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Program Description
The Oregon State Police is responsible for developing, promoting, and maintaining a safe environment with enhanced livability and protection for the people, property, and resources of Oregon, per ORS 181. The agency accomplishes its mission through leadership, direct action, and coordination of Oregon’s public safety resources.

The Office of the Superintendent exercises administrative authority over the Department of State Police providing oversight and control for the Department’s employees, volunteers, and budget. The Superintendent’s Office is responsible for the State Police’s Policies, Rules and Procedures manual. The Policy Advisory Committee, which consists of representatives from the various Divisions reviews suggested changes and revises the policies. The office is also responsible for the development of legislative concepts and bills for the Oregon State Police. This includes notifying the Divisions of changes in the laws that affect their jobs. The Superintendent’s Office publishes the monthly employee newsletter and performs management reviews to ensure Divisions are complying with agency policies and procedures.

Program Records
   Retain permanently, transfer to State Archives after 20 years
002 Photographs of Significant/Historic Events/Persons, 1931 – [ongoing] .5 c.f.
   Retain permanently, transfer to State Archives after 20 years
003 Poor Quality Photographs
   Destroy
004 Photographs of Routine Events
   Retain 10 years, destroy
005 OSP Historic Files: Superintendents Correspondence, Speeches, 1931 – [ongoing] 1.5 c.f.
   Retain permanently, transfer to State Archives after 20 years
State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Correspondence
Calendar and Scheduling Records
Legislative Tracking Records
Scheduling Records
Policies, Rules, and Procedures Manual (see Policy and Procedure Guidelines and Manuals)
Publication Preparation Records
Strategic Plan and Draft Material (see Policy Development and Planning Records)
Financial Records (OAR 166-300-0025)
Scheduled and Directed Management Reviews (see Audit Records)

Databases
None
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Office: Superintendent’s Office
Program: Internal Audits

Program Description
Internal Audits serves as the internal auditing function for the Department and provides independent assurance and consulting services intended to improve or assure the performance of Department operations. Internal audit functions in Oregon State Government are guided by OAR 125-700. The Internal Auditor reports functionally to an audit committee that consists of internal and external members, and administratively to the Deputy Superintendent.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Financial Records (OAR 166-300-0025)
Audit Reports
Internal Audit Reports

Databases
TEAMMATE
Program Description
The Internal Investigations program conducts internal investigations, reviews use of force reports, and generally ensures that Oregon State Police employees adhere to law enforcement professional standards.

Program Records
006 Internal Investigations Records (Resulting in Termination)
Retain 10 after employee separation, destroy

007 Internal Investigations Records (Resulting in sanction, demotion, reassignment)
Retain 4 years after effective date, destroy

008 Internal Investigations Records (Resulting in formal/informal discipline up to sanction)
Retain 3 years after date of discipline, destroy

009 Internal Investigations Records (Not substantiated nor having basis)
Retain 3 years after receipt by Professional Standards, destroy

010 Personnel Reviews
Retain 3 years, destroy

011 Use of Force After Action Reports
Retain 5 years, destroy

012 Use of Force Annual Reports
Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Databases
INTERNAL INVESTIGATIONS
USE OF FORCE
Program Description
The Risk Management program provides an agency contact for all tort claims and litigation against the Oregon State Police. When a notice of claim is filed with the State Police under ORS 30.275, Risk Management investigates the claim and advises the Department of Administrative Services. Unsettled claims may become lawsuits. In a lawsuit, Risk Management assists the Department of Justice in settlement discussions, information gathering, trial preparation, and witness organization. Reparations are made through the Department of Administrative Services.

The program handles complex requests for public records. Risk Management handles Pro Se requests, which are letters from members of the public. The program reviews requests for reimbursement through the Law Enforcement Medical Liability Account (ORS 414.805-414.815).

Program Records
013 Lawsuit Records
Retain 3 years after case closure, destroy

014 Law Enforcement Medical Liability Account Records
Retain 1 year, destroy

015 Tort Claims Records
Retain 3 years after case closure, destroy

016 Pro Se Filing Records
Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Attorney General Opinions
Conference, Seminar and Training Program Records
Correspondence
Information Management Records (OAR 166-300-0030)
Public Records Disclosure Request Records

Databases
None
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Office: Budget Services

Program Description
The Budget Services Office maintains responsibility to provide oversight and assurance that the Department’s fiscal operations adhere to Oregon procedure, controls, and limits. The Budget Services Office provides the Superintendent’s office with recommendations concerning all budgetary issues and concerns including but not limited to expenditures, short and long term fiscal matters and policy implications while acting as the Department’s overall financial advisor. The Budget Services Office and Fiscal Services Sections maintain records and information created by the Criminal Justice Services Division whose functions transferred to OMD and the Criminal Justice Services Commission in 2007 and 2009, respectively.

Program Records
017 Business Plans
   Retain 6 years, destroy
   Retain permanently, transfer to State Archives after 5 years
   Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Budget Allotment Reports
Budget Preparation Records
Correspondence, Fiscal
Emergency Board Request Records
Expenditure Projection Reports
Grant Records
Legislatively Adopted Budgets
Personnel Records (OAR 166-300-0040)
Arbitration Financial Files (see Collective Bargaining Records)
Position Inventory Control System Reports

Databases
None
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Unit: Fleet Management

Program Description
The Fleet Management unit acquires, outfits, services, and disposes of all Oregon State Police vehicles, including cars, motorcycles, trucks, All Terrain Vehicles (ATV’s), boat trailers, and specialty vehicles. Fleet Management researches and selects vehicles based on available manufacturer packages and then outfits vehicles with appropriate instrumentation and gear, including but not limited to, communications radios, external graphics, sirens, light bars, partitions, weapons racks, and plastic rear seats. External vendors perform most vehicle maintenance. The program tracks fuel expenses and other maintenance performed on State Police vehicles. Fleet Management works through the Department of Administrative Services to dispose of vehicles that have reached their operational life span.

This unit is also responsible for holding vehicle titles and boat, boat trailer, and ATV titles and registrations. It issues and tracks gasoline cards, renews license registrations for undercover cars, and works with the DAS Risk Management Division to process State Police damage to state vehicle claims.

Program Records
020 Gasoline Card Issuance Logs
Retain 3 years after log filled, destroy

021 Undercover and Covert Vehicle Registration Logs
Retain until vehicle is surveyed, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Facilities/Property Records (OAR 166-300-0020)
Equipment/Property Disposition Records
Fixed Asset Inventory Reports
Vehicle Records
Financial Records (OAR 166-300-0025)
Competitive Bid Records
Purchasing Records
Risk Management Records (OAR 166-300-0045)
Vehicle Accident Records

Databases
CURRENT RUNNING FLEET REPORT
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Program: Facilities

Program Description
The Facilities program is responsible for management and oversight of all facilities leased and used by OSP staff and programs. In addition, the program supervises the General Headquarters Front Desk, coordinates all OSP telecommunications devices including telephones/cell phones/pagers and is the Administrative Rule Coordinator for OSP. OSP leases facilities from the Department of Administrative Services, private parties and various government agencies.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records (Conference Room Schedule)
Contracts and Agreements (Leases)
Correspondence
Visitor Logs (Sign In Sheets)
Information and Records Management Records (OAR 166-300-0030)
User Support Records (Telephone/Pager)

Databases
None
**Program Description**

The Front Desk program, under the direction of the Facilities program, provides the initial point of contact for individuals telephoning or entering the Department’s General Headquarters. The Front Desk program also provides assistance to departmental personnel upon request.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

Includes but not limited to
- Administrative Records (OAR 166-300-0015)
- Correspondence
- Visitor Logs

**Databases**

None
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Business Services
Unit: Procurement Services

Program Description

The Procurement Services Unit (PSU) is responsible for the acquisition of goods and services. The PSU Stockroom receives and distributes supplies to OSP personnel including uniforms and related equipment, coordinates uniform fitting and facilitates the disposal of surplus property. The PSU coordinates OSP’s Small Purchase Order Transaction System (SPOTS) card program and provides flight arraignment services for OSP staff as needed.

