

Oregon Youth Authority

Records Retention Schedule 2026-0004

Effective Date: April 2026

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Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Administration

Program Description

The Director's Office oversees agency operations to ensure mission essential functions are being met. This includes communicating with agency executive team, agency operational teams, Governor's Office, other agency directors and executive teams, and organizing/reorganizing the agency as necessary to meet the mission critical functions. The agency director has final decision-making authority for agency actions.

Program Records

001 Controlled Form Distribution Tracking Records

Retain 6 years, destroy

002 Critical Incident Review Reports

Retain 10 years after review completed, destroy

003 Youth Grievance Appeal Responses

Retain 3 years after final response, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Audit Report Records

Financial Records (OAR 166-300-0025)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Communications Office

Program Description

The Communications Office is responsible for coordinating communications for the agency. Communications Office staff liaise with the media, answer inquiries, coordinate information requests, and write press releases and articles. The Communications Office produces department publications of general interest; takes or coordinates photographs of agency events, special occasions, and personnel; produces a variety of documents and graphics for reports and presentations; and manages the agency's social media campaign.

Program Records

004 Agency Award Records

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive
OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Diversity, Equity, and Inclusion

Program Description

The Diversity, Equity, and Inclusion (DEI) program is responsible for providing specialized systemic oversight and guidance to achieve equitable programming and improved outcomes for youth of color and all marginalized identities. Program staff provide strategic equity and diversity planning, engagement, and coordination to ensure an equity lens is embedded within all agency work. Program staff also work collaboratively with others to diversify the agency's workforce.

Program Records

005 Diversity, Equity, and Inclusion Plans

Retain 3 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive
OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Internal Auditing

Program Description

Internal Auditing for the Oregon Youth Authority completes performance, financial, and information technology audits of agencywide programs and contracts for the purpose of determining effectiveness, efficiency, and compliance to statutes, rules, policies, and procedures. Internal Audit also conducts fraud investigations and consulting engagements. Audit reports, which may include recommendations for improvement, are prepared by the internal auditor and may result in policy decisions. The reports are supplied to the agency director.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Audit Report Records

Systems of Record

Agency Shared Drive

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Interstate Compact for Juveniles

Program Description

The Interstate Compact for Juveniles (ICJ) is an agreement among states that governs the movement and supervision of adjudicated youth across jurisdictions. ICJ provides the structure and framework for the return of youth who have run away or absconded across state boundaries. Fundamental to ICJ is the prevention of crime and protection of the public. The compact is intended to ensure that adjudicated juveniles are provided supervision and services, public safety interests are addressed, victims of youth are protected and youth movement is coordinated between the participating states.

County and Oregon Youth Authority (OYA) staff provide home evaluation of potential resources for youth being placed in Oregon. If approved, OYA and juvenile departments provide supervision for the interstate transfer and coordinate correspondence and case management services with the sending state. These staff also provide for safe transport of ICJ youth. All referrals are coordinated centrally by the OYA Office of Juvenile Interstate Compact.

Program Records

006 Interstate Compact Case Files

Retain 2 years after case file closes, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guideline and Manual Records

Strategic Planning Records

Systems of Record

Agency Shared Drive

UNITY (ICJ database)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Prison Rape Elimination Act (PREA) Coordination

Program Description

The PREA Coordination program oversees the agency's plan for zero tolerance of youth sexual abuse and sexual harassment. Staff develop, implement, and oversee the program in compliance with the federal Prison Rape Elimination Act of 2003. Staff also coordinate federal audits of the standards at each close-custody facility.

Program Records

007 Prison Rape Elimination Act Auditor Final Reports

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Systems of Record

ADMINISTRATIVE INVESTIGATIONS MANAGEMENT (AIM)

BENCHMARK

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

ONLINE AUDIT SYSTEM

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Process Improvement Coordination

Program Description

The Process Improvement program focuses the agency on data-driven decision making, continuous process improvement, and purposeful strategic planning. It is designed to identify and mitigate high-risk areas, recognize staff expertise, improve the quality of agency operations and service delivery, and improve customer and staff satisfaction.

