptions, instructional materials, course outlines, enrollment and attendance records, and planning documents. **Minimum retention: 3 years.**

(27) Public Records Disclosure Request Records: Series documents requests to the city to disclose public records and city responses to them. Records may include requests for disclosure, request logs, approvals, denials, appeals, District Attorney orders, and related documentation. Note: Copies of records produced in response to requests are not subject to retention requirements and may be disposed of when no longer needed. **Minimum retention: 2 years after last action.**

Commented [A12]: Can use this series in place of the old Lien Search Records series

(28) Publications: Series documents published records produced by or for the city or any of its departments or programs and made available to the public. Records may include newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. **Minimum retention: (a) Records documenting special events or information with long term value, permanent; (b) All other records, until superseded or obsolete.**

(29) Radio System Records: Series documents a city's use and maintenance of a radio system. Records may include Federal Communications Commission (FCC) licenses, frequency information, and call sign designations. **Minimum retention: (a) Call sign designations, until superseded or obsolete; (b) FCC licenses, 2 years after expiration; (c) All other radio system records, for the life of the system.**

(30) Rental and Loan Records: Series documents the rental or loan of city-owned facilities or equipment. Records may include applications, calendars, lists, receipts, and related documentation. **Minimum retention: 3 years.**

(31) Requests and Complaints: Series documents complaints or requests concerning a variety of city responsibilities. Records may include initially received request or complaint, documentation of internal actions taken, and related documentation. Note: If a specific request or complaint is listed in another records series in this general schedule, that retention period supersedes the retention period listed in this series. **Minimum retention: 2 years after last action.**

(32) Scheduling Records: Series documents routine employee scheduling activity. Records may include room scheduling records, work schedules and assignments, and desk calendars. SEE ALSO: Docket/Trial Calendars. **Minimum retention: 1 year.**

(33) Security and Access Records: Series documents security provided for city buildings and grounds, including the issuance of keys and keycards to staff to enable access to buildings and sites. Records may include surveillance records, security logs, sign-in sheets, security reports, incident reports, key inventories, key issue forms, key replacement records, key disposal records, and related documentation. SEE ALSO: Alarm Records; Cybersecurity Records; and Video Surveillance Recordings. **Minimum retention: (a) Access and entry logs, 3 years; (b) Other key and keycard records, 2 years after key is turned in; (c) Records documenting individual employee access rights, 6 months after employee separation or access status changed; (d) All other records, 2 years.**

Commented [A13]: This new series combines removed series Key and Keycard Records and Security Records

(34) Signature Authorization Records: Series documents the authorization of designated employees to sign official documents. **Minimum retention: 6 years after authorization superseded or expired.**

(35) Special Event and Celebration Records: Series documents city-sponsored celebrations of special and historic occasions. Records may include studies, planning and promotional records, public attendance and response, major speeches, dedications, publications, reports, and related documentation. SEE ALSO: Special Event Traffic Change Records. **Minimum retention: (a) Records documenting significant aspects of the event, permanent; (b) All other records, 2 years after event**

(36) **Strategic Planning Records:** Series documents long-range plans and the development of a city's mission statement and work objectives. Records may include strategic plans, mission statements, work notes, and related documentation. **Minimum retention: 10 years.**

(37) **Surveys, Polls, and Questionnaires:** Series documents the measurement of public opinion by or for the city related to various issues, actions, and concerns. Records may include surveys, polls, questionnaires, summaries, abstracts, and related documentation. **Minimum retention: (a) Summary reports and abstracts, 3 years; (b) All other records, until summary report is completed or 3 years, whichever is sooner.**

(38) **Video Surveillance Recordings:** Series documents the video monitoring of city operated or public facilities, structures, roads, parking lots, etc. **Minimum retention: (a) Recordings used as evidence, until case reaches final disposition; (b) Recordings used for internal investigations, until investigation closed; (c) All other recordings, 30 days.**

(39) **Visitor Logs:** Series documents visitors to city buildings. **Minimum retention: 1 year.**

(40) **Work Order Records:** Series documents requests and authorizations, according to existing contracts or agreements, for needed services and repairs to city property and equipment. **Minimum retention: 1 year.**

166-200-0420

Airport Records

(1) **Airport Certification Records:** Series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies issued to municipal airports. Records may include any documentation bearing directly on the application for issuance or renewal, city-prepared airport certification manuals, certification specifications, and related documentation. **Minimum retention: (a) Certification manuals or specifications, permanent; (b) All other records, 2 years after expiration.**

(2) **Airport Inspection Reports:** Series documents the Federal Aviation Administration (FAA) mandated inspections by airport staff to assure safe conditions. Records may include reports of runway, ramp, and taxiway conditions, fire and reserve facilities, bird hazards, wind indicating devices, standby power system, and lighting. SEE ALSO: Inspection and Occupancy Records; and Fire and Emergency Medical Services Maps. **Minimum retention: (a) Reports documenting incidents, 2 years; (b) Self-inspection reports not documenting incidents, 1 year; (c) Federal Aviation reports, 5 years; (d) All other reports, 6 months.**

(3) **Airport Law Enforcement Action Records:** Series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. Records may include documentation of discovery of weapons, bomb threats and other acts of terror, and arrests. SEE ALSO: Incident Case Files for records related to actual police reports filed. **Minimum retention: 2 years.**

(4) **Airport Security Program Records:** Series documents the city airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Records

may include a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate procedures, airport statistics, and related documentation. **Minimum retention: (a) Program records described in 49 CFR 1542, permanent; (b) All other records, 2 years after superseded or obsolete.**

(5) **Navigational Facilities Maintenance and Operation Reports:** Series documents the maintenance and operation of various types of airport navigational equipment. Records may include meter readings and adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, and related documentation. **Minimum retention: 2 years after equipment permanently removed from service.**

(6) **Noise Compatibility Program Records:** Series documents the city's development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Records may include studies, reports, noise exposure and other maps, hearing records, public statements, and related documentation. SEE ALSO: Easements. **Minimum retention: (a) Program records described in 14 CFR 150.23, permanent; (b) All other records, 5 years after program approved.**

(7) **Notice To Air Mission (NOTAM) Reports:** Series documents the notification of air carriers as to changes in airport conditions. Records may include NOTAM forms, logs of date and time of issue, messages from airport manager, and related documentation. **Minimum retention: 1 year after notice expired.**

166-200-0425

Building Records

(1) **Building Board of Appeals Records:** Series documents appeals to decisions made by city staff regarding a specific property. Records may include staff reports, applications to appeal, minutes, exhibits, and related documentation. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), permanent; (b) Audio and video recordings, 1 year after minutes approved, if no minutes approved recordings are treated as minutes; (c) All other records and exhibits not pertinent to minutes, 5 years.**

(2) **Building Code Compliance and Violation Records:** Series documents violations of building, electrical, sign, heating, plumbing, and related city codes. Series also includes vacant property registration for jurisdictions that require it. Records may include notices of infractions, summons, complaints, compliance agreements, log books, compliance records, and related documentation. SEE ALSO: Ordinance Violation Records (Code Enforcement). **Minimum retention: (a) Vacant Property Registration Forms, 2 years; (b) All other records, 10 years after last action.**

(3) **Building Inspection Records:** Series documents on-site, or virtual, visits by inspectors. Records may include daily inspection logs and comments noted as construction progresses. **Minimum retention: (a) Final inspections, for the life of the structure; (b) All other inspections, 2 years.**

(4) **Building Permit Applications:** Series documents applications from property owners to erect new structures, including signs, or make structural modifications to existing ones. **Minimum retention: (a) If permit issued, 2 years; (b) If no permit issued, 180 days.**

(5) **Building Permits:** Series documents authority granted to property owners to erect new structures, including signs, or make structural modifications to existing ones. **Minimum retention: (a) Permits for completed structures, for the life of the structure; (b) Demolition permits, 10 years after demolition; (c) All other permits, 2 years after revoked or expired.**

(6) **Building Plans, City Owned Structures:** Series documents materials submitted by building contractors or government agencies applying for a permit to construct government buildings. Records may include blueprints, drawings, and specifications (including CAD) as well as details related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If permit issued and structure completed, for the life of the structure; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit expired, 180 days after expiration date.**

(7) **Building Plans, Nonresidential:** Series documents materials submitted by building contractors or government agencies applying for a permit to construct nonresidential buildings. Records may include blueprints, drawings, and specifications (including CAD) as well as details related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If permit issued and structure completed, 5 years after substantial completion [as defined by ORS 12.135]; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit expired, 180 days after expiration date.**

(8) **Building Plans, Residential:** Series documents materials submitted by building contractors or government agencies applying for a permit to construct residential buildings. Records may include blueprints, drawings, and specifications (including CAD) as well as details related to temporary facilities, job cleanup, deadlines, and change orders or plan modifications submitted after permit approved. **Minimum retention: (a) If permit issued and structure completed, 2 years after substantial completion [as defined by ORS 12.135]; (b) If no permit issued, 180 days; (c) If permit issued, but structure not started, completed, or permit has expired, 180 days after expiration date.**

(9) **Certificates of Occupancy:** Series documents compliance with the minimum standards set by state and local laws for structures. **Minimum retention: Life of the structure.**

(10) **Unsafe Building Records:** Series documents the demolition, boarding, or other actions related to structures determined by the city or owner to be unsafe (may include structures determined to be unsafe due to the manufacture of illegal drugs), including related repairs or actions to remedy deficiencies. Records may include complaints, building inspection reports, letters to property owners, demolition documents, visual media, copies of contracts and payment records, and related documentation. **Minimum retention: 5 years after final action.**

166-200-0430

City Recorder/City Clerk – Elections Records

(1) **Certified Election Results:** Series documents election results for General, Primary, Emergency, and Special Elections. Records may include abstract of votes or record of elections as reported to the city by the county elections office, and certification by County Clerk. **Minimum retention: Permanent.**

Commented [A14]: Shortened to 5 years after RAC discussion and after review of statute citation (ORS 12.135.3.B refers to a time period in which a person can claim damages against a builder, etc.- within 10 years. This shouldn't by our understanding force the city or county to retain their copy for that long, as that interaction doesn't involve them)

Commented [A15]: Previously called Abstract of Votes (Record of Elections) because the certified results are just the abstract but with the signature/seal of the elections official affixed. Since it is the certified copy that is required to be kept, the series title was changed.

(2) **City Candidate or Ballot Measure Election Filings:** Series documents all necessary papers required to be filed by a candidate or governing body for primary, general, emergency, and special elections. Records may include petitions of nomination, declarations of candidacy, certifications of nomination, filing forms for city and county voters' pamphlet, notices of measure election, and withdrawals of candidates. **Minimum retention: 4 years.**

(3) **Election - Initiative, Referendum, and Recall Records:** Series documents the initiative, referendum, and recall process by which voters propose laws and amendments to the State Constitution, refer an act of the Legislature or other governing body to a vote of the electorate, or recall a public official. Records may include petitions, signature sheets, summaries of signature verification, text of proposed law, amendment, or response from public official. **Minimum retention: (a) Signature verification records for all petitions, 6 years; (b) Signature sheets, if measure approved, 6 years after election; (c) Signature sheets, if measure not approved, 90 days after election or 90 days after signature submission deadline; (d) Petition records if qualified to ballot, permanent; (e) Petition records if not qualified to ballot, 6 years.**

(4) **Election Legal Notices and Publications:** Series documents required pre-election legal notices by the city. Records may include publication of ballot title and notice of election. **Minimum retention: 4 years.**

(5) **Poll Books, Pre-1931:** Series documents issuance of ballots to eligible voters in an election. Records may include oaths of Election Board members and certificates of registration. **Minimum retention: Permanent.**

(6) **Voters Pamphlet Records:** Series documents the compilation, publication, and distribution of the City Voters' Pamphlet for primary, general, and statewide special elections. **Minimum retention: (a) 1 copy of Voter Pamphlet, permanent; (b) Pamphlet preparation records, 4 years after election.**

166-200-0435

City Recorder/City Clerk – General Records

(1) **Annexation Records:** Series documents the annexation of areas into municipal boundaries. Records may include staff reports, petitions, service district withdrawal records, surveys, boundary commission recommendations and judgments, census reports, franchise notices, maps, and related documentation. **Minimum retention: Permanent.**

(2) **City Charter:** Series documents the constitution, bylaws, and all amendments to city charters approved by the State Legislature. Records may include original charter, amendments, and related records. **Minimum retention: Permanent.**

(3) **City Code:** Series documents codified ordinances passed by the city council. **Minimum retention: Permanent.**

(4) **Deeds to City-Owned Land:** Series documents evidence of city ownership of public lands and rights-of-way. Records may include maps and legal descriptions, title transfers, and related documentation. **Minimum retention: (a) Record of sale or property transfer and legal property description, permanent; (b) All other records, until property sold and any applicable audits have been completed.**

(5) **Easements:** Series documents recorded grants by property owners to the city for use of private property for public uses. Records may include maps or other exhibits. SEE ALSO: Temporary Access/Construction Easement Records. **Minimum retention: Permanent.**

(6) **Forms Development Records:** Series documents the development of new or revised forms used by a city. Records may include sample forms, revisions, form logs/listings, proposals, authorizations, and illustrations. **Minimum retention: Until superseded or obsolete.**

(7) **Oaths of Office:** Series contains signed oaths taken by various elected and appointed officials before discharging duties of office. **Minimum retention: 6 years after most recent oath expired.**

