

Department of Justice
Records Retention Schedule 2019-0007
Effective Date: June 2019
Table of Contents

<u>Office of the Attorney General</u>	2
<u>Administrative Services</u>	3
<u>Appellate</u>	5
<u>Civil Enforcement</u>	6
<u>Crime Victim and Survivor Services</u>	7
<u>Criminal Justice</u>	8
<u>General Counsel</u>	9
<u>Child Support</u>	10
<u>Trial</u>	36

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice

Division: Administration - Office of the Attorney General

Division Description

The Attorney General is the chief legal officer for the State of Oregon and the administrator of the Department of Justice. The Attorney General is responsible for advancing and upholding the law for state government, individual citizens and commerce. Services provided include legal advice to state agencies, representation of state agencies and state interests in court and legal proceedings, and providing legal opinions to state officials.

Division Records

001 Attorney General Correspondence (1991-ongoing)

Retain until end of administration, transfer to State Archives

002 Attorney General's Calendars

Retain until end of administration, transfer to State Archives

003 Constituent Inquiries

Retain 1 year, destroy

004 Designated Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

005 Governor's and Attorney General's Task Force Records

(a) Retain reports 20 years, transfer to State Archives

(b) Retain other records 5 years, destroy

006 Press Releases (1991-ongoing)

Retain until end of administration, transfer to State Archives

007 Speeches (1991-ongoing)

Retain until end of administration, transfer to State Archives

008 Tribal Files

Retain 20 years after closure, transfer to State Archives

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem

DM

Elite Billing

Matter Management

SharePoint

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Administrative Services

Division Description

The Administrative Services Division is composed of 6 sections:

Budget Services Section - Develops and monitors the biennial budget for DOJ, analyzes the fiscal impact of legislation upon DOJ and assists managers to work within budgetary guidelines.

Director's Office - Oversees the delivery of administrative support services to the Department.

Fiscal Services Section - Provides accounting, invoicing, and collection services to DOJ. It also provides payroll and benefit services to DOJ as well as the District Attorneys and their deputies.

Human Resources Section - Administers collective bargaining, affirmative action, and employee relations policies; applies state and federal laws relating to Human Services; and provides recruitment, classification, and safety services to DOJ.

Information Services Section - Develops, operates and supports computer systems, security and network services for the Department.

Operations Section - Provides facilities management, procurement, contract management, mail distribution, records management and storage services to DOJ.

Division Records

009 Client Trust Account Records

Retain 10 years after account closure, destroy

010 Designated Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

011 Neurontin Settlement Fund Records

Retain 10 years after final disbursement of funds, destroy

012 Publication Inventory and Distribution Records

Retain 1 year after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Facilities/Property Records - OAR 166-300-0020

Financial Records - OAR 166-300-0025

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

Payroll Records - OAR 166-300-0035

Personnel Records - OAR 166-300-0040

Risk Management Records - OAR 166-300-0045

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Databases Used

Carpe Diem

Debt Collection / Accounts Receivable Tracker

Elite Billing

Matter Management

Mattersphere

Neogov

OSPA (DAS Central Payroll Application)

PPDB (Position and Personnel Database)

SFMA (State Financial Management Application)

Sharepoint

Workday

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Appellate

Division Description

The Appellate Division represents the state of Oregon in all challenges to capital convictions, criminal convictions, juvenile court wardship matters, and terminations of parental rights. It also represents the State in all appeals of civil cases and inmate civil rights cases.

Division Records

013 Appellate Case Files

Retain 20 years after closure of last related* case, destroy

014 Capital Appeals Case Files

Retain 75 years after closure of last related* case, destroy

015 Capital Appeals Reports

Retain 1 year or until superseded or obsolete, destroy

016 Designated Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

*A “related case” is any matter involving a challenge to a common underlying conviction or sentence.