Program Records

022 Backorder Records
Retain until superseded or obsolete, destroy

023 Badge Tracking Records
Retain until superseded or obsolete, destroy

024 Destroyed Equipment Records
Retain 4 years after destruction, destroy

430 Seized Weapons Records, prior to 2003
Retain 20 years, destroy

025 Superseded Weapons Buy Back Records
Retain 20 years, destroy

026 Sworn Officer Clothing Records
(a) Retain size records until superseded or obsolete, destroy
(b) Retain clothing inventory/issue records until officer separation, destroy

027 Recruit School Clothing/Equipment Issue Records
Retain 3 years, destroy

028 Weapons and Ammunition Purchasing Records
(a) Retain ammunition records 6 years, destroy
(b) Retain weapon records until weapon removed from inventory, destroy

029 Weapons Issue Records
Retain 20 years, destroy
State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Postal Records
Facilities/Property Records (OAR 166-300-0020)
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Purchasing Records
Vendor Reports
Personnel Records (OAR 166-300-0040)
Employee Personnel Records

Databases
MP2
ACCESS
**Program Description**

The Computer Services Unit is responsible for planning, developing, maintaining, and administering the Department’s telecommunications system and mid-range and microcomputer systems.

The unit oversees the design, installation, administration, and security of the Department’s Local Area Network. The unit is responsible for purchasing software and hardware, administering the Department’s applications, Internet and Intranet servers, and providing data entry access into the Department’s information systems.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

- Administrative Records (OAR 166-300-0015)
- Correspondence
- Financial Records (OAR 166-300-0025)
- Budget Preparation Records
- Purchasing Records
- Information and Records Management Records (OAR 166-300-0030)
- Helpdesk Logs (see User Support Records)
- Telecom Service Orders (see Telecommunications System Management Records)

**Databases**

HELPDESK LOG
**Program Description**

The Public Safety Technology Unit is responsible for the installation, management, and on-going development of the Department’s Computer Aided Dispatch (CAD) system, which provides Oregon’s only statewide law enforcement communications network. Additionally, the program provides the point of contact for processing requests concerning the retrieval of information from the CAD system and provides support for CAD accessible workstations located throughout Oregon. Records documenting these functions reside in the CAD system.

The Public Safety Technology section conducts research concerning emerging technologies, tests and evaluates available technology including hard and software, and researches product pricing. Records documenting these functions reside in the CAD system.

Public Safety Technology provides liaises between the Department at large and the Law Enforcement Data System.

**Program Records**

**030 Monthly Reports**

Retain 1 year, destroy

**State Agency General Records Retention Schedule Records**

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

**Databases**

ALERT (will become ICIS)
**Organizational Placement**

**Agency:** Oregon Department of State Police (OSP)

**Division:** Administrative Services

**Section:** Technology Services

**Unit:** Computer Services

**Schedule number:** 2010-0009

**Program Description**

The Computer Services Unit is responsible for planning, developing, maintaining, and administering the Department’s telecommunications system and mid-range and microcomputer systems.

The unit oversees the design, installation, administration, and security of the Department’s Local Area Network. The unit is responsible for purchasing software and hardware, administering the Department’s applications, Internet and Intranet servers, and providing data entry access into the Department’s information systems.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

- Administrative Records (OAR 166-300-0015)
- Correspondence
- Financial Records (OAR 166-300-0025)
- Budget Preparation Records
- Purchasing Records
- Information and Records Management Records (OAR 166-300-0030)
- Helpdesk Logs (see User Support Records)
- Telecom Service Orders (see Telecommunications System Management Records)

**Databases**

HELPDESK LOG
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Technology Services
Unit: Wireless Communications

Schedule number: 2010-0009

Program Description
The Wireless Communications unit is responsible for the planning, design, integration, installation, and maintenance of a statewide wireless communications network for the Oregon State Police and the Oregon Department of Transportation. Beginning in May 2007 services and staff of OSP and ODOT communications were consolidated in an effort to reduce costs and increase efficiency. By May 2009 the consolidation was completed. The communications network consists of mountain-top communications towers, UHF/VHF radios, digital and analog microwave systems, and handheld or vehicular mobile radios. This apparatus facilitates communication between State Police dispatch centers and patrol cars, Oregon Emergency Management, the State Fire Marshal, Marine Fire and Safety, Oregon Department of Transportation and other state and local law enforcement agencies. The Federal Communications Commission assigns a specific frequency to each tower. The participating agencies tune their communications devices to these frequencies to communicate from anywhere in the state.

Wireless Communications consists of three overlapping programs, which engineer the communications systems, construct the towers and repeaters, and maintain the equipment. Engineers develop wiring schemas and determine how to handle communications between the towers and customers. Construction involves building the towers, repeaters, and digital microwave apparatus. Maintenance involves responding to and repairing tower problems or outages and working with field users to resolve interface issues.

Program Records
031 Federal Communications Commission Licenses
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Policy Development and Planning Records (Strategic Plan Records)
Site Leases (see Contracts and Agreements)
Facilities/Property Records (OAR 166-300-0020)
Building Records
Equipment Maintenance Records
Facility Work Orders
Information Management Records (OAR 166-300-0030)
Helpdesk Records (see User Support Records)
Radio System Records
Software Management Records
Telecommunications System Planning and Development Records
User Support Records
Databases
HELPDESK
Program Description
Human Resources handles all matters pertaining to Department employees. The section manages all active and inactive personnel and disability files, monitors and maintains the Department’s position allocation and authorized strength records, and coordinates background investigations conducted for OSP and other agencies. Additionally, the Personnel section administers and coordinates the recruitment, screening, and selection process of applicants meeting OSP qualifications and assists in the post-selection process of all sworn applicants.

Finally, Human Resources administers the technical aspects of collective bargaining agreements, assists with retirement packages, and career development, reorganization, and layoff procedures. The Human Resources section is responsible for the Department’s administration and compliance action on matters concerning Affirmative Action and Equal Opportunity, fair employment practices, sexual harassment complaints, grievances, and unemployment compensation claims.

Program Records
032 Authorized Strength Reports
   Retain 4 years, destroy
033 Officer Tracking Roster
   Retain until superseded or obsolete, destroy
034 Weapon Purchasing Records
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Payroll Records (OAR 166-300-0035)
Family Medical Leave Records
Employee Benefits Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Human Resource Division Statistical Reports
Position Inventory Control System Reports
Recruitment and Selection Records

Databases
PPDB
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Administrative Services
Section: Human Resources
Unit: Accounting Services

Program Description
The Accounting Services Unit (ASU) is responsible for ensuring fiscal accountability and management within OSP by managing the Department’s finances. The ASU processes all OSP invoices, reconciles revenues and expenditures, maintains the fiscal elements of all state and federal grants and Intergovernmental and Interagency Agreements, maintains a list of all fixed assets and weapons, and annually provides data for the Statewide Comprehensive Annual Financial Report (CAFR). The ASU also ensures that all OSP financial transactions comply with GAAP (Generally Accepted Accounting Principles).

Program Records
035 Asset Forfeiture Records
Retain 4 years after case adjudicated, destroy

036 Weapons Inventory
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
GRANT MANAGEMENT INFORMATION SYSTEM (GMIS)
FIREARMS INSTANT CHECK SYSTEM (FICS)
SEX OFFENDER REGISTRATION (SOR)
WEAPON INVENTORY
FIXED ASSET INVENTORY
Program Description
The Labor Relations program provides assistance and expertise in the development and implementation of administrative policy concerning collective bargaining between labor unions and represented members of the Department’s workforce. The program develops awareness within the Department concerning labor contract administration and ensures compliance with the collective bargaining agreements adopted by the agency.

The Labor Relations program prepares responses to grievances concerning contract articles, provides testimony before arbitration hearings to the employment relations board, and addresses issues not covered by union contracts. The program reviews and recommends all off duty employment requests of sworn officers for approval or denial.

Program Records
037  Arbitration and Grievance Decision Records
     Retain 6 years after contract expires, destroy
038  Monthly Activity Reports
     Retain 1 year, destroy
039  Off-Duty Employment Request Records
     Retain 10 years, destroy
State Agency General Records Retention Schedule Records

Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Personnel Records (OAR 166-300-0040)
Collective Bargaining Records
Grievance Records (see Employee Personnel Records)
Personnel Investigation Records (see Employee Personnel Records)

Databases
PPDB
**Organizational Placement**

**Agency:** Oregon Department of State Police (OSP)

**Division:** Administrative Services

**Section:** Human Resources

**Unit:** Safety Coordination

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**Program Description**

The Safety Coordination program ensures Department compliance with state and federal statutes regarding occupational safety. The program manages and investigates compensation claims by working in conjunction with SAIF and adhering to OR-OSHA requirements for reporting work related injuries and work place issues. The program also works with the Worker’s Compensation Board for hearings concerning claims and approval of disputed claims settlements.

