

Department of Agriculture
Records Retention Schedule 2016-0009
Effective Date: October 2017
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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)

Schedule number: 2016-0009

Program Description:

The Oregon Department of Agriculture is responsible for ensuring the food safety, protecting the consumer, protecting the natural resources to ensure present and future generations of farmers and ranchers are able to function and promote economic development while expanding markets for Oregon agricultural products. Established in 1931, the Department provides leadership, service and regulatory functions to food production and processing operators. The Department is comprised of five program areas.

The Director, appointed by the Governor and confirmed by the Senate, and management staff are responsible for providing leadership and direction to the agency's activities and actions. The Director is responsible for administering a state agency that serves the entire agribusiness sector from producer to consumer, overseeing a variety of functions that involve service, leadership, regulatory and marketing activities, as well as long range planning duties to develop and promote Oregon's agricultural resources. The Director provides direction to the Department, with policy direction from the State Board of Agriculture.

Under the Director, agency management and staff are responsible for implementing the policies of the State Board of Agriculture; administering the internal and external planning and initiatives of the Department working toward and encouraging long range planning to develop and promote agriculture resources in the state; tracking, monitoring, and developing legislation; acting as liaison to the governor and Legislative Assembly; and making numerous public appearances and presentations representing Oregon agriculture to consumer and industry groups nationally and internationally. The Director serves as an ex-officio member on multiple agricultural commodity commissions; and provides guidance and direction to soil and water conservation districts in Oregon.

Program Records

- 001 Director's Speeches, 1987 - [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives after Director's separation
- 002 Oregon Salmon Fisher Finance Advisory Group Records**
Retain 6 years, destroy
- 003 Oregon Salmon Fisher Financial Assistance Application Records**
 - (a) Retain approved applicant records 6 years, destroy
 - (b) Retain rejected applicant records 3 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Legislative Tracking Records

Correspondence

Mailing Lists

Policy Development and Planning Records

Scheduling Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Administration
Program: State Board of Agriculture

Schedule number: 2016-0009

Program Description:

The State Board of Agriculture is responsible for policy direction to the Oregon Department of Agriculture relating to the agribusiness industry and agricultural resources. The Department's Director provides direction to the agency, subject to policy direction by the Board. The Board, consisting of nine members appointed by the Governor for four-year terms, meets on a quarterly basis. Seven of the members must be actively engaged in the production of agricultural commodities and two represent consumer interests. The Dean of Agriculture for Oregon State University is an ex-officio member of the Board, as is the Chair of the Soil & Water Conservation Commission. The Director of the Oregon Department of Agriculture serves as the Secretary and ex-officio member of the Board.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Legislative Tracking Records
Mailing Lists
Policy Development and Planning Records
Scheduling Records

Board and Commission Records (OAR 166-350-0010)

Board and Commission Formation and Organizational Records
Board and Commission Meeting Minutes
Board and Commission Member Records
Reports and Studies

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Program: Farm Mediation and Dispute Resolution

Schedule number: 2016-0009

Program Description:

The Farm Mediation and Dispute Resolution program coordinates mediation and dispute resolution services to private party conflicts where one or more of the disputants are agricultural producers, in an effort to resolve their disagreements without going to court. ODA coordinates disputes related to activities and agricultural issues under the jurisdiction of the agency. Mediations are conducted by private, professional mediators under contract with the Department. ODA conducts training for the mediators. Prior to 1997, the program operated under agreement with the U.S. Department of Agriculture (USDA) and received federal grant funding to support the program. As a condition of the agreement, the program submitted reports to the USDA about program activity and expenditures. Currently, the program is supported by fees paid by participants and State General Fund.

Program Records

004 Mediation Program Records, 1989 - [ongoing] 2.00 c.f.

- (a) Retain program formation and history records, and annual and biennial reports permanently, transfer to State Archives after program ends
- (b) Retain case records 5 years
- (c) Retain case tracking records until program ends, destroy
- (d) Retain all other records 5 years

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records
Correspondence
Publication Preparation Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records
Grant Records

Databases

Mediation Tracking

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Administrative Services
Program: Information Systems

Program Description:

The Information Systems (IS) program is responsible for the planning and development, maintenance, support, and protection of the Departments computer, telecommunications, and automation systems. Responsibilities include installation, performance monitoring, security and access, back-ups, scheduling, inventory management, processing orders, and diagnosing and correcting user problems. The IS program supports a variety of database systems that provide subsidiary records for agency programs. Program staff also conduct formal or informal training for users and may participate in various work groups related to information system issues.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

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

Asset Inventory Reports

Equipment and Property Disposition Records

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

Computer System Maintenance Records

Computer System Program Records

Computer System Security Records

Computer System Wiring Records

Information System Planning and Development Records

Software Management Records

User Support Records

Databases

Help Desk

ODA Wiki

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Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Administrative Services
Program: Accounting

Schedule number: 2016-0009

Program Description:

The Accounting program provides fiscal support services for the Department. Responsibilities include managing, auditing, and processing transactions for accounts receivable and payable; processing and recording daily revenue; and performing various cashiering functions ensuring compliance with applicable rules, regulations, and policies.

Program Records

- 005 Affidavit Records**
Retain 6 years, destroy
- 006 Brand Invoice Tracking Records**
Retain 6 years, destroy
- 007 Contract Veterinarian Fee Schedules**
Retain until superseded or obsolete, destroy
- 008 U.S. Census Bureau Quarterly Reports**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Signature Authorizations

Financial Records (OAR 166-300-0025)

Account Reconciliation Records
Accounts Payable Records
Accounts Receivable Records
Cash Receipt Records
Credit Card Records
Invoices
Petty Cash Fund Records
Vouchers

Payroll Records (OAR 166-300-0035)

Employee Payroll Records
Oregon State Payroll System Reports

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2008-0002

Agency: Department of Agriculture (ODA)
Division: Administrative Services
Program: Financial Services

Program Description:

The Financial Services section provides fiscal support services for the agency. The section operates pursuant to various federal, state, and agency requirements, including the Oregon Accounting Manual, and is responsible for assisting federal and state auditors. Financial Services consists of Accounts Receivable, Accounts Payable, Accounting, and Budget.

Program Records

- 009 Bankruptcy Notices**
Retain 6 years, destroy
- 010 Federal Indirect Cost Rate Proposal Records**
Retain 10 years, destroy
- 011 Returned Check/Bad Check Write-off Records**
Retain 6 years after check cashed, amount satisfied, or deemed uncollectible, destroy
- 012 U.S. Census Bureau Quarterly Reports**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but 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)**

Databases

- A/R Customer Numbers
- Accounting Module (AM)
- Datamart
- FleetCommander
- License Search Module (LSM)
- SFMS Coding Structure
- Small Purchase Order Transaction System (SPOTS)
- State Financial Management Application (SFMA)
- Telephone Information System

OREGON STATE ARCHIVES

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Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Administrative Services
Program: Licensing

Schedule number: 2016-0009

Program Description:

The Licensing program regulates individuals or companies involved in the production or selling of agricultural products for the purpose of ensuring food safety and consumer protection as well as protecting the natural resource base for present and future farmers. Approximately one hundred different agriculture licenses are required by Oregon state law, covering three broad areas: food handlers and retail establishments, measuring devices, and pesticide application and use. The Licensing program coordinates the centralized agency licensing functions, including processing new and renewed licenses, auditing license applications, issuing license certificates, and monitoring licensing activities. Several agency divisions are responsible for approving licenses and acting as the contact point for answering inquiries and providing technical assistance (see separate descriptions for those programs), but the license processing and issuance function resides with this program. The program also notifies licensees and the appropriate Department division in the case of delinquent license renewals, as well as collects penalty late fees which are processed by the Accounting program (see separate description for Accounting program).

Program Records

013 License Records

- (a) Retain approved lifetime license records 75 years, destroy
- (b) Retain approved pesticide license records 6 years after expiration, destroy
- (c) Retain all other approved license records 4 years after expiration, destroy
- (d) Retain denied, withdrawn, revoked or surrendered license applications and records 3 years, destroy

014 Licenses Issued Register

Retain 5 years, destroy

015 Licenses Renewal Register

Retain 5 years, destroy

016 Statistical Reports

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

Agriculture Licensing System (Oracle)

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Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Administrative Services
Program: Human Resources & Payroll

Schedule number: 2016-0009

Program Description:

Human Resources (HR) provides centralized management of the Department's human resources functions and services, including payroll services and employee benefits coordination. This office recruits and processes permanent, temporary, and seasonal employees (as well as student interns), provides advice and assistance to management and staff about personnel issues, processes all personnel actions for the agency, and maintains staff personnel records. This office is responsible for processing payroll information for the Department through the Oregon State Payroll System (OSPS), maintained by the Department of Administrative Services (DAS). HR also enters and updates personnel information on the Personnel and Position database (PPDB), maintained by DAS Human Resources Management Division. In addition, this office processes worker's compensation and unemployment claims, maintains the Department's workplace safety policies, and develops and administers personnel and Affirmative Action policies in coordination with agency management.

Program Records

017 Driving Records
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

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

Databases

None

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Organizational Placement

Agency: Department of Agriculture (ODA)
Program: Public Relations (Information Office)

Schedule number: 2016-0009

Program Description:

The Public Relations program provides support and assistance to Department of Agriculture administration and divisions through media relations, publications, and special projects. The office serves as a source of information for the public as well as the print and broadcast media, providing information about ODA programs and accomplishments. The Director of Communications manages the program and serves as the Department's spokesperson, as well as manages complex public issues. In addition, the role of public document liaison officer resides with this program. The program also designs and prepares written publications and interactive presentations to support the Department's various programs. Products produced include news releases, feature stories about the industry and Department, the *Agriculture Quarterly* newsletter (formerly known as the *Agri-Record*), Department web site information, and a variety of other publication materials. The program maintains a reference publications library. The program serves as the first point of contact for many of the Department's customers who seek assistance and/or make public records requests. The program also maintains the agency's social media sites.

Program Records

- 018** ***Agri-Record, 1936 – 1978 1.00 c.f.***
Retain permanently, transfer to State Archives after 10 years
- 019** ***The Agriculture Quarterly, 1979 – [ongoing] 2.00 c.f.***
Retain one copy permanently, transfer to State Archives after 10 years
- 020** ***Department Biennial Report, 1987 – [ongoing]***
 - (a) Retain final report permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 2 years after final report accepted, destroy
- 021** ***Internal Department Newsletter D.I.R.T.***
Retain 20 years, destroy
- 022** ***Oregon Agripedia (formerly Oregon Agriculture and Fisheries Annual Statistics Report), 2007 – [ongoing] .5 c.f.***
 - (a) Retain final report permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 2 years after final report accepted, destroy
- 023** ***Photographs and Slides, 1960 - [ongoing] 2.00 c.f.***
Retain until administrative need ends, destroy
- 024** ***Story of the Week, 1991 - [ongoing] 1.50 c.f.***
Retain permanently, transfer to State Archives after 10 years

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State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Press Releases

Public Records Disclosure Request Records

Publication Preparation Records

Databases

None

OREGON STATE ARCHIVES

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Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Administrative Services
Program: Contracts and Procurement

Schedule number: 2016-0009

Program Description:

The Contracts and Procurement program provides centralized tracking and processing of all purchase requests agency-wide, as well as provides several support services. The program provides management oversight for the Department's fleet of over 200 vehicles for employee use; facility management for all Department facilities statewide; statewide equipment and property inventory control and disposal; coordination of telecommunication system access, service, and assignment, including employee telecommuting activity; processing of all agency printing orders; coordination of all agency competitive bid activities; coordination of risk management activities, including safety program activity; coordination of records management activities; maintenance of supply stores; coordinating mail distribution; and processing employee IDs and access keys for the Department of Agriculture building in Salem.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling records
Contracts and Agreements
Correspondence
Key Assignment Records
Parking Records
Policy and Procedure Guidelines and Manuals
Postal Records
Security Records

Financial Records (OAR 166-300-0025)

Accounts Payable Reports
Competitive Bid Records
Invoices
Purchasing Records
Travel Expense Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures
Insurance Fund Claim Records
Safety Program Records
Vehicle Accident Records

OREGON STATE ARCHIVES
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Databases

EMPLOYEE ID LOG

KEY ASSIGNMENT LOG

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Agricultural Development and Marketing

Schedule number: 2016-0009

Program Description:

The Agriculture Development and Marketing Program assists Oregon businesses by conducting product and market development activities for high value and value-added food and agricultural products, and by connecting companies with prospective buyers worldwide. The program identifies market opportunities for Oregon agricultural producers in key domestic and international markets; assists industry sectors and companies at selected trade shows and provides advice on marketing, packaging, and promotional strategies; hosts incoming trade groups from selected markets; and conducts market research and industry development activities. In addition, the program troubleshoots for Oregon companies by working with offshore customs and inspection authorities to reduce non-tariff barriers to ease the flow of products from the state.

