

Oregon Department of Human Services
Office of Training, Investigation and Safety
Records Retention Schedule 2026-0003

Effective Date: April 2026

Table of Contents

Program:	Business Operations.....	1
Program:	Data Team.....	2
Program:	Investigations and Appeals Unit.....	3
Program:	Licensing.....	4

Oregon State Archives

Records Retention Schedule

Edition: April 2026

Schedule Number: 2026-0003

Agency: Oregon Department of Human Services
Division: Office of Training, Investigation and Safety
Program: Business Operations

Program Description

As directed by program areas, the Policy and Operations team provides timely, reliable Quality Assurance and Quality Improvement management information, allowing them to manage their workforce, identify any gaps in service, improve process, improve compliance with statute and rules, and take steps to reduce risk to vulnerable adults and DHS/OHA. They support the development of policies and procedures to support the Office of Training, Investigation and Safety (OTIS) programs. External requests for OTIS records are managed by this team.

Program Records

001 Controlled Correspondence Responses [ended 2018]

Retain 5 years, destroy

002 Internal and External Audit Responses and Action Plans

(a) Retain final document 6 years after completion of plan, destroy

(b) Retain all other records 1 year after development of final document, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

Systems of Record

Centralized Abuse Management System (CAM)

COIn Database

OTIS Abuse Database (Access)

Oregon State Archives

Records Retention Schedule

Edition: April 2026

Schedule Number: 2026-0003

Agency: Oregon Department of Human Services
Division: Office of Training, Investigation and Safety
Program: Data Team

Program Description

The Data Team manages and tracks abuse data for all investigations conducted and managed by the Office of Training, Investigation and Safety (OTIS), from initial screening to final disposition. They access OTIS and program partner databases to aggregate and report reliable abuse and investigation-related data and information to program partners and stakeholders for use in Quarterly Business Reviews, Legislative Reports and other reporting venues.

Program Records

003 Data Request Process Documentation and Report Development Records
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Systems of Record

Centralized Abuse Management System (CAM)

COIn Database

OTIS Abuse Database (Access)

Oregon State Archives

Records Retention Schedule

Edition: April 2026

Schedule Number: 2026-0003

Agency: Oregon Department of Human Services
Division: Office of Training, Investigation and Safety
Program: Investigations and Appeals Unit

Program Description

The Investigation Unit is responsible for child abuse investigations and adult abuse investigations that are under the jurisdiction of the Office of Training, Investigation and Safety (OTIS). Child abuse investigations include investigations in the following settings: child caring agencies; children with developmental disabilities (DD) who live in residential settings, host homes, and foster homes; day care providers; schools involving school employees or volunteers; and third-party investigations. Adult abuse investigations include investigations of abuse against adults in Substance Use Disorder Residential settings, Stabilization and Crisis Unit (SACU) facilities, and Oregon State Hospital. OTIS investigation unit provides oversight of adult abuse investigations completed by Community Developmental Disability Programs and Community Mental Health Programs.

Program Records

- 004 Adult Abuse Investigation and Death Review Files**
Retain 20 years after investigation closed, destroy
- 005 Adult Abuse Screening Decisions - Closed at Intake**
Retain 20 years after screening decision, destroy
- 006 Child Abuse Investigation Files**
Retain 30 years after investigation closed, destroy
- 007 Child Abuse Screening Decisions - Closed at Screening**
Retain 30 years after screening decision, destroy
- 008 Investigation Advisory Group Meeting Agendas and Minutes**
Retain 10 years, destroy
- 009 No Allegation of Abuse Screening Reports**
Retain 3 years after report received, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Information Systems Records (OAR 166-300-0030)
Personnel Records (OAR 166-300-0040)

Systems of Record

Centralized Abuse Management System (CAM)
OTIS Abuse Database (Access)

Oregon State Archives

Records Retention Schedule

Edition: April 2026

Schedule Number: 2026-0003

Agency: Oregon Department of Human Services
Division: Office of Training, Investigation and Safety
Program: Licensing

Program Description

The Children's Care Licensing Program licenses a range of services for children in the state, including residential child caring agencies, academic residential schools, therapeutic residential schools, foster care, outdoor youth programs, homeless runaway, transitional, day treatment facilities, adoption agencies, and secure transportation services. Staff review license applications, including organizational details, staffing, budgets, and procedures, and conduct site visits to ensure compliance with licensing standards. Licenses are renewed every two years, requiring updated information and a successful site visit. The program also investigates licensing-related complaints and monitors corrective actions.

Program Records

010 Current Licensed Agency Lists

Retain until superseded, destroy

011 Denied or Withdrawn License Application Records

Retain 10 years after denied or withdrawn, destroy

012 Licensing Case Files

Retain 30 years after closure of child caring agency license, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Information Systems Records (OAR 166-300-0030)

Systems of Record

LICENSED AGENCY