

# Oregon Department of Emergency Management

## Records Retention Schedule 2026-0001

Effective Date: February 2026

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Director's Office  
**Program:** Administration

### **Program Description**

The Oregon Department of Emergency Management (OEM) leads collaborative statewide efforts, inclusive of all partners and the communities we serve, to ensure the capability to get help in an emergency and to protect, mitigate, prepare for, respond to, and recover from emergencies or disasters regardless of cause. OEM coordinates with partners from all levels of government, Tribal nations, non-governmental organizations, and private sector businesses to synchronize efforts and ensure the state leverages all available resources.

The OEM Director's Office provides administration and direction over the emergency management functions of OEM as prescribed by ORS 401.

#### *Chief Resilience Office*

The Chief Resilience Office leads OEM's work to strengthen organizational and statewide resilience, ensuring the agency can adapt and thrive in the face of disruption. This portfolio integrates governance, strategic planning, preparedness, response, recovery, and workforce culture, with a focus on making OEM itself a resilient institution capable of leading during crisis.

A key pillar of this work is advancing Inclusion, Diversity, Equity, and Accessibility (IDEA). Applying an IDEA lens internally not only improves equity but also reinforces organizational resilience, helping OEM sustain operations, retain talent, and foster innovation. Externally, it guides collaboration with disability-led networks like Disability Emergency Management Advisory Council (DEMAC), culturally specific organizations, and other community-based partners to ensure emergency management systems reflect and serve Oregon's diverse communities.

Through initiatives ranging from targeted staff trainings to accessible preparedness campaigns, equitable granting processes, and innovation in multilingual alerts and risk communication, the Chief Resilience Office combines organizational resilience with community resilience. This integrated approach positions OEM as a national model for how resilience is built from the inside out.

#### *Internal Audit*

OEM Internal Audit is responsible for evaluating the effectiveness of risk management, control, and governance processes within the agency. It conducts independent and objective audits and consulting engagements to ensure compliance with policies, procedures, and regulations, and provides recommendations for enhancing operational efficiency and effectiveness.

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### *Strategic Communications and Partnerships*

OEM Strategic Communications and Partnerships works to provide the right information to the right people at the right time, in languages and formats that are appropriate, accessible and relatable. Achieving this requires collaboration with other sections to set communication priorities, while building partnerships with the private sector partners and community-based organizations, as well as federal, state, local, and Tribal jurisdictions. The team ensures OEM speaks with one voice without overwhelming the audience. Working with other sections is a high priority in setting communication priorities and simplifying the process for getting information to the community.

Strategic Communications and Partnerships is responsible for legislative tracking and engagement, developing and maintaining strong relationships with the federally recognized Tribal nations located within Oregon, building public-private partnerships, managing public information requests, providing internal communication standards, issuing official external communications across various OEM platforms and supporting the development and maintenance of administrative rules.

### *Strategic Planning*

Strategic planning is a comprehensive process used to define OEM's direction and allocate resources effectively. It establishes the department's vision and mission, providing a clear sense of purpose and long-term goals, and includes an environmental scan to analyze internal and external factors such as political, social, and economic aspects. A SWOT analysis is used to identify the department's strengths, weaknesses, opportunities, and threats. The analysis is used to set goals, which are formulated into strategies with detailed action plans to ensure effective implementation, timeline outlines, responsibilities, and key milestones.

Progress is monitored and performance is evaluated against established metrics through regular reviews and updates to the strategic plan, aligned with the state budget biennium, to maintain its relevance and effectiveness and to promote continuous improvement.

## **Program Records**

### **001 Director's Correspondence**

Retain 5 years, destroy

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Board and Commission Records (166-300-0017)

Financial Records (OAR 166-300-0025)

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**Systems of Record**

Access Oregon Administrative Rules Database (OARD)

Archive Social

Crowdriff

Internal Drive (W: & N:)

GovDelivery

Microsoft 365

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**Agency:** Oregon Department of Emergency Management (OEM)

**Division:** Business Services & Compliance

**Program:** Facilities and Fleet

**Program Description**

OEM Facilities is responsible for managing all aspects of the facility, including space planning, planning for facility projects, maintenance requests, event support and logistics. Fleet is responsible for managing and maintaining OEM's fleet of vehicles.