Expanding, retaining, and recruiting agricultural and food processing capacity in Oregon is also a function of the program. Program staff coordinates with the Oregon Economic Development Department, Oregon State University, ports, and other agencies to maximize public resources available for the private sector; assist current Oregon processors to expand and improve competitiveness; and recruit domestic and international companies to expand their food processing activities into Oregon. The program also provides technical assistance and resource information such as lists of suppliers, service providers, and buyers; reference material on Oregon's key products and markets; export requirements and referrals; funding sources such as local and federal grants; and maintains a searchable database of Oregon companies and products.

Program Records

025 Agriculture Industry Records

Retain until superseded or obsolete, destroy

026 Marketing Photographs and Slides, 1967 - [ongoing] 1.00 c.f.

(a) Retain photographs and slides documenting key markets and industry trends permanently, transfer to State Archives after 50 years

(b) Retain all other photographs and slides until administrative need ends, destroy

027 Marketing Promotion Records

Retain 5 years, destroy

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Edition: 10/2017

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Policy Development and Planning Records

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Purchasing Records

Personnel Records (OAR 166-300-0040)

Personnel Records

Databases

AGRICULTURE INDUSTRY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Agricultural Development and Marketing
Program: Commodity Commission

Schedule number: 2016-0009

Program Description:

Agricultural Development and Marketing Program staff provides legislative oversight to Oregon's agricultural commodity commissions by monitoring their activities, contractual obligations, and budget development. Commodity commissions play a vital role in product promotion and research and "telling the story" of the various Oregon commodities to advance the understanding and application of their crop and the products produced. The commissions also provide funds for research to maintain or improve the economic stability of each crop's production through assessments paid by all Oregon growers of each represented commodity. Another function of the Commissions is to conduct market research as well as education and outreach activities to increase interest in their commodity.

The Department of Agriculture Director appoints Commission members. Commissioners serve for a term of two, three or four years (depending on the Commission). Commission members often include growers, processors and a public member.

Program Records

028 Commodity Commission Contract, Budget, and Emergency Fund Tracking Logs

Retain 2 years, destroy

029 Commodity Commission Referendum Records, 1966 – 2003 5.00 c.f.

(a) Retain approved petitions, referendum request letters, and results permanently, transfer to State Archives after Commission discontinues

(b) Retain rejected/denied/withdrawn petitions, referendum request letters, and results 5 years, destroy

(c) Retain all other records 3 years, destroy

030 Commodity Commissioner Election Records, (ended 2003)

(a) Retain petitions and election results 15 years, destroy

(b) Retain all other records 3 years, destroy

031 Third Party Grading Records

(a) Retain petition and results for 15 years, destroy

(b) Retain all other records 3 years, destroy

OREGON STATE ARCHIVES
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State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Board and Commission Records Retention Schedule Records (OAR 166-350-0010)

Board and Commission Formation and Organization Records

Board and Commission Meeting Minutes

Board and Commission Member Records

Board and Commission Members Personnel Records

Financial Records (OAR 166-300-0025)

Audit Reports

Invoices

Information Management Records (OAR 166-300-0030)

Records Management Records

Databases

COMMISSION/COMMISSIONERS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Administration

Program Description:

The Administration program of Animal Health and Identification Programs provides leadership, guidance, and oversight for a variety of programs that benefit animal health and human safety (see separate descriptions for programs). Administrative responsibilities include administrative rule development; legislative tracking; policy development and planning activities; budget development and tracking; purchasing activities; and personnel and payroll administration for employees in the field and at Salem headquarters (coordinated with the Personnel program - see separate description for the Personnel program). In addition, the program issues annual permits for businesses rendering animal carcasses and for establishments which ship animal carcasses, parts, or products to a rendering plant. As resources allow, program staff monitor the humane care and treatment of animals by responding to complaints of animal abuse and neglect (also see separate description for the Animal Health program). The program also organizes hearings for cases where Animal Health and Identification licenses are under appeal by the licensee (see separate description for the Licensing program).

Program Records

032 Animal Health Hearing Records

Retain 5 years after final disposition of case, destroy

033 Animal Welfare Complaint Response Records

(a) Retain deficiency or violation reports 10 years, destroy

(b) Retain all other records 3 years, destroy

034 Rendering Application and Permit Records

Retain 3 year, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy Development and Planning Records

Payroll Records (OAR 166-300-0035)

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

AHID CAPTIVE ANIMAL COMPLAINTS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Food Safety, Animal Health and Identification
Program: Animal Health

Schedule number: 2016-0009

Program Description:

The Animal Health program provides oversight for a variety of programs to enhance animal health and to prevent, control, and eradicate animal and avian disease. Oversight of the Animal Health program is provided by the State Veterinarian. Program responsibilities include epizootological investigations and control of disease outbreaks, liaison with practicing veterinarians and related organizations, implementation and compliance with state laws and regulations concerning animal importation, regulation of dry feed lots, disease control and proper maintenance of animals, and public relations with animal interest groups. Under a state-federal cooperative program, this program controls and/or monitors regulatory, non-regulated, non-reportable, reportable, and zoonotic diseases (including brucellosis, trichomoniasis, tuberculosis, pseudorabies, pullorum-typhoid, avian influenza and scrapie), as well as cooperates with federal disease control officials (U.S. Department of Agriculture - USDA). The Program cooperates with USDA and other ODA programs to assist livestock producers in complying with national Animal Disease Traceability (ADT) requirements. Program staff administer the state's National Poultry Improvement Plan, a voluntary federal poultry disease prevention and improvement program. The plan establishes standards for evaluation of poultry breeding stock and hatchery products to move toward freedom of hatchery-disseminated diseases.

Program Records

- 035 Animal Health Newsletter Records**
Retain 2 years, destroy
- 036 Brucellosis Vaccination Records and Official Identification Reports**
Retain 15 years, destroy
- 037 Certificates of Veterinarian Inspections (Health Certificates)**
Retain 5 years, destroy (9 CFR 86.3)
- 038 Disease Control/Import Requirements (Species Specific) Question/Issue Records**
Retain 1 year after superseded, destroy
- 039 Game Meat Inspection Program Records**
 - (a) Retain list of trained/certified officers 5 years, destroy
 - (b) Retain carcass reports 2 years, destroy
- 040 Herd Certification Programs Records**
Retain 10 years, destroy
- 041 Import Permit Records**
Retain 3 years, destroy
- 042 Livestock Market Inspection Reports**
Retain 5 years, destroy
- 043 National Animal Health Reporting System (NAHRS) Records**
Retain 2 years, destroy

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- 044 National Poultry Improvement Plan Program Records**
Retain 3 years, destroy
- 045 Pasture Permit Records**
Retain 3 years, destroy
- 046 Registered Dry Feed Lot Permit Records**
Retain 3 years, destroy
- 047 Regulatory Form & Identification Device Distribution Records**
Retain 5 years, destroy
- 048 State/Federal Cooperative Regulatory Disease Program Records**
 - (a) Retain records documenting infected animals/herds 15 years, destroy
 - (b) Retain records documenting non-infected animals/herds 10 years, destroy
- 049 Trichomoniasis Program Records**
 - (a) Retain Trichomoniasis Culture Test Records, 5 years, destroy
 - (b) Retain Trichomoniasis Tag Distribution Records, 2 years, destroy
 - (c) Retain Trichomoniasis Disease Investigation Records, 15 years, destroy
- 050 Veterinarian Activity Logs**
Retain 4 years, destroy
- 051 Veterinarian Deputization Records**
Retain 50 years, destroy
- 052 Zoonotic Disease Case Records**
Retain 10 years after final disposition of case, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Databases

ANIMAL HEALTH & IDENTIFICATION (AHID) Animal Disease Traceability (ADT)

VETLETTERS

OREGON STATE ARCHIVES

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Livestock Identification

Program Description:

The Livestock Identification program's mission is to deter livestock theft by inspecting cattle and horses for ownership and educating ranchers, law enforcement officials, and livestock owners about livestock theft prevention. Branding animals is not mandatory in Oregon, but is encouraged for theft deterrence and tracking of livestock. Inspection is required by Oregon law for cattle (branded or not) any time they are transported out of state, sold at auction, taken to a slaughterhouse, or when a change of ownership has occurred. Inspectors check both the animal and ownership documents. Inspectors may examine hides of livestock after slaughter. Inspectors also issue warnings and citations in cases where violations occur. Livestock, hides, or impounded livestock proceeds may be detained, seized, or embargoed. The program is also responsible for identifying stray animals (straying animals) and managing their disposition, as well as investigating reports of lost livestock.