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem
DM
Elite Billing System
Matter Management
Mattersphere

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Civil Enforcement

Division Description

The Civil Enforcement Division contains 5 sections:

Charitable Activities Section - Licenses, supervises, monitors and enforces laws related to charitable trusts, charitable solicitations and nonprofit gaming.

Child Advocacy Section - Litigates the termination of parental rights cases for the Department of Human Services (DHS).

Civil Recovery Section - Assists state agencies when litigation or assistance in bankruptcy or post-judgment assistance of counsel is needed to recover money owed to the state, or to recover or protect the state's interest in real or personal property.

Financial Fraud/Consumer Protection Section - Works to educate consumers and businesses and to use the civil laws to deter, stop, and punish unlawful conduct when education fails.

Medicaid Fraud Section – Its mission is to deter, prevent and prosecute provider-related fraud in billing products and services, fiduciary or physical abuse/neglect committed by Medicaid-funded providers; and fraud in the administration of the Medicaid program.

Division Records

017 Civil Enforcement Division Case Files

Retain 20 years after closure, destroy

018 Designated Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem

CAS

DM

OTIS (Oregon Tobacco Information System)

Matter Management

Mattersphere

Medicaid Fraud Case Management System

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Crime Victim and Survivor Services

Division Description

The Crime Victim and Survivor Services Division provides services and financial assistance to Oregon crime victims. The Section also administers state and federal grants, including the federal Victims of Crime Act.

Division Records

019 Address Confidentiality Files

Retain 20 years after termination from program, destroy

020 Crime Victims Compensation Program Files

Retain 20 years after case declared inactive or closure, destroy

021 Designated Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

022 Punitive Damages Case Files

Retain 20 years after punitive damages are collected or judgment expires, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Financial Records - OAR 166-300-0025

Databases Used

Address Confidentiality Program Database
Carpe Diem
CMS Claims Management System
Confidential Program Database
Crisis Response Team Database
DM
Grants Management System
Punitive Damages Database
SharePoint
VOCA Access Database

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Criminal Justice

Division Description

The Criminal Justice Division provides trial assistance, legal training, and Driving Under the Influence of Intoxicants (DUII) prosecution coordination to Oregon district attorneys, It also prepares publications for Oregon district attorneys and other law enforcement agencies.

Division Records

- 023 Criminal Justice Case Files (Excluding District Attorney Assistance – Murder Case Files)**
Retain 20 years after closure, destroy
- 024 Criminal Justice Publications**
Retain until superseded or obsolete, destroy
- 025 Criminal Justice Historical Case Records (1956-ongoing)**
Retain 20 years after closure, review for historical status, transfer to State Archives
- 026 District Attorney Assistance – Murder Case Files**
Retain 75 years after case closure, destroy
- 027 Governor's Commission on Organized Crime Minutes (1977-ongoing)**
Retain 15 years, transfer to State Archives
- 028 Oregon District Attorneys Association (ODAA) Constitution and By-laws**
Retain until ODAA disbands, transfer to State Archives
- 029 Oregon District Attorneys Association (ODAA) Minutes**
Retain 15 years, transfer to State Archives
- 030 Organized Crime Study Records**
Retain 15 years, transfer to State Archives
- 031 RICO Property Disposition Records**
Retain 20 years after property disposition, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem
CIU – Case Management System
DM
Matter Management
Mattersphere
OSIN – Oregon State Intelligence Network

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: General Counsel

Division Description

The General Counsel Division provides legal services to state agencies, boards and commissions, including Attorney General Opinions; and drafts and reviews proposed legislation, administrative rules, contracts, deeds and other legal documents. General Counsel AAGs also provide advice and representation at administrative and court hearings.