The safety coordination program facilitates OSP’s Safety Committee, coordinates emergency preparedness at Department facilities, maintains medical records for all OSP employees and provides technical assistance on safety and health issues to OSP programs and staff.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

- Administrative Records (OAR 166-300-0015)
- Correspondence
- Facilities/Property Records (OAR 166-300-0020)
- Hazardous Substance Employer Survey Records
- Master Material Safety Data Records
- Personnel Records (OAR 166-300-0040)
- Personnel Medical Files
- Financial Records (OAR 166-300-0025)
- Account Reconciliation Records
- Accounts Payable Records
- Accounts Receivable Records
- Purchasing Records
- Personnel Records (OAR 166-300-0040)
- Employee Medical Records
- Risk Management Records (OAR 166-300-0045)
- Emergency Response Plans and Procedures
- Hazard Exposure Records
- Incident Reports
- Occupational Injury and Illness Records
- Safety Compliance and Inspection Records
- Safety Program Records
- State Accident Insurance Fund (SAIF) Claim Records

**Databases**

SAFETY MANAGEMENT
Program Description
The Payroll program manages payroll and benefits for all OSP personnel. The section processes all employee timecards, audits wages and benefits provided to employees, informs management of changes in Federal, State, and labor contracts and laws, and acts as a liaison between OSP and the State Payroll system. In addition, Payroll manages the distribution of paychecks.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Employee Time Records
Oregon State Payroll System Reports

Databases
OSPS
Program Description
The Gaming Enforcement Division provides independent and specialized gambling regulatory services to the Oregon State Lottery Commission and fulfills the regulatory and monitoring requirements of each of the nine Tribal/State Compacts involving Native American nations, which operate gaming centers, per ORS 461.130 and the Tribal/State Compacts.

The Division Director provides administrative oversight and direction concerning the Division’s personnel and programs, and maintains Oregon State Athletic Commission member files. Additionally, the Director is a member of the Governor’s Tribal Compact Negotiation Team which negotiates Tribal/State Compacts allowing Oregon Native American Nations to develop, implement, and operate tribal gaming centers. The original Compact’s reside in the Governors Legal Office.

Program Records
040  Oregon State Athletic Commission Member Records
   Retain 4 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
Lottery Security is responsible for performing all investigative tasks required by the Oregon State Lottery including background checks of employees (present and potential), retailers and vendors. In addition, Security is responsible for observing and monitoring Lottery drawings, assisting other law enforcement agencies with investigations concerning Lottery activities, and performing criminal investigations of anyone accused of criminal activity involving the Lottery or its products, employees of the Lottery or Lottery equipment and materials.

Program Records
041 Biennial Security Audit Records
Retain 10 years, destroy

042 Promotional Draw Log Disqualified Entries
Retain 3 years, destroy

043 Promotional Draw Log Winning Entries
Retain 6 years, destroy

044 Drawing Tapes
Retain 2 years, destroy

045 Instant Ticket Game Security Records
Retain 2 years after game ends, destroy

046 Online Game Security Records
Retain 2 years from date of drawing, destroy

047 Game Security Checklists, Media Faxes, Drawing Schedules Records
Retain 1 year from date of drawing, destroy

048 Game Security Drawing Procedures Records
Retain until superseded or obsolete, destroy

049 Retailer Investigation Records
Retain 15 years after denial or termination of contract, destroy

050 Lottery Vendor Investigation Records
Transfer to Oregon Lottery Security when completed

051 Service Complaint Records
Retain 2 years, destroy

052 Ticket Stock Serial Number Records
Retain 2 years, destroy

053 Tribal Gaming Vendor Investigation Records
Transfer to OSP Tribal Gaming Section when completed
State Agency General Records Retention Schedule Records
*Includes but not limited to*
Administrative Records (OAR 166-300-0015)
Attorney general Opinions
Calendar and Scheduling Records
Correspondence
LEDS Certification Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Professional Membership Records
Security Records
Signature Authorizations
Facilities/Property Records (OAR 166-300-0020)
Building Records
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Credit Card Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Leave Applications
Personnel Records (OAR 166-300-0040)
Employee Personnel Records (Employee Investigation Records)
Work Schedules and Assignments

Databases
- STRATUS
- RMS (RETAIL MANAGEMENT SYSTEM)
- SATS
- SFT (SECURITY FILE TRACKING)
- VIDEO BADGING
Program Description
The Oregon Department of State Police Tribal Gaming Section and the respective Tribal Government, as prescribed by the respective Tribal/State Compacts, have a primary duty to protect the gaming public through separate, appropriate responsibilities during the life of current and future respective Compacts. The Tribal Gaming Section (TGS) enforcement of the respective Compact provisions include, but not limited to: Monitoring/Oversight of Casino Operations, Annual Comprehensive Compact Compliance Reviews, Investigations of possible Compact Violations, Investigations of possible Criminal Law Violations, and Conduct or Review Class III Licensing of Gaming Employees Backgrounds.

Currently, there are ten federally recognized Native American Tribes in Oregon. Nine of these Tribes have Gaming Compacts with the State and currently operate Tribal Gaming Facilities.

TGS is funded by each respective Tribal Government as prescribed in the respective Tribal/State Compact and Memorandum of Understanding (MOU).

Program Records

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Retention Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>054</td>
<td>Monitoring/Oversight Reports from DAE System</td>
<td>Retain 10 years, destroy</td>
</tr>
<tr>
<td>055</td>
<td>Annual Comprehensive Compact Compliance Reviews</td>
<td>Retain 20 years, destroy</td>
</tr>
<tr>
<td>056</td>
<td>Investigations of Compliance Violations</td>
<td>Retain 20 years, destroy</td>
</tr>
<tr>
<td>057</td>
<td>Investigations of Criminal Law Violations</td>
<td>Department of State Police Policy</td>
</tr>
<tr>
<td>058</td>
<td>Officer and Governmental Auditor Notes in Official Notebooks</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>059</td>
<td>Class III Licensing of Gaming Employees Background Check/Review Records</td>
<td>(a) Applicant meets respective Tribal/State Compact Provisions Retain 10 years after employee separation, destroy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Applicant does not meet respective Tribal/State Compact Provisions Retain 10 years, destroy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Non Class III Gaming Backgrounds Retain 2 years after employee separation, destroy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) Applicant with Waiver of Disqualifying Criteria Retain 10 years after employee separation, destroy</td>
</tr>
<tr>
<td>060</td>
<td>All Class III Games with Rules</td>
<td>Retain for life</td>
</tr>
<tr>
<td>061</td>
<td>Tribal/State Minimum Internal Controls (MICS)</td>
<td>Retain until 10 years after revision date, destroy</td>
</tr>
<tr>
<td>062</td>
<td>Tribal Gaming Section’s Accounting Records</td>
<td>Retain 8 years, destroy</td>
</tr>
<tr>
<td>063</td>
<td>Video Lottery Terminal Shipment Authorizations</td>
<td>Retain 8 years, destroy</td>
</tr>
</tbody>
</table>
State Agency General Records Retention Schedule Records

Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
MS EXCEL
MS ACCESS
MS PROJECT
Daily Activity Entry System (DAE)
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Division: Gaming Enforcement
Section: Vendor/Corporate Investigations
Program: Class III Gaming Vendors Investigations

Program Description
Vendor/Corporate Investigations Section (VCIS) investigates business entities that provide Major and/or Sensitive Procurement as defined by the respective Tribal/State Compacts for the Tribal Gaming Facilities. VCIS is funded by the Class III Gaming Vendors as prescribed by the respective Tribal/State Compacts and/or Memorandum of Understanding (MOU).

Program Records
064 Class III Gaming Vendors initial Vendor Investigation with Supplemental Reports
   Retain 20 years, destroy
065 Class III Gaming Vendors update Vendor Investigation with Supplemental Reports
   Retain 20 years, destroy
066 Supplemental Logical Security Report
   Retain 20 years, destroy
067 Supplemental Vendor Financial Analysis Reviews
   Retain 20 years, destroy
068 Officer Notes
   Retain 6 years, destroy
069 Vendor Accounting Records
   Retain 8 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 16-300-0015)
Correspondence
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Records
Incident Reports

Databases
None
Program Description
The Oregon State Athletic Commission (OSAC) regulates ring sports to protect the interest of participants and the public by establishing and enforcing medical standards, qualifying officials, preventing financial exploitation of participants, investigating alleged violations of rules, preventing crime and tort litigation of cities and counties, and other general assistance. OSAC is funded by the event’s gross receipt tax and licensing fees.