Program Records

- 053 *The Blotch* Newsletter**
Retain 3 years, destroy
- 054 Brand Inspection Certificates**
 - (a) Retain Country ('C') Certificates, Horse ('H') Certificates, Change of Ownership ('T', 'E', and 'Ex') Certificates, and Feedlot Shipment Certificates 15 years, destroy
 - (b) Retain Lifetime Horse Certificates 30 years, destroy
 - (c) Retain Annual Cattle Certificates 3 years, destroy
- 055 Brand Inspection Fee Refund Records**
Retain 6 years, destroy
- 056 Brand Inspection Violation Records**
Retain 50 years, destroy
- 057 Brand Inspector Assignment/Location Tracking Records**
Retain until superseded, destroy
- 058 Brand Inspector Weekly Reports**
Retain 4 years, destroy
- 059 Detained, Seized, Impounded, or Embargoed Animal Records**
Retain 6 years after final disposition of case, destroy
- 060 Estray Animal Records**
 - (a) Retain estray arbitration records 10 years, destroy
 - (b) Retain all other records 6 years, destroy
- 061 Hides Inspection Records**
Retain 6 years, destroy
- 062 Impounded Livestock Proceeds Records**
 - (a) Retain determination records 10 years, destroy

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- (b) Retain all other records 6 years, destroy
- 063 Livestock Auction Market Sale Records**
Retain 15 years, destroy
- 064 Livestock Loss Records**
 - (a) Retain loss report until entered into database and verified, destroy
 - (b) Retain loss data 10 years, destroy
 - (c) Retain correspondence until database is updated and verified, destroy
- 065 Livestock Transportation Certificates**
Retain 6 years, destroy
- 066 Officer Livestock Inspection Reports**
Retain 2 years, destroy
- 067 Ownership-Brand Inspection and Transportation Certificates Sold Summaries**
Retain 4 years, destroy

State Agency General Records Retention Schedules

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

AH AC BOOK

AHID Databases such as, but not limited to:

AHID "E" CERTIFICATE_LETTERS

AHID MISSINGLIVESTOCK

AUCTION YARD SUMMARY

BRAND CITATIONS

DISTRICT ASSIGNMENTS

E CERTIFICATE

E INSPECTOR

ESTRAY REPORTS

EXEMPTTRANSFERCERTIFICATES

FEEDAUTH.FMP

INSPECTORS

LIENLIST

LIRS

LIVESTOCK AUCTION YARDS

PERMANENT HORSE INSPECTIONS

T BUYER; T INSPECTOR

TRANSPORTATION REPORTS

WITHHELDPROCEEDS

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Brand Registration

Program Description:

The purpose of the Brand Registration program is to deter livestock theft by recording livestock brands. Branding animals is not mandatory in Oregon, but is encouraged for theft deterrence and tracking of stolen or missing livestock. Owners who opt to brand fill out a brand application, which includes their chosen brand design and submit it to the Program's Brand Recorder. If the brand is not already in use, the application process is completed and a livestock brand certificate is issued to the legal owner. Brands must be renewed or they revert to the public domain. Brands may also be transferred to other parties with proper documentation and a fee by the owner (or his estate in the case of his death). Cervid markings are also registered in accordance to the rules pertaining to cervids (members of the deer family). Cervid markings do not need to be renewed and do not require a fee. The Brand Recorder also approves the application for temporary horse sale licenses, which permit one day sales of horses to occur in Oregon. The licenses are processed through the Licensing program. In addition, the program maintains both current and historical maps of livestock districts. Livestock districts are areas where it is unlawful for livestock or a class of livestock to run at large (i.e., all incorporated cities are livestock districts).

Program Records

- 068 Cervid Marking Registration Records**
Retain until administrative need ends, destroy
- 069 Livestock Brand Books, 1917 - [ongoing, gaps in years due to 1996 flood] 2.50 c.f.**
Retain permanently, transfer to State Archives when administrative need ends
- 070 Livestock Brand Registration Records**
Retain 5 years after expiration, destroy
- 071 Livestock District Boundary Maps and Orders, 1956-[ongoing] 3.00 c.f.**
Retain permanently, transfer to State Archives when administrative need ends
- 072 Out of State Cattle Brand Records**
Retain 10 years after permit expires, destroy
- 073 Temporary Horse Sale License Records**
Retain 2 years after license expires, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Mailing Lists
Publication Preparation Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Databases

AHID CERVID MARKS
BRANDS MASTER

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Exotic Animal Permitting

Program Description:

The Exotic Animal program issues permits on a biennial basis for exotic animals, which are defined as any non-domestic cat not indigenous to Oregon; non-human primates; any wolf or any non-domestic canine not indigenous to Oregon; and any bear except the black bear. Prior to receiving a permit, the owner submits an application to this program. An area veterinarian follows up by interviewing the owner and inspecting the facility and animal. Upon review of the veterinarian's report by program staff, a permit may or may not be issued. Owners are being required to comply with any city or county ordinances, and requirements for caging/facilities, testing, and inspections. The program also responds to animal welfare complaints (see separate description for the Animal Health and Identification Administration program). If a serious violation occurs, the animal may be confiscated. Currently, Capuchin monkeys (certified as "helping hands" for the disabled) are the only exotic animals exempted from permitting.

Program Records

074 Exotic Animal Application and Permit Records

Retain 3 years from date of termination, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

AHID EXOTIC OWNERS DB
EXOTIC ANIMAL PERMITS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Food Safety, Animal Health and Identification
Program: Feed Inspection and Sampling

Program Description:

The Feed Inspection and Sampling program is responsible for inspecting feed mills and retail establishments that manufacture or sell animal feed in Oregon per ORS 561 and 633. Program inspectors inspect sites to ensure products have been registered (licensed) with ODA, ensure compliance with state regulations, and protect consumers from fraudulent products. Feed samples may be taken and subsequently tested by an outside feed test laboratory. Correct and complete labeling of the product is also examined to ensure it meets state labeling requirements, and matches the actual product contents and lab test results. If a non-registered product is found, the program notifies the manufacturer. If the manufacturer does not register, the products may be embargoed. Licenses are renewed annually and processed through the Licensing program (see separate description). Product labels submitted with the license applications are reviewed for format and approved ingredients.

Program Records

- 075 Feed Label Records**
Retain until review/investigation completed, destroy
- 076 Feed Program Weekly Activity Logs**
Retain 2 years, destroy
- 077 Feed Sample Collection, Analysis, and Report Records**
Retain 5 years, destroy
- 078 Field Notes**
Retain 5 years, destroy
- 079 Violation Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

Licensing Search Module (LSM)
RETAIL FEED

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Animal Health Laboratory

Program Description:

The Animal Health Laboratory performs a variety of standard and complex microscopic, immunological, bacteriological, serological, and microbiological testing and analysis providing data used in the diagnosis, evaluation, treatment, and eradication of animal illnesses and diseases, supporting the efforts of the Animal Health Program. Laboratory results aid in the investigation of cases where animal health has been placed at risk. Regulatory action may be taken by other programs within the Program based on the results. Analysis may be conducted on samples from both live and slaughtered animals. The laboratory is accredited by the National Veterinary Services Laboratory on an annual basis.

Program Records

- 080 Laboratory Accreditation and License Records**
Retain 3 years, destroy
- 081 Laboratory Procedure Manuals and Training Logs**
Retain 5 years, destroy
- 082 Laboratory Test Records and Log**
 - (a) Retain positive test records 5 years, destroy
 - (b) Retain negative test results 3 years, destroy
- 083 Laboratory Worksheets**
Retain 3 years, destroy
- 084 Statistics Reports**
 - (a) Retain annual reports 10 years, destroy
 - (b) Retain all other reports 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence
Policy and Procedure Guidelines and Manuals

Databases

AH LAB
AH LABDETAILS
AH LABELS
AH LABINVOICES
ANIMAL HEALTH LABORATORY INFORMATION SYSTEM

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Predator Control

Program Description:

The Predator Control program reduces the amount of livestock loss due to coyote predation. The program issues short term permits to ranchers and farmers for the aerial hunting of coyotes in cases of documented livestock loss. Upon permit issuance, the program notifies the U.S. Department of Agriculture Wildlife Services, Oregon State Police, Oregon Fish and Wildlife Department and the U.S. Department of Fish and Wildlife. In addition, the program reports annually to the U.S. Department of Fish and Wildlife documenting the number of coyotes killed on an annual basis as a result of this program.

Program Records

- 085 Aerial Hunting Application and Permit Records**
Retain 2 years after permit expires, destroy
- 086 Annual U.S. Fish and Wildlife Statistics Report**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Food Safety, Animal Health and Identification
Program: Veterinary Product Registration

Program Description:

The Veterinary Product Registration program registers veterinary products sold in Oregon. Any manufacturer of biologics, pharmaceuticals, and animal remedies are required to register (license) the products used to treat animals sold in the state. The program is responsible for registering products sold through the internet, catalogs, distributors or retail establishments. Through periodic inspections of these locations by program staff, unregistered products are found. If the manufacturer, distributor or store does not register, the products may be stop sold. Licenses are renewed annually and processed through the Licensing program (see separate description). Labels submitted with new applications are reviewed, approved and destroyed.

Program Records

- 087 Field Notes**
Retain 5 years, destroy
- 088 Product Label Records**
Retain until review/investigation completed, destroy
- 089 Product Registration (Licensing) Records**
Retain until 4 years after renewal/stop sale/revoked, destroy
- 090 Registration Tracking Records**
Retain until product registered or 4 years after stop sale action, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

UNREGISTERED

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access and Certification
Program: Administration

Schedule number: 2016-0009

Program Description:

The Administration program provides leadership, guidance, and oversight for Market Access & Certification Program Area. Responsibilities include budget development and tracking; purchasing activities; and providing oversight for the issuance of phytosanitary certificates for the Program Area (see separate descriptions for Program Areas which issue certificates). The program coordinates payroll and personnel for Market Access & Certification employees (including seasonal workers) in field offices and the Salem headquarters, including the approval of timesheets. Program staff also participate in state, regional, and national organizations such as the Oregon Seed Council, Oregon Seed Trade Association, American Association of Seed Control Officials, and the Association of Fruit and Vegetable Inspection Services of America. Advisory Board records were lost in the 1996 flood.

Records Description

- 091 New Crops Development (formerly Advisory) Board Records, 1990 – [ongoing] .5 c.f.**
(a) Retain minutes permanently, transfer to State Archives after 10 years
(b) Retain all other records 5 years, destroy
- 092 Phytosanitary Certificate Control Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015);

Correspondence

Mailing Lists

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Invoices

Payroll Records (OAR 166-300-0035)

Payroll Records

Personnel Records (OAR 166-300-0040)

Personnel Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Grain Warehouse Inspection

Schedule number: 2016-0009

Program Description:

The Grain Warehouse Inspection program is responsible for documenting the conditions at public warehouses storing grain in the state. A public warehouse is defined by statute as any elevator, mill, warehouse or other structure in which grain is received from one or more members of the public for storage or handling for compensation. Operating grain warehouses must be licensed through the Department of Agriculture (see separate description for the Licensing Program). Inspectors report on the operation of the warehouse, inspect storage records, and examine stored grain for evidence of infestations or other storage problems. The program also requires liability bonds from the warehouses to protect grain depositors in the event of failure of a licensed grain warehouse.

Records Description

- 093 Grain Warehouse Advisory Committee Records, 1998 - [ongoing] 1 c.f.**
(a) Retain minutes permanently, transfer to State Archives after 10 years
(b) Retain all other records 5 years, destroy
- 094 Grain Warehouse Examination Records**
(a) Retain warehouse diagrams and capacity charts 1 year after life of the structure, destroy
(b) Retain all other records 5 years, destroy
- 095 Grain Warehouse Liability Bonds**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

GRAIN WAREHOUSE

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Hay and Straw Certification

Schedule number: 2016-0009

Program Description:

The Hay and Straw Certification program is responsible for inspecting hay and straw products at straw pressing facilities within the state. As a fee-based service, field inspectors inspect facilities and products for the presence of quarantine pests. After inspection, inspectors issue export phytosanitary certificates according to the requirements of importing countries.

Records Description

- 096 Inspection Memorandums**
Retain 5 years, destroy
- 097 Phytosanitary Certificates**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Invoices

Databases

CURRENT PHYTOS - STATS

PHYTO PCIT WEBSITE

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Hop Inspection

Program Description:

The Hop Inspection program provides the necessary third party inspection and certification to enable Oregon growers to sell their products domestically and internationally. As a fee-based service and in cooperation with the U.S. Department of Agriculture, inspectors inspect hop samples and issue inspection certificates to report leaf and stem percentages to applicants. In Oregon, the Hop Inspection Program operates under ORS 632.940-632.945.

