

**Oregon Department of Energy**  
Records Retention Schedule 2014-0006  
Effective Date: August 2014  
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Oregon State Archives  
Records Retention Schedule

Edition: August 2014

Expires: August 2019

**Organizational Placement**

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Director

**Program Description**

The Director's Office supports the agency mission by providing leadership and policy direction to the five operating divisions of the agency; establishing statewide policy and departmental goals; providing leadership in planning for Oregon's energy needs; overseeing development and execution of legislation; maintaining regulatory integrity that gives the highest priority to public health and safety and environmental protection; and working closely with the governor, legislative leaders, and state and federal agency heads to ensure Oregon's interests are reflected in regional and national energy and nuclear waste policy. The director's legal authority and primary responsibilities are enumerated in ORS 469.040; ODOE's duties are in ORS 469.030.

**Program Records**

**001 Director's Speeches and Presentations, 1975 – [ongoing]**

**3 c.f.**

Retain permanently, transfer to State Archives at end of administration

**State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

**Databases**

None

# Oregon State Archives Records Retention Schedule

Edition: August 2014

Expires: August 2019

## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Communications and Outreach

## ***Program Description***

The Communications and Outreach program provides information services for the entire agency. The program delivers timely agency information to the news media and general public via interviews, postal mail, e-mail and telephone. It provides agency educational materials in the form of publications, brochures, newspaper and magazine articles, and informative displays. The program works closely with the governor's office in the creation and delivery of key messages and talking points. The Communications and Outreach program also develops and maintains ODOE's website; provides public information officer support on state energy related issues; helps manage public records requests, especially those from the news media; and provides staff support for working groups, committees, and other projects as needed.

## ***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Press Releases

Public Records Disclosure Request Records

Publication Preparation Records

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: August 2014

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Government Relations

## ***Program Description***

The Government Relations program leads and manage legislative efforts to support the agency's mission at the local, state and national levels. The program serves as senior policy advisor to the agency director and governor's office, as requested, providing research, analysis, and evaluation of policy and program issues with a statewide impact. It assists the agency director in carrying out agency operations, and providing long-range policy planning and development. The program also provides leadership and coordination throughout the agency's strategic planning process.

## ***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Legislative Preparation and Tracking Records

## ***Databases***

BillTrackOR

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Director's Office

**Program:** Human Resources (HR)

## ***Program Description***

The Human Resources program provides centralized administration of ODOE's personnel program and performance management. The HR program administers the agency's recruitment process, provides advice and assistance to management and staff about personnel issues, processes all agency personnel actions, and maintains ODOE personnel records. HR develops and administers personnel and affirmative action plans and policies in coordination with the Office of the Director, and organizes professional development and training for agency staff.

## ***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Conference, Seminar, and Training Program Records

Policy Development and Planning Records

Personnel Records (OAR 166-300-0040)

Criminal Background Check Records

Employee Personnel Records

## ***Databases***

PICS (Position Inventory Control System)

PPDB (Position and Personnel Data Base)

NEOGOV (Oregon E-Recruit System)

# Oregon State Archives Records Retention Schedule

Edition: August 2014

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** American Recovery and Reinvestment Act (ARRA)

## *Program Description*

The American Recovery and Reinvestment Act (ARRA) program originated with the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5), which distributed “stimulus funds” nationally. Oregon prioritized use of ARRA funds for the “promotion of Oregon’s sustainability, renewable energy, carbon reduction, energy efficiency, and green development goals” (EO 09-06). ODOE’s program administers four ARRA-funded grants from the U.S. Department of Energy (USDOE): State Energy Program; Energy Efficiency Conservation Block Grant; State Energy Efficient Appliance Rebate Program funding; and Energy Assurance Planning funding. ODOE reports to the USDOE and Office of Management and Budget on its use of ARRA funds.

The State Energy Program (SEP), authorized under the federal Energy Policy and Conservation Act (Pub. L. 94-163), aims to help states increase energy efficiency to reduce energy costs; reduce reliance on imported energy; improve the reliability of electricity and fuel, and the delivery of energy services; and reduce the impacts of energy production and use on the environment. SEP funds are to be used to stimulate the creation or increase the retention of jobs; save measurable energy; increase energy generation from renewable resources; and reduce greenhouse gas emissions (10 CFR 420). ODOE uses SEP funding for energy projects on public buildings, and searches for opportunities to leverage the funds to address state energy priorities.

The Energy Efficiency and Conservation Block Grant (EECBG) funds local projects that reduce fossil fuel emissions in a manner that is environmentally sustainable and maximizes benefits for local and regional communities; reduce total energy use; increase the use of renewable energy sources; and improve energy efficiency in the building, transportation, commercial, institutional and public sectors. Funded by ARRA, and authorized by the Energy Independence and Security Act (EISA) (Pub. L. 110-140), ODOE uses the EECBG to improve the coordination of energy-related policies and programs across the jurisdictional levels of governance, and maximizes the effectiveness of local and community level projects and programs. Through statewide EECBG sub-grants, ODOE helps local Oregon governments develop new and innovative approaches to increase energy efficiency, increase renewable energy use, and reduce greenhouse gas emissions.

The State Energy Efficient Appliance Rebate program (SEEARP), authorized under the Energy Policy Act of 2005 (Pub. L. 109-58), provides ARRA-funded incentives and low-income reimbursements for energy efficient appliance purchases by residential consumers. SEEARP also partners with the Department of Housing and Community Services to provide crisis assistance.

Using ARRA Energy Assurance Planning funds, authorized under the Energy Policy Act of 2005, ODOE studies state energy assurance planning, and catastrophic seismic event response. Energy Assurance funds are used to identify opportunities to improve state energy resilience; research the design and integration of distributed renewable energy investments into the existing energy network; study the role solar, wind, geothermal, hydropower, bio-energy, and bio-fuel resources when traditional energy resources are unavailable; and conduct planning exercises.