Division Records

032 Attorney General Opinion Records (1916-ongoing)

- (a) Retain Opinions 20 years, transfer to State Archives
- (b) Retain file materials 20 years, destroy

033 DOJ (Ethics) Committee Minutes

Retain 20 years, destroy

034 Ethics Opinions

Retain until superseded or obsolete, transfer to State Archives

035 General Counsel Division Case Files

Retain 20 years after closure, destroy

036 General Counsel Historical Case Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

037 Public Records Case Files (1973-ongoing)

Retain 20 years, destroy

State Agency General Records Retention Schedule

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem
DM
Matter Management
SharePoint

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support

Division Description

The units that make up the Oregon Child Support Program (Program) have responsibilities ranging from the establishment of parentage, child support, or medical support through order enforcement, locate services, and collection of support obligations. The Program provides child support accounting services including receipting, maintenance of accounting records, and distribution of public and private child support dollars.

DOJ also enters into cooperative agreements with many of the county District Attorneys to enable the county to work cases that do not involve public assistance or for DOJ to complete child support functions on the county's behalf. *Note: This record schedule applies to the entire Oregon Child Support Program, which includes both state and county offices performing child support functions as well as contractors or vendors working on behalf of the Program.*

Division Records

038 Authorized Access List (IRS)

Retain 5 years, destroy

039 Child Support Case Records

Retain 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

040 Disclosure Awareness Certification (IRS)

Retain 5 years, destroy

041 Electronic and non-electronic FTI Tracking Logs (IRS)

Retain 5 years, destroy

042 Notarial records

Retain 10 years after the performance of the last notarial act, destroy

043 Regulatory Agency Certifications (SSA, NACHA)

Retain 5 years, destroy

044 Visitor Access Logs (IRS)

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records the Division of Child Support is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Administrative Records - OAR 166-300-0015

Business Plan Records
Calendar and Scheduling Records
Communication Logs
Conference, Seminar, and Training Program Records
Correspondence Records
Key Assignment Records
LEDS Certification Records
Mailing Lists
Parking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Postal Records
Publication Preparation Records
Staff Meeting Records
Security records
Visitor Logs

Payroll Records - OAR 166-300-0035

Family Medical Leave Records
Leave Applications

Personnel Records - OAR 166-300-0040

Employee Personnel Records
Employee Training Records
Recruitment and Selection Records
Volunteer Program Records
Work Schedule and Assignment Records

Risk Management Records - OAR 166-300-0045

Safety Program Records

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Field Operations
Unit: Branch Operations

Program Description

Branch Operations include both the state and county-run facilities that are responsible for the day-to-day operations of the Program's field offices. Staff in branch offices provide services to locate parties, establish paternity, and establish, modify, and enforce child support and medical support orders. Their caseload includes public assistance cases (for families receiving assignable assistance through the Department of Human Services, Oregon Health Authority, and the Oregon Youth Authority) or non-assistance cases for ongoing or continued child support services, and interstate or inter-jurisdictional child support cases.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Central Registry

Program Description

The Central Registry unit acts as the liaison between interstate/intergovernmental agencies and the Oregon Child Support Program. The unit is responsible for processing all Responding Reciprocal requests from other states and countries. It processes and reviews incoming petitions to ensure documents and information meet Oregon's legal requirements for the remedy requested. Central Registry creates or updates child support cases based on the requests from other jurisdictions. It assigns cases to various child support offices in Oregon.

Central Registry is responsible for several program-wide projects. The Intergovernmental Case Reconciliation project requires review and adjustment of cases where information conflicts between the two states involved. The Alaska Permanent Fund Dividend project consists of the review and submission of cases that fit specific criteria to the Alaska Child Support Services Division in order to intercept dividends paid to Alaskan residents and apply funds to child support debt in Oregon.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

045 Alaska Permanent Funds - Match List

Retain for 2 years, destroy

046 Intergovernmental Reconciliation report

Retain 2 years, destroy

047 Statistical reports

Retain 5 years, destroy

048 UIFSA Petitions

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Databases Used

Child Support System

CSENet

Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Child Attending School

Program Description

Child Attending School is a central unit responsible for managing the child support cases where a child qualifies for continued support due to the qualifications outlined in the Child Attending School law (ORS 107.108). The unit acts as a central resource for the Oregon Child Support Program on interpretation and implementation of Child Attending School statutes and rules.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Child Support Technology Services

