

**Oregon Department of Land Conservation and Development
Records Retention Schedule 2007-0009**

Effective Date: June 2008

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Organizational Placement

Schedule #: 2007-0009

Agency: Department of Land Conservation and Development

Division: Director's Office

Program Description

The Department of Land Conservation and Development is the administrative arm of the Land Conservation and Commission and charged with carrying out the Commission's policies and directives. The Land Conservation and Development Commission (LCDC) is responsible for setting policy concerning Oregon's Statewide Land Use Planning and Oregon's federally approved Coastal Management Program pursuant to Oregon Revised Statutes (ORS) Chapters 92, 195, 197, 215, 227, and Oregon Administrative Rules 660. The commission is composed of seven members appointed by the Governor and confirmed by the Senate. The agency director is appointed by LCDC. The Oregon Statewide Planning Program was created in 1973, when the Legislative Assembly passed Senate Bill 100 (Oregon Land Use Act).

Under the program, all cities and counties were required to adopt a comprehensive plan that meets state planning standards. The standards include nineteen statewide planning goals that address citizen involvement, land use, development, housing, transportation, and conservation of natural resources. Periodic Review of plans and technical assistance, including planning grants to local jurisdictions, are key elements of the program.

The Director's Office provides direction to agency staff and serves as the communication, decision-making, and policy-making link with the Legislative Assembly, LCDC, and the Governor's Office. It also serves as the primary listening post for industry, interest groups, and the public. The director or a representative sits on various advisory groups relevant to land use planning such as the Ocean Policy Advisory Council. The director initiates action or reviews through agency divisions, with documentation found in the Salem Central files and the records at the division level.

Human Resources staff support agency personnel functions. Staff manages and maintains all personnel records. It documents and oversees agency training. Staff oversees the selection and recruitment process, and manages the interview process. Staff works with the Affirmative Action officer and assists in collective bargaining. Finally, Staff are responsible for risk management and the agency emergency plan.

The Oregon Task Force on Land Use Planning, also known as the Big Look Task Force, was created by SB 82 in 2005 and is charged with conducting a comprehensive review of the Oregon Statewide Planning Program and making recommendations for needed changes to and-use policy to the 2009 Legislature.

Program Records

- 001 Agency Biennial Report, 1973 – [ongoing] 2 c.f.**
(a) Retain permanently, transfer to State Archives after 10 years
(b) Retain work products and notes for publication 1 year after publication has been printed, destroy
- 002 Citizen Involvement Advisory Committee Records**
Retain 5 years, destroy
- 003 Land Conservation and Development Commission Records, 1973 – [ongoing] 50 c.f.**
(a) Retain meeting notebooks and minutes permanently, transfer to State Archives after 10 years
(b) Retain sound recordings until administrative need ends, destroy
(c) Retain all other records 5 years, destroy
- 004 Oregon Task Force on Land Use Planning (Big Look Task Force) Records, 2005 – [ongoing] 1.00 c.f.**
Retain permanently, transfer to State Archives in 2014
- 005 Citizen Involvement Advisory Committee Records**
- 006 State Agency Coordination Agreements**
Retain 20 years after superseded, destroy
- 007 Website Records**
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 Preparation Records
Agency Organizational Records
Correspondence
Legislative Tracking Records
Mailing Lists (Contact List)
Policy Development and Planning Records
Press Releases
Personnel Records (OAR 166-300-0040)
Affirmative Action Records
Employee Personnel Records
Recruitment and Selection Records
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures
Risk factor Evaluation Records
Safety Program Records

Databases

None

Organizational Placement:

Schedule #: 2007-0009

Agency: Oregon Department of Land Conservation and Development

Division: Operations Services

Program Description

The Operations Services Division provides technical expertise and administrative support to all agency staff and programs in the following areas: budget, accounting, purchasing, payroll, safety, space and facility management, mail distribution and posting, information systems, landowner notification, inventory and property control, and reception.

Information Services staff develops, implements, oversees and manages the agency's servers and information technology systems. Staff maintain the agency network, all hardware and software; provide assistance for projects; back-up the server; oversee system security; and provide desk top-level support to agency users.