Program Records

008 Annual Performance Progress Report

Transfer one copy to Oregon State Library, retain in-house copy 10 years, destroy

009 OYA Performance Management System Records

Retain 5 years, destroy

010 Performance-based Standards (PbS) Information Files

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Professional Standards Office

Program Description

The Professional Standards Office (PSO) receives, investigates, tracks, and analyzes complaints and allegations of youth abuse or civil rights violations. It assists with training efforts to support youth safety and analyzes complaints/allegations to identify trends that require additional training or agency response. PSO also is the agency liaison with the Oregon State Police.

Program Records

011 Administrative Investigation Reports

Retain 20 years after investigation, destroy

012 Incoming Complaints

Retain 20 years after employee separation, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

ADMINISTRATIVE INVESTIGATIONS MANAGEMENT (AIM)

Agency Shared Drive

BENCHMARK

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Public Policy and Government Relations

Program Description

The Public Policy and Government Relations program oversees the agency's legislative and stakeholder activities, records management, risk, and legal issues. Program staff track all Oregon legislation and organize agency actions during legislative session; work with the Attorney General's office to respond to subpoenas, court orders, and litigation against the agency; collaborate in managing Oregon Youth Authority's Information Security Incident Response Plan; and serve as the Risk Management coordinators, responding to tort claims.

Program Records

013 Expunged Youth Records

- (a) In cases where expunction is accomplished by destruction, destroy
- (b) In cases where expunction is accomplished by sealing, retain 75 years or according to the directive of the court, destroy
- (c) Retain expunction orders 75 years or according to the directive of the court, destroy

Note: In cases where expunction is accomplished by redaction, retain according to the retention schedule for the associated records in which the redaction was made.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Risk Management Records (OAR 166-300-0045)

Systems of Record

Agency Shared Drive
BILLTRACKER
JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)
OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

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Agency: Oregon Youth Authority
Division: Director's Office
Program: Reception

Program Description

Reception answers the agency's main phone number and in-person inquiries. Reception supplies general information regarding the agency to the public by phone. Reception also provides administrative support for the agency's Central Office.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Research and Evaluation

Program Description

The Research and Evaluation program's purpose is to improve outcomes for youth committed to Oregon Youth Authority and their communities by disseminating relevant data, research, and recommendations that inform decisions, promote transparency, and advance the agency's mission. The Research unit values work grounded in best practices, fueled by collaboration, and refined through critical review.

Program Records

014 Employee Survey Records

Retain 1 year, destroy

015 Program Evaluation Research Records

Retain 10 years, destroy

016 Published Oregon Youth Authority Research Reports

Transfer one copy to Oregon State Library, retain in-house copy 15 years, destroy

017 Statistical Analysis on Youth Populations Records

Retain 10 years, destroy

018 Youth Bio-psychosocial Survey Records (Ended 12/31/2024)

Retain 1 year, destroy

019 Youth Survey Worksheets

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Director's Office
Program: Rules and Policy Coordination

Program Description

The Rules and Policy program coordinates the development, review, and repeal of agency administrative rules and policies. Program staff coordinate and assist in the development of rules, manage the Secretary of State administrative rule filing process, conducts public comment hearings, and maintains agency rule records. The program also develops and produces agency policy manuals, and leads/participates in various agency committees, workgroups, and projects.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive
JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)
OREGON ADMIN RULES DB
OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

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Agency: Oregon Youth Authority
Division: Business Services
Program: Accounting

Program Description

The Accounting program maintains accounting records and prepares payroll for submission to the Department of Administrative Services. Additionally, this section processes Youth Trust Fund transactions and implements the agency's cost allocation plan.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

STATEWIDE FINANCIAL MANAGEMENT SYSTEM (SFMS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Program: Administration