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***Program Records***

- 060 Energy Assurance Plan, 2011 – [ongoing] .5 c.f.**  
(a) Retain permanently, transfer to State Archives after 5 years  
(b) Retain preparation records 10 years after publication of final document, destroy
- 061 Weekly ODOE ARRA Reports to Governor's Office**  
Retain 15 years after submission, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Conference, Seminar, and Training Program Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Press Releases  
Publication Preparation Records  
Financial Records (OAR 166-300-0025)  
Competitive Bid Records  
Grant Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures

***Databases***

ALL IN ONE  
ARRA  
ORPIN (Owner: DAS)  
ORSTATS (Owner: DAS)  
PAGE (Owner: USDOE)  
PROJECT SCORECARD  
SFMS (Owner: DAS)

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Budget

## ***Program Description***

The Budget program conducts budget development and tracking. It prepares the biennial agency budget, and provides fiscal analysis of legislation and other proposals. The program manages the execution of the budget, performs revenue and expenditure forecasts, and works in partnership with ODOE's Fiscal program to manage and track all agency program revenue and expenditures.

## ***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Contracts and Agreements

Financial Records (OAR 166-300-0025)

Budget Preparation Records

## ***Databases***

BTC (Business Energy Tax Credits)

DATAMART

ETC ONLINE (Business and Residential Energy Tax Credit Programs)

FATS (Fixed Asset Tracking System)

NEEM (Northwest Energy Efficient Manufactured Homes/Energy Star)

R\*STARS (Relational Standard Accounting and Reporting System)

NEW RETC (Residential Energy Tax Credits)

SEED (State Energy Efficiency Design)

SFMA (State Financial Management Application)

SOFTWARE



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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Data Group

## *Program Description*

The Data Group provides data and analysis to agency and external customers, including other government offices, legislators, nonprofit organizations, schools, media, and the general public. The program produces statistical and narrative reports regarding agency programs, and additional research as requested by ODOE's director. Program compilation and reporting responsibilities include key performance measures, annual energy savings and program summaries, legislative revenue impact estimates, agency information security, and agency program database overviews.

## *Program Records*

### **069 Oregon Department of Energy Program Summaries and Energy Savings Reports**

Retain 10 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Development Advisory Committee Records

Legislative Tracking Records (e.g. legislative impact analysis)

Publication Preparation Records (e.g. program energy savings reports)

Financial Records (OAR 166-300-0025)

Budget Preparation Records (e.g. performance measures)

Legislatively Adopted Budgets Records (e.g. information systems supplemental reports)

## *Databases*

None

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Fiscal

## ***Program Description***

The Fiscal program provides a variety of services to ensure the financial integrity of ODOE operations. The program's responsibilities include contract development and administration, grant management, accounts payable and accounts receivable, travel coordination, financial reporting and statements, agency payroll, and purchasing. In cooperation with ODOE's Budget program, it monitors revenue and expenditures related to all agency programs, including the Business Energy Tax Credit (BETC), Energy Facility Siting program, Energy Supplier Assessment, Residential Energy Tax Credit (RETC), and State Energy Efficient Design (SEED). The Fiscal program operates pursuant to various state, federal and agency requirements, including the Oregon Accounting Manual, and travel, vehicle, and contract/procurement policies.

The Fiscal program also maintains the official copy of the Energy Efficiency and Sustainable Technology (EEAST) project records. EEAST is administered by the Small Scale Energy Loan Program (SELP), which is organizationally part of the Energy Development Services division.

## ***Program Records***

### **002 Energy Supplier Assessment Implementation Records**

- (a) Retain energy supplier assessment data 6 years, destroy
- (b) Retain energy supplier assessment summaries until superseded or obsolete

### **063 Energy Efficiency and Sustainable Technology (EEAST) Project Records**

Series includes applications, evaluations, loan documents, grant documents, contracts and agreements, disbursements, and monthly tracking records.

- (a) Retain records for projects that result in loan application 10 years after payment, cancellation, withdrawal or rejection of loan, destroy
- (b) Retain records for projects that do not result in loan application 2 years after receipt, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Grant Records

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*Databases*

BTC (Business Energy Tax Credits)

DATAMART

ETC ONLINE (Business and Residential Energy Tax Credit Programs)

FATS (Fixed Asset Tracking System)

NEEM (Northwest Energy Efficient Manufactured Homes/Energy Star)

R\*STARS (Relational Standard Accounting and Reporting System)

NEW RETC (Residential Energy Tax Credits)

SEED (State Energy Efficiency Design)

SFMA (State Financial Management Application)

SOFTWARE

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Central Services  
**Program:** Information Services

## ***Program Description***

Information Services (IS) provides planning, development, maintenance, support and protection of the agency's computer information systems. IS maintains the interface with the Department of Administrative Service's (DAS) State Data Center (SDC), providing agency access to database system records for ODOE program operations, including the Energy Loan Program (SELP), State Home Oil Weatherization (SHOW), Business Energy Tax Credit (BETC), Residential Energy Tax Credit Program (RETC), and Northwest Energy Efficient Manufactured Housing Program (NEEM). ODOE's IS program ensures agency data integrity, management and security.

## ***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Information and Records Management Records (OAR 166-300-0030)  
Computer System Maintenance Records  
Computer System Wiring Records  
Information System Planning and Development Records

## ***Databases***

FATS (Fixed Asset Tracking System)  
FILETRACKER  
SOFTWARE

**Oregon State Archives  
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***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Central Services

**Program:** Operations

***Program Description***

The Operations program is responsible for agency facility safety, security, organization and functionality. The program also coordinates risk management and safety program activities.