**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)

**Systems of Record**

Internal Drive (S:)

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**Agency:** Oregon Department of Emergency Management (OEM)

**Division:** Business Services & Compliance

**Program:** Finance

### **Program Description**

OEM Finance provides Budget, Financial Accounting, Grants Management and Procurement Services for OEM programs.

#### *Budget*

The Budget Analysts plan, manage and monitor OEM's budget. This team develops and executes the agency's budget to ensure the agency is within the parameters approved by the legislative body. They work closely with all programs at OEM, including other finance teams.

#### *Financial Accounting*

The Financial Accounting focuses its efforts on ensuring the agency is following the Oregon Accounting Manual. They monitor SPOTS, TEDS, Accounts Payable/Receivable, and ensure payments to partners are made in a timely manner. This team is responsible for all year-end activities and assists in creating the state's Annual Comprehensive Financial Report (ACFR).

#### *Grant Management*

The Grants Management team plays a specialized role, focusing specifically on the financial aspects of managing grants. They ensure that grant funds are used as intended and in compliance with all relevant regulations and reporting requirements by tracking and monitoring grants, preparing all financial reporting, and reconciling each grant during the duration of the grant period.

#### *Procurement*

The Procurement team leads the strategic process of acquiring goods, services, and raw materials from external suppliers. OEM's Procurement Team is trained and certified, as required by the Department of Administrative Services. Their goal is to ensure compliance, identify any risks or needs of the program, and collaborate with Department of Justice as needed.

### **Program Records**

None

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**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

**Systems of Record**

Internal Drive (F:)

OEM Grants

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**Agency:** Oregon Department of Emergency Management (OEM)

**Division:** Business Services & Compliance

**Program:** Human Resources

### **Program Description**

OEM Human Resources (HR) partners with internal programs to maximize the potential of OEM's greatest asset - our employees. HR strives to deliver excellent customer service and to attract, develop, reward, and retain top talent. The goal is to foster a healthy, safe, and productive work environment, making OEM an employer of choice. OEM HR provides leadership and strategic support to the department's policy development and compliance, labor relations and investigations, talent acquisition and recruitment, classification and compensation, workforce development and succession planning, employee engagement and retention, and protected leave administration.

### **Program Records**

None

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

### **Systems of Record**

Internal Drive (Z:)

Workday

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Business Services & Compliance  
**Program:** Information Technology (IT)

### Program Description

OEM IT delivers secure, reliable, and innovative technology solutions. These solutions ensure that help is accessible during emergencies and that operations are resilient, data-informed, and inclusive. The IT program works to enhance statewide emergency management through various services like GIS, custom application development, database management, network and telecommunications connectivity, network and system security, end-user desktop support, data file management, storage and retention, system design and office automation, technical education and training, and enterprise information management. IT also prepares purchase documents, develops policies and procedures, manages the division's intranet pages, and provides project management oversight.

### 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)  
Information Systems Records (166-300-0030)

### Systems of Record

ArcGIS Online  
AssetPanda  
Help Desk  
Internal Drive (I: & G:)  
Microsoft 365  
OEM ArcGIS Server

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**Agency:** Oregon Department of Emergency Management (OEM)

**Division:** Business Services & Compliance

**Program:** Policy & Compliance

### **Program Description**

OEM Policy and Compliance is responsible for the development and administration of OEM's records management program. This ensures agency compliance with records retention and records destruction requirements, maintenance of the OEM Special Records Retention Schedule, and development and implementation of agency records management training. The program also oversees agency policy document identification, development and maintenance, facilitates the Policy Review Committee, and supports planning and implementation to ensure all programs comply with agency policy.

