

OREGON STATE ARCHIVES  
Records Retention Schedule

**Edition: February 2020**

***Organizational Placement***

**Schedule number: 2019-0010**

**Agency:** Oregon Health Authority  
**Division:** Health Policy & Analytics  
**Unit:** Transformation Center

***Program Description:***

The Transformation Center is responsible for technical assistance to health system partners, including Coordinated Care Organizations. It shares innovations and best practices.

***Program Records***

- 001 Transformation Center Technical Assistance Records**  
Retain 5 years after superseded or obsolete, destroy
- 002 Transformation Center Publications**  
Retain 10 years, destroy

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

*Records include but are not limited to:*

**Administrative Records (OAR 166-300-0015)**

Conference, Seminar, and Training Program Records  
Correspondence  
Legislative Development Advisory Committee Records  
Policy and Procedure Guidelines and Manuals  
Policy Development and Planning Records  
Publication Preparation Records  
Staff Meeting Records

***Databases***

None

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**Agency:** Oregon Health Authority  
**Division:** Health Policy & Analytics  
**Unit:** Transformation Center  
**Program:** Patient-Centered Primary Care Home (PCPCH)

**Program Description:**

The Patient-Centered Primary Care Home (PCPCH) collaborates with stakeholders to set the standard for transformative, whole-person and evidence-based primary care.

**Program Records**

**003 PCPCH Recognition Records**

- (a) Retain annual recognition data 20 years, destroy
- (b) Retain individual clinic documentation (evidence of recognition) 10 years, destroy
- (c) Retain other records 5 years, destroy

**004 PCPCH Publications**

Retain 10 years, destroy

**State Agency General Records Retention Schedule Records**

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Correspondence  
Legislative Development Advisory Committee Records  
Legislative Tracking Records  
Policy and Procedure Guidelines and Manuals  
Publication Preparation Records  
Staff Meeting Records

**Databases**

None