

**Department of Corrections**  
Records Retention Schedule 2010-0003  
Edition: March 2011  
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# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections

**Division:** Office of the Director

**Functional Unit:** Inspector General

## *Program Description*

The position of Inspector General was created in 1990 as recommended by an investigative report to the Governor. Through the operations of the Special Investigations Unit and the Security Threat Management Unit, the Inspector General provides an oversight function on behalf of the Director and Deputy Director by examining the actions of inmates, agency employees, contractors and volunteers to ensure compliance with rules, policies and procedures, and to investigate and bring resolution to acts of misconduct and certain types of criminal activity. The Inspector General is the Department's liaison with all external law enforcement and prosecutorial criminal justice agencies.

## *Program Records*

### **001 Warden Report, 1990**

Retain permanently, transfer to State Archives after 30 years

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Hearings

## *Program Description*

The Hearings program is responsible for the processing, tracking, and monitoring of inmate hearings held at correctional institutions statewide. Hearings Officers convene disciplinary inmate misconduct hearings at correctional institutions. Disciplinary hearings are classified as either formal or informal, depending on the nature of the violation filed against the inmate by the reporting correctional officer. Formal hearings are held for Administrative Segregation, Involuntary Treatments and all major violations. Major violations include infractions such as arson, assault, contraband and possession of a weapon. Informal hearings are held for most minor violations including lower level rule violations. Sanctions are applied when violations are found. Formal hearings are audio taped and a report of the final decision is made. Formal appeals processes are provided to the inmates. Records of all hearings processes and outcomes are created and retained.

## *Program Records*

### **002 Administrative Segregation Appeals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records for 6 months, destroy

### **003 Administrative Segregation Hearings Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records for 6 months, destroy

### **004 Confidential Informant Packet Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (b) Retain all other records for 6 months, destroy

### **005 Hearings Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

Edition: March 2011

**006 Inmate Disciplinary (Less Formal) Records**

Retain 3 Years after completion of record, or transfer of inmate, destroy

**007 Inmate Disciplinary Hearings (Major Misconduct) Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records 6 months, destroy

**008 Inmate Disciplinary Hearings (Minor Misconduct) Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records 6 months, destroy

**009 Inmate Disciplinary Hearings Appeals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records 6 months, destroy

***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

**Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Inmate Discrimination Complaints

## *Program Description*

The Inmate Discrimination Complaints process is managed by designated individuals at various locations throughout the department. They are responsible for promptly and thoroughly investigating complaints alleging discrimination or retaliation and, if appropriate, take measures to resolve the issue. The process assures maximum possible anonymity to complaints and guarantees non-retaliation to complainants. Inmates retain the right of complainant to file formal charges with appropriate agencies.

## *Program Records*

### **010 Inmate Discrimination Complaints Appeals Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (b) Retain all other records 6 months, destroy

### **011 Inmate Discrimination Complaints**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (b) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Inmate Telephone

## *Program Description*

The Inmate Telephone program is responsible for authorizing, monitoring, suspending and terminating individual inmate telephone usage accounts. Specific provisions in rule outline requirements for authorization of inmate accounts and telephone numbers that can be called. Telephone usage is taped and monitored for security purposes. Inmates that commit rule violations associated with this program may have their access suspended or terminated.

## *Program Records*

### **012 Inmate Telephone Authorization Documents**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (b) Retain all other supporting documentation 6 months, destroy

### **013 Inmate Telephone Repair and Support Records**

Retain 1 year, destroy

### **014 Inmate Telephone Security Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Signature Authorizations

Staff Meeting Records

Work Orders

### **Facilities/Property Records OAR 166-300-0020**

Equipment Maintenance Records

Equipment/Property Disposition Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Prison Rape Elimination Act (PREA)

## *Program Description*

The Oregon Department of Corrections has a zero-tolerance standard for incidence of sexual assault and rape and makes prevention of inmate sexual assault and rape a top priority. The PREA program is responsible for monitoring complaints, conducting investigations and making recommendations for criminal investigation or other corrective action as appropriate.

The Prison Rape Elimination Act of 2003 is a federal law that seeks to eliminate sexual assaults and sexual misconduct. This law applies to all federal and state prisons, jails, police lock-ups, private facilities, juvenile facilities, and community correctional settings. The PREA program oversees mandated elements of the program in support of the legislative goal, to include reporting statistical data and cooperating with external agencies.

## *Program Records*

### **015 Prison Rape Elimination Act Program Administration Records**

- (a) Retain records documenting development of ongoing project or program related activity 10 years past conclusion of related process, destroy
- (b) Retain all other records 10 years, destroy

### **016 Prison Rape Elimination Act Security Documentation Records**

Retain 10 years, destroy

### **017 Prison Rape Elimination Act Inmate Training Records**

Retain 10 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Security Threat Groups

## *Program Description*

The Security Threat Groups program gathered information about various topics having possible consequences in criminal activities at institutions or in society at large. Program staff interviewed inmates, staff and others to collect and analyze institutional intelligence information regarding actual or possible criminal activities in institutions or elsewhere. The program helped the institutions and the Department to develop and implement strategies to prevent or minimize criminal or disruptive behavior in the prison. Individual inmates are managed based on their affiliation with identified security threat groups. The program identified as Security Threat Groups ended in 2007.

## *Program Records*

### **018 Security Threat Group Program Administration Records**

Retain 3 years, destroy

### **019 Security Threat Group Intelligence Records**

Retain 3 years, destroy

## *State Agency General Records Retention Schedule Records*

None

## *Databases*

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Security Threat Management

## *Program Description*

Security Threat Management (STM) has STM Lieutenants strategically placed in various ODOC institutions and facilities. The STM Lieutenants are assigned a case load of High Alert inmates. Inmates become High Alert based on prior misconduct and/or intelligence information and are identified as creating an elevated risk to the safety, security, and orderly operations of the ODOC institutions and facilities. The STM Lieutenants coordinate with all institutions to manage the day to day activities of these inmates ensuring compliance with their Oregon Corrections Plan, ODOC rules, and maintaining safe and secure institutions/facilities.

The Intelligence Section serves as the Department's central hub for all threat intelligence. This section receives information from all ODOC institutions and facilities, as well as, from outside stakeholders and other sources. After the information is gathered, it is analyzed, verified and then disseminated to the appropriate institutions and units to be used in developing plans of action. The unit works to identify threats by using threat analysis, link analysis, patterns and trends with the goal of enabling the Department to proactively respond to certain threat situations averting an incident. This section also acts as the information liaison with outside law enforcement agencies.

## *Program Records*

### **020 Security Threat Management Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **021 Security Threat Management Operational Records**

- (a) Retain Suspected Security Threat Intelligence Reports (SSTIR's) 3 years, destroy.
- (b) Retain final documents and supporting documentation showing application of rule or policy, or containing significant intelligence, 3 years from last action, destroy.
- (c) Retain all others 6 months, destroy.

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

### ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Inspector General  
**Program:** Special Investigations

## *Program Description*

This unit provides investigative services to all ODOC institutions and facilities. The unit has investigators, throughout the state, that specialize in fugitive apprehension, drug and contraband interdiction, evidence collection, surveillance, canine operations, administrative and criminal investigations and employee investigations. This unit has partnered with federal, state, and local law enforcement agencies by providing intelligence and networking assistance towards investigative efforts.

The Special Investigations Unit has central oversight over a variety of ODOC programs. Some of those are: Use of Force Reviews, Inmate Substance Abuse Program, Suicide Reviews and Electronic Surveillance.

