

Oregon Health Authority
Public Health Division
Records Retention Schedule 2012-0011
Effective Date: June 2018
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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Office: Public Health Director/State Health Officer
Program: Administration

Program Description

The Office of the State Public Health Director (OSPHD) leads OHA's Public Health Division (PHD) in promoting health and preventing the leading causes of death, disease and injury in Oregon. The Public Health Director, who is appointed by the OHA Director, oversees the operations of OSPHD and three organizational centers: Center for Health Protection, Center for Prevention and Health Promotion, and Center for Public Health Practice. The Director of OHA also appoints the state Public Health Officer, who is responsible for the medical and paramedical aspects of health programs within OHA/PHD.

OSPHD leadership includes the State Public Health Director; Public Health Officer/State Epidemiologist; and the Deputy Public Health Director.

OSPHD provides public health policy planning, development and direction to the public health programs within the division, works closely with OHA's Director's Office and government relations team, and ensures that the disparate programs within and outside the division create an effective and coherent public health system for the state which includes state, local and tribal public health departments and public-private partnerships. OSPHD also provides information to the communities on ways to promote good health and avoid disease and injury, and provides information to agencies, organizations, and the public on the health status of Oregonians.

OSPHD works to promote and protect the health of the public by advancing the quality, performance and equity of the Oregon public health system through performance assessment and management and, using media relations, develops and implements social marketing to promote health and prevention through message development.

OSPHD's Science and Evaluation section leads strategic initiatives that ensure excellence in epidemiology and the science of population health across the division. This section oversees the Public Health Institutional Review Board (PH IRB) and Program Design and Evaluation Services (PDES). The PH IRB reviews research activities involving human subjects to ensure that the rights and well-being of people participating in research are protected, and that the research activities are in compliance with 45 CFR 46, and Public Health Division policies. Program Design and Evaluation Services (PDES) is a research and evaluation program within both the Multnomah County Health Department and Oregon Public Health Division. The PDES team provides a full range of professional services to design, evaluate, and refine public health programs. It provides evaluation support to county and state programs, initiates and conducts applied research studies, and contracts with organizations across the country to improve community health, shape public policy, and reduce health disparities. PDES clients include health departments and state/local government agencies, community-based organizations, foundations, research institutions, and other public health organizations across the country.

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The Behavioral Risk Factor Surveillance System (BRFSS) is a collaborative project of the Centers for Disease Control and Prevention (CDC), and U.S. states and territories to collect uniform, state-specific data on preventive health practices and risk behaviors that are linked to chronic diseases, injuries, and preventable infectious diseases in the adult population.

The Community Liaison Program resides within the OSPHD and provides consultation and technical assistance to local health department staff regarding administration, systems development, and the formation of standards and policies.

OSPHD maintains the official copy of the records of the Oregon Public Health Advisory Board, which advises OHA/PHD on policy matters related to public health programs; reviews statewide public health issues, and makes recommendations to OHA/PHD; and participates in public health policy development. The board is composed of 15 governor-appointed members broadly representing the public, local government, and public/private health providers.

OSPHD maintains the official copy of the meeting records of the Conference of Local Health Officials (CLHO), which serves as a forum for state and local public health officials to discuss minimum standards and financial assistance agreements.

The Task Force on the Future of Public Health Services was created by the Legislative Assembly in 2013 to study the regionalization and consolidation of Oregon's public health services, and make recommendations for legislation. OSPHD maintains the official copy of the task force's records.

All Public Health Division programs receive administrative and technical support from the following OHA/Department of Human Services (DHS) shared service offices: Human Resources; Budget, Planning, and Analysis; Financial Services; Office of Information Services (OIS); Contracts and Procurement; Facilities; Management Audits and Consulting; Image and Records Management; Information Security; Continuous Improvement; Investigations; and Forecasting and Research; Communications; and Publications and Design.

Program Records

001 Accreditation Steering Committee Action Items and Minutes

Retain 10 years, destroy

002 Behavioral Risk Factor Surveillance System Records, 1988 – [ongoing], .5 c.f.

(a) Retain Statewide Annual Reports permanently, transfer to State Archives after 25 years

(b) Retain applications and all hard copy records until entered and verified, destroy

003 Current Disease Summary (CD Summary), 1949 – [ongoing], 1 c.f.

Retain 1 copy permanently, transfer to State Archives after 20 years

004 Conference of Local Health Officials (CLHO) Meeting Records

Retain 25 years, destroy

005 Joint Leadership Team (PHD/CLHO) Records

Retain 10 years, destroy

006 Oregon Community Health Assessment Forum Records

Retain 10 years, destroy

007 Oregon Health Bulletins, 1923 – 1981, 5 c.f.

Retain permanently, transfer to State Archives after 20 years

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- 008 Oregon Health Improvement Plan (Community Health Improvement Plan) Records [ended December 2010]**
Retain 20 years, destroy
- 009 Oregon Public Health Advisory Board Meeting Records, 1983 – [ongoing], 3 c.f. (Formerly Public Health Advisory Board Records)**
(a) Retain meeting minutes, agendas and exhibits permanently, transfer to State Archives after 5 years
(b) Retain all other records 10 years, destroy
- 010 Oregon Public Health Constituency Inquiry Records**
Retain 5 years, destroy
- 011 Oregon's Healthy Future Report Records**
Retain final report 20 years, destroy
- 012 Oregon's State Health Profile Report Records**
Retain final report 20 years, destroy
- 013 Program Design and Evaluation Data Collection Records**
Retain 1 year after study closes, destroy
- 014 Program Design and Evaluation Project Final Reports**
Retain 20 years, destroy
- 015 Program Design and Evaluation Research Project Data Collection Records**
Retain 1 year after study completion, or 3 years, whichever is longer, destroy
- 016 Program Design and Evaluation Research Project Final Reports**
Retain 20 years, destroy
- 017 Public Health Division Executive Team Records, 1985 – 2001, 7 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 018 Public Health Division Institutional Review Board Minutes**
Retain 25 years, destroy
- 019 Public Health Division Institutional Review Board Research Project Records**
Retain 10 years after project is closed or deemed exempt, destroy
- 020 Public Health Division Leadership Team Records**
Retain 10 years, destroy
- 021 Public Health Division Project Review Team Records**
Retain 10 years after delivery of final recommendation, destroy
- 022 Public Health Division Strategic Plan Records, 1971 – [ongoing], 1 c.f.**
Retain final plans permanently, transfer to State Archives after 5 years
- 023 Public Health Division Web Counsel Meeting Minutes**
Retain 10 years, destroy
- 024 Public Health Photographs, 1880s – 1980s, 2 c.f.**
[Filed with Office of Community Liaison, T.R.E.'s Office]
Retain permanently, transfer to State Archives after 20 years
- 025 Quality Improvement Council Records**
Retain 10 years, destroy
- 026 Quarterly Connection Newsletter**
Retain 5 years, destroy
- 027 State Board of Eugenics Meeting Records and Case Files, 1917 – 1967, .5 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 028 State Board of Health Meeting Records, 1903 – 1973, .5 c.f.**
Retain permanently, transfer to State Archives after 20 years

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- 029 State Board of Social Protection Meeting Records and Case Files, 1967 – 1983, .5 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 030 State Health Commission Meeting Records, 1973 – 1977, .5 c.f.**
Retain permanently, transfer to State Archives after 30 years
- 031 Task Force on the Future of Public Health Services Records**
Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation
Agency Organizational Records
Business Plan Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Lobbyist Records
Policy Development and Strategic Planning
Press Releases
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Correspondence, Fiscal
Emergency Board Request Records
Grant Records
Invoice Records
LAB Records
Travel Expense Records
Information and Records Management Records (OAR 166-300-0030)
Information System Planning and Development Records
Payroll Records
Employee Payroll Records
Employee Time Records
Leave Applications
Records Management Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Employee Training Records
Position Descriptions and Reclassification Records
Recruitment and Selection Records
Work Schedule and Assignment Records

Oregon State Archives
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Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures
Incident Reports
Insurance Fund Claim Records
Occupational Injury and Illness Records
Safety Program Records
State Accident Insurance Fund (SAIF) Claim Records

Databases

BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (BRFSS)
OREGON PUBLIC HEALTH ASSESSMENT TOOL (OPHAT)

Oregon State Archives
Records Retention Schedule

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Office: Public Health Director/State Health Officer
Program: Community Liaison

Program Description

Community Liaison provides consultation and technical assistance to local health department staff regarding administration, systems development, and the formation of standards and policies. The program communicates local health department issues to Public Health Division program managers. It provides consultation and technical assistance to community members, providers, health departments, and hospitals. It also provides expert nursing consultation to nursing supervisors and administrators for local health departments in planning, implementing and evaluating public health services.

Community Liaison plans, coordinates, and performs in-depth on-site evaluation of local health departments (Triennial Reviews) to ensure program compliance with state and federal regulations and standards. It oversees preparation of Annual Health Plan applications by county health departments. It coordinates the Public Health Division's intergovernmental agreement process, which awards program funds to county health departments, tribes and other providers. The Community Liaison administers the Preventive Health and Health Services Block Grant, a flexible funding instrument from the federal Centers for Disease Control and Prevention (CDC).

Program Records

- 032 Local Health Department Annual Plan Records**
Retain 6 years, destroy
- 033 Local Health Department Assurances and Standards**
Retain 6 years after superseded, destroy
- 034 Local Health Department Confidentiality Reference Records**
Retain until superseded or obsolete, destroy
- 035 Local Health Department HIPAA Reference Records**
Retain until superseded or obsolete, destroy
- 036 Local Health Department Triennial Review Records**
Retain 9 years, destroy
- 037 Oregon County Public Health Profiles, 1983 – 2000, 1 c.f.**
Retain permanently, transfer to State Archives after 10 years

Oregon State Archives
Records Retention Schedule

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases

None

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Food, Pool, Lodging Health and Safety
Program: Food Borne Illness Prevention

Program Description

The Food Borne Illness Prevention program works in partnership with local health departments, the food service industry, and the public to reduce or eliminate the known causes of food-borne illness. It provides education, training, technical consultation, and rule interpretation to local health departments, state agencies, affected industries, and the public on food service and sanitation issues. The program oversees statewide food service inspection and food handler certification. It conducts triennial audits of local health departments that have delegated authority to regulate food service establishments. The program provides staff support to the Food Service Advisory Committee and publishes a newsletter.

Prior to 2003, the program provided direct local services to non-delegate counties, conducting regular food service establishment inspections, and providing food handler certification training. These responsibilities were statutorily delegated to local health authorities.

Program Records

- 038 Food Handler Training Records [ended 2003]**
Destroy
- 039 Food Program Newsletter**
Retain 5 years, destroy
- 040 Food Service Advisory Committee Biennial Reports**
Retain 25 years, destroy
- 041 Food Service Advisory Committee Meeting Records**
Retain 4 years, destroy
- 042 Food Service Rule Interpretation and Guidance Records**
Retain 75 years, destroy
- 043 Local Public Health Authority Food Service Inspection Records**
 - (a) Licensed facility records: Retain 5 years, destroy
 - (b) Unlicensed facility records: Offer return to local public health authority, destroy
- 044 Restaurant License Files**
Retain 3 years after license expiration, destroy
- 045 Restaurant Variance Records**
 - (a) Retain issued variance records 6 years after revoked, superseded or obsolete, destroy
 - (b) Retain unsuccessful variance application records 5 years after denial, destroy
- 046 Triennial Food Borne Illness Prevention Program Audit Review Records**
Retain 9 years, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Personnel Records (OAR 166-300-0040)

Employee Training Records

Databases

None

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Food, Pool, Lodging Health and Safety
Program: Public Swimming Pool and Spa Pool

Program Description

The Public Swimming Pool and Spa Pool program protects the health and safety of people using public pools and spas. It establishes swimming pool construction standards, conducts plan reviews and construction inspections in direct-service counties, and provides inspection oversight in county health departments that have delegated authority to regulate pools and spas.

The program provides rule interpretation, consultation, and technical assistance to pool designers, installers, operators, and local health departments. It provides training to pool operators and local health department staff. The program publishes newsletters and information items to concerned parties about health and accident risk reduction in public swimming pools.

Program Records

- 047 Public Pool Newsletters**
Retain 5 years, destroy
- 048 Public Swimming Pool Accident Reports**
Retain 10 years, destroy
- 049 Public Swimming Pool Advisory Committee Records**
Retain 4 years, destroy
- 050 Public Swimming Pool and Spa Complaint and Investigation Records**
Retain 5 years after final resolution, destroy
- 051 Public Swimming Pool and Spa Planning Records**
 - (a) Retain final plans 10 years after review, destroy
 - (b) Retain plan review records 20 years, destroy
- 052 Public Swimming Pool and Spa Policy and Rule Interpretation Records**
Retain 75 years, destroy
- 053 Public Swimming Pool and Spa Rule Variance Records**
 - (a) Retain issued variance records 6 years after revoked, superseded or obsolete, destroy
 - (b) Retain unsuccessful variance application records 5 years after denial, destroy
- 054 Triennial Public Swimming Pool and Spa Pool Program Audit Review Records**
Retain 9 years, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Databases

ENVIRONMENTAL HEALTH LICENSING AND INSPECTION SOFTWARE (EHLIS)

Oregon State Archives
Records Retention Schedule

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Food, Pool, Lodging Health and Safety
Program: Tourist Facility

Program Description

The Tourist Facility program protects the health and safety of people using public tourist facilities, including traveler's accommodations (hotels/motels, bed and breakfasts, hostels); recreation parks (RV parks, campgrounds, picnic parks); and organizational camps and mass gatherings. The program establishes standards for the industry and provides inspection oversight for tourist facilities. The program also provides administrative rule interpretation, consultation, and technical assistance to designers, builders, operators, and local health departments.