***Program Records***

None

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Risk Management Records (OAR 166-300-0045)

Safety Compliance and Inspection Records

***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: August 2014

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Development Services

**Program:** Energy Incentives (EIP)

## *Program Description*

The Energy Development Services division was formed in 2011 to integrate ODOE's financing and incentives regarding energy conservation, renewable energy, economic development, and job creation. The Energy Incentives Program (EIP) reviews and certifies qualified energy projects, and issues state tax credits and grants to project owners and pass-through partners.

EIP offsets qualifying costs directly related to the approved project, including design and engineering, material and equipment, and installation. EIP supports cost effective investment in diverse energy projects, including energy conservation, renewable energy resource equipment manufacturing, renewable energy resources, high efficiency combined heat and power, sustainable buildings, energy efficiency, alternative vehicle infrastructure, and transit services.

ODOE's Business Energy Tax Credit (BETC) program concluded its acceptance of new business in 2011 as a result of the legislative sunseting of its statutory tax credit, which was created in 1979. The BETC program reviewed and certified qualified energy projects; issued tax credits to project owners and pass-through partners; and supported investment in diverse energy projects. The BETC tax credit was replaced by three separate credits: conservation, renewable energy, and transportation (O.L. 2011, Ch. 730; ORS 469.160 et seq.; OAR 330 Division 90). ODOE's EIP is responsible for implementing and administering the new energy incentive tax credit programs for the agency. EIP also maintains the official copy of the BETC program's records and information.

The BETC program's renewable energy resource equipment manufacturing facility tax credit administrative responsibilities were transferred by the Legislative Assembly in 2011 to the Oregon Business Development Department, which maintains these records (O.L. 2011, Ch. 474).

EIP also maintains the legacy records of ODOE's Transportation program (formerly part of the Conservation division), which worked to encourage public and private entities to use alternative modes of transportation – carpooling, vanpooling, public transit, biking, walking, and telecommuting. The program made efforts to revise state policies, rules, or procedures that impede the use of alternative transportation modes; provided training and technical assistance to public entities and businesses that invest in vanpools, carpools, and telecommuting equipment; served as the lead state agency developing plans for systematically converting state vehicles to operate on clean-burning fuels or gasoline substitutes; and helped cities with vehicle conversion.

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## *Program Records*

- 020 Business Energy Tax Credit (BETC) Case Records**  
(a) Retain records certified before 2001 for 12 years, destroy  
(b) Retain records certified in or after 2001 for 17 years, destroy  
(c) Retain withdrawn, denied, rejected, revoked, and inactive records 3 years after expiration, destroy
- 021 Business Energy Tax Credit (BETC) and Energy Incentives (EIP) Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy
- 070 Energy Incentives Program (EIP) Project Records**  
(a) Retain certified project records 12 years after certification, destroy  
(b) Retain withdrawn, denied, rejected, revoked and inactive records 3 years after expiration, destroy
- 030 Transportation Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records 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)

Correspondence

## *Databases*

BTC (Business Energy Tax Credit files)

BUSIND (Business Energy Tax Credits)

ETC ONLINE (Business and Residential Energy Tax Credit Programs)

SURVEY

TRANS/TELEWORK (Transportation Program Telework Initiatives)

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Development Services  
**Program:** Residential Energy Tax Credit (RETC)

## *Program Description*

The Residential Energy Tax Credit (RETC) program administers state tax credits for Oregon homeowners and renters who install alternative energy devices that provide some or all of the energy needs. The program also provides tax credits for energy efficient appliances and heating systems and for other energy-conserving measures, including alternative fuel vehicles. The RETC program reviews applications and certifies projects for residential clients to receive state tax credits; those utilizing state certified contractors may also receive their tax credit certification directly from the contractor (ORS 469.160 to 469.180; OAR 330 Division 70).

## *Program Records*

### **024 Certified Contractor Lists**

Retain until superseded or obsolete, destroy

### **025 Residential Energy Tax Credit (RETC) Case Records**

Retain 10 years after award of tax credit, destroy

### **026 Residential Energy Tax Credit (RETC) Program Records**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain all other records 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)

Correspondence

## *Databases*

APPLIANCE AND HEATING SYSTEMS

ETC ONLINE (Business and Residential Energy Tax Credit Programs)

NEW RETC (Residential Energy Tax Credits)

RTCBAS (Residential Energy Tax Credits)

RTCVER (Residential Energy Tax Credit Contractor Review)



# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2014-0006

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Development Services  
**Program:** Small Scale Energy Loan Program (SELP)

## *Program Description*

The Small Scale Energy Loan Program (SELP) administers the incentive program that makes loans to individuals, businesses, non-profit organizations, and state and local governments for conservation and renewable resource projects (ORS 470; OAR 330 Division 110). SELP loans are funded by general obligation bonds. SELP provides funds to identify and study cost effective energy-saving improvements in public facilities that may be eligible for loans. The SELP program additionally seeks innovative projects and offers creative financing packages for new energy technologies. The Small Scale Energy Loan Advisory Committee helps review SELP loan applications and advises ODOE on Oregon energy conservation (OAR 330 Division 105).

SELP also administers the Energy Efficiency and Sustainable Technology (EEAST) program, which provides loans to property owners for investment in energy efficiency, conservation and renewable energy. SELP files quarterly reports on EEAST with the Small Scale Local Energy Project Advisory Committee (O.L. 2009 Ch. 753; ORS 470.500 et seq.; OAR 330 Division 112). EEAST's project records are maintained by ODOE's Central Services division (Fiscal program).

## *Program Records*

### **062 Energy Efficiency and Sustainable Technology (EEAST) Program Records**

- (a) Retain final quarterly reports 10 years, destroy
- (b) Retain all other program records 10 years, or until superseded or obsolete, whichever occurs first, destroy

### **031 Small Scale Energy Loan Program (SELP) Advisory Committee Records**

- (a) Retain approved written meeting minutes 10 years, destroy
- (b) Retain tape recordings of meetings 1 year after minutes approved, destroy
- (c) Retain all other records 6 years, destroy

### **032 Small Scale Energy Loan Program (SELP) Bond Records**

Series includes bond transcripts, settlement summaries, competitive bids, expenditure records, public/private use analyses, records on changes in structure including refunding, swaps, optional calls, sales of assets funded by bonds, and disbursement records.