Fiscal services (including procurement, accounting, and budget) and payroll staff manage the payroll and financial functions of DLCD. Staff provide technical expertise and support of staff payroll. Staff track and analyze financial data; prepare and post all accounts payable and accounts receivable; coordinate department's procurement activities; develop the agency's budget; and prepare and distribute financial reports.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Key Assignment Records

Mailing Lists

Parking Records

Postal Records

Visitor Logs

Work Orders

Contracts and Agreements

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

Asset Inventory Reports

Equipment/Property Disposition Records

Facility Work Orders

Financial Records (OAR 166-300-0025)
Account Reconciliation Records
Account Transfer Records
Accounts Receivable Reports
Annual Financial Reports
Audit Reports
Bank Statements
Budget Allotment Reports
Budget Preparation Records
Cash Receipt Records
Check Cancellation Request Records
Credit Card Records
Deposit Slips
Invoices
Legislatively Adopted Budgets
Purchasing Records
Receipts Records
Travel Expense Records
Trial Balance Reports
Vouchers
Information and Records Management Records (OAR 166-300-0030)
Computer System Maintenance s Records
Computer System Program Documentation
Computer System Security Records
Information System Planning and Development Records
Software Management Records
Telecommunications System Management Records
User Support Records
Payroll Records (OAR 166-300-0035)
Deduction Registers
Employee Payroll Records
Employee Time Records
OSPA Reports
Unemployment Reports

Databases

PICS
ORBITS
OSPS
SFMA

Organizational Placement:

Schedule #: 2007-0009

Agency: Oregon Department of Land Conservation and Development

Division: Operations Services

Program: Landowner Notification

Program Description

The Landowner Notification program originated when Oregon voters approved Ballot Measure 56 (BM 56) in November 1998 and later amended by SB516. The measure requires cities and counties to provide affected property owners with notice of a change in zoning classification; adoption or amendment of a comprehensive plan; or adoption or change of an ordinance in a manner that limits or prohibits previously allowed uses. The measure also requires DLCD to notify cities and counties when the legislature enacts a new law or the department adopts a new administrative rule that limits or prohibits otherwise permissible land uses. DLCD is required to reimburse local governments for all usual and reasonable costs of providing notice prompted by state action.

Program Records

008 Notification Records

Retain 10 years, destroy

009 Reimbursement Claim Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0010)

Correspondence

Telecommunications Logs

Financial Records (OAR 166-300-0025)

Accounts Payable Records

Databases

None

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development
Division: Community Services

Program Description

The Community Services Division provides assistance and technical expertise to city, county and regional governments and citizens in carrying out land use planning programs, the 19 Statewide Planning Goals, administering General Fund grants, supporting local government planning projects, and reviewing local government comprehensive plans and land-use regulations. Division staff includes administrative staff, regional representatives, and planning specialists who provide direct hands-on assistance through the Salem office and field offices throughout the state.

The Division maintains and is responsible for the records included in the following databases or spreadsheets: Post-acknowledgment Plan Amendments, Periodic Review, General Fund Grants, Urban Growth Boundary and Urban Reserve Area (future), and Farm and Forest. Finally, the Division maintains the original public testimony regarding the adoption of the first statewide goals and guidelines on land-use planning in 1974 and original local comprehensive plan acknowledgment.

Program Records

- 010 Acknowledgment Staff Reports and Orders, 1973 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 50 years
- 012 Comprehensive Plans Original Acknowledgment , 1973 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 50 years
- 013 Comprehensive Plans other than Original Acknowledgment**
Retain 50 years after superseded, destroy
- 018 General Fund Grant Products (Files)**
Retain 20 years, destroy
- 000 Original Public Testimony Records (Files), 1974 5.00 c.f.**
Retain permanently, transfer to State Archives after 25 years
- 014 Periodic Review Records (Files)**
Retain 20 years after superseded, destroy
- 020 Planning Projects and Files**
Retain 10 years, destroy
- 015 Post Acknowledgment Plan Amendments (Files)**
Retain 20 years after superseded, destroy
- 016 Post Acknowledgment Plan Amendment Withdrawal and Denial Records (Files)**
Retain 5 years, destroy
- 019 Transportation System Plans**
Retain 20 years after superseded, destroy
- 017 Urban Growth Boundary and Urban Reserve Area Records (Files)**
Retain 20 years after superseded, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Finance Records (OAR 166-300-0025)

Grant Records
Information and Records Management Records (OAR 166-300-0030)
Computer System Records

Databases
GF GRANTS

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development

Division: Community Services

Unit: Field Offices

Program Description

The Portland Office interacts with cities, counties, and regional governments in the greater Portland metropolitan region on land use planning. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting the Metro area planning requirements. The regional representatives are grant managers, technical advisors, urban planning advisors, and periodic review team leaders. Finally, the office works with other planning networks on regional problems that may involve jurisdictions and other agencies on specific development actions.