Program Records

055 Tourist Facility Complaint and Investigation Records [ended 2005]

Destroy

056 Tourist Facility Policy and Interpretation Records

Retain 75 years, destroy

057 Tourist Facility Rule Variance Records

(a) Retain issued variance records until facility permanently closed, destroy

(b) Retain unsuccessful variance application records 5 years after denial, destroy

058 Triennial Tourist Facility Program Audit Review Records

Retain 9 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ENVIRONMENTAL HEALTH LICENSING AND INSPECTION SOFTWARE (EHLIS)

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Records Retention Schedule

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Health Care Regulation and Quality Improvement
Program: Certificate of Need

Program Description

The Certificate of Need program ensures that new health care facilities and services meeting statutory criteria are adequately distributed around the state without unnecessary duplication of services or excessive costs to patients. A Certificate of Need is required in order to develop a new hospital; rebuild an existing facility; or develop, rebuild, relocate, or add nursing facility beds to an existing facility. The program determines whether there is a need for the proposed project, whether it is financially viable, and whether the facility will negatively impact health care costs. The program publishes the *CN Update* newsletter to inform interested parties about health care facilities, services, issues, and activities. The program also provides a hearing officer to conduct administrative rule preparation hearings for various Public Health Division programs.

Program Records

059 Certificate of Need Letters of Intent

- (a) Retain 'subject to review' records with application records
- (b) Retain 'not subject to review' records 10 years, destroy

060 *CN Update* Newsletter

Retain 40 years, destroy

061 Hospital Certificate of Need Application Records

Retain 40 years after approval or denial, destroy

062 New Equipment/Services and Major Medical Equipment Certificate of Need Letters of Intent [ended 1995]

Destroy

063 Nursing Facility Certificate of Need Application Records

Retain 20 years after approval or denial, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence
Litigation Records
Publication Preparation Records
Financial Records (OAR 166-300-025)
Receipt Records

Databases

None

Oregon State Archives
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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Health Care Regulation and Quality Improvement
Program: Emergency Medical Services and Trauma Systems

Program Description

The Emergency Services and Trauma Systems program (EMS and Trauma) is responsible for the development and regulation of the statewide system that provides emergency care to victims of sudden illness and traumatic injury. The program assures the delivery of pre-hospital care through oversight and coordination of first response agencies, ground, air, and marine ambulances, and related entities such as public safety communications centers. It coordinates and provides continuing education for licensees around the State. EMS and Trauma facilitates planning and operation of the trauma system consisting of hospitals providing specialized trauma care and maintains the trauma registry. The program also develops guidelines and regulations for the care of pediatric victims of acute illness and injury.

EMS and Trauma responsibilities include licensing and education for emergency medical service providers (EMS providers). The program approves or denies training courses through training entities and coordinates examinations. EMS and Trauma is responsible for the regulation and discipline of EMS providers. The program licenses and inspects ambulances and ambulance services. It establishes standards, procedures, and relationships for the interaction of emergency medical service system components and medical aspects of disaster preparedness. The program also oversees Medical Directors who work with emergency medical services.

In addition, EMS and Trauma provides staff support to the State Emergency Medical Service Committee, which advises the Public Health Division on emergency medical services and standards. It coordinates meetings and activities for the State Trauma Advisory Board and Area Trauma Advisory Boards that advise the division on the development and monitoring of the trauma care system. The program also provides staff support to the State Emergency Medical Services for Children Committee that advises Health Services regarding the care of critically ill and injured children. It also operates the Oregon Physician Orders for Life-Sustaining Treatment (POLST) registry and supports the POLST Registry Advisory Committee.

Program Records

- 064 Ambulance Service Licensing Records**
Retain 5 years after license expired, destroy
- 065 Ambulance Vehicle Licensing Records**
Retain 5 years, destroy
- 066 Area Trauma Advisory Board Records**
Retain 5 years, destroy
- 067 County Ambulance Service Area Final Plans**
Retain until superseded or obsolete, destroy
- 068 Emergency Medical Services Complaint and Investigation Final Orders**
Retain 25 years, destroy

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- 069 Emergency Medical Services Provider License Records**
 - (a) Retain 5 years after license expiration, destroy
 - (b) Retain records of candidates who do not complete certification 2 years after course completion, destroy
- 070 EMS Medical Director Records**
Retain 2 years after agency affiliation terminated, destroy
- 071 EMS Provider Examination Rosters**
Retain 2 years from course completion, destroy
- 072 EMS Provider Training Course Rosters and Course Approvals**
Retain 2 years, destroy
- 073 EMT, Advanced EMT and Paramedic Training Institution Accreditation Records**
Retain 5 years after accreditation expired, destroy
- 074 Epinephrine Training Protocol Records**
Retain until superseded or obsolete, destroy
- 075 Mobile Emergency Service Training Records**
Retain 7 years, destroy
- 076 POLST Registry Advisory Committee Meeting and Decision Records**
Retain 20 years, destroy
- 077 POLST Registry Client Records**
Retain for life of client, destroy
- 078 State Emergency Medical Services Committee Records**
Retain 5 years, destroy
- 079 State Emergency Medical Services for Children Committee Records**
Retain 5 years, destroy
- 080 State Trauma Advisory Board Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Employee Time Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Recruitment and Selection Records

Databases

LICENSE 2000

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Health Care Regulation and Quality Improvement
Program: Facilities Planning and Safety

Program Description

The Facilities Planning and Safety program provides plan review, consultation and project inspection services for facilities to be licensed and/or certified by the Oregon Health Authority (OHA); Public Health Division; or Oregon Department of Human Services (DHS), Office of Licensing and Regulator Oversight. Program responsibilities include all public and private general hospitals, nursing homes, residential care and assisted living facilities, ambulatory surgical centers, psychiatric and orthopedic hospitals, dialysis facilities, special inpatient care facilities, hospice facilities, and birthing centers. Program duties include ensuring that newly constructed facilities provide safe, adequate care and lodging; minimizing the need for costly changes and delays; correcting deficiencies in existing facilities; and promoting cost containment through better programming, design and construction.

Facilities Planning and Safety also recommends construction-related rules and codes for DHS, OHA, and the Department of Consumer and Business Services Building Codes Division. The program publishes annual *Construction Project Guides* in cooperation with the Building Codes Division, the Office of State Fire Marshal, and DHS. This guide is widely used by facilities, developers, architects, engineers, and local building codes agencies to refer to rules and codes for the construction of health care and personal care facilities. The program also performs periodic technical inspections of health care facilities to analyze remodeling and improvement needs.

Program Records

081 Construction Project Guides

Retain 10 years, destroy

082 Facility Review Project Files

- (a) Retain construction documents 3 years after facility approved for occupancy, destroy
- (b) Retain records of projects on hold 5 years after last activity, destroy
- (c) Retain supporting documentation 10 years after facility approved for occupancy, destroy

083 Physical Environment Inspection Records

Retain 6 years, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Cash Receipt Records

Databases

None

Oregon State Archives
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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Section: Health Care Regulation and Quality Improvement
Program: Survey and Certification

Program Description

The Survey and Certification program regulates health care agencies, facilities, and providers. Regulated entities include hospitals, ambulatory surgical centers, birthing centers, special inpatient care facilities, and organ procurement organization registration; outpatient renal dialysis facilities, in-home care agencies, caregiver registries, hospices and home health agencies; and hemodialysis technician licensing. Other regulated entities include outpatient rehabilitation clinics, rural health clinics, community mental health centers, comprehensive outpatient rehabilitation facilities, and mobile x-ray suppliers.

Survey and Certification performs initial and ongoing licensure and certification surveys of providers; conducts onsite surveys at various intervals to evaluate compliance with state licensure rules and federal Medicare conditions of participation and coverage; and investigates complaints and allegations of poor health care. It coordinates with the Certificate of Need and Facility and Planning and Safety programs in the review of proposed health care facilities.

The Survey and Certification program also conducts the Public Health Officer Certification, which is an assessment of the quality and quantity of adverse event reports submitted by participants. It reviews the overall integrity of the Oregon Patient Safety Commission reporting program for hospitals, nursing homes, ambulatory surgery centers, and retail pharmacies.

Program Records

084 Health Care Agency Complaint, Investigation, Revocation, and Waiver Records

Retain 10 years after regulated entity closed, destroy

085 Health Care Agency Licensure and Certification Records

Retain 4 years, destroy

086 Health Care Agency Licensure Waivers

Retain 10 years after regulated entity closed, destroy

087 Health Care Agency Surveys

Retain current and one previous, destroy

088 Health Care Agency Surveys Supporting Documentation

Retain for 1 survey cycle, destroy

089 Public Health Officer Certification Records

(a) Retain final reports 10 years, destroy

(b) Retain report preparation records 5 years after completion of final report, destroy

090 Trauma Hospital Complaint and Investigation Records

Retain 10 years after final resolution, destroy

091 Trauma Hospital License Application Records

Retain until superseded or 10 years after accreditation is revoked or suspended, whichever is longer, destroy

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092 Trauma Hospital Survey Records

- (a) Retain final reports 25 years, destroy
- (b) Retain surveys and survey report preparation records until superseded or 10 years after accreditation is revoked or suspended, whichever is longer, destroy

093 Trauma Hospital Surveyor Informal Bid Records

Retain 6 years, destroy

094 Trauma Hospital Unsuccessful License Application Records

Retain 5 years or until superseded or obsolete, whichever is longer, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

AUTOMATED SURVEY PROCESSING ENVIRONMENT (ASPEN)

HEALTH CARE LICENSURE AND CERTIFICATION (HCLC DATABASE)

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Program: Drinking Water Services

Program Description

Drinking Water Services (DWS) reduces the incidence and risk of waterborne disease from exposure to hazardous substances potentially present in drinking water supplies. The program administers and enforces state and federal safe drinking water quality standards for 3,600 public water systems in Oregon, pursuant to state laws and a Primacy Agreement with the federal Environmental Protection Agency. DWS prevents contamination of public drinking water systems by protecting drinking water sources; ensures that public water systems meet standards for design, construction, and operation; inspects public water systems and requires the correction of identified deficiencies; provides technical assistance to public water suppliers; provides financial assistance for the construction of safe drinking water infrastructure; and certifies and trains water system operators. Public water system analysis includes, but is not limited to, microbiological, turbidity and disinfectant residual testing.

Program Records

- 095 Drinking Water Advisory Committee and Subcommittee Meeting Records and Special Reports**
Retain 10 years, destroy
- 096 Drinking Water Program Reports**
Retain 10 years, destroy
- 097 Drinking Water Program Written Decisions**
Retain 40 years, destroy
- 098 Pipeline Newsletters**
Retain 10 years, destroy
- 099 Public Water System Analysis Records**
Retain 1 year, destroy
- 398 Public Water System Inventory Records**
Retain 15 years, destroy
- 100 Public Water System Master Plans and Review Records**
Retain 25 years after final approval and certification, destroy
- 101 Public Water System Variance, Exemption, and Permit Records**
Retain 5 years after expiration, destroy
- 102 Water System Operator, Backflow Tester, and Specialist Certification Records**
Retain 6 years after expiration, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Staff Meeting Records

Training Program Records

Financial Records (OAR 166-300-0025)

Grant Records

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

Databases

SAFE DRINKING WATER INFORMATION SYSTEM (DWIS-STATE)

WATER SYSTEM OPERATOR CERTIFICATION DATABASE (L2K)

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Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Program: Oregon Medical Marijuana Program

Program Description

The Oregon Medical Marijuana Program (OMMP) manages a registry identification system that allows qualified patients who comply with program requirements to grow and use marijuana as medicine. OMMP issues registry identification cards to applicants after establishing their qualifications for the program.

OMMP receives application material from patients and verifies medical statements with attending physicians. It registers pertinent information about the applicant, physician, designated caregiver, growers, qualifying medical condition, and marijuana grow site. OMMP maintains a registry database of those who have been issued registry identification cards, and verifies applicant, patient, caregiver and address registration status for state and local law enforcement agencies on request. The OMMP manager attends quarterly Advisory Committee on Medical Marijuana (ACMM) meetings to respond to issues and concerns presented by ACMM members. OMMP staff also provides technical assistance and education about the medical marijuana program to interested parties. Other program functions include preparing ad-hoc and annual reports, responding to subpoenas, and developing and amending its administrative rules.

