

Government Standards and Practices Commission

Records Retention Schedule

Effective Date: November, 2000

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Organizational Placement

Schedule number: 2000-0016

Agency: Government Standards and Practices Commission

Program: Government Standards and Practices Commission

Program Description:

The Government Standards and Practices Commission is comprised 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.

Records Description:

Records documenting the recommendations and final actions concerning complaints about ethics violations against public officials that are brought before the Commission are the Government Standards and Practices Commission Records. Records documenting the individual commission members, their contact information, appointment records, and other commission member information are the Government Standards and Practices Commission Member Records.

Below is a series list designating their retentions:

01 Government Standards and Practices Commission Records, 1990 - [ongoing] 4 cf

Retain meeting notes and audio tapes of meetings: 1 year after meeting minutes are transcribed, verified, and approved by the Commission.

Retain agendas and meeting minutes: Permanently, transfer to State Archives after 5 years.

Retain all other records: 5 years

02 Government Standards and Practices Commission Member Records

Retain until superseded, destroy.

In addition, the following records may be found in the State Agency General Records Retention Schedule: Correspondence and Mailing Lists (Administrative Records - OAR 166-300-0015).

Organizational Placement**Schedule number: 2000-0016****Agency:** Government Standards and Practices Commission**Program:** Administration**Program Description:**

The Government Standards and Practices Commission (GSPC) has three primary duties: to record statements of economic interest from public officials; 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 of GSPC 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 GSPC investigations. After the investigation stage is completed, the program presents all findings, both positive and negative, regarding the case to the Government Standards and Practices Commission for a ruling.

Records Description:

Records documenting the advisory information directed to a specific inquiry about compliance with Oregon's ethics laws or to the general population are the Advisory Opinion Records, Staff Opinion Records, and the STAFOP and AO databases. Records documenting complaints brought against public officials, lobbyists, and lobbyist entities and the agency actions on those complaints are the Ethics Complaint Case Files and the CASELOG database. Records documenting the information published for public officials about Oregon's ethics laws are the Ethics Guides for Public Officials. Records documenting who is registered by this office to engage in lobbying in Oregon are the Lobbyist and Lobbyist Entity Records and the LOBREG database. Records documenting the required filing of economic interest by candidates, and certain elected or appointed officials are the Oregon Statements of Economic Interest and the SEI database. Records documenting allegations of ethics violations against a public official as sent to this agency are the Complaint Records.

Below is a series list designating their retentions:

03 Advisory Opinion Records

Retain 15 years, destroy.

04 Complaint Records

Retain anonymous, non-jurisdictional or incomplete complaints: 1 year, destroy.

Retain complaint index: until superseded, destroy.

Transfer valid complaints to Ethics Complaint Case Files

05 Ethics Complaint Case Files

Retain regular case files: 10 years, destroy.

Retain contested case files: 20 years, destroy.

06 Ethics Guide for Public Officials, 1993 - ongoing .1 cf

Retain 1 copy of each permanently, transfer to State Archives after 10 years.

07 Lobbyist and Lobbyist Entity Records

Retain lobbyist and employer files: 5 years after termination or expiration , destroy.

Retain lobbyist and lobbyist employer logs: until superseded, destroy.

08 Oregon Statements of Economic Interest

Retain candidate reports and filer's logs: 6 years, destroy.

Retain public officials reports: 15 years, destroy.

09 Staff Opinion Records

Retain 5 years, destroy.

In addition, the following records may be found in the State Agency General Records Retention Schedule: Administrative Rules Preparation Records, correspondence, mailing lists, publication preparation records (Administrative Records - OAR 166-300-0015); account reconciliation records, budget preparation records, invoices, legislatively adopted budget, travel expense records, voucher registers, vouchers (Financial Records - OAR 166-300-0025); employee time records (Payroll Records - OAR 166-300-0035); employee personnel records, and recruitment and selection records (Personnel Records - OAR 166-300-0040).