Program Records
070 Oregon State Athletic Commission Meeting Records
   Retain 10 years, destroy
071 Oregon State Athletic Commission Event Records
   Retain 4 years, destroy
072 Oregon State Athletic Commission Accounting Records
   Retain 8 years, destroy
073 Oregon State Athletic Commission Licensing Records
   Retain 3 years after license expires, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
ACCESS
Program Description
The Training Section recruits and hires sworn officers and provides initial and continuing officer training. Officers are required to receive a minimum of 84 hours of training every three years to maintain their basic police certification. Of those 84 hours 24 must be Use of Force, Defensive Tactics or Firearms and the remainder in other categories. If an officer maintains a supervisory certification they are required to have 24 hours of Use of Force, Defensive Tactics or Firearms and 24 hours of Leadership.

The section is comprised of two programs including Sworn Applicant Processing Section and Training Section. The Administrative section ensures that Department of Public Safety Standards and Training receives all documentation of sworn officer and Telecommunicators training. Also keeps records of all officer training and certification for specialized training.

Program Records
074 Instructor Certification Records
Retain 3 years after final instructional assignment or certification expires, destroy

075 Officer Certification Records for specialized training i.e. Haz-Mat, First Responder, ICS.
Retain 3 years after employee separation, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Personnel Records (OAR 166-300-0040)
Mandatory and Training Reports (see Employee Personnel Records)

Databases
SNAPSHOT Department of Public Safety Standards and Training
Program Description
The Academy Training program oversees the initial Pre-academy, and Post –academy. The program develops recruit officer training curriculum, coordinates the recruit officer training integration into Department of Public Safety Standards and Training basic police school at the Oregon Public Safety Academy. The program also assists field training officers, maintains approved course lesson plans, partners with Department of Public Safety Standards and Training at the Oregon Public Safety Academy, and coordinates a work study program for college students pursuing careers in law enforcement.

Program Records
076  Billeting Records
    Retain 2 years, destroy
077  Course Curriculum Records
    Retain 10 years, destroy
078  Recruit School Range Records
    Retain 4 years, destroy
079  Recruit School Class Notebooks Records
    Retain 10 years, destroy
080  Recruit School Roster Records
    Retain 2 years, destroy
081  Recruit School Test Records
    Retain until certificate awarded, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Correspondence
Training Program Records
Personnel Records (OAR 166-300-0040)
Employee Training Records (see Employee Personnel Records)

Databases
None
Program Description
The Sworn Applicant Processing program manages the recruitment, selection, and hiring of entry-level sworn applicants. ORS 181.645 stipulates that sworn officers must be 21 years old to be hired. Hired recruits complete a 16-week training course administered through the training section of this division before they are sent to the field as sworn police officers.

The Sworn Applicant Processing program administers the initial written and physical tests to applicants. Applicants who do not pass these tests are dropped from the recruitment process but may reapply during the next recruitment cycle. Applicants who meet the test requirements are scheduled for interview before a panel of State Police officers. Successful applicants must submit to background checks and disclose background information to the recruitment section. Applicants that are denied as a result of background or other information may re-apply after a specific period of time, usually between one and three years. Some applicants are prohibited from reapplying permanently. A selection committee makes the final decision on whether to approve an applicant as eligible for hire. Not all applicants eligible for hire in a recruitment cycle are offered positions and after hiring needs are met, these eligible applicants must reapply.

Program Records
082 Short-term closed Sworn Recruit Application Files
   Retain 3 years after recruitment closure, destroy
083 Permanently closed Sworn Recruit Application Files
   Retain 20 years, destroy
084 Open Eligible Sworn Recruit Application Files
   Retain until eligibility expires, destroy
085 Sworn Recruit Application Files
   Retain 3 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Mailing Lists

Databases
APPTRACK
Program Description
The Retiree Re-employment program is responsible for hiring and placing retired Oregon State Police officers in many of the uniformed assignments. Retired officers are not required to submit formal applications for re-employment. However, they must have left the agency in good standing and continue to meet the training requirements of the Oregon State Police Reserves.

Program Records
086 Annual Interest Surveys
Retain until superseded or obsolete, destroy

087 Available Assignments Records
Retain 3 years after position filled or recruitment cancelled, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Mailing Lists

Databases
None
Program Description
The Central Records section maintains the Oregon State Police case investigation files and provides this information to investigators. Case files are electronically stored in the Incident Tracking System and the Law Enforcement Management Information System (LEMIS). The program also handles public records requests, expunges or seals case files by court order, and ensures the security of the case files and other information in its custody. The Customer Service program codes Uniform Crime Reporting (UCR) information for entry into the Law Enforcement Data System (LEDS). The submission of statistical information to LEDS is in compliance with state statute. This Section is composed of two Units: the Public Records Unit which handles record requests, complying with Court Orders and purging and archiving records and the UCR Unit which handles all the statistical reporting, document imaging, and record maintenance both hard copy and electronic records and information.

The UCR Unit reviews criminal report entry into the OSP centralized computer SPIDER for reporting crime statistics to LEDS ONIBRS and the FBI NIBRS programs, scans and manages digital imaging of all OSP criminal investigative reports and ensures that all reports are received and properly stored for retrieval. In addition, staff provide accurate data for the Department’s crime statistical needs, and assists in the purge and archiving processes as needed to ensure proper maintenance of Department criminal records.

The Public Records Unit is responsible for processing court orders to expunge juvenile criminal records, responding to all requests for OSP Crime Reports, releases information in compliance with state and federal statues and determines whether exemptions under Oregon Public Record law apply to requested records, collects fees for release of records services provided and provides customer service to citizen’s of Oregon, answering questions regarding criminal investigative reports. In addition, staff respond to requests for statistics from non-OSP entities, supports OSP officer’s with investigative and prosecution needs, reviews and determines records to be purged and archived, processes court orders to seal or set-aside- arrests and processes subrogation letters and other requests from insurance companies.

Program Records
088 Annual Reports
Retain 5 years, destroy

089 Case Investigation Files [Cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy

090 Case Investigation Files [Cases with crime clearly indicated]
Retain 1 year after statute of limitations expires, destroy

091 Case Investigation Files [Significant or historical cases]
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations

092 Case Investigation Files [All Other/Unfounded Cases]
Retain 3 years, destroy

093 Case Number Index
Retain until case file destroyed, destroy

094 Expunged Records Log
Retain until case file destroyed, destroy

095 **Sealed Records Log**
Retain for life of case investigation file, destroy

096 **Subrogation Letters**
Retain until final case closure, destroy

**State Agency General Records Retention Schedule Records**
*Includes but not limited to*
- Administrative Records (OAR 166-300-0015)
- Correspondence
- Policies and Procedure Guidelines and Manuals
- Financial Records (OAR 166-300-0025)
- Budget Preparation Records
- Purchasing Records
- Information and Records Management Records (OAR 166-300-0030)
- Information System Planning and Development Records
- Public Records Disclosure Request Records
- Personnel Records (OAR 166-300-0040)
- Employee Personnel Records

**Databases**
- LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (LEMIS)
- STATE POLICE INCIDENT DADTA ENTRY AND RETRIVAL SYSTEM (SPIDER)
- SEALS
- EXPUNGEMENTS
- RECORDS REQUESTS
- CRIME VICTIMS CORRESPONDENCE
- LEmis
- LEDS
- OJIN
- JJPS
- LINUS
Program Description
Public Safety Services is responsible for providing supervision and direction to the Law Enforcement Data System, the Office of State Fire Marshal, the State Medical Examiner's Office, the Criminal Justice Services Division, and the Forensic Services Division. The Bureau provides management and support by coordinating the division’s efforts to maximize personnel, logistical, and economic resources.

Program Records
097  Officer Notes
     Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

098  Weekly Reports
     Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Scheduling Records
Staff Meeting Records

Databases
None
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards

Program Description
The Criminal Justice Information Standards Division ensures the ongoing development, integration, implementation, and maintenance of Oregon’s electronic information sharing network used by criminal justice agencies while maintaining adherence with and compliance to Oregon’s criminal justice information technology standards per ORS 181.715.

Criminal Justice Information Standards also serves as liaison between the information technology (IT) needs of OSP and the Oregon Criminal Justice community at large and the Department of Administrative Services. The program supports the Public Safety Data Warehouse Project, assesses the IT capabilities and needs of OSP, and engages in strategic planning of IT and communications programs. The program reviews IT policies and standards, both official and unwritten/ad hoc, and recommends policy revisions, researches potential grant sources for IT and communications funding, and provides budget preparation, legislative research, and testimony. The program is responsible for reviewing and preparing policy for the application of the Control Objectives for Information and Related Technology (COBIT) standards relating to generally applicable and accepted standards for good security and control of the State Police IT resources.