Program Records

- 103 Advisory Committee on Medical Marijuana (ACMM) Meeting Records**
Retain 10 years, destroy
- 104 Erroneous Oregon Medical Marijuana Registry Identification Cards**
Retain 4 years after expiration, destroy
- 105 Law Enforcement Inquiry Tracking Records**
Retain 3 years, destroy
- 106 Medical Marijuana Patient Files**
Retain 10 years after registration termination or revocation, destroy
- 107 Medical Marijuana Program and Physician Correspondence**
Retain 10 years, destroy
- 108 Medical Marijuana Program Special Reports**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Contracts and Agreements

Correspondence

Litigation Records

Publication Preparation Records

Payroll (OAR 166-300-0035)

Employee Personnel Records

Recruitment and Selection Records

Databases

OREGON MEDICAL MARIJUANA REGISTRY (OMMR)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Health Protection
Program: Radiation Protection Services

Program Description

Radiation Protection Services (RPS) is responsible for protecting Oregonians from radiation exposure. The program establishes radiation standards by administrative rule and enforces the standards for x-ray equipment, radiation monitoring devices, radioactive materials, and tanning beds for the purpose of protecting workers, patients, and the public. The program licenses and inspects facilities that use radioactive materials and registers and inspects tanning facilities, and x-ray machines. RPS helps local agencies develop radiological response programs and ensures that local systems have trained first responders. It also provides on-call staff and emergency response teams for radiological emergencies and incidents. The program provides staff support to the Radiation Advisory Committee, which provides advice concerning proposed regulatory changes and emergent radiation issues involving potential exposure to workers or the public. In addition, the program provides technical assistance and information to users of radioactive materials and radiation emitting devices. It performs environmental radiological surveillance activities and studies regarding emerging technologies.

RPS also performs analysis of grain and cereal crops for export to foreign countries and evaluations of soil and other field samples for radioactive material contamination. It publishes information to educate the public and occupational groups on radiation hazards and methods for exposure reduction. RPS also provides information and assistance to the public regarding the detection of radon; test result records are maintained by the Healthy Homes and Schools program (Environmental Public Health section).

Program Records

- 109 Dosimetry Reports**
Retain 99 years, destroy
- 110 Environmental Reports, 1961 – [ongoing], 1 c.f.**
(Formerly Environmental Radiation Surveillance Study Records)
Retain permanently, transfer to State Archives after 20 years
- 111 Microwave Repair Facility Inspection and Registration Records**
Retain 10 years after registration termination, destroy
- 112 Radiation Advisory Committee (RAC) and Sub-Committee Meeting Records**
Retain 10 years, destroy
- 113 Radiation Compliance and Informational Bulletins**
Retain 2 years after superseded, destroy
- 114 Radiation Incident Records**
Retain 10 years, destroy
- 115 Radioactive Materials Inspection and Licensing Records**
Retain 25 years after license termination, destroy
- 116 Radioisotope Laboratory Analysis Records**
Retain 10 years after analysis completion, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

117 Tanning Facility Inspection and Registration Records

Retain 25 years after registration termination, destroy

118 X-ray Machine Inspection and Registration Records

Retain 25 years after registration termination, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Litigation Records

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

Asset Inventory Reports (including Emergency Equipment Inventory Reports)

Equipment Maintenance Records

Hazardous Substance Employer Survey Records

Master Material Safety Data Records

Financial Records (OAR 166-300-0025)

Grant Records

Travel Expense Records

Payroll Records (OAR 166-300-0035)

Employee Medical Records

Employee Payroll Records

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Employee Training Records

Recruitment and Selection Records

Work Schedules and Assignment Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Hazard Exposure Records

Databases

RADIATION PROTECTION SERVICES LICENSING, REGISTRATION, AND
INSPECTION DATABASES (RPS)

X-RAY

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Adolescent, Genetics and Reproductive Health
Program: Adolescent and School Health

Program Description

The Adolescent and School Health program performs assessment, data gathering, program planning, policy development, and assurance functions. It administers various projects related to adolescent health and collaborates with a variety of private and public partners who focus on improving state and nationally defined adolescent health indicators.

The program coordinates Oregon's School-Based Health Centers (SBHCs), which offer comprehensive physical, mental, and preventive health services for youth and adolescents in a school setting. SBHCs represent one element of the eight-component Coordinated School Health (CSH) model that comprises a coordinated school health. CSH's components guide school health planners in thinking broadly about the prevention of health-related barriers to learning, and the promotion of the entire school community's health.

Program Records

- 119 Adolescent Health Annual Publications (*Rational Enquirer* and *School Based Health Center Status Report*)**
Retain 50 years, destroy
- 120 Adolescent Health Evaluation, Assessment, and Technical Records (also known as 'Needs Assessment' Records)**
Retain 10 years, destroy
- 121 School Based Health Center Certification Records**
Retain 20 years after certification expiration, destroy
- 122 School Based Health Center Certification Standards**
Retain 10 years after superseded, destroy
- 123 School Based Health Center Local Site Planning Grant Records**
Retain 10 years after submission, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence
Publication Preparation Records

Databases

SCHOOL-BASED HEALTH CENTERS ENCOUNTERS
SCHOOL-BASED HEALTH CENTERS SURVEY AND PROFILE

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Adolescent, Genetic and Reproductive Health
Program: Breast and Cervical Cancer/WISEWOMAN

Program Description

The Breast and Cervical Cancer Program (BCCP) reduces mortality from breast and cervical cancer through early detection. It gathers and analyzes data, disseminates information, and produces reports about the public health aspects of breast and cervical cancer in Oregon. The program is implemented through local health departments, tribes, health care providers, and community partners serving Oregon's medically underserved populations. BCCP provides coverage for screening and diagnostic services to eligible clients through a contract network of qualified providers. The program also raises awareness about the importance of breast and cervical cancer screening.

The Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program allows low-income, uninsured and underinsured women who participate in BCCP to receive additional assessment and screening for heart disease, stroke, diabetes and tobacco use. The program provides healthy behavior support options to improve modifiable risk factors for heart disease and other chronic conditions. WISEWOMAN aims to reduce cardiovascular and other diseases by promoting early detection, risk factor screening, risk reduction and access to medical treatment for qualifying women aged 40-64.

Program Records

- 124 Breast and Cervical Cancer Program Advisory Board Meeting Records**
Retain 10 years, destroy
- 125 Breast and Cervical Cancer Program/WISEWOMAN Client Records**
 - (a) Retain 20 years, destroy
 - (b) Retain source documents 2 years after entered and verified, destroy
- 126 Breast and Cervical Cancer Program/WISEWOMAN Clinical Protocols**
Retain until superseded or expired, destroy
- 127 Breast and Cervical Cancer Program/WISEWOMAN Education, Evaluation and Assessment Records**
Retain 10 years, destroy
- 128 Breast and Cervical Cancer Program/WISEWOMAN Reports**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

BREAST AND CERVICAL CANCER PROGRAM WEB DATA SYSTEM

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Adolescent, Genetic and Reproductive Health
Program: Genetics

Program Description

The Oregon Genetics program addresses public health genomic and genetic issues across the lifespan; their mission is to promote the health, well being, and quality of life of Oregonians using up-to-date knowledge of genomics. The program uses public health assessment, policy development, and education and collaborates with numerous internal and external partners to carry out its mission.

The program supports and maintains the official copy of the records of the Advisory Committee on Genetic Privacy and Research, which studies the use and disclosure of genetic information, and maintains the state's legal framework defining the rights of individuals whose DNA samples and genetic information are collected, stored, analyzed and disclosed.

Program Records

- 129 Advisory Committee on Genetic Privacy and Research Meeting Records and Biennial Reports, 2003 – [ongoing], .5 c.f.**
Retain permanently, transfer to State Archives after 30 years
- 130 Genetics Case Records**
Retain 20 years after closure, destroy
- 131 Genetics Cooperative Agreements and Grants**
Retain 10 years after expiration or closure, destroy
- 132 Genetics Evaluation, Assessment and Technical Records**
Retain 10 years, destroy
- 133 Genetics Strategic Plan**
 - (a) Retain 20 years, destroy
 - (b) Retain preparation files 5 years after plan completion, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

GENIS

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Adolescent, Genetic and Reproductive Health
Program: Reproductive Health

Program Description

The Reproductive Health (RH) program works to reduce unintended pregnancies by making free and low-cost birth control and reproductive health services available in local health departments and other clinics. It provides technical assistance, referral service, and information to providers and the public. Program staff collect and analyze data, identify gaps in existing services, advocate for service development, and educate community groups on reproductive health topics.

The RH program administers Oregon's Title X grant from the federal Office of Family Planning, which provides funds to local agencies to support the provision of reproductive health services to low income Oregonians. The program also administers Oregon Contraceptive Care (CCare), which provides Medicaid-funded family planning benefits to eligible clients.

Program Records

- 134 Reproductive Health Evaluation, Assessment and Technical Records**
Retain 10 years, destroy
- 135 Reproductive Health Program Client Eligibility Verification Records**
Retain 10 years, destroy
- 136 Reproductive Health Program Clinic Visit Records**
Retain service records 20 years, destroy
- 137 Reproductive Health Program County/Agency Provider Files**
Retain 10 years, destroy
- 138 Reproductive Health Program Provider Manual**
Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Record
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases

FAMILY PLANNING INFORMATION SYSTEM

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Environmental Public Health
Program: Environmental Public Health Tracking

Program Description

The Environmental Public Health Tracking (EPHT) program maintains a statewide network of health and environmental data. The program uses this data in conjunction with program partners to develop policies and practices to improve the health of Oregon communities. The program collects, assesses, communicates and distributes data from environmental hazard monitoring and from human exposure and health effects surveillance. Program data categories include environmental justice (i.e., community design and population characteristics), environmental quality (i.e., air, land, water and climate), and health outcomes (e.g., chronic conditions, acute conditions, reproductive outcomes and occupational illnesses). The program staffs the Oregon Technical Advisory Group which provides technical, scientific and programmatic feedback to the program. The program publishes interpretive reports for a variety of audiences including program reports for federal partners and studies regarding environmental justice, health outcomes, and environmental quality.

Program Records

139 Environmental Public Health Tracking Summary Reports and Special Studies
Retain 10 years after study publication, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

ENVIRONMENTAL PUBLIC HEALTH TRACKING PORTAL (EPHT PORTAL)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Environmental Public Health
Program: Healthy Communities

Program Description

The Healthy Communities program provides assessment, consultation, training and technical assistance services to state and federal partner agencies, local health departments, and communities. Capacity building efforts include providing mini-grants to local health departments. Healthy Communities administers the Environmental Health Assessment Program (EHAP), which assesses and prevents human exposure to contamination at Oregon sites listed on the National Priority List (Superfund sites) and other hazardous waste sites. It coordinates the Climate and Health program, which works to understand projected local and state-level impacts from climate change, researches potential local health concerns related to those impacts, and develops adaptation plans to protect the health of communities. The Healthy Communities program conducts the Health Impact Assessment initiative, which builds collective capacity to evaluate the health effects of projects and policies, and provides information to decision makers. The program also oversees the Brownfields Initiative, which stimulates collaboration among stakeholders, engages community members, provides education and resources, and uses data to monitor health improvements resulting from brownfield clean up and redevelopment.

Program Records

- 140 EHAP Final Site Reports (Formerly Superfund Health Information and Education Site Records), 1948 – [ongoing], 24 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 141 EHAP Site Report Preparation Records**
Retain 10 years after closure, destroy
- 142 Healthy Communities Consultation Records**
Retain 10 years after closure, destroy
- 143 Local Assessment Reports**
Retain 5 years, destroy
- 144 State Planning and Assessment Reports**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence
Publication Preparation Records
Financial Records (OAR 166-300-025)
Grant Records

Databases

ENVIRONMENTAL HEALTH ASSESSMENT PROGRAM (EHAP)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Environmental Public Health
Program: Healthy Homes and Schools

Program Description

The Healthy Homes and Schools program works to prevent childhood lead poisoning and promotes healthy housing in Oregon. The program monitors blood lead test results for the state and provides case management for children with elevated blood lead levels. The program works to prevent future exposures to lead and other hazards in the home through education and outreach.

The Lead-Based Paint unit works to protect Oregonians from lead-based paint exposure by regulating individuals that may disturb lead-based paint. Duties include certification of the regulated community and accreditation of training organizations.

The Clandestine Drug Lab program is responsible for ensuring that sites used for illegal drug manufacture are properly decontaminated prior to re-inhabitation. The program licenses companies to perform decontamination, and trains and certifies their workers.

Oregon's Pesticide Exposure Safety and Tracking (PEST) program reduces acute pesticide-related illness/injury in Oregon by conducting surveillance of acute pesticide exposure incidences, and educating the public on the safe use and storage of pesticides. The program conducts investigations of the health effects reported by people exposed to pesticides; program reports help to identify trends in acute pesticide poisoning and emerging pesticide hazards.

The Radon program provides education and outreach to Oregonians in an effort to decrease the incidence of radon induced lung cancer in the state.

