

**OREGON STATE ARCHIVES
Records Retention Schedule**

Edition: 9/2018

**Oregon Department of Fish and Wildlife
Records Retention Schedule 2018-005
Effective: September 2018
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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)

Schedule number: 2018-0005

Program Description

The Oregon Department of Fish and Wildlife (ODFW) is responsible for protecting and enhancing Oregon's fish and wildlife populations and habitat for use and enjoyment by present and future generations of Oregonians. The Department puts into practice the policies and standards adopted by the State Fish and Wildlife Commission concerning the management and conservation of fish and wildlife resources, establishes seasons, methods of harvest and bag limits for recreational and commercial take and decisions allowing for the best social, economic and recreational utilization of wildlife resources. The ODFW Director is appointed by the State Fish and Wildlife Commission to serve a four-year term. The Commission may reappoint the Director to additional terms.

The State Fish and Wildlife Commission formulates state programs and policies concerning the management and conservation of fish and wildlife resources and establishes seasons, methods of harvest and bag limits for recreational and commercial harvesting. The Commission is comprised of seven members appointed by the Governor and subject to Senate confirmation. Pursuant to ORS 496.090 one member shall be appointed from each of Oregon's five congressional districts, one member from west of the Cascade Mountains and one member from east of the Cascade Mountains. Members shall be residents of the state and must have knowledge of fish and wildlife issues as well as a working knowledge of the operations and functions of public policy boards and commissions. The Commission was formed July 1, 1975 when the formerly separate fish and wildlife commissions were merged.

Program Records

001 Director's Administrative Correspondence

Retain 10 years, destroy

002 Regional Manager Team Records

Retain 2 years, destroy

003 Resource Management Team Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Conference, Seminar and Training Program Records (Annual Executive Leadership Meeting Records)

Correspondence

Legislative Tracking Records

OREGON STATE ARCHIVES
Records Retention Schedule

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Litigation Records

Lobbyist Records

Policy Development and Planning Records

Public Records Disclosure Request Records

Databases

CORRESPONDENCE/PUBLIC RECORDS REQUEST TRACKING

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Administrative Services

Program Description

The Administrative Services Division is responsible for fiscal services, license services, and contract services.

Fiscal Services processes accounts payable/receivable and payroll; produces agency-wide financial reports; prepares and reconciles journal entries; conducts and facilitates audits; and prepares federal grant billings.

License Services issues computerized, mail-order and commercial licenses; conducts controlled hunt sales; provides services to approximately 195,000 hunters annually via telephone and mail; processes more than 450,000 controlled hunt applications annually; services approximately 7,000 landowners through the Landowner Preference Program; issues Guide and Outfitter tags to approximately 50 Oregon guides and to tribes; and enters all statistical data from the combined angling harvest cards.

Contract Services coordinates all grant and contract applications; manages agency-wide purchasing (except for computer equipment, which is handled by ISD); processes contract release orders, requests for proposals, printing orders and security contracts; provides building operations and security for ODFW headquarters; manages fleet vehicles; facilitates agency-wide risk management; and provides mail room and recycling services.

ASD Administration is the central contact for processes related to records archiving and retention. The ASD Administrator is the Agency's Records Officer. This division handles coordination of agency-wide records issues with the Director's Office and other Divisions. Each Division or Region is responsible for managing records according to the processes detailed by the Oregon Secretary of State's Archive Division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence Records

Litigation Records

Policy and Procedure Guidelines and Manuals

Public Records Disclosure Request Records

Signature Authorizations

Staff Meeting Records

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Visitor Logs

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

Asset Inventory reports

Building Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Vehicle Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Cash Receipt Records

Grant Records

Purchasing Records

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

ACTIVE OUTDOOR

FISH DEALER ACCOUNTING

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TAMS

OREGON STATE ARCHIVES

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Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Administrative Services

Section: Contract Services

Program Description

The Contract Services Section is responsible for overseeing the development of contracts, including intergovernmental agreements, personal service contracts, interstate agreements, cooperative agreements with land owners, agreements with other nations including Native nations; the development of federal grant applications, purchasing of goods and services, land acquisition, easement and permits.

All agreements, contracts, lease and purchasing records, except the Contract Authorization Log Book, are transferred to Fiscal Services upon completion and acceptance of the action.

Program Records

004 Agreement/Contract/Lease Records

Retain until accepted and signed by all parties, transfer to Fiscal Services

005 Contract Authorization Book Records

Retain 6 years after final entry into log, destroy

006 Grant Records

Retain until accepted and signed by all parties, transfer to Fiscal Services

007 Purchasing Records

Retain until accepted and signed by all parties, transfer to Fiscal Services

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Correspondence

Financial Records (OAR 166-300-0025)

Purchasing Records

Databases

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OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement

Agency: Oregon Department of Fish and Wildlife
Division: Administrative Services
Section: Contracts
Program: Realty

Schedule number: 2018-0005

Program Description

The Realty Section provides technical expertise, support and services in the acquisition, disposal, and management of all real property owned and leased by Oregon Department of Fish & Wildlife (ODFW). Real property is acquired by either a purchase, or land exchange with a willing seller or as a gift to ODFW by donation from individuals and groups. The realty section oversees the management of real property through a variety of agreements, contracts, leases, use agreements, and permits. The section maintains records for all real property transactions and related ODFW decision making.

Program Records

008 Real Property Acquisition and Disposition Records

Retain 6 years after sale of entire property, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

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

Asset Inventory Reports

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Bank Statements

Grant Records

Invoices

Purchasing Records

Database

LANDS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Administrative Services

Section: Fiscal Services

Program Description

The Fiscal Services section is responsible for processing revenue and expenditures for ODFW programs, provides accounts receivable and payable services, oversees agency inventory and fixed assets and develops financial reports. In addition, Fiscal Services is responsible for managing ODFW's payroll services. All financial records and information filed and maintained by Fiscal Services are the official agency record copy. The section receives and processes incoming funds, oversees account reconciliation and processes and approves all outgoing payments including reimbursements for travel, uniforms and housing. In addition the section issues all grant payments.

Program Records

009 Uniform Reimbursement Records

Retain 6 years after reimbursement date, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements (Leases)

Correspondence

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

Asset Inventory Reports

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Checks

Credit Card (SPOTS) Records

Encumbrance Registers

Grant Records

Invoices

Purchasing Records

Travel Expense Records

Databases

MAKO

OFRS

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TAMS

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Records Retention Schedule

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Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Administrative Services

Section: License Services

Program Description

The License Services program is responsible for the issuance of all sport, occupational and commercial licenses involving fish and wildlife in Oregon, responding to queries on license and rule requirements, providing support to ODFW contracted licensing agents in Oregon and responding to questions from the public. The program issues computerized, mail order and faxed license applications. In addition, the program oversees all court ordered suspensions from purchasing tags and licenses.

Program Records

010 Electronic Licensing

(a) Retain 3 years in online system, transfer to Data Warehouse

(b) Retain 5 additional years in Data Warehouse, destroy

(c) Retain pioneer license and disabled vet license records 75 years or until ODFW notified participant no longer qualified, destroy

011 Wildlife Violator Suspension Records Suspension Records

Retain 10 years after suspension lifted, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Computer System Maintenance Records (OAR 166-300-0030)

Databases

ACTIVE OUTDOOR

COMMLIC

IPOS

OREGON STATE ARCHIVES

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Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Administrative Services
Section: License Services
Board: Commercial Fisheries Permit Board

Program Description

The Commercial Fisheries Permit Board is comprised of three members representing commercial fishers from each of the following fisheries: sea urchin, roe herring, Columbia River gill net salmon, ocean troll salmon, ocean shrimp/scallop, ocean crab, sardine, bay clam dive, developmental fisheries, brine shrimp, blue and black rockfish and near shore fisheries. In addition two members represent the public at large. The Board reviews limited entry permit denials made by ODFW and requests permit transfers for the involved fisheries.

Program Records

- 012 Commercial Fisheries Permit Board Formation and Organization Records, 1990 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives 5 years after members term ends
- 013 Commercial Fisheries Permit Board Meeting Minutes, 1990 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 014 Commercial Fisheries Permit Board Permit Review Records, 1990 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 50 years

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

None

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Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Administrative Services
Section: License Services
Program: Controlled Hunt

Program Description

The Controlled Hunt Section is responsible for supervising all controlled hunt draws, tag sales and other licenses issued outside of the regular sales process including but not limited to Mentored Youth Hunt, First Time Youth, Emergency Hunts, and Tribal Tags. In addition the section co-manages the Mentored Hunt program with the Information and Education Division. Numerous factors can be part of the controlled hunt application and draw process including but not limited to number of points held by applicants, and whether applicants apply as a group. Applications are submitted using the IPOS System at license retailers. In addition, applications on paper are mailed and faxed to the section. Controlled hunts include emergency hunts, controlled hunts decided by draw or points, and landowner preference.

Program Records

015 Controlled Hunt Application and Permit Records
Retain 6 years after expiration, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ACTIVE OUTDOOR
COMMLIC
EMERGENCY HUNT
IPOS

OREGON STATE ARCHIVES

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Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Administrative Services
Section: License Services
Program: License Sales

Program Description

The License Sales Section is responsible for the issuance of all licenses, disability permits, and general sale tags to hunters, trappers, falconers and anglers. The section issues commercial fishing license/permits, which can be sold or transferred with a vessel upon its sale, issue occupational license to trappers and hide/horn/fur dealers and register trapper brands. Trapper brands are issued once to a single individual for life. In addition, the section oversees the sale of all recreational fishing license and tags including the Pioneer and Disabled Vet licenses, granting life time fishing and hunting to the recipients. Except for the Pioneer, Disability Permits and Disabled Vet License, all licenses are issued for a term of one year.

Program Records

016 Commercial Fishing License/Permit Records

Retain 5 years after license/permit revoked/surrendered/sold, destroy

017 Occupational License Records

- (a) Retain trapper license records 50 years from issuance of trapper brand, destroy
- (b) Retain hide/horn license 5 years, destroy

018 Recreation/Sport License and Tag Sale Records

- (a) Retain pioneer license and disabled vet license records 75 years or until ODFW notified participant no longer qualified, destroy
- (b) Retain all other 4 years after expiration, destroy
- (c) Retain disability permits 4 years after expired, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ACTIVE OUTDOOR
COMMLIC
IPOS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Program Description

The Fish Division is responsible for meeting the ODFW mission to protect and enhance Oregon's fish and wildlife resources and their habitats for use and enjoyment by present and future generations. The Department is charged by statute (ORS 506.036) to protect and propagate fish in the state. The Fish Division has direct responsibility for regulating the harvest of fish, ensuring the protection of fish, the enhancement of fish populations through habitat improvement, and the rearing and release of fish into public waters. ODFW maintains hatcheries throughout the state to provide fish for program needs. The division accomplishes its mandate through a variety of programs located throughout Oregon.