Program Description

Business Service Administration directs the overall fiscal, technical and information services, personnel, and business management of the agency. It has a central role in the fiscal oversight of the agency, the development of the agency's budget, and the provision of administrative policies.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Information Systems Records (OAR 166-300-0030)
Payroll Records (OAR 166-300-0035)
Personnel Records (OAR 166-300-0040)
Risk Management Records (OAR 166-300-0045)

Systems of Record

Agency Shared Drive
JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)
OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Business Services

Program: Budget and Contracts

Program Description

The Budget and Contracts section prepares the agency's budget and assists the agency with the purchase of all commodities and services. Program staff monitor agency compliance with state and federal regulations in competitive contractor selection and contracting. Budget and Contracts also maintains the original file for most agency contracts, enters contract payment data, and maintains contractor insurance information.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

OregonBuys

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Business Services

Program: Human Resources

Program Description

The Human Resources section administers all agency personnel matters. This section is responsible for human records documenting resources management functions, including affirmative action, equal opportunity, collective bargaining agreements, safety/wellness, and workers compensation.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS)

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

LAW ENFORCEMENT DATA SYSTEM (LEDS)

OYANet (SharePoint)

Workday

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Section: Information Services
Program: Administration

Program Description

Information Services oversees, secures, and maintains the agency's information technology infrastructure, applications, and Juvenile Justice Information System (JJIS) in support of Oregon Youth Authority and Oregon counties' juvenile justice data and research information.

Program Records

- 020 Juvenile Justice Information System Program Evaluation Records**
Retain 5 years, destroy
- 021 Juvenile Justice Information System Steering Committee Minutes**
Retain 4 years after system implementation, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Information Systems Records (OAR 166-300-0030)
- Personnel Records (OAR 166-300-0040)

Systems of Record

- Agency Shared Drive
- JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Section: Information Systems
Program: Business Intelligence Group

Program Description

The Business Intelligence Group program creates Oregon Youth Authority, county-specific and statewide reports such as the Juvenile Recidivism Report, county detention admissions, length of stay, and disposition of youth and referrals which are used for program evaluation and to track key performance measures.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

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Agency: Oregon Youth Authority
Division: Business Services
Section: Information Systems
Program: Information Systems Development

Program Description

The Information Systems Development program manages the design, development, implementation, and maintenance of the Juvenile Justice Information System (JJIS).

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Section: Information Systems
Program: Juvenile Justice Information System (JJIS) Business Integration & Training Team

Program Description

The JJIS Business Integration & Training program is responsible for enhancing juvenile justice practices by providing JJIS business analysis, customized tools, and learning opportunities for Oregon Youth Authority, county juvenile departments, and external partners.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Section: Information Systems
Program: Network and Operations

Program Description

The Network and Operations program provides advice and leadership in the planning, development, coordination, and implementation of the Oregon Youth Authority's telecommunication and Juvenile Justice Information System (JJIS) network.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Business Services
Program: Physical Plant Operations

Program Description

Physical Plant Operations provides custodial service for Oregon Youth Authority facilities. The program maintains the grounds and building structures in accordance with applicable building codes, and also maintains building systems including electrical; plumbing; and heating, ventilation, and air conditioning (HVAC) systems. The program also manages the agency vehicle fleet.

Program Records

022 Vehicle Mileage Logs

Retain 4 years, destroy

023 Water System Records

Retain 13 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Facilities/Property Records (OAR 166-300-0020)

Systems of Record

Agency Shared Drive

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Community Services

Program: Administration

Program Description

Community Services Administration directs the overall operations of the Oregon Youth Authority Parole and Probation field offices in all of Oregon's 36 counties. Community Services programs provide public safety, youth accountability and reformation through partnerships and using best practices. This section also oversees victim service coordination.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE

INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Community Services

Program: Community Resources

Program Description

Community Resources ensures youth have safe, effective community placements by providing a consistent oversight system of residential programs, facilitating ongoing communication and support between agency staff and partners, and adjusting youth resources based on need.