Program Records

- 145 Annual Pesticide Analytical and Response Center (PARC) Reports, 1978 – 2003, 1 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 146 Childhood Blood-Lead Test Results Records**
Retain 25 years, destroy
- 147 Childhood Lead Poisoning Prevention Program Advisory Group Meeting Records**
Retain 10 years, destroy
- 148 Clandestine Drug Lab Contractor License Records**
Retain 3 years after license expiration, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

- 149 Clandestine Drug Lab Site Case Records**
 - (a) Retain Certificates of Fitness 50 years, destroy
 - (b) Retain all other records 5 years after case closure, destroy
- 150 Healthy Homes and Schools Consultation Records**
Retain 10 years after closure, destroy
- 151 Lead Based Paint Advisory Group Meeting Minutes**
Retain 2 years, destroy
- 152 Lead Based Paint Complaint Records**
Retain 10 years from date of closure, destroy
- 153 Lead Based Paint Individual and Firm Certification Records**
Retain 10 years after certification expired, destroy
- 154 Lead Based Paint Program Performance Reports to EPA and Site Activity Records**
Retain 3 years, destroy
- 155 Lead Based Paint Training Program Accreditation Records**
Retain 10 years after expired, destroy
- 156 Non-Qualifying Pesticide Complaint and Incident Reports**
Retain 2 years, destroy
- 157 Non Toxic Art School Supply Lists**
Retain until superseded or obsolete, destroy
- 158 Pesticide Case Records**
Retain 25 years, destroy
- 159 Radon Test Results Records**
Retain 25 years, destroy
- 160 Screening Questionnaires and Guidance Documents**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparations
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-025)
Grant Records
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Employee Time Records
Personnel Records (OAR 166-300-0040)
Employee Medical Records
Employee Personnel Records
Recruitment and Selection

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Databases

ACCREDITATION/TRAINING DATABASE

CERTIFICATION DATABASE

COMPLAINT TRACKING DATABASE

ILLEGAL DRUG LAB SITES

LEADPOISON

NOTICE OF ABATEMENT DATABASE

OREGON CHILDHOOD LEAD POISONING PREVENTION PROGRAM (OCLPP-
STELLAR)

SENSOR PESTICIDE INCIDENT DATA ENTRY REPORTING

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Environmental Public Health
Program: Healthy Waters

Program Description

The Healthy Waters program assesses health risks associated with Oregon's drinking water, recreational waters, and freshwater fish. The program collaborates with natural resource agencies, regulatory agencies and other environmental and health risk assessment partners to determine when environmental hazards require public notification (e.g., public health advisories for beach contamination, harmful algae blooms or fish consumption limitations); whether the public is adequately protected from waterborne hazards (e.g., review of recycled water reuse plans for the Oregon Department of Environmental Quality); and when the public needs to be made aware of potential waterborne hazards and steps they can take to minimize the health risk.

The program publishes public health advisories on the web and through mass media. Fish consumption advisories, due to their long-term nature, are supported by internal technical memoranda. In conjunction with the Drinking Water Services program, Healthy Waters collects and assesses private well testing data submitted under the Domestic Well Testing Act. In conjunction with program partners, Healthy Waters produces fact sheets, letters of consultation, and internal technical memoranda. It also publishes brochures, posters, permanent signs, and program reports.

Program Records

- 161 Advisory Signage Publication Records**
Retain 10 years, destroy
- 162 Fish Consumption Risk Assessment Technical Memoranda**
Retain 30 years after superseded or obsolete, destroy
- 163 Healthy Waters Consultation Records**
Retain 10 years after closure, destroy
- 164 Illness Reports (Drinking Water, Recreational Waters, Freshwater Fish)**
Retain 25 years, destroy
- 165 Mandatory Health Hazard Annexation Records**
Retain 30 years, destroy
- 166 Private Well Test Records**
Retain 30 years after receipt, destroy
- 167 Public Health Advisory Records**
Retain 10 years after advisory lifted, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Press Releases

Publication Preparation Records

Financial Records (OAR 166-300-025)

Grant Records

Databases

None

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Environmental Public Health
Program: Healthy Workplaces

Program Description

The Healthy Workplaces program is composed of four functional areas: Adult Blood Lead Epidemiology and Surveillance (ABLES), which tracks adults with laboratory-reported adult blood lead levels; Occupational Public Health Program (OPHP), which tracks worker injuries, illnesses, and fatalities; Hazardous Substance Incident Surveillance (HSIS), which tracks the release of toxic substances; and the coordination of the Center for Health Protection's emergency response efforts, which are fed into the Health Security Preparedness and Response (HSPR) program within the Office of the Public Health Director. The Healthy Workplaces program produces periodic reports and studies regarding collected data.

Program Records

- 168 Adult Blood-Lead Test Results Records**
Retain 25 years, destroy
- 169 Environmental and Occupational Epidemiology Annual and Special Reports (Formerly Environmental and Occupational Epidemiology Program Reports), 1993 – 2004, .25 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 170 *Environmental and Occupational Epidemiology Newsletters* [ended 2004]**
Retain 25 years, destroy
- 171 Environmental and Occupational Epidemiology Special Studies Records, 1990 - 2004, 27 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 172 Hazardous Substances Incident Surveillance (HSIS) Records, 1981 – 2013, 17 c.f.**
Retain permanently, transfer to State Archives after case closed
- 173 Healthy Workplaces Consultation Records**
Retain 10 years after closure, destroy
- 174 Occupational Public Health Program Advisory Committee Meeting Records**
Retain 10 years, destroy
- 175 *Putting Data to Work* Fact Sheet**
Retain 5 years, destroy
- 176 Workplace Fatalities Report Records**
Retain 1 year after publication of annual report by Oregon Health Sciences University, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Databases

ADULT BLOOD LEAD EPIDEMIOLOGY SURVEILLANCE (ABLES)

NATIONAL TOXIC SUBSTANCE INCIDENTS PROGRAM (NTSIP)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Health Promotion and Chronic Disease Prevention

Program Description

The purpose of the Health Promotion and Chronic Disease Prevention (HPCDP) section is four-fold: Form and maintain partnerships with key stakeholders in the public and private sectors; gather and analyze data, disseminate information, and produce reports about public health aspects of chronic diseases in Oregon; develop best practices and fund interventions in communities to decrease the burden of risk factors and chronic diseases; and promote clinical preventive services and tracking systems in clinics and health systems. HPCDP's Administration program facilitates, integrates, and monitors these interrelated cross-program functions. Administration also produces media events, billboard, radio and television messages, and publishes news and public service articles, pamphlets, newsletters, booklets, and reports. Chronic diseases included in the scope of the HPCDP section include asthma, arthritis, cancer, diabetes, heart disease and stroke, nutrition, physical activity, obesity prevention, and tobacco prevention.

Health Promotion and Chronic Disease Prevention programs focus on Tobacco Facts, Physical Activity, Nutrition, and Obesity Facts. Chronic Disease Prevention and Self-Management programs include the Heart Disease and Stroke Prevention program, the Living Well program, the Oregon Arthritis program, and the Oregon Diabetes program.

The Heart Disease and Stroke Prevention program works towards a heart-healthy and stroke-free Oregon. The program focuses on developing partnerships and advancing policy to strengthen capacity, evaluate impact, and take positive actions for a heart-healthy and stroke-free Oregon.

The Living Well program is a six-week workshop that provides tools for living a healthy life with chronic health conditions including diabetes, arthritis, asthma and heart disease. It is based on the Chronic Disease Self-Management Program (CDSMP) developed at Stanford University.

The Oregon Arthritis program focuses on improving the lives of people with arthritis and addressing those who are at risk for developing arthritis. It reduces the impact of arthritis through a public health approach, working in collaboration with partners in the public and private sectors.

The Oregon Diabetes program has the goal of reducing the burden of diabetes across the state. It works with partners to create policies and environments where people have easy access to healthy foods and regular physical activity, which can help prevent or delay diabetes. It also works to ensure that people with diabetes are able to manage their condition at home in cooperation with their health care providers to prevent complications and improve quality of life.

Oregon State Archives
Records Retention Schedule

Edition: June 2018

The Oregon Partnership for Cancer Control (OPCC) is a coalition of individuals and organizations working to reduce the burden of cancer in Oregon, formed to develop and implement the Oregon Comprehensive Cancer Plan. Its committees and task forces focus on particular topics or areas of cancer to identify and address the most pressing issues in prevention, survivorship, early detection and policy. HPCDP maintains the official copy of OPCC's records.

The Oregon State Cancer Registry (OSCaR) is a statewide, population-based registry that collects and analyzes information about cancer cases occurring in Oregon. Registry information collection began on January 1, 1996.

The Tobacco Prevention and Education program (TPEP) works to reduce tobacco-related illness and death; it addresses the issues of tobacco use, and coordinates anti-tobacco effort to save lives and money. TPEP reports biennially to the governor and legislators.

Program Records

- 177 Active Community Environments Group Records [ended 2007]**
Destroy
- 178 Arthritis Advisory Council Records (Arthritis Foundation, Oregon Chapter) [ended 2003]**
Destroy
- 179 Arthritis Network Meeting Records (Formerly Arthritis Coalition Records)**
Retain 5 years, destroy
- 180 Asthma Data Workgroup Meeting Records and Specification Reports**
Retain 5 years, destroy
- 181 Childhood Diabetes Case Records**
Retain 5 years, destroy
- 182 Chronic Disease Prevention and Self-Management Program Records**
Retain 5 years, destroy
- 183 Diabetes Coalition Records [ended 2009]**
Retain 5 years, destroy
- 184 Health Promotion and Chronic Disease Prevention Program Monitoring and Evaluation Reports, 2011 – [ongoing], 1 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 185 Health Promotion and Chronic Disease Prevention Strategic and Statewide Plans (Formerly Health Promotion and Chronic Disease Prevention State Plans and Coalition Records), 1992 – [ongoing], 2 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 186 *Keeping Oregonians Healthy: An assessment of leading causes of death and related behaviors in Oregon, 1999 – [ongoing], 1 c.f.***
Retain permanently, transfer to State Archives after 20 years
- 187 Living Well Network Meeting Records**
Retain 5 years, destroy
- 188 Nutrition Council of Oregon Meeting Records**
Retain 5 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

- 189 Obesity Prevention Task Force Records, 2007 – 2008**
 - (a) Retain meeting agendas, exhibits and minutes 5 years, destroy
 - (b) Retain final report 10 years, destroy
- 190 Oregon Coalition for Promoting Physical Activity Records [ended 2007]**
 - Destroy
- 191 Oregon Partnership for Cancer Control & Committee/Task Force Meeting Records**
 - Retain 10 years, destroy
- 192 Oregon Quit Line Records**
 - Retain 50 years, destroy
- 193 Oregon State Cancer Registry (OSCaR) Advisory Committee Meeting Records**
 - Retain 5 years, destroy
- 194 Oregon State Cancer Registry (OSCaR) Annual Reports (*Cancer in Oregon*) 1996 – [ongoing], 1 c.f.**
 - Retain permanently, transfer to State Archives after 20 years
- 195 Oregon State Cancer Registry Patient Records**
 - Retain 50 years, destroy
- 196 Research Permission Forms**
 - Retain until entered and verified, destroy
- 197 Statewide Public Health Nutrition Plan**
 - Retain 15 years, or 2 years after superseded, whichever is longer, destroy
- 198 Statewide Public Health Nutrition Programs Group Meeting Records [ended 2006]**
 - Destroy
- 199 Tobacco Prevention and Education Program Biennial Reports**
 - Retain current and one previous, destroy
- 200 Tobacco Reduction Advisory Committee Meeting Minutes**
 - Retain 5 years, destroy
- 201 Tobacco Technical Evaluation Advisory Committee Records [ended 2007]**
 - Destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Conference, Seminar, and Training Program Records
- Correspondence
- Publication Preparation Records
- Staff Meeting Minutes
- Financial Records (OAR-166-300-0025)
- Grant Records
- Payroll Records (OAR 166-300-0035)
- Employee Payroll Records
- Employee Time Records
- Personnel Records (OAR 166-300-0040)
- Employee Personnel Records
- Recruitment and Selection Records

Databases

OREGON STATE CANCER REGISTRY (OSCAR)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Injury and Violence Prevention

Program Description

The Injury and Violence Prevention section monitors unintentional and violent injuries and works to prevent them. It examines data on injuries in Oregon to identify prevention strategies; provides education, technical assistance and information on injury topics to agencies and the public; and produces reports and informational publications about injury prevention. Current areas of focus include childhood injury prevention and youth and older adult suicide prevention.

Section staff collect information from many data sources, and compile incident-based cases for all violent deaths in the state in the Oregon National Violent Death Reporting System (NVDRS); generate public health information on violent deaths; and develop violence prevention strategies.

The Injury and Violence Prevention section coordinates the Safe Kids program, which coordinates emergency responders, law enforcement officers, health and safety professionals, and interested citizens in reducing unintentional preventable injury and death in children ages 0 to 14. It also oversees the Youth Suicide Prevention program, which encourages partnership and shared responsibility between/among state and local agencies in the public and private sector.

The Injury and Violence Prevention section also administers the Oregon Prescription Drug Monitoring Program to assist health care providers and pharmacists in the provision of better patient care through prescription management. The section additionally manages the Trauma and Tertiary Care program, which develops, implements and monitors the state's trauma system; establishes system standards; and designates trauma hospitals. Trauma hospital licensing records are maintained by the Survey and Certification program (in the Center for Health Protection).