Program Records

- 098 Hop and Grain Laboratory Cards and Inspection Certificates**
Retain 5 years, destroy
- 099 Invoice and Certificate Tracking Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Invoices

Databases

HOPS BILLING

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Section: Plant Pest and Disease
Program: Plant Health

Schedule number: 2016-0009

Program Description:

The Plant Health program protects Oregon's agriculture, horticulture, environment, and quality of life from damaging disease. Duties include the detection and control or eradication of serious plant diseases, activities that are coordinated with and /or reported to the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS). Detection is achieved through cultivation of field and greenhouse indicator plants, surveys and inspections, and laboratory testing done by the Plant Division Pathology laboratory. Control can be achieved through control and quarantine areas (usually published as administrative rule). Eradication is achieved through chemical and biological applications to affected areas. Detection and identification of exotic insect pests and diseases on imported raw wood products and solid wood packing material, as well as testing or inspecting various U.S. plant products destined for export are also functions of this program. Work is performed through field offices and inspectors as well as staff based in Salem, including the Plant Pathology laboratory.

Program Records

- 100 Chemical Use in Lab Log Records**
Retain 30 years after separation of last employee on list, destroy
- 101 Field Inspection Program for Vegetable and Field Crops (Seed) Records**
Retain 10 years, destroy
- 102 Garlic Inspection Records**
Retain 10 years, destroy
- 103 Imported Timber Health Program Records**
Retain 99 years, destroy
- 104 Laboratory Methods Records**
Retain 2 years after superseded, destroy
- 105 Laboratory Notes**
Retain 10 years, destroy
- 106 Mint Inspection Records**
Retain 10 years, destroy
- 107 Official Virus Testing Program for Fruit Trees and Ornamentals Records**
Retain 10 years, destroy
- 108 Pest/Disease Informational Alerts**
Retain 5 years after superseded or obsolete, destroy
- 109 Phytophthora Ramorum Program Records**
 - (a) Retain certification records 10 years after superseded/revoked/withdrawn, destroy
 - (b) Retain all other records 5 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

- 110 Plant Laboratory Ledgers**
Retain 10 years, destroy
- 111 Plant Pest and Disease Diagnostic and Log Records**
Retain 10 years, destroy
- 112 Seed Testing Program Records**
Retain 6 years, destroy
- 113 Special/Ad Hoc Project Records**
Retain 10 years after project ends, destroy
- 114 USDA Animal and Plant Health Inspection Service (APHIS) Technical Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Databases

CHEMLIST

EXPORT SEED CERTIFICATION

GARLIC CERTIFICATION

IMPORTED WOOD

MAFIS – FIELD INSPECTIONS

MINT CERTIFICATION

PDDL (PLANT DISEASE DIAGNOSTIC LOG

SEED TEST

VIRUS CERTIFICATION

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Seed Regulation

Schedule number: 2016-0009

Program Description:

The Seed Regulation program is responsible for regulating the labeling of seed sold for planting in Oregon. In retail establishments, field inspectors audit records, examine seed labels, and take samples to ensure compliance to Oregon's seed law. If the retail store is found non-compliant, inspectors monitor corrective actions, and may initiate other penalties up to and including embargo of the product. Inspectors also examine the records of wholesale seed companies to ensure compliance. If found non-compliant, civil penalties may result.

Program Records

115 Investigations Case Records

Retain 5 years after final disposition of case, destroy

116 Retail Reports

Retain 5 years, destroy

State Agency General Records Retention Schedule

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

RETAIL SEED

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Seed Sampling

Schedule number: 2016-0009

Program Description:

The Seed Sampling program samples and examines seed products for quality and/or pest infestation. Program field inspectors collect official samples of seed products which are forwarded to the Plant Pathology laboratory in Salem or the Oregon State University (OSU) laboratory in Corvallis or an accredited lab for testing. Reports and phytosanitary certificates are issued to the applicants whose samples fall within the accepted guidelines for exporting. Tags may also be issued for samples that are free of endophyte fungus or have met the Oregon Sod Quality Seed standards. Fees are collected for the seed sampling service.

Program Records

- 117 Department of Agriculture Lab Test Result Reports**
Retain 6 years, destroy
- 118 Inspector Activity Reports**
Retain 3 years, destroy
- 119 Phytosanitary Certificates**
Retain 3 years, destroy
- 120 Seed Sampling Statements/Certificates/Verification Letters**
Retain 3 years, destroy
- 121 Seed Tag Records**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Databases

SEED SAMPLING

SEED TAGS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Shipping Point Inspection

Schedule number: 2016-0009

Program Description:

The Shipping Point Inspection program performs a full range of fee-based fresh fruit, vegetable, and nut inspection duties at fresh pack or processing facilities according to established federal or state standards, export requirements, purchase contracts, or company specifications. Through a cooperative agreement with the U.S. Department of Agriculture, program inspectors perform several functions which include selecting a representative sample and drawing samples of produce to be inspected from containers, carriers, or storage; applying grading factors which vary with each type of produce and each grade; and producing certificates of grade, certificates of embargo, or inspection reports. Inspectors also have the authority to prohibit certain shipments from leaving or entering Oregon by placing an embargo on the shipment. Inspectors may also witness and attest to produce fumigation activity.

The program also receives advice and recommendations from the Shipping Point Inspection Advisory Committee. The committee, consisting of members from affected industries, meets at least once a year. The committee's primary role is to advise the Department on matters relating to the administration of the Shipping Point Inspection Program and make recommendations concerning inspection and certification services rendered by the Department.

Program Records

- 122 Certificates of Embargo**
Retain 3 years, destroy
- 123 Commodity Inspection and Volume Reports**
Retain 5 years, destroy
- 124 Controlled Atmosphere Records**
Retain 5 years, destroy
- 125 Fruit and Vegetable Inspection Certificates**
Retain 5 years, destroy
- 126 Inspection Memorandums**
Retain 5 years, destroy
- 127 Inspector Activity Reports**
Retain 3 years, destroy
- 128 Phytosanitary Certificates**
Retain 3 years, destroy
- 129 Shipping Point Inspection Advisory Committee Records, 1977 - [ongoing] 1.50 c.f.**
 - (a) Retain minutes permanently, transfer to State Archives after 25 years
 - (b) Retain all other records 5 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Databases

SHIPPING POINT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Market Access & Certification
Program: Certification

Schedule number: 2016-0009

Program Description:

Certification program provides voluntary, fee-based audit services for operations growing and/or handling agricultural commodities. ODA auditors conduct third-party food safety audits to public standards such as USDA Good Agricultural Practices and Good Handling Practices as well as private audit schemes including GlobalGAP and PrimusGFS. Value-added certification programs include the USDA National Organic Program, for which the ODA is an accredited certifier, in addition to industry-driven standards for sustainability.

The Certification program actively collaborates with the agricultural sector to develop new certifications as marketing tools for domestic and international supply chains, including Maximum Residue Testing and Identity Preserved programs. Certification Specialists provide continuing support for customers through technical assistance and outreach throughout the state.

Program Records

- 130 Inspection and Compliance Certificates**
Retain 5 years, destroy
- 131 Certificates of Embargo**
Retain 3 years, destroy
- 132 Inspection Memorandums**
Retain 5 years, destroy
- 133 Inspector Activity Reports**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Food Safety
Program: Administration

Schedule number: 2016-0009

Program Description:

The Administration program for the Food Safety Division provides leadership, guidance, and oversight for division area programs (see separate descriptions). Responsibilities include budget development and tracking; purchasing activities; personnel and payroll administration; legislative tracking; contract administration; administrative rule preparation; and providing oversight for department staff located in Salem and field personnel. The program receives complaints from consumers about alleged food safety problems and forwards them to the appropriate field staff for follow-up and investigation (see separate descriptions for the Food Inspection and Sampling and Dairy Inspection and Sampling programs). Health certificates are issued by this program to confirm that an establishment (excluding restaurants) is licensed and has complied with ODA regulations prior to products being exported out of the state. Federal food safety bulletins and notifications are monitored and disbursed as needed. State initiated bulletins are issued from this division. Assessment fees and data are also collected on a monthly basis pertaining to the sale of eggs sold in the state. The Accounting program processes the fees (see separate description for the Accounting program). Administrative staff may also participate in regional, state, and national groups and organizations related to food safety issues.

In addition, the division receives input from the Food Advisory Committee, an industry based advisory group that provides an open channel of communication between the industry and the division when situations and issues arise. The committee is active periodically and does not meet on a regular basis.

Program Records

- 134 Consumer Complaint Tracking Records**
 - (a) Retain annual report 10 years, destroy
 - (b) Retain log 5 years, destroy
- 135 Federal and State Bulletins and Notification Records**
 - (a) Retain ODA recall notifications 10 years, destroy
 - (b) Retain all other records 4 years, destroy
- 136 Food Advisory Committee Records, 1999 - [ongoing] 1.00 c.f.**

Retain permanently, transfer to State Archives after 6 years
- 137 Health Certificate Records**

Retain 2 years after superseded/revoked, destroy
- 138 Inspector Daily Reports**
 - (a) Retain annual report 5 years, destroy
 - (b) Retain all other reports 4 years, destroy
- 139 Monthly Egg Fee Assessment Reports**

Retain 6 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

- 140 New Carissa Records, 1999 – [ongoing] 5.00 c.f.**
Retain permanently, transfer to State Archives after 75 years
- 141 Producer/Retailer Publications**
Retain for 5 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)

Administrative Rule Preparation Records

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Personnel Records (OAR 166-300-0040)

Databases

TIME ACCOUNTING

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Food Safety
Program: Dairy Inspection and Sampling

Schedule number: 2016-0009

Program Description:

The Dairy Inspection and Sampling program is responsible for licensing dairy facilities and individuals to assure that Oregon milk and dairy products are wholesome and safe for human consumption. This program licenses dairies and milk handlers on an annual basis under ORS 583. The program is also responsible for dairy inspection and sampling activities including sanitation inspection, equipment testing, product grade monitoring, and collection of milk and dairy water samples for microbiological testing by the Department's Laboratory Services Division (see separate description). The dairy products are tested to make sure they meet the standards set forth in ORS 621. The milk standards are also regulated by the National Conference of Interstate Milk Shippers (IMS), a federal program (U.S. Food and Drug Administration) that develops and maintains high quality standards for dairy products shipped interstate. As a result of inspections, program inspectors may issue warnings and citations in cases where violations occur.

In addition, the program receives advice and recommendations from the Dairy Relations Advisory Committee, a committee that meets periodically to facilitate communication about dairy issues among industry members and ODA. The committee may also be involved in lobbying and recommending legislative changes.

Program Records

142 Dairy Establishment Inspection and Sampling Records

- (a) Retain approval letter, initial application, water surveys, and water logs 5 years after establishment ceases operation, destroy
- (b) Retain excessive violation records 5 years after final disposition or 5 years after establishment ceases operation, whichever is longer, destroy
- (c) Retain all other records 3 years, destroy

143 Dairy License Records

- (a) Retain lifetime milk handler license records 4 years after license surrendered by licensee or 50 years, whichever is shorter, destroy
- (b) Retain dairy license records 2 years after expiration, destroy
- (c) Retain all other records 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

FOOD SAFETY INSPECTION SCHEDULING SYSTEM

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Food Safety
Program: Food Inspection and Sampling

Schedule number: 2016-0009

Program Description:

The Food Inspection and Sampling program licenses and inspects all aspects of the food distribution system, except restaurants, to ensure consumers receive safe, wholesome, and properly labeled food. Restaurants are inspected by the Oregon Health Division. This program's activities in the food inspection area include sanitation inspection, equipment testing, product grade monitoring, and collection of samples for chemical and microbiological testing by the Department's Laboratory Services Division (see separate description). Violations may result in warnings and citations being issued, or embargo of the product. Some inspections are conducted under an agreement with the U.S. Food and Drug Administration (FDA).

