

**Criminal Justice Commission**

Records Retention Schedule **2016-0008**

Effective Date: **September 2016**

Table of Contents

Criminal Justice Commission..... 2  
Administration..... 4  
Asset Forfeiture..... 6  
Grants Management and State Administering Agency (SAA)..... 8  
Oregon Knowledge Bank (OKB)..... 10  
Local Public Safety Coordinating Council..... 11  
Statistical Analysis Center (SAC)..... 13

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## *Organizational Placement*

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission

**Program:** Criminal Justice Commission

## *Program Description*

The Oregon Criminal Justice Commission (CJC) is responsible for improving the efficiency and effectiveness of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning. The nine member commission is charged with developing and maintaining a state criminal justice policy and comprehensive, long-range plan for a coordinated state criminal justice system that encompasses public safety, offender accountability, crime reduction and prevention and offender treatment and rehabilitation; serving as a clearinghouse for the collection, preparation, analysis and dissemination of information on the state's criminal justice system; providing technical assistance to local public safety coordinating councils (LPSCCs); and administering grants for specialty courts and Justice Reinvestment.

The commission is also responsible for maintaining the state's criminal sentencing guidelines established to create guidelines for Oregon sentencing proceedings. The sentencing guidelines are intended to remedy harm caused by criminal conduct through remedial steps to prevent or address expected future harm and ensure the security of people in person and property, and provide integrity to the system as a whole. Oregon's sentencing guidelines define misdemeanor offenses, presumptive felony convictions, and presumptive post-prison or probation supervision violations. The commission reviews state legislation that creates new crimes or modifies existing crimes, recommending guidelines for use in sentencing proceedings; and it makes modifications to the crime seriousness scale of the sentencing guidelines to reflect legislative action.

The chair of the Criminal Justice Commission is authorized to create committees within the commission as thought necessary. The chair appoints committee members from all segments of the criminal justice system that are affected by the committee's work

## *Program Records*

### **001 Governor's Criminal Justice Commission Records, 2004 – [ongoing], 1 c.f.**

- (a) Retain meeting exhibits and minutes, formation, membership, organizational records; memoranda and recommendations, and task force final reports permanently, transfer to State Archives after 5 years
- (b) Retain all other records 10 years, destroy

# Oregon State Archives

## Records Retention Schedule

**Edition: September 2016**

### ***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

Board and Commission Meeting Records

Board and Commission Formation and Organizational Records Reports and Studies

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Public Records Disclosure Request Records

Publication Preparation Records

### ***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## ***Organizational Placement***

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission

**Program:** Administration

## ***Program Description***

The Administration program coordinates the work of the Criminal Justice Commission (CJC) and its staff and programs. It supports the development and maintenance of CJC policies and procedures, and ensures the appropriate use of public funds. The program provides operational support of the organization's administrative, financial, payroll, personnel, and commission records.

Administration is led by the CJC's executive director, who is appointed by the Governor. Administration maintains the official copy of the records of the commission, and the Asset Forfeiture Oversight Advisory Committee (see separate program descriptions).

## ***Program Records***

**002 Newsletter (CJC Newsletter)**

Retain 5 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals Policy Development and Planning Records Public

Records Disclosure Request Records Publication Preparation Records

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

Equipment Maintenance Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

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

Computer System Program Documentation

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Personnel Records (OAR 166-300-0040)

Recruitment and Selection Records

Risk Management Records (OAR 166-300-0045)

Incident Reports

Oregon State Archives  
**Records Retention Schedule**

**Edition: September 2016**

***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

Board and Commission Members Personnel Records

***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## ***Organizational Placement***

**Agency:** Criminal Justice Commission

**Program:** Asset Forfeiture

**Schedule Number: 2016-0008**

## ***Program Description***

The Asset Forfeiture program lawfully takes property, contraband, and conveyances used to commit or facilitate illegal conduct.

The Criminal Justice Commission (CJC) provides staff support to the Asset Forfeiture Oversight Advisory Committee (AFOAC), a ten member group appointed by the Governor, Attorney General, President of the Senate, and the Speaker of the House of Representatives. AFOAC is responsible for collecting information on all state law forfeitures; receiving reports on the use of forfeiture proceeds by public bodies; compiling detailed annual forfeiture reports; conducting studies to improve the oversight of forfeiture; and making recommendations to increase the effectiveness, fairness and efficiency of Oregon forfeiture actions. The CJC Administration program (see above) maintains the official copy of AFOAC's records.

## ***Program Records***

### **003 Asset Forfeiture Oversight Advisory Committee Records, 1989 – [ongoing], 1 c.f**

(a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years

(b) Retain all other records 20 years, destroy

### **004 Forfeiture Counsel Reporting Records**

Retain 20 years after date received, destroy

### **005 Public Body Forfeiture Use Records**

Retain 20 years after date received, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

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

Computer System Program Documentation

Forms Development Records

# Oregon State Archives Records Retention Schedule

**Edition: September 2016**

## *Databases*

AFOAC

AF103

AF203

AF302

ASSET FORF FORM1

ASSET FORF FORM2

ASSET FORF FORM3

OOGS

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## *Organizational Placement*

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission

**Program:** Grants Management and State Administering Agency (SAA)

## *Program Description*

The Criminal Justice Commission (CJC) allocates state and federal resources statewide for comprehensive criminal justice planning and policy development. This responsibility includes public safety issue identification, system collaboration, policy development, and system planning and implementation. As the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG), the CJC maintains responsibility for distribution, monitoring, and reporting of annual formula grants and when applicable, competitive grants.