Program Records

099 Criminal Justice Information Standards Advisory Board Records
Retain 4 years, destroy

100 Criminal Justice Information Standards Enterprise Technology Plans
Retain current and previous plan, destroy

101 Standards for Data and Technology Records
Retain 4 years, destroy

102 Transition and Technology Team(s) Records
Retain 4 years, destroy
State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Oregon State Police Information Technology Assessment Reports (see Policy Development and Planning Records)
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Grant Records
Information and Records Management Records (OAR 166-300-0030)
Information System Planning and Development Records

Databases
CJIS STANDARDS
Program Description
The Automated Fingerprint Identification System (AFIS) is utilized to store, search and match Oregon arrest and authorized applicant fingerprint and palm print images in support of the state repository. Oregon is a member of the Western Identification Network, an electronic database of fingerprints shared among seven neighboring states. AFIS is a database of biometric points used for identification purposes. The Oregon State Police utilizes the database for the administration of criminal justice through positive identification for subject identification of criminal arrest records, unknown subject identification as well as non-criminal justice civil applicant purposes such as employment, licensing, certification and firearms pre-sales screening. The database is the basis for the Oregon CHRI as well as maintained for forensic search and storage.

Program Records
103 Alcohol, Tobacco, Firearms Request Records
    Retain 1 year, destroy
104 Automated Fingerprint Identification System Records
    Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy
105 Special Request Log
    Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Telephone Logs

Databases
TENPRINT FINGERPRINT FILES
PALM PRINT FILES
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Computerized Criminal History

Schedule number: 2010-0009

Program Description
The Identification Services Section (ISS) is responsible for creating and maintaining the state’s Computerized Criminal History (CCH) records in the Law Enforcement Data System (LEDS). ORS 181.511 requires Oregon law enforcement agencies to send fingerprint arrest cards to ISS to establish the CCH file that includes the court disposition information and Department of Corrections information for the criminal history records. ISS maintains research agreements that make criminal offender information available to qualified persons for research and evaluation related to criminal justice activity, or in exigent circumstances for temporary access. The ISS is responsible for the interstate exchange of criminal history record information for authorized purposes. The public and authorized agencies have limited access to repository records by law for obtaining a copy of criminal history records. (ORS 181.555, 181.560, 181.548) The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Staff are responsible for carrying out court orders set aside conviction or record of arrest from the Oregon Computerized Criminal History records under ORS 137.225. After three years, a person convicted of certain types of crimes, who has complied with the court’s sentence, may petition the court to have the conviction and arrest cycle removed from their record. Persons who were arrested, but whose cases were dismissed or acquitted may petition after one year. The petitioner must send a fee for convictions removed and a fingerprint card to the program through the district attorney. Program staff tracks the request from motion to decision. If the motion is granted, staff seal the record according to court order and retains it. Convictions for traffic offenses, DUII diversions that have been dismissed and Class A and B felonies cannot be sealed. The courts may order that a sealed record be re-opened for the purpose of assisting another investigation involving the sealed records. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records
106  Authorized Agency Computerized Criminal History Records Requests
    Retain 1 year, destroy
107  Copies of Subpoenas
    Retain 1 year, destroy
108  CJIS Pending Log
    Retain individual records for 1 year after CJIS security background check completed, destroy
109  Subpoena Log
    Retain individual records 1 year after subpoena is completed; destroy
110  Computerized Criminal History (SID) Deletion Log
    Retain individual records indefinitely
111 **Computerized Criminal History Records**
Retain until individual reaches 99 years of age, is deceased or the record is set aside; destroy

112 **Deceased Purge List**
Retain individual records 1 year; destroy

113 **Duplicate Disposition Log**
Retain individual records indefinitely

114 **Fingerprint and Palm Cards in AFIS and/or Master Card File**
Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy

115 **FOCUS Archive**
Retain individual records 2 years; destroy

116 **Mug Shot Photographs**
Retain until individual reaches 99 years of age, is deceased or the record is set aside, destroy

117 **OVER 99 PURGE**
Retain 1 year, destroy

118 **Over 99 Purge Log**
Retain individual records 1 year; destroy

119 **Sealed and Expunged Records and Logs**
Retain according to court directive, destroy

**State Agency General Records Retention Schedule Records**
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Public Records Disclosure Request Records (Clearance Letter Log)
Telephone Logs

**Databases**
AFIS
COMPUTERIZED CRIMINAL HISTORY
CJIS PENDING LOG
CLEARANCE LETTER LOG
DECEASED PURGE LIST
LASERFICHE DOCUMENT IMAGING
DUPLICATE DISPOSITION LOG
FOCUS ARCHIVE
OJIN
LEDS
SID DELETION LOG
SUBPOENA LOG
SEALED LOG
JUVENILE EXPUNCTION LOG
LASERFICHE DOCUMENT IMAGING
CUSTOMER CONTACT PHONE LOG
Program Description
Under the authority of ORS 166.412, the Firearms program is responsible for performing background checks on individuals wishing to purchase handguns from federally licensed firearm dealers. Purchaser backgrounds are checked for any court prohibitions against the individual purchasing a firearm. The firearm is checked against stolen weapons records to ensure it is not a stolen weapon. The Firearms program notifies the vendor either of the denial or approval of sale. Under the authority of ORS 166.436, the Firearms program is responsible for performing background checks on firearms transfers by persons other than federally licensed dealers. Backgrounds are performed in the same manner. Under the authority of ORS 166.438, the Firearms program is responsible for performing background checks for firearms transfers at gun shows by transferors other than dealers, i.e. private parties. Backgrounds are performed in the same manner as FFL. Challenges by applicants denied or pended are processed through the 327 Challenge Line. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records
120 Firearm and Purchaser Immediately Approved Check Records
Retain 10 days, destroy

121 Firearm and Purchaser Pended & Approved for Oregon Arrests Check Records
Retain 10 days after completed, destroy

122 Firearm and Purchaser denied/denied pended/pended & approved Non-Oregon Arrest Check Records
Retain 4 years 11 months, destroy

123 Firearm and Purchaser Check Records
Retain 4 years 11 months, destroy

124 327 Challenge Line Log
Retain 4 years 11 months, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Telephone Logs

Databases
FIREARMS
LASERFICHE DOCUMENT IMAGING
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Open Records

Program Description
The Open Records program processes public inquiries regarding Oregon criminal histories (ORS 181.560). Members of the public may request criminal history information on individuals who were convicted or arrested less than one year prior to the request date. The Open Records program is responsible for notifying the individual whose record is accessed 14 days prior to sending the criminal history information to the requester. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

Program Records

125 Criminal History Record Check Inquiry Records (Open Records Index)
   Retain 2 years, destroy

126 Requested Criminal History Records
   Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
OPEN RECORDS REQUESTS (Requestor and Subject of Request)
CUSTOMER ACCOUNT INFORMATION
WEB PAGE
BILLING RECORDS
**Organizational Placement**

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Identification Services
Program: Regulatory

**Program Description**

The Regulatory program, which includes Clearinghouse and CHL functions, is responsible for handling requests for fingerprint and criminal background requests from authorized agencies (ORS 181.534, 181.533). Agencies submit applicants’ fingerprint cards for various regulatory purposes such as licensing and employment. The unit conducts a state and nationwide check through the Federal Bureau of Investigations. The Regulatory program notifies agencies of the results and forwards a copy of the record to the agency if a record is found. The Accounting Services section of the Oregon State Police handles all fees associated with this program.

**Program Records**

127 Organization (Client) Requested Background Investigation Records
   Return source materials and final report/findings to requesting entity when investigation completed
127 Organization (Client) Records
   Retain 6 years after no activity, destroy
128 Request Tracking Log
   Retain 2 years, destroy

**State Agency General Records Retention Schedule Records**

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

**Databases**

DENIED
REGULATORY (REQUEST TRACKING LOG)
CUSTOMER ACCOUNT/BILLING DATABASE
FOCUS ARCHIVE
REJECTED CARDS
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Criminal Justice Information Standards
Section: Law Enforcement Data System (LEDS)
Program: Administration

Program Description
The Law Enforcement Data System (LEDS) is responsible for installing and maintaining a criminal justice telecommunications and information system for storing and retrieving criminal justice information submitted to the system by state and local law enforcement agencies. Administration provides oversight and direction while coordinating all LEDS operations.