## *Program Records*

### **022 Operational Review Records**

- (a) Retain Records associated with a particular inmate or incident that require long term availability due to security concerns 75 years
- (b) Retain all other records 3 years from last action, destroy.

### **023 Special Investigations Unit Inmate Investigations Records**

- (a) Retain for final documents and supporting documentation showing application of rule or policy 3 years after last action, destroy
- (b) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Internal Audits  
**Program:** Audits

## *Program Description*

Internal Audit for the Department of Corrections completes performance, financial and information technology audits of agency-wide programs and contracts for the purpose of determining effectiveness, efficiency, and compliance to statutes, rules, policies, and procedures. Internal Audit also conducts fraud investigations and consulting engagements. Audit reports, which may include recommendations for improvement, are prepared by the Auditor and may result in policy decisions. The reports are supplied to the Department Director.

## *Program Records*

### **024 Audit Findings and Response Records**

Retain 30 years, destroy.

### **025 Internal Audits Program Administration Records**

- (a) Retain records documenting program activities and projects; 5 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 5 years past conclusion of related process, destroy
- (c) Retain all other records 1 year, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## ***Organizational Placement***

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Office of Population Management  
**Program:** Interstate Corrections Compact

## ***Program Description***

Interstate Corrections Compact (ICC) manages the transfer of inmates between Oregon Department of Corrections and other state correctional systems. The purpose of arranging for these compacts is to provide for the mutual development and provision of programs for the confinement, treatment and rehabilitation of offenders in a manner that makes best use of available human and material resources. ICC places inmates in facilities and programs on a basis of cooperation with one another. These transfers are designed to serve the best interests of individual offenders and society.

## ***Program Records***

### **026 Interstate Corrections Compact Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **027 Interstate Corrections Compact Agreements and Conditions**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final documents and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

## ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Office of the Director  
**Functional Unit:** Planning and Budget Administration  
**Program:** Legislative Affairs

## *Program Description*

Legislative Affairs manages a centralized process of preparing, tracking and maintaining key information and reports necessary to support business needs of the department. Records relating to this process are used to support ongoing policy development, modifications to approved plans and to provide historical perspective on trends for larger analysis. Research completed for a single bill or request is often used repetitively across a number of projects and processes spanning varying periods of time.

## **028 Emergency Board Request Records**

- (a) Retain final document: 25 years, destroy
- (b) Retain other records required for future research and development of concept or unresolved issue 6 years after last action, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Legislative Development Advisory Committee Records  
Legislative Tracking Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** General Services  
**Functional Unit:** Distributions Services  
**Program:** Commissary

## *Program Description*

Commissary services are provided to inmates at all institutions. Inmates order items from a standardized commissary list and receive items by signing a receipt. Each transaction subtracts the amount from the inmate's Trust Account. It is a self-supporting program that charges inmates for products they purchase. Stock is purchased on authorized vendor contracts. Accounting related functions are performed by the Corrections Fiscal Services Department.

## *Program Records*

### **029 Commissary Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 6 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 6 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **030 Inmate Commissary Account Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 6 years, destroy.
- (b) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** General Services  
**Functional Unit:** Distributions Services  
**Program:** Food Services

## *Program Description*

The Food Service program provides meals to inmates, staff and in some cases, visitors of the Correctional Institution. It orders, receives, stores, and prepares foods and related supplies. Supplies, tools, and utensils are strictly controlled and accounted for. The program operates with inmate labor under staff supervision.

Meals produced include special diet meals for either medical or religious reasons as well as regular meals for the general inmate population. The food service facility and operation is inspected annually by the state Health Department.

In addition to general population serving areas, meals are delivered on food carts to the Infirmary, Disciplinary Segregation Unit, Mental Health Infirmary, and Intensive Management Unit.

## *Program Records*

### **031 Employee Meal Records**

- (b) Retain tracking sheets 3 years, destroy.
- (c) Retain all other records 1 year, destroy

### **032 Food Services Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **033 Food Service Audit Records**

- (a) Retain final document 5 years, destroy.
- (b) Retain source and supporting documents showing application of rule or policy 3 years, destroy
- (c) Retain working notes of auditors until creation of final report, destroy.
- (d) Retain all other records 1 year, destroy

### **034 Food Services Inventory Records**

Retain 3 years, destroy



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## **035 Food Services Inspection Records**

- (a) Retain documents needed to verify compliance with mandated inspections, inspection reviews and appeals 3 years after last action, destroy
- (b) Retain all other records for 1 year, destroy.

## **036 Menus**

- (a) Retain Final Menu documentation and Menu Substitutions 3 years, destroy
- (b) Retain Supporting documentation, 1 year, destroy

### ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

#### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

### ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** General Services  
**Functional Unit:** Fiscal Services  
**Unit:** Central Trust

## *Program Description*

The Inmate Central Trust program performs all accounting and financial reporting functions for inmate fund accounts. The program processes transactions to enter deposits and expenditures. The Inmate Central Trust program reconciles inmate accounts on a daily basis for canteen purchases, in coordination with the Canteen Sales System. Additionally, the program issues monthly statements to inmates notifying them of account balances.

## *Program Records*

### **037 Central Trust Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 6 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 6 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **038 Inmate Account Records**

Retain 6 Years, destroy

### **039 Inmate Federal and State Tax Records**

Retain 6 Years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** General Services  
**Functional Unit:** Fiscal Services  
**Program:** Inmate Clubs and Activities

## *Program Description*

Inmate Clubs and Activities provides access to inmate group activities programs within Department of Corrections facilities. The Department of Corrections, at times, involves as many inmates, staff, volunteers, outside agencies, and community resources as practical in the correctional process as it relates to group activities. Guidelines have been established in rule to govern and evaluate the merit of all inmate group activities. No person is denied the opportunity to participate in group activities on the basis of race, color, religion, national origin or handicap.

Financial records associated with these activities include documentation and accounting of donations, fees and fund raising monies. These records are managed through General Services, Fiscal Services.

## *Program Records*

### **040 Inmate Club Financial Records**

Retain 6 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections

**Division:** General Services

**Functional Unit:** Information Technology

## *Program Description*

Information Technology Services oversees all issues relating to information technology for the department. Specific records are kept documenting troubleshooting and problem-solving assistance provided to users of the systems (computer, telecommunications, etc.). These records may include but are not limited to help desk assistance requests, resolution records, and related documentation. Availability of these records to other programs and sections is necessary to support business functions beyond the technical completion of the user support.

## *Program Records*

### **041 User Support Records**

Retain 1 year after assignment completed or cancelled, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

### **Information and Records Management Records, OAR 166-300-0030**

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Computer System Wiring Records

Information System Planning and Development Records

Software Management Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Human Resources  
**Functional Unit:** Operations  
**Program:** Employee Payroll

## *Program Description*

Employee Payroll manages records that document individual employee pay history, provides assistance to employees regarding payroll-related issues and disperses

## *Program Records*

- 042 Daily Assignment (Shift) Rosters**  
Retain 6 years, destroy.
- 043 Leave Slips**  
Retain 2 years, destroy
- 044 Time Sheets**  
Retain 6 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Signature Authorizations  
Staff Meeting Records  
Payroll Records OAR 166-300-0035  
Deduction Registers  
Employee Payroll Records  
Employee Time Records  
Federal and State Tax Records  
Family Medical Leave Records  
Leave Applications

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Human Resources  
**Functional Unit:** Operations  
**Program:** Employee Personnel Records

## *Program Description*

The Personnel Records program is responsible for the centralized management of human resource records and position information within the Department. The program processes all personnel transactions and issues identification cards for all staff including contract employees. The program develops plans for staffing and human resource issues and maintains all department employee personnel, medical records and position files. Employee Payroll manages records that document individual employee pay history.