Program Records

019 2006 Angler Survey Records

(a) Retain full report 10 years, destroy

(b) Retain summary 20 years, destroy

(b) Retain drafts and work notes, 1 year after completion of survey, destroy

020 Ad Hoc Reports

Retain until administrative need ends, destroy

021 Commercial Fish Ticket Records, 1990 – [ongoing] 5.00 c.f.

Retain permanently, transfer to State Archives after 50 years

022 Statewide Angling Plan Records, 2006 – [ongoing] 1 c.f.

(a) Retain final approved report permanently, transfer to State Archives after 20 years

(b) Retain drafts and work notes 1 year after plan approved, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

FISH TICKETS

OFRS

PIE

TAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Inland Fisheries

Program: Facilities and Screens

Sub-Program: Fish Screening and Passage

Program Description

The Fish Screening and Passage program provides technical and financial assistance to land owners/water users for the installation of fish screening and passage facilities in support of ORS 509.580. ODFW is charged with identifying the current and historic status of migratory fish species and the risks posed by obstructions and water diversion. Passage structures enable fish to circumvent obstacles; culverts, dams, etc., while screens prevent fish from entering water diversion systems. Financial assistance is provided to cooperators through a cost share program with ODFW paying 60% of the approved costs. ODFW or the approved landowner build the designed facility and bill the other participant for their cost share. The program provides engineering and biological technical assistance. Program funds include revenue received from Pacific Coast Salmon Recovery Funds, Bonneville Power Administration, and angling license sales. Screen shops provide construction, installation, technical and maintenance support for screens and passage infrastructure. Landowners that trigger fish passage requirements apply for fish passage approval of their design or seek a waiver/exemption from ODFW.

The Fish Screening Task Force consists of seven members, appointed by the Oregon Fish and Wildlife Commission, representing agricultural, fishing/conservation and public interests.

The Fish Passage Task Force consists of nine members appointed by the ODFW Director representing water users, fishing/conservation and the public interest.

Program Records

023 Fish Passage Task Force

Retain 6 years, destroy

024 Fish Screen and Passage Project Records

(a) Retain facility design/engineering records, waivers, exemptions and passage plans for life of structure, destroy

(b) Retain financial documentation including grant records 6 years after grant/agreement end, destroy

025 Fish Screening Task Force Records

Retain 6 years, destroy

OREGON STATE ARCHIVES
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State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

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

Forms Development Records

Databases

CULVERT CROSSINGS

FISH SCREENING AND PASSAGE (Housed in NRIMP)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Fish Restoration and Enhancement (R&E)

Program Description

The Fish Restoration and Enhancement program originated in response to the Oregon Fisheries Restoration and Enhancement Act signed into law in 1989. The Act allows the Department of Fish and Wildlife to undertake a comprehensive program to restore state-owned fish hatcheries, enhance natural fish production, expand hatchery production, and provide additional public access to fishing waters. The program provides increased recreational fishing opportunities and supports and improves the commercial salmon fishery through efforts to create and improve access, support propagation and the restoration/enhancement of habitat, support research and monitoring of species and increase awareness amongst anglers and landowners through education. Program funding is provided via a surcharge on all sport fishing license and commercial fishing license and poundage fees effective January 1st. The Fish Restoration and Enhancement Board is comprised of seven members appointed by the Commission providing oversight to the program and applicants for program services per ORS 496.286. In addition, the program issues fish transportation permits documenting the purchasing and stocking of trout from certified sources for release in ponds, grass carp stocking permits and the issuance of non-game netting permits which allow the harvesting of minnow and carp for use as bait and/or food.

Program Records

- 026 Fish Restoration and Enhancement Board Records**
Retain 10 years, destroy
- 027 Fish Restoration and Enhancement Legislative Report, 2003 – [ongoing] .15 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 028 Fishworks Newsletter, 2006 – [ongoing] .15 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 029 Grass Carp Stocking Permits**
Retain 6 years, destroy
- 030 Non-Game Netting Permits**
Retain 6 years, destroy
- 031 Restoration and Enhancement Project Records**
Retain 20 years after project completion, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

OREGON STATE ARCHIVES
Records Retention Schedule

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Databases
RE

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife
Division: Fish
Section: Inland Fisheries
Program: Freshwater Management

Program Description

The program issues fish transportation permits documenting the purchasing and stocking of trout from certified sources for release in ponds, grass carp stocking permits and the issuance of non-game netting permits which allow the harvesting of minnow and carp for use as bait and/or food.

Program Records

- 032 25-Year Angling Enhancement Plan Records**
Retain 6 years after expiration, destroy
- 033 Fish Transport Permits**
Retain 6 years after expiration, destroy
- 034 Grass Carp Stocking Permits**
Retain 6 years, destroy
- 035 Non-Game Netting Permits**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Natural Production
Program: Salmon Trout Enhancement Program (STEP)

Program Description

Created by the Legislative Assembly in 1981, The Salmon Trout Enhancement Program fosters the use of volunteers in the restoration of native stocks of salmon and trout in Oregon. The goal of STEP is to enhance and restore self-sustaining populations of salmon and trout as outlined in ODFW management plans. STEP is a statewide program involving volunteers in projects designed to rehabilitate fish resources. Volunteers collect physical and biological information and data on streams, undertake habitat enhancement work and stock fish into under seeded areas. In addition, STEP develops and implements educational programs as well as volunteer and educational programs.

STEP biologists staff regional offices providing an onsite, field presence. The STEP biologists are technical advisors to cooperatively developing fish enhancement projects with citizen volunteers. Coordinators work with ODFW staff to identify informational needs and fish enhancement opportunities within district work plans, train and supervise volunteers and coordinate project implementation with department staff and county, state and federal entities. A statewide STEP coordinator manages the program on a statewide level and coordinates policy issues.

The STEP Advisory Committee (STAC) was established with STEP in 1981 to serve as an advisory committee to the Oregon Department of Fish and Wildlife (ODFW) and the Fish and Wildlife Commission. STAC duties outlined in statute include the review of ODFW policies concerning the implementation of STEP and to make recommendations to the Department and the Commission. STAC is comprised of thirteen members that represent established regions of the state. STAC members are appointed by the Governor and can serve a maximum of two four-year terms.

Program Records

- 036 STEP Advisory Committee Records, 1981 – [ongoing] 2.00 c.f.**
a) Retain individual committee member records 4 years after member leaves committee, destroy
b) Retain meeting materials permanently, transfer to State Archives after 10 years
- 037 STEP Annual Progress Report, 1981 – [ongoing] 1.00 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 038 STEP Project Approvals**
Retain 6 years after completion, destroy
- 039 STEP Publications**
Retain permanently, transfer to State Archives after 10 years

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State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Personnel Records (OAR 166-300-0040)

Volunteer Program Records

Databases

EGG 2008/2009

VOLUNTEER

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Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Fish Propagation

Program Description

The Fish Propagation program is responsible for producing fish through hatchery production. The program augments the natural production of fish species providing fish for sport and commercial fisheries. Program staff raise and release fish per management programs developed by Natural Production, Marine resources and Inter-jurisdictional programs. ODFW operates hatcheries, remote rearing and collection facilities throughout Oregon. More than 70 percent of fish harvested by recreational anglers and 75 percent of the commercial catch are hatchery produced fish.

Program Records

040 Fish Commission Reports, 1921 – 1975 5.00 c.f.

Retain permanently, transfer to state Archives 10 years after commission sunset

041 Fish Health Policy

(a) Retain final approved policy 20 years after superseded or obsolete, destroy

(b) Retain drafts, work notes, correspondence 1 year after final policy produced, destroy

042 Hatchery Management Policies

(a) Retain final approved policy 20 years after superseded or obsolete, destroy

(b) Retain drafts, work notes, correspondence 1 year after final policy produced, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

CODED WIRE TAG (CWT)

HATCHERY PRODUCTION PLANNING

HMIS

SPORTS HARVEST

OREGON STATE ARCHIVES

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Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Propagation
Program: Hatchery Production

Program Description

Hatchery Production is responsible for the harvesting and fertilization of eggs, hatching and raising the fry, releasing the smolt into watersheds and the collection and processing of hatchery raised fish that are not harvested by commercial fishery or sport anglers. Hatchery production is conducted at Fish hatcheries located throughout Oregon. The ODFW Hatchery Management Policy defines hatchery programs as either harvest or conservation programs. Harvest programs enhance or maintain fisheries without impairing naturally reproducing populations. Conservation programs maintain or increase the number of naturally produced fish without reducing the productivity of naturally reproducing populations. Funding for hatchery operations comes from a variety of sources including the Mitchell Act, passed on May 11, 1938, which dictates that efforts will be made to mitigate the impact dams on the Columbia Main stem, pollution, water diversions and logging have on the fish populations.

ODFW operates hatcheries and several rearing ponds statewide. These facilities raise salmon, steelhead and several species of trout. Salmon make up more than half the number of fish raised. Almost one-third of the department's employees are involved in some phase of hatchery operations. Hatcheries play a vital role in ODFW's overall efforts to maintain healthy fish populations in waters throughout the state. Hatchery Fish help repopulate endangered species, supplement natural stocks and provide angling opportunities in areas that would not support natural production.

Program Records

- 043 Annual Fish Propagation Report Records, 1975 – [ongoing] 1.5 c.f.**
 - (a) Retain final approved report permanently, transfer to State Archives after 20 years
 - (b) Retain drafts, work notes, etc 5 years after report approved, destroy
- 044 Fish Hatchery and Genetic Management Plan Records, 2003 – [ongoing] 1.00 c.f.**
 - (a) Retain final approved plan permanently, transfer to State Archives 30 years after superseded
 - (b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy.
- 045 Fish Hatchery Management Policy Records, 1921 – [ongoing] 1.00 c.f.**
 - (a) Retain final approved plan permanently, transfer to State Archives 20 years after superseded
- 046 Fish Health Management Policy Records, 2003 – [ongoing] 1.00 c.f.**
 - (a) Retain final approved plan permanently, transfer to State Archives 30 years after superseded
 - (b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy

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047 Individual Hatchery Management Plan Records

- (a) Retain final, approved/adopted plan 6 years after superseded or obsolete, destroy
- (b) Retain work notes and drafts 1 year after final plan adopted, destroy

048 Native Fish Conservation Policy, 1921 – [ongoing] 1.00 c.f.

- (a) Retain final approved plan permanently, transfer to State Archives 20 years after superseded
- (b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

HMIS

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Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Propagation
Program: Hatchery Production
Facility: Fish Hatchery

Program Description

Fish hatcheries are responsible for implementing the production and conservation programs impacting the fish stocks in Oregon streams and rivers. Fish hatcheries, located throughout Oregon, propagate and rear native and non-native fish species for recreational and commercial purposes and assist species via brood programs to increase stocks of native, wild fish in selected locations. In addition to hatcheries, ODFW operates a number of rearing ponds separate from hatchery facilities, acclimation facilities and adult trapping facilities. Many ODFW hatcheries have been in operation since the early 1900's. Some hatcheries are federally funded, some state funded and several are funded by a combination of state and federal funds. Some hatchery production is accomplished through STEP Program and STEP facilities.

