

**Oregon Military Department: State Component**

Records Retention Schedule 2015-0017

Effective: September 2015

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OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

Expires: September 2020

***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Office:** Adjutant General

***Program Description***

The Oregon Military Department (OMD) is responsible for administering, housing, equipping and training the Oregon National Guard - a ready force to support the Governor during unrest or natural disaster and as a reserve force to the United States Air Force and the United States Army. The Department is comprised of the federal and state components, both under the command of the Adjutant General. The state component is comprised of several divisions and programs which provide technical expertise, support and services in support of OMD's mission. The State Component is under the direction of the Deputy Adjutant General.

***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

***Databases***

None

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Adjutant General Comptroller (AGC)/Financial Administration

***Program Description***

The Adjutant Comptroller/Financial Administration Division provide agency wide financial accounting services, conducts financial reporting requirements, develops and executes the budget, oversees purchasing and contracting and manages fiscal information for OMD. The Division ensures accuracy and accountability in fiscal accounting and reporting. All financial transactions are handled and accountable to the Division.

***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  
Contracts and Agreements (Capital Construction Project Finance Records)  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Competitive Bid Records  
Credit Card Records (SPOTS and Visa)  
Grant Records  
Purchasing Records  
Payroll Records (OAR 166-300-0035)  
Employee Payroll Records  
Employee Time Records  
Personnel Records (OAR 166-300-0040)  
Position Inventory Control (PICS) Reports

***Databases***

OREGON STATE PAYROLL SYSTEM (OSPS)  
STATEWIDE FINANCIAL MANAGEMENT APPLICATION (SFMA)

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: September 2015

Expires: September 2020

### *Organizational Placement*

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Division:** Adjutant General Installations (AGI)

**Branch/Program:** Support

### *Program Description*

The Installations Division is responsible for the acquisition, construction and maintenance of armories, readiness centers, training installations, logistics installations and offices for the Oregon Military Department and Oregon Army National Guard. Staff operates, maintains, repairs and alters existing facilities. In addition, staff manages construction/expansion projects and provides environmental management services. By agreement with the federal government all facilities must be manned/operated for a minimum of 25 years. Staff is responsible for requisitioning the necessary materials as need for the completion of projects including the construction, remodeling and expansion of all Oregon Military Department, National Guard and associated facilities. Some materials are controlled by the National Guard Bureau/Federal Government and are of a sensitive nature. The Federal government still own the property, but sub-custodies the property to a specific user. Annual inventories are conducted by the applicable Federal office that has responsibility for subject equipment. Branch staff provides support and technical expertise in the management and operation of state owned/controlled information technology assets including servers, networks and individual computers for the OMD State Component and Procurement and Contracting Services. The Adjutant General Comptroller manages all financial records for the Installations Division.

### *Program Records*

#### **001 Hand Receipt/Annex Number Records (DA Form 2062)**

Retain 6 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

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

Building Records

Equipment/Property Disposition Records

Facility Work Orders

Vehicle Records

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Purchasing Records

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

Computer System Maintenance Records

Computer System Program Documentation

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Software Management Records  
User Support Records

***Databases***

ORPIN

PRIDE (ARNG program)

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Adjutant General Installations (AGI)  
**Branch/Program:** Major Construction

***Program Description:***

Major Construction is within the Oregon Military Department (OMD) Installations Division. The Installations Division is responsible for acquisition and disposal of land and facilities, design and construction of new facilities, agency environmental compliance, and operations, maintenance, repair, and alteration of existing facilities. The Installations Division is the largest state Directorate within the OMD.

The Major Construction Branch is responsible for the planning, design, and construction of all Capital Construction projects for the Oregon Army National Guard (ORARNG). The scope of this program affects the entire State of Oregon. Both military and civilian communities are affected. The program budget varies from year to year depending on the size and number of projects that are active.