### **Program Records**

None

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

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

### **Systems of Record**

Microsoft 365

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**Agency:** Oregon Department of Emergency Management (OEM)

**Division:** Operations

**Program:** Mitigation

### Program Description

OEM Mitigation leads statewide efforts to reduce long-term risk from natural hazards. Responsibilities include supporting communities in identifying, planning, and implementing strategies that reduce disaster losses. Emphasis is placed on proactive, long-term mitigation planning to enhance safety and resilience across Oregon. The section administers and supports four primary program areas:

#### *Hazard Mitigation Assistance (HMA)*

Oversees FEMA's HMA programs in Oregon, including the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), and Flood Mitigation Assistance (FMA). These programs fund cost-effective projects such as seismic retrofits, flood mitigation, defensible space, and property acquisition to reduce future disaster costs and impacts. FEMA may also introduce new programs that are part of the HMA suite of grants.

#### *Interagency Hazard Mitigation Team (IHMT)*

Coordinates a multi-agency team of federal, state, Tribal, and local partners to support mitigation activities before and after disasters. The IHMT helps integrate mitigation into recovery efforts, identify statewide priorities, and promote cross-jurisdictional collaboration.

Coordinates the development of Oregon Natural Hazards Mitigation Plan (NHMP) updates, which provides statewide and regional information on the natural hazards most likely to occur in the state with the goal of reducing the impacts of natural hazards on people, property, and the environment.

#### *Mitigation Planning*

Provides technical assistance to state, local, Tribal, and territorial partners in developing and maintaining FEMA-approved natural hazard mitigation plans. These plans identify risks, assess vulnerabilities, and establish long-term strategies for reducing future impacts. Planning efforts ensure eligibility for federal funding and help integrate mitigation with broader community goals.

#### *Risk Mapping, Assessment, and Planning (Risk MAP)*

Facilitates access to updated hazard data, flood maps, and risk analysis tools in coordination with FEMA. Risk MAP helps communities understand their exposure to

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natural hazards and supports informed decision-making for land use planning, emergency management, and mitigation investments.

### Program Records

#### **002 Local and Tribal Government Mitigation Plan Records**

Retain until superseded or obsolete, destroy

#### **003 Open Space Records, 1996-ongoing, 25MB**

Retain one copy permanently in-agency, transfer additional copy to State Archives after 20 years

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

### Systems of Record

ArcGIS Online (Mitigation Open Properties Tracking)

Internal Drives (M: & Q:)

Microsoft 365

OEM Grants

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Operations  
**Program:** Preparedness

### Program Description

OEM Preparedness works to implement programs and opportunities to reach FEMA's national preparedness goal. The Integrated Preparedness Cycle of planning, organizing/equipping, training, exercising, evaluating, and improving is a continuous process that ensures the regular examination of ever-changing threats, hazards, and risks. The Cycle involves the assessment of threats, hazards, and risks, new and updated plans, and improvements implemented by previously identified shortfalls or gaps. The preparedness priorities are developed to ensure that the needed preparedness elements are incorporated. The program administers the State Preparedness and Incident Response Equipment (SPIRE) grant program, which provides equipment to local governments and other recipients for emergency preparedness.

### Program Records

- 004 Assessment and After Action Report Records, 2016 - [ongoing] 20mb**  
Retain permanently, transfer to State Archives 5 years after superseded or obsolete
- 005 Exercise Reporting Records**  
Retain 3 years, destroy
- 006 Integrated Process Team Meeting Records, 1998-2012, 0.5 c.f.**  
Retain permanently, transfer to State Archives at end of Chemical Stockpile Emergency Preparedness Program
- 007 State Agency COOP Plan and Review Records**  
Retain for 3 years or until superseded, whichever is longer, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)  
Financial Records (OAR 166-300-0025)  
Information Systems Records (OAR 166-300-0030)  
Personnel Records (OAR 166-300-0040)  
Risk Management Records (OAR 166-300-0045)