Program Records

- 049 All Adult Transaction (AAT) Records**
Retain 20 years, destroy
- 050 Coded-Wire Tag Release Reports**
Retain 25 years, destroy
- 051 Egg and Fry Records (EFR)**
Retain 20 years, destroy
- 052 Fish Liberation Reports**
Retain 25 years, destroy
- 053 Fish Loss Report/Investigation Records**
Retain 20 years, destroy
- 054 Mark Recovery Sampling Forms**
Retain 20 years, destroy
- 055 Monthly Poned Fish Reports (MPR)**
Retain 20 years, destroy
- 056 Predator Mortality Report**
Retain 20 years, destroy
- 057 Waste Discharge Monitoring Records**
Retain 6 years, destroy

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State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Security Records (Alarm Logs)

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

Building Records

Equipment Maintenance Records

Facility Work Orders

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

Databases

CAPTIVE BROOD

HMIS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Natural Production
Program: Aquatic Inventory

Program Description

Created in 1990, the Aquatic Inventories Project is a statewide freshwater and estuarine research project responsible for assessing aquatic habitat, conducting fish presence/absence surveys, monitoring fish populations, establishing salmonid watershed prioritization, monitoring habitat restoration projects, and reconstructing historical salmonid life history. Project staff are based at the Corvallis Research Lab.

Program Records

- 058 Basin Habitat Survey Records**
Retain 75 years, destroy
- 059 Fish Inventory Records**
Retain 75 years, destroy
- 060 Habitat Restoration Monitoring**
Retain 75 years, destroy
- 061 Oregon Plan Survey Records**
Retain 75 years, destroy
- 062 Salmon Conservation Strategy Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

REACHSUMMCURRENT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Natural Production

Program: Engineering and Facilities Management

Program Description

The Engineering and Facilities Management Section of the Fish Division provides engineering and related services necessary for design, construction, repair and maintenance of the department's buildings and structures including but not limited to fish hatcheries, fish ladders, fish screening facilities, and office buildings throughout the state. Section staff are responsible for planning, coordinating and directing the activities of the engineering program by developing and implementing the program priorities consistent with Oregon Fish and Wildlife Commission and fish division goals and objectives. Staff develop and review engineering designs for accuracy and compliance with applicable codes and sound engineering practices while conforming to criteria set forth by appropriate Fish Division and Regional program personnel. In addition, the section develops, monitors and reports on the work order program in conjunction with priority meetings with Fish Division personnel to obtain an efficient way of handling design, maintenance, repair, and construction projects. The program establishes and executes the department's maintenance and deferred maintenance programs. Staff review the status of Department's water rights, applications for new water rights, collection and submission of water use reports to Water Resource Department. In addition, staff prepare drawings, specifications, builds and cost estimates for facility and engineering projects.

Program Records

063 Asbestos Management Plan Records

(a) Retain Master Plan 30 years after superseded or obsolete, destroy

(b) Retain drafts, work notes, issue papers 2 years after final Master Plan approved/adopted, destroy

064 Water Usage Input Records

Retain until submitted to and accepted by Water Resources Department, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Signature Authorizations

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

Building Records

Equipment/Property Disposition Records

Facility Work Orders

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

Financial Records (OAR 166-300-0025)

Competitive Bid records

Purchase Orders

Databases

WATER RIGHTS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Natural Production
Program: Oregon Plan for Salmon and Watersheds

Program Description

The mission of the Oregon Plan for Salmon and Watersheds is the restoration of native fish populations and the aquatic systems that support them to productive and sustainable levels that will provide substantial environmental, cultural, and economic benefits. The Plan has a strong focus on salmon because they have such great cultural, economic and recreational importance to Oregonians - and because they are important indicators of watershed health.

In 1997 the Oregon Legislature and Governor established the Oregon Plan for Salmon and Watersheds. Motivated at first by the conviction that Oregon must devise its own homegrown response to listings of Coho and other salmon species under the federal Endangered Species Act, the plan quickly evolved and expanded into a statewide program to preserve and profit from Oregon's natural legacy.

The Oregon Plan for Salmon and Watersheds organizes specific actions - called "measures" - around the factors that contribute to the decline in fish populations and watershed health. Most of these focus on actions to improve water quality and quantity and restore habitat. Landowners and other private citizens, community organizations, interest groups, and all levels of government come together to organize, fund, and implement these measures. Watershed councils and soil and water conservation districts lead efforts in many watersheds.

Program Records

065 Oregon Plan for Salmon and Watersheds Records, 1997 – [ongoing] 5 c.f.
Retain permanently, transfer to State Archives 10 years after plan/program sunsets

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Water Quality/Quantity
Program: Hydro Power

Program Description

ODFW is a member of the state Hydroelectric Application Review Team working closely with facility operators, agencies, stakeholders and interest groups in re-licensing hydroelectric facilities. The Hydro Power Program consists of statewide and regional coordinators and implementation staff reviewing preliminary permit applications, applications to re-permit or extend facility operating permits. Projects/facilities generating 5 megawatts or less are subject to state review, projects over 5 megawatts are subject to federal review.

Program Records

066 Hydroelectric Site Permit/License Records

Retain 25 years after structure relicensed/permited/removed, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Facility: Screen Shop

Program Description

Screens and Passage Shops are responsible for providing technical expertise and construction/repair services in the design, sighting, construction and maintenance of structures installed which impact the passage, diversion or screening as part of the Screens and Passage Program. Screen Shops are located in different regions servicing and supporting different drainages throughout Oregon. Screen Shops do work in shop, on site and contract services out when appropriate. The majority of passages, diversions and screen facilities are located on private lands. Facilities that divert less than 30 cubic feet per second (CFS) flow rate have major maintenance work done by screen shop staff while land owners are responsible for minor issues. All maintenance at sites with flow rates of 30 CFS or greater is the responsibility of the operator.

Program Records

067 Fish Screen and Passage Project Records

- a) Retain financial documentation until project completion, transfer to Screens and Passage program at Salem HQ
- b) Retain facility maintenance records for life of structure, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

Personnel Records (OAR 166-300-0040)

Employee Time Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Natural Production
Program: Fish Management
Facility: Oregon Hatchery Research Center (OHRC)

Program Description

With the passage of House Bill 3441 by the 2013 Oregon Legislative Assembly and the signature by Governor Kitzhaber, the Oregon Department of Fish and Wildlife and Oregon State University began a new chapter in the operation of the Oregon Hatchery Research Center (OHRC).

The mission of the OHRC is to understand the mechanisms that may create differences between hatchery and wild salmon and steelhead, develop approaches to best manage any differences in order to meet fishery and conservation objectives, and help Oregonians understand the role and performance of hatcheries in supporting and protecting Oregon's native fish. The OHRC will foster and support a wide range of research and education projects and provide unique state-of-the-art facilities, including four simulated streams.

The OHRC is strategically located in the Alsea Basin, surrounded by streams and close to coastal fisheries that offer natural laboratories to study the life cycle and interactions of wild and hatchery fish and their management on a broad "basin-to-landscape" basis. The site also is close to other scientific institutions such as the Hatfield Marine Science Center and Oregon State University. The OHRC is a cooperative research project/effort between ODFW and Oregon State University Department of Fisheries and Wildlife.

Initially conceived in 2002, planning got underway with ground breaking for the Center in 2004. The Center is located at the old Fall Creek ODFW Fish hatchery. The Center opened for operations in 2005. ODFW staff and a volunteer host live on site. The Center has dormitory housing for visiting scientist/students to conduct research and observations, meeting and conference facilities.

Program Records

068 Fall Creek Hatchery Facility Records, 1930 – 2003 2.00 c.f.

Retain permanently, transfer to State Archives immediately

069 OHRC Advisory Committee Records, 2005 – [ongoing] 1.5 c.f.

(a) Retain reports, agendas, meeting minutes permanently, transfer to State Archives after 20 years

(b) Retain all other records 5 years, destroy

070 OHRC Facility Records, 2004 – [ongoing] 2.00 c.f.

Retain design records, as-builts, exceptions, etc. permanently, transfer to State Archives 5 years after program sunsets

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

- 071 OHRC Program Records, 2003 – [ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives 20 years after program sunsets
- 072 OHRC Progress News Letter, 2006 – [ongoing] .25 c.f.**
Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

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

Asset Inventory Reports (Equipment Inventory Records)

Building Records

Equipment Maintenance Records

Databases

HMIS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Marine Resources (MRP)

Program Description

The Marine Resource Program (MRP) studies and manages the fish, invertebrate, and marine mammal populations in ocean and estuarine waters along Oregon's 369 miles of coastline. The program focuses on marine resources policy, management and regulation; fisheries monitoring and data collection; research of marine fisheries, ocean species and habitats. MRP's goal is to increase the quality and quantity of stock assessments and biological information collected through improved at-sea and dockside sampling programs and strategically designed research projects. The MRP collaborates with partners including but not limited to Oregon State University, the University of Oregon, the National Marine Fisheries Service, other state agencies, and the fishing community. The program is based in Newport at the Hatfield Marine Science Center, and has field offices located in Astoria, Brookings, Charleston, and Gold Beach.

Program Records

073 Oregon Nears Shore Strategy, 2005 – [ongoing] .15 c.f.

(a) Retain final, adopted strategy permanently, transfer to State Archives 10 years after superseded or obsolete

(b) Retain all other records 10 years after strategy adopted, destroy

074 Permits

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Marine Resources
Program: Ocean Salmon Management (OSMP)

Program Description

The Ocean Sampling Project (Ocean Salmon Management Program (OSMP)) monitors ocean commercial and recreational salmon fisheries for the Oregon Department of Fish and Wildlife (ODFW). The project collects and analyzes data from Oregon's commercial and recreational ocean salmon fisheries, including catch and fishing effort, recovers Coded Wire Tags (CWTs), and gathers average weight data from commercial salmon landings. The program uses data from these and other sources to assist in the development of management recommendations for the best use of Oregon's salmon resources, and to evaluate proposed ocean salmon fishery regulations.

The Ocean Sampling Project is made up of two sub-units: The Commercial Troll Salmon Project (CTSP) and the Ocean Recreational Boat Survey (ORBS). ORBS collects the information needed to manage Oregon's ocean sport fisheries, while the CTSP gathers needed information for management of the ocean commercial salmon seasons.