The Bend Office interacts with Central and Eastern Oregon cities and counties on land use planning. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting planning requirements for Central and Eastern Oregon. The regional representatives and community service specialist are grant managers, technical advisors, urban and rural planning advisors, and periodic review team leaders. Finally, the office works with other planning networks on regional problems that may involve jurisdictions and other agencies on specific development actions.

The Springfield Office interacts with cities and counties on land use planning located in the Southern Willamette Valley. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting planning requirements for the region. The regional representative is a grant manager, technical advisor, urban and rural planning advisor, and periodic review team leader. Finally, the office works with other planning networks on regional problems that may involve jurisdictions and other agencies on specific development actions.

The La Grande Office interacts with cities and counties on land use planning located in Northeast and Eastern Oregon. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting planning requirements for the region. The regional representative is a grant manager, technical advisor, urban planning advisor, and periodic review team leader. Finally, the office works with other planning networks on regional problems that may involve jurisdictions and other agencies on specific development actions.

The Central Point Office interacts with cities and counties on land use planning in Southern Oregon. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting planning requirements for Southern Oregon. The regional representative is a grant manager, technical advisor, urban and rural planning advisor, and periodic review team leader. Finally, the office works with other planning networks on regional problems that may involve jurisdictions and other agencies on specific development actions.

The Newport Office interacts with cities and counties on land use planning on the coast. It reviews post-acknowledgment plan amendments and periodic review work programs and tasks for compliance with all applicable statutes and rules. The office also monitors the development of legislation affecting planning requirements for the coast. The two regional representatives act as grant managers, technical advisors, urban and rural planning advisors, and periodic review team leaders. Finally, the office works with other planning networks on coastal problems that may involve jurisdictions and other agencies on specific development actions.

Program Records

023 Network Team Projects and Files

Retain files until project is completed, then transfer to Community Services Division in Salem

021 Periodic Review Records and Files

Retain files until project is completed, then transfer to Community Services Division in Salem

022 Plan Amendment Records and Files

Retain files until project is completed, then transfer to Community Services Division in Salem

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Finance Records (OAR 166-300-0025)

Grant Records (General Fund)

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

Computer System Records

Databases

GF GRANTS

PERIODIC REVIEW

POST-ACKNOWLEDGEMENT PLAN AMENDMENT

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development
Division: Planning Services

Program Description:

The Planning Services Division provides technical expertise and assistance and policy consultation to agency regional representatives to help them to provide effective, standardized assistance and direction to local governments. Division staff provides review and consultation services on land-use issues that affect urban planning, natural resources, farm and forestlands, economic development, and planning for natural hazards. Division staff of the Transportation and Growth Management (TGM) unit, in conjunction with Oregon Department of Transportation (ODOT), also provides review and direction for issues relevant to managing growth and transportation infrastructure.

Units of this program consist of the following:

1. Urban Planning
2. Natural Resources
3. Farm/forest Resources
4. Economic Development Planning
5. Natural Hazards and Floodplains (FEMA and Map Modernization)
6. Transportation and Growth Management (TGM) Direct Community Assistance Programs

Program Records:

024 Farm/Forest Annual Report Records, 1989 – [ongoing] 1.5 c.f.

- (a) Retain annual reports permanently, transfer to State Archives after 15 years.
- (b) Retain drafts, work notes, etc 2 years after report accepted, 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;
Legislative Development Advisory Committee Records;
Policy Development and Planning Records
Publication Preparation Records
Staff Meeting Records
Telecommunication Logs

Databases

None

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development

Division: Planning Services

Unit: Economic Development Planning

Program Description:

The Economic Development Planning Team, created in 2003 by HB 2011, is responsible for ensuring Oregon's land use planning meets the economic development planning needs of the state. The team works with state and local government and citizens to promote sustainability, business recruitment, expansion and retention.