## *Program Records*

- 045 Criminal Background Check Records**  
Retain 10 years after employee separation, destroy.
- 046 Inmate Conflict Records**  
Retain 10 years after employee separation, destroy.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists

Signature Authorizations

Staff Meeting Records

### **Personnel Records OAR 166-300-0040**

Benefits Continuation Records

Criminal Background Check Records

Drug Testing Records

Employee Benefits Records

Employee Medical Records

Employee Personnel Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

**Organizational Placement**    **Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Health Services  
**Program:** Behavioral Health

***Program Description***

Behavioral Health Services provides several levels of mental health treatment along with individualized case management for inmates. Mental health services are targeted to inmates with severe or persistent mental illness. Short-term services are available to inmates who are not mentally ill, but who show high suicide potential, or who are experiencing other emotional distress.

***Program Records***

**200 Behavioral Health Services Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

**201 Evaluation & Assessment Records**

Retain 7 years after release of inmate without reactivity, destroy

**202 Treatment Records**

Retain 7 years after release of inmate without reactivity, destroy

***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

**Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Health Services  
**Program:** Inmate Medical

## *Program Description*

Health Services is responsible for providing medical care to prisoners across the state, incarcerated within the thirteen institutions of the Oregon Department of Corrections State Prison system. The State has a moral and legal obligation to provide health care for those people whom it incarcerates. The Federal Courts have mandated that inmates, though incarcerated, remain entitled to basic medical care.

## *Program Records*

### **203 Dental Records**

Retain 7 years after release of inmate without reactivity, destroy

### **204 Evaluation & Assessment Records**

Retain 7 years after release of inmate without reactivity, destroy

### **205 Inmate Medical Program Administration Records**

(a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy

(c) Retain all other records 6 months, destroy

### **206 Inmate Medication Administration Records**

Retain 7 years after release of inmate without reactivity, destroy

### **207 Optical Records**

Retain 7 years after release of inmate without reactivity, destroy

### **208 Therapeutic Dietary Records**

Retain 7 years after release of inmate without reactivity, destroy

### **209 Treatment Records**

Retain 7 years after release of inmate without reactivity, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Staff Meeting Records

## *Databases*

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Health Services  
**Program:** Pharmacy and Medical Stores

## *Program Description*

DOC Pharmacies and Institutional Medication Rooms are licensed and regulated by the Oregon Board of Pharmacy and the Federal Drug Enforcement Agency. The formulary is established and regularly reviewed by a multidisciplinary Pharmacy and Therapeutics Committee. Organized as a modified Managed Care system, Pharmacy prepares, packages, and distributes prescriptions to meet the medication needs of the system's inmates.

DOC Medical Stores identifies, purchases, and distributes the specialized medical equipment, instruments, and supplies needed to operate the system's institutional clinical services and coordinates the purchase and repair of costly diagnostic and treatment equipment and durable medical goods. Centralized purchasing and a controlled inventory promote efficiency and help to manage cost.

## *Program Records*

### **210 Pharmacy and Medical Stores Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **211 Filled Prescription Records**

Retain 3 years past the date of fill, destroy

### **212 Pharmacy Patient Files**

Retain 3 years beyond last active date, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Signature Authorizations

Staff Meeting Records

Work Orders Facilities

### **Facilities/Property Records OAR 166-300-0020**

Equipment Maintenance Records

Equipment/Property Disposition Records

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## *Databases*

AS/400

CIPS/KALOS

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Inmate Services  
**Program:** Performance Recognition and Award System

## *Program Description*

The Performance Recognition and Award System is designed to make monetary awards and other incentives available to inmates as recognition and encouragement of good institutional conduct. These awards must be created and distributed in a manner consistent with the need for facility security, safety, health and order. These awards must also be within the inherent limitations of resources available. This program includes exceptional performance in work and workforce development assignments, and in self-improvement programs that address the criminal behaviors that led to their incarceration.

## *Program Records*

### **047 Inmate Performance Recognition Awards**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **048 Non-cash Incentive Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **049 Performance Recognition and Award System Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Emergency Preparedness

## *Program Description*

The Emergency Preparedness program prepares emergency plans for various incidents, emergencies, and disasters. The program also prepares and conducts exercises to test emergency plans. Program staff also coordinates with external state and local agencies regarding agreements for emergency response

## *Program Records*

### **050 Emergency Drill Records**

- (a) Retain Emergency Drill Records 3 years, destroy
- (b) Retain records identified as necessary for training or process improvement until superseded or obsolete, destroy

### **051 Incident Response Records**

- (a) File Reports and documentation required for Unusual Incident Report (UIR) with UIR for final disposition
- (b) Retain all other records 3 years, destroy.

### **052 Emergency Plan Records**

- (a) Retain Emergency Post Orders, Procedures, Incident Plans 10 years after superseded or obsolete, destroy.
- (b) Retain all other records until superseded or obsolete, destroy

### **053 Post-Incident Records**

- (a) Retain Post Incident Records, including debriefings, after action reports, local reviews and similar processes 3 years, destroy
- (b) Retain records identified as necessary for training or process improvement until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Executions

## *Program Description*

Executions are conducted to carry out court ordered sentences of the Death Penalty. Records are execution records that are created and maintained documenting activities relating to the final days before the execution of sentence, and the processes that occurs during the execution of sentence. These records also include the individual case files of the executed inmates.

## *Program Records*

### **054 Execution Files**

Retain permanently, transfer to State Archives 30 years after last action.

### **055 Execution Program Administration Records**

Retain permanently, transfer to State Archives 30 years after last action.

### **056 Inmate Case Files – Executed Inmates**

Retain permanently, transfer to State Archives 30 years after last action.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

None

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Facility Access

## *Program Description*

Facility Access manages compliance with the security requirements for persons, vehicles, tools, equipment and supplies to gain access to Oregon Department of Corrections facilities as established in rule. The policy of the Department of Corrections is to control access into and out of facilities, including those which physically house inmates. This is necessary to ensure maintenance of the security, sound order, or discipline of operations. All persons enter a facility at their own risk and will be required to meet the security and control measures enforced at the location.

## *Program Records*

### **057 Facility Access Logs**

- (a) Retain Operations Division Institution Facility Access Logs 3 years, destroy
- (b) Retain all other Facility Access Logs 1 year, destroy

### **058 Keys and Locks Records**

- (a) Retain Daily assignment records 1 year, destroy
- (b) Retain Permanent Issue records 1 year after change of status or separation, destroy

### **059 Non-Institution Security Records**

- (a) Retain final and supporting documentation showing application of rule, policy or contract 5 years, destroy
- (b) Retain all other records 1 year, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Identification Cards

## *Program Description*

The Identification Cards program manages the authorization, production, distribution and replacement of official identification cards issued by the department. Employee, contractor and volunteer identification cards are included in this process. In addition, rule establishes an inmate identification card system that includes procedures for the possession and use of the inmate identification cards.