ORBS make estimate effort and catch in the ocean recreational boat fishery. The ORBS estimates total ocean sport effort by boat type (charter and private), and interviews are conducted randomly of ocean boats to generate estimates of catch for both salmon and non-salmon species. All sampled salmon are examined for the presence of a CWT. Additional biological data are collected from salmon and non-salmon species, and anglers are also interviewed regarding released fish species.

The Ocean Sampling Project is staffed by a project leader and an assistant project leader at Newport, and two sampling coordinators; one each at Tillamook and Charleston. The sampling coordinators serve as liaison between field samplers, fishery participants, and program staff at Newport; deliver data and coded wire tags to Newport; and also provide additional sampling when needed. Program staff regularly sample fishery landings at all primary Oregon coastal ports.

Program Records

- 075 Action Notices**
Retain 2 years after completed/posted, destroy
- 076 Quota Updates**
Retain 2 years after completed/posted, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

COMMERCIAL TROLL SALMON SAMPLING

OREGON RECREATIONAL BOAT SURVEY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Marine Resources
Program: Marine Finfish

Program Description

The Marine Finfish Sub-program provides information about commercial and sport fisheries including ground fish and Pacific halibut for the public and interested stakeholders. The program operates as a clearinghouse providing information about ground and pelagic species to the public via internet, telephone, mail and email. Information on the status of species is posted on the program's website.

Program Records

- 077 Data Use Agreements**
Retain 75 years, destroy
- 078 Fishery Monitoring/Sampling Records**
Retain 75 years, destroy
- 079 Landing Reports**
Retain 75 years, destroy
- 080 Log Book Records**
Retain 75 years, destroy
- 081 Species Reports**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

BIOLOGICAL MARKET SAMPLES
COMMERCIAL NEARSHORE LOGBOOKS
ENHANCED DATA COLLECTION PROJECT
NON-ROCKFISH SPECIES COMPOSITION SAMPLES

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife
Division: Fish
Section: Marine Resources
Program: Shellfish

Schedule number: 2018-0005

Program Description

The Shellfish program provides information about marine shellfish and estuarine habitats including commercial and sport fisheries and research projects for the public and interested stakeholders. The program operates as a clearinghouse providing information to the public via internet, telephone, mail and email. Information on the status of species, regulations and research projects is posted on the program's website.

Program Records

- 082 Commercial Crab Logbook Records**
Retain 75 years, destroy
- 083 Recreational Shellfish Creel Surveys**
Retain 75 years, destroy
- 084 Shellfish Research Project Records**
Retain 50 years, destroy
- 085 Shellfish Research Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence
Publication Preparation Records

Databases

COMMERCIAL CRAB LOGBOOK
RECREATIONAL SHELLFISH CREEL
SHELLFISH RESEARCH

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Marine Resources
Program: Marine Habitat

Program Description

The Marine Habitat program mission is to address emerging marine habitat management issues and provide a habitat component to species-based MRP. The project originated in 1989. Project goals include an inventory of marine habitats and their biological communities and the development of information for sound management of activities affecting marine habitats. Project staff participate in resource management forums affecting marine habitats and formulate management plans, strategies, and regulations. In addition, the project educates the public about marine habitats and ecosystems.

Current research includes inventorying near shore rocky reefs, developing techniques for fishery-independent population assessment of near shore reef rockfish, and on-going development of an ocean and coastal GIS. These data collection efforts are intended to address two high priority management needs in near shore resource management: assessing fish stocks and developing marine protected area policy. Habitat and fish survey methods include use of advanced sonar technologies, a remotely operated vehicle (ROV), aerial photography, and several other research tools. Project staff collaborates with analogous projects in California and Washington, as well as researchers at Oregon State University.

Program Records

086 Aerial Photographs

Retain 99 years, destroy

087 Marine Habitat Reports and Survey Records, 1995 – ongoing 1.00 c.f.

a) Retain reports permanently, transfer to State Archives after 25 years

b) Retain survey records 99 years, destroy

088 ROV Survey Records

Retain 99 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Marine Resources
Program: Developmental Fisheries

Program Description

The Developmental Fisheries Sub-program began in response to requests from the commercial fishing industry to allow for the controlled development of new commercial fisheries. In 1993, the Legislature established policy for the State of Oregon "to institute a management system for developmental fishery resources that addresses both long term commercial and biological values, and that protects the long term sustainability of those resources through planned commercial development when appropriate". An annual list of species qualifying for the program and harvest conditions are established by the Developmental Fisheries Board and the Fish and Wildlife Commission each year. The Developmental Fisheries Board, established by the Legislature to assist the Department, is made up of members from a broad range of commercial fishing interests - harvesters, processors, and agencies. In 2010, the program was discontinued due to unstable funding.

The program provided controlled development to encourage those who might pioneer a fishery to invest their time and energy. Limiting the number of participants provided incentives for experimentation and information gathering by safeguarding the investment of those who explore new ideas. Controlled development is a means to collect sufficient information to understand the effects of fishing, determine sustainable harvest levels and determine how to minimize impacts on other marine resources. This information is required by Statewide Planning Goal 19 (Ocean Resources) and the Territorial Sea Plan.

Program Records

- 089 Developmental Fisheries Board Records**
Retain 5 years, destroy
- 090 Developmental Fisheries Species List**
Retain until superseded, destroy
- 091 Developmental Fishery Permits**
Retain 5 years after expired, destroy
- 092 Sardine Report**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Marine Resources
Program: Marine Mammals Research

Program Description

In response to the 1972 Marine Mammal Protection Act, ODFW has been using limited state program funds along with funding support from National Marine Fisheries Service to study pinnipeds (seals and sea lions). Research has been focused in three areas: assessment of population status and trends; description of food habits and foraging behaviors; and examination of site-specific situations where locally abundant pinnipeds might have a negative impact on depleted fishery resources. At least twenty-nine different species of marine mammals occur in Oregon coast waters, including many whales, dolphins, and porpoises. However, the most commonly seen marine mammals, and those that most often come into conflict with sport and commercial fishing activities, are the pinnipeds.

In 1972 the Marine Mammal Protection Act (MMPA) transferred management jurisdiction for pinnipeds from state government to the National Marine Fisheries Service (NMFS). Consequently, the Oregon Department of Fish and Wildlife (ODFW) currently has no management authority for these species. Given the multitude of issues that NMFS is mandated to deal with, and considering the strong protective nature of the MMPA, the various conflicts between pinnipeds and fisheries have not been a high priority for the federal government.

Marine Mammal Research is responsible for providing sound information on the levels of predation that abundant pinnipeds in specific locations can apply to a depleted fishery resource. Ultimately this type of information will be needed by fisheries managers to evaluate the added risk to stock recovery that results from such predation. This information, along with an understanding of pinnipeds population status, may be used by fish and wildlife staff, managers and legislators who may wish to propose and implement changes to the Marine Mammal Protection Act, with the objective of providing a more balanced approach to the conservation of both fishery resources and marine mammal populations.

Program Records

093 Marine Mammals Research Program Reports and Publications, 1972 – [ongoing]
1.5 c.f.

(a) Retain permanently, transfer one copy to State Archives after published

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

AERIAL SURVEY

CR HAZING

EJ MARK-RESIGHT

GB HAZING

PV PREDATION

ZC MARK-RESIGHT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Ocean Salmon and Columbia River Management (OSCRP)

Program Description

The Ocean Salmon and Columbia River Management Program is responsible for evaluating and managing Oregon fish populations that cross international, federal and interstate jurisdictions. The program is comprised of the Columbia River Management (Fisheries), Columbia River Coordination and Ocean Salmon Fisheries Management sections. The fisheries management sections are involved with U. S. v Oregon, Columbia River Compact, Pacific Fishery Management Council, Pacific Salmon Commission, and Klamath Fishery Management forums. Program staff primarily operate from the NW Region Headquarters located in Clackamas. Regulations impacting/controlling the fisheries and management are established in Oregon Administrative Rule. The Columbia River Management Plan, first implemented in 1988, was replaced with a new, updated ten year plan in 2008.

Program Records

- 094 Columbia River Management Plan, 1988 – [ongoing] 1.00 c.f.**
(a) Retain final adopted plan permanently, transfer to State Archives 5 years after superseded
(b) Retain drafts, work notes, issue papers, research materials 1 year after plan superseded, destroy
- 095 Commercial Catch Records**
(a) Retain sampling records 50 years, destroy
(b) Retain catch information 20 years, destroy
(c) Retain catch estimates 2 years, destroy
- 096 Joint Columbia Task Force Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Correspondence
Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Ocean Salmon and Columbia River Management (OSCRP)
Program: Columbia River Fisheries

Program Description

The Columbia River Fisheries section is responsible for promoting opportunities to fish for salmon, steelhead, sturgeon, shad and a variety of warm water species. Management of the river and its fisheries is a responsibility shared by state, federal and tribal agencies. The overarching management objective is to meet conservation requirements while providing optimum sport and commercial fishing opportunities.

Program Records

097 Species Management Records

Retain 20 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Ocean Salmon and Columbia River Management (OSCRP)
Program: Columbia River Coordination

Program Description

The Columbia River Coordination (CRC) Section is responsible for working with other entities in multi-jurisdictional forums, and for collecting, coordinating, and disseminating information regarding Oregon's fish populations and their habitats in the Columbia River Basin and other areas that cross jurisdictions. Section staff often represents the department in regional forums involving the Columbia Basin Fish and Wildlife Authority (CBFWA), the Northwest Power and Conservation Council, the Lower Columbia River Estuary Program, and others. Staff assists with recovery planning for listed salmonid in the Columbia River Basin, provides technical support to department and state policy makers, and represents the department on technical committees such as the CBFWA Anadromous and Resident Fish Advisory committees, the Columbia River Basin lamprey Technical Workgroup and others. The Columbia River Investigations Program is part of the CRC section.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Ocean Salmon and Columbia River Management
Program: Columbia River Management

Program Description

The Columbia River Management (CRM) section is responsible for the management of the anadromous fish runs and fisheries of the Columbia River. CRM cooperatively develops harvest regulations with the State of Washington, federal agencies, the treaty Indian tribes, and in some cases the State of Idaho, that are compatible with the *U. S. vs. Oregon* Columbia River Fish Management Plan. Records include the Columbia River Management Reports consisting of annual; joint staff; live capture reports.