Program Records
130 Law Enforcement Data System Advisory Committee Minutes, 1971 – [ongoing] 2.00 c.f.
   Retain permanently, transfer to State Archives after 5 years
131 Law Enforcement Data System Advisory Committee Audio Tapes Records
   Retain until summarized and approved, destroy
132 Law Enforcement Data System Advisory Committee Records
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements (LEDS System User Contracts)
Correspondence
Personal Service Contracts
Financial Records (OAR 166-300-0025)
Invoices

Databases
LEDS AGENCY FILE
Program Description
The Audits program provides quality and security assurance by auditing use of LEDS. The program representatives search for incomplete records, record “packing,” and misuse of record codes to ensure that agencies and individuals comply with LEDS use guidelines. The program may also provide information about LEDS usage to local law enforcement agencies or to the Professional Standards section of the Oregon State Police for internal investigation purposes.

Program Records
133 LEDS Audit Reports
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Financial Records (OAR 166-300-0025)
LEDS User Audits (see Audit Reports)

Databases
None
Program Description
The Operations Center interacts with local law enforcement agencies that use the LEDS system. The program provides troubleshooting advice and additional information about subjects in the LEDS system. The Operations Center is also responsible for ensuring the quality of the records placed into the LEDS database by user agencies. Local agencies validate their LEDS system records on monthly and annual basis. The Operations Center retains proof of agency validation. Wanted person and stolen vehicle records are subject to monthly validation, while other records owned by local agencies are subject to yearly validation.

Program Records
134 Validation Certificates
  Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Training program certifies and re-certifies all state and local users of the LEDS system biannually. Certification involves training LEDS users in state and local law enforcement agencies as well as other agencies in LEDS practices and procedures. The Training program also maintains the LEDS Policy and Procedure Manuals and maintains the LEDS website.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
LEDS Certification Records
Policy and Procedure Guidelines and Manuals
Training Program Records
Personnel Records (OAR 166-300-0040)
Conference and Workshop Records
Training Records (see Employee Personnel Records)

Databases
LEDS TRAINING RECORD FILE
Program Description
The Oregon Uniform Crime Reporting program collects and publishes all basic crime statistical information for the State of Oregon, per ORS 181.550. The information is collected from both state and local agencies, consolidated, formatted, and published in monthly and annual reports for distribution to contributing agencies, other criminal justice agencies, and the public. The information published by the program is used as indicators and measures concerning several public safety benchmarks.

Program Records
   Retain permanently, transfer to State Archives after 5 years
136 Annual Crime Reports, 1974 - [ongoing] 1 c.f.
   Retain permanently, transfer to State Archives after 5 years
137 Monthly Reports to Agencies
   Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
OUCR-1
OUCR-2 NIBRS A DATABASE
HOMICIDE FILE
BIAS CRIME FILE
DOMESTIC DISTURBANCE FILE
Program Description
The Systems Development Unit of LEDS maintains the LEDS database and network. LEDS contains State and local police information and interfaces with other criminal justice information systems, including the Department of State Police’s Computer-Aided Dispatch (CAD) System, Drivers and Motor Vehicle Services, Oregon Department of Fish and Wildlife, State Mental Health Division, the State Marine Board, Department of Corrections, the Oregon Judicial Information Network, the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigation (FBI), the National Law Enforcement Telecommunications System (NLETs), the California Law Enforcement Telecommunications System (CLETS), and the Immigration and Naturalization’s Law Enforcement Support Center.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Information and Records Management Records (OAR 166-300-0030)
Computer System Maintenance Records
Computer System Program Documentation

Databases
LAW ENFORCEMENT DATA SYSTEM
Organizational Placement: Oregon Department of State Police (OSP)  
Schedule number: 2001-0024
Agency: Oregon Department of State Police (OSP)  
Bureau: Public Safety Services  
Division: Criminal Justice Information Standards  
Section: Law Enforcement Data Systems  
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 and the establishing of the OERS Council.

Program Records:
138 Communications Center Operational Procedures Records  
Retain until superseded or obsolete, destroy
139 Communications Equipment Test Logs  
Retain 30 days, destroy
140 Oregon Emergency Response System Incident Reports  
Retain 5 years, destroy

State Agency General Records Retention Schedule Records  
Includes but not limited to  
Administrative Records (OAR 166-300-0015)  
Correspondence  
Training Records

Databases
OERS  
Paging  
NAWAS
Program Description
The Medical Examiner's office is responsible for providing direction and support concerning the death investigation program, per ORS 146. The Medical Examiner's office manages all aspects of the state medical examiner program and provides technical supervision and support for 35 of the State’s District Medical Examiners. Each District Medical Examiner is assigned to provide services to one of Oregon’s counties except Lane. Support functions include conducting forensic autopsies, court testimony, case review and consultation, teaching programs, and custodial records management for the county medical examiner records. The Medical Examiner's office is responsible for selecting and appointing the county medical examiners and provides technical assistance to the county medical examiners and other agencies involved in death investigations.

The State Medical Examiner is responsible for approving laboratories for the analysis of materials required for forensic pathology and providing oversight for the district medical examiners and any pathologists authorized to perform autopsies. The Medical Examiner's office may assume control of a death investigation in cooperation with local district attorney, order an autopsy, certify cause of death in cases requiring investigation, and amend previously completed death certificates. Additionally, the State Medical Examiner may order a body exhumed in a death requiring investigation, is able to designate a Deputy Medical Examiner as acting State Medical Examiner, and may, after a complete and reasonable investigation, file a death certificate for an individual presumed dead with no body found.

Under ORS 146.090, the medical examiner is required to investigate and certify the cause of death when an apparent homicide or suicide occurs or death occurred under suspicious circumstances, death resulted due to the use and or abuse of controlled substances or toxic materials, or if death occurred while the deceased was incarcerated. The medical examiner must investigate deaths which appears accidental or due to injury, from disease or an injury or exposure to toxic agents due to employment, from disease which could constitute a public health threat, or if a recovered body was apparently disposed of in an “offensive” manner.
Program Records
141 Annual Drug Report
Retain 6 years, destroy
142 Case File Index Cards
Retain for life of report, destroy
143 County Autopsy Reimbursement Records
Retain 6 years, destroy
144 Heroin/Cocaine/Methamphetamine Statistical Death Records
Retain 10 years, destroy
145 Medical Examiner Advisory Board Records
Retain 10 years, destroy
146 Medical Examiner Annual Report
Retain 10 years, destroy
147 Medical Examiner Annual Statistical Reports
Retain 10 years, destroy
148 Medical Examiner Newsletters
Retain 10 years, destroy
149 Medical Examiner Reports [Death by Homicidal Violence]
Transfer one copy to OSP Investigation file; retain 25 years, destroy
150 Medical Examiner Reports [All Other]
Retain 25 years, destroy
151 Presumptive Death Certificates, 1979 – [ongoing] 1 c.f.
Retain permanently, transfer to State Archives after 50 years
152 Toxicology Records
Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence

Databases
DEATH CERTIFICATE/ TICKLER
MASTER
REIMBURSEMENT
DME
DME Cert
ODXXX – Overdose db to produce Annual Drug Report (x represents year)
Program Description
The Regional Dispatch Services program, comprised of the Regional Dispatch Centers (RDCs) and the associated support section, furnish the point of contact for the only statewide law enforcement communications system in Oregon. OSP maintains reciprocal agreements with Washington, Idaho, Nevada, and California, which permit use of their statewide communications networks.

The program is responsible for providing a communications link between the Department, the public, local, state, and federal agencies that allows parties quick and easy access to all resources and services of the Oregon State Police. The RDCs coordinate the use and movement of departmental human and material resources and serve as the point of contact for requesting OSP services. The RDCs maintain close working relationships with local 9-1-1 centers and governmental agencies including the Department of Forestry and the Department of Transportation.

Additionally, the RDCs hire, train, and manage the dispatchers and call-takers. The section oversees program development and the adoption of policies and procedures employed within the Regional Dispatch Centers.

Program Records
153  Computer Aided Dispatch (CAD) Records
    Retain 10 years, destroy
154  Commander’s Bulletin Newsletters
    Retain 5 years, destroy
155  Customer Service Survey Reports
    Retain 2 years, destroy
156  Customer Service Survey Forms
    Retain until superseded, destroy
157  Efficiency Studies
    Retain 2 years, destroy
158  Radio Transmission Sound Recordings
    Retain 6 months, destroy, erase, or record over
159  Regional Dispatch CFS/Radio-Telephone Traffic/OT Statistical Charts
    Retain 2 years, destroy
160  Staffing Study Reports
    Retain 2 years, destroy
161  Steering Team Records
    Retain 2 years, destroy
State Agency General Records Retention Schedule Records
Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Personal Service Contracts
Policy and Procedure Manuals
Publication Preparation Records
Scheduling Records/Calendars
Training Program Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Databases
COMPUTER AIDED DISPATCH (CAD)
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Forensic Laboratories

Program Description
The Forensic Laboratories employ forensic scientists who use scientific methods to assist state and local criminal justice agencies in Oregon in resolving crimes. Scientists analyze evidence taken from crime scenes or used in committing crimes to identify or eliminate suspects and criminals. The laboratories track evidence chain of custody using the Laboratory Information Management System, but they do not retain the physical evidence. Once analyzed, evidence is returned to the criminal justice agency handling the case. Scientists are also responsible for testifying in court regarding their analyses and the accuracy of their findings.