***Program Records***

**002 Major Construction Project Records**

- (a) Retain signed contracts, agreements, fiscal records for 10 years after completion then destroy.
- (b) Retain environmental records, as-built drawings, for 1 year after project completion, transfer to the OMD managing authority.
- (c) Retain meeting records 2 years after project completion then destroy.
- (d) Retain all other records 2 years after expiration/end of warranty period, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Financial Records (OAR 166-300-0025)

**Databases:**

AKO (ARNG DB)  
GKO (ARNG DB)  
ORPIN

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### *Organizational Placement*

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Division:** Adjutant General Installations (AGI)

**Branch/Program:** Environmental

### *Program Description*

The Environmental Branch provides environmental management services for Oregon Army National Guard facilities and projects. The Branch focuses upon Environmental Compliance and Stewardship, Integrated Training Area Management and Land Use Planning Compatibility. Branch staff review and address environmental regulatory issues including but not limited to compliance with wastewater, hazardous materials, waste, pollution, resource management and government-to-government consultation. Training and inspections are a key component to mitigating and managing the impact of the ORNG upon the natural and cultural environment in Oregon. Branch staff ensure OMD remains in compliance with local, state and federal environmental regulations.

### *Program Records*

#### **003 Environmental Assessments**

(a) Retain final document 40 years after project completion/cancellation, destroy

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

#### **004 Environmental Impact Statements**

(a) Retain final document 40 years after project completion/cancellation, destroy

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

#### **005 Hazardous Materials Mitigation/Clean Up Records**

Retain 30 years after mitigation completed destroy

#### **006 Integrated Cultural Resource Plan Records**

(a) Retain final, adopted plan 10 years after superseded, destroy

(b) Retain all other records 1 year after adoption of plan, destroy

#### **007 Integrated Natural Resource Plan Records**

(a) Retain final, adopted plan 10 years after superseded, destroy

(b) Retain all other records 1 year after adoption of plan, destroy

#### **008 Integrated Pest Management Plan Records**

(a) Retain final, adopted plan 10 years after superseded, destroy

(b) Retain all other records 1 year after adoption of plan, destroy

#### **009 Site Assessments**

(a) Retain for properties purchased/leased 10 years after property sold or surplus, destroy

(b) Retain for properties not purchased or leased 5 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)

Contracts and Agreements

Correspondence

***Databases***

HAZWASTE.NET (DEQ DB)

LAND STATUS REPORTS

NGB STEP

ORSDEPRED

WEBCASS (NGB DB)



# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Adjutant General Installations (AGI)  
**Branch/Program:** Operations and Maintenance

### *Program Description*

Operations and Maintenance provides operation, maintenance, custodial, repair and alternation services for existing Oregon Army National Guard facilities. Operations and Maintenance maintains all buildings and grounds. In addition, Operations and Maintenance manage the rental of Army National Guard faculties and the operation of Camp Rilea and Withycombe. Any party renting a facility must provide insurance coverage and security. Operations and Maintenance is also responsible for oversight of minor construction at the facilities, i.e. remodel of bathrooms, painting of offices, etc projects with a monetary value under \$500,000. Some materials are controlled by the National Guard Bureau/Federal Government and are of a sensitive nature. The Federal government still own the property, but sub-custodies the property to a specific user, the Oregon Military Department (OMD). OMD controls and accounts for material inventory and requisition using DA Form 2062.

### *Program Records*

- 010 Installation Status Report Records**  
Retain 3 years, destroy
- 011 Hand Receipt/Annex Number Records (DA Form 2062)**  
Retain 6 years, destroy
- 012 Minor Construction Project Records**
  - (a) Retain contracts 2 years after expiration of warranty period, destroy
  - (b) Retain all other records 6 years, destroy
- 013 Rental Program Records**
  - (a) Retain incentive pay records 10 years, destroy
  - (b) Retain rental contracts 6 years, destroy

### *State Agency General Records Retention Schedule Records*

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements (Leases)  
Correspondence  
Key Assignment Records  
Facility/Property Records (OAR 166-300-0020)  
Building Records  
Facility Work Orders  
Equipment/Property Disposition Records