## *Program Records*

### **060 Inmate Identification Card Records**

Retain supporting documentation 90 days, destroy

### **061 Staff Identification Records**

- (a) Retain employee ID cards until change of status or ten years after separation.
- (b) Retain ID cards for volunteers, contractors, and others 2 years after separation, destroy
- (c) Retain request forms 30 days after the contractor or volunteer information entered into photo-card database.
- (d) Retain all other supporting documentation 90 days, destroy

## *State Agency General Records Retention Schedule Records*

None

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Clubs and Activities

## *Program Description*

Inmate Clubs and Activities provide access to inmate group activities programs within Department of Corrections facilities. The Department of Corrections at times to involve as many inmates, staff, volunteers, outside agencies, and community resources as practical in the correctional process as it relates to group activities. Guidelines have been established in rule to govern and evaluate the merit of all inmate group activities. No person is denied the opportunity to participate in group activities on the basis of race, color, religion, national origin or handicap.

## *Program Records*

### **062 Inmate Clubs and Activities Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Grievances

## *Program Description*

The Inmate Grievances process is managed by designated individuals at various locations throughout the department. Inmates are encouraged to address their concerns informally with appropriate staff and managers through either dialog or written communication. The use of inmate communication forms is suggested where possible. The department's internal inmate grievance review and appeal system is established in recognition of the complex nature of the correctional setting where some issues or disputes between staff and inmates may not be readily resolved at an informal level.

## *Program Records*

### **063 Inmate Grievances Appeals Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (b) Retain all other records 6 months, destroy

### **064 Inmate Grievances Complaint Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (b) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Mail

## *Program Description*

The Mailroom processes incoming, outgoing, and inter-institutional inmate and staff mail for the institutions. Mail is received from Department of Corrections and private carriers. Incoming mail is sorted, opened and inspected, and distributed to inmates and staff. Prohibited items, including cash, are confiscated and/or returned to senders with a violation citation. Violation citations are also sent to addressees. Outgoing mail is processed in similar fashion.

## *Program Records*

### **065 Inmate Mail Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **066 Mail Violations and Appeals**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (b) Retain all other records 6 months, destroy

### **067 Search and Inspection Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Postal Records  
Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Transport

## *Program Description*

The Transport program is responsible for the movement of offenders in the Department of Corrections system. The transportation provided by the program includes the transfer of inmates between correctional facilities located both in and out of the state, transportation for returned escapees, parole violators, and inmates back to Oregon jurisdiction. Additionally, the program provides the transportation for inmates to medical appointments, court appearances and state police interviews.

The offenders are transported at the appropriate security levels to promote public safety and provide a safe environment for staff and offenders.

## *Program Records*

### **068 Inmate Transport Records**

- (a) Retain Movement Worksheets until information entered into DOC400 and verified, destroy
- (b) Retain Records documenting inmate movement in and out of institutions 1 year, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Visitors

## *Program Description*

Visiting processes and coordinates all visits to inmates. Inmates must apply to have individuals approved for their authorized visitors list. The application review process includes a criminal background check and investigation. Denied applications are returned to the inmate. Information from approved applications are entered into the Visitor Tracking System portion of the Criminal Information System (CIS). Approved visitors may visit inmates during visiting hours, subject to limits on the number of visits and visitors per inmate in accordance with rule. When visitors arrive to visit an inmate, identification and visiting privileges are verified for the visitor, and the inmate's current availability for visitation is checked.

The program also processes and coordinates entry and escort for official visitors to the institution including attorneys, parole officers, court ordered tours, contractors, vendors, and others.

## *Program Records*

### **069 Correspondence (Visiting Related)**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **070 Inmate Visiting Security Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **071 Inmate Visitors Applications and Authorizations**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## **072 Inmate Visitors Denials and Termination Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

## **073 Inmate Visitors Visiting Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records related to identifiable security concern or unresolved issue 3 years from resolution, destroy
- (c) Retain all other records 6 months, destroy

### *State Agency General Records Retention Schedule Records*

None

### *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Inmate Work Programs (IWP)

## *Program Description*

The Inmate Work Development program exists to implement the Prison Reform and Inmate Work Act of 1994 [Measure 17] in the Oregon Department of Corrections. Staff and units of each institution manage opportunities to engage all inmates in full-time work in institutional support, public sector and private industry jobs.

The program develops potential work projects outside of institutions in accordance with the master DOC contract. Designated staff ensure that inmates are available to work, and that projects are performed according to contracts and project descriptions. Inmate attendance and work performance are documented by supervising staff who escort work crews. Attendance reports are forwarded to the Inmate Work Program coordinator at each location. The program coordinators monitor attendance and project progress and reports Performance Recognition and Award System (PRAS) information to Department of Corrections Inmate Work Programs. Project billing and inmate time worked information is also tracked by Inmate Work Programs.

## *Program Records*

### **074 Inmate Work Programs Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **075 Inmate Work Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final documents and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Public Records Disclosure Request Records

Signature Authorizations

Staff Meeting Records

### ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## ***Organizational Placement***

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Legal Library

## ***Program Description***

Legal Libraries consist of a general library and a law library as well as limited access to the State Library. The law library provides inmates access to legal materials, typewriters, and an area for confidential communications with their lawyer.

The Library also provides inmates with legal copy service. Inmates request photocopies of legal material to be sent to a court or attorney. Copies are sent out by the Mailroom to a court or the Parole and Post-Prison Supervision Board for inmates without funds. The Library also provides inmates with a phone to communicate with their attorney.

## ***Program Records***

### **076 Inmate Access to Legal Library Services Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain all other records 6 months, destroy

### **077 Legal Library Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **078 Legal Library Inventory Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain all other records 6 months, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## ***Databases***

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Measure 17 Work Programs

## *Program Description*

Measure 17 Work Programs exist to implement the Prison Reform and Inmate Work Act of 1994 in the Oregon Department of Corrections. Staff and units of each institution manage work and program opportunities to engage all inmates in opportunities that fulfill this mandate.

Inmate attendance and work performance are documented by staff supervising the work or program. Attendance reports are forwarded to the Inmate Work Program coordinator at each location. The program coordinators monitor attendance and project progress and reports Performance Recognition and Award System (PRAS) information to Department of Corrections Inmate Work Programs. Project billing and inmate time worked information is also tracked by Inmate Work Programs.

## *Program Records*

### **079 Inmate Work Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records 6 months, destroy

### **080 Measure 17 Work Programs Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **081 Measure 17 Work Programs Compliance and Mandate Records**

- (a) Retain documents needed to verify compliance with audits and inspections until completion of processes, reviews and appeals, destroy
- (b) Retain all other records 1 year, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Property

## *Program Description*

Property program is associated with the security, authorization, inventory and disposition of inmate property. Security and disposition of property belonging to inmates who leave the general population to go to Special Housing, court, the infirmary, other institutions, or out of the state is included in this process. Unauthorized items are confiscated and disposed of in accordance with rule. If the inmate returns to the general population or transfers to another institution approved property is returned. Inmates may have items mailed out.

When contraband items are confiscated an inmate may file a claim if they believe their property was seized improperly. Certain items purchased from the canteen (televisions, radios, clocks, watches, headsets, musical instruments) are recorded in the inmate's property inventory and monitored to prevent illegal sale and bartering.

## *Program Records*

### **082 Security Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain Records documenting development of ongoing project or program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

None

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Security Operations

## *Program Description*

The Security Operations program manages routine ongoing security operations in locations past with supervision of inmates. This includes security operations for programs located in or partnering with institutions such as Oregon Corrections Enterprises (OCE), Education, Health Services, and Pathfinders of Oregon.