Program Records

- 098 Action Notices**
Retain 1 year after completed/posted, destroy
- 099 Columbia River Fish Working Group Records**
Retain 10 years, destroy
- 100 Columbia River Management Reports**
Retain 75 years, destroy
- 101 Species Management Records**
Retain 20 years after superseded or obsolete, destroy
- 102 Willamette Falls Fish Passage Records**
Retain for life of structure, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Correspondence Records

Databases

WILLAMETTE FALLS LAMPREY HARVEST PERMITS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife
Division: Fish
Section: Ocean Salmon and Columbia River Management (OSCRP)
Program: Fisheries Management

Program Description

The Fisheries Management section is responsible for ensuring/promoting opportunities to fish for salmon, steelhead, sturgeon, shad and a variety of warm water species. Management of the river and its fisheries is a responsibility shared by state, federal and tribal agencies. The overarching management objective is to meet conservation requirements while providing optimum sport and commercial fishing opportunities.

Program Records

103 Fisheries Management Reports

Retain stock status and fisheries; smelt and sturgeon; fall species reports 75 years, destroy

104 Species Management Records

Retain 20 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife
Division: Fish
Section: Ocean Salmon and Columbia River Management
Program: Columbia River Coordination – Columbia River Investigations
Sub-Program: Northern Pikeminnow Management (NPMP)

Program Description

The Columbia River Investigations program oversees the evaluation of the Northern Pikeminnow Management program that is administered by the Pacific States Marine Fisheries Commission (PSMFC). Primary evaluation activities include monitoring the relative effects of northern Pikeminnow removals by program anglers, and modeling potential reductions in predation based on abundance estimates for northern Pikeminnow prior to the program's implementation. Tag recoveries are used to assess and monitor northern Pikeminnow catch. Modeling results based on indexes of abundance and consumption rates – indicate that northern Pikeminnow predation on juvenile salmonid has decreased. Modeling results translate into a 38% reduction in piscivore related mortality on juvenile salmonid that migrated through the Columbia River. In addition, ODFW monitors smallmouth bass, walleye, and the remaining northern Pikeminnow for signs of compensatory responses (e.g. increases in population density, diet composition, fecundity, and changes in size structure) to the fishery. Even though there has been no evidence of compensation by northern Pikeminnow or other sources, continued monitoring will be prudent and is planned, as long as removal fisheries are implemented.

In 1990 regional managers approved the use of targeted fisheries for harvesting northern Pikeminnow (formerly known as northern squawfish) within the lower Columbia and Snake rivers. Earlier research (1983–1986) had indicated that predation related juvenile salmonid mortality was substantial, larger northern Pikeminnow were more piscivorous and more susceptible to angling, and that a modest removal (10–20% exploitation per year) of northern Pikeminnow could result in a 30–50% reduction in piscivorous predation. Three fisheries have since been used in an attempt to employ this strategy, 1) site specific setlines and nets (1994–2002) were used near areas where high levels of predation was believed to occur (e.g. hatchery release points and dams, 2) Angling by trained personnel casting directly from dams (1991–2002, 2006–2009) targeting larger northern Pikeminnow, and 3) sport reward fishery using angler participants from the public. The site specific fishery and dam-angling have had limited success with the bulk of the approximately 2.6 million northern Pikeminnow removed under the auspices of the anglers participating in the sport-reward fishery. Successful anglers are issued catch vouchers for each northern Pikeminnow turned in at any of the program run check stations. Anglers submit vouchers to PSMFC for monetary compensation.

Program Records

105 Northern Pikeminnow Management Report Records

- (a) Retain annual , approved progress report 75 years, destroy
- (b) Retain drafts, work notes, issue papers 5 years after final report accepted, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Research Lab

Schedule number: 2018-0005

Program Description

The ODFW Research Lab is responsible for promoting and optimizing ODFW research projects. The Lab is under the NW Region headquartered in Clackamas. Many projects are cooperative ventures involving ODFW, the Bonneville Power Administration, Oregon State University, etc. Administration of onsite staff is split between the Fish Division in Salem and the Research Lab administrator. Staff conduct a number of research projects from surveys involving habitat, its state/health, and population counts and species inventories. Projects include Aquatic Inventories, Estuary Studies, habitat restoration under the Western Oregon Stream Restoration Program, surveys of spawning grounds used by Coho/Chinook/Chum salmon, the recovery of native species and processing of coded wire tags taken from salmon. Many projects directly support or have originated due to the Oregon Plan established by Governor Kitzhaber in the 1990's.

Program Records

- 106 Coded Wire Tag Records**
Retain 25 years, destroy
- 107 Estuary Study Records**
Retain 75 years, destroy
- 108 Individual Research Project Records**
Retain 75 years, destroy
- 109 Native Fish Species Conservation Plan Records**
Retain 5 years after superseded or obsolete, destroy
- 110 Survey Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Policy and Procedure Guidelines and Manuals

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

Equipment Maintenance Records
Facility Work Orders

Financial Records (OAR 166-300-0025)

Budget Preparation Records
Employee Personnel Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

Databases

JUVENILE

NATIVE SPECIES

OASIS

WORP

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: Natural Production
Program: Water Quality/Quantity

Program Description

The Water Quality/Quantity section is involved with many water issues that directly or indirectly impact fish and wildlife. This includes commenting on applications for water use that may impact streams, reviewing and conducting in stream flow studies, reviewing hydroelectric applications and managing a large quantity of natural resource information. Water Quality/Quantity addresses these four primary issues through sub programs: Water Quality/Quantity; Hydro Power; Natural Resource Information management; and Vector Control. Hydro Coordinators work at the regional level providing technical expertise and services involving the licensing/permitting of dams and hydroelectric generating facilities.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence
Staff Meeting Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Natural Production

Program: Water Quality/Quantity

Sub-Program: Hydro Power

Program Description

The Hydro Power program represents the Oregon Department of Fish and Wildlife (ODFW) (ODFW) as a member of the state Hydroelectric Application Review Team and works closely with facilities operators, other agencies, and interest groups in re-licensing efforts. Hydro Power program staff participate in implementation of settlement agreements for projects. The hydropower program reviews preliminary permit applications or preliminary permits including those to develop wave energy projects off the Oregon coast.

Program Records

111 Hydro Project Records

Retain 50 years after permit superseded/obsolete or facility removed, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Fish

Section: Natural Production

Program: Water Quality/Quantity

Sub-Program: Vector Control

Program Description

The Vector Control program is responsible for the review and approval/rejection of pesticide use plans prior to applications for vector control per ORS 452.140 and ORS 452.245. “Vectors” are any non-domestic animal that transmits disease to humans including but not limited to mosquitoes, rats and mice. Review and approval of pesticide use plans is critical to ODFW’s mission since mosquito control pesticides may be applied to or near natural areas, wetlands, and waterways where fish and wildlife occur.

ODFW’s goal in review and approval of vector control plans is to minimize effects on fish, wildlife and their habitats while not interfering with disease prevention and containment focusing on protecting sensitive areas and species and will advise vector control districts of measures to prevent any potential impacts to fish and wildlife and their habitats.

Program Records

112 Vector Control Plan Review Records

Retain 2 years after plan superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Fish
Section: NE Oregon Research and Development Program (NEORD)

Program Description

The NE Oregon Research and Development Program is responsible for providing through field investigations, laboratory experimentation and literature biological knowledge necessary for the effective management of Oregon's fish and wildlife resources. Research projects are designed to produce new knowledge and techniques to solve problems that will ultimately result in recovery and enhancement of Oregon's fish resources and their habitats.

Program Records

- 113 Research Records**
Retain 75 years, destroy
- 114 Survey Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence
Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Human Resources

Program Description

The Human Resources Program provides technical advice and assistance to division and unit management and staff regarding employee personnel actions, labor relations and services. The Human Resources Program assists with the recruitment and selection of staff and maintains and updates employee personnel records. Human Resources prepare and maintain the agency's affirmative action reports and supports/provides relevant training to agency staff upon request.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Correspondence

LEDS Certification Records

Policy and Procedure Guidelines and Manuals

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Criminal Background Check Records

Drug Testing Records

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Risk Management Records (OAR 16-300-0045)

Hazard Exposure Records

Incident Reports

Safety Program Records

Databases

TAMS

OFRS

HRMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information Systems

Program Description

The agency's Information Systems Division (ISD) employs 22 full-time employees with additional staff augmentation positions in support of fish and wildlife programs and activities serving Oregonians. It is the purpose of ISD to develop and support enterprise IT solutions that enable the agency's business operations to protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations. Our vision is to provide the technical leadership and quality services to empower all employees and partners to support the mission of the agency.

ISD directs enterprise level information resource manager to meet operation requirements through the deployment and support of: (1) custom application development; (2) database management; (3) network and telecomm connectivity; (4) network and system security; (5) end-user desktop support; (6) data file management, storage and retention; (7) system design and office automation; (8) technical education and training; and (9) enterprise information management.

The Administrative section of ISD prepare purchase documents, develop policy and procedures, manage the division's Intranet pages, and provide project management oversight for the agency's Point of Sale system and divisions projects.

Official agency financial documentation is held by Administrative Services Division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

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

Asset Inventory reports

Equipment Maintenance Records

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Purchasing Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

Information and Records Management Records (OAR 166-300-0003)

Computer System Maintenance Records

Computer System Program Documentation

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

OFRS

HRMS

TAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information Systems

Section: Application Development

Program Description

The Application Development section is responsible for planning, development, support and maintenance of custom applications in support of specialized agency business requirements. Section staff provide project management services including: scope definition, system design, testing and implementation. Section actions are documented by correspondence, project documentation, and meeting records.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

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

Software Management Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information Systems

Section: Network

Program Description

The Network section is responsible for providing technical expertise in support of ODFW's information technology infrastructure and providing connectivity between ODFW offices by maintaining communication and network equipment (i.e. switches, routers, servers). The unit supports the ODFW Network, data storage, agency servers, email assets, and telecommunication. They manage access rights to ODFW's electronic records, system back up of agency data and files, and antivirus and security systems.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Information and Records Management Records (OAR 166-300-0040)

Computer System Security Records

Computer System Wiring Records

Telecommunication System Management Records

User Support Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information Systems

Section: Service Desk

Program Description

The Service Desk section is responsible for providing user and systems support to agency staff. They diagnose, repair, and install PC hardware and software and are the first point of contact for technical issues. This section processes technology purchases for agency computers, peripherals, and software. They receive goods, set up computers for end users, and distribute to agency staff. Section staff deploy system updates and patches to agency computers.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Information and Records Management Records (OAR 166-300-0040)

Computer System Program Documentation

User Support Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information and Education

Program Description

The Information and Education Division is responsible for educating and informing the public about statewide fish and wildlife issues, recreational opportunities and the promotion of hunting, fishing and wildlife viewing activities. Division staff and volunteers educate outdoor recreationalists through a variety of programs and workshops. In addition, Division staff disseminate information to media representatives and the public via telephone, mail, email, brochures and the internet. Information and Education, using data and resources from ODFW programs formats all agency pamphlets, brochures, directional/interpretive/informational signs and publications in preparation for printing. The Division is responsible for developing a strategic, long term angling plan.