### Systems of Record

ArcGIS Online (including SPIRE)  
AssetPanda

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Emergency Management Exercise Reporting System  
FEMA GO  
FEMA Universal Reporting Tool  
Internal Drives (J:, P: & O:)  
Microsoft 365  
ND Grants  
OEM Grants  
Preptoolkit  
Qualtrics  
SAM.gov  
VEOCI  
Zoom

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Operations  
**Program:** Public Assistance (PA)

### Program Description

OEM Public Assistance (PA) coordinates the identification of disaster damage and impacts within Oregon. If thresholds are met that exceed the capacity of the state's ability to handle the disaster, the PA team requests FEMA support to evaluate the magnitude and severity of a disaster to determine whether supplemental federal assistance is necessary. This data is included in a Governor's request for federal assistance.

The PA Program administers recovery and mitigation efforts oversight for the supplementary federal share of the financial reimbursement assistance received pursuant to 44 CFR 206.48 and the Stafford Act sections 406 and 404, to local and state, special districts, certain private non-profits, and federally recognized Tribes in Oregon to remove debris, provide emergency protective measures, repair or replace damaged public infrastructure and the creation of capped projects following a disaster.

The PA Program also coordinates statewide recovery planning pursuant to ORS 401.052 and is responsible for the development and maintenance of the Oregon Disaster Recovery Plan under the authority of ORS 401.

### Program Records

#### **008 Disaster Declaration Records, 2002 - [ongoing] 3GB**

Retain permanently, transfer to State Archives after 99 years

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

### Systems of Record

Internal Drive (R:)

OEM Grants

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Operations  
**Program:** Response and Recovery

### Program Description

OEM Response and Recovery directs the state's operational activities during emergencies and supports communities through recovery. The section is responsible for developing and implementing Oregon's Emergency Operations Plan (EOP), leading pre-disaster planning, and maintaining strategies, action plans, and situational analyses that ensure a coordinated and effective response and recovery when incidents occur.

#### *Recovery Operations*

The Recovery Operations team leads long-term recovery in partnership with state, federal, Tribal, and local governments, the private sector, and non-governmental organizations. Together, they work to identify unmet needs, coordinate resources, and implement long-term solutions to help communities rebuild stronger and more resilient. The team supports Oregon's Comprehensive Emergency Management Plan by developing and maintaining the State Disaster Recovery Plan and its associated Recovery Support Function annexes, supporting trainings and exercises, and providing technical support and disaster recovery planning guidance to jurisdictions.

#### *Regional Coordination*

The Regional Coordination team works directly with county and local emergency managers before, during, and after emergencies. They employ specialized field staff members to provide technical support and guidance to Tribal and local emergency management partners through all areas and phases of emergencies and disasters. Regional Emergency Management Coordinators provide service to all 36 counties and nine federally recognized Tribes in Oregon across seven dedicated regions.

#### *Response Coordination*

The Response Coordination team operates the State Emergency Coordination Center (ECC), coordinates statewide response efforts, supports local operations, and manages search and rescue missions. The ECC provides an integrated and centralized structure that utilizes a consistent and repeatable approach to coordinate and track the emergency services activities of public and private organizations to stabilize and restore impacted Community Lifelines. ECC activities are accomplished through coordinated resource management, planning, situational assessment and information sharing, operational coordination, and public information and warning.

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### Program Records

#### **009 Emergency Incident Records, 2007-ongoing, 2GB**

- a) Retain designated or declared emergency records permanently, transfer to State Archives after 99 years
- b) Retain non-designated emergency records 5 years, destroy

#### **010 Mutual Aid Records**

- a) Retain designated or declared emergency records 10 years after final expenditure report is submitted, destroy
- b) Retain non-designated emergency records 6 years after mission completion, destroy

#### **011 Search and Rescue Annual Report Records, 1997-2015, 0.5 c.f.**

Retain permanently, transfer to State Archives after 5 years

#### **012 Search and Rescue Incident Records**

Retain 3 years, destroy

#### **013 Statewide Aviation Resilience and Planning Records**

Retain 30 years, destroy

#### **014 Stockpile Program Records**

Retain 6 years past contract sunset or 3 years following related asset disposition, whichever is longer, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