This program also educates small businesses about labeling and overall food quality concerns, including compliance with the federal Nutrition Labeling and Education Act of 1990 which required major changes in food labeling. Nutritional labeling is required on all foods unless an exemption is received from the U.S. Department of Agriculture (USDA). If a nutrient claim is made on a food product, nutrition information must be included.

A wide variety of food-related license types are issued by this program. They include retail establishments, food processors, warehouses, bakeries, non-alcoholic beverage plants, domestic kitchens, meat sellers, slaughterhouses (USDA inspected facility), non-slaughtering processors (USDA and retail), stationary custom slaughter entities, mobile slaughter entities, custom processor and egg handlers, food locker plants, bakery distributors, and domestic bakeries. Licenses are renewed annually and processed by the Licensing Program (see separate description for the Licensing program).

Program Records

144 Establishment Inspection Records

- (a) Retain water surveys and water logs 3 years after establishment ceases operation, destroy
- (b) Retain initial application 2 years after ownership changes or establishment ceases operation, destroy
- (c) Retain deficiency/violation records 5 years after final disposition, destroy
- (d) Retain all other records 4 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Databases

FOOD SAFETY INSPECTION SCHEDULING SYSTEM

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Food Safety
Program: Shellfish Licensing, Inspection, and Sampling

Program Description:

The Shellfish Licensing, Inspection, and Sampling program is responsible for licensing, surveying, and inspecting various aspects of the shellfish industry within the state. Shellfish include oysters, clams, and mussels. Shellfish dealers, shippers, buyers, and processors, as well as grower/harvesters must be licensed with ODA. Licenses are renewed annually and are processed through the Licensing Program (see separate description of the Licensing program). Inspection is also a responsibility of this program to assure the safety of Oregon shellfish and compliance with the U.S. Food and Drug Administration's (FDA) standards for shipping shellfish interstate. Program inspectors monitor shellfish growing waters and inspect shellfish dealers' overall sanitation. Inspectors take samples of water and shellfish for testing and analysis by the Laboratory Services Division (see separate description of the Laboratory Services Division).

The program also complies with the FDA for surveying and reporting about shellfish growing waters. Surveys are conducted to monitor water quality and pollution sources including bacteriological and environmental conditions. If unfavorable bacteriological or environmental conditions are found through surveys or if pollution incidents occur, the program has the authority to close areas to shellfish harvest. The program also maintains an interagency agreement with the Oregon State Police, who patrol closed shellfish growing areas to ensure that no harvesting is occurring.

In addition, the program provides support services for the Shellfish Advisory Committee. The committee, comprised of representatives from the shellfish industry and ODA, provide advice and recommendations about shellfish issues to the Department.

Program Records

- 145 Bay Water Sampling Records**
Retain 5 years, destroy
- 146 Illness and Pollution Incident Records**
Retain 5 years, destroy
- 147 Individual Growing Area Sanitary Survey Records**
 - (a) Retain sanitary survey twelve year report 24 years, destroy
 - (b) Retain initial survey 12 years after growing area reaches inactive status, destroy
 - (c) Retain annual review 4 years, destroy
- 148 Inspection Records**
Retain 3 years, destroy
- 149 Shellfish Advisory Committee Records**
Retain 20 years, destroy

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150 Shellfish Certification Records

Retain 3 years, destroy

151 Shellfish Growing Area Notice Records

(a) Retain notice tracking records 4 years, destroy

(b) Retain recreational and incident closure notices 4 years, destroy

(c) Retain all other notices 3 years, destroy

152 Shellfish Marine Bio Toxin Result Records

Retain 99 years, destroy

153 Shellfish Program Records, ca. 1940 – [ongoing] 1.00 c.f.

Retain permanently, transfer to State Archives after 10 years.

154 Violation Records

Retain 5 years after final disposition, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

ALSEA BAY

CLATSOP BEACH

COOS BAY

COQUILLE RIVER

FEDERAL SAFETY INSPECTION SCHEDULING SYSTEM DATABASE

NEHALEM BAY

NETARTS BAY

PORT ORFORD

SHELLFISH ALERTS

SHELLFISH CLOSURES

SOUTH SLOUGH

TILLAMOOK BAY

UMPQUA ESTUARY

YAQUINA BAY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Food Safety
Program: ISCP Laboratory Services

Schedule number: 2016-0009

Program Description:

Laboratory Services is responsible for providing accurate, timely and cost efficient pesticide, chemical and microbiological analyses and technical support to Department programs, other agencies and US businesses in the areas of pesticide residue chemistry, food/dairy/other microbiology, and food/feed/fertilizer chemistry. Samples may be finished milk products, shellfish, soil, water, swabs, processed foods, raw fruits and vegetables, food supplements, and more. Results produced in the laboratory may be used in regulatory actions. Some services are performed on a fee-for-service basis. The laboratory is certified and accredited by a variety of organizations.

Program Records

- 155 Dairy and Shellfish Sampling Analytical Records**
Retain 3 years, destroy
- 156 Laboratory Services Accreditation Records**
Retain 10 years, destroy
- 157 Laboratory Services Analytical Records**
Retain 5 years, destroy
- 158 Laboratory Services Program and Project Specific Documentation**
Retain 10 years, destroy
- 159 Laboratory Services Quality Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

- Administrative Records (OAR 166-300-0015)**
- Facilities/Property records (OAR 166-300-0020)**
- Financial records (OAR 166-300-0025)**
- Information records (OAR 166-300-0030)**

Databases

LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)
ODALS Critical Supplies Inventory
ODALS Reference Materials Tracking System

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Weights and Measures
Program: Internal Services and Consumer Protection

Program Description:

The Internal Services and Consumer Protection program is Oregon's official 'referee' of measurement standards accuracy, providing services statewide to businesses, consumers, industries, and government agencies at all levels. The products, commodities, and services that are weighed and measured annually for commerce in Oregon operate under measurement standards laws administered by the Department (ORS 618). These services include preventing fraud by ensuring that weighing and measuring devices used in commerce are accurate and correctly used, by checking packaged products for correct net contents and labeling and by screening motor fuels for national quality standards and providing official and traceable mass, volume and length calibration services.

Program staff interpret and explain licensing laws, regulations, and procedures for owners and operators of commercial weighing and measuring equipment, as well as develop policy, procedures, and administrative rules. The program provides oversight to field inspectors who check motor fuel quality, quantity labeling on packaged products, investigate consumer complaints and annually inspect scales, gas pumps and meters statewide. Field standards have been developed by the Metrology Laboratory (see separate description) and are utilized in routine, unannounced weighing, measuring and quality testing at commercial establishments statewide. Field inspectors also provide technical assistance for industries in the selection, installation, and maintenance of commercial weighing and measuring devices; training of device operators; and in interpreting regulatory requirements.

Program Records

- 160 Consumer Publications**
Retain until superseded or obsolete, destroy
- 161 Contact Records**
Retain 5 years, destroy
- 162 Enforcement Action Request Records**
Retain 5 years, destroy
- 163 General Reports**
Retain 5 years, destroy
- 164 Inspector Daily Activity Log**
Retain 5 years, destroy
- 165 Internal Services and Consumer Protection Program Inspection Reports**
Retain 5 years, destroy
- 166 Meter Examination and Fuel Analysis Reports**
Retain 5 years, destroy
- 167 Monthly License Master Reports**
(a) Retain annual report 20 years, destroy

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- (b) Retain all other reports until superseded, destroy
- 168 Photographs**
Retain 5 years, destroy
- 169 Placed in Service Reports**
Retain 5 years, destroy
- 170 Random Pack Test Reports**
Retain 5 years, destroy
- 171 Scale Examination Reports**
Retain 5 years, destroy
- 172 Standard Pack Test Reports**
Retain 5 years, destroy
- 173 Terminal Meter Reports**
Retain 5 years, destroy
- 174 Transaction Verification Screening Reports**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Conference, Seminar and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

CONTACT RECORD
STATISTICAL REPORTS
WEIGHTS AND MEASURES PROGRAM INSPECTION (WMPI)

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Records Retention Schedule

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Organizational Placement

Agency: Department of Agriculture
Division: Weights and Measures
Program: Metrology Laboratory

Schedule number: 2016-0009

Program Description:

The Metrology Laboratory maintains and secures the primary measuring standards for Oregon, which are directly traceable to the national standards of the U.S. Department of Commerce, National Institute of Standards and Technology (NIST). Utilizing these standards in conjunction with extremely precise measuring equipment, the laboratory provides fee based calibration services to businesses, consumers, agencies, and institutions. Quantity measures are also used for the inspection of motor fuel and liquid petroleum gas. Program staff test and calibrate all Department equipment used by field inspectors to inspect commercial weighing and measuring equipment and scanning devices. Periodic testing is also conducted on industry equipment upon request. In addition, the laboratory maintains the master rail used for rail car testing in the state. The Metrology Laboratory is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) and NIST Office of Weights and Measures and participates in that agency's Western Regional Assurance Program (WRAP).

Program Records

175 Accreditation Records

Retain 20 years, destroy

176 Calibration Report Records

(a) Retain reports on equipment owned by ODA until final disposition of equipment or equipment out of service, destroy

(b) Retain reports on equipment owned by external clients 5 years, destroy

177 Control Chart Records

Retain 5 years after final disposition of equipment or equipment out of service, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

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Records Retention Schedule

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)

Division: Natural Resources

Program: Administration

Program Description:

The Administration program of the Natural Resources Division provides leadership, guidance, and oversight for division programs to conserve, protect, and develop the natural resource base on public and private lands for present and future generations of farmers, ranchers, and commercial fishermen (see separate descriptions for Division program areas). Administrative responsibilities include; budget development and tracking; purchasing activities; personnel and payroll administration; general oversight of some Division grant programs; administrative rule development; legislative tracking; and preparation of educational and promotional material, publications, exhibits, and press releases. The program also maintains cooperative relationships with many groups concerned with conservation, water quality improvement, and protection of natural resources. The program may also allot one-time payments to environmental groups undertaking a conservation project aimed at expanding natural resource management techniques in Oregon.

Program Records

178 Cloud Seeding Permit Records

Retain 5 years after approval or denial, destroy

179 Natural Resources Division Annual Report, 1996-2000

Retain permanently, transfer to State Archives after 2 years

.25 c.f.

180 Reservation Application Records

Retain 2 years after expiration, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Grant Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

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Databases

None

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Records Retention Schedule

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Confined Animal Feeding Operations (CAFO)

Program Description:

The Confined Animal Feeding Operations (CAFO) program protects Oregon's surface and groundwater resources by helping to reduce water pollution from agricultural sources and improving overall conditions in a watershed, operating under ORS 468B. The program registers CAFOs that meet permitting requirements (as well as maintains records on non-permitted CAFOs); reviews CAFO animal waste management plans; inspects each facility; coordinates analysis of water and soil samples (through ODA Laboratory Services or private labs); and works with CAFO operators to promote water quality. The general and individual permits are renewed on a regular basis. Compliance with rules and regulations, supported by educational outreach, is the primary means the program uses to achieve water quality goals. The program takes enforcement action, which may include water quality advisories, non-compliance notices, correction plans, and civil penalty assessments. The program maintains memorandums of agreement with both the U.S. Environmental Protection Agency (EPA) and Oregon Department of Environmental Quality, which recognize and detail ODA's responsibilities as the lead agency in the state for CAFOs. The program also reports to the EPA on CAFO inspections.