(8) **Orders:** Series documents orders issued by the city. Records may include provisions of city code, adoption or amendment of rules, declarations, and executive orders. **Minimum retention: Permanent.**

(9) **Ordinance Records:** Series documents legislative action of the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. Records may include signed ordinances and documentation presented to support action. **Minimum retention: Permanent.**

(10) **Property Dedication Records:** Series documents dedication of private property to the city for public uses such as transportation facilities (streets, sidewalks, bikeways) and parks. Records may include dedication agreements, maps, and related documentation. **Minimum retention: Permanent.**

(11) **Property Vacation Records:** Series documents recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include petitions to vacate, maps, descriptions of property, staff reports, approval orders, and related documentation. **Minimum retention: Permanent.**

(12) **Records Management Records:** Series documents the authorized retention, scheduling, inventory, and disposition of city public records. Records may include records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and related documentation. **Minimum retention: (a) Destruction records, 25 years; (b) Index/Finding Aid records, until superseded or obsolete; (c) Filing System records, 5 years after superseded or abolished; (d) All other records, 5 years after superseded or obsolete.**

(13) **Resolutions:** Series contains formal statements of decisions or expressions of opinions adopted by the city council. **Minimum retention: Permanent.**

(14) **Waivers of Remonstrance:** Series documents agreements made by private property owners to forgo their rights to remonstrate (oppose/protest) against certain city actions in exchange for other considerations. **Minimum retention: (a) If waiver has an expiration date, 6 years after expiration date; (b) If waiver carries no expiration date, 6 years after completion of project.**

166-200-0440

Financial Records

(1) **Accounts Payable Records:** Series documents payment of city bills for general accounts, excluding grants. Records may include reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and related documentation. SEE ALSO: Grant Records. **Minimum retention: 3 years after annual audit report has been completed.**

Commented [A16]: Credit Slips (when applicable) are now covered here

(2) **Accounts Receivable Records:** Series documents revenues owed to the city by vendors, citizens, organizations, governments, and others to be credited to general accounts excluding grants. Records may include reports, receipts, invoices, awards, logs, lists, summaries, statements, and related documentation. SEE ALSO: Grant Records; and City Improvement Administrative and Financial Records. **Minimum retention: 3 years after collected or deemed uncollectible.**

Commented [A17]: Credit Slips (when applicable) are now covered here

(3) **Adopted Budget:** Series documents the final annual financial plan approved by the city council for all city expenditures. Records may include budget message, financial summaries, revenues and expenditures, operating programs, debt service, position and wage analysis, overhead allocations, organization charts, previous actual and budgeted amounts, and related documentation. **Minimum retention: Permanent.**

(4) **Assessment Balance Reports:** Series documents the status of billings related to assessments for city improvements. Records may include reports showing account status by tax lot, ordinance, delinquent balances, and other criteria. **Minimum retention: (a) Annual reports or similar cumulative summaries, permanent; (b) All other reports, 3 years.**

(5) **Assessment Dockets, Ledgers, and Registers:** Series documents payments made by property owners for assessment to finance city improvements. Records may include property assessments, terms, payment documentation, and related documentation. **Minimum retention: 3 years after final payment.**

(6) **Audit Reports, External:** Series documents annual audits of the financial position of the city by external auditors. Records may include accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related documentation. SEE ALSO: Audit Records, Internal. **Minimum retention: Permanent.**

(7) **Balance Status and Projection Reports:** Series documents status of funds, bank accounts, investments, and other accounts of city funds. **Minimum retention: 3 years after annual audit report issued.**

(8) **Bank Transaction Records:** Series documents the status and transaction activity of city funds held at banks. Records may include account statements, deposit and withdrawal slips, checks, and reconciliation records. SEE ALSO: Grant Records for retention of records documenting grant transactions. **Minimum retention: 3 years after annual audit report issued.**

(9) **Bankruptcy Notice Records:** Series documents the notification to the city that certain individuals have filed for bankruptcy. Records may include notices of bankruptcy filings from U.S. Bankruptcy Court and related documentation. **Minimum retention: 3 years from discharge of debt or last action by city, whichever comes first.**

Commented [A18]: "Last action by city" aspect added for cases in which debts are never discharged

(10) **Bond Records:** Series documents actions pertaining to all city bond issues including foreclosures. Records may include property assessments, registers and receipts, payment schedules, title reports, legal opinions, resolutions, lists of properties to be sold, memoranda, and related documentation.

Minimum retention: (a) Foreclosure records, 3 years after final payment, redemption, sale, or action; (b) Registers and receipts, 3 years after annual audit report issued; (c) All other bond records, 3 years after final payment.

(11) **Budget Preparation Records:** Series documents the preparation of department budget requests presented to the city council. Records may include staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and related documentation. **Minimum retention: 2 years.**

(12) **Check Conversion Records:** Series documents checks received from customers that are electronically deposited after being converted to an Automated Clearing House (ACH) transaction or Image Replacement Document (IRD). **Minimum Retention: (a) Original paper instrument, 30 days; (b) ACH transaction or IRD, 3 years.**

(13) **City Improvement Administrative and Financial Records:** Series documents the non-technical and financial administration of city improvements, including capital improvements, local improvement districts, urban renewal, and economic improvement districts. Records may include affidavits of posting, notices of proposed assessments, certificates of mailing, interested party letters, bid quotes, reports, awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related documentation. SEE ALSO: Assessment Dockets, Ledgers, and Registers. **Minimum retention: (a) Records of project cost, 3 years after disposal or replacement of facility, structure, or system; (b) All other improvement records, 10 years after substantial completion [as defined by ORS 12.135].**

(14) **Collective Bargaining Records:** Series documents negotiations between the city and employee representatives. Records may include contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, audio and video recordings, and related documentation. **Minimum retention: (a) Contracts and minutes, 75 years after contract expires; (b) All other records, 6 years after contract expires.**

(15) **Competitive Bid and Competitive Proposal Records:** Series documents the publication, evaluation, rejection, and award of quoted bids to vendors and other entities. Records may include requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, and related documentation. SEE ALSO: Purchasing Records. **Minimum retention: (a) Accepted city improvement bids and bid exemptions for construction projects, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other accepted bids and bid exemptions, 6 years after bid awarded or canceled; (c) Rejected bids, 2 years.**

(16) **Credit and Debit Receipts:** Series documents city's copy of credit or debit card receipts documenting payments received. **Minimum Retention: 3 years after transaction.**

(17) **Financial Impact Analysis Records:** Series documents the financial analysis of various city practices. Records may include reports, studies, worksheets, and related documentation. **Minimum retention: 3 years.**

(18) **Financial Reports:** Series contains reports on the general financial condition and operation of the city. **Minimum retention: (a) Annual reports, permanent; (b) All other financial reports, 3 years after annual audit report issued.**

(19) **General Ledgers:** Series documents the annual summary of accounts reflecting the financial position of the city. SEE ALSO: Subsidiary Ledger, Journal, and Register Records. **Minimum retention: 10 years.**

(20) **Gift and Contribution Records:** Series documents unconditional gifts and contributions to the city. SEE ALSO: Contract, Lease, and Agreement Records for conditional gift, contribution, and donation records. **Minimum retention: 3 years.**

(21) **Grant Records:** Series documents funds received or disbursed by the city for specific projects. Records may include applications, project proposals, evaluations and recommendations, summaries, budgets, grant agreements, inventories, financial reports, and accounting records. **Minimum Retention: (a) Records documenting the purchase or disposal of real property, 10 years after substantial completion [as defined by ORS 12.135], or 3 years after final disposition, or as specified in agreement, whichever is longer; (b) Unsuccessful grant applications, 1 year after rejection or withdrawal; (c) All other grant records, 10 years after final expenditure report approved or as specified in agreement, whichever is longer.**

(22) **Investment Records:** Series documents and tracks various investment made by the city. Records may include bank statements documenting investment information, journal entries, confirmations of purchase of U.S. Treasury Bills, confirmation of deposit in local investment pool, deposit slips, memoranda related to specific investments, and related documentation. **Minimum retention: 3 years after investment ends.**

(23) **Lien Records:** Series documents liens issued by the city to collect for unpaid assessments or services. **Minimum retention: 3 years after lien paid in full.**

(24) **Local Tax Levy Records:** Series documents various city tax levies. Records may include tax returns, tax forms, levy calculation materials, and related documentation. **Minimum Retention: 6 years.**

(25) **Petty Cash Fund Records:** Series documents petty cash activity for the city. Records may include requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, and copies of receipts and invoices. **Minimum retention: 3 years.**

(26) **Purchasing Records:** Series documents orders, authorizations, and evidence of receipt of the purchase of goods and services by the city. Records may include purchase orders and requests, authorizations, requisitions, and related documentation. SEE ALSO: Competitive Bid and Competitive Proposal Records; and Grant Records. **Minimum retention: 3 years.**

(27) **Real Property Transaction Records:** Series documents acquisitions, dispositions, and relocations of real property and rights-of-way by the city for urban renewal projects, parks, sewers, streets, water lines, traffic signals, and other reasons. Records may include cultural resource records, offer letters, options, agreements of short duration, staff reports, appraisal reports and reviews, inspection reports, letters of transmittal, summaries, and related documentation. SEE ALSO: Deeds to City-Owned Land. **Minimum retention: 10 years after transaction completed and final audit accepted.**

Commented [A19]: From a suggested change that "final reports from significant (as defined by city policy) grants to the city" be removed, it was determined by the RAC that those final grant reports do not need to be permanent and at some point will no longer be applicable or important. After further discussion with the RAC, it was decided to overall rearrange and shorten retentions for this series based on the amount of time questions/inquiries were likely to come up for records in this series.

(28) **Revenue Sharing Records:** Series documents evidence of receipt and administration of federal and/or state revenue sharing funds including those from state liquor and cigarette taxes. Records may include transmittals, affidavits of publication, planned and actual use reports, and related documentation. **Minimum retention: 3 years.**

(29) **Subsidiary Ledger, Journal, and Register Records:** Series documents details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly, or similar basis. Records may include journals, ledgers, registers, day books, and other account books that provide backup documentation to the general ledger. **Minimum retention: (a) Year-end payroll register, 75 years; (b) Trust fund ledgers, 3 years after trust fund closed; (c) All other subsidiary ledgers, journals, and registers, 3 years.**

(30) **Tax Assessment Deferral Records:** Series documents various types of assessment deferrals for city improvements. Records may include applications, deferral claims, statements, financial documents, and other documentary proof showing satisfaction of requirements. **Minimum retention: 3 years after final payment.**

(31) **Trust Fund Records:** Series documents bequests to the city or funds held in trust by the city for specific parties. Records may include wills or other legal documents, expenditure records, chronologies, resolutions establishing trust funds by the city, records documenting subject matter approved for purchase, acquisition lists, and related documentation. SEE ALSO: Subsidiary Ledger, Journal, and Register Records. **Minimum retention: 3 years after trust fund closed.**

(32) **Unclaimed Property Report Records:** Series documents annual reports submitted to the Oregon State Treasury of financial assets being held for a person or entity that cannot be found. Records may include Holder Report, owner information, and related documentation. Note: Unclaimed property is not real estate, abandoned personal property, or lost and found items. **Minimum Retention: 3 years after the property is remitted to the Oregon State Treasury.**

(33) **Utility Customer Account Records:** Series documents management of accounts of public utility customers. Records include application and disconnection requests, billing and payment records, routine meter reading records, account change records, and related documentation. **Minimum retention: (a) Account change records, 2 years; (b) Security deposit records, 3 years after refund or last action; (c) Internet Protocol (IP) address assignment records, until superseded or obsolete; (d) All other records, 3 years.**

Commented [A20]: This series combines Utility Account Change Records, Utility Application/Disconnect Records, Utility Service Records, Utility Bill Records, and Utility Customer Security Deposit

(34) **Vendor Lists:** Series documents vendors providing goods and services to the city. **Minimum retention: Until superseded or obsolete.**

166-200-0445

Information Systems Records

(1) **Cybersecurity Records:** Series documents the security of a city's information systems and network infrastructure. Records may include employee access requests, access authorizations, system access logs, documentation of security incidents and response, and related documentation. SEE ALSO: Risk Management Records; Internal Policies and Procedures; and Data Breach Records. **Minimum Retention:**

Commented [A21]: In most cases in this section, the term 'information systems' replaces the term 'computer systems'

Commented [A22]: This series includes the series that was previously called Computer System Security Records

(a) System access logs 3 years, or longer if required by statute or regulation; (b) Cybersecurity incident records related to a data breach, retain per Data Breach series in this section; (c) Cybersecurity incident records not related to a data breach, 5 years after incident resolved; (d) All other cybersecurity records, 3 years after superseded or authorization expired.