### *Databases*

ARMY STATIONING AND INSTALLATION PLAN (ASIP) (ARNG DB)  
INSTALLATIONS STSATUS REPORT (ISR\_Web)

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Planning Resource for Infrastructure Development and Evaluation (PRIDE) (ARNG DB)  
PRIDE MAINTENANCE (Facility Center)

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Adjutant General Installations (AGI)  
**Branch/Program:** Planning and Programming

***Program Description***

The Planning and Programming Branch is responsible for coordinating the efforts of the environmental, construction operation, operations and maintenance and real property branches providing expertise and oversight for long range planning and the acquisition/disposal of real property. Planning and Programming coordinates with agencies on issues involving land use and development including but not limited to DEQ and DLCDD. In addition, the branch works to minimize encroachment issues which may constrain OMD/ORNG operations at sites and facilities.

***Program Records***

**014 Deeds/Title Records**

Retain as long as OMD owns the property, destroy

**015 Real Property Development Plan Records**

(a) Retain final, approved plan 5 years after superseded, obsolete, destroy

(b) Retain all other records 2 years after plan adopted, destroy

**016 Site Master Plan Records**

(a) Retain final, approved plan 5 years after superseded, obsolete or property surplus, destroy

(b) Retain all other records 2 years after plan adopted, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Calendar and Scheduling Records

Policy Development and Planning Records (Strategic Planning/Master Plan Records))

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

Equipment/Property Disposition Records

Building Records

Financial Records (OAR 166-300-0025)

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*Databases*

ASIP(An ARNG DB)

CURRENT STRUCTURE

ISR(An ARNG DB)

PRIDE (An ARNG DB)

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Adjutant General Personnel (AGP)

***Program Description***

The Adjutant General Personnel (AGP) Division provides human resources services for the non-military state employees of the Oregon Military Department. The Division provides HR services for approximately 480 personnel. The Division provides affirmative action service and support, position description/classifications, processes unemployment claims and conducts background checks for new employees.

***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  
Policy and Procedure Guidelines and Manuals  
Personnel Records (OAR 166-300-0040)  
Affirmative Action Records  
Criminal Background Check Records  
Employee Personnel Records  
Position Description and Classification Records  
Recruitment and Selection Records

***Databases***

IMatch (Oregon Employment Department)  
PEBB

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Program:** Deputy Chief of Staff Personnel (DCSPER)

***Program Description***

The Deputy Chief of Staff Personnel (DCSPER) program is responsible for maintaining and managing the individual personnel records of National Guard members. Guard member personnel records which include orders, promotions, medical records, are an asset of the federal government until a member's separation from service. Once a member of the National Guard retires or separates from service the personnel (201) files become the property and responsibility of the Oregon Military Department.

***Program Records***

**017 Military "201" File Personnel Records**

Retain 75 years, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

DISCHARGE

PERMS (Federal Database)

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***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Division:** Oregon Emergency Management

**Program:** Administration

***Program Description***

The Oregon Emergency Management Division manages, directs, and coordinates the resources and efforts of local, county, state, and federal agencies to facilitate emergency response services.

The Administration program oversees and manages the Division and cooperation between local, state, and federal agencies involved with emergency management in Oregon. The program also assists in the development and revision of administrative rules pertaining to emergency preparedness in Oregon.

***Program Records***

**018 Director's Notes**

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

Attorney General Opinions

Conference, Seminar and Training Program Records

Correspondence

Legislative Development Advisory Committee Records

Oregon Emergency Management Plans (see Policy and Procedure Guidelines and Manuals)

Staff Meeting Records

***Databases***

None

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***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Bureau:** Intergovernmental Services  
**Division:** Oregon Emergency Management  
**Program:** Chemical Stockpile Emergency Preparedness Program (CSEPP)

***Program Description***

The Chemical Stockpile Emergency Preparedness Program (CSEPP) was established in response to Public Law 99-145, Title 14, Part B, Section 1412 which directed the Department of Defense to dispose of all lethal unitary chemical agents and munitions. The CSEPP program is entirely funded through Federal Emergency Management Agency (FEMA) grant monies.