Program Description

Child Support Technology Services works closely with the Department of Justice Information Services and the Department of Administrative Services' Enterprise Technology Services to ensure utilization of available technology for the support of Child Support Program business in Oregon. The team is responsible for maintaining and enhancing the Division of Child Support's automated systems.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Child Support Technology Services is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Administrative Records - OAR 166-300-0015

Work Orders

Information & Records Management Records - OAR 166-300-0030

Information Systems Planning & Development Records

User Support Records

Risk Management Records - OAR 166-300-0045

Emergency Response Plans and Procedures

Databases Used

Child Support System

DB2

Origin

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Employer Services

Program Description

Employer Services is composed of the Employer Assistance Desk and Employer New Hire Reporting.

The Employer Assistance Desk provides technical information and policy interpretation on the implementation of income and health insurance regulations and processes to employers in Oregon and other states. They are also responsible for the ongoing day-to-day management of the Employer Services Portal.

Employer New Hire Reporting verifies and processes new hire data received from employers. The information is matched against existing child support cases and sent to the National Directory of New Hires for use by other states in furthering their child support actions. The team also responds to employer questions about Oregon's New Hire program, sets up initial Automated Clearing House (ACH) transactions, and supports the Employer Assistance Desk with daily operations.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

049 Employers New Hire Reports

Retain 60 days, destroy

050 Portal ACH Authorizations

Retain 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Financial Services

Program Description

Financial Services is a central unit responsible for distributing funds that require manual intervention and the maintenance of accurate child support accounting records. The unit also performs financial audits on child support cases to determine appropriate case balances for Expiration of Judgment, interstate transfer of arrears judgment cases, tax offset cases, enforcement actions and other interstate actions, and special requests. The unit compares the support payment records against the legal histories to assure appropriate billing, accrual, and application of payments and is responsible for correcting pay records to reflect necessary adjustments. Additionally, the unit codes support and modification orders.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

051 Expiration of Judgment Audits

Retain 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Program Support

Program Description

Program Support is responsible for the operation of the Program's primary reception area. The team assists customers in making child support payments and address updates, responds to housing and credit dispute requests, retrieves interactive voice response messages, and compiles communication reports that impact customers. It also provides clerical support for the Program.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Program Support is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Facility/Property - OAR 166-300-0020

Equipment Maintenance Records
Master Material Safety Data Records

Financial Records - OAR 166-300-0025

Cash receipt records

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Project Management Office

Program Description

The Project Management Office is composed of Project Managers and Business Analysts.

The Project Management Office provides oversight for Program projects by directly managing projects, and by tracking and monitoring projects managed by others. The office serves the Oregon Child Support Program by providing project and project portfolio management services, as well as work requests associated with both, in making improvements to the automated systems and business functions that serve the Child Support Program staff. The Project Management Office provides administrative services in overseeing the development and reporting functions for partner access and grants research.

The Project Management Office monitors and coordinates information regarding project status, the number of participants and other resources involved with project initiation, planning, implementation, and close out reporting. Work includes resource and capacity management functions for the Program that involve tracking, reporting, analyzing, and forecasting the staffing commitments required to support the Program's work orders and project portfolio.

The Business Analysts review laws, rules, regulations, and policies that impact the business of the Child Support Program to ensure system functionality complies with federal and state requirements. Business Analysts work with the information system developers to build or modify the systems that support the Program's business processes. They serve as the bridge between the business and the technical system developers who design the system tools through which staff perform their work. This includes coordination among all technical members involved in the implementation of system changes and field support via staffing of the Business Analyst Questions email box.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

052 Preliminary Project Document Drafts

Retain 1 year, destroy

053 Project Documents

Retain 6 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records the Project Management Office is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Financial Records - OAR 166-300-0025