Program Records

- 202 Adolescent Suicide Attempt Evaluation Records**
Retain 10 years, destroy
- 203 Biannual Prescription Drug Monitoring Program Reports**
Retain 1 year after superseded or obsolete, destroy
- 204 Child Fatality Review System Records**
Retain 10 years, destroy
- 205 Child Fatality Review System Reports [ended 2000]**
Destroy
- 206 Injury and Violence Prevention and Control State Annual Plans**
Retain 5 years after superseded or obsolete, destroy
- 207 Injury and Violence Special Reports**
Retain 10 years, destroy
- 208 Injury Community Planning Group Meeting Minutes**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

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- 209 Intimate Partner Violence Advisory Committee Records [ended 2003]**
Destroy
- 210 Intimate Partner Violence Surveillance System Records [ended 2003]**
Destroy
- 211 Oregon Older Adult Suicide Prevention Advisory Work Group Meeting Records, 2003 – 2006**
Retain 10 years, destroy
- 212 Oregon Older Adult Suicide Prevention Plan [ended 2006]**
Retain 20 years, destroy
- 213 Oregon Plan for Youth Suicide Prevention [ended 2000]**
Retain 20 years, destroy
- 214 Oregon Violent Death Reporting System Technical Advisory Committee Records [ended 2010]**
Retain 10 years, destroy
- 215 Prescription Drug Monitoring Program Account Request Forms**
Retain 5 years, destroy
- 216 Prescription Drug Monitoring Program Advisory Commission Meeting Minutes**
Retain 20 years, destroy
- 217 Prescription Drug Monitoring Program Report Request Forms**
Retain 7 years, destroy
- 218 Safe Kids Program Advisory Committee Minutes**
Retain 10 years, destroy
- 219 Senior Falls Prevention Evaluation Records**
Retain 10 years, destroy
- 220 Statewide Coalition Activities Annual Reports**
Retain 10 years, destroy
- 221 Statewide Youth Suicide Prevention Planning Team Meeting Records, 1997 – 2005**
Retain 10 years, destroy
- 222 Trauma Registry Reports**
Retain 50 years, destroy
- 223 Trauma System Biennial Reports**
Retain 50 years, destroy
- 224 Violent Death Reporting System Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Correspondence
- Publication Preparation Records
- Employee Personnel Records (OAR 166-300-0040)
- Employee Training Records
- Recruitment and Selection Records
- Financial Records (OAR 166-300-0025)
- Grant Records

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Databases

ADOLESCENT SUICIDE ATTEMPT DATABASE
OREGON EMS PREHOSPITAL DATA SYSTEM
OREGON HEALTHY TEENS
OREGON TRAUMA REGISTRY
PRESCRIPTION DRUG MONITORING SYSTEM

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Maternal and Child Health
Program: Assessment, Evaluation, and Informatics

Program Description

The Assessment, Evaluation and Informatics (AEI) program focuses on capacity-building and leadership to better address current and emerging issues in maternal and child health. AEI provides consultation and support to the Maternal and Child Health section and its programs for the purpose of database design, development and implementation; reporting; data sharing and governance; application support; and alignment with national standards for data and metadata.

The Pregnancy Risk Assessment and Monitoring System (PRAMS) is a component of AEI. PRAMS is a surveillance project funded by the federal Centers for Disease Control and Prevention (CDC) that collects Oregon-specific, population-based data on maternal attitudes and experiences before, during, and shortly after pregnancy.

AEI also maintains the records of the Oregon Fetal Alcohol Syndrome (FAS) Surveillance Project, a cooperative effort with the CDC that collected, reviewed and analyzed data on children in Oregon born between 2001 and 2006, who were either diagnosed with FAS or who fit other criteria for FAS. From 2005 through 2009 the project assessed the burden of FAS in Oregon; provided data for planning FAS-related services; created professional and public awareness of the risks of alcohol-exposed pregnancies; and improved provider-capacity to diagnose FAS.

Program Records

- 225 Data Sharing Agreement Records**
Retain 10 years after signature date, destroy
- 226 Fetal Alcohol Syndrome Surveillance Project Records and Reports [ended 2009]**
Retain 10 years after project completion, destroy
- 227 PRAMS and PRAMS-2 Contact Cards**
Retain 5 years after survey is received and entered, destroy
- 228 PRAMS and PRAMS-2 Mailing List**
Retain 5 years, destroy
- 229 PRAMS and PRAMS-2 Survey**
Retain 5 years after baby's year of birth, destroy
- 230 PRAMS Batch File**
Retain until final data set received from CDC, destroy
- 231 PRAMS-2 Batch File**
Retain until final dataset created and finalized, destroy
- 232 Program Source Code, Data Models, and Data Dictionaries**
Retain 10 years after implementation of the application, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

EARLY HEARING DETECTION AND INTERVENTION INFORMATION SYSTEM (EHDI-IS)

LAUNCH DATA SYSTEM

MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING SYSTEM (MIECHV)

MEASURES DATA SYSTEM

OREGON CHILD HEALTH INFORMATION DATA SYSTEM (ORCHIDS)

OREGON MOTHERSCARE WEB-BASED TRACKING INTERFACE (WTI)

PREGNANCY RISK ASSESSMENT MONITORING TRACKING SYSTEM (PRAMTRAC)

PRAMS INTEGRATED DATA COLLECTION SYSTEM (PIDS)

QDE – DATA ENTRY

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Maternal and Child Health
Program: Child Health

Program Description

The Child Health program works with county health departments to assess and improve children's health in Oregon. It promotes statewide policy development and programs that focus on prevention and risk reduction. The program collaborates with childhood care and education partners and provides technical assistance to improve health, safety and quality for children in care. The program also partners to maintain up-to-date training and references on health and safety best practices in care settings. It provides technical assistance and funding for nurse home visiting, nutrition consultation, and statewide monitoring of high-risk infants through the Babies First program. It also coordinates genetic services with the Children with Special Needs program at the Child Development Rehabilitation Center of the Oregon Health and Science University. The Child Health program additionally publishes informational brochures and newsletters.

The Child Health program administers Healthy Child Care Oregon (HCCO), a collaboration between childhood care and education partners to provide technical assistance, up-to-date training, and references on health and safety best practices that improve health, safety and quality for children in care. HCCO also coordinated the Child Care Health Consultation program from 2003 to 2010.

The Early Hearing Detection and Intervention (EHDI) program supports and monitors the state's newborn hearing screenings program. The goal of the program is to screen newborns for possible hearing loss by one month of age; identify congenital hearing loss by three months; and enroll children in appropriate early intervention by six months. The EHDI program maintains demographic, hearing screening, diagnostic and early intervention data for babies and children. The program occasionally receives hearing test results on children over three, and they follow-up on this information as appropriate; audiologists checking for late onset/progressive hearing losses periodically contact EHDI for the newborn hearing screening results of children older than three.

The Newborn Hearing Screening Advisory Committee (NHSAC) provides advice to the EHDI program on the implementation of universal newborn hearing screening in Oregon, especially regarding barriers to universal access to hearing screening, diagnostic evaluations, and early intervention services. The EHDI program maintains the official copy of NHSAC's records.

Program Records

- 233 Child Care Health and Mental Health Consultation Priority Action Work Group Meeting Records**
Retain 10 years, destroy
- 234 Child Care Health Consultation County Program Evaluation Reports**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

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- 235 Child Care Health Consultation Program Statistical Reports**
Retain 10 years, destroy
- 236 Child Care Health Consultation Supporting Documentation [ended 2010]**
Retain 10 years, destroy
- 237 Child Care Health Reference Survey Supporting Documentation**
Retain 10 years, destroy
- 238 Child Health Advisory Committee Records [ended 2007]**
Retain 10 years, destroy
- 239 Early Hearing Detection and Intervention Biennial Reports**
Retain 6 years, destroy
- 240 Early Hearing Detection and Intervention Client Records**
(a) Retain surveys and forms 3 years after data entered and verified, destroy
(b) Retain all other records 10 years, destroy
- 241 Efforts to Outcomes Reports**
Retain 10 years, destroy
- 242 Health Links Advisory Committee Records**
Retain 10 years, destroy
- 243 Newborn Hearing Screening Advisory Committee Reports and Meeting Minutes**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Administrative Rule Preparation Records
- Correspondence
- Publication Preparation Records
- Training Program Records
- Financial Records (OAR 166-300-0025)
- Grant Records

Databases

EARLY HEARING DETECTION AND INTERVENTION INFORMATION SYSTEM (EHDI-IS)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Maternal and Child Health
Program: Home Visiting

Program Description

The Home Visiting program is made up of several public health home visiting services providing case management, consultations, health and development assessments, and education to at-risk and high-risk families with health problems and other concerns. Public health nurses work with a variety of community and medical resources to ensure good health outcomes. The program also funds the establishment and expansion of local evidence-based home visiting programs.

Maternity Case Management (MCM) services are provided by county health departments, contracted health plans, and private providers through the Oregon Health Plan. Local health departments that choose to offer MCM services provide assessments, interventions and referrals during nurse home visits to pregnant women and teens who are low income or who have other pregnancy risk factors. The goal of these services is to support the pregnant woman in making lifestyle choices that will encourage healthy pregnancy outcomes and the future healthy growth and development of her baby. MCM promotes adequate prenatal care and provides nutrition counseling for pregnant women with nutritional risk factors.

Babies First! is a statewide public health nurse home visiting service for families with babies and young children up to age five. Babies First! identifies children who have medical and social risk factors for chronic health conditions and developmental delays, and provides early intervention to improve health outcomes. Public health nurses assist families in identifying and accessing appropriate community resources that will support development of the child's full potential.

Home Visiting also supports the Nurse-Family Partnership, an evidence-based, community health service that helps transform the lives of vulnerable mothers pregnant with their first child. Each mother served by the program is partnered with a registered nurse early in her pregnancy and receives ongoing nurse home visits that continue through her child's second birthday.

Program Records

- 244 County Home Visiting Implementation Plans**
Retain 20 years after superseded or obsolete, destroy
- 245 Home Visiting Client Records**
Retain 20 years, destroy
- 246 Home Visiting Clinical Work Group Records**
Retain 20 years, destroy
- 247 Home Visiting Steering Committee Meeting Records**
Retain 5 years, destroy
- 248 Triennial Review Records**
Retain 20 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

BABIES FIRST

OREGON CHILD HEALTH INFORMATION DATA SYSTEM (ORCHIDS)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Maternal and Child Health
Program: Oral Health

Program Description

Oregon’s Oral Health program works to develop and improve infrastructure to increase access to quality oral health information in Oregon by creating systems and leadership capacity to incorporate oral health into overall health prevention strategies; developing a state plan for oral health to serve as a “road map” of evidence-based strategies for stakeholders at the community, county, and state level; establishing statewide and regional oral health coalitions to advocate for those in greatest need and establishing the Oral Health Advisory Board to provide guidance, input, and feedback on policy issues related to oral health.

The Oral Health program administers the School Fluoride program and the School Dental Sealant program. Other program services include Early Childhood Caries Prevention, with a focus on pregnant women and children ages three and under; and workforce development activities. In addition, the Oral Health program provides assistance to local health departments, Head Start programs, and other partners by promoting preventive health activities, providing oral health education, and gathering, interpreting, and disseminating information.

Oral Health staffs and maintains the official copy of the records of the Oregon Oral Health Coalition (OrOHC), a broad-based 501(c)(3) non-profit corporation that formulates public policy; integrates oral health with general health in prevention, promotion and care delivery; shepherds the statewide oral health planning process; communicates oral health information; and supports local coalitions. OrOHC is the successor entity to the First Tooth project, which was funded with a three year grant from the federal Health Resources and Services Administration.

Program Records

- 249 Dental Sealant Annual School Reports**
Retain 10 years, destroy
- 250 Dental Sealant Client Records and School Reports**
Retain 10 years, destroy
- 251 First Tooth Advisory Board Meeting Records and Newsletters [ended 2012]**
Retain 5 years, destroy
- 252 First Tooth Provider Training Program Records**
Retain 5 years, destroy
- 253 Oregon Oral Health Coalition (OrOHC) and Committee Meeting Records, 2010-2012**
Retain 5 years, destroy
- 254 School Dental Sealant Permission and Check-up Forms**
Retain 10 years, destroy
- 255 School Fluoride Tablet Program Standing Orders**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

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256 School-Based Fluoride Program Annual Surveys and Statistical Reports

Retain 10 years, destroy

257 Smile Survey Records and Reports

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Invoice Records

Databases

SEALANT EFFICIENCY ASSESSMENT FOR LOCALS AND STATES (SEALS)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Section: Maternal and Child Health
Program: Oregon MothersCare (Perinatal Health)

Program Description

Oregon MothersCare (OMC) is a statewide project with sites in 26 counties, funded by the federal Title V Maternal and Child Health Block Grant to increase early access to prenatal care for pregnant women. The OMC program provides patient navigation services, facilitating pregnant women's quick accessing to the Oregon Health Plan, prenatal care, and other necessary prenatal resources. OMC also supports the following activities: public awareness and education campaigns, toll-free hotline, local access sites to assist women in obtaining pregnancy services, and technical assistance to participating providers and community partners.