The Umatilla Chemical Depot is one of eight sites in the contiguous United States storing weapons containing chemical agents, commonly known as nerve agents and mustard gases. The project to dispose of these weapons through incineration at Umatilla is slated for completion in 2012. Local CSEPP programs operating at the county level are directly responsible for preparing their communities for potential emergencies resulting from the incineration of the chemical munitions stored at the Umatilla Chemical Depot. CSEPP is the conduit through which the county CSEPP programs receive their funding from FEMA. Counties and the Oregon Health Services Division fund their emergency planning preparations from their general funds and OSP CSEPP approves and reimburses counties and the Oregon Health Services Division for the expenditures.

CSEPP is also responsible for erecting, maintaining, and testing the area's public notification system, which primarily consists of sirens, message reader boards, and radio broadcasts.

***Program Records***

- 019 Alert Notification System Task Force Records**  
Retain 5 years, destroy
- 020 Drafted, Unsigned Agreements**  
Retain 1 year, destroy
- 021 FEMA Grant Management Records**  
Retain 3 years from the date FEMA closes project, destroy
- 022 Integrated Process Team Meeting Records, 1998 – [ongoing]** .5 c.f.  
Retain permanently, transfer to State Archives at end of CSEPP
- 023 State Manager's Weekly Reports**  
Retain 2 years, destroy
- 024 Technical Committee Records**  
Retain 5 years, destroy



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**025 Technician's Weekly Reports**

- (a) Retain diagnostic sheets 2 years, destroy
- (b) Retain all other records 1 year after disposition of equipment, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Policy Development and Planning Records  
Press Releases  
Staff Meeting Records  
Facilities/Property Records (OAR 166-300-0020)  
Equipment Maintenance Records  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Purchasing Records

**Databases**

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

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### ***Organizational Placement:***

**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Financial and Recovery Services  
**Program:** Financial Services

**Schedule number: 2015-0017**

### ***Program Description***

Financial Services is responsible for purchasing, payments, and management of the grant funds that are distributed to state and local agencies through a number of federal programs. Counties may receive funds, disbursed either monthly or quarterly, for day-to-day operations through the Federal Emergency Management Agency (FEMA). Flood Mitigation Assistance is awarded through Financial Services to agencies to mitigate a disaster. The Terrorism Grant program awards contracts to counties to establish training for dealing with terrorism-related events. Administrative costs associated with terrorism planning are covered under Terrorism Consequence Management Program Assistance, also distributed to local governments through Financial Services. Financial Services also keeps the county and city hazard mitigation plans. The plans are either approved or denied by county commissioners. They detail how jurisdictions would spend federal monies in a mitigation or disaster project. Counties and cities must have a Hazard Mitigation Plan to receive federal mitigation monies.

### ***Program Records***

#### **026 County and City Hazard Mitigation Plans**

Retain until superseded or obsolete, destroy

#### **027 Federal Emergency Management Agency Annual Reports**

Retain 3 years, destroy

### ***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

### **Databases**

None

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***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Financial and Recovery Services  
**Program:** Recovery Services

***Program Description***

The Recovery Services program is enabled following a presidential or gubernatorial declaration of disaster. The Recovery Services program is responsible for administering fiscal aid and evaluating projects to clean up disasters. Recovery Services ensures that the scope and fiscal goals of the project were met and that reparation funds were spent appropriately. Recovery Services can require repayment of funds that were not spent correctly, or they can withhold further payments. The program dispenses federal funding to local and state agencies under the federal Hazard Mitigation Program Grant (HMPG) through the Federal Emergency Management Agency (FEMA).

Localities are awarded funding based on inspection results of disaster site inspection teams and sites are approved or denied by the Governor's Interagency Hazard Mitigation Team. Fifteen percent of project funds are set aside for hazard mitigation efforts. The remainder is spent on disaster relief.