- (a) Retain original bond records 3 years after final maturity, destroy
- (b) If refunding bonds issued, retain original and refunding bond records 3 years after final maturity of refunding bonds, destroy
- (c) Retain all loan disbursement records 3 years after final maturity of bond or refunding bond, whichever is later, destroy

### **034 Small Scale Energy Loan Program (SELP) Program Records**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

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**035 Small Scale Energy Loan Program (SELP) Project Records**

Series includes the Application File and the Document File.

- (a) Retain records for projects that result in loan application 10 years after payment, cancellation, withdrawal or rejection of loan, destroy
- (b) Retain records for projects that do not result in loan application 2 years after application becomes inactive, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Litigation Records

Financial Records (OAR 166-300-0025)

Annual Financial Reports

Grant Records (e.g. Energy Audit / Study Records)

Internal Audit Reports

***Databases***

ELP (Energy Loan Program)

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Development Services  
**Program:** State Home Oil Weatherization (SHOW)

## *Program Description*

The State Home Oil Weatherization (SHOW) program administers the statute requiring fuel oil dealers to provide home energy audits and financing for customer weatherization projects. The program provides energy audits for residences that heat with oil, kerosene, butane, propane, or wood. Eligible households may receive a low-interest loan for weatherization, post-audit. Banks loaning money receive a state tax credit for the difference between the low-interest rate the borrower pays and the market-interest rate at the time of the loan. Low and moderate-income households may also receive rebates for weatherization or conservation projects. SHOW monitors and evaluates projects after installation; audits and rebates are funded by an assessment on major wholesale oil suppliers (ORS 469.673 to 469.720; OAR 330 Divisions 60 and 61).

## *Program Records*

### **027 State Home Oil Weatherization (SHOW) Advisory Committee Records**

Retain 5 years, destroy

### **028 State Home Oil Weatherization (SHOW) Case Records**

Retain 6 years after project approval, destroy

### **029 State Home Oil Weatherization (SHOW) Program Records**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain all other records 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)

Correspondence

## *Databases*

SHO (SHOW Program File Tracker)

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Facility Siting

**Program:** Energy Facility Siting

## *Program Description*

The governor-appointed Energy Facility Siting Council (EFSC) authorizes and regulates the siting, construction, operation and retirement of energy facilities in Oregon. The EFSC also regulates energy transmission lines, pipelines, storage facilities, radioactive material transport, and radioactive waste disposal. (ORS 469.450 et seq.; OAR 345).

The Energy Facility Siting division is responsible for providing staff support for the EFSC review and approval of environmentally-compliant energy resources located within the state. Support includes managing public participation processes, performing interdisciplinary analysis of the environmental, regulatory, and technical aspects of proposed energy facilities, and providing recommendations to the EFSC.

The division supports the Department's development and implementation of policies regarding the efficient generation and transmission of energy in Oregon; and provides technical assistance to further the development, use, and purchase of energy resources.

The Energy Facility Siting division also carries out coordinating or lead-state-agency responsibilities with respect to the Federal Energy Regulatory Commission (FERC) jurisdiction, ensuring that state and local interests are addressed and protected in the federal facility siting process (15 USC 717b-1(b)).

## *Program Records*

### **036 Energy Facility Siting Council (EFSC) Records, 1973 - [ongoing] 6 c.f.**

- (a) Retain meeting agendas, materials, minutes and transcripts, and final reports permanently, transfer to State Archives after 10 years.
- (b) Retain orders and site certificates permanently, transfer to State Archives with final project records after retirement, withdrawal, or termination of facility
- (c) Retain member records 2 years after term ends, destroy
- (d) Retain all other records 10 years, destroy

# Oregon State Archives Records Retention Schedule

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- 037 Facility Siting Project Records, 1971 - [ongoing] 20 c.f.**
- (a) Retain application and amendment deliberation, decision, and appeal records permanently, transfer to State Archives 25 years after transfer to State Records Center
  - (b) Retain sited facility pre-construction, construction, operations, and compliance review records permanently, transfer to State Archives 25 years after transfer to State Records Center
  - (c) Retain site certificate exemption records permanently, transfer to State Archives after termination of exemption or retirement of facility, whichever occurs first
  - (d) Retain notices of intent, orders, and final preliminary or complete site certificate application records for projects withdrawn or terminated before the start of the draft proposed order public comment period permanently, transfer to State Archives after withdrawal or termination
  - (e) Retain Salt Caves Hydroelectric Project records permanently, transfer to State Archives
- 065 Federal Energy Siting Intervention and Formal Comment Records**
- (a) Retain Oregon Department of Energy (ODOE), Energy Facility Siting Division-coordinated statewide formal comments, and ODOE comments, on activities ceasing before lead agency final decision 5 years after cessation of subject activities, destroy
  - (b) Retain Oregon Department of Energy (ODOE), Energy Facility Siting Division-coordinated statewide formal comments, and ODOE comments, on activities reaching lead agency final decision 10 years after lead agency final decision, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Litigation Records  
Policy Development and Planning Records

## ***Databases***

SITING RECORDS MANAGEMENT SYSTEM

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

Schedule Number: 2014-0006

**Agency:** Oregon Department of Energy (ODOE)

**Division:** Energy Policy

**Program:** Administration

## *Program Description*

The Energy Policy division oversees ODOE's programs for achieving energy conservation in Oregon. Through various programs, the Administration program provides technical assistance, training, and funding to private firms and government agencies to help them implement energy-saving programs and install energy-saving measures. Energy Policy Administration coordinates ODOE's conservation projects and administers the supportive Petroleum Violation Escrow Fund.