Program Records

115 News Releases

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

Publication Preparation Records (Brochures, Pamphlets, etc)

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

Asset Inventory Reports

Damaged/Stolen Property Records

Equipment/Property Disposition Records

Databases

HRMS

OFRS

PIE

TAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information and Education

Section: Information

Program Description

The Information Team provides technical expertise and services in the design and creation of media relations materials for the Oregon Department of Fish and Wildlife (ODFW). Staff prepare, upon request, news and media releases addressing specific issues. In addition, the team designs, formats and produces newsletters and publication for all ODFW programs, projects and facilities.

Program Records

116 Annual Fishing Forecasts

Retain 10 years, destroy

117 Annual Hunting Forecasts

Retain 10 years, destroy

118 Frequently Asked Question (FAQ) Sheets

Retain until superseded, or obsolete destroy

119 Individual Program Newsletters

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Mailing Lists

Press Releases

Publication Preparation Records (Brochures, Pamphlets, etc)

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information and Education

Section: Education

Program Description

The Education section is responsible for the design, implementation and delivery of workshops and programs educating and informing the public in outdoor recreational opportunities. Volunteers provide expertise and experience in workshop and classroom settings to program participants. The section maintains a store of outdoor equipment for use by volunteers/programs and for workshops.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

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

Asset Inventory Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Databases

TAMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Information and Education
Section: Education
Program: Outdoor Skills Education

Program Description

Outdoor Skills Education program teaches introductory outdoor skills in hunting, shooting, fishing and other activities.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence
Publication Preparation Records

Databases

ACTIVE OUTDOOR

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Information and Education
Section: Education
Program: Angler Education

Program Description

The Angler Education Program educates about the relationship between aquatic environments and the sport of angling. The program is conducted/delivered statewide by certified volunteer instructors who completed a 6 to 8 hour training program, a team teaching session and background check. The program focuses upon teaching basic fishing skills, aquatic conservation and stewardship, ethical conduct and responsibilities and water safety to the public. Program services are free and delivered through a variety of organizations to optimize impact including but not limited to school districts, boys and girls clubs, police activity leagues and parks and recreation departments.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records (Participant Registration Records)

Correspondence

Publication Preparation Records

Personnel Records OAR 166-300-0040

Criminal Background Check Records

Volunteer Program Records

Databases

ANGLER ED DATABASE RESTRICTED LEVEL 3

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Information and Education
Section: Education
Program: Hunter Education

Program Description

The mandatory Hunter Education Program is responsible for developing safe, responsible hunters through education.

Program Records

120 Hunter Education Student Certification Permanent Number Records
Retain 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Personnel Records (OAR 166-300-0040)

Criminal Background Check Records
Volunteer Program Records

Databases

ACTIVE OUTDOOR

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Information and Education
Section: Education
Program: Master Hunter

Program Description

The Master Hunter Program is an advanced hunter education program helping hunters increase their knowledge of the sport and concerns of landowners.

Program Records

121 Master Hunter Certification Records

Retain 50 years or until Master Hunter dies/certificate is revoked; whichever is shorter, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Personnel Records (OAR 166-300-0040)

Criminal Background Check Records
Volunteer Program Records

Databases

MASTERHUNTER2-NEWPLUS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Information and Education
Section: Education
Program: Mentored Youth Hunter

Program Description

The Mentored Youth Hunter program allows youths 9 to 13 years old to hunt without first passing an approved hunter education program.

Program Records

122 Participant Registration Records
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Databases

ACTIVE OUTDOOR

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information and Education

Section: Education

Program: Outdoor Partnership Program

Program Description

This program fosters and connects hunting, angling, wildlife viewing program partnerships.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Databases

ACTIVE OUTDOOR

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Information and Education

Section: Education

Program: Archery Education

Program Description

This program teaches introductory archery to youth and families.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Personnel Records (OAR 166-300-0040)

Criminal Background Check Records

Volunteer Program Records

Databases

ACTIVE OUTDOOR

ARCHERY EDUCATION

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Management Resources

Program Description

The Management Resource Division (MRD) consists of programs that drive department-wide strategic directives with strong connections to resource programs. The division is comprised of the budget program, the state-wide volunteer coordinator program, the Information Management Program (IMP), and with the creation of this position, the Agency's Project Management Office (PMO).

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

HRMS

OFRS

PIE

TAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Management Resources

Section: Budget Services

Program Description

Budget Services is responsible for providing technical expertise and accuracy while facilitating, developing, analyzing, communicating and monitoring ODFW's biennial budgets. Staff responds to requests for information from ODFW staff and management, the Department of Administrative Services, the Legislative Fiscal Office and stakeholders. Staff provides continuous support and education to agency staff and managers during the budget development process.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

OFRS

PIE

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Management Resources
Section: Information Management
Program: Natural Resources Information Management (NRIMP)

Program Description

The Natural Resources Information Management Program (NRIMP) represents ODFW within the Management Resources Division, providing information and services that are essential for accomplishing ODFW's mission. NRIMP supports the efforts of ODFW by identifying and prioritizing natural resource information needs for fish and wildlife management and providing GIS data, maps, reports, data standards and protocols, and links to other state agencies. NRIMP facilitates ODFW's ability to efficiently and effectively manage, analyze and display natural resource information so it can be used for resource based decisions. NRIMP also represents ODFW within the StreamNet Project, a regional forum involving federal, state and tribal government within the Pacific Northwest.

Program Records

123 Natural Resources Information Management Maps
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Staff Meeting Records

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

Computer System Program Documentation
Information System Planning and Development Records

Databases

Base GDB
COA_Profiles
CoordinatedAssessments
DataRequest
DroughtActions
Fish GDB
FishFinder
FOURDOR
Game GDB
HighLakes

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Inventory
Metadata Warehouse
Non-Game GDB
ODFWSurveys
Recovery Plan
SpawningGroundSurveys
TaskTracker
WebFx
WishList
WWMP

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Management Resources
Section: Information Management
Program: Natural Resources Information Management (NRIMP)
Sub-Program: ODFW Library

Program Description

The ODFW Library, located at NW Region in Clackamas, is a repository of original note books, logs, drawings and information dating from the inception of fish and wildlife in Oregon to present day. In addition to original ODFW documents, the Library houses a large number of monographs and periodicals on fish and wildlife management issues.

The ODFW library was essentially closed in 2002 when we lost all funding for the. The library at the Clackamas ODFW office was locked and ODFW has not provided any library services since that time. Library contents were cataloged as spare funding became available into the Bibliography database, with the goals of not losing any important documents and that they would be accessible to ODFW staff and the public in the future. Once cataloged, contents were offered to State Archives and State Library. They went through the contents, removing about 6000 documents. The remaining documents were offered to other libraries throughout the state and beyond. The StreamNet Library was the primary recipient of documents during this effort. Lastly we offered documents to ODFW staff. Our intent is to scan needed documents not already available electronically, and make them available to ODFW, partner agencies, and the public. To this end, up to two copies of all remaining documents are being moved to the ODFW Salem Headquarters for storage and eventual scanning.

Program Records

124 ODFW Library Records, 1880 – [ongoing] 30 c.f.

- (a) Retain maps, plans, notebooks, engineering plans permanently, transfer to State Archives immediately
- (b) Retain all other records according to administrative need, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

Bibliography

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Management Resources

Section: Statewide Volunteer Coordinator Program

Program Description

The Volunteer Host Program provides opportunities for individuals to assist staff and programs at ODFW facilities and sites throughout the state. Volunteer hosts interact with the public and provide ODFW with assistance and expertise in landscaping, gardening and other ground maintenance; carpentry projects; assisting with farming to benefit wildlife; improving habitat; clerical and computer work ; raising and stocking fish; greeting visitors; giving tours and assisting with public outreach activities. Based in Salem, the Volunteer Host program is overseen by coordinators located in ODFW regional offices. The volunteer council develops and implements statewide policy and operating guidelines for using volunteers. In addition, the council provides administrative oversight and monitoring of the program. Region coordinators assist ODFW staff by interpreting policy, procedure and regulations; develop and update manuals; provide technical training to staff and volunteers; review ODFW program operations and write reports on volunteer use and its impact. In addition, region coordinators direct recruitment of volunteers for facilities within the administrative unit.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Personnel Records (OAR 166-300-0040)

Volunteer Program Records

Databases

GUZZLER INFORMATION

VOLUNTEER

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Wildlife

Program Description

The Wildlife Division has direct responsibility for monitoring the numbers and health of wildlife species, setting population conservation and management objectives, overseeing wildlife habitat restoration and maintenance, and regulating harvest of game animals. The Wildlife Division is organized into four key program areas – Conservation, Game, Habitat, and Operations.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

BEAR AND COUGAR SIGHTING COMPLAINT

CERVID LICENSE HOLDERS

DAMAGE COMPLAINTS

REHABILITATORS

SCIENTIFIC TAKING PERMIT

WILDLIFE COMPLAINTS

WILDLIFE CONTROL OPERATORS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Wildlife

Section: Game

Program Description

Game program staff oversees wildlife management areas that provide valuable habitat for native and migrating species, oversee statewide habitat development, conduct wildlife research projects, and provide assistance to landowners for enhancement of private property for the benefit of fish and wildlife.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Operations
Program: Wildlife Management Areas

Program Description

As part of its mission, ODFW operates wildlife areas throughout the state. These sites provide recreational opportunities including but not limited to bird watching, wildlife and fish viewing, and hunting opportunities. The Oregon Department of Fish and Wildlife (ODFW) owns or manages by agreement nearly 200,000 acres of land set aside for wildlife use and public recreation. Oregon's first wildlife area was the Summer Lake Wildlife Area opened in 1944. Most state-operated wildlife areas provide either marshes and wetlands for migratory waterfowl, or rangelands where big game animals can seek refuge from harsh winter weather. The Pittman-Robertson Act in the late 1930's placed a federal manufacturer's excise tax on hunting arms and ammunition. These funds are allocated to each state based on the number of hunting licenses sold and size of the state. In Oregon, these dollars pay for habitat enhancement and hunter education. Oregon's wildlife areas serve the needs of wildlife as well as wildlife-oriented recreation and public hunting access. Many areas offer a variety of non-hunting opportunities including hiking, viewing and fishing.

Each wildlife area represents a distinct eco-system and mission. Wildlife areas may provide habitat and/or recovery areas for species, propagation of species, enhanced range through agriculture and habitat management. Each Wildlife area has a specific management plan.