Program Records

- 181 Activity Log Books**
Retain 5 years, destroy
- 182 Activity Reports**
Retain 1 year, destroy
- 183 CAFO Program Records, 1997 – [ongoing] 2.50 c.f.**
Retain permanently, transfer to State Archives after 5 years after program sunsets
- 184 Individual CAFO (Permitted and Non-Permitted) Records**
Retain 5 years after facility determined to be inactive, destroy
- 185 Lab Analysis Reports**
Retain 5 years after facility determined to be inactive, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

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Financial Records (OAR 166-300-0025)

Budget Preparation Records

Grant Records

Personnel Records (OAR 166-300-0040)

Employee Training Records

Database

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Records Retention Schedule

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)

Division: Natural Resources

Program: Geographic Information System (GIS)

Program Description:

The Geographic Information System (GIS) program provides technical expertise and services to agency staff, programs, stake holders and external customers. GIS primary responsibility is to support the Agricultural Water Quality Management program for the prevention, control and mitigation of agricultural pollution of surface and ground water resources. The GIS Coordinator, using GIS systems, software and data resources creates GIS products and analyzes GIS information.

Program Records

186 Ad Hoc/by Request Mapping Products

(a) Retain maps and legends 5 years after superseded, destroy

(b) Retain information, drafts, and resources until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

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

Computer System Program Documentation

Information System Planning and Development Records

Software Management Records

Databases

GIS

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Land Use Planning

Program Description:

The Land Use Planning program is responsible for developing policy for monitoring land use activities around the state that may help or hinder protection of agricultural natural resources. Program staff monitor legislative activities and may submit comments or provide testimony relating to agricultural issues at land use planning or administrative rule hearings. ODA, through this program, is a member of the State Periodic Review Assistance Team working with the Department of Land Conservation and Development to review comprehensive land use plans filed by counties and cities to ensure the maximum utilization of the existing high quality farmland. The program also approves soil reports completed by outside soil scientists on soil samples submitted by counties or landowners used in land use decisions. Under ORS 197, the program may also participate in efforts to resolve regional land use problems when proposed use of the land does not meet the requirements of the statewide planning goals for land use. In addition, from 1993-1995, ODA provided a hearing process for challenging land use decisions made at the county level relating to dwellings on agricultural land.

Program Records

- 187 Land Use Case Special Projects Records**
Retain 30 years, destroy
- 188 Lot of Record Dwelling Hearing Records**
Retain 25 years after final disposition, destroy
- 189 Soils Report Review Program Records**
Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence
Legislative Tracking Records
Litigation Records

Databases

None

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Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Oyster Cultivation Leasing

Program Description:

The Oyster Cultivation Leasing program receives, investigates, and approves or denies applications to lease state owned estuary lands for the cultivation of oysters, per ORS 622.210-622.220. Program staff determine if the proposed lease is consistent with the local land use plan and statewide planning goals, and if the proposed plat should be classified as suitable for oyster cultivation. A suitability classification involves coordination with federal, state, and local agencies to help determine what impact, if any, a proposed plat may have on fish and wildlife resources; recreational activities; commercial fishing; crabbing, shrimping, and clamming activities; and navigation within an estuary. In addition to reviewing new lease applications, the program is responsible for the collection of annual cultivation fees for approved leases. The fees are processed through the Accounting program (see separate description).

Program Records

- | | | |
|------------|---|------------------|
| 190 | Cultivation Assessment Fee Records | |
| | Retain 6 years, destroy | |
| 191 | Oyster Lease Records, 1949 – [ongoing] | 4.00 c.f. |
| | Retain permanently, transfer to State Archives after 50 years after plat is vacated | |
| 192 | Oyster Plat Estuary Maps, 1968 – [ongoing] | .75 c.f. |
| | Retain permanently, transfer to State Archives after superseded | |

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

None

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Smoke Management

Program Description:

The Smoke Management program is responsible for overseeing open field burning, propane flaming, and stack burning of all perennial and annual grass seed and cereal grain crop, and associated residue within the Willamette Valley, per ORS 468A.550-468A.620. The program does this by administering field burning and propaning rules to increase the degree of public safety by preventing unwanted wild fires and smoke from field burning and propaning near highways and freeways within the Willamette Valley. The rules apply to areas west of the Cascade Range and south to the Douglas/Lane County lines. The program is a cooperative effort involving the ODA, Department of Environmental Quality (DEQ), the Oregon Seed Council, local fire protection districts, and grass seed growers.

Growers register for burning permits on an annual basis prior to burning fields as well as pay annual registration fees. Program staff monitor weather conditions, announce burning advisories, and make other smoke related announcements. Program field staff monitor burning activities for compliance to rules and investigate complaints and violations. If a grower is found non-compliant, the program may issue letters of warning, corrective actions, or civil penalties. The program also reports on field burning activities for statistical and trend analysis purposes (including a weekly report to the Governor). In addition, ODA promotes reducing the practice of open field burning by developing and/or funding research for alternative methods of field sanitization and alternative methods of utilizing and marketing crop residues. The Alternatives to Field Burning Task Force is an advisory group to this program that reviews research proposals and makes recommendations about funding those proposals. Finally, through an agreement with DEQ, the program reviews pollution control tax credit applications that are submitted to DEQ for compliance to ODA rules.

Program Records

- 193 Agriculture Burning Advisories and Smoke Management Announcements**
Retain 3 years, destroy
- 194 Alternatives to Field Burning Task Force Records**
Retain 10 years, destroy
- 195 Enforcement Case Records**
Retain 10 years, destroy
- 196 Inspector Logs**
Retain 3 years, destroy
- 197 Open Field Burning Alternative Research Records, 1990-[ongoing] 2.00 c.f.**
 - (a) Retain final reports permanently, transfer to State Archives after 5 years
 - (b) Retain records for projects not funded 2 years, destroy
 - (c) Retain all other records 6 years after contract or agreement expires, destroy

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- 198 Pollution Control Tax Credit Review Records**
Retain 10 years, destroy
- 199 Program Brochures**
Retain until superseded or obsolete, destroy
- 200 Smoke Management Annual Report Summaries, 1970 – [ongoing], 1.00 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 201 Smoke Management Overlay Maps**
Retain 5 years, destroy
- 202 Smoke Management Registration Records**
Retain 5 years, destroy
- 203 Weather Data Compilation Records**
Retain 99 years, destroy
- 204 Weekly Field Burning Reports**
Retain 5 years, destroy
- 205 Weekly Report to the Governor**
Retain permanently, transfer to State Archives after 20 years

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

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Records Retention Schedule

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Soil and Water Conservation District (SWCD) Oversight

Program Description:

The Soil and Water Conservation District Oversight program provides support to forty-five Soil and Water Conservation Districts (SWCDs) throughout the state, per ORS 561 and 568. The program's major responsibilities are to provide administrative oversight for the various programs of the SWCDs, keep district directors informed of activities of other districts, and promote cooperation among the SWCDs. SWCDs function as local units of government led by a locally elected board of directors who serve four-year terms without pay. ODA serves as the SWCD elections authority for director elections. Much of the SWCD work involves matching government assistance with local conservation needs and encouraging land managers to use conservation practices. The SWCDs provide both public benefits, and services and technical assistance to landowners. ODA program staff also solicits assistance for districts from other state and federal agencies; provide grants and assist with the development of funding strategies for other district programs; review SWCD annual work plans, projects, practices, budgets, contracts, and regulations; provide technical assistance and training to districts; and provides conservation awards.

Program Records

- 206 Conservation Award Records**
Retain 3 years, destroy
- 207 Election Records**
Retain 4 years, destroy
- 208 Oregon's Watershed Enhancement Board Grant Records, 1993-[ongoing] 2.00 c.f.**
 - (a) Retain final reports permanently, transfer to State Archives after 2 years
 - (b) Retain all other records 5 years after final report accepted, destroy
- 209 Registered Agent Registered Office Records**
Retain until superseded, destroy
- 210 Soil and Water Conservation Commission (SWCC) Records 1997-[ongoing] 3.00 c.f.**
 - (a) Retain minutes and agendas permanently, transfer to State Archives after 5 years
 - (b) Retain all other records 5 years, destroy
- 211 Soil and Water Conservation District (SWCD) Records 1997-[ongoing] 5 c.f.**
 - (a) Retain minutes, district organization records, annual directory, and annual reports permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements

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Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals

Databases

None

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Natural Resources
Program: Agricultural Water Quality Management Program

Program Description:

The Agricultural Water Quality program is responsible for addressing water pollution associated with agricultural lands and activities, per ORS 561 and 568. The program has evolved in response to requirements under various state and federal laws, including the federal Clean Water Act. Water quality management area plans and associated administrative rules for designated areas were developed through a coordinated effort by this program, including the input of a local advisory committee. The committee includes landowners from the affected area and representatives from public and special interest groups, local, state, and federal government, and others. A public comment period was provided for each plan and rule. Once finished, each plan and rule were reviewed by the State Board of Agriculture. Individual landowners implement site-specific practices to achieve compliance with rule requirements and to achieve broader area plan goals. This program, in cooperation with local soil and water conservation districts, provides technical assistance, conducts demonstration projects, monitors activities and evaluates them for water quality effects. The program responds to complaints of violation of water quality rules and takes enforcement action as needed. On a biennial basis, this program, and the local advisory committee evaluate progress in each management area toward attainment of conditions for achieving water quality standards in the basin.

The Agricultural Water Quality program has received a variety of special purpose grants from the U.S. Environmental Protection Agency for water quality related projects. Some funds may be used to support the activities of local management agencies (see above). Other projects may relate to ground and surface water quality research, groundwater contamination from pesticides and fertilizers, watershed enhancement and protection, rural clean water issues, drought, erosion, water conservation, hydroelectric power, river studies, and stream flows. One of the grant programs, now defunct, called "Hire the Fisherman," provided funds for training of fishermen out-of-work due to reduced fishing opportunities.

Program Records

- 212 Compliance Case Records**
Retain 10 years after final disposition of case, destroy
- 213 Container Nursery Water Management Program Records**
 - (a) Retain letters of intent, site visit reports, and nursery plans 20 years, destroy
 - (b) Retain all other records 4 years, destroy
- 214 Water Quality Management Area Biennial Reports, 1994-[ongoing] 1.00 c.f.**
 - (a) Retain biennial report and raw data records permanently, transfer to State Archives after 50 years
 - (b) Retain all other records 5 years, destroy
- 215 Water Quality Management Area Plan Records, 1994-[ongoing] 1.00 c.f.**
Retain permanently, transfer to State Archives after 20 years.

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216 Water Quality Monitoring Project Records

Retain permanently, transfer to State Archives after 20 years

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

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Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Pesticides
Section: Administration

Schedule number: 2016-0009

Program Description:

The Administration program for the Pesticides Division provides leadership, guidance, and oversight for division program areas. The programs include pesticide and fertilizer product registration, pesticide user licensing and certification, and compliance monitoring. Administrative responsibilities include budget development and tracking; purchasing activities; personnel and payroll administration for both field and Salem headquarter staff; administrative rule development; production of the division's newsletter; and participation in various state and national professional organizations. The division receives some of its funding from the U.S. Environmental Protection Agency (EPA) for activities associated with the enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) in Oregon. Through an agreement with the EPA, the program maintains a state management plan for groundwater protection against pesticide contamination, and coordinates with Oregon State University (OSU) for activities to organize other agencies to review the plan, maintain a groundwater sampling database, and report on sampling results. Federal EPA funds are dispersed to OSU via ODA for these activities. ODA program staff administer the EPA agreement as well as produce periodic and annual reports.