Services provided by the labs to their state and local customers include examination of latent fingerprints taken from crime scenes and evidence to identify potential suspects. Scientists also examine documents of questionable authenticity, including checks, credit cards, and money to identify document authors and determine whether documents have been altered or forged. They examine biological and trace evidence gathered from crime scenes. Information about firearms that were used in committing crimes is contained in the Integrated Ballistics Identification System (IBIS). Individuals who have committed certain crimes listed under ORS 136.076 are required to submit blood or buccal samples and a fingerprint to the State Police. This information is contained in the Combined DNA Information System (CODIS). Scientists perform toxicology assessments, assist investigators in gathering and processing evidence at crime scenes. Scientists are also responsible for maintaining and calibrating the instruments used in the performance of their duties.
### Program Records

<table>
<thead>
<tr>
<th>Number</th>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>162</td>
<td>Analyst Proficiency Test Records</td>
<td>Retain 6 year, destroy</td>
</tr>
<tr>
<td>163</td>
<td>Calibration/Quality Control Logs</td>
<td>Retain for the life of any corresponding investigative files or the life of the equipment, whichever is longer, destroy</td>
</tr>
<tr>
<td>164</td>
<td>Combined DNA Identification System (CODIS) Records</td>
<td>Retain until individual reaches 90 years of age or is deceased, destroy</td>
</tr>
<tr>
<td>165</td>
<td>Controlled Substance Purchasing Inventory and Tracking Records</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>166</td>
<td>Controlled Substance Purchasing Licenses</td>
<td>Retain until superseded or obsolete, destroy</td>
</tr>
<tr>
<td>167</td>
<td>DNA Sample Cards</td>
<td>Retain 2 years, destroy</td>
</tr>
<tr>
<td>168</td>
<td>Drug Standard Verification Sample Logs</td>
<td>Retain 6 years or for the life of any corresponding investigative files, which =ever is longer, destroy</td>
</tr>
<tr>
<td>169</td>
<td>Evidence Logs for Cases involving crimes with no statute of limitations</td>
<td>Retain 75 years after case closure destroy</td>
</tr>
<tr>
<td>170</td>
<td>Evidence Logs for Cases with statute of limitations</td>
<td>Retain 1 year after statute of limitations expires, destroy</td>
</tr>
<tr>
<td></td>
<td>Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Firearm Collection Inventory</td>
<td>Retain until the weapon is obsolete, destroy</td>
</tr>
<tr>
<td>172</td>
<td>Handwriting Exemplars</td>
<td>Retain 10 years or the life of corresponding investigative file, whichever is longer, destroy</td>
</tr>
<tr>
<td>173</td>
<td>Standards/Control Logs</td>
<td>Retain for 6 years or the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy</td>
</tr>
<tr>
<td>174</td>
<td>Instrument Maintenance Logs</td>
<td>Retain for the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy</td>
</tr>
<tr>
<td>175</td>
<td>Integrated Ballistics Identification System (IBIS) Records</td>
<td>Retain 10 years, destroy</td>
</tr>
<tr>
<td>176</td>
<td>Case Investigation Files [Cases involving crimes with no statute of limitations]</td>
<td>Retain 75 years after case closure, destroy</td>
</tr>
<tr>
<td>177</td>
<td>Case Investigation Files [Cases with crime clearly indicated]</td>
<td>Retain 1 year after statute of limitations expires, destroy</td>
</tr>
<tr>
<td>178</td>
<td>Case Investigation Files [Significant or historical cases] 1921 – [Ongoing] 5 c.f.</td>
<td>Retain permanently, transfer to State Archives after case resolution or expiration of time limitations</td>
</tr>
<tr>
<td>179</td>
<td>Case Investigation File [All Other/Unfounded Cases]</td>
<td>Retain 3 years, destroy</td>
</tr>
<tr>
<td>180</td>
<td>Laboratory Information Management System Records [Cases involving crimes with no statute of limitations]</td>
<td>Retain 75 years after case closure, destroy</td>
</tr>
<tr>
<td>181</td>
<td>Laboratory Information Management System Records [Cases with crime clearly indicated]</td>
<td>Retain 1 year after statute of limitations expires, destroy</td>
</tr>
<tr>
<td>182</td>
<td>Laboratory Information Management System Records [Significant or historical cases]</td>
<td>Retain 10 years after case resolution or expiration of time limitations, destroy</td>
</tr>
</tbody>
</table>
183 Laboratory Quality Management System Records
   Retain 6 years, destroy
184 Reagent Logs
   Retain for 6 years or the life of any corresponding investigative files or life of the equipment, whichever is longer, destroy

**State Agency General Records Retention Schedule Records**
*Includes but not limited to*
- Administrative Records (OAR 166-300-0015)
- Correspondence
- Policy and Procedures Guidelines and Manuals
- Visitor Logs

**Databases**
- COMBINED DNA IDENTIFICATION SYSTEM (CODIS)
- INTEGRATED BALLISTICS IDENTIFICATION SYSTEM (IBIS)
- LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)
Program Description
The Evidence Technician is responsible for maintaining physical evidence for the Oregon State Police only. Evidence Technician duties include tracking the evidence chain of custody with the CARES database, sending the evidence to court, and disposing of it once a case is adjudicated.

Program Records
185 CARES Case Records (Cases with no statute of limitations)
    Retain 75 years after case closure, destroy
186 CARES Case Records (Cases with statute of limitations)
    Retain 1 year after statute of limitations expires, destroy

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Postal Records
Training Program Records

Databases
CARES
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Public Safety Services
Division: Forensic Services
Section: Administration
Program: Quality Assurance

Program Description
The Quality Assurance section of Forensic Services administration sets the policies and procedures for the Forensic laboratories. It is responsible for ensuring that qualified personnel staff the labs in accordance with agency and national standards. Quality Assurance oversees the agency and national certifications of the forensic scientists. The section also carries out the annual agency audit of the laboratories to ensure compliance with agency standards. The Laboratory Accreditation Board of the American Society of Crime Laboratory Directors (ASCLD) audits the labs every five years to ensure compliance with nationally recognized forensic laboratory standards and practices.

Program Records
187 American Society of Crime Laboratory Directors Audit Reports
   Retain 5 years, destroy
188 American Society of Crime Laboratory Directors Meeting Minutes
   Retain 2 years, destroy
189 Corrective Action Reports
   Retain 5 years, destroy
   Retain permanently, transfer 1 copy to State Archives after 5 years
191 Customer Survey Report Feedback Cards
   Retain until customer survey report published, destroy
192 Forensic Scientist Certifications
   Retain until superseded, destroy 3 years after employee separation
193 Western Identification Network Meeting Minutes
   Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Training Program Records
Financial Records (OAR 166-300-0025)
Audit Reports and Grant Reports

Databases
QUALITY ASSURANCE
Program Description
The Implied Consent Program (ICP), per ORS 813.160, is charged with establishing and maintaining a valid and effective means for the chemical breath analysis of individuals suspected of being under the influence of alcohol while operating motor vehicles.

In fulfilling its program mission, ICP must adopt and maintain approved methods for performing chemical analysis of person’s breath. Currently the program maintains, regulates, and provides operator training for the Intoxilyzer 8000. ICP prepares training materials, manuals, and conducts courses within Oregon for the training of individuals, both sworn officers and interested parties, in performing chemical analysis of person’s breath. The training includes but is not limited to approved methods and procedures for analyzing breath, use of approved equipment, and the interpretation of test results. ICP is responsible for ensuring the accuracy and maintenance of hardware used for analyzing person’s breath by conducting initial and ongoing regularly scheduled tests to verify equipment accuracy. Trained technicians perform the required tests.

The program also ascertains the qualifications and competence of individuals who conduct analysis in accordance with OSP approved methods. ICP issues permits to individual operators according to the operators meeting OSPs qualification criteria. Permits are issued only upon the satisfactory completion of required training and the passing of a written examination. Permits clearly define the methods and equipment the operator is qualified to operate and all permits are subject to revocation at the discretion of OSP.