***Program Records***

- 028 Disaster Survey Report/Project Worksheets**  
Retain 3 years from the date FEMA closes project, destroy
- 029 Federal Emergency Management Agency Quarterly Reports**  
Retain 3 years from the date FEMA closes project, destroy
- 030 Final Disaster Financial Reports**  
Retain 3 years from the date FEMA closes project, destroy
- 031 Small Project Completion Notices**  
Retain 3 years from the date project closes, destroy
- 032 Sub-grantee Large Project Quarterly Reports**  
Retain 3 years from the date FEMA closes project, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Financial Records (OAR 166-300-0025)  
Grant Records

***Databases***

None

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***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Division:** Oregon Emergency Management

**Section:** Plans and Training Services

**Program:** Drought Council

***Program Description***

The Drought Council is comprised of members from state agencies, such as the Department of Forestry and Oregon Emergency Management. The Council advises the governor on declaring a drought and meets only when a drought or potential drought exists to coordinate state and federal drought assistance for victims in declared drought areas.

***Program Records***

**033 Drought Council Records, 1990 – [ongoing] 1.5 c.f.**

- (a) Minutes: Retain permanently, transfer to State Archives 5 years after drought declaration rescinded
- (b) Other records: Retain 3 years, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

None

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***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Plans and Training Services  
**Program:** Exercises

***Program Description***

The Exercises program is responsible for developing, conducting, and evaluating disaster exercises at the state and local government levels. Disaster plans must be exercised and updated annually. State and local governments notify the Exercises program that their plans have been exercised. The Exercises program compiles this information to send to the federal government.

***Program Records***

- 034 Exercise Reporting Files**  
Retain 3 years, destroy
- 035 Federal Emergency Management Agency Annual Reports**  
Retain 3 years, destroy
- 036 Federal Emergency Management Agency Quarterly Reports**  
Retain 3 years, destroy
- 037 State/Local Disaster Recovery Proposed Work Plans**  
Retain 3 years, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence

***Databases***

Emergency Management Exercise Reporting System

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**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Plans and Training Services  
**Program:** Oregon Seismic Safety Policy Advisory Commission

***Program Description:***

The Oregon Seismic Safety Policy Advisory Commission (OSSPAC), also known as the Earthquake Commission, is a governor-appointed committee to promote earthquake awareness and preparedness through education, research, and legislation. OSSPAC meets every other month and is comprised of representatives from state and local government and private agencies. The commission provides testimony at legislative hearings related to earthquake and tsunami preparedness and safety and has five primary objectives: (1) to develop earthquake awareness and education at all levels of state and private business and throughout the public sector, (2) disseminate earthquake risk information, (3) increase the number of earthquake-safe buildings, (4) further earthquake awareness through geo-scientific research, and (5) improve emergency planning, response, and recovery efforts.

***Program Records***

**038 Oregon Seismic Safety Policy Advisory Committee Minutes, 1990 – [ongoing]**

**1.5 c.f.**

- (a) Retain transcripts permanently, transfer to State Archives after 15 years
- (b) Retain audio tapes until transcribed and approved, destroy

**039 Oregon Seismic Safety Policy Advisory Committee Publications, 2001 – [ongoing] .5  
c.f.**

Retain 1 copy of each permanently, transfer to State Archives after 15 years

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Mailing Lists

***Databases***

None

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**Agency:** Oregon Military Department: State Component

**Division:** Oregon Emergency Management

**Section:** Plans and Training Services

**Program:** Planning

***Program Description***

The Planning program ensures that counties maintain disaster plans in accordance with the Emergency Maintenance Planning Grant. In addition to holding the county disaster plans, the program also retains the plan reviews and any related correspondence.

***Program Records***

**040 County Disaster Plans**

Retain 3 years, 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

Financial Records (OAR 166-300-0025)

Travel Records

***Databases***

None

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**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Bureau:** Intergovernmental Services  
**Division:** Oregon Emergency Management  
**Section:** Plans and Training Services  
**Program:** Training

***Program Description***

The Training program develops, conducts, and evaluates emergency preparedness and response training for natural disasters, such as earthquakes and floods, and also for overall emergency response and operations. It offers degree certification to emergency management professionals. Both in-house staff and outside contractors develop training courses and materials. Trainees include federal, state, and local government personnel as well as employees of private enterprise. The program also oversees other state and local programs related to emergency services training.