## *Program Records*

### **003 Bonneville Power Administration Resource Acquisition Project Records [ended 2000]**

(a) Retain final plans and reports 10 years after project ends, destroy

(b) All other records, destroy

### **004 Institutional Conservation Program Records [ended 2001]**

(a) Retain grant applications, project plans, award instruments, and final reports 10 years after program ends, destroy

(b) Retain all other records 5 years after closeout of grant, destroy

### **005 National Industrial Competitiveness through Efficiency, Energy and Environment Program (NICE<sup>3</sup>) Project Records [ended 2003]**

(a) Retain plans, approved grant applications, abstract proposals, and final reports 10 years after project ends, destroy

(b) Retain all other records 5 years after project ends, destroy

### **006 Office of Hearing and Appeals Program Records [ended 2001]**

(a) Retain initial decision and order, project plans and final reports 10 years after program ends, destroy

(b) All other records, destroy

### **007 Petroleum Violation Escrow Funds Administrative Records**

Retain 10 years after funds expended, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: August 2014

Expires: August 2019

## *Organizational Placement*

Schedule Number: 2014-0006

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Conservation  
**Program:** Building Technologies

## *Program Description*

Building Technologies sets guidelines and reviews designs for energy efficiency in new state facilities, and provides technical assistance to schools and public agencies regarding energy efficiency in existing facilities. Building Technologies also provides advice and assistance through participation on local, state and federal committees, task forces and work groups.

The State Energy Efficiency Design (SEED) program, established in 1991, requires Oregon state agencies to work with ODOE to ensure that cost-effective energy conservation measures are included in new and renovated agency facilities (ORS 276.900 to 276.915; OAR 330 Division 130). The 1.5 Percent for Solar Technology in Public Buildings Program requires Oregon state agencies and local governments to spend an amount equal to at least 1.5 percent of a public improvement contract for the construction of a public building on the inclusion of appropriate solar energy technology in the facility (ORS 279C.528; OAR 330 Division 135).

The Task Force on Energy Performance Scores was created by the Legislative Assembly in 2009 to evaluate energy use in new and existing commercial and residential buildings, and to compile legislative recommendations regarding the use of a voluntary energy performance scoring system, and/or a mandatory energy performance scoring system (O.L. 2009, Ch. 750). Composed of 13 governor-appointed members, the task force received staff support from ODOE and the Department of Consumer and Business Services (DCBS), and completed its work in July 2010.

## *Program Records*

### **008 1.5 Percent for Solar Technology in Public Buildings Program Records**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

### **009 1.5 Percent for Solar Technology in Public Buildings Project Records**

Retain 10 years after completion of project review, destroy

### **010 Appliance and Lighting Project Records [ended 2004]**

Retain 10 years after project ends, destroy

### **011 Building Code Records**

Retain 5 years after superseded, destroy

### **012 Community Resource Conservation Management Program Records [ended 2003]**

Destroy

### **013 Special Energy Conservation Project Records [ended 2003]**

Retain 10 years after project ends, destroy

### **014 State Energy Efficient Design (SEED) Program Records**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

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**015 State Energy Efficient Design (SEED) Project Records**

- (a) Retain final report for life of the structure, destroy
- (b) Retain all other records 5 years after project ends, destroy

**064 Task Force on Energy Performance Scores Records [2009-2010]**

Retain 15 years, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

***Databases***

1.5% SOLAR (Solar Technology in Public Buildings)

SEED (State Energy Efficiency Design)



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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Conservation  
**Program:** Large Electricity Consumer Public Purpose Program (LECPPP)

## *Program Description*

The Large Electricity Consumer Public Purpose Program (LECPPP) utilizes public purpose funds collected from Oregon's two largest investor owned electric utility companies, Portland General Electric and Pacific Power. The two utilities are required to collect a three percent public purpose charge from their customers (ORS 757.612). Large electricity consumers in Oregon – nonresidential retail electricity consumers using more than one average megawatt of electricity per year – may be eligible to alternatively self-direct a portion of their public purpose charges. LECPPP reviews and certifies self-direction applications from large electricity consumers for qualifying conservation projects and renewable energy resources (OAR 330 Division 140). (See also ODOE's Schools Public Purpose program.)

## *Program Records*

### **022 Large Electricity Consumer Public Purpose Program – Case Records**

Retain 10 years after project completion, destroy

### **023 Large Electricity Consumer Public Purpose Program Records**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain all other records 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)

Correspondence

## *Databases*

LECPPP (Large Electricity Consumer Public Purpose Program)

# Oregon State Archives Records Retention Schedule

Edition: August 2014

Expires: August 2019

## *Organizational Placement*

Schedule Number: 2014-0006

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Conservation  
**Program:** Northwest Energy Efficient Manufactured Home Program (NEEM)

## *Program Description*

The Northwest Energy Efficient Manufactured Home (NEEM) program certifies energy efficient new manufactured homes in the Pacific Northwest. The program evaluates and certifies energy measures for buildings constructed as NEEM or Energy Star homes. The NEEM/Energy Star program develops prescriptive paths for manufacturers to follow in building energy efficient homes, performs surveys of homes after construction, and provides post-occupancy troubleshooting for utilities, manufacturers, and homebuyers. Energy Star is a joint program of the U.S. Environmental Protection Agency (EPA) and Department of Energy (DOE) that identifies and labels energy efficient products that exceed minimum efficiency standards; the program rates efficiency in more than 50 categories of home and business products and practices.