Program Records

024 Provider Application Files

Retain 6 years after provider agreement terminated, destroy

025 Provider Forum Committee Records

Retain 6 years, destroy

026 Residential Program Evaluation Records

(a) Retain reports 5 years, destroy

(b) Retain supporting documents 2 years, destroy

027 Residential Program Files

Retain 6 years, destroy

028 Residential Program Youth Service Surveys

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE

INFORMATION SYSTEM (JJIS) LAW ENFORCEMENT DATA SYSTEM (LEDS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Community Services

Program: Parole and Probation

Program Description

The Parole and Probation program provides consistent, overarching case management for youth, focusing on protecting the public by reducing the risk of future delinquent behavior. Case management consists of supervision by juvenile parole and probation officers supported by a graduated series of community-based services. Community Services programs provide public safety, youth accountability and reformation through partnerships and using best practices.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Community Services
Program: Residential Treatment/Foster Care

Program Description

Residential Treatment/Foster Care oversees services provided by public and private sector residential treatment programs and foster parents across the state. These programs mitigate risk to the community by providing supervised living environments. Residential and foster care services address youth behavioral issues and support youth until they are able to live with family or independently.

The program has certifiers who recruit and train residential program staff and foster parents. Certifiers provide ongoing monitoring of these entities to ensure compliance with their Oregon Youth Authority contracts.

Program Records

029 Criminal History Check Records (Foster Care Program)

Retain 5 years, destroy

030 Foster Care Contested Hearing Records

Retain 7 years after hearing case closed, destroy

031 Foster Home Certification Records

Retain 7 years after home closure or denial, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

LAW ENFORCEMENT DATA SYSTEM (LEDS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Community Services

Program: Youth Benefits Access

Program Description

The Youth Benefits Access Team (YBAT) collaborates with agency staff and stakeholders to coordinate health care and social security benefits that aid the care of eligible youth. YBAT consists of two primary programs that function to establish unobstructed access to benefits for youth in Oregon Youth Authority custody and reimburse the State of Oregon for care services: Medical and Social Security.

Program Records

032 Child Support Case Files (Ended 1/1/2022)

Retain 5 years after youth's 21st birthday, destroy

033 Youth Social Security Benefits Application Files

Retain 3 years after last service, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE

INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Development Services
Program: Administration

Program Description

Development Services Administration focuses on ensuring youth have the full range of services and supports they need to develop into productive, crime-free adults, and that staff have the tools they need to be most effective. To do that, the department provides technical assistance and implementation support, consultation and project management, evidence-based tools, program and curriculum development and training. Their approach is grounded in the developmental model and strives to be person-centered, collaborative and visionary.

Program Records

034 Statewide Multidisciplinary Assistance Committee Records

Retain 6 years, destroy

035 Treatment Curriculum Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS) LAW ENFORCEMENT DATA SYSTEM (LEDS)

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Development Services
Program: Office of Inclusion and Intercultural Relations

Program Description

The Office of Inclusion and Intercultural Relations (OIIR) provides leadership, advocacy, and guiding principles to assist in addressing the complex issues of a culturally and ethnically diverse agency. In addition, OIIR assists youth from marginalized communities leaving youth correctional facilities and reintegrating back to their communities; and coordinates culturally specific and multi-cultural support groups for youth.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive
JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)
OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority (OYA)

Division: Development Services

Program: OYA Training Academy

Program Description

The Oregon Youth Authority (OYA) Training Academy is responsible for providing on-going training and professional development opportunities both in the classroom and online. Those eligible for training include OYA employees, contractors, volunteers, and foster parents.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

WORKDAY LEARNING

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority

Division: Development Services

Program: Treatment Services

Program Description

The Treatment Services program guides development and implementation of youth services for mental and behavioral health issues, sexually harming behavior, fire-setting behavior, and substance use disorders; provides technical assistance and advocacy to obtain community and acute care services. The program provides clinical oversight and consultation on individual youth cases, group treatment curricula, specialized and targeted treatment services, and program development.