Program Records

- 258 Oregon MothersCare Access Site Manual**
Retain 2 years after superseded or obsolete, destroy
- 259 Oregon MothersCare Advisory Board Meeting Minutes**
Retain 5 years, destroy
- 260 Oregon MothersCare Program Client Tracking Records**
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Contracts and agreements
Correspondence

Databases

OREGON MOTHERSCARE WEB-BASED TRACKING INTERFACE (WTI)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Prevention and Health Promotion
Program: Oregon Women, Infants and Children (WIC)

Program Description

The Oregon Women, Infants and Children (WIC) program is designed to improve health outcomes and influence lifetime nutrition and health behaviors in targeted, at-risk populations. WIC provides individual assessments of growth and health; breastfeeding education and support; and education and counseling on nutrition and physical activity, including promotion of a healthy lifestyle and prevention of chronic diseases including obesity. WIC provides monthly food instruments (vouchers) for specifically prescribed nutritious foods. It also provides information about and referral to other health programs.

The program provides technical assistance and consultation to health care professionals and agencies; and interprets federal regulations and state nutrition standards and policies for local WIC agencies and vendors. It also authorizes vendor participation in the program (enabling their acceptance of WIC instruments); and trains and monitors vendors for standards compliance.

The WIC program also coordinates the efforts of local agencies participating in the Oregon WIC Farmer's Market Nutrition and Senior Farmer's Market Nutrition programs, which provide vouchers to purchase Oregon-grown produce during the growing season. It provides information to WIC participants regarding preparation of foods and nutritional content. The program also provides staff support for the WIC Advisory Board. The program also produces informational and educational publications for vendors and participants, including the *WICWise* newsletter.

Program Records

- 261 Senior Farmer's Market Records**
Retain 3 years, destroy
- 262 WICWise Newsletter**
Retain 3 years, destroy
- 263 Women, Infants and Children (WIC) Advisory Board and Work Group Meeting Records**
Retain 5 years, destroy
- 264 Women, Infants and Children (WIC) Annual Reports**
Retain 3 years, destroy
- 265 Women, Infants and Children (WIC) Client Records**
Retain 6 years after last service, destroy
- 266 Women, Infants and Children (WIC) Compliance Investigation Records**
Retain 2 years after final resolution, destroy
- 267 Women, Infants and Children (WIC) Food List**
Retain 3 years after superseded, destroy
- 268 Women, Infants and Children (WIC) Local Agency Review Records**
Retain 6 years, destroy

Oregon State Archives
Records Retention Schedule

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269 Women, Infants and Children (WIC) Vendor Files
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Correspondence

Publication Preparation Records

Training Program Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

THE WIC INFORMATION SYSTEM TRACKER (TWIST)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: Acute and Communicable Disease Prevention

Program Description

The Acute and Communicable Disease Prevention (ACDP) section's mission is to prevent and control the spread of infectious diseases in Oregon. The section specifies communicable diseases that Oregon physicians, hospitals, laboratories and others must report to public health authorities. It works to improve the timeliness of reporting through electronic means. It advises local health departments on outbreak investigations and on disease identification, reporting, and prevention.

ACDP collects and analyzes reportable communicable disease data, and makes information available to local health departments, providers, policy makers and the public. It tracks communicable diseases, investigates disease outbreaks, and warns the public about communicable disease threats to health. ACDP conducts surveys to assess risk factors for infection and to inform the interpretation of disease data. It conducts special studies, including public health research, into the incidence, burden, causes and prevention of communicable diseases. It occasionally publishes articles and informational materials for health professionals and the public. The section provides information to local public health agencies, health-care personnel, and the news media about agents of bioterrorism, and helps develop preparedness and response strategies for bioterrorism. The section also develops and implements systems to collect health information necessary for public health response to disasters. ACDP approves methods for the disposal of potentially infectious waste.

ACDP coordinates and maintains the official copy of the records of the Oregon Alliance Working for Antibiotic Resistance Education (AWARE) – a statewide coalition that promotes the appropriate use of antibiotics in order to reduce the problem of antibiotic-resistant bacteria.

Working with local health departments, physicians, diagnostic laboratories and hospitals and the Centers for Disease Control and Prevention (CDC)'s Public Health Information Network (PHIN), ACDP works to detect, track and solve outbreaks of communicable diseases in Oregon. Because outbreaks can cross state borders, ACDP collaborates with other state health departments and CDC to solve them. It speeds disease detection and investigation, serving as an electronic hub to process and distribute electronic HL7 messages regarding diseases of public health importance.

Using the CDC's National Electronic Disease Surveillance System (NEDSS), ACDP's NEDSS program developed the Oregon Public Health Epidemiologist User System (Orpheus) to manage and enhance public health surveillance through electronic data exchange. Orpheus is a secure, integrated disease surveillance system that includes electronic laboratory reporting and surveillance of HIV/STD/TB and communicable diseases. Orpheus is intended to integrate and streamline disease reporting and investigation, and to facilitate more secure, accurate and timely reporting of disease information to CDC. The ACDP NEDSS program maintains Orpheus and is responsible for the retention of its records and information.

Oregon State Archives

Records Retention Schedule

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ACDP's Preparedness Surveillance and Epidemiology Team (PSET) leads the State of Oregon's participation in CDC's Emerging Infections Program (EIP), a network of ten state health departments and their collaborators that explores communicable diseases of current public health concern and newly emerging infections. EIP data help to estimate the extent of the problems, and provide a starting point for studying risk factors and developing better strategies for prevention and control. PSET also develops systems to measure the health consequences of emergencies like epidemics and natural disasters, so that health resources can be allocated wisely.

ACDP's Emerging Infections Program conducts active, population-based laboratory surveillance regarding invasive bacterial diseases; the incidence of food-borne diseases; HAI prevalence and methods to improve its surveillance; and laboratory-confirmed influenza-related hospitalizations.

ACDP's Healthcare Associated Infections (HAI) program investigates, validates and reports on selected infections and associated medical procedures; multi-hospital collaborative efforts to prevent HAIs; and surveillance for and response to multi-drug-resistant disease-causing organisms.

Program Records

270 Acute and Communicable Disease Prevention On-Call Log

Retain 10 years, destroy

271 Animal Bite and Rabies Response Guidelines and Algorithms

Retain 5 years after superseded or obsolete, destroy

272 Communicable Disease Survey Records

Retain 5 years, destroy

273 Grant Summary Reports

Retain 25 years after acceptance of final report, destroy

274 Healthcare Associated Infections (HAI) Surveillance Reports

Retain 25 years, destroy

275 Healthcare Associated Infections (HAI) Validation Reports

Retain 25 years, destroy

276 Infectious Waste Technology Permit Records

Retain 25 years after superseded or obsolete, destroy

277 Influenza Surveillance Weekly Reports (*FluBites*)

Retain 25 years, destroy

278 Institutional Review Board Approved Research Subject Data

Retain 5 years after study closed, destroy

279 Natural Pandemic and Bioterrorism Preparedness and Response Guidelines

Retain 10 years after superseded or obsolete, destroy

280 Oregon Alliance Working for Antibiotic Resistance Education (AWARE) Educational Literature, FAQs, Treatment Guides, and Treatment Algorithms

Retain 5 years after superseded or obsolete, destroy

281 Oregon Disease Investigation Protocols, Guidelines, and Evaluation Tools

Retain 25 years after superseded or obsolete, destroy

282 Orpheus Stakeholder Meeting Records

Retain 5 years, destroy

283 Outbreak Investigation Reports

Retain 99 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

- 284 Reportable Communicable Disease Annual Surveillance Reports (Formerly Annual Communicable Disease Surveillance Summary Reports), 1997 – [ongoing], 1 c.f.**
Retain 1 copy permanently, transfer to State Archives after 20 years
- 285 Reportable Communicable Disease Case Reports**
Retain 99 years, destroy
- 286 Special Surveillance and Special Studies Reports**
Retain 25 years, destroys
- 287 Specimen Collection and Submission Instructions**
Retain 5 years after superseded or obsolete, destroy
- 288 Unexplained Death and Critical Illness Case Records [ended 2009]**
Retain 5 years, destroy
- 289 Weekly and Monthly Surveillance Reports**
Retain 10 years, destroy
- 290 Zoonotic, Diseases of Veterinary Importance, and Veterinary Laboratory Reports**
Retain 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Administrative Rule Preparation Records
- Conference, Seminar, and Training Program Records
- Contracts and Agreements
- Correspondence
- Litigation Records
- Policy and Procedure Guidelines and Manuals
- Policy Development and Planning Records
- Press Releases
- Publication Preparation Records
- Financial Records (OAR 166-300-025)
- Grant Records
- Payroll Records (OAR 166-300-035)
- Employee Payroll Records
- Employee Time Records
- Personnel Records (OAR 166-300-0040)
- Employee Medical Records
- Employee Personnel Records
- Recruitment and Selection Records

Databases

- ACTIVE BACTERIAL CORE SURVEILLANCE (ABCS)
- EMERGENCY DEPARTMENT SYNDROMIC SURVEILLANCE DATABASE (ESSENCE)
- OREGON PUBLIC HEALTH EPIDEMIOLOGISTS' USER SYSTEM (ORPHEUS)
- OUTBREAKS

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: Health Security, Preparedness and Response

Program Description

The Health Security, Preparedness and Response (HSPR) section's purpose is to improve state and local preparedness for response to bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies. Its responsibilities include overall coordination of the Public Health Emergency Preparedness (PHEP) cooperative agreement with the federal Centers for Disease Control and Prevention (CDC). It also coordinates the National Bioterrorism Hospital Preparedness Program (HPP) cooperative agreement with the federal Office of the Assistant Secretary for Preparedness and Response (ASPR).

HSPR works with the Conference of Local Health Officials, seven Regional Health Preparedness Coalitions, and other state and local groups to integrate health preparedness policy, planning, and activities. The program coordinates among local health departments and state agencies to facilitate local plans that can be supported and supplemented by state or federal resources during emergencies. Health preparedness plans become part of the Oregon State Emergency Management Plan that is prepared and implemented by the state Office of Emergency Management. The program also prepares reports about public health preparedness activities and issues.

Program Records

- 291 After Action Reports**
Retain 10 years, destroy
- 292 Conference of Local Health Officials Preparedness Subcommittee Meeting Records**
Retain 10 years, destroy
- 293 County Health Preparedness Advisory Committee Records, 2003 – 2010**
Retain 6 years, destroy
- 294 Health Preparedness Advisory Committee Meeting Records and Final Reports [ended 2010]**
Retain 10 years, destroy
- 295 Health Preparedness Implementation Committee (and Subcommittee) Meeting Records and Final Reports [ended 2010]**
Retain 10 years, destroy
- 296 Health Security, Preparedness and Response Newsletter [ended 2011]**
Retain 5 years, destroy
- 297 Health Security, Preparedness and Response Regional Coalition Records**
Retain 5 years, destroy
- 298 Medical Reserve Corps. Newsletters**
Retain 5 years, destroy
- 299 Public Health Preparedness Plans, 2000 – [ongoing], 6 c.f.**
Retain permanently, transfer to State Archives after 20 years

Oregon State Archives
Records Retention Schedule

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300 Public Health Preparedness Reports

Retain 10 years, destroy

301 *Ready to Respond* Newsletter (Quarterly)

Retain 20 years, destroy

302 *SERV-OR* Newsletter

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-025)

Grant Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Databases

HEALTH ALERT NETWORK (HAN)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: Center for Health Statistics

Program Description

The Center for Health Statistics is Oregon's vital records office. It is under the direction of the State Registrar, who is appointed by the Director of the Oregon Health Authority. State law requires that all vital events be recorded with, and maintained by, the office, which is also responsible for certifying, amending, and issuing vital event records. Vital records are legal records of birth, death, fetal death, declaration of Oregon registered domestic partnership, dissolution of Oregon registered domestic partnership, divorce, and marriage.

The Amendments unit is responsible for making changes to vital records for events that occurred in Oregon. The Certification unit is responsible for issuing certified legal copies of vital records for events that occurred in the state, including births, deaths, marriages, divorces, registered domestic partnerships, and dissolution of registered domestic partnerships. The Statistics unit provides data on births, deaths, declarations of Oregon registered domestic partnership, dissolutions of declarations of Oregon registered domestic partnerships, divorces, fetal deaths, marriage, teen pregnancy, and induced terminations of pregnancy occurring for Oregon residents. The Registration unit is responsible for ensuring that all vital events occurring in Oregon are completed, filed and incorporated into official records.

The Center for Health Statistics publishes the Vital Statistics Annual Report, and the County Data Book. The Annual Report is issued in two volumes: Volume 1 presents data on births, abortions, and teen pregnancy; Volume 2 presents data on deaths (all ages), perinatal deaths; and the County Data Book is an annual compilation of vital statistics data by county, including births, induced terminations of pregnancy, teen pregnancy, and deaths by county of residence.

The Center for Health Statistics also publishes an annual report regarding the administration of the Oregon Death with Dignity Act, which authorizes the voluntary self-administration of physician-prescribed medications to end the life of terminally-ill Oregonians.