## *Program Records*

- 016 Northwest Energy Efficient Manufactured Home (NEEM) Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain all other records until superseded or obsolete, destroy
- 017 Northwest Energy Efficient Manufactured Home (NEEM) Project Records**  
Retain 10 years after project ends, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Conference, Seminar, and Training Program Records  
Correspondence

## *Databases*

NEEM (Northwest Energy Efficient Manufactured Home/Energy Star)

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Conservation  
**Program:** Schools Public Purpose

## ***Program Description***

The Schools Public Purpose program utilizes funds collected from Oregon's two largest investor owned electric utility companies, Portland General Electric (PGE) and Pacific Power. The two utilities are required to collect a three percent public purpose charge from their customers. Ten percent of these public purpose funds are allocated to energy efficiency efforts in the public schools within the service areas of these two utilities (ORS 757.612; OAR 330 Division 140).

The Schools Public Purpose program oversees and guides the administration of the schools public purpose funds, in cooperation with the affected Education Service Districts. The schools public purpose funds cover the costs of energy audits and the installation of identified energy conservation measures. (See also ODOE's Large Electricity Consumer Public Purpose program).

## ***Program Records***

### **018 Public School Energy Conservation Program Records (Public Purpose Funds)**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

### **019 Public School Energy Conservation Project Records (Public Purpose Fund Projects)**

Retain 10 years after project ends, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Conference, Seminar, and Training Program Records  
Correspondence  
Policy and Procedure Guidelines and Manuals

## ***Databases***

SID (Schools Interactive Database)

# Oregon State Archives Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Research and Technical Services  
**Program:** Energy Planning

## *Program Description*

ODOE is responsible for developing Oregon's biennial energy plan and forecast, coordinating policy efforts and decisions, and providing advice and assistance on energy policy and planning issues to local, state and federal agencies (ORS 469.060 to 469.080; OAR 330 Division 25).

The biennial energy plan guides policies and programs to ensure Oregon's needs will be met in accordance with state goals. ODOE coordinates state energy planning with the Public Utility Commission of Oregon, the People's Utility Districts, Department of State Lands and Department of Environmental Quality. The Energy Planning program also coordinates planning with Oregon's members of the Northwest Power and Conservation Council (formerly the Pacific Northwest Electric Power and Planning Council), a comprehensive planning agency for energy, fish and wildlife policy in the Columbia River Basin composed of representatives of Oregon, Idaho, Montana and Washington. The Energy Planning program is the centralized repository and official record copy holder of ODOE's energy planning records, which are created agency-wide, and the Energy Resource Planning and Information records filed by Oregon's electric utilities.

ODOE is authorized to intervene in state and federal agency matters to express its views as to the effects of an agency action upon Oregon's energy resources and energy policy (ORS 469.110). The Energy Planning program maintains the official record copy of the agency's representations, interventions and formal comments, including those made before the Oregon Public Utility Commission. Pursuant to executive order, ODOE provides staff support to the Oregon Energy Planning Council (OEPC), an appointed advisory group that provides analysis and assistance on state energy planning; OEPC will produce a biennial energy planning report for the Governor and Legislative Assembly (EO-08-26). The Energy Planning program is the central repository of the OEPC's records, and maintains the official record copy of OEPC's proceedings and reports.

The Energy Policy Review Committee (EPRC) was created to identify emerging trends in the supply, demand and conservation of energy; to estimate state energy needs for the next five, ten and twenty years; and to analyze energy pricing (O.L. 1975, Ch. 606). It served in an advisory capacity to ODOE, governors and legislators until it was abolished in 1995 (O.L. 1995, Ch. 551).

ODOE is also statutorily required to conduct hearings and receive public comments regarding the formation of People's Utility Districts in Oregon; with the advice and assistance of the Public Utility Commission (PUC), ODOE issues reports summarizing district formations (ORS 261.151). The Energy Planning program maintains the official record copy of ODOE's People's Utility District records, including annual reports submitted to ODOE pursuant to ORS 261.470.

# Oregon State Archives Records Retention Schedule

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## *Program Records*

- 048 Biennial Energy Plan Records, 1976 – [ongoing] 1 c.f.**  
(a) Retain final plan permanently, transfer to State Archives after 10 years  
(b) Retain drafts, notes and working files 1 year after completion of final plan, destroy
- 066 Energy Policy Review Committee Records, 1975 – 1995 5 c.f.**  
(a) Retain meeting agendas and minutes; final reports, studies and recommendations; and committee formation and organization records permanently, transfer to State Archives  
(b) Retain hearing and meeting recordings until transcribed or summarized in committee-approved minutes, destroy  
(c) Retain all other records 6 years, destroy
- 049 Energy Resource Planning and Information Records, 1976 – [ongoing] 12 c.f.**  
(a) Retain final resource plans and supporting documentation permanently, transfer to State Archives after 10 years  
(b) Retain all other records 1 year after completion of final plan, destroy
- 050 ODOE Energy Planning Intervention and Formal Comment Records**  
Retain 10 years after lead agency final decision, destroy  
[NOTE: See also ODOE Energy Siting Intervention and Formal Comment Records under Energy Facility Siting division]
- 051 Oregon Energy Planning Council (OEPC) Records**  
(a) Retain agendas, meeting minutes, biennial energy planning reports, and formation/organization records 25 years, destroy  
(b) Retain hearing audio or video recordings until transcribed or summarized, destroy  
(c) Retain all other records 6 years, destroy
- 052 People’s Utility District Records, 1938 – [ongoing] 10 c.f.**  
(a) Retain petitions, resolutions and district formation reports permanently, transfer to State Archives after 10 years  
(b) Retain public testimony and hearing records 10 years, destroy  
(c) Retain all other records 5 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy Development and Planning Records

Publication Preparation Records

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

Records Management Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: August 2014

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## *Organizational Placement*

Schedule Number: 2014-0006

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Energy Policy  
**Section:** Research and Technical Services  
**Program:** Renewable Energy

## *Program Description*

The Renewable Energy program encourages the development and use of renewable energy and fuels in Oregon to ensure a sustainable future and reduce the impact of climate change. The program focuses on policies that increase the use of renewable energy and fuels, reduce greenhouse gas emissions, and attract renewable energy manufacturers. To achieve compliance with the state Renewable Portfolio Standard (RPS), program staff facilitate the system of renewable energy certificates (RECs) issued and monitored by the Western Renewable Energy Generation Information System (WREGIS) (ORS 469A.130; OAR 330 Division 160). Program staff also conduct studies on the impact of the RPS on jobs in Oregon (ORS 469A.210).