The team has adopted agency Goals 1, 2 and 3 which have been updated and revised in consultation with the Economic Development Planning Team Advisory Committee. Goal 1 is to develop, implement, and maintain policies and processes through stakeholder input to carry out the directives of the Legislative Assembly, Governor and the department's economic development action plan and sustainability plan. Through Goal 2, the agency in conjunction with partners, seeks to provide training, information and resources to local governments and citizens. Goal 3 directs staff to provide local project assistance and guidance in coordination with DLCD's Community Services Division and the Governor's Economic Revitalization Team (ERT). In addition, the Team maintains and implements Goal 9 (Economic Development) of the DLCD agency-wide adopted objectives. Agency Goals are codified in Oregon Administrative Rule.

Program Records:

025 Industrial and Other Employment Lands Analysis Guidebook Updates

- (a) Retain final document 10 years after superseded, destroy.
- (b) Retain drafts, work notes, and working papers 1 year after acceptance of updated document, destroy.

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development

Division: Planning Services

Unit: Natural Hazards and Floodplains (FEMA and Map Modernization)

Program Description:

The Natural Hazards and Floodplain program acts to reduce losses due to flood hazards in the state. The program checks that each community's land use plans meet federal requirements so the community remains eligible to participate in the National Flood Insurance Program. It oversees community planning and acts to increase local government participation in the Federal Community Rating System Program to reduce insurance rates. It also provides technical assistance in land use planning to individuals and communities throughout the state and coordination between emergency and floodplain managers. Finally, the unit provides assistance and works with other agency staff, local governments, and state and federal agencies to mitigate the effects of natural hazards through sound land use planning (LCDC Goal 7 for land planning).

Program Records:

026 Community Records (Files)

(a) Retain floodplain maps and ordinance until superseded, destroy.

(b) Retain Flood Insurance Rate Maps until superseded or otherwise as required by FEMA

(c) Retain all other records, such as correspondence, Community Assistance Visit (CAV) reports, for 15 years, destroy.

027 Oregon Emergency Management (OEM) Records (Files)

Retain 10 years, destroy.

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule No.: 2007-0009

Agency: Department of Land Conservation and Development

Division: Planning Services

Unit: Transportation Growth Management (TGM) Direct Community Assistance Programs

Program Description:

DLCD manages four direct community assistance programs as part of the TGM program: Code Assistance, Quick Response, TSP Assessment, and Outreach. These programs provide assistance to local communities to carry out planning projects to better integrate land use and transportation planning to promote compact, mixed use development and provide transportation choices. TGM staff manages consultant contracts - through ODOT - to generate reports and draft plans and ordinances and related materials to support local planning efforts. The Quick Response program develops site-specific design alternatives for proposed development projects to better achieve TGM objectives. The Code Assistance program helps communities update local codes and ordinances to support transportation-efficient development, and the Outreach program provides workshops and supporting information, including a website, to share information about innovative planning practices for use by local governments. The TSP Assessment program assists jurisdictions define the parts of their transportation system plan that needs to be amended or updated.

Program Records:

028 Consultant Products

Retain 20 years after project is completed, destroy.

029 Project Files

Retain working files 20 years after project is completed, destroy.

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

Organizational Placement

Schedule #: 2007-0009

Agency: Land Conservation and Development
Division: Ocean and Coastal Services

Program Description

The Ocean and Coastal Services Division is responsible for implementing the federally approved Oregon Coastal Management Program and to ensure compliance with the Federal Coastal Zone Management Act of 1972 and DLCDC Goals 16, 17, 18 and 19. The Division is responsible for fulfilling the responsibilities Per ORS 196.435 designating DLCDC as the State Coastal Management Agency in Oregon. The coastal management zone extends from Washington to the California border, the crest of the coast range and three miles out to sea. Division staff assists and support the Governor's office in matters impacting coastal and ocean resources and provides staff support to the Ocean Policy Advisory Council.

The Division provides financial assistance to coastal cities and counties to carry out land use planning programs. Staff review land use plans and implementing regulations submitted by local governments for compliance with federal, state and local rules. Staff maintains liaison with state and federal agencies and provides technical assistance and training to local governments in land use planning. The unit also inputs data into the statewide Geographic Information Services (GIS) database and develops and maintains an on-line Coastal Atlas website.

Division staff review state permits for compliance with local and state statutes and rules. Staff may comment and provide information to the submitting agency, but does not have enforcement authority to compel compliance. The Department of State Lands, Department of Environmental Quality, and the Oregon Parks and Recreation Department are the primary state permitting agencies. In addition, DLCDC staff review proposed activities and permits from federal agencies such as the U.S. Army Corps of Engineers to determine consistency with enforceable policies of Oregon's Coastal Management Program.