Program Records

125 Wildlife Area Management Plan Records

- (a) Retain final, adopted plan until superseded, obsolete, destroy
- (b) Retain all other records 5 years after adoption of final plan, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Visitor Logs

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Conservation

Schedule number: 2018-0005

Program Description

ODFW's Wildlife Conservation Program is charged with serving a large nongame population through management and conservation programs. The program also seeks to inform, to educate and to enhance recreational opportunities involving wildlife. Conserving the diversity of wildlife species and their habitats is not only critical to the continued health of lands and waters within and beyond the state's borders, it also enriches the lives of Oregonians who enjoy wildlife in their backyards or in travels around the state. In addition, many tourists come to Oregon to enjoy its fish and wildlife resources and contribute significantly to the state's economy.

Conservation program staff conduct statewide species surveys; coordinate conservation and management of threatened and endangered species; oversee the importation, possession, confinement, transportation and sale of non-native species; perform research projects on the ecological requirements for a variety of non-game species; coordinate with the Fish Division's Marine Resources Program to oversee the health of marine mammals; and develop statewide plans to restore and enhance wildlife populations and habitats to keep wildlife from becoming endangered or threatened.

The Oregon Conservation Strategy provides a blueprint and action plan for the long-term conservation of Oregon's native fish and wildlife and their habitats through a non-regulatory, statewide approach to conservation. The Conservation Strategy is not a management plan for ODFW. The strategy provides a broad strategy for all of Oregon offering roles and opportunities to residents, government agencies and organizations.

Program Records

- 126 *On the Ground News Letter, 2005 – [ongoing] .15 c.f.***
Retain permanently, transfer to State Archives after 5 years
- 127 *Oregon Conservation Strategy Records, 2005 – [ongoing] 1.00 c.f.***
(a) Retain final, accepted plan and monitoring records permanently, transfer to State Archives 10 years after superseded or obsolete
(b) Retain all other records 5 years after plan superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (Wildlife Diversity Plan)
Correspondence

Databases

FEDERAL GRANT REPORT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Conservation
Program: Threatened and Endangered Species

Program Description

The Threatened and Endangered Species program is responsible for coordination, conservation and management efforts involving threatened and endangered species. Program staff coordinate with federal, state and private organizations and stakeholders to conduct inventories, monitor populations, support and oversee research, maintain data and implement conservation and recovery programs. The program operates under the Oregon Endangered Species Act to determine if listing or delisting is warranted. In addition program staff and ODFW operate under the federal endangered species act.

Program Records

- 128 Annual Threatened and Endangered Species Reports**
Retain 20 years, destroy
- 129 Scientific Taking Permits**
Retain 5 years after expired, destroy
- 130 Threatened and Endangered Species Management Records**
Retain 5 years after species removed from list, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (Wolf Management Plan)
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Wildlife

Section: Conservation

Program: Wildlife Marine Conservation

Program Description

The Wildlife Marine Conservation program coordinates with the Marine Resources program to oversee the health of marine mammals. Staff conduct studies of pinnipeds populations, seal and sea lion predation, and interactions of these animals with other marine resources and human activities in the coastal zone.

Program Records

See Marine Resources program

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Conservation
Program: Conservation Planning

Program Description

The Conservation Planning program is responsible for keeping species from becoming threatened and endangered by providing assistance, expertise and funding to private landowners and public land managers, providing information on species; habitats; conservation issues; recommendations for actions. Conservation Biologists are assigned to regional offices to provide field services in wildlife conservation.

Program Records

- 131 Species Study Records**
Retain 75 years, destroy
- 132 Survey Records**
Retain 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game

Schedule number: 2018-0005

Program Description

Game program staff work with landowners to prevent and reduce wildlife damage to agricultural and timber crops, conduct inventories of game mammals, establish and update game harvest regulations, conduct hunter surveys, and investigate wildlife diseases. Program staff are responsible for regulating game birds, both upland and waterfowl; deer and elk; bear; cougar; antelope, bighorn sheep and mountain goat; and furbearers. Regulations governing the harvesting of game species is the primary tool employed by program staff to manage game populations. Program staff coordinate with Districts involving projects, research, changes in regulations and clarification regarding ODFW programs. Program staff draft species management plans, which are adopted in administrative rule. In addition the program issues and/or holds permits for wildlife control operators, rehabilitators, scientific taking, hide/horn/fur dealers, propagation, holding and taxidermists.

Program Records

133 Game Program Reports

Retain until administrative need ends, destroy

134 Permit Records

(a) Retain accepted application/issued permit records 3 years after permit invalid, destroy

(b) Retain denied permit applications 1 year, destroy

135 Survey/Statistic Records

Retain 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Mailing Lists

Financial Records (OAR 166-300-0025)

Budget Preparation Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

Databases

BEAR AND COUGAR SIGHTING COMPLAINT
COMPLAINTS
DAMAGE
REHABILITATORS
SCIENTIFIC TAKING PERMIT
WILDLIFE COMPLAINT
WILDLIFE CONTROL OPERATORS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game
Program: Cervids

Program Description

The Cervids program is responsible for regulating the propagation and raising of domesticated cervids, deer and elk, in Oregon. The program regulates domestic cervids native to the state and fallow/reindeer stocks. Licenses to raise cervids are given via a lottery type system. The program provides updates to the cervid harvesting regulations for adoption by the Commission.

Program Records

136 Cervid Program Records

- (a) Retain successful farm license application and citation records 1 year after license superseded or obsolete, destroy
- (b) Retain unsuccessful farm license application records 3 years, destroy
- (c) Retain individual animal records for life of animal, destroy
- (d) Retain survey records 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

CERVID

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game
Program: Game Birds

Program Description

The Game Birds program is responsible for promoting the health and management of waterfowl, wild turkey and Spruce Grouse populations in Oregon. The program deals with resident and non-resident bird populations. The program conducts population surveys and selects shooting times, maintains data on permitted goose hunts and oversees the selection of artwork and issuance of Oregon Bird Stamps. The program provides updates to the waterfowl harvesting regulations for adoption by the Commission as administrative rule. In addition, species' management plans are drafted, adopted and periodically updated through the administrative rule process.

Program Records

137 Annual Waterfowl Stamp Records, 1984 – [ongoing] 2.00 c.f.

- (a) Retain records for annual adopted stamp permanently, transfer to State Archives after 10 years
- (b) Retain all other records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Databases

BANDING

WATERFOWL BANDING

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Wildlife

Section: Game

Program: Upland Game Birds

Program Description

The Upland Game Birds program is responsible for promoting the health and management of Upland Game Bird populations in Oregon. Upland Game Birds include but are not limited to Quail, most species of Grouse, Pigeons, Partridge and Doves. Oregon currently has 12 species of upland game birds. The program deals with resident and non-resident bird populations. The program provides updates to the upland bird harvesting regulations for adoption by the Commission as administrative rule. In addition, species management plans are drafted, adopted and periodically updated through the administrative rule process.

Program Records

138 Annual Upland Bird Stamp Records, 1990 – [ongoing] 2.00 c.f.

(a) Retain records for annual adopted stamp permanently, transfer to State Archives after 10 years

(b) Retain all other records 3 years, destroy

139 Harvest Survey Records

Retain 25 years, destroy

140 Research Project Records

Retain 25 years, destroy

141 Special (Mountain Quail Translocation, etc) Project Records

Retain 25 years after project completion, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Databases

FALL TURKEY

SAGE GROUSE

SPRING TURKEY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game
Program: Bear/Antelope/Mt. Goat/Cougar/Big Horn Sheep

Program Description

The Bear/Antelope/Mt. Goat/Cougar/Big Horn Sheep/Furbearers program administers the hunting regulations, collection of and distribution of data and management programs for the listed species. The program provides updates to the big game and furbearers harvesting regulations for adoption by the Commission as administrative rule. In addition, species' management plans are drafted, adopted and periodically updated through the administrative rule process.

Program Records

142 Furbearer Harvest Reports

Retain 25 years, destroy

143 Survey Records

Retain survey results/population records for 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Telecommunications Log (Phone Log)

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game
Program: Sage Grouse Conservation

Schedule number: 2018-0005

Program Description

The Sage Grouse Conservation project is responsible for researching, designing, implementing and monitoring a management strategy, which promotes the conservation of Sage Grouse and their habitat in Oregon. The Sage Grouse Conservation Plan is a direct result of the project's efforts. The project originated in 2001. A Memorandum of Understanding exists between all western states to coordinate efforts in managing Sage Grouse populations.

In addition to conducting research involving habitat and populations, the project trans locates stocks of grouse to other states participating in the agreement, which need brood or seed stock. The project works with ranch owners providing assistance in developing whole ranch land plans that promote sage grouse populations through mitigation of impact upon habitat and populations.

The project compiles population data, does trend analysis, and creates the Annual Harvest Report as part of the ODFW efforts to conserve Sage Grouse population within Oregon. In addition, the project coordinator responsibilities include coordinating the translocation of Sharp-tail Grouse.

Program Records

144 Annual Harvest Report, 2001 – [ongoing] .25 c.f.

- (a) Retain final report permanently, transfer to State Archives after 10 years
- (b) Retain drafts, work notes, issue papers 2 years after final report accepted/approved, destroy

145 Sage Grouse Conservation Plan, 2004 – [ongoing] 2.00 c.f.

- (a) Retain final, adopted plan permanently, transfer to State Archives 5 years after plan superseded or obsolete
- (b) Retain research records, information, population survey results 75 years, destroy
- (b) Retain drafts, work notes, issue papers 5 years after plan adopted, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling records
Correspondence

Databases

OREGON SAGE GROUSE V 2.0

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Wildlife

Section: Operations

Program Description

Operations is one of four principle, statewide programs within the Wildlife Division of the ODFW. Program objectives are the protection, maintenance, and enhancement of wildlife habitat to meet Oregon's Wildlife Policy. Program objectives are met by manipulating habitat, acquiring land, developing habitat management and restoration techniques, providing technical assistance to state, federal, tribal, and local agencies and individuals; and providing funding through grants for habitat protection, restoration and enhancement.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Conservation
Program: BPA Wildlife Mitigation

Program Description

The Bonneville Power Administration (BPA) is required to mitigate for the loss of wildlife habitat from the construction and operation of hydro projects such as federal dams. The BPA provides funding through the Oregon Department of Fish and Wildlife (ODFW) for habitat acquisition, restoration work, and monitoring and evaluation of habitat enhancement programs. Currently, the primary focus of mitigation work is in the Willamette Basin. ODFW accepts and processes applications for program funds and provides oversight on fund recipients.