ODOE is responsible for providing clerical, technical and management support to the Oregon Global Warming Commission, which tracks and evaluates the impact of global warming on Oregon and the Pacific Northwest; ODOE's Director is an ex officio member of the Commission (ORS 468A.200 et seq.). The Renewable Energy program serves as the central repository and official record copy holder of the Global Warming Commission's records and proceedings.

The Renewable Energy program provides lead staff support to the Governor's Renewable Energy Working Group (REWG), a multi-agency group that guides implementation of the Governor's Renewable Energy Action Plan (REAP). Furthering the REWG's work, the Renewable Energy program also staffs less formal technology-specific groups, including the Oregon Biomass Coordinating Group, Oregon Geothermal Working Group, Oregon Wind Working Group, Solar Energy Working Group, and Small Scale Hydroelectric Working Group. The program is the central repository and official record copy holder of these working groups.

The Renewable Energy program identifies categories of fuel blends and solid biofuels that qualify for personal income tax credit under ORS 315.465; and conducts periodic studies of the impact of the biofuels program (ORS 469.785). The program also administers the state's biomass producer and tax credit qualifications (ORS 469.790; ORS 315.141; OAR 330 Division 170).

Renewable Energy staff administers the Community Renewable Energy Feasibility (CREF) program to support feasibility studies for community renewable energy projects. CREF uses funds on a revolving basis, enabling project fund repayments to be reallocated to future studies. Program staff also support and maintain the records of the Energy Policy Advisory Committee.

## *Program Records*

### **067 Biofuels Program Analysis Records**

- (a) Retain final reports and studies 15 years, destroy
- (b) Retain all other records 1 year after completion of final report or study, destroy

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- 053 Biomass Project Records**  
(a) Retain approved project records 10 years after certification, destroy  
(b) Retain unapproved project records 6 years after submission, destroy
- 054 Community Renewable Energy Feasibility (CREF) Case Records**  
(a) Retain selected and developed project records 10 years after substantial completion [as defined by ORS 12.135(3)], destroy  
(b) Retain selected and undeveloped project records 6 years after selection, destroy  
(c) Retain denied or withdrawn project applications 3 years, destroy
- 055 Community Renewable Energy Feasibility (CREF) Program Records**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain evaluation committee records 6 years, destroy  
(c) Retain all other records until superseded or obsolete, destroy
- 068 Energy Advisory Committee Records**  
(a) Retain agendas, meeting minutes and final reports 15 years, destroy  
(b) Retain hearing and meeting recordings until transcribed or summarized in committee-approved minutes, destroy  
(c) Retain all other records 6 years, destroy
- 056 Global Warming Commission Records, 2007 – [ongoing] 10 c.f.**  
(a) Retain agendas, meeting minutes, proposals, resolutions, final reports, and formation/organization records permanently, transfer to State Archives after 15 years  
(b) Retain hearing audio or video recordings until transcribed or summarized, destroy  
(c) Retain all other records 6 years, destroy
- 057 Renewable Energy Working Group (REWG) Records**  
(a) Retain agendas, meeting minutes and final reports/plans 25 years, destroy  
(b) Retain hearing audio or video recordings until transcribed or summarized, destroy  
(c) Retain all other records 6 years, destroy
- 058 Renewable Portfolio Standard (RPS) Records**  
(a) Retain job and economic impact reports 20 years, destroy  
(b) Retain progress notes, studies and target data 10 years, destroy  
(c) Retain all other records 6 years, destroy
- 059 Technology-Specific Working Group Records**  
(a) Retain agendas, meeting minutes and final reports 15 years, destroy  
(b) Retain hearing audio or video recordings until transcribed or summarized, destroy  
(c) Retain all other records 6 years, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy Development and Planning Records

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

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

*Databases*

ORPIN



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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Administration

## ***Program Description***

Nuclear Safety Administration provides advice and assistance to ODOE on nuclear safety issues and supervises the Nuclear Safety section. Nuclear Safety Administration's responsibilities include the Emergency Planning, Hanford Site (see Hanford program), and Radioactive Material Transport Safety sections (ORS 469.603 to 469.619; OAR 345-026-0300 to 345-095-0160 ).

The Nuclear Safety Administration program provides policy advice and technical assistance through membership on various ODOE, state, regional, and national councils and committees, including the National Governors Association (NGA) Federal Facilities Task Force, and the national Department of Energy's (DOE's) State and Tribal Government Working Group.

ODOE Nuclear Safety staff represent the State of Oregon on the Northwest Interstate Compact on Low-Level Compact Committee (NWIC), a regional framework of responsibility for the disposal and management of low-level radioactive waste, authorized by the federal Low-Level Radioactive Waste Policy Act (ORS 469.930; 42 USC 2021b et seq.). Nuclear Safety staff also support the Director in representing Oregon on the Western Interstate Energy Board (WIEB), which provides up-to-date information to member states on nuclear issues, problems and incidents in the Western U.S. and Canada (see Radioactive Material Transport Safety program).