Grants Records

Databases Used

Child Support System

Origin

PMO SharePoint Site Collection

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Receipting

Program Description

Receipting batches, scans, and receipts child support payments received by the Program. As payments are received, they are processed, reviewed, and applied to the appropriate case as defined by statute. Receipting also images child support case documentation received from the DCS field offices, District Attorney offices, and the courts.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Receipting is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Facility Records - OAR 166-300-0020

Equipment Maintenance Records

Financial Records - OAR 166-300-0025

Cash Receipt Records

Check Conversion Records

Checks

Deposit Slips

Databases Used

Child Support System

Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Reconciliation

Program Description

Reconciliation performs various activities to ensure that child support funds are correctly applied, distributed, and dispersed within the child support system. The unit identifies and corrects case accounting errors and completes the required fiscal balancing. The unit also codes new judicial support orders into the child support system.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

054 Authorizations for Obligor Electronic Payment Withdrawal

Follow child support case file retention - Retain 35 years after the entry of judgment that first established the support obligation, destroy

055 Authorizations for Outgoing ACH Payments

Follow child support case file retention -

Retain 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

056 Checks Cancellations, Replacement Requests, Lost Check and Forgery Affidavits

(a) If no legal action - Retain 6 years, destroy

(b) If legal action taken - Retain 6 years after case closes, destroy

057 Federal Tax Reports

Retain 5 years, destroy

058 Reverse Collection Request Forms

Retain 2 years after resolved, destroy

059 State Tax Reports (Lists of cross matches)

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Reconciliation is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Financial Records - OAR 166-300-0025

Account Reconciliation Records
Account Transfer Records
Accounts Payable Reports
Accounts Receivable Reports
Audit Reports
Bank Statements
Check Cancellation Request Records
Check Conversion Records
Check Registers
Checks
Credit and Debit Receipts
Credit and Debit Advices
Journal Entry Registers
Unclaimed Property Report
Warrant Cancellation Request Records
Warrant Registers
Warrants

Databases Used

Child Support System
Origin
SFMA – RSTARS

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Agency: Department of Justice
Division: Child Support
Section: Program Services
Unit: Special Collections

Schedule Number: 2019-0007

Program Description

Special Collections initiates centralized collection processes for the Oregon Child Support Program. Collections are obtained through the use of the federally mandated Financial Institution Data Match program, the federal Office of Child Support Enforcement insurance match, and other resources or data matches between private and government agencies.

Special Collections manages child support cases where the obligated party has filed bankruptcy, working with the bankruptcy trustee and attorneys to take collection actions as appropriate within the bankruptcy laws and monitoring for compliance. The unit works with title companies and mortgage lenders to verify child support arrears and takes a variety of actions to ensure payment of child support arrears in order to clear property liens. Special Collections monitors estates and initiates appropriate collection activities when an obligated party is deceased.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

060 Bankruptcy Documents

Retain for the life of the bankruptcy, destroy

061 Garnishment/Estates

Retain 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

062 IRS Full Collections

Retain for 5 years from the date of payoff, destroy

063 Negotiation of Release of Insurance Settlement

Retain physical documents for 90 days after settlement is negotiated, destroy

064 Personal Injury Liens

Retain 6 years after lien is satisfied or judgment expires, destroy

065 Statistical Reports

Retain 5 years, destroy

066 Thrift Savings Plan Withholdings

Retain 60 days after payment is made, destroy

067 Title and Escrow Documents

Retain 30 days after research/action is completed, destroy

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

State Agency General Records Retention Schedule Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

Databases Used

Child Support System

Origin

SFMA

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Program: Policy
Unit: Communications

Program Description

Program Communications is composed of Publications and Translations, Constituent Services, and Administrative Support.

Publications and Translations handles communications related to the Oregon Child Support Program's website, intranet, electronic media, publications, and outreach. The team coordinates the Limited English Proficiency Program, ensuring those with limited English proficiency are able to effectively communicate with the Program.

Constituent Services coordinates responses to threats against the Child Support Program and conducts reviews of each threat. The team receives and responds to citizen complaints and coordinates the review and resolution process.