***Program Records***

None

***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

***Databases***

TMS (Training Management System)



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**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Technology and Response Services  
**Program:** 9-1-1

**Program Description**

Under ORS 401.710, the 9-1-1 program is responsible for coordinating resources (fiscal, human, and material) concerning the development, implementation, upgrade, and maintenance of Oregon's 9-1-1 Public Safety Answering Point (PSAP) program. PSAP 9-1-1 responds to mandates from the Legislative Assembly, based upon recommendations furnished by contracted analyst, in an effort to maintain optimum handling of all 9-1-1 calls.

**Program Records**

- 041 9-1-1 Advisory Committee Records, 1988 – [ongoing] 1 c.f.**  
(a) Retain minutes permanently, transfer to State Archives after 5 years  
(b) Retain all other records 10 years, destroy
- 042 9-1-1 Basic Plans**  
Retain 5 years after superseded or obsolete, destroy
- 043 9-1-1 Efficiency Studies, 1993 – [ongoing] 1 c.f.**  
Retain permanently, transfer to State Archives after 20 years
- 044 9-1-1 Enhanced Plan Records**  
Retain 5 years from project completion, destroy
- 045 9-1-1 Enhanced Plan Phase 2 Records**  
Retain 5 years from project completion, destroy
- 046 9-1-1 PSAP County Directory**  
Retain until superseded or obsolete, destroy
- 047 Call Center Disaster Recovery Plans**  
Retain until superseded or obsolete, destroy
- 048 Public Safety Answering Point (PSAP) Meeting Records**  
Retain 5 years, destroy
- 049 Telephone Tax Quarterly Reports**  
Retain 25 years, destroy

**State Agency General Records Retention Schedule Records**

Includes but is not limited to  
Administrative Records - OAR 166-300-0015  
Correspondence

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

Expires: September 2020

***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department : State Component  
**Division:** Oregon Emergency Management  
**Section:** Technology and Response Services  
**Program:** Oregon Emergency Response Services

***Program Description***

Under ORS 401, the Oregon Emergency Response System (OERS) provides a 24-hour communications system for the reporting of incidents throughout Oregon, which may require state resources and/or technical assistance. OERS is the only state government system which provides incident notification to a single entry point for coordination from which information is passed via computer, paging systems, and radio to other agencies as needed and per established procedures for each agency. OERS was established in 1972 by Executive Order and termed the Oregon Accident Response System. In 1988, the program was renamed to the Oregon Emergency Response System (OERS) under the OERS Council was established.

***Program Records***

- 050 Communications Equipment Test Logs**  
Retain 30 days, destroy
- 051 Oregon Emergency Response System Council Records, 1988 – [ongoing] 1 c.f.**  
(a) Retain minutes permanently, transfer to State Archives after 5 years  
(b) Retain all other records 5 years, destroy
- 052 Oregon Emergency Response System Incident Reports**  
Retain 5 years, destroy
- 053 State Amateur Radio Communication Plans**  
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)  
Conference, Seminar and Training Program Records  
Correspondence  
Policy and Procedure Guidelines and Manuals (Communications Center Operational Procedures Records)  
Personnel Records (OAR 166-300-0040)  
Volunteer Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

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*Databases*

OERS

Paging

Amateur Radio ID

GETS

NAWAS

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

Expires: September 2020

***Organizational Placement:***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component  
**Division:** Oregon Emergency Management  
**Section:** Technology and Response Services  
**Program:** Search and Rescue

***Program Description***

The Search and Rescue (SAR) program coordinates the search and rescue efforts by local, state, and federal agencies during a SAR mission. The program directs use of all aircraft involved in SAR activities, and also liaises with other public and private organizations involved in SAR efforts. SAR gathers statistics on all SAR activities in Oregon. Under ORS 401.550, the SAR Coordinator serves as a member of the Oregon State Sheriffs Association SAR Advisory Council.