## ***Program Records***

### **038 Northwest Interstate Compact on Low-Level Radioactive Waste Management Committee Records, 1978 – [ongoing] 1 c.f.**

- (a) Retain minutes, agendas and attachments, transcripts and reports permanently, transfer to State Archives after 40 years
- (b) Retain committee member records 2 years after term ends, destroy
- (c) Retain all other records 10 years, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Correspondence

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Emergency Planning

## ***Program Description***

The Emergency Planning program coordinates Oregon's preparation for accidents involving radioactive materials and for certain energy-related emergencies. Nuclear facilities are required to develop an emergency response plan in accordance with federal regulations, and with guidance from the Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA). The Emergency Planning program coordinates emergency planning among various state agencies and affected counties. Emergency Planning also develops plans and procedures to ensure a sufficient supply of gasoline and diesel fuel for emergency responders (fire, police, ambulance) and essential services (transit, garbage, public works) in the event of a petroleum shortage (ORS 453; ORS 469; OAR 345 Divisions 26 and 60).

## ***Program Records***

- 039 Energy-Related Emergency Preparedness Records, 1978 – [ongoing] .5 c.f.**  
(a) Retain accident/incident records permanently, transfer to State Archives after 10 years  
(b) Retain exercise reports and scenarios 99 years, destroy  
(c) Retain exercise documentation records 10 years, destroy  
(d) Retain plans and duty officer books 1 year after superseded or obsolete, destroy
- 040 Nuclear Facilities Emergency Preparedness Records, 1978 – [ongoing] .5 c.f.**  
(a) Retain accident/incident records permanently, transfer to State Archives after 10 years  
(b) Retain exercise reports and scenarios 99 years, destroy  
(c) Retain exercise documentation records 10 years, destroy  
(d) Retain plans and duty officer books 1 year 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)  
Contracts and Agreements  
Correspondence  
Policy Development and Planning Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Hanford

## ***Program Description***

The Hanford program provides advocacy for federal government fulfillment of its mandates regarding the Hanford Nuclear Reservation (Hanford Site) in southeastern Washington, including the cleanup of radioactive waste, restoration of the site, and protection of the Columbia River from nuclear contamination. ODOE's Hanford program provides staff support for the Oregon Hanford Cleanup Board (formerly the Hanford Waste Board). The board serves as the policy forum for developing Oregon's position on Hanford issues (ORS 469.566 to 469.587).

ODOE's Hanford program and the Oregon Hanford Cleanup Board develop policies dealing with the Hanford Site's impacts on Oregon, advise the Governor on Hanford issues, monitor federal and state Hanford legislation, and initiate major environmental reviews. The Hanford program and the board represent Oregon on the Hanford Advisory Board, a non-partisan body created by the Washington State Department of Ecology, the U.S. Environmental Protection Agency and the U.S. Department of Energy to provide independent advise on the Hanford cleanup, pursuant to their responsibilities under the Hanford Federal Facility Agreement and Consent Order (Tri-Party Agreement). Ongoing Hanford issues include the permanent disposal of nuclear waste stored at the site, the cleanup of its soil and groundwater, and the risk to the Northwest from past and present operations. ODOE's Hanford program also monitors the cleanup and storage of radioactive waste at sites in Oregon, including the decommissioned Trojan Nuclear Plant in Rainier and two former uranium mines near Lakeview (ORS 469.590 to 469.595; OAR 345).

## ***Program Records***

- |            |   |                |
|------------|---|----------------|
| <b>041</b> | <b>Hanford Advisory Committee Records, 1965 – 1991</b>  | <b>1 c.f.</b>  |
|            | Retain permanently, transfer to State Archives after 25 years                                     |                |
| <b>042</b> | <b>Hanford Cleanup Board Records (including predecessor Hanford Waste Board) 1987 - [ongoing]</b> | <b>5 c.f.</b>  |
|            | Retain permanently, transfer to State Archives after 25 years                                     |                |
| <b>043</b> | <b>Hanford Program Records, 1965 - [ongoing]</b>  | <b>2 c.f.</b>  |
|            | Retain permanently, transfer to State Archives after 25 years                                     |                |
| <b>044</b> | <b>Radioactive Cleanup Project Records, 1980 - [ongoing]</b>                                      | <b>15 c.f.</b> |
|            | Retain permanently, transfer to State Archives after 25 years                                     |                |

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Policy Development and Planning Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures

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*Databases*

None

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## ***Organizational Placement***

**Schedule Number: 2014-0006**

**Agency:** Oregon Department of Energy (ODOE)  
**Division:** Nuclear Safety and Energy Emergency Preparedness  
**Program:** Radioactive Material Transport Safety

## ***Program Description***

The Radioactive Material Transport Safety program, in coordination with the Energy Facility Siting Council (see Energy Facility Siting division), regulates the transportation of radioactive waste in Oregon. The program helps prevent accidents involving the transport of radioactive material and handles mishaps if they occur (ORS 469.603 to 469.619; OAR 345 Division 60).

The program represents the State of Oregon on the Western Governors' Association (WGA) Transportation Technical Advisory Group. The WGA works collaboratively with the federal Department of Energy (DOE) to develop a comprehensive transportation safety program for shipments of radioactive materials to temporary and permanent storage sites. The Radioactive Material Transport Safety program submits reports to the WGA regarding its activities.

ODOE Radioactive Material Transport Safety staff also participate in the Western Interstate Energy Board's (WIEB) High-Level Radioactive Waste Committee, planning for the eventual shipment of spent nuclear fuel and high-level radioactive waste to a national repository.

## ***Program Records***

- 045 Radioactive Material Transport Records, 1984 - [ongoing] 1 c.f.**  
(a) Retain incident reports and annual program reports permanently, transfer to State Archives after 25 years  
(b) Retain permits 5 years after expiration, destroy
- 046 Western Governors' Association (WGA) Semiannual Reports**  
Retain 3 years after contract expiration, destroy
- 047 Western Interstate Energy Board (WIEB) Records**  
Retain 25 years, destroy

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

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Policy Development and Planning Records  
Publication Preparation Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures

## ***Databases***

None