Security Operations is responsible for supervision of inmates and activities necessary to ensure the ongoing safety and security of the institution. Searches, inspections, counts, intelligence gathering, report writing and many other functions fall within the general scope of this program. Program staff receives and reviews reports of selected security activities necessary to provide them adequate information to maintain proper supervision of their zone of control.

## *Program Records*

### **083 Counts Records**

- (a) Retain official count of record with supporting documentation 3 years, destroy
- (b) Retain all other counts with supporting documentation 90 days, destroy

### **084 Inmate Activity Logs (Mandated Services)**

- (a) Retain records containing verifiable information relating to the identity of the inmates listed 3 Years, destroy
- (b) Destroy Worksheets and informal sign ups that do not contain verifiable information relating to identity of inmates listed when superseded or obsolete

### **085 Inmate Activity Logs (Privileges)**

- (a) Retain records containing verifiable information 6 months, destroy
- (b) Retain Worksheets and informal sign ups that do not contain verifiable information relating to identity of inmates listed until superseded or obsolete, destroy

### **086 Inmate Housing Records**

- (a) Retain records required to support institution procedures relating to approval of moves 6 months after last action, destroy
- (b) Retain all other Requests 6 months, destroy

### **087 Intake and Release Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

Edition: March 2011

**088 Operational Intelligence Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy

(b) Retain all other records 6 months, destroy

**089 Post Information and Activities Records**

Retain 3 years, destroy

**090 Search and Inspection Records**

Retain 3 years, destroy

**091 Security Operations Program Administration Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy

(c) Retain all other records 6 months, destroy

**092 Tools and Inventory Records**

Retain 4 years, destroy

**093 Unusual Incident Reports (UIR's)**

(a) Transfer UIR's documenting inmate escapes to Official Inmate File of involved inmate(s)

(b) Retain all others 25 years, destroy.

**094 UIR Video/Audio Records**

Retain 10 years from incident, destroy.

**095 UIR Supporting Documents**

Retain 25 years from incident, destroy

***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

**Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Public Records Disclosure Request Records

Staff Meeting Records

***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Unit:** Security Peer Audits

## *Program Description*

Operations Division Security Peer Audits are used to measure security and operational compliance with best practice standards on a department-wide level. The purpose of the program is to ensure a high level of safety and control by measuring compliance using quality methods. Results of these audits are used by a variety of programs in different ways to assist the on-going completion of the agency mission.

## *Program Records*

### **096 Operations Division Security Peer Audits Records**

- (a) Retain final document 5 years, destroy.
- (b) Retain source and supporting documents showing application of rule or policy 3 years, destroy
- (c) Retain working notes of auditors until creation of final report, destroy.
- (d) Retain all other records 1 year, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Special Housing

## *Program Description*

Special Housing provides very secure and closely monitored housing for inmates who, for a variety of reasons, require more supervision than that in the general population housing units. Within Special Housing, there are Administrative Segregation, Disciplinary Segregation, Intensive Management, and Special Management capacities.

Inmates placed in Administrative Segregation need to be isolated from the general population. Reasons for this segregation include that they have been threatened or that they are a potential threat to others.

Inmates are placed in Disciplinary Segregation when they commit a rule violation. When an inmate is formally charged with a rule violation a hearing is held by a Hearings Officer from the Department of Corrections, Hearings program (see DOC, Central Administration, Hearings). The hearing determines whether the inmate will be segregated, the time period, and whether their custody level will be changed. In certain circumstances, an inmate may be segregated immediately without a hearing. Disciplinary Segregation sentences range from three days to one hundred eighty days. Inmates may be transferred to other special housing or returned to the general population.

Intensive Management houses inmates who pose extreme security threats to the safety and security of the staff and other inmates. Inmates reside in maximum custody cells. Assignment to this unit is based on a cross-disciplinary assessment of the inmates risk level and treatment needs. Each inmate is required to complete individual programming requirement prior to their release to general population.

The Mental Health Infirmery houses inmates with severe mental illness and/or emotional disturbance, who are a danger to themselves and others, are unable to care for their basic needs or need a diagnostic evaluation and a medication adjustment. Inmates receive individual treatment and group counseling from DOC, Counseling and Treatment Services staff. The goal is to stabilize the inmate so that the inmate can receive treatment in regular housing.

All routine activities in Special Housing such as meals and exercise are tightly controlled and documented. All aspects of security including entry and exit of inmates, staff and visitors, and incidents are also closely monitored.

## *Program Records*

### **097 Deprivation Orders**

Retain 3 years, destroy

# Oregon State Archives

## Records Retention Schedule

Edition: March 2011

### **098 Special Housing Inmate Access to Services Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(c) Retain all other records 6 months, destroy of related process.

### **099 Special Housing Inmate Behavior Records**

Retain 5 years after release from unit without reactivity, destroy

### **100 Inmate Housing Records**

(a) Retain final documents and supporting documentation showing application of rule or policy; 3 years from last action, destroy

(b) Retain all other records 6 months, destroy

### **101 Special Housing Inmate Placement Records**

(a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File

(b) Retain final and supporting documentation showing application of rule or policy; 5 years after last action, destroy

(c) Retain all other records 6 months, destroy

### **102 Special Housing Inmate Request Records**

(a) Retain final and supporting documentation showing application of rule, policy, procedure or post order; 3 years, destroy

(b) Retain all other records 6 months, destroy

### **103 Special Housing Program Administration Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy

(c) Retain all other records 6 months, destroy

### **104 Special Housing Security Records**

(a) Retain final and supporting documentation showing application of rule, policy, procedure or post order; 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy;

(c) Retain all other records 6 months, destroy

### **105 Special Housing Visiting Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(b) Retain records related to identifiable security concern or unresolved issue; 3 years from resolution, destroy;

(c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Public Records Disclosure Request Records

Staff Meeting Records

### ***Databases***

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Institutions  
**Program:** Special Teams

## *Program Description*

Special Teams is a combination of designated teams and functions within the Department of Corrections. Each of the individual elements has a specific mission or purpose relating to critical incidents and emergencies. These teams provide services and capabilities designed for response, resolution and recovery of individuals and institutions when faced with an incident. Most of the records created and maintained by the elements of this program are sensitive and confidential nature.

## *Program Records*

### **106 Emergency Staff Services Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **107 Tactical Emergency Response Team (TERT) and Crisis Negotiation Team (CNT) Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **108 Tactical Plans and Operational Procedure Records**

Retain 10 years after superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Operations  
**Functional Unit:** Operations Policy  
**Program:** Employee Payroll

## *Program Description*

Employee Payroll manages records that document individual employee pay history. These records are also used in the development of staffing schedules and reports generated to support various other functions within the agency.

## *Program Records*

### **109 Work Schedules and Assignment Records**

Retain 4 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

### **Payroll Records OAR 166-300-0035**

Employee Time Records

Leave Applications

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Office of Project Management  
**Program:** Project Management

## *Program Description*

The Office of Project Management provides effective leadership, support and mentoring in the areas of project initiation, planning, execution, control and closing. This may be a formal process, as would be found in large and complex projects, or much less formal as when providing guidance and oversight for smaller and less complex projects. Assistance is available for those within the department who envision a project on the horizon but are unsure of the next steps to take. The Projects Office is a service-oriented unit with the interests of the agency at its core.

Once a business case has been established, the Office of Project Management partners with affected department staff to develop business needs, when necessary. Project staff then unite with the stakeholders in planning, creating and implementing a solution that best meets business needs. A critical factor in this process involves identifying and including those individuals who will be affected by the solution and working to ease the transition from old to new for those stakeholders.