***Program Records***

- 054 Activity Logs**  
Retain 3 years, destroy
- 055 Annual Reports, 1997 – [ongoing] .5 c.f.**  
Retain permanently, transfer to State Archives after 5 years
- 056 Search and Rescue Incident Summaries (Mission Reports)**  
Retain 3 years, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

Facilities and Property Records (OAR 166-300-0020)  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Reimbursements to Pilots for Fuel and Oil (see Receipts)

***Databases***

SAR Database

OREGON STATE ARCHIVES  
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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Division:** Oregon State Defense Force (ORSDF)

***Program Description***

The Oregon State Defense Forces provides a cadre of personnel with military training and occupational specialties organized to facilitate rapid expansion and response to Oregon security needs if called upon by the Adjutant General to replace the National Guard. The ORSDF is organized and deployed to act as Oregon's Defense Force in the event of National Guard troop unavailability. The Oregon State Defense Force originated in 1961 to provide Oregon with a trained, ready National Guard Reserve Force. The ORSDF is authorized under 32 U.S. Code Section 109 granting States and Territories the right to maintain "other troops." ORSDF authorized and operates per ORS 399.035 as part of Oregon's organized militia. The Governor is the commander-in-chief. The ORSDF is an all volunteer organization open to prior military service. Interested individuals without prior military service may join the ORSDF Auxiliary. In addition, the ORSDF supports the Oregon National Guard Military Museum located at camp Withycombe through the Special Troops Unit; History Section. Other Special Troop Unit functions include the Linguist Section and Pipe band.

***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

Conference, Seminar and Training Program Records

Correspondence

Policy and Procedure Guidelines and manuals

Policy Development and Planning Records

***Databases***

None

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

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***Organizational Placement***

**Schedule number: 2015-0017**

**Agency:** Oregon Military Department: State Component

**Program:** Youth Challenge

***Program Description***

The Youth Challenge program provides opportunities for personal growth, self improvement and academic achievement to Oregon high school dropouts, students no longer attending and students who are failing in school. Youth Challenge is an alternative, residential high school. The program provides a regulated, monitored educational opportunity to teens through a highly structured, non-traditional environment where training, mentoring and diverse educational, community service and confidence building activities are provided. Program participants apply for the program and must be drug free and defined as at risk youth between the ages 16-18. Participants spend 5 ½ months at the OMD Facility in Bend and a further 12 months in their community in the mentor portion of the program. Accredited teaching services are provided under contract by the Bend-LaPine school district. Students may earn up to 8-10 credit hours and be awarded a High School Diploma or G.E.D. Students failing to complete the program may reapply for acceptance in the program; however, they are required to begin the program at a cycles beginning.

Youth Challenge operates under an agreement between the Adjutant General, Governor and the National Guard Bureau. Funding is a 60/40 split with federal monies accounting for .60 cents of every dollar spent. The facility is sited on Bureau of Land Management property in an inactive Department of Defense installation. The Youth Challenge Program receives accounting, human resources and installation services from OMD staff located in Salem. The program originated in 1994 as an 8 week Youth Conservation Corp program. In 1999 Oregon established a full-fledged Youth Challenge Program.

***Program Records***

**057 Cadet Action Plans**

Retain 5 years after student completes, leaves, or is discharged from program, destroy

**058 Student/Program Participant Post Residency Records**

Retain 5 years after student completes, leaves, or is discharged from program, destroy

***State Agency General Records Retention Schedule Records:***

*Includes but is not limited to*

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Visitor Logs

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: September 2015

Expires: September 2020

***Educational Service Districts, School Districts and Individual School Records Retention Schedule Records***

*Includes but is not limited to*

Curriculum and Instruction Records (OAR 166-400-0015)

Curriculum Development Records

Teacher Daily Instructional Plans

Student Education Records (OAR 166-400-0060)

Grade Records

Oregon Student Record

Student Health Records

***Databases***

DMARS (Federal National Guard DB for Youth Challenge Programs)