Administrative Support acts as the Program's liaison with vendors and partner agencies by assisting in the coordination of services. The team facilitates and channels communication and information between staff and outside entities. The team also provides administrative support to Program Leadership, DCS Program management, and units located in Program Administration.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

068 Child Support – Grievances

- (a) Retain Constituent Records 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy
- (b) Retain Child Support Grievance Report Summary 3 years, destroy
- (c) Retain Child Support Complaint Report Summary 3 years, destroy

069 Conflict of Interest Records

- (a) Retain staff records 2 years after end of employment, destroy
- (b) Retain audit reports 3 years, destroy
- (c) Retain documentation of identified conflicts listed in the child support systems as case records, retaining for 35 years after the entry of judgment that first established the support obligation or 1 year following the expiration of the support judgment, whichever is longer, destroy

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

070 Publication Preparation Records

Retain until publication obsolete or 1 year after publication printed, whichever is greater, destroy

071 Threat Assessment Files

Retain until case is closed with Child Support Program, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Communications is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Administrative Records - OAR 166-300-0015

Agency Organizational Charts

Litigation Records

Press Releases

Professional Memberships

Public Records Disclosure Requests

Financial Records - OAR 166-300-0025

Language Line Statistical Report

Purchasing Records

Travel Expense Records

Payroll Records - OAR 166-300-0035

Databases Used

Child Support System

Constituent Program Database

DCS Workflow Database

Origin

OREGON STATE ARCHIVES

Records Retention Schedule

Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Policy
Unit: Performance, Budget, and Statistics

Program Description

Performance, Budget, and Statistics is composed of the Research Analysts, the Child Support Program Contracts Office, and the Child Support Program Finance Office.

The Research Analysts monitor and maintain the regulatory programs designed to safeguard the Oregon Child Support Program's regulated data from unauthorized use, inspection, or disclosure. They provide training, conduct on-site reviews of child support offices, and complete required annual reports. They support periodic inspections by regulatory entities and are responsible for review, resolution, and response to related audit findings. They conduct biennial site security reviews at all Program facilities and generate review reports and plan of action and milestone reports. They monitor program regulatory compliance and oversee activities to resolve findings. They design and conduct research studies, program management reviews, and operational audits, respond to statistical requests, and provide oversight and monitoring of branch reviews. In addition, the unit conducts and prepares reports for federal grant subrecipient reviews, conducts the annual Federal Self-Assessment Review, and assists in the development of program policy and procedures.

The Contracts Office is responsible for developing, negotiating, administering, and monitoring contracts and agreements on behalf of the Division of Child Support and the Oregon Child Support Program. These contracts and agreements are held with governmental agencies or public/private entities to obtain goods or services, to administer grants, or to facilitate the interface of information systems. The office also interprets the Department of Administrative Services Contracting Rules and advises the agency on contractual activities.

The Finance Office maintains and forecasts expenditures by branch/section for the Program. It monitors subrecipient financial data and process reimbursement requests. The office participates in biennial subrecipient site reviews at all subrecipient facilities and generates site review recommendation reports. It coordinates the development of required federal fiscal reports on an annual and quarterly basis and prepares federal financial participation requests. The office tracks expenditures related to grants and assists in the development of grant applications and reports.

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

072 International Reciprocity Documents with Agreements

Retain 6 years after expiration of agreement, destroy

073 IRS Safeguard Security Report

Retain 5 years, destroy

074 Office of Administrative Hearings Reports

Retain 6 years, destroy

075 Program Statistical Reports

Retain 15 years, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Performance, Budget, and Statistics is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Security Records