(2) **Data Breach Records:** Series documents the investigation, assessment, and disclosure notification of breaches in city computer systems. Records document the response to an unauthorized access to computerized data possibly compromising the security, confidentiality, or integrity of personal information as required by ORS 646A.600 to 646A.628. Records may include documentation of the unauthorized access of the information security system, potentially affected personal information or data elements, incident reports, investigation reports, consultation reports, and disclosure notifications. SEE ALSO: Cybersecurity Records. **Minimum retention: (a) If incident requires notification, 10 years after completion of investigation; (b) If incident does not require notification, 5 years after completion of investigation.**

(3) **Dataset Inventory Records:** Series documents the location, structure, and use of city datasets. **Minimum Retention: Until superseded or obsolete.**

(4) **Information System Application Documentation Records:** Series documents the addition, modification or removal of operating systems, in-house build applications, and other software from city information systems. Records may include system overviews, operations logs, job listings, instruction manuals, system development logs, system specifications and changes, conversion notes, dataset logs, dataset record layouts, programming logs, program specifications and changes, control program table documentation, and program listings. SEE ALSO: Information System Planning and Development Records; Software Management Records; and Information System Maintenance Records. **Minimum retention: (a) Migration plans, until superseded or obsolete; (b) Routine system-generated metadata and operational logs, until no longer needed; (c) All other records, 1 year after life of system.**

Commented [A23]: This series was previously called Computer System Program Documentation

(5) **Information System Architecture Records:** Series documents the structural design of city information systems, including interrelationships between data in different systems throughout the city. Records may include plans, diagrams, and related documentation. SEE ALSO: Dataset Inventory Records; and Information System Planning and Development Records. **Minimum retention: 1 year after superseded or obsolete.**

Commented [A24]: Although it was determined that these system-generated metadata logs are usually considered non-record from a retention standpoint (meaning there is no set minimum retention for them and they may be deleted as per chosen agency practice), they might be considered public records from an access standpoint and they could be requested in a public records request which is why they were included here

(6) **Information System Maintenance Records:** Series documents the maintenance of a city's computer systems and is used to ensure compliance with any warranties or service contracts, schedule regular maintenance, diagnose system or component problems, document system backup procedure, and migrate information from the former system to a new system. Records may include computer equipment inventories, hardware performance reports, component maintenance records (warranties, maintenance logs, maintenance reports, and related records), system backup reports and procedures, backup tape inventories, and related documentation. **Minimum retention: (a) Records related to system or component repair or service, 1 year after life of system or component; (b) Records documenting system backup procedures, 1 year after superseded or obsolete.**

(7) **Information System Planning and Development Records:** Series documents the planning and development of city information systems. Records may include information technology plans, feasibility studies and cost-benefit analyses, city studies and surveys, system specifications and revisions, software

evaluations, component proposals, technical literature, vendor literature and proposals, and related documentation. Note: For records related to administration of project see Project Management Records. **Minimum retention: (a) Implemented systems, for the life of the system; (b) Unimplemented systems, 3 years.**

(8) **Information System Wiring Records:** Series documents the wiring of a city's information system network. Records may include blueprints or diagrams of information system wiring, cables, computer equipment connections, and related documentation. **Minimum retention: Until superseded or obsolete.**

(9) **Microfilm and Imaging Quality Control Records:** Series documents that microfilm or digital images produced by or for cities conforms to the specifications required by OAR 166. Records may include microfilmed and digitally imaged records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and related documentation. **Minimum retention: (a) Microfilm quality control records, life of documented film; (b) Digital imaging quality control records, until images pass initial quality checks.**

(10) **Software Management Records:** Series documents the use of software in city information systems to ensure that city software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include software inventories, software licenses, site licenses, and related documentation. SEE ALSO: Work Order Records. **Minimum retention: 1 year after software disposed of or upgraded.**

(11) **Telecommunications System Management Records:** Series documents the creation, modification, or disposition of city telecommunications systems. Records may include equipment records, Federal Communications Commission records, system planning records, telecommunications maintenance contracts, telecommunications service and repair orders, and related documentation. SEE ALSO: Work Order Records. **Minimum retention: 1 year after life of system.**

(12) **User Support Records:** Series documents troubleshooting and problem-solving assistance provided by the city's information systems personnel to users of the systems (computer, telecommunications, etc.). Records may include assistance requests, resolution records, and related documentation. **Minimum retention: (a) Routine assistance records, until problem resolved; (b) Records with ongoing reference value, until superseded or obsolete.**

166-200-0450

Legal Records

(1) **Civil and Criminal Case Files:** Series documents civil and criminal cases filed by or against the city, and prosecution of criminal cases by city attorney's office. Records may include complaints, summons, investigations, citations, law enforcement reports, driving records, subpoenas, motions, pleadings, judgments, and related documentation. SEE ALSO: Liability Claim Records. **Minimum retention: 10 years after case closed, dismissed, or date of last action.**

(2) **Civil Forfeiture and Asset Seizure Files Records:** Series documents cases involving seizure of assets for civil forfeiture. Records may include police reports, City Attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, and Asset Forfeiture Oversight Advisory Committee forms and reports. **Minimum retention: 5 years after case resolution.**

(3) **Dispute Resolution Records:** Series documents personnel disputes resolved through mediation or arbitration instead of pursuing action through the court system. Records may include pleadings, investigation reports, dispositions, and related documentation. SEE ALSO: Personnel Records. **Minimum retention: 3 years.**

(4) **Land Use Board of Appeals (LUBA) Case Files:** Series documents land use decisions made by the city that have been appealed to and reviewed by the Land Use Board of Appeals. Records may include staff reports, land use orders, pleadings, briefs, and related documentation. **Minimum retention: 10 years after final decision.**

(5) **Legal Opinions:** Series documents opinions and/or interpretations issued by the city attorney to elected officials, bureaus, commissions, and other agencies or bodies. **Minimum retention: (a) Formal opinions, permanent; (b) Informal opinions, 10 years.**

(6) **Tort Claim Records:** Series documents notices given to the city of potential suits against it, and the city response to such notices. Note: ORS 30.275 defines limitations and time frames required for tort claims and actions surrounding them. **Minimum retention: 3 years after claim closed.**

(7) **Victim/Witness Assistance Program Records:** Series documents the administration of victim/witness assistance programs. Records may include reports, activity logs, expense statements, records documenting state action, and related documentation. **Minimum retention: 5 years.**

166-200-0455

Library Records

(1) **Accession Records:** Series documents the accession of all library acquisitions into the library's holdings. Records may include accession registers and documentation of materials deaccessioned from the library collection. **Minimum retention: Until superseded or obsolete.**

(2) **Borrower Registration Records:** Series documents records used to grant members of the public library cards and privileges as well as to control circulation of library holdings. **Minimum retention: Until superseded or 1 year after expiration or non-use.**

(3) **Catalogs:** Series documents all materials currently held in the library's collection. **Minimum retention: Until superseded or obsolete.**

(4) **Individual Circulation Records:** Series documents the patron-specific circulation of library materials such as books, serials, audio/visual media, and computer software. **Minimum retention: Until transaction is completed.**

(5) **Inter-Library Loan Records:** Series documents materials borrowed and loaned by the library through an interlibrary loan (ILL) program in response to patron and other library requests. Records may include

requests, notices, tracking logs, and related documentation. **Minimum retention: 6 months after materials returned to owner library.**

(6) **Library Reports:** Series documents collection, registration, circulation, lost books, children's programs, and other activities. Records may include statistical, narrative, and various other reports such as circulation statistics by category, books reserved, photocopies made, overdue notices mailed, borrowers registered, and volunteer hours. Records may also include narrative reports addressing new activities, services, events, and issues. This series does not contain patron-specific information. SEE ALSO: State Library of Oregon Annual Reports. **Minimum retention: 2 years.**

(7) **Master Shelf Lists/Inventories:** Series documents inventories of all library holdings, including volumes and titles added or withdrawn from the collection. Records may include subscription records of databases, eBooks suppliers, and similar digital services. **Minimum retention: Until superseded or obsolete.**

(8) **Overdue Book Records:** Series documents the status of library materials that are overdue. Records may include lists of overdue materials and logs of transactions. **Minimum retention: Until materials returned or debts reconciled or deemed uncollectible.**

(9) **State Library of Oregon Annual Reports:** City copy of reports filed with the Oregon State Library in satisfaction of ORS 357.520 to monitor library programs. Records may include statistics on circulation, patrons served, inter-library loan transactions, children's programs, and other subjects. **Minimum retention: Permanent.**

166-200-0460

Mayor/Council Records

(1) **Appointment Records:** Series documents appointments to boards, commissions, advisory boards, or other task forces. Records may include applications, interviews, and related documentation. **Minimum retention: (a) Mayor or city council appointments, permanent; (b) Other appointments, 6 years after separation; (c) Application materials not leading to an appointment, 1 year.**

(2) **Legislative Tracking Records:** Series documents records monitoring federal or state legislation affecting the city. Records may include copies of bills, reports, position papers, impact statements, meeting notes, and related documentation. **Minimum retention: 4 years.**

Commented [A25]: Series was previously called Legislative Issues Records

(3) **Proclamations:** Series documents statements issued by the mayor or city manager on matters affecting the city, usually dedications, openings, and other ceremonial occasions. **Minimum retention: (a) Proclamations requested by outside groups or organizations, 1 year; (b) All other proclamations, permanent.**

(4) **Sister City Records:** Series documents the city participation in sister programs with cities in other countries. Records may include minutes, agendas, ceremonial agreements, proclamations, exchange visit records, expense statements, audio/visual media, and related documentation. Note: In some cities, non-public groups are responsible for sister city arrangements and events. **Minimum retention: (a) Ceremonial agreements, permanent; (b) Financial records, 3 years.**

(5) **State of the City Addresses:** Series documents annual addresses by the mayor or city manager reviewing accomplishments of the preceding year and stating goals for the next year. These records may be maintained in complete form in the council minutes. **Minimum retention: Permanent.**

166-200-0465

Municipal Court Records

(1) **Appeals Records:** Series documents records related to municipal court decisions appealed to higher courts. Records may include copies of original citations, reports, driving records, evidence, original dispositions of cases, judgment orders, judge's trial notes, jury lists, jury verdict sheets, correspondence, and related documentation. **Minimum retention: (a) DUII (Driving Under the Influence of Intoxicants) case records, 15 years after case closed; (b) All other records, 5 years after case closed.**

(2) **Court Appointed Attorney Application Records:** Series documents letters of application submitted by attorneys requesting to be included on lists of court appointed attorneys designated by the court to defend certain individuals. Records may include letters of application, letters of acceptance, and related documentation. **Minimum retention: 1 year.**

(3) **Court Orders and Procedural Rules:** Series documents the guidelines and implementation of the State Uniform Trial Court Rules and local variations written by the judge to establish guidelines and clarify procedures for court clerks to perform duties of the court. Records may include municipal court orders and court procedural rules. **Minimum retention: Current plus previous version.**

(4) **Docket/Trial Calendars:** Series documents lists of dates and times set for court appearances. SEE ALSO: Trial Proceedings Records/Register of Actions for documentation of action taken. **Minimum retention: 90 days.**

(5) **DUII Case Files:** Series documents records related to DUII (Driving Under the Influence of Intoxicants) cases brought before the court and agreements by defendants to enter DUII diversion programs. Records may include citations, complaints, chemical analyses, diversion agreements, sentencing orders, commitment orders, license suspension notices, community service referrals, alcohol program referral notices, and related documentation. **Minimum retention: 15 years after case closed.**

(6) **DUII Program/Conviction Summary Records:** Series documents summaries documenting the number of convicted DUII (Driving Under the Influence of Intoxicants) cases and DUII cases diverted to court ordered medical or mental health programs. Records may include summaries of fines, forfeitures, fees charged to individuals in relation to conviction or diversion, agreement fees, conviction fees, and related documentation. **Minimum retention: 5 years.**

(7) **Jury Records:** Series documents records related to selecting and overseeing jurors for the court. Process includes selection of jurors and documentation of services rendered by jurors. Records may include lists of potential jurors, questionnaires, requests to be excused, juror notification cards, juror registers and sign-in sheets, jury pool statistical documentation, and related documentation. **Minimum retention: 3 years.**

(8) **Municipal Court Criminal Case Files:** Series documents the prosecution of non-traffic related criminal misdemeanor offenses and the disposition of cases before the court. Series may also document the preliminary hearing of felony offenses then remanded to circuit court. Action may be initiated by either citation or private complaint. Records may include citations to appear in court, complaints, warrants, police reports, subpoenas, defendant information, and related documentation. **Minimum retention: 5 years after case closed or dismissed or date of last action.**

(9) **Municipal Court Expunged or Sealed Records:** Series documents the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records (according to ORS 137.225) maintained by the Municipal Court. Also applies to records related to juveniles as outlined in ORS 419A.260 through 419A.262. SEE ALSO: Expunged or Sealed Records, Police. **Minimum retention: (a) Expunged records, dispose according to the directive of the court; (b) Expungement orders, 5 years or according to the directive of the court; (c) Sealed records, 5 years or according to the directive of the court.**

(10) **Ordinance Violation Records (Code Enforcement):** Series documents reported violations of city ordinance or code. Examples include environmental concerns, waste and refuse complaints, nuisances, and other non-traffic violations. Records may include citations, complaints, warrants, police reports, subpoenas, defendant information, and related documentation. SEE ALSO: Building Code Compliance and Violation Records. **Minimum retention: (a) Citations issued, 5 years after case closed; (b) Records of citations not issued, 1 year after date of last action.**

(11) **Parking Citation Records:** Series documents the issuance and disposition of parking citations. Records may include citations, correspondence, and related documentation. **Minimum retention: 3 years after satisfied, dismissed, or deemed uncollectible.**

(12) **Traffic Citation Case Files:** Series documents citations issued (including citations generated from photo radar records) and disposition of cases in court for moving violations such as hit and run and reckless driving, and infractions such as speeding and improper signaling. Records may include citations to appear in court, complaints, warrants, driving records, police reports, suspension records, disposition slips, subpoenas, and related documentation. Does not include DUII (Driving Under the Influence of Intoxicants) citation records. SEE ALSO: DUII Case Files; and Traffic, Transit, and Other Citation Records. **Minimum retention: 5 years after case closed.**

