

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 02/2008

Organizational Placement

Agency: Oregon Government Ethics Commission

Schedule number: 2008-0005

Program Description:

The Oregon Government Ethics Commission, established in 1974, is responsible for administering the regulatory provisions of ORS Chapter 244, Oregon Government Ethics Law, ORS 171.725 to .785, and .992, Oregon Lobby Regulation Law and ORS 192.660, Executive Session provisions of the Public Meetings law. The Commission oversees and investigates charges of ethics violations involving public officials and lobbyist.

The Oregon Government Ethics Commission is composed of seven volunteer members who are appointed by the Governor and approved by the Oregon Senate. Four of the members are recommended by the leadership of the Democratic and Republican parties in each house of the Legislative Assembly. The remaining three members are appointed by the Governor without leadership recommendation. However, no more than two commission members can be from the same major political party.

The Commission meets every six to seven weeks to review cases before the agency and to make rulings on a case by case basis. The Commission can either dismiss the case or issue a preliminary finding of violation. If a preliminary finding of violation is issued, a settlement may be negotiated or responding parties may request a contested case hearing. All settlements are approved by the Commission.

In 2007 the Government Standards and Practices Commission was renamed the Oregon Government Ethics Commission, which had been the Commission's name from 1974 - 1993.

Program Records

001 Oregon Government Ethics Commission Records, 1990 - [ongoing] 4.5 c.f.

- (a) Retain agendas and meeting minutes permanently, transfer to State Archives after 5 years
- (b) Retain meeting notes and audio tapes of meetings 1 year after meeting minutes are transcribed, verified, and approved by the Commission
- (c) Retain all other records: 5 years

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

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

Board and Commission Member Records

Board and Commission Member Personnel Records

Databases

None

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Organizational Placement

Agency: Oregon Government Ethics Commission

Program: Administration

Schedule number: 2008-0005

Program Description:

The Oregon Government Ethics Commission has three primary duties: to record statements of economic interest from public officials; to register lobbyists; and to investigate allegations of ethical misconduct by public officials. The Administration program is responsible for processing information provided to the agency and coordinating all Commission activities and actions.

The Executive Director is appointed by the Commission to oversee the Administration program and the handling of ethics related complaints about Oregon public officials. The Executive Director makes the initial assessment of complaints received by the agency and establishes if the complaint will be investigated based upon the jurisdictional scope of the agency. All complaints must be signed by the author.

Investigations of public officials through this office are conducted in accordance with Oregon Revised Statute, Chapter 244 which stipulates the manner and process of all investigations. After the investigation stage is completed, the program presents all findings, both positive and negative, to the Government Ethics Commission for a ruling.

Program Records

002 Advisory Opinion Records

Retain 5 years after change/revision of statute, destroy

003 Ethics Complaint Records

(a) Retain contested case files 15 years, destroy

(b) Retain regular case files 10 years, destroy

(c) Retain incomplete complaint records 4 years, destroy

(d) Retain anonymous, non-jurisdictional complaint records 1 year, destroy

(e) Retain complaint index: until superseded, destroy

004 Ethics Guide for Public Officials

Retain 10 years after superseded, destroy

005 Lobbyist and Lobbyist Employer/Client Records

(a) Retain lobbyist and employer/client records 5 years after termination or expiration, destroy

(b) Retain lobbyist and lobbyist employer/client logs until superseded or obsolete, destroy

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006 Oregon Statements of Economic Interest

- (a) Retain public official's reports 10 years, destroy
- (b) Retain candidate reports and filer's logs 6 years, destroy

007 Staff Advice Records

Retain 3 years, destroy

008 Staff Opinion Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rules Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Budget Preparation Records

Invoices

Legislatively Adopted Budget

Travel Expense Records

Voucher Registers

Vouchers

Payroll Records (OAR 166-300-0035)

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

Databases

SO (Staff Opinions)

AO (Advisory Opinions)

CASELOG

LOBBY

SEI (Statements of Economic Interest)