Oregon State Archives
Records Retention Schedule

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Program Records

303 Birth Records, 1903 – [ongoing], 300 c.f.

- (a) Retain Birth Certificates, Birth Certificate Indexes, Court Ordered Birth Registrations, Delayed Birth Certificate Filings, and Relocated Birth Records permanently, transfer State Archives 100 years after date of birth
- (b) Retain Un-Relocated Birth Project Records permanently, move to matching sealed files, transfer to State Archives when permanent access restriction is legally changed for pre-adoption birth records and sealed files have been microfilmed or imaged
- (c) Retain Oregon Sealed Birth Records and Sealed File Indexes permanently, transfer to State Archives when access restriction is legally changed and sealed files have been microfilmed or imaged
- (d) Retain Confidential Medical/Statistical portion of Birth Certificates until microfilmed, cut off paper portion, destroy [ended 2007]
- (e) Retain Out-of-State Birth Certificates 2 years, destroy

304 Death Records, 1903 – [ongoing], 300 c.f.

- (a) Retain Death Certificates and Relocated Death Records permanently, transfer to State Archives after 50 years
- (b) Retain Death Certificate Indexes permanently, transfer microfilm to State Archives after completion
- (c) Retain Permits to Dis-Inter, Transport, and Re-Inter Remains and Permits Log 50 years, destroy
- (d) Retain Monthly Reports of Death: 1-15 Years of Age, 10 years, destroy [ended 2005]
- (e) Retain Out-of-State Death Certificates of Oregon Residents 2 years, destroy
- (f) Retain Monthly Reports of Death and Monthly Reports of Non-Institutional and Death until corresponding certificates checked, destroy

305 Death with Dignity Records, 1997 – [ongoing], 1 c.f.

- (a) Retain Annual Reports permanently, transfer to State Archives after 50 years
- (b) Retain Applications and all hard copy records until entered and verified, destroy

306 Declaration of Oregon Registered Domestic Partnership Records, 2008 – [ongoing], 1 c.f.

- (a) Retain Declaration of Oregon Registered Domestic Partnership Records permanently, transfer to State Archives after 50 years
- (b) Retain Declaration of Oregon Registered Domestic Partnership Certificate Indexes permanently, transfer microfilm to State Archives after completion
- (c) Retain Confidential Statistical portion of Declaration of Oregon Registered Domestic Partnership records until microfilmed, cut off paper portion, destroy

307 Dissolution of Declaration of Registered Domestic Partnership Records, 2008 [ongoing], 1 c.f.

- (a) Retain Dissolution of Declaration of Oregon Registered Domestic Partnership Records permanently, transfer to State Archives after 50 years
- (b) Retain Dissolution of Declaration of Oregon Registered Domestic Partnership Certificate Indexes permanently, transfer to State Archives after completion
- (c) Retain Confidential Statistical portion of Dissolution of Declaration of Oregon Registered Domestic Partnership Certificates until microfilmed, cut off paper portion, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

308 Divorce Records, 1925 – [ongoing], 50 c.f.

- (a) Retain Divorce Certificates and Relocated Divorce Records permanently, transfer to State Archives after 50 years
- (b) Retain Divorce Certificate Indexes permanently, transfer microfilm to State Archives after completion
- (c) Retain Confidential Statistical portion of Divorce Certificates until microfilmed, cut off paper portion, destroy

309 Fetal Death Records, 1903 – [ongoing], 10 c.f.

- (a) Retain Reports of Fetal Death permanently, transfer to State Archives after 50 years
- (b) Retain Confidential Medical/Statistical portion of paper Report of Fetal Death until microfilmed, cut off Medical/Statistical portion, destroy
- (c) Retain Out-of-State Reports of Fetal Death 2 years, destroy

310 Induced Termination of Pregnancy Records

- (a) Retain Oregon Induced Termination of Pregnancy Reports and Out of State Induced Termination of Pregnancy Reports 2 years, destroy

311 Marriage Records, 1906 – [ongoing], 50 c.f.

- (a) Retain Application, License, and Record of Marriage and Relocated Marriage records permanently, transfer to State Archives after 50 years
- (b) Retain Application, License, and Record of Marriage Indexes permanently, transfer microfilm to State Archives after completion
- (c) Retain Confidential Statistical portion of Marriage Certificates until microfilmed, cut off paper portion, destroy

312 *Matters of Record* Newsletter

Retain 10 years, destroy

313 *Oregon Vital Statistics County Data Book, 1947 – [ongoing], 2 c.f.*

Retain permanently, transfer to State Archives after 50 years

314 Vital Records Processing, Amendment, and Transaction Records 1908 – [ongoing], 10 c.f.

- (a) Retain state and county Vital Records Correction Affidavits and Supplemental Reports permanently, transfer death/marriage/divorce records to State Archives after 50 years, transfer birth records to State Archives after 100 years
- (b) Retain monthly amendment logs related to adoptions, foreign-born adoptions, court ordered name changes, & sex changes 10 years after last entry, destroy [ended 2012]
- (c) Retain Mainframe Amendment Monthly Birth Transaction Registry (summary count of transactions), 10 years, destroy [ended 2012]
- (d) Retain Mainframe Amendment Monthly Transaction Reports for Corrections, Paternities, Legitimations, Filiations, and Oregon Deaths Matched to Births 5 years, destroy
- (e) Retain Vital Statistics Order Information Records 75 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

**315 Vital Records Statistical Listings and Tabulations without Personal Identifiers
1947 – [ongoing], .5 c.f.**

- (a) Retain special published reports permanently, transfer to State Archives after 10 years or after microfilmed
- (b) Retain annual induced termination of pregnancy, birth, death, divorce, and marriage tabulations at state or county level permanently, transfer to State Archives after 10 years [ended 2010]
- (c) Retain annual abortion, birth, death, divorce, and marriage tabulations by small geographic area (sub county level) and cause of death line listings and tabulations 75 years, destroy

316 Vital Statistics Annual Reports (2 Volumes), 1993 – [ongoing], 2 c.f.

Retain permanently, transfer to State Archives after 50 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Contracts and Agreements (e.g. Data Use Agreements)
Correspondence
Financial Records (OAR 166-300-025)
Grant Records
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Employee Time Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Recruitment and Selection Records

Databases

BIRTH CERTIFICATE STATISTICAL FILE
DEATH CERTIFICATE STATISTICAL FILE
DEATH WITH DIGNITY
DECLARATION OF OREGON REGISTERED DOMESTIC PARTNERSHIP
DISSOLUTION OF OREGON DECLARATION OF REGISTERED DOMESTIC PARTNERSHIP
DIVORCE CERTIFICATE INDEX FILE
DIVORCE STATISTICAL FILE
FETAL DEATH STATISTICAL FILE
INDUCED TERMINATION OF PREGNANCY
MARRIAGE INDEX FILE
MARRIAGE STATISTICAL FILE
MATCHED BIRTH-INFANT DEATH STATISTICAL FILE
OREGON VITAL EVENTS REGISTRATION SYSTEM (OVERS)
RELOCATE INDEX FILE

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: HIV, STD and TB Prevention
Program: HIV Care and Treatment

Program Description

The HIV Care and Treatment program promotes access to treatment for people with HIV/AIDS (Human Immunodeficiency Virus infection / Acquired Immunodeficiency Syndrome) in Oregon. The program provides HIV-related services for people without sufficient health care coverage or financial resources for coping with HIV disease. Program services fill gaps in care not met by other payers, and helps Oregonians living with HIV/AIDS to access and adhere to medical care and treatments, improving their health outcomes and reducing the risk of HIV transmission to others. Program services are authorized and federally funded under the Ryan White HIV/AIDS Treatment Extension Act of 2009, which is administered by the U.S. Department of Health and Human Services, Health Resources and Services Administration, HIV/AIDS Bureau.

The HIV Care and Treatment program administers the CAREAssist program (also known as the AIDS Drug Assistance program), which helps Oregon residents living with HIV or AIDS pay for medical care expenses by paying insurance premiums and prescription/medical services co-pays.

HIV Care and Treatment also administers the HIV Community Services Program, which contracts with local/county health programs and community based organizations to provide case management and support services. HIV Community Services also administers the Oregon Housing Opportunities in Partnership program (OHOP), which is funded by various grants from the federal Department of Housing and Urban Development (HUD). OHOP helps clients achieve and maintain housing stability, avoid homelessness, and improve access to and engagement in HIV care and treatment.

Program Records

- 317 CareAssist Advisory Group Meeting Records**
Retain 5 years, destroy
- 318 HIV Care and Treatment Program Site Visit Reports**
Retain 6 years, destroy
- 319 HIV Client Service Case Files**
Retain 20 years after declared inactive by program manager, destroy
- 320 Oregon Housing Opportunities in Partnership Housing Application Records**
Retain 8 years after termination, destroy
- 321 Oregon Housing Opportunities in Partnership Housing Reports**
Retain 8 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-025)
Accounts Receivable Reports Records
Grant Records

Databases

COMPREHENSIVE AIDS RESOURCE EMERGENCY ASSIST (CAREASSIST)
COMPREHENSIVE AIDS RESOURCE EMERGENCY WARE (CAREWARE)
HIV CARE AND TREATMENT (HIVCAT)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: HIV, STD and TB Prevention
Program: HIV Data and Analysis

Program Description

The HIV Data and Analysis program helps Oregonians reduce or eliminate their risk of contracting HIV, the virus that causes AIDS. The program maintains a surveillance system and conducts special studies to gather and evaluate information about HIV and AIDS in Oregon. The program collects Oregon-specific HIV/AIDS surveillance data from multiple sources, analyzes it to create a comprehensive epidemiologic profile, and distributes information to public and private agencies involved in public health policy development and implementation. Surveillance consists of case reports, laboratory reports, and special reports and studies. Aggregated data (without personally identifiable information) is used to promote care and support for those living with the HIV infection. The program provides technical support to local county health departments in their conduct of education, outreach, HIV counseling, testing, and early medical intervention. The HIV Data and Analysis program monitors data regarding HIV diagnoses and health outcomes. Data reports are used to identify needs and target services by population and geographic area.

Program Records

322 HIV/AIDS Case Surveillance Records

Retain 50 years after death of patient, destroy

323 HIV/AIDS Factsheets

Retain until superseded or obsolete, destroy

324 HIV/AIDS Surveillance Reports and Studies, and HIV/AIDS Annual Reports, 1984 - [ongoing], 1 c.f.

Retain permanently, transfer to State Archives after 30 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

ENHANCED HIV/AIDS REPORTING SYSTEM (E-HARS)

HIV MEDICAL MONITORING PROJECT (MMP)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: HIV, STD and TB Prevention
Program: HIV Prevention

Program Description

The HIV Prevention program helps Oregonians reduce or eliminate their risks for contracting or transmitting Human Immunodeficiency (HIV). The program provides financial support and technical assistance to local public health agencies and community-based organizations delivering HIV prevention services to at-risk populations. Program activities are prioritized based on the HIV epidemiological data profile for Oregon. The program also conducts activities to educate the general public about HIV and HIV prevention.

The HIV Prevention program provides direction and training to local public health providers and their subcontractors for High Impact HIV Prevention in alignment with the National HIV/AIDS Strategy, and Centers for Disease Control and Prevention (CDC) data collection requirements.

In collaboration with the Public Health Division's HIV Care and Treatment and Sexually Transmitted Infection programs, HIV Prevention coordinates the Integrated Planning Group (IPG) to advise the HIV, STD and TB Prevention Section on the development and update of a comprehensive plan, ensuring that all Oregonians have access to a full continuum of services. The mission of the IPG is to regularly identify strengths, needs, gaps and service priorities.

Program Records

- 325 HIV/AIDS Prevention Annual Reports**
Retain 25 years, destroy
- 326 HIV/AIDS Prevention Factsheets**
Retain until superseded or obsolete, destroy
- 327 HIV/AIDS Prevention Strategic Plans**
Retain 7 years after superseded or obsolete, destroy
- 328 Integrated Planning Group (IPG) and IPG Committee Meeting Records**
Retain 7 years, destroy
- 329 Integrated Planning Group Letters of Concurrence**
Retain 7 years, destroy
- 330 Integrated Planning Group Oregon HIV Prevention Comprehensive Plans**
Retain 10 years after superseded or obsolete, destroy
- 331 Integrated Planning Group Oregon Jurisdictional Plan**
Retain 10 years after superseded or obsolete, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Conference, Seminar, and Training Program Records

Financial Records (OAR 166-300-025)

Grant Records

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

Leave Applications

Databases

SOCIAL NETWORKS HIV ELECTRONIC RECORD DATABASE (SHIVER)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: HIV, STD and TB Prevention
Program: Sexually Transmitted Infection

Program Description

The Sexually Transmitted Infection (STI), formerly Sexually Transmitted Disease (STD), program works to prevent and control sexually transmitted infections through education, prevention and treatment. The program assists county health departments, health care providers, schools, hospitals, and other agencies with a variety of services, including screening and treatment, case finding, follow up, provider case consultation, and educational presentations.

The STI program collects and evaluates data to ensure that resources are targeted effectively. It screens adolescent and young women for chlamydia and gonorrhea infection and treatment. It interviews people with chlamydial, gonococcal, early syphilis, HIV, and other sexually transmitted infections; and arranges for their sex partners to be evaluated and treated to decrease the transmission of STIs. In addition, the program provides education and outreach to communities and individuals at greater risk, particularly adolescents, and publishes narrative statistical reports.