Program Records

146 BPA Wildlife Mitigation Project Records
Retain 6 years after project completion, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

PISCES (BPA managed db)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Game
Program: Access and Habitat (A&H)

Program Description

The Access and Habitat Program is an incentive based program aimed at improving wildlife habitat and public hunting access on Oregon's private lands. The A&H Program's motto, "Landowners and Hunters Together for Wildlife," conveys the program's basic mission to foster partnerships between landowners and hunters for the benefit of the wildlife they value. Funding for the A&H Program is generated through the auction/raffle of special big game tags and a surcharge on hunting licenses. A&H Program funds are used on a wide range of habitat projects, including wetland restoration, forest stand improvement, riparian area protection, wildlife forage seeding, controlled burns, water development, juniper removal, and noxious weed control. Regional A & H coordinators promote the program and assist with the development and review of project proposals. The Access and Habitat Board is comprised of seven citizens providing oversight of the Access and Habitat Program. Appointed by the Oregon Fish and Wildlife Commission, the board consists of 3 members representing agriculture and timber landowner interests, 3 members representing hunter interests, and 1 chair that represents the general public.

Program Records

- 147 Access and Habitat Board Records**
Retain 10 years, destroy
- 148 Access and Habitat Project Records**
Retain 6 years after project completion, destroy
- 149 Access and Habitat Raffle Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreement
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Operations
Program: Wildlife Restoration and Management

Program Description

The Federal Aid in Wildlife Restoration also known as the Pittman-Robertson (PR) program, supports the operation and maintenance of 14 major wildlife areas across the state. Two additional wildlife areas funded by license dollars are also managed by this program and together the 16 areas encompass approximately 200,000 acres where over 2 million recreational use-days are recorded annually. The program supports seven regional habitat programs designed to provide technical assistance to public land managers and private landowners to enhance and protect wildlife habitats on public and private lands across the state.

Program Records

150 Pittman-Robertson Reports and Work Plans

Retain 6 years after finalized, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0035)

Grant Records

Databases

TRACS (federally controlled database)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Habitat Resources

Schedule number: 2018-0005

Program Description

The Habitat Resources Program helps guide land-use activities in Oregon that affect fish and wildlife habitats. The program offers tax incentives, grants and technical assistance to private and public landowners, businesses and governments to promote conservation of fish and wildlife habitats, and to ensure environmental protection standards are met. Staff provide technical advice and assistance to local, state and federal agencies regarding land-use activities and proposed developments, technical expertise to other natural resource agencies on removal-and-fill actions, energy facility location, mining, transportation and forest management issues. The program ensures statewide consistency and application of natural resource protection statutes, coordinates ODFW's responses to hazardous material spill events that affect fish, wildlife, or habitat, and obtains compensation for damages under state or federal Natural Resource Damage Assessment (NRDA) statutes. Program staff provide assistance to landowners for enhancement of private property for the benefit of fish and wildlife, provide technical assistance for the best seed mixtures to use when reseeding lands burned by wildfires, and coordinate with other agencies to address land and water use issues associated with fish and wildlife habitats.

The Habitat Resources program is responsible for the issuance of in-water blasting permits, as required by ORS 509.140 and OAR 635-425-0000 through 635-425-0050, whenever the use of explosives is desired in the course of removing any obstruction in any waters of this state, in constructing any foundations for dams, bridges or other structures, or in carrying on any trade or business. In addition, the Program maintains and monitors compliance of the guidelines for timing of in-water work.

In addition, the Program is responsible for inter-agency coordination by acting as liaison between the Oregon Departments of Energy, Forestry, Geology and Mineral Industries, Land Conservation and Development, State Lands, Transportation and the Bureau of Land Management. Staff provide comments and recommendations to other agencies regarding the rules, regulations, and statutes being developed and implemented. In addition comments/recommendations are made regarding large plans; forest management plans. Staff interact with ODFW District biologists on issues including but not limited to land use actions, forest operations, timber sales, and energy development projects. The program represents ODFW interests and mandate.

Program Records

151 Habitat Resources Project Records
Retain until administrative need ends, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

- 152 Natural Resource Damage Assessments, 1970 - [ongoing] 5.00 c.f.**
(a) Retain assessments from historic/precedent setting events (i.e. New Carissa, etc) permanently, transfer to State Archives 20 years after action closed
(b) Retain all others 20 years after action closed, destroy
- 153 Permit Records**
(a) Retain issued permit records 6 years after permit expires, destroy
(b) Retain rejected permit applications 3 years, destroy
- 154 Testimony/Comment Records**
Retain until administrative need ends, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

CULVERT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Habitat Resources
Program: Riparian Lands Tax Incentive

Program Description

The Riparian Lands Tax Incentive Program, authorized by ORS 308A.350—308A.383, offers a tax incentive to property owners for improving or maintaining qualifying riparian lands. Under this program, property owners receive a tax exemption for their riparian property. This can include land up to 100 feet from a stream. When the Riparian Lands Tax Incentive law was passed in 1981, the Oregon Legislative Assembly declared that "it is in the best interest of the state to maintain, preserve, conserve and rehabilitate riparian lands to assure the protection of the soil, water, fish and wildlife resources of the state for the economic and social well-being of the state and its citizens." Healthy riparian zones are important to the resource by providing: cooler water due to shading resulting in better habitat for salmon, trout and steelhead; more and better varieties of habitat for wildlife; increased water during summer low flow periods; erosion control by stabilizing stream banks with protective vegetation; and flood control.

A landowner and the Oregon Department of Fish and Wildlife must sign a riparian management plan and agreement. A management plan must detail measures the landowner will implement to preserve, enhance or restore the riparian area.

Program Records

155 Landowner Riparian Tax Exemption Records
Retain 6 years after exemption expires, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

RIPARIAN LANDS TAX INCENTIVE PROGRAM (RLTIP)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Wildlife
Section: Land Resources
Program: Wildlife Habitat Conservation and Management (WHCMP)

Program Description

The Wildlife Habitat Conservation and Management Program (habitat program), administered by the Oregon Department of Fish and Wildlife (ODFW), is a cooperative effort involving state and local governments and other partners to help private landowners voluntarily conserve native wildlife habitat. The Oregon Legislature created the habitat program to offer an incentive for private landowners who want to provide wildlife habitat on their properties instead of, or in addition to, farming, growing timber or other land uses. Under the habitat program, land subject to an approved Wildlife Habitat Conservation and Management Plan receives a wildlife habitat special assessment, where property taxes are assessed at the relatively low value that would apply if the land were being farmed or used for commercial forestry.

The objective of the habitat program is to preserve, enhance or improve the composition, structure or function of habitat for native wildlife species. Prior to 2003 the habitat program was available only to rural landowners with properties zoned for exclusive farm use or mixed farm and forest use. House Bill 3616 in 2003 added land that is clearly identifiable as containing significant wildlife habitat. Now counties and cities can select lands for eligibility based on zoning and/or significant native wildlife habitat.

Landowners submit applications, including management plans, for approval to participate in the program. Periodic monitoring to ensure compliance is conducted by ODFW staff. As long as the landowner remains in compliance with the terms of the program their property retains its exclusion status. ODFW and County Assessors use the data and information to ensure compliance regulations governing the tax status of participating properties.

Program Records

156 Program Applicant/Participant Records

- (a) Retain applications and compliance monitoring records 6 years after removal from program, destroy
- (b) Retain rejected/revoked applications 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Correspondence

Databases

WILDLIFE HABITAT CONSERVATION MANAGEMENT PROGRAM (WHCMP)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Schedule number: 2018-0005

Agency: Oregon Department of Fish and Wildlife (ODFW)

Division: Regions

Program Description

ODFW has two Region Offices on the East and West side of the state that provide oversight and management to the field operations of ODFW programs, “the boots on the ground”. Region managers and staff support ODFW programs and facilities to ensure the policy, procedures and standards developed by the Fish and Wildlife Commission and Salem Headquarters is applied in the field.

Regional functions include support, oversight and management of watersheds, districts, wildlife areas, habitat, hatcheries, fish research, and administration of ODFW programs and staff assigned outside headquarters. Regions are staffed with administrators, managers, supervisors, office and support staff, wildlife biologists, fish biologists, habitat biologists, diversity biologists non-game biologists, technicians, biology aides, interns, volunteers and temporary employees all representing the parent programs interests and mandate in the field. Regions use the Point of Sale License Sale System.

Program Records

- 157 Ad Hoc Reports/Issue Papers**
Retain 25 years, destroy
- 158 District Species Survey Records**
Retain 75 years, destroy
- 159 Firearms/Controlled Substance Control Logs**
Retain 5 years, destroy
- 160 Fish District Survey Records**
Retain 75 years, destroy
- 161 Fish Identification/Marking Records**
Retain 25 years, destroy
- 162 Fish Management Records**
Retain 25years, destroy
- 163 Fish Pathology Examination Records**
Retain 25 years, destroy
- 164 Hazing Permits**
Retain 5 years, destroy
- 165 Permit Records**
Retain 5 years after superseded or obsolete, destroy
- 166 Region/District Biologist Reports**
 - (a) Retain annual reports 25 years, destroy
 - (b) Retain all others 1 year, destroy
- 167 Wildlife Damage Complaints**
Retain 15 years after complaint closed/last action, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 9/2018

168 Wildlife Management Records

Retain 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Postal Records

Staff Meeting Records

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

Equipment Maintenance Records

Facility Work Orders

Vehicle Records

Financial Records (OAR 166-300-0025)

Cash Receipt Records

Credit Card Records

Deposit Slips

Purchasing Records

Databases

CAPTIVE BROOD

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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 9/2018

Organizational Placement

Agency: Oregon Department of Fish and Wildlife (ODFW)
Division: Region
Section: Wildlife Areas

Schedule number: 2018-0005

Program Description

Wildlife Areas are tracts of land owned and/or managed by ODFW which are set aside for wildlife use and public recreation. Most state operated wildlife areas provide either marshes or wetlands for migratory waterfowl, rangelands providing refuge to big game species or a combination of both. Oregon's first wildlife area, Summer Lake Wildlife Area, was purchased in 1944. A variety of recreational opportunities are offered at wildlife areas, both hunting and non-hunting in nature. The majority of funding for Wildlife Areas is provided through the federal Pittman-Robertson program. Wildlife Areas operate a number of programs related to the area's mission, resident game and non-game species including species propagation. Wildlife area staff work to improve habitat, control noxious/invasive species and provide educational/informational opportunities to the public. In addition, Wildlife Areas provide accessible research venues for ODFW staff and stake holders including universities.

Program Records

169 Annual Records

- (a) Retain annual reports permanently, transfer to State Archives after 10 years
- (b) Retain annual work plans 6 years, destroy

170 Habitat Improvement Records

Retain for life of facility, destroy

171 Hunt Count and Harvest Records

Retain 25 years, destroy

172 Hunt Permit Records

Retain 10 years, after permit issued, destroy

173 Species Count Records

Retain 75 years, destroy

174 Species Management Records

Retain 75 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Telecommunications Logs
Volunteer Program Records

OREGON STATE ARCHIVES
Records Retention Schedule

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

Building Records

Equipment and Maintenance Records

Pesticide Application Records

Vehicle Records

Financial Records (OAR - 166-300-0030)

Budget Preparation Records

Grant Records

Databases

None