Program Records

036 Curriculum Development Records

Retain 3 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Agency Training and Presentation Records

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Program: Administration

Program Description

The Administration section of Facility Services directs the overall operations of Oregon Youth Authority (OYA) youth correctional facilities and transition facilities. Administration provides oversight of OYA's Fundamental Practices for OYA Living Units, which provide a clear direction on how the basics of everyday work can best support a Positive Human Development environment for youth in OYA close custody. The section also oversees volunteer services, youth conflict resolution program, nutrition services, recreation services, youth case file archiving, and performance-based standards monitoring.

Program Records

037 Youth Case Files (Facility File and Medical File)

Retain 75 years after youth terminates from OYA or Department of Corrections (DOC) youth separates from OYA, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Administration

Program Description

Youth Correctional Facilities and Transition Facilities provide public safety, accountability, and reformation opportunities to youth who are committed to Oregon Youth Authority close custody. Secure facilities provide security, accountability, and behavioral treatment designed to meet the individual needs of youth, while protecting the public. Transition facilities provide a bridge between the secure facilities and community placement to continue youth reformation, education, and the opportunities to work in the community.

The facility administration provides overall leadership and direction for the daily operations of the facility. Facility administration includes: Superintendent/Camp director's office, program director's office(s), human resources, payroll and accounting/business office.

Program Records

038 Administrative Incident Review Reports

Retain 10 years after incident reviewed, destroy

039 Youth Grievance Records

Retain 3 years after final response, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE
INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Campus Security Services

Program Description

The Campus Security Services program is responsible for youth, staff, and property safety and security. The program conducts security checks of the buildings, roads and youth. It monitors fire alarms, cameras and emergency duress alarms. Some programs also maintain the radios and a central radio dispatcher. Campus Support Services operates the switchboard and all off campus communication including the Law Enforcement Data System (LEDS). It also coordinates the transport of youth and all off-campus trips. The program is responsible for all staff keys, campus security fleet, release of youth, inspection of the physical plant, monitoring of campus foot traffic, contraband/evidence control, and emergency incident notifications.

Program Records

040 Contraband and Evidence Control and Disposition Records

- (a) Retain cases involving crimes with no statute of limitations 75 years after case closed, destroy
- (b) Retain all other criminal cases 1 year after statute of limitations expires, destroy
- (c) Retain non-criminal cases two years, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS) JUVENILE JUSTICE

INFORMATION SYSTEM (JJIS) LAW ENFORCEMENT DATA SYSTEM (LEDS)

Workday

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Food Service

Program Description

The Food Service program provides nutritional meals to youth. The program also provides special needs meals due to religious, medical and personal requirements. Some programs are responsible for the delivery of food to the living units and may cater events held on the campus. Additionally, the program provides work experience to youth and evaluates their performance.

Program Records

- 041 Food Inventories**
Retain 3 years, destroy
- 042 Menus and Production Notes**
Retain 5 years, destroy
- 043 Special Menu Changes**
Retain 5 years, destroy
- 044 USDA Meal Count Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Living Units

Program Description

The Living Units in the facilities provide a secure, developmental environment for youth with the intention of rehabilitation. The program provides 24-hour secure custody and specific treatment plans for youth. The living units also provide recreational activities, oversight, educational plans, work plans, administration of prescription medications, and cultural and religious services.

Program Records

045 Certified Alcohol, Tobacco & Drug Treatment Files

Retain 7 years, destroy

046 Daily Living Unit Grade Records

Retain 6 months, destroy

047 General Room Check Records

Retain 6 months, destroy

048 Isolation Room Check Records

Retain 75 years after youth terminates from OYA or Department of Corrections (DOC) youth separates from OYA, destroy

049 Living Unit Daily Logs

Retain 10 years, destroy

050 Treatment Assignments

Retain until youth terminates from OYA, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Maintenance

Program Description

The Maintenance program of the Youth Correctional Facilities and Transition Facilities serves several related functions. The program makes needed repairs to facilities and equipment; does routine maintenance of equipment and facilities, and remodeling jobs; and provides work experience to youth by involving them in facility maintenance. The program is also responsible for mitigating risk of environmental hazards employees and youth may be exposed to (e.g., lead in water and paint).