Program Records

030 Land Use Plan Review Records

- (a) Retain plan review records 20 years after plan superseded, destroy
- (b) Retain withdrawn or denied plan review records 10 years, destroy

032 Oregon Territorial Sea Plan Records, 1994 – [ongoing] 1.5 c.f.

- (a) Retain final book permanently, transfer to State Archives 10 years after superseded
- (b) Retain drafts, work notes 5 years after document accepted, destroy

031 State and Federal Agency Permit Reviews

- (a) Retain permit files up to 10 years; enter key data in electronic database, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

COASTAL PERMITS

Organizational Placement

Schedule #: 2007-0009

Agency: Land Conservation and Development

Division: Ocean and Coastal Services

Function: Ocean Policy Advisory Council (OPAC)

Program Description

Agency staff provides support to the Ocean Policy Advisory Council. DLCD maintains the minutes, agendas, public hearings, and planning records for OPAC. DLCD hosts a web presence for OPAC. In addition, DLCD maintains the records of three sunsetted programs: the Ocean Resource Task Force, Offshore Oil and Natural Gas Task Force, and the Offshore Minerals Task Force.

Program Records

033 Biennial Ocean Resources Management Program Report, 1985-[ongoing] 1.5 c.f.

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

(b) Retain other records 5 years, destroy

034 Ocean Policy Advisory Council Records, 1987-[ongoing] 1.5 c.f.

(a) Retain minutes and final work products permanently, transfer to State Archives after 20 years

(b) Retain audio recordings 1 year after summarized, destroy

(c) Retain other records 5 years, destroy

035 Ocean Resource Task Force Records, 1987-1990 1.00 c.f.

Retain permanently, transfer to State Archives after 20 years

036 Off-Shore Mineral Records, 1985-1986 1.00 c.f.

Retain permanently, transfer to State Archives after 20 years

037 Off-Shore Oil and Natural Gas Records, 1983-1987 1.00 c.f.

Retain permanently, transfer to State Archives after 20 years

038 Special Project Files

Retain 20 years, destroy

039 Website Records

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

COASTAL PERMITS

Organizational Placement

Schedule #: 2007-0009

Agency: Department of Land Conservation and Development
Division: Measure 49

Program Description

The Measure 49 Development Services Division was responsible for receiving, evaluating and resolving claims submitted to the state under Ballot Measure 37 (2004). Measure 37 required compensation or waiver of land use regulation for owners of private real property based on loss of fair market value due to land use regulation. The department resolved claims through issuance of final staff reports and orders. Measure 37 claim records include claim forms and accompanying material, public notice and notice mailing lists, correspondence, draft staff reports, final staff reports and orders and related litigation materials. After resolution of claims, the department monitored and participated in local land use permitting processes to ensure that post-waiver development was consistent with the department's final staff reports and orders.

Following the enactment of Ballot Measure 49 (2007), the division is responsible for completing a supplemental review of existing Measure 37 claims (elections), in addition to receiving, evaluating and resolving new claims filed under Measure 49. The department resolves both elections and new claims through issuance of authorizations (final decisions). Measure 49 election/claim records include election/claim forms and accompanying material, public notices and notice mailing lists, correspondence, preliminary evaluations, authorizations and related litigation materials. After resolution of elections/claims, the department monitors and participates in local land use permitting processes to ensure that post-authorization development is consistent with the department's authorizations.

Program Records

040 Measure 37 Claim Records

Retain 75 years after final disposition, destroy

041 Measure 37 Post-Waiver Development (Monitoring) Records

Retain permanently, transfer to State Archives 10 years after Measure 49 program sunsets

042 Measure 37 Program Records 2003 – 2007 1 c.f.

Retain permanently, transfer to State Archives 10 years after program sunsets

043 Measure 49 Claim Records

Retain 75 years after final disposition, destroy

044 Measure 49 Post –Authorization Development (Monitoring) Records

Retain permanently, transfer to State Archives 10 years after Measure 49 program sunsets

045 Measure 49 Program Records 2007 – [ongoing] .5 c.f.

Retain permanently, transfer to State Archives 10 years after program sunsets

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

M37/49 DATABASE