(13) **Trial Proceedings Records/Register of Actions:** Series documents the actions of all cases brought before the court. Types of cases may include criminal misdemeanors, including misdemeanor traffic crimes, with limited penalties; other minor traffic infractions; certain minor liquor and drug violations, parking violations; and municipal code violations such as animal and fire violations. Records may include a register of actions as described per ORS 7.020. Records may include arraignments, motions, orders, pleas, indexes, and judgments. **Minimum retention: (a) Criminal cases, 5 years after case closed, dismissed, or date of last action; (b) Non-criminal cases, 5 years after case closed.**

166-200-0470

Payroll Records

(1) **Deduction Authorization Records:** Series documents employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related documentation. **Minimum retention: 3 years after superseded, terminated, or employee separates.**

(2) **Employee Time Records:** Series documents hours worked, leave hours accrued, and leave hours taken by city employees. SEE ALSO: Leave Applications; and Grant Records. **Minimum retention: 4 years.**

(3) **Federal and State Tax Records:** Series documents records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), and similar federal and state completed forms. SEE ALSO: Wage and Tax Statements (W-2); and Withholding Allowance Certificates (W-4). **Minimum retention: 5 years.**

(4) **Garnishment Records:** Series documents requests and court orders to withhold wages from employee earnings. Records may include original writs of garnishment, orders to withhold for the Oregon Department of Justice, federal or state tax levies, recapitulations of amounts withheld, and related documentation. **Minimum retention: 3 years after resolution.**

(5) **Leave Applications:** Series documents applications or requests submitted by city employees for paid or unpaid leave. SEE ALSO: Employee Time Records. **Minimum retention: 3 years.**

(6) **Leave Balance Reports:** Series documents individual city employee accrual and use of paid and unpaid leave. SEE ALSO: Employee Benefits Records. **Minimum retention: (a) Year-end leave balance reports, 75 years after date of hire; (b) All other reports, 4 years.**

(7) **Payroll Administrative Reports:** Series documents the administration and management of a city's payroll. Records may include reports and studies used to evaluate payroll statistics. **Minimum retention: 3 years.**

(8) **Payroll Registers:** Series documents the earnings, voluntary and required deductions, and withholdings of city employees. **Minimum retention: (a) Year-end, or month-end if no year-end payroll registers, 75 years; (b) Deduction registers, 5 years; (c) All other payroll registers, 2 years.**

(9) **Unemployment Records:** Series documents claims submitted by former employees for unemployment compensation. Records may include claims, notices, reports, and records related to the appeal of claim determinations. **Minimum retention: 3 years.**

(10) **Wage and Tax Statements (W-2):** Series contains annual statements for individual employee earnings and withholdings for state and federal income taxes and social security tax. SEE ALSO: Federal and State Tax Records. **Minimum retention: 5 years.**

(11) **Withholding Allowance Certificates (W-4):** Series contains certificates for the exemption status of individual city employees. SEE ALSO: Federal and State Tax Records. **Minimum retention: 5 years after superseded or employee separation.**

166-200-0475

Personnel Records

- (1) **Affirmative Action Records:** Series documents city compliance with the statutes and regulatory requirements of the U.S. Equal Employment Opportunity Commission. Records may include plans, updates, policy statements, reports, and related documentation. **Minimum Retention: (a) Plans, updates, and policy statements, permanent; (b) All other records, 3 years.**
- (2) **Child Abuse Report Records:** Series documents suspected child abuse reported by city employees. Records may include notes and observations of the child, record of contact with the Oregon Department of Human Services or law enforcement agency, and related documentation. **Minimum retention: 3 years.**
- (3) **Communicable Disease Contact Tracing Records:** Series documents the movement of employees, volunteers, and visitors at city sponsored activities or city facilities, not otherwise covered by Visitor Logs or Liability Waiver Records. Includes documentation for any disease for which there is a public health risk and need to track. Records may include screening information, sign-in sheets, and related documentation. Note: Cities may be required to transfer tracing data to Oregon Health Authority (OHA) or County Public Health departments in the event of an epidemic or pandemic. SEE ALSO: Employee Medical Records for individual cases among employees. **Minimum Retention: (a) Logs involved in an active contact tracing event, 30 days or until resolution of event, whichever is longer; (b) All other logs, 30 days.**
- (4) **Criminal Background Check Records:** Series documents criminal record checks performed on prospective or current staff, faculty, and volunteers using the Oregon Law Enforcement Data System (LEDS). Records may include logs and criminal history verification forms. **Minimum retention: (a) Background check log, until superseded or obsolete; (b) All other records, 90 days.**
- (5) **Disciplinary Action Records:** Series documents dismissal, suspension, progressive disciplinary measures, and other actions against employees. Records may include statements, investigative records, interview and hearing records, findings, and related documentation. Note: For police officers or reserve officers, as defined by ORS 181A, retain per Employee Personnel Records or Law Enforcement Internal Investigations Case Files. **Minimum retention: (a) Investigations resulting in disciplinary action or exoneration, 5 years after resolution; (b) Investigations resulting in termination, 10 years after employee separation; (c) Unfounded claims, 3 years.**
- (6) **Drug Testing Records:** Series documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. **Minimum retention: (a) Positive drug tests, 5 years; (b) Negative drug tests, 1 year.**
- (7) **Employee Benefits Records:** Series documents an individual city employee's benefit information such as retirement, disability, or insurance plans. Records may include plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations,

Commented [A26]: Changed to bring in line with Oregon Workplace Fairness Act statute of limitations on pursuing legal action

beneficiary information, year-end leave balance reports, notices of disability payments made, benefits continuation records, and related documentation. SEE ALSO: Leave Balance Reports. **Minimum retention: (a) Official copy of retirement enrollment records, 75 years after date of hire; (b) All other records, 3 years after employee separation or eligibility expired.**

(8) **Employee Hazard Exposure Records:** Series documents a city employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, viruses, fungi, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work-related conditions. Records may include radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, workstation air sampling reports, and related documentation. SEE ALSO: Employee Medical Records. **Minimum retention: (a) Noise exposure measurement records, 2 years (29 CFR 1910.95); (b) Audiometric test records, until employee separation (29 CFR 1910.95); (c) All other records, 30 years after separation (29 CFR 1910.1020).**

(9) **Employee Medical Records:** Series documents an individual employee's work-related medical history. Records may include medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, first-aid incident records, physician statements, release consent forms, vaccination records, and related documentation. Note: These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. SEE ALSO: Employee Hazard Exposure Records. **Minimum retention: 6 years after separation.**

(10) **Employee Personnel Records:** Series documents an individual employee's work history. Records may include applications, notices of appointment, employment applications, training and certification records, records of health limitations, salary schedules, tuition reimbursement records, personnel actions, performance appraisal evaluations, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, notices of layoff, letters of resignation, home address and telephone disclosures, emergency notification forms, oaths of office, grievance and complaint records, and related documentation. SEE ALSO: Disciplinary Action Records; Employee Benefits Records; Employee Medical Records; Grievance and Complaint Records; Recruitment and Selection Records; K9 Records; Law Enforcement Internal Investigations Case Files; and Volunteer Worker Records. **Minimum retention: (a) Police officers or reserve officers, as defined by ORS 181A, 10 years after separation; (b) All other records, 6 years after separation.**

Commented [A27]: This series covers records that fell under the old series Employee Training Records and Professional Membership Records

(11) **Employee Recognition Records:** Series documents the recognition of employees for special service to the city. Records may include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. **Minimum retention: 6 years.**

Commented [A28]: Can cover the removed Employee Suggestion Award Records series

(12) **Employment Eligibility Verification Forms (I-9):** Series documents the filing of U.S. Immigration and Naturalization Service Form I-9. **Minimum retention: 5 years after date of hire or 1 year after employee separation, whichever is longer.**

Commented [A29]: Changed to better match US Citizenship and Immigration Service retention for I-9s:

(13) **Equal Employment Opportunity (EEO) Compliance Records:** Series documents reports and records maintained by cities with 15 or more employees in compliance with U.S. Equal Employment Opportunity

Commission regulations. Contains EEO-4 reports and all records related to the completion of the reports. **Minimum retention: 3 years.**

(14) **Equal Employment Opportunity (EEO), Oregon Workplace Fairness Act, and Public Civil Rights Complaint Records:** Series documents complaints made against a city. Records may include complaints, case files, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, and related documentation. **Minimum retention: 5 years after final decision issued.**

(15) **Equal Employment Opportunity (EEO) Policy Records:** Series documents the adoption and administration of city programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. Records may include anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, and related documentation. **Minimum retention: (a) Plans, updates, and policy statements, permanent; (b) All other records, 3 years.**

(16) **Grievance and Complaint Records:** Series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Records may include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, and related documentation. **Minimum retention: 5 years after final decision issued.**

(17) **Health Initiative Records:** Series documents the development, operation, and activities of internal city health initiatives such as wellness programs, smoking cessation programs, etc. Records may include program statements, health and safety surveys, committee minutes, newsletters, and related documentation. **Minimum retention: 2 years.**

(18) **Layoff Records:** Series documents procedures and computations used in laying off city employees. Records may include service credit computations, service credit lists, and layoff ranking lists. Related records may be filed in Employee Personnel Records. **Minimum retention: 5 years.**

(19) **Pay Equity Records:** Series documents the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the city and its employees. Records may include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, and related documentation. **Minimum retention: (a) Final study or report, permanent; (b) All other records, 5 years.**

(20) **Photo Identification Records:** Series documents photographs and other records used to identify city employees, private security personnel, contract workers, and others. **Minimum retention: Until updated or employee separates.**

(21) **Position Description, Classification, and Compensation Records:** Series documents the description, classification, and compensation of city jobs and positions. Records may include reports, position descriptions, position evaluations, compensation studies, job analyses, interview data, selection criteria, authorizations, agreements, and related documentation. **Minimum retention: 3 years after updated or position abolished.**

(22) **Recruitment and Selection Records:** Series documents the recruitment and selection of city employees and contracted service providers. Records may include job announcements and descriptions,

Commented [A30]: Changed to bring in line with Oregon Workplace Fairness Act statute of limitations on pursuing legal action

Commented [A31]: Series was previously called Wellness Program Records

Commented [A32]: Series was previously called Comparable Worth Records

applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, letters of reference, civil service records, position authorization forms, certifications of eligibility, recruitment summary records, and related documentation. Unsolicited application materials are non-record and may be destroyed when not needed. SEE ALSO: Employee Personnel Records; Employment Eligibility Verification Forms (I-9); and Criminal Background Check Records. **Minimum retention: (a) Announcement records, position description, and test and rating records, 10 years; (b) All other records, 5 years after position filled or recruitment cancelled.**

(23) **Volunteer Program Records:** Series documents the activities and administration of volunteer programs in the city. Records may include volunteer time tracking, volunteer program publicity records, insurance requirement records, inactive volunteer files, and related documentation. SEE ALSO: Volunteer Worker Records for records related to individual volunteers. **Minimum retention: 4 years.**

(24) **Volunteer Worker Records:** Series documents work performed for the city by citizens without compensation for their services. Records may include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related documentation. **Minimum retention: 4 years after separation.**

Commented [A33]: The series City Awards and Recognitions were combined into this series because the series only covered volunteer awards and recognition.

