

Oregon Watershed Enhancement Board
Records Retention Schedule 2021-0001
Effective Date: July 2021
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Oregon State Archives Records Retention Schedule

Effective Date: July 2021

Organizational Placement:

Schedule Number: 2021-0001

Agency: Oregon Watershed Enhancement Board

Division: Director's Office

Program: Director's Office

Program Description:

The Director's Office is staffed by the Executive Director, the Executive Assistant, and policy staff. The Director's Office coordinates board activities, oversees interactions with state and federal agencies, and is the primary contact with legislators, other elected officials, and the media. The Director's Office is also responsible for the development of the agency's budget, and works closely with the board, the Governor's Office, and the Legislature to adopt and implement a budget each biennium.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Boards and Commissions (OAR 166-350-0005)

Correspondence

Legislative Tracking Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases:

None

Oregon State Archives
Records Retention Schedule

Effective Date: July 2021

Organizational Placement:

Schedule Number: 2021-0001

Agency: Oregon Watershed Enhancement Board

Division: Business Operations

Program: Business Operations

Program Description:

The Business Operations program includes two groups. The Administrative Services group provides programmatic grant support as well as general administrative services to all agency staff, grantees, OWEB stakeholders, and responds to public requests. The Program also includes the Fiscal Services group that processes all payments, reviews contracts, trains grantees on fiscal administration, develops and executes the agency budget, and is the primary contact on state and federal audit and fiscal related issues. The Business Operations group also provides computer hardware and software support for the agency.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases:

OWEB Grant Management System

Oregon State Archives Records Retention Schedule

Effective Date: July 2021

Organizational Placement

Schedule Number: 2021-0001

Agency: Oregon Watershed Enhancement Board
Division: Grant Management
Program: Grants

Program Description:

OWEB's Grant Management Program has primary responsibility for soliciting, reviewing, awarding, and managing grants with local partners. The Grant Management Program oversees grants for restoration, technical assistance, monitoring, assessments, outreach, water acquisitions, and local capacity for watershed restoration. The program operates within the board's Long Term Investment Strategy, managing investments through open solicitation, focused investments, monitoring and capacity.

Program Records:

001 OWEB Grant Management Project Records

Retain project name, grantee name, description, award amount and location data for 10 years after OWEB's interest in the project concludes, destroy

002 Grant Application Metrics Records

Retain for 10 years after Federal reporting requirements fulfilled, destroy

003 Oregon Watershed Restoration Inventory Records

Retain for 75 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases:

OWEB Grant Management System
Oregon Watershed Restoration Inventory

Oregon State Archives
Records Retention Schedule

Effective Date: July 2021

Organizational Placement:

Schedule Number: 2021-0001

Agency: Oregon Watershed Enhancement Board

Division: Grant Management

Program: Land Acquisition

Program Description:

Section 4(b)(2) of Article XV of the Oregon Constitution and ORS 541.956 specify that the Oregon Watershed Enhancement Board (OWEB) may fund projects involving the purchase of interests in land from willing sellers for the purpose of maintaining or restoring watersheds and habitat for native fish or wildlife. OWEB maintains records for each land acquisition grant. The records may include original versions of conservation easements held by OWEB and other perpetual real property agreements to which OWEB is a party.

Program Records:

004 Real Property Agreements

(a) Retain original agreements and amendments permanently, transfer to State Archives annually

(b) Retain additional copy for 10 years after OWEB's interest in the property concludes, destroy

005 Grant Application, Evaluation, and Agreement Records

Retain 10 years after OWEB's interest in the property concludes, destroy

006 Land Acquisition Records (other than grant materials or real property agreements)

Retain 10 years after OWEB's interest in the property concludes, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases:

OWEB Grant Management System

Oregon State Archives
Records Retention Schedule

Effective Date: July 2021

Organizational Placement:

Schedule Number: 2021-0001

Agency: Oregon Watershed Enhancement Board

Division: Grant Management

Program: Water Acquisition

Program Description:

Section 4(b)(2) of Article XV of the Oregon Constitution and ORS 541.956 specify that the Oregon Watershed Enhancement Board (OWEB) may fund projects involving the purchase of interests in water from willing sellers for the purpose of maintaining or restoring watersheds and habitat for native fish or wildlife. OWEB maintains records for each water acquisition grant. The records may include copies of records held for legally protected instream flow transactions regulated by Oregon Water Resources Department as well as documents associated with contractually protected instream flow.

Program Records:

007 Water Use Agreements (OAR 695-046-0020)

Retain for five (5) years after the end date of the agreement, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases:

OWEB Grant Management System

Oregon State Archives
Records Retention Schedule

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Agency: Oregon Watershed Enhancement Board

Division: Technical Services

Program: Technical Services

Program Description:

OWEB's Technical Services Program has primary responsibility for monitoring results of funded projects; collaborating with state, federal, tribal, and local monitoring efforts; tracking and reporting performance; maintaining databases; overseeing database functions in support of all agency programs; establishing data and information management systems; and distributing data and information. The Technical Services Program also leads OWEB's data management and information systems efforts that enable the tracking and reporting of performance associated with OWEB's investments.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Grant Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases:

OWEB Grant Management System

Oregon Watershed Restoration Inventory