

# Landscape Contractors Board

## Records Retention Schedule 2023-0007

Effective Date: December 2023

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**Records Retention Schedule**

**Edition: December 2023**

**Schedule Number: 2023-0007**

**Agency:** Landscape Contractors Board

**Program:** Landscape Contractors Board

**Program Description**

The Landscape Contractors Board licenses landscaping businesses and landscape contractors. The Board administers ORS 671.510-671.997 and provides consumer protection and education through the enforcement and claims/dispute resolution process. The Board sets policy for and operates through the Landscape Contractors Board agency. The Board meets bi-monthly.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

**Boards and Commission Records (OAR 166-350-0010)**

Board and Commission Meeting Minutes

Board and Commission Member Records

Board and Commission Member Personnel Records

**Systems of Record**

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## Records Retention Schedule

Edition: December 2023

Schedule Number: 2023-0007

**Agency:** Landscape Contractors Board

**Division:** Administration

### Program Description

Administration provides leadership and oversight of all Landscape Contractors Board agency activities. The agency Administrator directs the operation of the agency and serves as policy advisor to the Board, Governor, and the Legislative Assembly on landscape industry issues.

Administration staff perform facilitative and support functions including accounting, budget, cashiering, information systems, mail, payroll, personnel, and purchasing. They also coordinate Administrative Rule functions, legislative tracking, records management, and safety and risk management for the agency.

### Program Records

None

### 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)**

Budget Preparation Records

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

**Payroll Records (OAR 166-300-0035)**

**Personnel Records (OAR 166-300-0040)**

Employee Personnel Records

**Risk Management Records (OAR 166-300-0045)**

### Systems of Record

Thentia Open Regulate

Workday

# Oregon State Archives

## Records Retention Schedule

Edition: December 2023

Schedule Number: 2023-0007

**Agency:** Landscape Contractors Board

**Program:** Claims Resolution Program

### Program Description

The Claims Resolution Program receives and processes claims (complaints) against licensed landscape contracting businesses. A claim may be filed by a consumer alleging breach of contract, fraud, or negligent or improper work by a contractor; complaints by employees alleging nonpayment of wages; by a supplier alleging nonpayment for materials; or by one contractor against another alleging breach of contract, negligent or improper work, or nonpayment. Additionally, program staff corresponds with contractors, the public, and other agencies about the program and contractors.

### Program Records

**001 Landscape Business Claims Records**

Retain 6 years after claim closed, destroy

**002 Landscape Business Records with Unpaid Final Orders**

Retain 20 years, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

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

Correspondence

### Systems of Record

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# Oregon State Archives

## Records Retention Schedule

Edition: December 2023

Schedule Number: 2023-0007

**Agency:** Landscape Contractors Board

**Program:** Continuing Education

### Program Description

The Continuing Education Program ensures that landscape construction professionals are current with the new developments in landscape technology and ensures better business practices and safety. Proof of continuing education hours is required for license renewal. To maintain licensing, landscape construction professionals must complete continuing education hours unless waived by the Board. This program also provides information about approved courses. The Landscape Contractors Board audits renewals to verify compliance with continuing education hour requirements.

### Program Records

**003 Landscape Contractors Board Continuing Education Hours Audit Records**

Retain 4 years, destroy

**004 Landscape Contractors Board Individual Approvals/Denials**

Retain 3 years after approval or denial, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

**Boards and Commission Records (OAR 166-350-0010)**

Education Program Review Records

### Systems of Record

CEH Database

# Oregon State Archives

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**Agency:** Landscape Contractors Board

**Program:** Enforcement Program

### Program Description

The Enforcement Program enforces agency related laws to provide protection for consumers while providing an equitable business climate for contractors. The program also responds to complaints by consumers. Enforcement conducts its own investigations of suspected wrongdoing by contractors. Violations may include working or advertising as a contractor while not registered, failure to provide information notices, having employees while registered as exempt, or dishonest or fraudulent conduct. The program contracts with private investigators throughout the state and the State Police and/or the Department of Justice assist in criminal cases.

### Program Records

#### **005 Landscape Contractors Board Collection Activity Reports**

Retain 10 years or until declared uncollectable, whichever is longer, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

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

Correspondence

#### **Board and Commission Records (166-350-0010)**

Complaint and Investigation Records, Individual

### Systems of Record

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**Records Retention Schedule**

**Edition: December 2023**

**Schedule Number: 2023-0007**

**Agency:** Landscape Contractors Board

**Program:** Licensing Program

**Program Description**

The Licensing Program licenses landscape contractors and landscape businesses. Program staff track all licensing applications and renewals, collect fees and required documentation, and issue exams.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

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

Correspondence

**Boards and Commission Records (OAR 166-350-0010)**

Examination and Administration Records

Incomplete License Application Records

**Systems of Record**

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