The program also provides support services for the Minor Crops Advisory Committee. The Committee is comprised of six members appointed by the Department Director for three-year terms and one permanent member who is the coordinator of the OSU Interregional Project #4. The Committee meets one to six times per year and advises the ODA Director on minor crop pesticide use registrations and funding research projects to support the registration of specific pesticides for use on minor crops.

Program Records

- 217 Anhydrous Ammonia Additive Review Committee Records**
Retain 20 years, destroy
- 218 Association of American Pesticide Control Officials Records**
Retain until administrative need ends, destroy
- 219 Environmental Protection Agency Cooperative Annual Agreement and Report Records, 1981 - [ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives after 5 years.
- 220 Fertilizer Research Committee Records**
Retain 10 years, destroy

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- 221 Minor Crops Advisory Committee Records**
Retain 10 years, destroy
- 222 ODA Water Quality Plan for EPA**
Retain 10 years after superseded, destroy
- 223 Pesticide Bulletin Newsletter**
Retain 10 years, destroy
- 224 Pesticide Operator and Dealer Publications**
Retain until superseded or obsolete, destroy
- 225 Pesticide Use Reporting**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Purchasing Records

Travel Expense Records

Personnel Records (OAR 166-300-0040)

Personnel Records

Databases

OREGON PESTICIDE USE REPORTING SYSTEM (PURS)

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Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Pesticides
Program: Pesticide Analytical and Response Center (PARC)

Program Description:

The Pesticide Analytical and Response Center was established by executive order in 1978. The Center collects and shares information about pesticide-related incidents involving alleged impacts to human health, animal health, and/or the environment. In 1991 per Senate Bill 740 the program was reauthorized under the Oregon Department of Agriculture as ORS 634.550. The governing board consists of representatives from eight state agencies and one member of the public appointed jointly by the Director of Agriculture and the Director of Human Services. The PARC funding consists of General Fund and from pesticide applicator licensing and product registration fees.

PARC is responsible for monitoring pesticide-related incidents in Oregon that have suspected health or environmental effects. PARC staff collect incident information, mobilize expertise for investigations, identify trends and patterns of problems, make policy or other recommendations for action, report results of investigations and prepare activity reports for each legislative session. PARC does not have regulatory authority. Its primary function is to coordinate investigations and to collect and analyze information about reported incidents. PARC's member agencies conduct most of the investigations and take any necessary enforcement action(s).

PARC member agencies include the Oregon Department of Agriculture, the Oregon Department of Forestry, the Oregon Department of Fish & Wildlife, the Department of Environmental Quality, the Department of Human Services, the Occupational Safety & Health Administration, the State Fire Marshall and the Oregon Poison Center. Representatives of each member agency make up the PARC Board.

PARC's investigation coordination includes collecting reports produced by each member agency and consultation as necessary with a toxicologist from Oregon State University (OSU). Other governmental bodies may also participate in the reporting or investigation of an incident. PARC maintains regular contact with the Oregon State University Extension Service, United States Environmental Protection Agency (EPA), the Center for Research on Occupational and Environmental Toxicology (CROET), and other public and private organizations to facilitate the investigation of specific incidents, identify potential problems, and assist in developing solutions.

Program Records

- 226 PARC Annual Report, 1978 – [ongoing] 1.00 c.f.**
(a) Retain final report permanently, transfer to State Archives after 10 years
(b) Retain work notes 1 year after final report accepted, destroy
- 227 PARC Incident/Case File Records**
Retain 10 years after closure, destroy
- 228 PARC Meeting Records, 1978 – [ongoing] 1.50 c.f.**

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Retain minutes and agendas permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Databases

PARC

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Pesticides
Program: Pesticide User Licensing

Schedule number: 2016-0009

Program Description:

The Pesticide User Licensing program certifies and licenses pesticide applicators, consultants, apprentices, and trainees to assure training in proper handling, distribution, and use of pesticides. The program also licenses pesticide operators and dealers to assure understanding of proper pesticide use. Pesticides are defined as “any substance or mixture of substances intended to prevent, destroy, repel or reduce the effects of a pest (animal, bacteria, fungus, insect, plant, etc.)” This includes insecticides, fungicides, herbicides, rodenticides, repellents, and other substances. Applicants for the applicator, consultant, and apprentice pesticide licenses must first be certified through an examination process. Applicants must demonstrate competency by passing one or more exams dealing with specific types of pesticides. The program contracts with testing centers for exam proctoring. After successfully passing the examination, the applicant must pay a fee to the Department before a license is issued (licenses are processed through the Licensing program – see separate description). Pesticide user licenses must be obtained before the actual application of pesticides in the field. All licenses must be renewed annually with the exception of private applicators who renew every five years. Licensees must also re-certify every five years through examination or completing training courses. In addition, the program maintains reciprocal agreements with other states to accept private applicator applicants who have demonstrated pesticide use competency in other states.

Program records

229 Examination Records

- (a) Retain one copy of examination, review drafts, and study guides (developed by the Pesticides Division) 5 years after exam superseded, destroy
- (b) Retain exam score sheets 5 years, destroy

230 Pesticide User License and Recertification Records

- (a) Retain approved user records 5 years, destroy
- (b) Retain revoked/withdrawn records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records (Recertification/Accreditation Course Records)
Contracts and Agreements
Correspondence

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Databases

LICENSE 2000 (L2K)

RECERTIFICATION COURSES

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Pesticides
Program: Pesticide Product Registration

Schedule number: 2016-0009

Program Description:

The Pesticide Product Registration program ensures that only pesticide products registered or otherwise authorized by the U.S. Environmental Protection Agency (EPA) are distributed in Oregon. Manufacturers apply to register products with the program and renew the registration on an annual basis as long as the product is distributed in the state. The program may also approve special registrations for some pesticides for experimental use or to meet specific local needs. Special authorizations for particular uses may be obtained through a cooperative effort between ODA and the EPA. The program can also amend, suspend, or revoke the registration of a pesticide if violations occur.

Program Records

- 231 Emergency Exemption (Section 18) Records**
Retain 20 years after expiration or denial, destroy
- 232 Experimental Use Permit Records**
Retain 5 years after expiration or denial, destroy
- 233 Product Registrant Records**
 - (a) Retain labels until revised.
 - (b) Retain all records for at least five years after non-renewal
- 234 Special Local Need (24C) Registration Records**
Retain 20 years after cancellation or denial, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

LOG OF SLN REQUESTS
PESTICIDE INFORMATION PRODUCT SYSTEM (PIPS)
SECTION 18 TIMETABLE

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Pesticides
Program: Fertilizer

Schedule number: 2016-0009

Program Description:

The Fertilizer program is responsible for ensuring the quality of fertilizer and other soil amending products used by consumers and for the production of agricultural crops. Fertilizer and other soil amending products include plant nutrient products, lime materials, and amendments. Manufacturers apply to register products with the program and re-register on an annual basis as long as the product is distributed in the state. The program collects product samples, which are tested by the Department's Laboratory Services program (see separate description for the Laboratory Services program) to ensure products comply with state rules and regulations. If a product is found non-compliant, the program may issue a stop sale, use or removal order and suspend the registration for the product. In addition, the program receives reports on the amount of fertilizer and other soil amendment products distributed in or into the state in tons to calculate inspection fees, which are paid to ODA. Lastly, the program after being advised by the Fertilizer Research Committee, may use part of the inspection fees to fund grants for research and development related to the interaction of fertilizer, agricultural amendment, agricultural mineral or lime products and ground water or surface water.

Program Records

235 Market Place Inspection and Enforcement Records

- (a) Retain final Laboratory Analysis Results publications until superseded or obsolete, destroy
- (b) Retain sampling compliance records 5 years, destroy
- (c) Retain all other records 5 years, destroy

236 Registrant Records

Retain 5 years, destroy

237 Research Records

- (a) Retain final research publications until superseded or obsolete, destroy
- (b) Retain all other records 5 years, destroy

238 Tonnage Report Records

- (a) Retain final Oregon Tonnage Summary publications until superseded or obsolete, destroy
- (b) Retain all other records 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Databases

FERTILIZER INFORMATION PRODUCT SYSTEM (FIPS)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Pesticides
Section: Compliance Monitoring

Schedule number: 2016-0009

Program Description:

The Compliance Monitoring program conducts investigations to document compliance and non-compliance with federal and state laws concerning pesticide product registration, labeling, distribution, and use. The program, operating under ORS 634, documents violations and pursues enforcement actions. Enforcement actions may include stop sale, use, or removal orders; embargo; civil penalty; or license suspension. The program also cooperates (by agreement) with the U.S. Department of Agriculture (USDA) to review and ensure that private pesticide applicators properly record pesticide use. In addition, the program conducts investigations for the Pesticide Analytical and Response Center (PARC), administered jointly by ODA and the Oregon Health Division. PARC investigations usually relate to situations where adverse effects on human health from pesticide use are alleged.

Program Records

- 239 Investigation Case Records**
Retain 5 years after final disposition of case, destroy
- 240 Pesticide Complaint Records**
Retain 5 years, destroy
- 241 Quality Management Plan for EPA**
Retain 10 years after superseded, destroy
- 242 USDA Private Pesticide Applicator Record Review Records**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements
Correspondence

Databases

ENFORCEMENT TRACKING
INVESTIGATIONS
PESTICIDE COMPLAINT LOG

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Plant
Program: Administration

Schedule number: 2016-0009

Program Description:

The Administration program for the Plant Division provides leadership, guidance, and oversight for division programs related to plant pests and diseases, nurseries and Christmas trees, and noxious weeds. Administrative responsibilities include budget development and tracking; purchasing activities; personnel and payroll administration; administrative rule development; legislative tracking; and preparation of educational and promotional materials and publications. The program provides oversight for issuing and/or processing U.S. Department of Agriculture (USDA) permits for growing genetically engineered plants; authorizing and tracking the interstate movement and/or release of pests, pathogens, and noxious weeds in the state; and authorizing the movement of soil (usually for research purposes) across state lines or international borders. Program staff also participate in state, regional, and national organizations, including the National Plant Board, Western Plant Board, the Oregon Invasive Species Council, and others.

Program Records

- 243 Annual Reports to the National and Western Plant Boards**
Retain 10 years, destroy
- 244 Compliance Agreement Records**
Retain 6 years after expiration, destroy
- 245 Ginseng Advisory Board Records, 1997 – [ongoing] 1.5 c.f.**
 - (a) Retain meeting minutes permanently, transfer to State Archives after 3 years.
 - (b) Retain all other records 5 years, destroy
- 246 Integrated Pest Management Coordinating Committee Records, 1991 – 2002 1.5 c.f.**
 - (a) Retain minutes and biennial reports permanently, transfer to State Archives after 5 years.
 - (b) Retain all other records 5 years, destroy
- 247 Issue and Subject Records**
Retain 5 years after inactive, destroy
- 248 Oregon Invasive Species Council Records, 2002 – [ongoing] 1.5 c.f.**
 - (a) Retain minutes and biennial reports permanently, transfer to State Archives after 5 years.
 - (b) Retain all other records 5 years, destroy
- 249 Plant Division Annual Report, 1995 - [ongoing] 2.00 c.f.**
Retain one copy permanently, transfer to State Archives after 5 years.
- 250 Rapeseed Board District Records**
Retain 20 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

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- 251 State Quarantine Weed List Records**
Retain until superseded or obsolete, destroy
- 252 USDA Bio-Tech Permit Records**
Retain 5 years, destroy
- 253 USDA PPQ 526 Permit Records**
Retain 5 years after expiration or denial, destroy
- 254 USDA Soil Permit Records**
Retain 5 years after expiration or denial, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records - OAR (166-300-0015)

Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Staff Meeting Minutes

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Personnel Records – OAR 166-300-0040)

Personnel Records.