## *Program Records*

### **110 Program Management Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records documenting development of ongoing project or program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **111 Project Documentation Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records documenting development of ongoing project or program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Public Affairs and Central Support Services  
**Program:** Citizen Complaint

## *Program Description*

The purpose of this program is to provide for the reporting, receipt, investigation, and resolution of citizen complaints concerning the Department of Corrections, its employees, and inmates and offenders under its jurisdiction. The policy of the Department of Corrections is that citizen complaints about the Department of Corrections personnel, programs and operations shall be logged and promptly investigated. Corrective action shall be taken if indicated, and a response furnished to the complainant.

## *Program Records*

### **112 Citizen Complaint Records**

Retain 3 years from last action, destroy

## *State Agency General Records Retention Schedule Records*

None

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections

**Division:** Public Services

**Functional Unit:** Community Development

## *Program Description*

The Community Development Program focuses on working with communities selected to host new state prisons. Program staff has worked to build effective relationships and partnerships with local officials and host communities since the selection of multiple sites in 1997. Community Development works internally with other department programs to provide information to the public, through construction and start-up of each new facility. Program staff support the new prison as it starts-up and integrates in the community.

## *Program Records*

### **113 Community Development Records**

Retain cultural and tribal resource studies, environmental studies, and traffic: for the life of the facility, destroy

### **114 Construction Project Records**

(a) Retain regulatory compliance records, master planning documents, as-builts, property issue records, job close records: for the life of the facility, destroy

(b) Retain sub-contractor bid, project budget records, and professional services prequalification records: 6 years after contract completed, destroy

(c) Retain certified payroll records: 3 years, after substantial completion, destroy

(d) Retain project scheduling, management, and meeting records: 4 years, destroy after substantial completion, destroy.

(e) Retain all other construction project records: 12 years after substantial completion (as defined by ORS 12.135(3)) of project, destroy.

### **115 Facility Siting Records**

(a) Retain preliminary sites: 5 years after site selection, destroy

(b) Retain consideration sites: 5 years after final completion of future expansion project in nominated group or 5 years after final completion of project in nominated group, destroy

(c) Retain final sites: for life of site ownership, destroy

### **116 Proposed Facility Site Hearing and Comment Records**

(a) Retain hearing audiotapes: 1 year after summarized, destroy

(b) Retain summary hearing logs: for the life of facility, destroy

### **117 Proposed Facility Condition Letters and Accepted Conditions Records**

(a) Retain condition letters from public: until substantial completion (as defined by ORS 12.135(3)) of facility, destroy

(b) Retain accepted condition records: for life of site ownership, destroy

### **118 Real Estate and Property Records**

Retain for life of site ownership, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Staff Meeting Records

## ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Public Affairs and Central Support Services  
**Program:** Legal Affairs

## *Program Description*

Legal Affairs tracks and monitor litigation against the agency. Designated Legal Information Officers assist a central coordinator in identifying and processing notices and requests related to this litigation. Designated individuals serve as agency liaisons that assist Department of Justice counsel representing the department in responding to legal requests and other actions relating to litigation as necessary and appropriate.

## *Program Records*

### **119 Inmate Litigation Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain precedent-setting litigation records: 20 years after case closed, destroy
- (c) Retain all other litigation records: 5 years after case closed, destroy

### **120 Staff Litigation Records**

Retain 20 years after case closed, destroy.

### **121 TORT Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain precedent-setting litigation records: 20 years after case closed, destroy
- (c) Retain all other TORT litigation records: 5 years after case closed, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Public Affairs and Central Support Services  
**Program:** Legislative Affairs

## *Program Description*

Legislative Affairs manages the centralized process of preparing, tracking and maintaining key information and reports necessary to support business needs of the department. Records relating to this process are used to support ongoing policy development, modifications to approved plans and to provide historical perspective on trends for larger analysis. Research completed for a single bill or request is often used repetitively across a number of projects and processes spanning varying periods of time.

## *Program Records*

### **122 Business Plan Records**

- (a) Retain final document: 25 years, destroy
- (b) Retain other records required for future research and development of concept or unresolved issue; 6 years after last action, destroy
- (c) Retain all other business plan records 1 year after final document produced, destroy

### **123 Legislative Development Advisory Committee Records**

Retain 6 years after last action, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Legislative Development Advisory Committee Records  
Legislative Tracking Records  
Mailing Lists  
Press Releases  
Staff Meeting Records

## *Databases*

None



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Public Affairs and Central Support Services  
**Program:** Policy Development and Planning

## *Program Description*

Policy Development and Planning oversees the development, planning, implementation, assessment, and review of the departments' strategic and long-term goals through policies, programs, and activities. Records relating to this process are used to support ongoing policy development and modifications to approved policies and plans. Records are retained to provide historical perspective on trends for larger analysis and prepare responses to information requests by the public, the legislature, other agencies and various business partners. Research completed for a policy related issues is often used repetitively across a number of projects and processes spanning varying periods of time.

## *Program Records*

### **124 Policy Development and Planning Records**

- (a) Retain final document and key documents associated with policy or planning; 10 years, destroy
- (b) Retain key documents required for ongoing research and development; 10 years after last action, destroy
- (c) Retain all other records 1 year, destroy

### **125 Program Review Steering Committee Records, 1990 - 1992**

Retain permanently, transfer to State Archives.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Agency Organizational Records  
Attorney General Opinions  
Calendars and Scheduling Records  
Mailing Lists  
Public Records Disclosure Request Records  
Staff Meeting Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Public Services  
**Functional Unit:** Public Affairs and Central Support Services  
**Program:** Publications

## *Program Description*

Publications is a decentralized process managed in multiple locations throughout the agency. A variety of publications are created for different purposes. A consistent standard is necessary to ensure that the use of those each publication is considered in management and retention of records related to its creation and distribution. Publications are often strictly informational. Other publications are used as the documentation of a valid written order issued to inmates. This documentation can be referenced during formal and informal disciplinary processes, and in response to inmate grievances.

## *Program Records*

### **126 Employee Publications Records**

Retain 1 year after publication, destroy

### **127 Inmate Publications Records**

(a) Retain final draft and key supporting documents for publications containing directives;  
3 years after publication, destroy

(b) Retain all other records 1 year after publication, destroy

### **128 Photographs, 1993 - 2000**

Retain permanently, transfer to State Archives.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

None

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections

**Division:** Public Services

**Functional Unit:** Research and Evaluation

## *Program Description*

Research and Evaluation provides mission-critical information on offender populations, program performance and policy impact. This research may be completed within existing resources or in cooperation with external partners. Information gathered is shared externally with members of the public, key stakeholders and business partners as appropriate.

## *Program Records*

### **129 Research and Evaluation Records**

(a) Retain final document 25 years, destroy

(b) Retain other records required for future research and evaluation 6 years after last action, destroy

(c) Retain all other records 1 year after final document produced, destroy

### **130 Annual Population Flow Reports, 1959 - 2000**

Retain permanently, transfer to State Archives.

### **131 Population Profiles, 1908 - 2000**

Retain permanently, transfer to State Archives.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Public Records Disclosure Request Records

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

Schedule Number: 2010-0003

**Agency:** Department of Corrections

**Division:** Transitional Services

**Functional Unit:** Community Corrections

## *Program Description*

Community corrections is a function of state government operated in partnership with local, county-operated community corrections agencies. Of Oregon's 36 counties, the Department of Corrections does operate community corrections in Linn and Douglas counties. Community corrections activities include supervision, community-based sanctions, and services directed at offenders who have committed felony crimes and have been placed under supervision by the courts (probation), the Board of Parole and Post-Prison Supervision, or the local supervisory authority (parole/post-prison supervision).