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

Further, the CJC serves as the primary coordinating body for the acceptance, planning, and distribution of federal criminal justice funds leveraged to address the needs of the state criminal justice system. Oregon's SAA is an active member of the National Association of Drug Court Professionals (NADCP) and the National Criminal Justice Association (NCJA).

## *Program Records*

- 006 Justice Assistance Grant (JAG) Review Committee, 2013 – [ongoing]**  
(a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years  
(b) Retain all other records 20 years, destroy
- 007 Justice Reinvestment Public Safety Task Force report to the Legislature 2015**  
Retain 10 years, destroy
- 008 Public Safety Task Force (PSTF), 2013 – [ongoing]**  
(a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years  
(b) Retain all other records 20 years, destroy

# Oregon State Archives

## Records Retention Schedule

**Edition: September 2016**

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar, and Training Program Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Publication Preparation Records  
Financial Records (OAR 166-300-0025)  
Annual Financial Reports  
Grant Records

### ***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

### ***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## ***Organizational Placement***

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission  
**Program:** Oregon Knowledge Bank (OKB)

## ***Program Description***

The Oregon Knowledge Bank (OKB) is a resource for and created by the public safety community in Oregon. The OKB focuses on Oregon: its innovative policing, corrections, and community supervision programs; research conducted on criminal justice initiatives here; and public safety agency profiles. The Oregon Criminal Justice Commission (CJC) is responsible for tasks related to sharing information and encouraging the use of best practices throughout the state's criminal justice system. To do this, the CJC collaborated with stakeholders to establish the OKB which launched in 2015.

The OKB is guided by two complementary goals: The first is to become the go-to resource for criminal justice practitioners in Oregon for best and promising practices. The second goal is to encourage public safety practitioners statewide to use evidence-based practices and problem-solving methods.

## ***Program Records***

None

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar, and Training Program Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Publication Preparation Records  
Financial Records (OAR 166-300-0025)  
Annual Financial Reports  
Grant Records

## ***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: September 2016

## ***Organizational Placement***

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission

**Program:** Local Public Safety Coordinating Council

## ***Program Description***

While LPSCCs across the state engage in a variety of activities to improve system-wide communication and collaboration, their primary purpose is to: coordinate local criminal justice policy and planning; make recommendations to the county board of commissioners regarding the use of state and county resources to supervise local offenders; and develop and approve their county's Justice Reinvestment Grant program. County governments are required to send the commission an annual summary of the changes made in response to the recommendations of its LPSCC. In turn, the Criminal Justice Commission (CJC) is responsible to support and make recommendations for effective utilization of LPSCCs within the coordinated state criminal justice system.

## ***Program Records***

### **009 Local Public Safety Coordinating Council Annual County Reports**

Retain 1 year after submission, destroy

### **010 Local Public Safety Coordinating Council Annual Report to Legislative Assembly**

Retain 10 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

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

Forms Development Records

## ***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

Reports and Studies

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2016-0008**

**Agency:** Criminal Justice Commission

**Program:** Statistical Analysis Center (SAC)

## *Program Description*

The Statistical Analysis Center (SAC) provides the Governor, Legislative Assembly, criminal justice agencies, and the public with current and historical statistics, objective research, and data analysis regarding Oregon's criminal justice system. It directly supports the development of legislative fiscal impact statements regarding proposed legislation that may increase or decrease state costs for prison beds and offender supervision. SAC publishes criminal justice information, statistics and research for use by state and federal criminal justice planners, state agencies, universities, and the general public. It serves as a clearinghouse for the collection, preparation, analysis and dissemination of information on statewide sentencing practices.

With oversight by the Criminal Justice Commission (CJC), SAC operates as the state's criminal justice collection, analysis and dissemination point under the nationwide SAC program operated by the U.S. Department of Justice, Bureau of Justice Statistics. State SACs receive federal funding to carry out data collection and analysis on topics of interest to criminal justice policy and decision makers. Oregon's SAC is an active member of the Justice Research and Statistics Association (JRSA), a national nonprofit organization of state SAC directors, and other researchers and practitioners, dedicated to policy-orientated research and analysis.

The CJC's SAC uses and applies dynamic data and information from various government agencies, including the Department of State Police, Oregon Department of Corrections, Oregon Judicial Department, Oregon Youth Authority, and the Federal Bureau of Investigation.

## *Program Records*

- 011 Ad Hoc Criminal Justice Reports**  
Retain 10 years, destroy
- 012 Annual Crime Rate Index (by State) Report**  
Retain 5 years, destroy
- 013 Annual Oregon / United States Crime Graphs**  
Retain 20 years, destroy
- 014 County Factsheets**  
Retain 20 years, destroy
- 015 Interactive Statewide Criminal Justice Maps**  
Retain 20 years, destroy
- 016 Issue Briefs / Briefing Papers**  
Retain 10 years, destroy
- 017 Monthly Drug Arrest Reports**  
Retain 10 years, destroy
- 018 M57 Drug Court Report**  
Retain 10 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Legislative Tracking Records  
Policy and Procedure Guidelines and Manuals  
Publication Preparation Records

## ***Board and Commission General Records Retention Schedule Records***

*Includes but is not limited to:*

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

## ***Databases***

None