Databases

PERMIT INDEXING

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture
Division: Plant
Program: Apiary Registration

Program Description:

The Apiary Registration Program is responsible for registering beekeepers who have five or more colonies and registering apiary (bee) brands within the state, operating under ORS 602.090. Annual beekeeper registration is processed through the Licensing Program (see separate description). Apiary brand registration is coordinated through this program. In prior years the program was also responsible for inspecting bee colonies for pest and disease problems. This is no longer done. In addition, the program also provided support services for the defunct Apiary Advisory Committee. The committee's function was to provide input and advice about improvements in service to the industry as well as aid in formulating Department programs.

Program Records

255 Apiary Brand Registration Records, 1951 - [ongoing] 1.5 c.f.

Retain permanently, transfer to State Archives after administrative need ends

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture
Division: Plant
Program: Native Plant Conservation

Schedule #: 2016-0009

Program Description:

The Native Plant Conservation program is responsible for classifying those native plants in the State of Oregon that are threatened and endangered; maintaining a list of threatened and endangered plant species in the state; and developing conservation programs through contracted research to assist state agencies in the protection and management of threatened and endangered plant species on state lands, operating under ORS 561 and 564. The program is contracted by various local, state, and federal agencies to conduct research on how to manage land in ways that are not detrimental to remaining populations of protected species. The research can encompass plant populations and strategies for recovery for species that have been harmed. Program staff may also provide technical assistance and educational training for state and federal agency personnel, as well publish their research findings, usually in professional journals. The program also offers advice to private landowners about threatened and endangered plant species although the program has no jurisdiction over these landowners. Since many of Oregon's native plants are the subject of scientific interest, the program also monitors, through an informal approval process, research and activities involving listed species in order to minimize exploitation of this potentially valuable resource.

To conduct these projects with individual native species, the program works with Oregon State University (OSU) graduate students, faculty, and volunteers interested in plant conservation, and provide information and advice at planning meetings for protected species and habitat issues.

Program Records

- 256 Professional Journal Article Development Records**
Retain draft materials 2 years after article published or abandoned, destroy
- 257 Program Brochure Records**
Retain until superseded or obsolete, destroy
- 258 State Listed Threatened and Endangered Plant Research Monitoring Records**
 - (a) Retain approved proposal records 5 years after project ends, destroy
 - (b) Retain denied proposals 5 years, destroy
- 259 Threatened and Endangered Native Plant Photographs, Slides, and Description Records, 1987 – [ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives when program ends
- 260 Threatened and Endangered Plant Inventory and Biological Status Report Records, 1987 – [ongoing] 3.50 c.f.**
Retain permanently, transfer to State Archives after program ends

OREGON STATE ARCHIVES

Records Retention Schedule

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State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records - OAR 166-300-0015)

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Personnel Records (OAR 166-300-0040)

Volunteer Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Plant
Section: Noxious Weed Control

Schedule number: 2016-0009

Program Description:

The Noxious Weed Control program is responsible for administering the statewide weed control program, operating under ORS 570. Noxious weeds have become so thoroughly established and are spreading so rapidly on state, county, and federally-owned lands, as well as private lands, that they have been declared by ORS 570.505 to be a menace to public welfare. The Noxious Weed Control program provides the technical and field support required to develop information on the occurrence of economic agricultural plant pest conditions in Oregon. The program performs the following activities: rate and classify weeds at the state level; education to prevent the establishment and spread of noxious weeds; encourage and implement the control or containment of infestations of designated weed species and, when possible, eradicate them; develop and manage a program of biological weed control; increase awareness of potential economic losses and other undesirable effects of existing and new invading noxious weeds, and to act as a resource center for the dissemination of information; encourage and assist in the organization and operation of noxious weed control programs of other government units; cooperate with county weed control officers, Oregon State University, and others in developing weed control methods; and conduct statewide noxious weed surveys and weed control efficacy studies. Field officers may also participate in the field inspection of export seed crops. The program also partners with the Bureau of Land Management and the U.S. Department of Agriculture to achieve maximum results.

In addition, the program provides support services for the Oregon State Weed Board (OSWB), established under ORS 561.650–561.680. The Board, comprised of seven members appointed by the ODA Director who serve four year terms, meets periodically throughout the year. The OSWB guides statewide noxious weed control priorities and awards noxious weed control grants under Measure 66 lottery funds.

Program Records

- 261 Annual Weed Policy and Classification List Update, 1990 - [ongoing] 4.00 c.f.**
Retain permanently, transfer to State Archives after 10 years.
- 262 Noxious Weed Control Survey and Program Data Records**
 - (a) Retain chemical control reports 3 years, destroy
 - (b) Retain all other surveys and data 50 years, destroy
- 263 State Weed Board Records, 1990 - [ongoing] 2.00 c.f.**
 - (a) Retain minutes permanently, transfer to State Archives after 10 years.
 - (b) Retain all other records 2 years, destroy
- 264 Weed Control Program Newsletter, 1992 - [ongoing] 1.00 c.f.**
Retain one copy permanently, transfer to State Archives after 10 years.

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Records Retention Schedule

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265 Weed Free Forage Program Records

- (a) Retain program records 5 years after program sunsets, destroy
- (b) Retain certification records 10 years after superseded/revoked/withdrawn, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

NOXIOUS WEED CONTROL PROGRAM

STAFF ACTIVITY

WEED ACTIVITIES

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Schedule number: 2016-0009

Agency: Department of Agriculture (ODA)
Division: Plant
Program: Nursery and Christmas Tree Inspection and Certification

Program Description:

The Nursery and Christmas Tree Inspection and Certification program is responsible for licensing nursery and Christmas tree growers and retailers for the purpose of excluding, detecting, and controlling, or eradicating serious insect pests and plant diseases to enhance the agricultural value of nursery stock and Christmas trees, per ORS 571. The program: provides inspection and certification of nursery stock and Christmas tree shipments exported to other states and foreign countries; inspects incoming shipments of nursery stock for compliance to Oregon and federal quarantines in order to prevent the introduction of destructive pests and diseases into Oregon; provides technical assistance and information to the nursery and Christmas tree industry relating to pest and disease control; and conducts annual inspections of nursery stock at the grower and retail level. The program is funded entirely through annual license fees collected from the nursery industry and Christmas tree growers. Program staff may conduct or participate in surveys for federally regulated nursery pests and diseases. In addition, the program allocates grant funds (generated from license fees) for research projects that benefit the nursery industry, as well as produces a newsletter for licensees and other interested parties. The program also issues exemptions to nurseries in other states to market and move otherwise quarantined products under certain conditions. These are renewed annually. Compliance agreements and memoranda of understanding are also maintained with the U.S. Department of Agriculture, other states, and nurseries in other states and British Columbia.

In addition, the program provides support services for two advisory committees: the Nursery Research and Regulatory Advisory Committee (ORS 571.025 – seven members appointed by the ODA Director for three year terms), and the Christmas Tree Advisory Committee (ORS 571.515 – six members appointed by the ODA Director for three year terms). Both provide advice and recommendations to the program about pertinent issues, concerns, and research projects.

Program Records

- 266 Certificates of Quarantine Compliance**
Retain 3 years, destroy
- 267 Christmas Tree Advisory Committee Records, 1997 - [ongoing] 1.00 c.f.**
 - (a) Retain minutes permanently, transfer to State Archives after 3 years
 - (b) Retain all other records 3 years, destroy
- 268 Compliance Agreement Records**
Retain 6 years after expiration of agreement, destroy
- 269 Director's Exemption Records**
Retain 5 years after exemption lifted/revoked, destroy
- 270 Federal and State Phytosanitary Certificates**
Retain 3 years, destroy

OREGON STATE ARCHIVES

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- 271 Grapevine Certification Program Records**
Retain 6 years after expiration of agreement, destroy
- 272 Horticulture Inspectors Society (Western States Chapter) Formation Records**
Retain 10 years, destroy
- 273 Importation of Nursery Stock Records**
Retain 5 years, destroy
- 274 Nursery and Christmas Tree Inspection Reports**
Retain 5 years, destroy
- 275 Nursery Program Newsletter Records**
Retain 5 years, destroy
- 276 Nursery Research and Regulatory Advisory Committee, 1997 - [ongoing] 1.00 c.f.**
 - (a) Retain minutes permanently, transfer to State Archives after 3 years
 - (b) Retain all other records 3 years, destroy
- 277 Nursery Research Grant/Assessment Fund Records**
Retain 6 years after expiration of contract, destroy
- 278 Oregon Licensed Nurserymen and Christmas Tree Growers Publication**
Retain 5 years after superseded or obsolete, destroy
- 279 Post Entry Quarantine Records (PPQ 326)**
Retain 5 years, destroy
- 280 Staff Activity Tracking Records**
Retain 6 years, destroy
- 281 Survey Records**
Retain 5 years after survey completed, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Invoices

Databases

CA/OR

EXEMPTIONS

GRAPEVINE CERTIFICATION

PHYTOSANITARY CERTIFICATES

SOD CERTIFICATION

STAFF ACTIVITY TRACKING

US/CANADA

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 10/2017

Organizational Placement

Agency: Department of Agriculture (ODA)
Division: Plant
Program: Insect Pest Prevention and Management

Schedule number: 2016-0009

Program Description:

The Insect Pest Prevention and Management program protects Oregon's agriculture, horticulture, environment, and quality of life from damaging insect pests, operating under ORS 561. Responsibilities include detecting and controlling or eradicating serious insect pests. Detection is achieved through cultivation of field and greenhouse indicator plants, field surveys and inspections, and laboratory testing conducted by the Plant Division Entomology laboratory. Control can be achieved through control and quarantine areas. Eradication is achieved through chemical and biological applications to affected areas. Work is performed through field offices and inspectors as well as staff based in Salem. The program also maintains cooperative agreements with Oregon State University, counties, universities, the U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS), and other entities. The Entomology program also has a museum of mounted insect samples that it maintains and loans out to various requesting entities.

Program Records

- 282 Contracted Project Records, 1990 - [ongoing] 3.5 c.f.**
 - (a) Retain final report permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 6 years after contract expires, destroy
- 283 Eradication Program Records**
 - (a) Retain final summary 99 years, destroy
 - (b) Retain all other records 6 years after final summary completed, destroy
- 284 Insect Museum Loan Records**

Retain 5 years after superseded or obsolete, destroy
- 285 Insect Survey and Inspection Records**
 - (a) Retain final survey results/photographs/slides/images 99 years, destroy
 - (b) Retain negative trap maps, negative trap cards, and negative visual survey records 5 years, destroy
 - (c) Retain trap inventory check-in list records 1 year after end of season, destroy
- 286 Laboratory Notes**

Retain 15 years, destroy
- 287 Performance Measure Records**

Retain 10 years, destroy
- 288 Pest Diagnostic Form Records**

Retain 10 years, destroy
- 289 Pest/Disease Informational Alerts**

Retain 5 years after superseded or obsolete, destroy
- 290 Quarantine and Control Area Order Records**

Retain 99 years, destroy

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State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Databases

DETECTION MANAGER

GRASSHOPPER SURVEY

PERFORMANCE MEASURES

SURVEY

TRAP MANAGER