166-200-0480

Planning Records

(1) **Comprehensive Plan Records:** Series documents the types of uses and activities allowed in particular land designations. Records may contain public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs, and related documentation. **Minimum retention: Permanent.**

(2) **Conditional Use Records:** Series documents applications and decisions related to requests for certain land uses within a zone that require special review and approval. Records may include applications, site plans, zoning maps, staff reports, administrative action reports, and related documentation. **Minimum retention: 10 years after expiration, revocation, or discontinuance of use.**

(3) **Design and Development Review Records:** Series documents reviews of exterior renovations or new construction within particular city zones or the entire city. Records may include design review board or commission records, applications, site plans, staff reports, maps, review and appeal records, and related documentation. Note: Three-dimensional exhibits such as sample boards of brick, tile, and other building materials are not public records. **Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), permanent; (b) Audio and video recordings, 1 year after minutes prepared and approved, if no minutes approved recordings are treated as minutes; (c) Exhibits not pertinent to minutes, 5 years; (d) If no permit issued, 180 days; (e) If permit issued, but structure not started or completed, 2 years; (f) All other records if permit issued and structure completed, 2 years after substantial completion [as defined by ORS 12.135].**

(4) **Enterprise Zone Records:** Series documents the creation and management of enterprise zones by the city or in conjunction with other cities and counties. Records may include reports, applications for zone

status, nominations for federal status, and related documentation. **Minimum retention: (a) Reports summarizing results or activities, permanent; (b) All other records, 4 years after zone designation expires.**

(5) **Flood Plain Permit Records:** Series documents permits issued for construction within a flood plain zone. Records may include elevation certificates, applications, review records, checklists, and related documentation. **Minimum retention: (a) Permits and elevation certificates, 10 years after the life of structure or until area determined not to be a flood plain, whichever is longer; (b) All other records, 10 years.**

(6) **Historic Structures Inventory Records:** Series documents the results of inventory projects to designate historic properties within the city in conjunction with Oregon Land Conservation and Development Commission Goal 5 procedures. **Minimum retention: Until superseded or obsolete.**

(7) **Historic Structures Rehabilitation Project Reviews:** Series documents routine reviews of proposals for rehabilitation of structures that have been designated historically significant or are 50 years old. Records may include work proposals, rehabilitation evaluations, violations, photographs, and related documentation. **Minimum retention: 3 years after project closed.**

(8) **Housing Authority Individual Tenant History Records:** Series documents the history of individual tenant and housing authority actions from application to separation from the program. Records may include applications, landlord references, rental agreements, leases, periodic re-examination and hardship records, income verification, billing statements, maintenance requests, damage complaints, eviction notices, grievance hearing records, and related documentation. **Minimum retention: 5 years after separation from program.**

(9) **Housing Authority Program Management Records:** Series documents the activities and status of various programs administered by the housing authority (Section 8, etc.). Records may include staff meeting records and reports, waiting lists, maintenance records, tenant statistics, and related documentation generated in the administration of housing authority programs not specified elsewhere in the schedule. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(10) **Housing Authority Property Management Records:** Series documents the actions of the housing authority in managing housing not owned by the city. Records may include applications for funding, sub-grants, insurance policies, contracts, and non-profit organization records such as articles of incorporation, bylaws, budgets, minutes, agendas, and related documentation. **Minimum retention: 6 years after expiration.**

(11) **Housing Authority Rejected Assistance Application Records:** Series documents rejected applications and related records from individuals seeking assistance from the housing authority. Records may include verification forms and related documentation. **Minimum retention: 3 years.**

(12) **Housing Rehabilitation Loan Records:** Series documents Housing Rehabilitation Programs for low-income homeowners with loans for needed and critical home repairs. Records may include client application, verification of income, credit reports, deeds of trust, project specifications and work plan, copy of agency agreement with homeowner, financial records, and related documentation. **Minimum retention: (a) Deferred Payment Loans (DPL), 5 years after homeowner leaves home, sells home, transfers the title, refinances the mortgage, or a change of use; (b) Rental Rehabilitation Loans, 5**

years after loan pay-off or foreclosure; (c) Cancelled Housing Rehabilitation Loans, 10 years after loan cancellation.

(13) Infrastructure Master Plan Records: Series documents the present and projected needs of the city for water, sewer, storm drainage, street, bike path, and other systems. Records may include plans, reports, evaluations, cost analyses, drawings, and related documentation. **Minimum retention: Permanent.**

Commented [A34]: Series was previously called Master Plans

(14) Sewage Sludge Management Plans: Series documents plans submitted to the Oregon Department of Environmental Quality by the city to engage in sludge disposal or application activity. **Minimum retention: Permanent.**

(15) Sign Review Records: Series documents planning department review of sign construction. Records may include reports, applications, and related documentation. SEE ALSO: Building Permits; Building Board of Appeals Records; Building Code Compliance and Violation Records; and Street Banner Records. **Minimum retention: Life of the structure.**

(16) Subdivision and Partition Records: Series documents actions on requests to divide an existing piece of land into smaller lots. Records may include applications, site plans, staff reports, appeals reports, decision statements, maps, and related documentation. **Minimum retention: (a) If approved and city conditions met, permanent; (b) If not approved, 10 years after expiration or revocation; (c) Withdrawal request letters, 3 years; (d) Withdrawn applications, 180 days if not returned to applicant at time of withdrawal.**

(17) Urban Renewal District Project Records: Series documents individual renewal projects within urban renewal areas. Projects may include construction, demolition, and rehabilitation of buildings, streets, and utilities. Records may include project area committee documents, reports, project plans, design reviews, maps, photographs, consultant studies, feasibility studies, agreements, and related documentation. Some records may have historic value. For appraisal assistance, contact the Oregon State Archives. **Minimum retention: 25 years after district sunsets.**

(18) Urban Renewal Plans and Reports: Series documents descriptions and justifications for proposed development in urban renewal areas within the city as mandated by ORS 457.085. Records may include plans, amendments, reports, hearings records, impact statements, feasibility studies, maps, relocation studies, and related documentation. **Minimum retention: Permanent.**

(19) Variance Records: Series documents applications and decisions in cases of minor deviations from zone code requirements. Records may include applications, site locations, description of requests, site plans, zoning maps, staff reports, and related documentation. **Minimum retention: 10 years after expiration, revocation, or discontinuance of use.**

Commented [A35]: This used to be in the same series as Exception records for water treatment, now see Water Treatment Variance and Exception Records

(20) Wetlands Conservation Planning Records: Series documents the identification, delineation, and management of wetlands on city property or rights-of-way. Records may include plans, amendments, annual reports, consultant reports, and related documentation. See ORS 196.678 for further description. SEE ALSO: Wetlands Removal and Fill Permit Records. **Minimum retention: Permanent.**

(21) Withdrawn Land Use Application Records: Series documents land use applications and supporting documentation withdrawn by the applicant before a decision has been issued by the city. Records may

include applications, site location descriptions, site plans, maps, and related documentation. **Minimum retention: 180 days if not returned to applicant at time of withdrawal.**

(22) **Zone Change Records:** Series documents rezoning land within the scope of an existing comprehensive plan. Records may include applications, staff reports, technical notes, approval orders, and related documentation. **Minimum retention: (a) Applications, findings of fact, and decision documents, permanent; (b) All other records, 10 years after approval or denial.**

166-200-0485

Property and Facilities Management Records

(1) **Asset, Equipment, and Property Records:** Series documents property and equipment owned and/or maintained by a city. Records may include manuals and specifications, service and repair records, work orders, damaged or stolen asset records, asset disposition records, risk reports, real property reports, transfer reports, money and negotiable securities reports, general risk surveys, lease agreements, and warranties. SEE ALSO: Real Property Transaction Records; and Vehicle Maintenance and Repair Records. **Minimum retention: (a) Equipment maintenance records, 1 year after equipment disposed of; (b) All other records, 4 years.**

Commented [A36]: This series combines 'Equipment Maintenance and Repair Records', 'Property Disposition Records', 'Maintenance Request/Complaint Records', and 'Radar Equipment Certification and Maintenance Records'

(2) **Asset Inventory Records:** Series documents the capitalized and expendable assets of a city. Examples of capitalized assets may include buildings, real estate, infrastructure assets, vehicles, equipment, furniture, and information technology. Examples of expendable assets include office supplies and other small office purchases. **Minimum retention: (a) Records of capitalized assets, 3 years after disposal or replacement of asset; (b) Records of expendable assets, 3 years.**

Commented [A37]: Includes former series Capitalized Assets Inventory Records and Expendable Property Records

(3) **Cemetery Records:** Series documents the administration and management of city-owned cemeteries. Records may include lists of names and maps of grave locations, deeds, documentation of purchasing lots and burials, death certificates, State Mortuary and Cemetery Board licensing and reporting records, and related documentation. **Minimum retention: Permanent.**

(4) **Chemical Application Records:** Series documents the use of pesticides, herbicides, and fertilizers on city property. **Minimum retention: 3 years after application.**

(5) **Chemical Inventories:** Series documents chemicals in use by a city for purposes of maintaining safety standards (29 CFR 1910). SEE ALSO: Master Material Safety Data Records. **Minimum retention: 30 years.**

(6) **Equipment Calibration Records:** Series documents the calibration of equipment and instruments used to undertake and monitor technical operations. Records may include logs, reports, and related documentation. **Minimum retention: Life of equipment.**

(7) **Equipment Tracking Records:** Series documents the issue of equipment to city personnel. Records may include inventories and tracking sheets. SEE ALSO: Weapons Inventory Records. **Minimum retention: Until superseded or obsolete.**

Commented [A38]: Previously titled Equipment Issued Records

(8) **Facilities and Grounds Inspection Records:** Series documents periodic inspection of facilities and grounds to check for damage and recommend repairs and maintenance. **Minimum retention: 2 years.**

(9) **Facilities and Grounds Maintenance and Repair Records:** Series documents routine maintenance, repairs, and access to buildings and grounds owned or leased by the city. Records may include maintenance requests, summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and City Improvement Administrative and Financial Records. **Minimum retention: (a) Records requiring engineering stamps, 2 years after life of structure; (b) All other records, 2 years.**

(10) **Fleet Vehicle Title and Registration Records:** Series documents the ownership and registration of all city vehicles (including unmanned aircraft systems). **Minimum retention: (a) Titles, until vehicle is sold or disposed of; (b) Registration records, until superseded or disposition of vehicle.**

(11) **Fuel Records:** Series documents the amount of gasoline, diesel, and oil used by city-owned vehicles. Records may include logs, reports, and related documentation. **Minimum retention: 2 years.**

(12) **Grass and Weed Control Records:** Series documents the city's work to prevent fires caused by overgrown vegetation. Records may include complaints, inspection reports, notices, violations, and related documentation. **Minimum retention: 3 years after last action or final payment.**

(13) **Hazard Analysis Records:** Series documents potential natural and man-made hazards in the city. The Federal Emergency Management Agency (FEMA) requires documentation for federally funded Emergency Management Assistance jurisdictions. Records may include federal forms and related documentation. **Minimum retention: Until superseded or obsolete.**

(14) **Hazard Shelter Records:** Series documents the condition of buildings designated to be used as hazard shelters in case of emergency. Records may include documents issued by federal and state emergency management agencies, sketches, photographs, and related documentation. **Minimum retention: Until superseded or obsolete.**

(15) **Hazardous Material Emergency Incident Records:** Series documents city response to hazardous material emergencies. Records may include reports, complaints, and related documentation. **Minimum retention: Permanent.**

(16) **Master Material Safety Data Records:** Series documents all hazardous chemicals used and held by a city. Records may include hazardous materials safety sheets, safety instructions, and emergency instructions. **Minimum retention: Until superseded or chemical no longer in use.**

(17) **Regulated Substances Storage and Use Records:** Series documents the storage and use of regulated substances such as gasoline, crude oil, fuel oil, and diesel oil in the city. Records may include applications, permits, inspection reports, and related records for city regulation of above ground storage tanks as well as reports of substance releases from underground storage tanks. SEE ALSO: Inspection and Occupancy Records. **Minimum retention: (a) Records related to underground storage tanks, 25 years after tank removed; (b) Records related to above ground storage tanks, 5 years.**

(18) **Technical Manuals, Specifications, and Warranties:** Series documents technical details of city-owned vehicles and equipment. Records may include specifications, operating instructions, and safety information. **Minimum retention: (a) Manuals, until disposition of vehicle or equipment; (b) Warranties, until expiration.**

(19) **Vehicle Maintenance and Repair Records:** Series documents the maintenance and repair history of all city-owned vehicles. Records may include usage logs, reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. **Minimum retention: (a) Daily vehicle inspection and usage records, 3 years; (b) All other records, 2 years after disposition of vehicle.**

166-200-0490

Public Safety Records

(1) **Alarm Records:** Series documents the licensing, permitting, use, testing, maintenance, and response to security alarms in the city. Records may include permits, applications, malfunction reports, maintenance reports, alarm response reports, false alarm reports, and related documentation.

Minimum retention: (a) Alarm licensing and permit records, 1 year after expiration or revocation; (b) All other records, 2 years.

(2) **Alert and Notification Records:** Series documents any written emergency warnings/notifications issued to the city from the county, the Oregon Department of Emergency Management, National Oceanic and Atmospheric Agency (NOAA), or the Federal Emergency Management Agency (FEMA).

Minimum retention: 30 days.