Program Records

051 Youth Hazard Exposure Records

Transfer to Youth's Medical File

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Facilities/Property Records (OAR 166-300-0020)
Risk Management Records (OAR 166-300-0045)

Systems of Record

Agency Shared Drive
EPIC (ELECTRONIC MEDICAL RECORDS)
JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Records Department

Program Description

The Records program for the Youth Correctional Facilities and Transition Facilities is responsible for maintaining the youth's records (case files) for the facility. The program performs data processing, youth tracking, records management, youth intake and clerical support for other programs.

Program Records

052 Terminated Youth Card File/Tracking Logs [Ended 1998]

Retain until entered into electronic tracking system, destroy

053 Youth Case File Transfer and Delivery Tracking Logs

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

FileMaker Pro

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Recreation

Program Description

The Recreation Program facilitates youth physical activities at youth correctional facilities and transition facilities to promote the physical well-being of the youth. The Recreation program selects, stores, orders and issues equipment and supplies used in recreational activities.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Warehouse/Supplies Department

Program Description

The Central Warehouse located at MaLaren Youth Correctional Facility is responsible for the acquisition and distribution of goods to the Oregon Youth Authority facilities and parolees.

The Warehouse/Supplies department at each facility is responsible for the acquisition and distribution of goods to the units within the facility.

Program Records

054 Youth Property Inventory Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

OYANet (SharePoint)

Oregon State Archives
Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Facility Services
Section: Youth Correctional Facilities and Transition Facilities
Program: Youth Work/Vocational Programs

Program Description

Youth Work/Vocational Programs provide youth the opportunity to understand business, develop employable knowledge, skills, and abilities while increasing their pride and self-esteem. Youth may make a variety of products while participating in vocational education and work skills programs to gain experience in a trade or business practice. Youth may earn a stipend while participating in a work/vocational training program. Stipends may be used to pay a youth's restitution or child support, or assist in their transition into the community.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Health Services
Program: Administration

Program Description

Health Services Administration is responsible for the acquisition and delivery of health care services to youth who reside in Oregon Youth Authority close-custody facilities. Health care services include physical health, pharmaceutical, psychiatric, dental, and nursing.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS)

EPIC (ELECTONIC MEDICAL RECORDS)

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS) LAW ENFORCEMENT DATA SYSTEM (LEDS)

Sapphire (Medication Administration software)

Oregon State Archives

Records Retention Schedule

Effective: April 2026

Schedule Number: 2026-0004

Agency: Oregon Youth Authority
Division: Health Services
Program: Medical Services

Program Description

The Medical Services program of the Youth Correctional Facility provides ongoing medical care (psychiatric, dental, emergency and primary) to youth in Oregon Youth Authority (OYA) close-custody facilities. The psychiatric section evaluates clients and oversees therapeutic care (psychotherapy and medication). The dental section is responsible for routine examinations and emergency care. The primary care section conducts screenings for disease and examination. The program also conducts training sessions with youth and staff.

Program Records

055 Controlled Medication Count Sheets (YA 4421)

Retain 3 years, destroy

056 Controlled Medication Destruction Logs

Retain 3 years, destroy

057 Controlled Medication Tracking Logs (YA 4423)

Retain 5 years, destroy

058 Department Appointment Reports

Retain 1 year, destroy

059 Youth HIV Files

Retain 75 years after youth terminates from OYA or Department of Corrections (DOC) youth separates from OYA, destroy

060 Youth Psychological Assessment Records

Retain until after youth's 33rd birthdate, destroy

061 Youth Psychological Evaluations

Retain 75 years after youth terminates from OYA or Department of Corrections (DOC) youth separates from OYA, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Agency Shared Drive

DHS INTEGRATED INFORMATION SYSTEM (IIS)

EPIC (ELECTRONIC MEDICAL RECORDS)

JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)

Sapphire (Medication Administration software)