## *Program Records*

### **132 Community Services Council Records, 1988 - 2000**

(a) Retain minutes 25 years, destroy

(b) All other records, destroy

### **133 Community Corrections Advisory Board Records, 1988 - 1996**

(a) Retain minutes permanently, transfer to State Archives

(b) All other records, destroy

### **134 County Jail Records (Senate Bill 1145)**

Retain for life of facility, destroy.

### **135 Intermediate Sanction for Women Offender Policy Group Records, 1994 - 1995**

(a) Retain final report 25 years, destroy

(b) All other records, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Community Corrections  
**Program:** Interstate Compact for Adult Offender Supervision (ICAOS)

## *Program Description*

Interstate Corrections Compact administers the Department's activities relating to the Interstate Compact for Adult Offender Supervision (ICAOS) for offenders on parole, post-prison supervision or probation. The ICAOS provides for the movement and transfer of supervision offenders from the sending, or sentencing state to the receiving state where the offender wishes to reside. ICO also participates as a member of the Interstate Commission for Adult Offender Supervision which is a nationwide group that develops and provides training, promulgates rules and oversees states' compliance to the compact.

The Compact sets guidelines by which convicted felons, who are under supervision, can move from the state in which they were convicted (sending state) to another state (receiving state). This agreement allows certain offenders to be supervised by the receiving state which can impose any conditions of supervision necessary to provide for the safety of the public. Records relating to the transfer of offenders are entered into the offender case record, the Corrections Information System, and the Interstate Compact database, which documents arrangements for allowing the offenders to live in another state.

## *Program Records*

### **136 Extradition Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final documents and supporting documentation showing application of rule or policy 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **137 Interstate Compact for Adult Offender Supervision Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

### **138 Interstate Compact for Adult Offender Supervision Agreements Conditions and Orders Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final documents and supporting documentation showing application of rule or policy 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

### ***Databases***

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Offender Information and Sentence Calculation (OISC)  
**Program:** Official Inmate Files

## *Program Description*

The Offender Information and Sentence Computation (OISC) program is responsible for the development and maintenance of the Official Inmate File and the sentence calculation for approximately 13,000 inmates incarcerated under DOC's authority at all of the state operated institutions. OISC maintains the data responsible for determining each inmate's release date in the Official Inmate File. This information can be descriptive data, legal documents and program information. The sources for this information include the Board of Parole and Post Prison Supervision, the Oregon Department of Justice, Attorney General's Office, and federal, state, and county law enforcement agencies.

OISC provides testimony in court; prepares and distributes information within the department, to the Board of Parole and Post-Prison Supervision, the Oregon State Police; the public and inmates based on the information found in the Official Inmate File. This unit also receives and processes formal and informal requests for inmate and offender information from government agencies, the courts, and the general public based on these files.

## *Program Records*

### **139 Assignment Records**

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle

### **140 Authorizations**

Retain 3 years after discharge of custody cycle, destroy

### **141 Case History Records**

(a) Retain Pre Sentence Investigation (PSI) permanently, transfer to the State Archives 75 years after discharge of custody cycle

(b) Retain all other records 3 years after discharge of custody cycle, destroy

### **142 Classification Records**

Retain 3 years after discharge of custody cycle, destroy

### **143 Correspondence (Significant)**

Retain 3 years after discharge of custody cycle, destroy

### **144 County Misconduct Records**

Retain 3 years after discharge of custody cycle, destroy

### **145 Detainers**

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle.

(b) Retain all other records 3 years after discharge of custody cycle, destroy

### **146 Disciplinary Records**

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle

# Oregon State Archives

## Records Retention Schedule

Edition: March 2011

- 147 Escapes**  
Retain permanently, transfer to State Archives 75 years after discharge of custody cycle
- 148 Facesheets**  
(a) Retain first and last facesheet permanently, transfer to State Archives 75 years after discharge of custody cycle  
(b) Retain all other records 3 years after discharge of custody cycle, destroy
- 149 Health Status Reports**  
Retain 3 years after discharge of custody cycle, destroy
- 150 Identification Documents**  
(a) Retain photographs, mugshots and tattoos permanently, transfer to State Archives 75 years after discharge of custody cycle  
(b) Retain all other records 3 years after discharge of custody cycle, destroy
- 151 Leaves/Transfer Records**  
Retain 3 years after discharge of custody cycle, destroy
- 152 Legal**  
(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of the custody cycle  
(b) Retain all other records 3 years after discharge of the custody cycle, destroy
- 153 Notifiers**  
Retain 3 years after discharge of custody cycle, destroy
- 154 Parole Records**  
(a) Retain Certificates of Discharge and closing summary permanently, transfer to State Archives 75 years after discharge of custody cycle  
(b) Retain all other records 3 years after discharge of the custody cycle, destroy
- 155 Prison Term Modification Records**  
Retain 3 years after discharge of custody cycle, destroy
- 156 Probationary Case History Records**  
(a) Retain Certificates of Discharge and Judgements permanently, transfer to State Archives 75 years after discharge of custody cycle  
(b) Retain all other records 3 years after discharge of custody cycle, destroy
- 157 Program Participation Records**  
Retain 3 years after discharge of custody cycle, destroy
- 158 Supplementary Inmate Forms**  
Retain 3 years after discharge of custody cycle, destroy
- 159 Visiting Records**  
Retain 3 years after discharge of custody cycle, destroy
- 160 Work History Records**  
Retain 3 years after discharge of custody cycle, destroy

### *State Agency General Records Retention Schedule Records*

None

### *Databases*

AS/400



# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections

**Division:** Transitional Services

**Functional Unit:** Religious Services

## *Program Description*

Religious Services provides a wide continuum of religious worship services, study programs, music programs, serious illness/death notifications, and pastoral counseling opportunities to meet the constitutional and legal mandates of the U.S. Constitution, Oregon State Constitution and judicial decisions.

Religious Services has become an essential part of an integrated program system for change. Through its chaplains and volunteers, Religious Services provides mandated and innovative services in a cost-effective manner.

## *Program Records*

### **161 Religious Service Inmate Specific Records**

Retain 3 years from last action, destroy

### **162 Religious Services Program Administration Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy

(c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records

Mailing Lists

Signature Authorizations

Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Religious Services  
**Program:** Home for Good

## *Program Description*

Home for Good utilizes strategic partnerships between state, faith and community based organization to build a seamless system of support, guidance, training and resources that promotes the successful restoration of people from prison back to their families and communities.

This program has created a model re-entry program that is structured on three organizational and programmatic building blocks that are described below. In each of these three blocks there are opportunities for volunteers to help reduce Oregon's rate of recidivism and make Oregon's communities both safer and more compassionate.

## *Program Records*

### **163 Home for Good Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **164 Home for Good Inmate Specific Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after last action, destroy
- (c) Retain all other records 6 months, destroy

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

AS/400

# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Religious Services  
**Program:** Volunteer Services

## *Program Description*

Volunteer Services is managed by the Religious Services program. This program allows members of the community to provide spiritual services to inmates within the institutions. The Department relies on Religious Services staff, chaplains, and volunteers to conduct the proper services and provide spiritual counseling for the inmates. The records documenting these activities are entered into the CIS system. Information regarding volunteers is entered into VIMS.