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

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

### Systems of Record

ArcGIS Online (including the Oregon Search and Rescue Incident Database (OSARID))

Basecamp

Internal Drives (O:, R:, K: & G:)

Microsoft 365

OpsCenter

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Operations  
**Program:** State 9-1-1

### Program Description

The State 9-1-1 program administers ORS 403.120 - 403.250 governing the 9-1-1 emergency communication system for the state. The State 9-1-1 program is responsible for the implementation and maintenance of Oregon's 9-1-1 Public Safety Answering Point (PSAP) program. OEM supports the network and call handling equipment and annual recurring maintenance as necessary to fulfill the statutory requirements as specified within ORS 403. The State 9-1-1 Program works with the public safety community, local governments, state partners, the Federal Communications Commission, and other national organizations to plan for the capability of answering a 9-1-1 call for help from any device, anywhere, anytime.

The State 9-1-1 program leads the State 9-1-1 Advisory Committee and State 9-1-1 Subaccount Sustainability Study Group.

### Program Records

#### **015 9-1-1 Advisory Committee Records**

Retain 6 years, destroy

#### **016 9-1-1 Efficiency Studies, 1993 - 2025, 1 c.f.**

Retain permanently, transfer to State Archives after 20 years

#### **017 9-1-1 Jurisdiction Plan Records**

Retain until superseded or obsolete, destroy

#### **018 Federal Communications Commission Report Records**

Retain 3 years, destroy

#### **019 Public Safety Answering Point GIS Dataset Records**

Retain 1 year, destroy

#### **020 Public Safety Answering Point Program/Profile Records**

Retain 6 years, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

### Systems of Record

ArcGIS Online

Internal Drive (X: & G:)

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**Agency:** Oregon Department of Emergency Management (OEM)  
**Division:** Operations  
**Program:** Statewide Interoperability (SWI)

### Program Description

OEM Statewide Interoperability supports the State Interoperability Executive Council (SIEC). It works to implement various interoperable communications initiatives across all government levels and throughout the state. The program focuses on public safety broadband, land mobile radio, 9-1-1/NG-911, and alerts and warnings. Program work includes developing and implementing statewide policy and guidance around alerts, warnings, and notifications. Staff maintain the OR-Alert system and coordinate with partners, including government personnel, first responders across the state, critical infrastructure owner/operators, federal counterparts, and others. The program also coordinates training for first responders related to emergency communications.

The program is responsible for issuing alerts, warnings, and notifications through the OR-Alert system on behalf of county or state agencies when requested and as necessary. These efforts play a crucial role in ensuring the effectiveness of public safety communication systems in Oregon. They help create a cohesive statewide communications infrastructure. SWI also provides emergency communications support through the State's Emergency Coordination Center as part of Emergency Support Function 2 (Communications).

As part of its OR-Alert administrative duties, the SWI also administers FEMA's Integrated Public Alert and Warning System (IPAWS) application process. Staff review and approve COG applications for all local and state agencies. They also conduct monthly tests of the system to ensure equipment and network functionality as required by FEMA.

### Program Records

- 021 Auxiliary Communications Operations Plan Records (fka State Amateur Radio Communication Plan)**  
Retain until obsolete, destroy
- 022 Statewide Communication Interoperability Plan Records**  
Retain 5 years after superseded or obsolete, destroy
- 023 Statewide Guidance on Alerts, Warnings, and Notifications Records**  
Retain 5 years after superseded or obsolete, destroy
- 024 OR-Alert System Administration Records**  
Retain for 18 months, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

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Boards and Commissions (OAR 166-300-0017)  
Financial Records (OAR 166-300-0025)  
Information Systems Records (OAR 166-300-0030)

**Systems of Record**

Everbridge  
OR-Alert