(3) **Animal Control Records:** Series documents public safety activities relating to animal control. Records may include reports, logs, receipts, licenses, dog bite reports, and related documentation. **Minimum retention: (a) Animal licenses, 3 years after expiration; (b) All other records, 2 years.**

(4) **Arrest Warrant Log Records:** Series documents the status of arrest warrants as served, unserved, or recalled by the court. Records may include logs, validation listings, checkout sheets, and related documentation. **Minimum retention: Until superseded or obsolete.**

(5) **Arrest Warrant Records:** Series documents court orders commanding law enforcement officials to bring a specified individual before the court. Records may include detainer requests, informational documents related to the wanted person, teletypes, and other documentation relevant to the service of warrants. Note: These are working files that support the maintenance of the warrant itself. SEE ALSO: Incident Case Files for documentation of warrant service. **Minimum retention: Until served, recalled, or cancelled by the court.**

(6) **Booking Records:** Series documents the confinement and release of individuals held in a local correctional facility, temporary holding facility, juvenile detention facility, or lockup. Records may include books, logs, and related documentation. Note: Booking records related to individuals known to be deceased need not be retained. **Minimum retention: (a) Homicides, 20 years; (b) Felonies, 10 years; (c) Misdemeanors, 5 years.**

(7) **Cadet Program Records:** Series documents administration of a city's junior cadet program. Records may include applications, reports, and related documentation. **Minimum retention: 5 years.**

(8) **Controlled Substance Inventory and Tracking Records:** Series documents the possession, storage, use, and tracking of controlled substances purchased by or surrendered to the department, pursuant to 21 CFR 1304.04. Records may include logs; inventory reports; sign-in, sign-out sheets; substance

Commented [A39]: Covers Fire and Security Alarm System Records from previous schedule

Commented [A40]: Changed from 'dog licenses' to be more general

administration data; and related documentation. **Minimum retention: 3 years, or until superseded, whichever is longer.**

(9) **Crime Analysis Records:** Series documents department efforts to anticipate, prevent, detect, deter, or monitor possible criminal activity or other analytical work. Records may include reports, statistical summaries, trend or prediction documentation, photographs, audio and video recordings, and related documentation. **Minimum retention: (a) Major crime analyses or studies, 10 years; (b) All other records, until superseded or obsolete.**

(10) **Crime Prevention and Community Policing Program Records:** Series documents programs designed to build partnerships between police and the community that promote public safety, as well as documenting department efforts to train citizens in crime prevention. Records may include trespass agreements with merchants, crime prevention through environmental design (CPTED) program records, and training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related documentation. **Minimum retention: 2 years.**

Commented [A41]: This series combines the removed series Community Policing and Problem Solving Records, Crime Prevention Community Organization Records, Crime Prevention Program Records, and Crime Prevention Security Survey Records

(11) **Crime Prevention Vacation House Inspection Records:** Series documents the inspection of homes and other properties while the occupants are away. **Minimum retention: 30 days after inspections end.**

(12) **Criminal Arrest History Records:** Series documents information on the accumulated criminal arrest history of individuals, which may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint records, mug shots, and related documentation. Note: Records may be destroyed earlier if individual is known to be deceased. SEE ALSO: Incident Case Files for retention of individual incidents. **Minimum retention: (a) Homicides, 20 years; (b) Felonies, 10 years; (c) Misdemeanors, 5 years.**

(13) **Criminal History Dissemination Records:** Series documents the distribution of Criminal History Record Information (CHRI) and other law enforcement information to other agencies or criminal information systems. Records may include teletype and computer message logs. **Minimum retention: Until case completed or suspended.**

(14) **Criminal Intelligence Records:** Series documents possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Sources include law enforcement and regulatory agencies, and private citizens. Retentions are based on procedures detailed in OAR 137-090. Records may include investigatory reports, statistical reports, memoranda, and related documentation. **Minimum retention: (a) "Permanent files" as defined by OAR 137-090-0080, 5 years; (b) "Temporary files" as defined by OAR 137-090-0080, 1 year; (c) "Working files" as defined by OAR 137-090-0080, 30 working days.**

(15) **Detoxification Confinement Logs:** Series documents the temporary detention pursuant to ORS 430.399 of those unable to care for themselves due to intoxication. **Minimum retention: 2 years.**

(16) **Dispatch Incident Records:** Series documents a specific call received by a public safety answering point and the subsequent activity for that call. **Minimum retention: 2 years.**

(17) **Emergency and Disaster Incident Records:** Series documents actions taken with respect to emergency planning and response activities during and after emergency incidents. Records may include photographs, damage reports, response reports, incident action plans, resource ordering and tracking

Commented [A42]: For reports that were in Emergency Management Assistance Expense Records and Emergency Management Assistance Fiscal Reports, use this series; for financial aspects of those discontinued series see the Financial Records section.

records, financial documentation, logs, messages, notes, and related documentation. **Minimum retention: (a) Designated or declared emergencies, permanent; (b) Non-designated emergencies, 5 years.**

(18) **Emergency Exercise Records:** Series documents regular emergency training exercises. Records may include statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up actions reports, and related documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(19) **Emergency Management Assistance Activity Reports:** Series documents the city's emergency management work plans. Records include a narrative of emergency management program elements that were accomplished annually and supporting documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(20) **Emergency Management Assistance Staff Pattern Records:** Series documents the city's personnel involved in the emergency management program and is submitted annually to the Oregon Department of Emergency Management for determining eligibility for funded staffing support of Emergency Management Assistance jurisdictions. Records may include appropriate Federal Emergency Management Agency (FEMA) forms and related documentation. **Minimum retention: 3 years after annual or final expenditure report submitted.**

(21) **Emergency Management Resource Lists:** Series documents emergency resources such as personnel, materials, equipment, supplies, and services provided by suppliers and vendors. **Minimum retention: Until superseded or obsolete.**

(22) **Emergency Medical Incident Records:** Series documents medical treatment, care, or response to a request for emergency medical services. Records may include pre-hospital care reports, patient refusal of care, medical aid liability release forms, and related documentation. **Minimum retention: 10 years.**

(23) **Emergency Telephone Call Continuous Audio Recordings:** Series documents incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 911 calls. **Minimum Retention: (a) Recordings used as evidence, until case reaches final disposition; (b) All other recordings, 7 months.**

(24) **Enhanced 911 Service Plans:** Series documents the planning, development, and implementation of enhanced 911/public safety answering point systems. Records may include preliminary and final plans, drafts and worksheets, and related documentation. **Minimum retention: (a) Approved plans and amendments, 5 years after superseded or obsolete; (b) Preliminary plans, drafts, worksheets and supporting materials, until plan approved by Oregon Department of Emergency Management.**

(25) **Expunged or Sealed Records, Police:** Series documents an arrest or conviction that has been set aside or expunged by a court order, or otherwise disposing of any related records according to ORS 137.225. Also applies to records related to juveniles as outlined in ORS 419A.260 and 419A.262. Juvenile records are expunged, while adult records are sealed. **Minimum retention: (a) Expunged records, dispose according to the directive of the court; (b) Expungement orders, 10 years or according to the directive of the court; (c) Sealed records, 10 years or according to the directive of the court.**

(26) **Field Interrogation Reports:** Series contains reports written by a police officer related to individuals, groups, events, or vehicles for which the officer does not have probable cause for enforcement.

Minimum retention: 1 year.

(27) **Fingerprinting Records:** Series documents fingerprints, palmprints, toeprints, and other personal identifiers of arrested individuals, used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in the city. Records of individuals known to be deceased need not be retained. SEE ALSO: Fingerprinting Records, Latent.

Minimum retention: Until transmission to Oregon State Police verified.

(28) **Fingerprinting Records, Latent:** Series documents latent fingerprints and palmprints found at crime scenes without identification of suspects. These are compared against records on file at the police department or other databases. SEE ALSO: Fingerprinting Records. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) All other cases, 1 year after statute of limitations expires.**

(29) **Fire and Emergency Medical Services Maps:** Series contains maps and related records maintained by the city fire department for address location reference and response planning. **Minimum retention: Until superseded or obsolete.**

(30) **Fire Investigation Records:** Series documents investigations conducted by the city fire department. Records may include investigative reports, supplemental reports, photographs, maps, drawings, laboratory reports, notes, and related documentation. **Minimum retention: (a) Records documenting fires involving loss of life, 75 years; (b) All other records, 10 years.**

(31) **Fire Reports:** Series contains reports that document each fire responded to by the city fire department. **Minimum retention: 10 years.**

(32) **Firearm Dealers' Sales Records:** Series documents purchases of firearms from dealers. Records may include duplicate register sheets mailed by the dealer to the law enforcement agency and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the agency. **Minimum retention: (a) Records submitted to Chief Local Law Enforcement Official documenting individual purchases of multiple firearms per 18 U.S.C. 923 (g)(3)(A), not to exceed 20 days (per 18 U.S.C. 923 (g)(3)(B); (b) All other records, 3 years.**

(33) **Hazardous Substance Employer Survey Summaries:** Series documents the storage and use of hazardous materials within the area served by the fire department. Records may include summaries of employer surveys conducted by the State Fire Marshal pursuant to ORS 453.317 as well as related records generated by the city. **Minimum retention: 3 years after superseded or obsolete.**

(34) **Impounded and Abandoned Vehicle Records:** Series documents the towing of vehicles by or at the direction of police, including for crashes, abandonment, or criminal activity. Records may include reports, notifications, information cards or sheets, receipts, and related documentation. **Minimum retention: Records not included in Incident Case File, 2 years.**

(35) **Incident Case File Indexes:** Series contains indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information. **Minimum retention: Until superseded or obsolete.**

(36) **Incident Case Files:** Series documents central case files documenting complaints or other actions or incidents investigated by the department. Records may include investigative reports, fingerprint records, original arrest reports, supplemental reports, photographs, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUII (Driving Under the Influence of Intoxicants) test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/evidence reports, custody reports, police officer issued mental holds, use of force reports, and related documentation. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) Protective custody files, until minor's age of majority or emancipation; (c) Missing Persons Reports, until found; (d) Cases involving stolen firearms, until firearm recovered and LEDS entry removed; (e) Non-criminal reports other than (b) or (c), 3 years; (f) Use of force reports, 5 years; (g) All other cases, 1 year after statute of limitations expires.**

Commented [A43]: The old series Juvenile Temporary Custody Records will now use this retention

(37) **Informant Case Files:** Series documents information about informants used by department personnel. Records may include reports, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related documentation. **Minimum retention: Until superseded or obsolete.**

(38) **Inmate Accountability Records:** Series documents inmate counts, cell locations, inmate status, and related information. Records may include logs detailing status of individual inmates, lists, rosters documenting the location of all inmates, inmate counts, and related documentation. **Minimum retention: 1 year.**

(39) **Inmate Case File Indexes:** Series contains indexes used to access inmate case files. Usually cross referenced by name, case number, and other identifiers. **Minimum retention: Until superseded or obsolete.**

(40) **Inmate Case Files:** Series documents non-medical information on inmates confined in a correctional facility. Records may include incident reports, release receipt indicating return of property, court commitment and release orders, and related documentation. **Minimum retention: 3 years after release.**

(41) **Inmate Meal Records:** Series documents menus used to plan and schedule inmate meals. Records may include listings of those inmates who received meals. **Minimum retention: 6 months.**

(42) **Inmate Medical Records:** Series documents outpatient medical treatment given to inmates. Records may include treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, medication records, and related documentation. **Minimum retention: 7 years after release without reactivity.**

(43) **Inmate Telephone and Mail Records:** Series documents telephone calls and mail sent and received by inmates. Records may include logs and related documentation. **Minimum retention: 1 year.**

(44) **Inspection and Occupancy Records:** Series documents periodic fire prevention inspections of fire code compliance performed by the city fire department. Records may include reports, notices, and citations, as well as occupancy and pre-fire planning records such as floor plans, sketches, reports, lists, and related documentation. **Minimum retention: Both current and previous inspection reports must be retained for at least 10 years and may not be destroyed until next report is issued.**

(45) **Interagency Inquiry Records:** Series documents requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects. Records may include logs and related request documentation. **Minimum retention: Until superseded or obsolete.**

Commented [A44]: This series was previously known as Computer Inquiry Records

(46) **K9 Records:** Series documents an individual K9's work history. Records may include medical records, how the animal came into the program, historical information, photographs, and other information about the animals, capture log, type of activity undertaken by the dog (tracking, search, guard, etc.), capture number, custody number and other related information, training and certification records, performance appraisal evaluations, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, and related documentation. **Minimum retention: 6 years after dog retires.**

(47) **Law Enforcement Database Validation Records:** Series documents validation of entries into the National Crime Information Center (NCIC) or Law Enforcement Data System (LEDS) databases. **Minimum retention: 5 years or until audited by NCIC or other applicable law enforcement network, whichever is shorter.**

Commented [A45]: This series was previously called Computer Validation Records

(48) **Law Enforcement Internal Investigations Case Files:** Series documents police department investigations of police officers or reserve officers, as defined by ORS 181A for violations of laws, rules, or policy and may include findings and dispositions of investigations. Records often include material found in incident case files. SEE ALSO: Disciplinary Action Records for investigations of all other personnel. **Minimum retention: 10 years after separation.**

Commented [A46]: Retention changed to take into account HB4207 (which went into effect in 2020) and guidance from OSP

(49) **Lost and Found Property Records:** Series documents items not related to a crime that are found by or turned into police. Records may include receipts, inventory logs, and destruction or disposition records. SEE ALSO: Property and Evidence Control and Disposition Records. **Minimum retention: 2 years after disposition.**

(50) **Maps, Police:** Series contains maps and related documentation used by police to facilitate incident response, planning, or displaying various trends including crime. **Minimum retention: Until superseded or obsolete.**

(51) **Master 24 Hour Audio Recordings:** Series documents recordings of calls to a public safety answering point on either 911 or non-emergency lines, or recording of radio traffic for fire, emergency medical services, or law enforcement. Note: Specific recordings of incidents may warrant longer retention for legal reasons. **Minimum retention: 1 year.**

(52) **Master Name Index Records:** Series documents relevant information on persons contacted by police. **Minimum retention: Until superseded or obsolete.**

(53) **Master Street Address Guide (MSAG) Maintenance Forms:** Series documents the 911/public safety answering point's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. **Minimum retention: 2 years.**

(54) **Neighborhood Dispute Resolution Records:** Series documents the city's dispute resolution program to handle complaints by citizens about concerns or disputes with neighbors or merchants. Typical cases may include animal control, landlord/tenant issues, noise, harassment, property disputes, and

business/consumer issues. Records may include budget, activity, and statistical reports, mediation training information, evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. **Minimum retention: (a) Case records, 5 years after last action; (b) All other records, 2 years.**

(55) **Officer Notes:** Series documents notes written by police officers during the course of their shift. Notes may or may not be incorporated into an Incident Case File or be added as comments to a Dispatch Incident Record. **Minimum retention: 2 years.**

(56) **Patrol Car Video Recordings:** Series documents recordings of officer activities from cameras mounted on police vehicles. **Minimum retention: (a) Recordings used as evidence, until case reaches final disposition; (b) Recordings used for internal investigations, until investigation ends; (c) All other recordings, 30 days.**