## *Program Records*

### **165 Volunteer Services Inmate Specific Records**

- (a) Retain records documenting on-going services 5 years after conclusion of related process, destroy
- (b) Retain all other records 5 years, destroy

### **166 Volunteer Services Program Administration Records**

- (a) Retain records required for development of ongoing project or sustainability of program related activity; 5 years past conclusion of related process, destroy
- (b) Retain all other records 3 years, destroy.

### **167 Volunteer Services Volunteer Specific Records**

Retain individual volunteer records 10 years after separation, destroy.

## *State Agency General Records Retention Schedule Records*

*Records include, but are not limited to:*

### **Administrative Records OAR 166-300-0015**

Calendars and Scheduling Records  
Mailing Lists  
Staff Meeting Records

## *Databases*

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# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Workforce Development  
**Program:** Alcohol and Drug Programs

## *Program Description*

The programs are designed and implemented around cognitive-behavioral models of intervention, and incorporate social-learning practices to prepare clients to re-enter mainstream society.

Services are delivered in a manner consistent with the cognitive ability and learning style of the individuals in treatment, and, whenever possible, the programs include family and significant others in the treatment process.

## *Program Records*

### **168 Alcohol and Drug Clinical Records**

Retain 7 years after completion of program, destroy

### **169 Alcohol and Drug Inmate Performance Records**

(a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File

(b) Retain final and supporting documentation showing application of rule or policy; 3 years after program completion or completion of specific curriculum, destroy

(c) Retain all other records 6 months, destroy

### **170 Alcohol and Drug Program Administration Records**

(a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy

(b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy

(c) Retain all other records 6 months, destroy.

### **171 Alcohol and Drug Program Review and Appeals Records**

(a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File

(b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy

(c) Retain all other records 6 months, destroy

### **172 Alcohol and Drug Program Terminations and Withdrawal Records**

(a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File

(b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy

(c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

## ***State Agency General Records Retention Schedule Records***

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# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Workforce Development  
**Program:** Alternative Incarceration Programs

## *Program Description*

Alternative Incarceration Programs offered by the Oregon Department of Corrections (DOC) to selected inmates who are at risk of reoffending due to untreated addictions and criminal thinking. The primary components of these program are: Cognitive Change, Education, Substance Abuse Education, Physical Work and Exercise, Decision Making, Anger Management, Spiritual Wellness, and Teamwork.

Offenders volunteer for the program, which begins with a 6-month institutional phase, and are motivated to do so in that, upon successful completion, they are released to a 90-day transitional leave in the community, then to post-prison supervision with an early release from prison. The program and sentence reduction were established by Oregon Law.

The goal of Alternative Incarceration Programs is to assist offenders in developing socially acceptable tools to succeed as citizens in our communities.

## *Program Records*

### **173 Alternative Incarceration Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy.
- (b) Retain records required for development of ongoing project or sustainability of program related activity; 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **174 Alternative Incarceration Program Inmate Performance Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from program completion, destroy
- (c) Retain all other records 6 months, destroy

### **175 Alternative Incarceration Program Inmate Placement Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from program completion, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives

## Records Retention Schedule

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### **176 Alternative Incarceration Program Review and Appeals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **177 Alternative Incarceration Program Terminations and Withdrawal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **178 Transitional Leave Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from program completion, destroy
- (c) Retain all other records 6 months, destroy

### ***State Agency General Records Retention Schedule Records***

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# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Workforce Development  
**Program:** Children of Incarcerated Parents

## *Program Description*

The Children of Incarcerated Parents Project is designed to help break the intergenerational cycle of criminality. The project has developed research-based parent management skills training program (PMT) targeted to the unique needs of inmate parents. This 90 hour parent education program, "Parenting Inside Out", is offered in multiple prisons. Evaluation of the long-term effects of the parenting program is being conducted to help find the best ways to strengthen family ties in support of the Oregon Accountability Model and to help break the intergenerational cycle of criminality.

## *Program Records*

### **179 Children of Incarcerated Parents Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy.
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **180 Children of Incarcerated Parents Program Inmate Performance Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy 3 years after program completion, or completion of specific curriculum, destroy
- (c) Retain all other records 6 months, destroy

### **181 Children of Incarcerated Parents Program Reviews and Appeals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **182 Children of Incarcerated Parents Program Termination and Withdrawal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy



# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

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# Oregon State Archives Records Retention Schedule

Edition: March 2011

## *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Workforce Development  
**Program:** Cognitive Programs

## *Program Description*

Cognitive Programs focus on cognitive skills development that provide inmates with the tools for changing acquired behaviors through restructuring the thought processes so they may function as responsible and accountable members of a workforce, family, and community. These programs are offered through different program options in multiple institutions throughout the state.

## *Program Records*

### **183 Cognitive Programs Inmate Performance Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after program completion, or completion of specific curriculum, destroy
- (c) Retain all other records 6 months, destroy

### **184 Cognitive Programs Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

### **185 Cognitive Programs Review and Appeal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

### **186 Cognitive Programs Termination and Withdrawal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

**Edition: March 2011**

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# Oregon State Archives

## Records Retention Schedule

Edition: March 2011

### *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Workforce Development  
**Program:** Educational Programs

### *Program Description*

Educational Programs offer curriculum and coursework through a number of program titles. These include Adult Basic Skills Development, English as a Second Language, Functional Literacy, General Education Development and Special Education. One of the main goals of these programs is to improve the ability of inmates to gain employment and be successful upon release. Studies indicate these types of programs can result in a significant reduction of recidivism rates, lower crime rates and lower costs associated with building and staffing prisons.

### *Program Records*

#### **187 Educational Programs Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy
- (c) Retain all other records 6 months, destroy

#### **188 Educational Programs Inmate Performance Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after program completion or completion of specific curriculum, destroy
- (c) Retain all other records 6 months, destroy

#### **189 Educational Programs Review and Appeal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

#### **190 Educational Programs Termination and Withdrawal Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

#### **191 Special Education Inmate Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 7 years from program completion, or completion of specific curriculum, destroy
- (c) Retain all other records 6 months, destroy

# Oregon State Archives Records Retention Schedule

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# Oregon State Archives

## Records Retention Schedule

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### *Organizational Placement*

**Schedule Number: 2010-0003**

**Agency:** Department of Corrections  
**Division:** Transitional Services  
**Functional Unit:** Work Force Development  
**Program:** Work Based Education

### *Program Description*

Work Based Education encompasses a variety of programs designed to develop specific skills that will assist inmates in obtaining employment following release. Many of the programs include training and production components that benefit the institution or provide a service for pay. Examples of programs in this category include Automotive Technologies, Computer Technologies, Construction Technology, Welding and Hair Design.

### *Program Records*

#### **192 Work Based Education Inmate Performance Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years after program completion, or completion of specific curriculum, destroy
- (c) Retain all other records 6 months, destroy

#### **193 Work Based Education Program Administration Records**

- (a) Retain final and supporting documentation showing application of rule or policy; 3 years, destroy
- (b) Retain records required for development of ongoing project or sustainability of program related activity 3 years past conclusion of related process, destroy;
- (c) Retain all other records 6 months, destroy

#### **194 Work Based Education Reviews and Appeals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

#### **195 Work Based Education Terminations and Withdrawals Records**

- (a) Transfer signed, notarized or otherwise certified records necessary to support authorized correctional objectives as defined by OAR 291-070 to the Official Inmate File
- (b) Retain final and supporting documentation showing application of rule or policy; 3 years from last action, destroy
- (c) Retain all other records 6 months, destroy

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