The STI program's sexually transmitted infection and disease work decreases and prevents infertility, tubal pregnancies, chronic pelvic pain associated with pelvic inflammatory disease, congenital morbidity, congenital syphilis, and conditions related to hepatitis B and HIV.

Program Records

332 Central Registry for Syphilis Reactors

Retain 25 years after most recent diagnosis or notification of patient's death, destroy

333 Drug Receipt and Distribution Records

Retain 3 years, destroy

334 Sexually Transmitted Disease and Infection Surveillance Reports

Retain 10 years, destroy

335 Sexually Transmitted Infection Case Reports, Interview Records, and Progress Notes

(a) Retain syphilis records 10 years, destroy

(b) Retain chlamydia, chancroid, gonorrhea, and pelvic inflammatory disease records 5 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records (including Grant Progress Reports)

Databases

ORPHEUS

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: HIV, STD and TB Prevention
Program: Tuberculosis

Program Description

The Tuberculosis (TB) program exists to identify TB trends, perform strategic planning, and develop policy to eliminate the disease. The program provides funding, training, consultation, and technical assistance to local health departments. Program staff and funds are also used to purchase TB medication, chest x-rays, offer incentives for directly observed therapy, and to support the Oregon State Public Health Laboratory for processing TB specimens.

The TB program provides training and consultation to medical providers, and medical and nursing schools. It conducts clinical, epidemiological, behavioral, and operational evaluations to enhance TB prevention and control efforts, provides assistance with TB outbreak investigations, and conducts quality assurance activities to evaluate program effectiveness. The program also collects, maintains analyzes, and reports information about TB in Oregon through publications, including the program's annual reports.

Program Records

- 336 Aliens with a Tuberculosis Class Condition Follow-up Records**
Retain 2 years, destroy
- 337 Latent Tuberculosis Infection Treatment Records**
 - (a) Retain reporting forms 2 years after entered and verified, destroy
 - (b) Retain all other records 50 years, destroy
- 338 Oregon Coalition to Eliminate Tuberculosis Advisory Committee Records [ended 2005]**
Retain 10 years, destroy
- 339 Tuberculosis Contact Records**
Retain 50 years after entered and verified, destroy
- 340 Tuberculosis Patient Case Files**
Retain 50 years, destroy
- 341 Tuberculosis Program Annual Reports, 2000 – [ongoing], .5 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 342 Unverified Tuberculosis Laboratory Test Records**
Retain 1 year, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

BWAIVER

CONTACTS

LATENT TUBERCULOSIS INFECTION (LTBI)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Program: Immunization

Program Description

The Immunization program develops, implements, and evaluates public and private efforts to provide immunizations to Oregonians throughout their lives. The program works to prevent vaccine-preventable diseases, supporting the Public Health Division's primary mission to protect, preserve, and promote the health of the citizens of Oregon.

The Immunization program annually purchases vaccines and distributes them to public and private partners. Other program areas include outbreak surveillance; school immunization law; clinical training and support; Strategic National Stockpile coordination; and management of the ALERT Immunization Information System (IIS). ALERT is a statewide immunization registry that provides Oregonians with lifelong immunization information, collecting data from public and private health care providers. The Immunization program supports and maintains the records of the ALERT IIS Advisory Committee, which provides policy advice on registry operations.

The Immunization program administers the Vaccines for Children Program (VFC) for the State of Oregon. VFC is a federally funded (Centers for Disease Control and Prevention) program that provides vaccines at no cost to children who might not otherwise receive them due to an inability to pay; VFC provides vaccines to enrolled public and private medical practices, who then offer them at no charge to qualified patients (birth through age 18). The Immunization program trains providers on using VFC; and applying AFIX (Assessment, Feedback, Incentives, eXchange), a quality improvement strategy used to raise immunization coverage and improve standards.

The Immunization program works with private and public health care providers, professional organizations, community groups, civic and service clubs, government agencies, business and industry, faith-based organizations, schools and child care providers, and other stakeholders. The program supports and maintains the official copy of the records of the Immunization Policy Advisory Team (IPAT); Immunization School/Facility Law Advisory Committee; Oregon Adult Immunization Coalition (OAIC); and the Oregon Partnership to Immunize Children (OPIC). OAIC and OPIC merged to form Immunize Oregon.

The Immunization program certifies physicians and approves clinics as Uniform Stamp and Yellow Fever Centers; the former authorizes providers to sign travelers' International Certificate of Vaccination or Prophylax, which records/certifies the vaccination record; the Yellow Fever Center Certification authorizes providers to purchase/administer the yellow fever vaccine.

The program also conducts annual surveys to determine children's immunization status and to validate the accuracy of school and facility reporting; provides technical assistance about vaccine and immunization programs to public and private providers; and facilitates reporting of adverse reactions to vaccinations to the national Vaccine Adverse Event Reporting System (VAERS).

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Program Records

- 343 Adult Immunization Special Project Records, 2012-2013**
Retain 5 years after publication of final project report, destroy
- 344 ALERT Immunization Information System Advisory Committee Meeting Records**
Retain 10 years, destroy
- 345 ALERT Immunization Information System Registry Records**
 - (a) Retain immunization records (as defined in ORS 433.090) for life of the client, or until receipt of purge request from adult client (pursuant to ORS 433.098), destroy
 - (b) Retain tracking and recall records (as defined in ORS 433.090) 3 years after superseded or obsolete, destroy
- 346 Childhood Vaccine Preventable Disease Investigation Reports**
Retain 3 years after investigation completed, destroy
- 347 County Immunization Status Reports**
Retain 10 years, destroy
- 348 Immunization Policy Advisory Team (IPAT) Meeting Records**
Retain 10 years, destroy
- 349 Immunization School/Facility Law Advisory Committee Meeting Records**
Retain 10 years, destroy
- 350 Immunize Oregon Meeting Records**
Retain 10 years, destroy
- 351 Monthly Vaccine Inventory Reports**
Retain current and previous biennium, destroy
- 352 Oregon Adult Immunization Coalition (OAIC) Meeting Records [ended 2014]**
Retain 10 years, destroy
- 353 Oregon ImmiNews Newsletters**
Retain 3 years, destroy
- 354 Oregon Partnership to Immunize Children (OPIC) Meeting Records [ended 2014]**
Retain 10 years, destroy
- 355 Oregon Vaccination Model Standing Orders**
Retain 10 years after superseded, destroy
- 356 School and Children's Facility Immunization Compliance Records**
Retain 3 years, destroy
- 357 School and Facility Immunization Validation Surveys**
Retain 3 years, destroy
- 358 Uniform Stamp and Yellow Fever Center Records**
Retain 10 years after status as center terminated, destroy
- 359 Vaccination Adverse Events Case Files**
Retain 10 years, destroy
- 360 Vaccination Annual Rates Reports**
Retain 10 years, destroy
- 361 Vaccine Request and Shipping Records**
Retain 6 years, destroy
- 362 Vaccine User Accountability Reporting Tables**
Retain 6 years after superseded or obsolete, destroy
- 363 Vaccines for Children Program (VFC) Non-Viable Vaccine Return Records**
Retain 2 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

- 364 Vaccines for Children Program (VFC) Provider Administration, Screening, and Corrective Action Records**
Retain 5 years, destroy
- 365 Vaccines for Children Program (VFC) Provider Profile, Agreements and Addendum Records**
Retain 3 years after superseded or obsolete, destroy
- 366 Vaccines for Children Program (VFC) Vaccine Order Forms**
Retain 6 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Conference Seminar and Training Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records
Invoice Records
Legislatively Adopted Budget Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Employee Time Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Recruitment and Selection Records

Databases

ALERT – IMMUNIZATION INFORMATION SYSTEM (ALERT-IIS)
POST PROVIDER DATABASE

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: Laboratory Compliance

Program Description

The Laboratory Compliance Section (LCS) enforces state and federal regulations applicable to clinical, substance of abuse, and health screen testing laboratories.

LCS administers the Clinical Laboratory Improvement Amendments (CLIA) in Oregon, pursuant to a contract with the federal Centers for Medicare and Medicaid Services (CMS). CLIA establishes quality standards for all facilities that perform laboratory testing on specimens derived from humans for the diagnosis, prevention, treatment of disease, or assessment of health; it ensures the accuracy, reliability and timeliness of patient test results. LCS regulates and certifies laboratory testing of human specimens within the state unless performed in a federal government laboratory, pure research, or home testing by a patient.

LCS oversees the Oregon Environmental Laboratory Accreditation Program (ORELAP), which regulates and accredits laboratories that analyze environmental samples under the federal Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, and Safe Drinking Water Act. ORELAP requires that environmental testing laboratories meet the standards adopted by the National Environmental Laboratory Accreditation Conference (NELAC) Institute. The Drinking Water Laboratory Certification Program (DWLCP), which accredits laboratories to perform tests of public drinking water pursuant to federal Environmental Protection Agency standards, has been phased out by LCS, and replaced by ORELAP.

Program Records

- 367 Clinical Laboratory Improvement Amendments Accreditation (CLIA) Records**
Retain 10 years, destroy
- 368 Clinical Laboratory License and Renewal Records**
Retain 10 years after license expired, destroy
- 369 Clinical Laboratory Survey Reports**
Retain 10 years after survey, destroy
- 370 Drinking Water Laboratory Certification Records**
Retain 10 years after certification, destroy
- 371 Environmental Laboratory Accreditation Records**
Retain 10 years after accreditation, destroy
- 372 External Proficiency Testing Provider Records**
Retain 2 years, destroy
- 373 External Proficiency Testing Records for ORELAP Providers**
Retain 5 years, destroy
- 374 Health Screen Testing Permit Records**
Retain 10 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

375 Laboratory Survey Records

Retain 10 years, destroy

376 ORELAP Technical Advisory Committee (OTAC) Meeting Records

Retain 5 years, destroy

378 Substance of Abuse Laboratory Registration and Certification Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

ACCREDITATION BODY MANAGER (AB MANAGER)

LABORATORY QUALITY ASSURANCE (LQA)

ONLINE DATA INPUT AND EDIT (ODIE)

Oregon State Archives
Records Retention Schedule

Edition: June 2018

Organizational Placement

Schedule Number: 2012-0011

Agency: Oregon Health Authority
Division: Public Health
Center: Public Health Practice
Section: Oregon State Public Health Laboratory

Program Description

The Oregon State Public Health Laboratory (OSPHL) has been actively protecting the public's health since 1903 by supporting state and local infectious disease control efforts and preventing metabolic disorders detectable at birth. The OSPHL supports the vision of the Oregon Health Authority by providing essential screening, diagnostic and reference testing in microbiology, virology and immunology to support epidemiology surveillance and outbreak investigation activities.

The Northwest Regional Newborn Screening Program provides population-wide laboratory testing of newborns for endocrine, hemoglobin, cystic fibrosis, immunodeficiency, and metabolic conditions to identify babies who need immediate medical intervention. These screening tests can prevent developmental problems, mental retardation and death. This program also provides newborn screening follow-up services and coordinates consultative services.

The Oregon Laboratory Response Network (LRN) is a statewide network of clinical, food testing veterinary diagnostic and environmental laboratories (referred to as sentinel labs) established to enable a coordinated and immediate response to biological and chemical threats. These entities may first recognize illnesses or outbreaks resulting from a bioterrorism or chemical terrorism event. The Oregon LRN assists sentinel laboratories by providing training and support in specimen collection, storage and shipment, evidence-control measures and recognition of chemical and biological terrorism agents.

Program Records

379 Communicable Disease Testing Records

Retain 6 years, destroy

388 Laboratory Accreditation and Quality Management Records

Retain 6 years, destroy

381 Laboratory Equipment Service and Repair Records

Retain 2 years after life of equipment, destroy

383 Method and Instrument Evaluations

Retain 6 years after life of method or instrument, destroy

386 Newborn Case Management Records

Retain 6 years, destroy

387 Newborn Screening Test Records (Test Requests, Patient Demographics and Filter Papers)

Retain 1 year, destroy

385 Newborn Screening Testing Records

Retain 6 years, destroy

380 Research Records

Retain 6 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: June 2018

397 Select Agent Program Records

Retain 3 years, destroy

377 Sentinel Laboratory Information Records

Retain until 5 years after laboratory closed, destroy

396 Water Microbiology Testing Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Public Records Disclosure Request Records

Postal Records

Security Records

Visitor Logs

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

Asset Inventory Reports

Equipment Maintenance Records

Equipment/Property Disposition Records

Hazardous Substance Employer Survey Records

Master Material Safety Data Records

Financial Records (OAR 166-300-0025)

Grant Records

Receipts Records

Payroll Records (OAR 166-300-0040)

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures

Hazard Exposure Records

Incident Reports

Safety Compliance and Inspection Records

Databases

BILLING

BIONUMERICS

COPIA

HARVEST

LABORATORY RESPONSE NETWORK (LRN)

NEOMETRICS CASE MANAGEMENT SYSTEM (CMS)

NEOMETRICS METABOLIC SPECIMEN DATA SYSTEM (MSDS)

NEOMETRICS SECURE REMOTE VIEWER (SRV)