(57) **Pawn Broker and Second Hand Dealer Reports:** Series documents reports submitted to police documenting items bought, sold, or pawned by dealers. **Minimum retention: 2 years.**

(58) **Peer Court Records:** Series documents the city's peer court program for youth offenders who are diverted from the juvenile court for minor offenses and adjudicated informally by their peers. Records may include policy and procedures manuals, budget, activity and statistical reports, guidelines and instructions for participants, applications, juvenile consent form, intake interview form, defendant questionnaire, summary report, attorney's analysis, jury verdict record, bailiff record, clerk's record, community service log, judge's notes, officer's status reports, defendant evaluation, parent evaluation, and related documentation. **Minimum retention: (a) Case records, 5 years after final disposition of case, or youth reaches age of majority, whichever is longer; (b) Participant guidelines and instructions, until superseded or obsolete; (c) All other records, 2 years.**

(59) **Permit to Purchase Firearm Records:** Series documents issuance of firearm Permits-to-Purchase and renewals as specified in ORS 166. Records may include permit applications, permit renewal applications, background check results, permit revocations and denials, proof of completion of an approved safety course, and related documentation. **Minimum retention: (a) Revoked permits, 5 years after revocation or denial; (b) All other records, 2 years after expiration of permit.**

(60) **Police Officer Body-Worn Camera Recordings:** Series documents video recordings made by body-worn cameras by members of law enforcement during the performance of their duties. **Minimum retention: (a) Recordings used as evidence in an ongoing investigation or court proceeding, until case reaches final disposition; (b) Recordings used for internal investigations, until investigation closed or 180 days, whichever is longer (not to exceed 30 months, per ORS 133.741); (c) All other recordings, 180 days (not to exceed 30 months, per ORS 133.741).**

(61) **Polygraph Records:** Series documents polygraph tests given to criminal suspects, prospective employees, and others. Records may include pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and related documentation. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) All other cases, 1 year after statute of limitations expires.**

(62) **Premise Information Records:** Series documents hazards or other information relevant to emergency responders about a premises or specific location in advance of arrival at an incident site. **Minimum retention: 2 years, or until renewed, superseded, or expired, whichever is sooner.**

(63) **Property and Evidence Control and Disposition Records:** Series documents records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. Records may include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, crime scene photographs, and related documentation. **Minimum retention: (a) Cases involving crimes with no statute of limitations, 75 years after case closed; (b) All other cases, 1 year after statute of limitations expires.**

(64) **Property Registration Records:** Series documents the registration of property for identification in case of theft, loss, or burglary. **Minimum retention: Until registration is expired, superseded, or obsolete.**

(65) **Public Safety Answering Point Data Management System Records:** Series documents the maintenance and update of current information used to provide and direct incident response within a 911/public safety answering point service area. **Minimum retention: Until superseded or obsolete.**

Commented [A47]: Previously titled 9-1-1 Data Management System Records

(66) **Public Safety Answering Point Operational Logs:** Series documents chronological tracking of activities related to 911/public safety answering point operations. Records may include radio logs, telephone logs, tow logs, and criminal background check request logs. **Minimum retention: 1 year.**

Commented [A48]: Previously titled 9-1-1 Operational Logs

(67) **Public Safety Answering Point Quality Assurance Records:** Series documents the evaluation, analysis, and assessment of the performance and quality of services provided by the 911/public safety answering point system. Records may include system evaluations, system performance reports, satisfaction surveys and questionnaires, quality improvement reports and recommendations, quality assurance committee minutes, and related documentation. **Minimum retention: (a) Survey instruments, 2 years, or until summary report completed, whichever is sooner; (b) All other records, 2 years.**

Commented [A49]: Series was previously titled Quality Assurance Reports

(68) **Public Safety Answering Point Statistical Reports:** Series documents the compilation of statistical data about the actions and activities of the 911/public safety answering point system. Records may include data about response times, number of calls received and dispatched, and responses by individual agency. **Minimum retention: (a) Data instruments used to compile statistics, until statistical report completed; (b) Daily and weekly reports, until compiled into monthly reports; (c) Monthly and quarterly reports, 1 year; (d) Annual reports, 10 years.**

(69) **Public Safety Answering Point System Error/Malfunction Records:** Series documents 911/public safety answering point electronic systems errors or malfunctions and subsequent corrective action. Records may include enhanced system error reports, trouble logs, work orders, and related documentation. **Minimum retention: 2 years.**

Commented [A50]: Previously titled 9-1-1 System Error/Malfunction Records

(70) **Public Safety Worker Briefing Records:** Series documents internal communications between supervisors and shift workers or between staff on different shifts. **Minimum retention: 90 days.**

(71) **Ride-Along Applications:** Series documents applications for ride-along programs run by police or emergency services. Records may include approved and denied applications. **Minimum retention: 2 years.**

(72) **State Fire Marshal Exemption Records:** Series documents partial or full city exemption from statutes, rules, and regulations administered by the State Fire Marshal for cities that enact and enforce adequate regulations to conform with state and national fire standards defined in ORS 476.030(3). Records may include applications, reports, exemption certificates, and related documentation. **Minimum retention: 2 years after denial, revocation, or expiration of exemption.**

(73) **Tactical Response Records:** Series documents the planning for and performance of hostage negotiations, riot response, bomb threats, or other tactical situations. Records may include maps, rosters, equipment inventory, training records, and situation reviews. **Minimum retention: 3 years.**

(74) **Towed Vehicle Records:** Series documents tow truck requests and responses. Records may include rotation lists, documentation of vehicles towed from private property at the request of citizens, and related documentation. **Minimum retention: 1 year.**

(75) **Traffic, Transit, and Other Citation Records:** Series documents police department copies of citations issued for traffic, transit, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, city's photo radar enforcement program for red-light or speed violation, logs, and related documentation. **Minimum Retention: (a) Logs, 1 year; (b) Issued Citations, 2 years; (c) Unissued photo radar citations, 30 days.**

(76) **Traffic Violation Warning Records:** Series documents warnings issued for alleged traffic, transit, and other minor offenses. **Minimum retention: 1 year.**

(77) **Used Firearm Transfer Records:** Series documents the sale or transfer of a firearm by a licensed dealer reported to police as required by ORS 166.427. **Minimum retention: 2 years.**

(78) **Weapons Inventory Records:** Series documents weapons assigned to law enforcement officers. **Minimum retention: Until superseded or obsolete.**

Commented [A51]: Series was previously called Officer Weapon Registration Records

(79) **Youth Fire Prevention and Intervention Records:** Series documents multi-disciplinary prevention and intervention services provided to children who have a history of or are at risk for setting fires. Community-based services are provided under the guidance of the Office of State Fire Marshal. **Minimum retention: (a) Until court ordered expunction (ORS 419A.262); (b) If case is not expunged, 5 years after last action, or youth reaches age of majority, whichever is longer.**

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Public Works — General Records

(1) **Aerial Images:** Series documents aerial photography depicting topographical and physical features of a particular geographic area. Series may include photographic negatives, original prints, digital images, or other photographic formats. Note: Photographs that are duplicates of originals held by state, county, federal, or other sources may be retained as needed. **Minimum retention: Permanent.**

(2) **Annual Water Quality Reports (Consumer Confidence Reports):** Series documents the presence of any contaminants in city water over the course of a year. **Minimum retention: 5 years.**

(3) **Backflow Prevention Device Test Records:** Series documents test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. **Minimum retention: 10 years.**

(4) **City Elevation Benchmark Records:** Series documents benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and related documentation. **Minimum retention: Permanent.**

(5) **Drinking Water System Non-Compliance Corrective Action Records:** Series documents action taken by the city to correct violations of primary drinking water regulations. Records may include reports, logs, and related documentation. **Minimum retention: 3 years after last action.**

(6) **Engineering Project Technical Records:** Series documents the planning, design, and construction of various city improvement projects, including facilities, structures, and systems. Records may include impact statements, feasibility studies, plans, amendments, field test and laboratory reports, UAV (drone) video recordings, inspector reports, change orders, status reports, and related documentation. Some records may have historic value. For appraisal assistance, contact the Oregon State Archives. SEE ALSO: Financial Records; and Maps, Plans, and Drawings. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135].**

(7) **Grease Trap Inspection Records:** Series documents the city's inspection of grease traps in food service facilities. Records may include applications, inspection reports, copies of the license issued, and related documentation. **Minimum retention: (a) 1 year after date of most recent inspection by city; (b) Closed facilities, 2 years after closure.**

(8) **Hazardous Situation Permit Records:** Series documents the issuance of a permit by the employer notifying employees that they may be exposed to hazardous substances and/or conditions in confined spaces. Records may include permit, pre-entry testing data, and field notations and observations. **Minimum retention: 1 year after permit cancelled.**

(9) **Hydrant Location, Maintenance, and Inspection Records:** Series documents the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. Records may include lists, charts, logs, reports, and related documentation. **Minimum retention: (a) Location and specification records, until hydrant permanently removed from service; (b) Maintenance, test, and repair records, 2 years.**

(10) **Industrial Pretreatment Permit Records:** Series documents permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Records may include applications, permits, addenda, modifications, and related documentation. **Minimum retention: (a) Permits, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

(11) **Maps, Plans, and Drawings:** Series contains maps, plans, and drawings created by the city or contracted specifically for the city. Records may include various types of maps, as well as as-built plans, drawings, and details documenting city engineering and construction projects. **Minimum retention: (a)**

Final implemented maps, plans, and drawings, permanent; (b) Draft and unimplemented maps, plans, and drawings, until superseded or obsolete.

(12) **Materials Delivery Records:** Series documents records issued by suppliers or city to verify delivery of supplies or materials (concrete, road base, gravel, topsoil, etc.). **Minimum retention: 2 years.**

(13) **Mobile Waste Hauler Dumping Records:** Series documents the dumping of septic tank pumpings and other wastes from various sources at the city waste treatment facility. Records may include logs, manifests, and related documentation. **Minimum retention: 5 years.**

(14) **National Pollution Discharge Elimination System Permit Records:** Series documents the application for and issuance of permits to the city under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. Records may include applications, permits, addenda, modifications, and related documentation. SEE ALSO: Wastewater Annual Inspection Records. **Minimum retention: (a) Permit, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

(15) **Right-of-Way Permit Records:** Series documents permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. **Minimum retention: (a) Construction related records, 10 years after substantial completion [as defined by ORS 12.135] of project; (b) All other records, 2 years after expiration, revocation, or discontinuance of use.**

(16) **Secondary Contaminant Reports:** Series documents the analysis of water samples to determine the level of secondary contaminants. **Minimum retention: 10 years.**

(17) **Sewage Sludge Records:** Series documents the agricultural application of sewage sludge to approved sites. Records may include logs, agronomic loading calculations, and site life loading calculations. **Minimum retention: Permanent.**

(18) **Sewer and Storm Drainage Maintenance and Repair Records:** Series documents the maintenance and repair of city sewers and storm drains. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and Underground Infrastructure Inspection Records. **Minimum retention: (a) Records requiring engineering stamps, 2 years after sewer or storm drain permanently removed from service; (b) All other records, 2 years.**

(19) **Sewer Smoke Test Records:** Series documents smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. **Minimum retention: 10 years.**

(20) **Survey Field Records:** Series documents detailed field notes and other records related to surveys done for boundary work, local improvement districts, special requests, and other purposes. Records may include investigative surveys made of crime or accident scenes at the request of law enforcement officials, notes on traverses, right-of-way location, and construction, sketches related to the survey, and related documentation. SEE ALSO: Incident Case Files for retention of law enforcement surveys. **Minimum retention: (a) General surveys and right-of-way location records, permanent; (b) All other construction records, 10 years after substantial completion of project [as defined by ORS 12.135].**

(21) **Temporary Access/Construction Easement Records:** Series documents temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. **Minimum retention: 2 years after easement expires.**

(22) **Temporary Use Records:** Series documents action on permits for temporary activities in commercial and industrial zones such as allowing temporary placement of structures incidental to construction. Records may include applications, permits, staff reports, technical notes, approval orders, and related documentation. **Minimum retention: 5 years after permit expiration.**

(23) **Underground Infrastructure Inspection Records:** Series documents inspections used to determine the condition of underground infrastructure within the city's jurisdiction. Examples include video inspections of sewers and infrared scanning of power lines. Records may include video recordings and written reports. **Minimum retention: (a) Written reports, 1 year after life of section inspected; (b) Video tapes, 1 year after written report submitted.**

Commented [A52]: This series was previously titled Sewer Television/Videoscan Inspection Records

(24) **Utility Installation and Connection Records:** Series documents installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Records may include applications, permits, and related documentation. **Minimum retention: 2 years after physical disconnection.**

(25) **Utility Line Location Request Records:** Series documents requests and city action to locate underground lines in the vicinity of a construction site. Records may include notations of water, sewer, storm drains, and other line locations, and related documentation. If city uses a private contractor to locate lines, SEE ALSO: Contract, Lease, and Agreement Records. **Minimum retention: 2 years.**

(26) **Utility Meter Installation, Maintenance, and Repair Records:** Series documents the installation, maintenance, and repair of city operated water and power meters. Records may include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. **Minimum retention: 5 years.**

(27) **Wastewater Annual Inspection Records:** Series documents annual inspections of city wastewater treatment operations by the Oregon Department of Environmental Quality to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. Records may include reports, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, until permit renewed, revoked, or expired.**

(28) **Wastewater System Discharge Monitoring Records:** Series documents the amount of pollution discharged from the city wastewater treatment facility. Records may include reports submitted to the U.S. Environmental Protection Agency and the Oregon Department of Environmental Quality, and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, 5 years.**

(29) **Wastewater Treatment Operations Records:** Series documents program records not listed elsewhere in this schedule for wastewater treatment operations. Records may include charts, reports, logs, log sheets, and related documentation. **Minimum retention: (a) Annual reports, permanent; (b) Continuous monitoring records, 3 years; (c) All other records, 5 years.**

Commented [A53]: Strip and Circle Chart Records series replaced by this retention. See also Water Treatment Operations Records.