Signature Authorizations

Financial Records - OAR 166-300-0025

Account Reconciliation Records

Accounts Payable Reports

Accounts Receivable Reports

Audit Reports

Budget Allotment Reports

Budget Preparation Records

Competitive Bid Records

Emergency Board Request Records

Grant Records

Invoices

Invoice Registers

Purchasing Records

Vendor Reports

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

Information Service Subscription Records

Information System Planning and Development Records

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Databases Used

Ad Hoc databases
Annual FSA
AVP
Child Support System
CTS Language Link
DA Quarterly
Expense Reports
Paternity (old and new)
PPDB/PICS
PTOC
SFMA
Sheriffs Invoices
Origin
ORPIN

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice
Division: Child Support
Section: Policy
Unit: Policy Development

Program Description

Policy Development coordinates the development of agency administrative rules and policies. The unit develops and interprets policy, procedures, and administrative rules to meet state and federal requirements and goals for the Child Support Program. It develops legislative concepts and acts as the Division's legislative liaison. Policy Development also writes and maintains the federally mandated "State Plan."

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

076 Legislative Development Advisory Committee Records

- (a) Retain, for legislation not enacted, 10 years, destroy
- (b) Retain, for legislation that is enacted, 10 years after repeal, destroy

077 Legislative Tracking Records

- (a) Retain, for legislation not enacted, 10 years, destroy
- (b) Retain, for legislation that is enacted, 10 years after repeal, destroy

078 Policy and Procedure Guidelines and Manuals

- (a) Retain final document: 6 years after superseded, destroy
- (b) Retain all other policy development and planning records: 1 year after superseded, destroy.

079 State Plan

Retain permanently, transfer to State Archives after 10 years

080 State Surveys and Research

- (a) Retain surveys and research 3 years, destroy
- (b) Retain reports and findings from the surveys and research 10 years, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Policy Development is required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Attorney General Opinions
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Databases Used

Child Support System
Origin

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice (DOJ)
Division: Child Support
Section: Policy
Unit: Procedures/ Forms/ Training

Program Description

The Procedure and Form Writers facilitate the development and revision of procedures and forms for the Oregon Child Support Program in order to comply with federal and state laws, rules, program policy, and other regulations. Change requests come from a variety of sources, including but not limited to Program staff, statutory and rule changes, project impacts, and scheduled two-year reviews. This process involves researching and gathering input from a variety of sources and coordinating the procedures and forms to be ready for release upon implementation.

Training is responsible for the assessment, planning, development, delivery, and evaluation of the Child Support Program's statewide employee training for project implementations. Training staff review and update training materials to conform to federal and state laws, rules, program policy, and other regulations.

Program Records

***Refer to the Oregon Child Support Program schedule for additional record types applicable to all units*

081 Child Support Forms and Supporting Data

Retain until superseded/obsolete or 20 years, whichever is later, destroy

082 Forms Distributions Change Report

Retain 3 years, destroy

083 Procedure Development and Planning Documentation

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

The following is a list of the most common types of public records Procedures, Forms, and Training are required to retain, but all other public records must also be retained as provided in the Secretary of State's General Retention Schedule located at OAR 166-300-0015 to 166-300-0045.

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Administrative Records - OAR 166-300-0015

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Training Records

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

Forms Development Records

Databases Used

Child Support System

Origin

Work Tracking

OREGON STATE ARCHIVES
Records Retention Schedule
Effective Date: June 2019

Organizational Placement

Schedule Number: 2019-0007

Agency: Department of Justice

Division: Trial

Division Description

The Trial Division represents the State of Oregon and its agencies, departments, boards, commissions, officers, employees and agents in all state and federal trial courts. It also provides tort liability seminars and similar training sessions for state agency managers and administrators. The Defense of Criminal Convictions Program responds to prisoner litigation, and handles habeas corpus proceedings, on the validity of the underlying conviction or the terms and conditions of confinement.

Division Records

084 Trial Division Case Files

Retain 20 years after closure, destroy

085 Trial Division Historical Records (1956-ongoing)

Retain 20 years after closure, review for historical status, transfer to State Archives

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Databases Used

Carpe Diem

Complaint Log

Constituent Mail Log

DM

Ediscovery Software

Matter Management

Summation