(30) **Water Bacteriological Quality Analysis Reports:** Series documents water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. **Minimum retention: 5 years.**

(31) **Water Chemical and Radiological Analysis Reports:** Series documents water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. **Minimum retention: 10 years.**

(32) **Water Consumption Reports:** Series documents statistics of daily water consumption. **Minimum retention: (a) Annual reports, permanent; (b) Information summarized in annual report, 1 year; (c) Information not summarized in annual report, 10 years.**

(33) **Water Line Maintenance and Repair Records:** Series documents the maintenance and repair of city-owned water lines. Records may include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: (a) Records requiring an engineering stamp, 2 years after water line permanently removed from service; (b) All other records, 2 years.**

(34) **Water Pollution Control Facilities (WPCF) Permit Records:** Series documents the application for and issuance of a Water Pollution Control Facilities permit to the city by the Oregon Department of Environmental Quality. Records may include applications, permits, addenda, modifications, and related documentation. **Minimum retention: (a) Permit, addenda, and modifications, permanent; (b) All other records, 5 years after expiration or revocation.**

(35) **Water Quality Complaint Records:** Series documents complaints received from the public about the quality of city provided water. Records may include investigation narrative, complaints, and related documentation. **Minimum retention: 3 years after last action.**

(36) **Water System Cross Connection Pollution Control Survey Records:** Series documents the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include reports, surveys, checklists, and related documentation. **Minimum retention: 1 year after disconnection or 10 years, whichever is longer.**

Commented [A54]: Series was titled Cross Connection Control Survey Records on previous version of schedule

(37) **Water System Survey Records:** Series documents overall condition of the city water system. Records may include written reports, summaries, and related documentation. **Minimum retention: (a) Reports, permanent; (b) All other records, 5 years.**

Commented [A55]: Series was previously called Sanitary Survey Records

(38) **Water System Valve Location and Maintenance Records:** Series documents the location, specifications, maintenance, and repair of valves in the city water and sewer systems. Records may include lists, charts, drawings, reports, logs, and related documentation. **Minimum retention: (a) Location and specification records, until valve permanently removed from service; (b) Maintenance and repair records, 2 years.**

(39) **Water Treatment Operations Records:** Series documents water treatment operations and covers program records not listed elsewhere in this schedule. Records may include state or federal required reports, other reports, logs, log sheets, and related documentation. **Minimum retention: (a) Annual reports, permanent; (b) Continuous monitoring records, 3 years; (c) All other records, 5 years.**

Commented [A56]: Strip and Circle Chart Records series replaced by this retention. See also Wastewater Treatment Operations Records.

(40) Water Treatment Variance and Exception Records: Series documents variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. **Minimum retention: 5 years after expiration or revocation of variance or exception.**

Commented [A57]: See Variance Records series for *non* water treatment variance records.

(41) Water Turbidity Reports: Series documents the analysis of water samples to determine the level of cloudiness caused by suspended particles. **Minimum retention: 10 years.**

(42) Wetlands Removal and Fill Permit Records: Series documents city application for and receipt of permits regulating the removal or fill of material from wetlands on city property or rights-of-way. Records may include applications, permits, and related documentation. **Minimum retention: 30 years.**

166-200-0500

Public Works — Traffic Engineering and Maintenance Records

(1) Bridge and Culvert Maintenance and Repair Records: Series documents maintenance and repairs on city bridges and culverts. Records may include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: (a) Records with engineering stamps documenting structural maintenance or repairs, 2 years after bridge or culvert permanently removed from service; (b) All other records, 2 years.**

(2) Bridge Inspection Records: Series documents bridge inspections required by the U.S. Department of Transportation per 23 CFR 650. Records may include reports prepared in accordance with federal standards, photographs, bridge inventory records, and related documentation. **Minimum retention: 2 years after bridge removed from service.**

(3) Crosswalk Records: Series documents the location and use of crosswalks in the city. Records may include striping records, reports, maps, studies, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

(4) Railroad Crossing Records: Series documents city activities in relation to railroad crossings. Records may include crossing plans and drawings, Oregon Public Utility Commission (PUC)/Oregon Department of Transportation (ODOT) public hearings records and rulings, PUC/ODOT inspection report corrective actions, reports and studies, accident records, and related documentation. **Minimum retention: Permanent.**

(5) Special Event Traffic Change Records: Series documents preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Records may include notifications, planning documents, reports, and related documentation. SEE ALSO: Special Event and Celebration Records. **Minimum retention: 2 years after event.**

(6) Speed Zone Establishment and Review Records: Series documents the establishment and review of speed zones in the city (includes zones established by the city under OAR 734-020-0013). Records may include reports, photographs, proposals, orders, maps, accident summaries, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

(7) **Street and Road Condition Inventory Records:** Series documents the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. **Minimum retention: 5 years after annual audit report issued.**

(8) **Street Banner Records:** Series documents proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include plans, maps, proposals, reports, applications, and related documentation. **Minimum retention: 2 years.**

(9) **Street Maintenance and Repair Records:** Series documents maintenance and repairs of city-owned streets and sidewalks by city personnel or contracted workers. Records may include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports; and Contract, Lease, and Agreement Records. **Minimum retention: (a) Records requiring engineering stamps, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other records, 2 years.**

(10) **Street Surface Maintenance Records:** Series documents routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Records may include reports, summaries, and related documentation. **Minimum retention: 3 years after annual audit report issued.**

(11) **Streetlight Inventory Records:** Series documents inventory records of all streetlights in the city. Records may include purchase and installation documentation, notes, and related documentation. **Minimum retention: Until superseded or obsolete.**

(12) **Streetlight Maintenance and Repair Records:** Series documents maintenance and repairs on city streetlights. Records may include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. SEE ALSO: Activity Reports. **Minimum retention: 3 years after annual audit report issued.**

(13) **Streetlight Request and Survey Records:** Series documents requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Records may include request forms, surveys, reports, and related documentation. **Minimum retention: 2 years after last action.**

(14) **Traffic Accident Analysis Records:** Series documents the study of traffic accidents in the city. Records may include various statistical data on accidents related to fixed objects, parked automobiles, complicated intersections, bridges, pedestrians, city streets/state highways, and other factors. SEE ALSO: Survey Field Records. **Minimum retention: (a) Reports and summaries, 10 years; (b) All other records, 5 years.**

(15) **Traffic Control Equipment Inventory Records:** Series documents the location, type, and use of traffic equipment in the city. **Minimum retention: 2 years after superseded or obsolete.**

(16) **Traffic Control Equipment Maintenance and Repair Records:** Series documents maintenance and repair of traffic signals and signs in the city. Records may include reports, summaries, and related documentation. **Minimum retention: (a) Traffic signal records, 2 years after equipment permanently removed from service; (b) Traffic sign records, 2 years.**

(17) **Traffic Research and Study Records:** Series documents data gathering and analysis concerning traffic patterns, speed, direction, and other topics. Records may include information on vehicles, bicycles, and pedestrians for a given location and period of time, machine and manual traffic counts,

reports, summaries, and related documentation. SEE ALSO: City Improvement Administrative and Financial Records; and Engineering Project Technical Records. **Minimum retention: (a) Reports and summaries, 10 years; (b) All other records, until information is summarized or obsolete.**

(18) **Transit System Records:** Series documents the location of transit system routes, stops, stations, and crossings in the city. Records may include reports, traffic surveys, decision statements, notifications to affected property owners, and other records related to city review and approval or denial of individual stops or crossings proposed by a transit district. SEE ALSO: Meeting Records, Boards, Commissions, Committees, and Governing Bodies. **Minimum retention: (a) Review records, 2 years after denied or approved and stop or crossing removed; (b) Transit system maps, until superseded or obsolete.**

(19) **Truck Route Records:** Series documents the designation of truck routes for transporting goods within and through the city. Records may include reports, maps, studies, and related documentation. **Minimum retention: 2 years after superseded or obsolete.**

166-200-0505

Risk Management Records

(1) **City Vehicle Accident Records:** Series documents accidents involving city vehicles. Records may include dispatch reports, motor vehicle accident reports, photographs, and related documentation. **Minimum retention: (a) If litigated, see Civil and Criminal Case Files in the Legal section for retention; (b) If not litigated, 10 years.**

Commented [A58]: Changed to 10 years since that's the outside limit in which a claim can be raised in court.

(2) **Contractor Liability Insurance Verification Records:** Series documents letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. **Minimum retention: 10 years after substantial completion [as defined by ORS 12.135].**

Commented [A59]: Changed to the 10 year retention for all records in this series, which is the time frame within which a claim can be brought (especially in instances where there are certificates of completion)

(3) **Contractor Performance and Surety Bond Records:** Series documents the posting of performance guarantees or surety bonds by contractors performing work for the city, or residents for situations involving code violation correction assurances. Records may include letters, certificates, copies of bonds, checks, and related documentation. **Minimum retention: (a) If related to city improvement project, 10 years after substantial completion [as defined by ORS 12.135]; (b) All other bond records, 6 years after expiration.**

(4) **Employee Bond Records:** Series documents the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. **Minimum retention: 6 years after expiration.**

(5) **Hazard Communications Program Records:** Series documents city participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). Records may include plans, reports, and material safety data sheets (MSDS). **Minimum retention: 30 years after superseded or obsolete.**

Commented [A60]: Changed from 75 to 30 years after superseded or obsolete as related OSHA records are only 30 years and it was suggested to shorten the retention to align on all relevant schedules. RAC discussed and agreed.

(6) **Injury Reports, Public Use:** Series documents injuries sustained by non-employees on city property such as parks, swimming pools, libraries, and senior centers. **Minimum retention: (a) If claim filed, see Liability Claim Records in this section for retention; (b) If no claim filed, 3 years.**

(7) **Insurance Policy Records:** Series documents the terms and conditions of insurance policies between the city and insurers. Records may include policies, endorsements, rate change notices, agent of record, and related documentation. **Minimum retention: (a) Group employee health and life, property, and liability insurance, 75 years after expiration if no claims pending; (b) All other insurance records, 6 years after expiration if no claims pending.**

(8) **Liability Claim Records:** Series documents various types of liability claims filed against the city for personal injury, property damage, motor vehicle accident, false arrest, and others. Records may include reports, photographs, summaries, reviews, notices, audio and video recordings, transcriptions of recorded statements, memoranda, and related documentation. SEE ALSO: Civil and Criminal Case Files. **Minimum retention: (a) If action taken, 10 years after case closed, dismissed, or date of last action; (b) If no action taken, 10 years.**

(9) **Liability Waiver Records:** Series documents the release of the city from liability related to various activities that include citizen involvement including participating in city sponsored activities. **Minimum retention: 3 years.**

(10) **Mitigation Program Records:** Series documents the establishment and maintenance of the city mitigation program, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of city facilities, project reports, hazard mitigation grant records, and related documentation. **Minimum retention: (a) Adopted plans, permanent; (b) All other records, for the life of the structure.**

(11) **Occupational Injury and Illness Records:** Series documents occupational injuries and illnesses as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). Records may include OR-OSHA logs and summaries, claims summary reports, status reports, financial reports, and related documentation. SEE ALSO: Workers' Compensation Claim Records; and Employee Medical Records. **Minimum retention: 6 years.**

(12) **Property Damage Records:** Series documents damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Records may include reports, photographs, and related documentation. SEE ALSO: Incident Case Files for related vandalism records; and Flood Plain Permit Records. **Minimum retention: (a) If litigated, see Civil and Criminal Case Files in the Legal section for retention; (b) If not litigated, 10 years after date of last action.**

(13) **Risk Factor Evaluation Records:** Series documents the assessment of various risk factors for a city. Records may include surveys, safety audit and inspection reports, real property reports, policy manuals, insurance coverage analyses, and related documentation. **Minimum retention: (a) Records documenting the formation or change of policy, permanent; (b) All other records, 5 years.**

(14) **Safety Program Records:** Series documents the city's program to promote a safe work environment for its employees. Records may include safety policies, plans and procedures, workplace safety committee records (including minutes, exhibits, and agendas), reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation. **Minimum retention: (a)**

Commented [A61]: Changed to 10 years as that's the outside limit in which a claim can be raised in court

Commented [A62]: Changed to 10 years as that is the outside limit in which a claim can be raised in court

Commented [A63]: Series previously called Risk Survey and Inspection Records.

Safety policies, plans, and procedures, 5 years after superseded; (b) Inspection reports, evaluations, and recommendations, 10 years; (c) All other records, 3 years.

(15) **Workers' Compensation Claim Records:** Series documents the processing of individual employee claims of job-related injuries or illnesses. Records may include claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium documentation, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related documentation. **Minimum retention: (a) Records describing injuries and illnesses and the related subsequent medical condition of the employee, see Employee Medical Records in the Personnel section; (b) All other records, 6 years after claim closed or final action.**