Program Records
194 Intoxilyzer Operator Certification Records
Retain 6 years after permit awarded, destroy

195 Intoxilyzer Equipment Records
Retain 6 years after disposition of hardware, destroy

196 Intoxilyzer Training Materials
Retain 6 years after disposition of hardware, destroy
**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

- Administrative Records (OAR 166-300-0015)
- Administrative Rules Preparation Records
- Attorney General Opinions
- Contracts and Agreements
- Correspondence
- Personal Service Contracts

**Databases**

COBRA
Program Description
The Office of State Fire Marshal operates to reduce the loss of life and capital resource due to destruction by fire and explosions and currently seeks to protect the lives and property of all Oregonians, the State, and its visitors from loss and destruction due to conflagrations and hazardous materials, provided by ORS 476. Conflagrations include but are not limited to wind events, tsunami, fire, earthquake and flood.

The Administration program seeks to accomplish the Bureaus goal of protection of the public by providing direction, oversight, and implementation of eleven program areas, which address safety concerns and issues relevant to residing in or visiting Oregon. The State Fire Marshal, the Chief Deputy and support staff provides leadership, budget oversight, policy analyses and development and customer service. In addition, administration staff oversees the telecommunications and information system, security, legislative analysis and facility and inventory. Administration staff serves to link the Bureau to OSP for shared/common services including but not limited to financial, human resources, safety and payroll services. The State Fire Marshal is the Executive Director of the Governors Fire Service Policy Council. The Chief Deputy rules of actions reviewed by the Regional Appeal Advisory Board which reviews disputed decisions of local fire marshals.

Program Records
197 Chaplin Records  
Retain 2 years, destroy
198 Conflagration/Natural Disaster Case File/Note Books  
Retain 99 years, destroy
Retain permanently, transfer to State Archives after 2 years
200 Governors Fire Service Policy Council Charter Records  
Retain 5 years after superseded or obsolete, destroy
201 Governors Fire Service Policy Council Records  
Retain 5 years, destroy
202 Regional Appeal Advisory Board Records  
Retain 10 years, destroy
203 State Fire Marshal Annual Reports, 1986 – [ongoing] 2.50 c.f.  
Retain permanently, transfer to State Archives after 5 years
204 Weekly Dispatch (Managers and Program Coordinators Meeting Report)  
Retain 1 year, destroy
State Agency General Records Retention Schedule Records

Includes but not limited to
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements
Correspondence
Legislative Tracking Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Staff Meeting Minutes
Postal Records
Press Releases
Facilities/Property Records (OAR 166-300-0020)
Inventory Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Databases
EMPLOYEE DIRECTORY LIST
Program Description
The Codes and Technical Services program maintains responsibility for the development, adoption, interpretation, and amending of the Oregon Fire Code; reviewing of plans and issuing permits for the above ground storage of flammable and combustible liquid storage tanks in excess of 1000 gallons and Liquid Propane Gas tanks in excess of 2,000 gallons; and assisting design professionals, building and fire officials as well as the general public in meeting the intent of the Fire Code. Codes and Technical services advocate the promotion and application of effective and uniform fire and life safety services in an effort to protect Oregon’s residents, visitors, and property, per ORS 476.030, OAR 837.030, and 837.040.

The Fire Code Committee meets monthly to provide recommendations to the State Fire Marshal concerning the composition, use, understanding, and revision of the Oregon Fire Code. The committee maintains responsibility for researching and drafting Oregon’s Fire Code, which is superseded every three years.

The Codes and Technical Services program also processes and maintains records concerning jurisdictions that have requested exemption status. Jurisdictions with exempt status meet the criteria of having a fire code at minimum as stringent as the Oregon Fire Code and frees the jurisdiction from review by OSFM concerning issues which arise from interpretation and implementation of fire codes. Fire Districts or jurisdictions may adopt their own fire codes, provided the codes meet or exceed Oregon’s, but if the district does not have an exemption by OSFM the districts decisions may be appealed to the OSFM.
Program Records

205 Code Interpretation Committee Guidelines Records
Retain until superseded or obsolete, destroy

206 Exempt Jurisdiction Records
Retain current and past previous, destroy

207 Fire Code Committee Records
See Administrative Rule Preparation Records OAR 166-300-0010/1

208 Flammable/Combustible Liquid and Liquid Propane Gas Storage Plan Review Records
Retain 10 years after the life of the structure, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0010)
Administrative Rule Preparation Records (State Adopted Model Fire Code)
Correspondence
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Vehicle Maintenance Records

Databases
None
Program Description
The Community Right to Know (CR2K) program is responsible for identifying sites in Oregon, via site surveys, where hazardous substances are used, stored, manufactured, and/or disposed of in reportable quantities per ORS 453.307 - .414. The CR2K program surveys businesses annually for information concerning hazardous substances at the site that are in amounts at or above a reportable quantity. Businesses are required to provide information on the survey specific to each reportable chemical at the site and must notify the State Fire Marshal’s office within 30 days of any substantive changes occurring at their facility.

Upon receipt and processing of the annual surveys, CR2K updates and maintains a file of businesses possessing hazardous materials in reportable quantities. The CR2K program also maintains an inventory of hazardous substance incidents documenting incidents throughout the state. CR2K maintains a database of Material Safety Data Sheets (MSDS) information site, which explain in detail the properties and compositions of many hazardous substances found in Oregon. All information is available to local, state, and federal agencies as well as the public at large.

The Planning and Training Assistance (PATA) staff of the CR2K program provide planning and training assistance to agencies and organizations throughout Oregon to pre-plan for hazardous materials incidents by providing education to participants on hazardous materials information available through the Office of the State Fire Marshal, demonstrating the effective use, integration of the information for planning and response purposes and evaluating/validating existing community emergency plans.
Program Records

209 Compliance Audit Records
Retain 5 years, destroy

210 Hazardous Substance Employer (Facilities) Survey Records
Retain 5 years, destroy

211 Community Right to Know Advisory Group Records
Retain 5 years, destroy

212 Hazardous Substance Historical Incident Report, 1986 – [ongoing] .01 c.f.
Retain permanently, transfer to State Archives after 10 years

Retain permanently, transfer to the State Archives after 5 years

214 Hazardous Substance Incident All Other Reports
Retain 1 year, destroy

215 Interagency Hazard Communication Committee (IHCC)/State Emergency Response Committee (SERC) Minutes
Retain 15 years, destroy

216 Interagency Hazard Communication Committee (IHCC)/State Emergency Response Committee (SERC) All Other Records
Retain 5 years, destroy

217 Local Emergency Planning Committee (LEPC) Plan Records
Retain until superseded or obsolete, destroy

218 Local Emergency Planning Committee (LEPC) Local Capability Assessment Records
Retain current and previous, destroy

219 Local Emergency Planning Committee (LEPC) All Other Records
Retain 2 years, destroy

220 State Fire Marshal Hazardous Material Emergency Incident Reports
Retain until data entered into database and verified, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records - OAR 166-300-0015
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Financial Records - OAR 166-300-0025
Audit Records
Grant Records

Databases
COMMUNITY RIGHT TO KNOW
HAZARDOUS MATERIAL INCIDENTS
HAZERDOUS SUBSTANCE FEE
HAZERDOUS SUBSTANCE INFORMATION SYSTEM (HSIS)
INCIDENT
TOXIC RELEASE INVENTORY
Program Description
The Hazardous Materials Response Teams respond to hazardous materials emergencies throughout Oregon. The teams are primarily comprised of fire service professionals and are strategically located around the state to minimize response time in the event of a Hazardous Materials situation. Agreements between the teams and local jurisdictions dictate that the teams are responsible for responding to hazardous materials situations that are either beyond the control or the equipment capabilities of local fire departments. The parties responsible for the spill or hazardous material release must reimburse the teams for the expense incurred in the cleanup. Team members also provide technical assistance over the telephone to local responders and industry. The program provides the teams with response vehicles and equipment used to control the release of hazardous materials and minimize any associated danger. The program has developed a basic course in hazardous materials response technician training and assists team members in procuring other training outside the program.

Three advisory committees oversee the teams and include the Teams Administrative Advisory Committee (TAAC), Teams Advisory Group (TAG), and Teams Training Advisory Committee (TTAC).

Program Records

221 Hazardous Materials Incident Response Reports
Retain 5 years, destroy

222 Task Book Completion Records
Retain 6 years, destroy

223 Teams Administration Advisory Committee (TAAC) Sound Recording Records
Retain until minutes summarized and verified, destroy

224 Teams Administration Advisory Committee (TAAC) Records
Retain minutes and other records 5 years, destroy

225 Teams Advisory Group (TAG) Records
Retain minutes and other records 5 years, destroy

226 Teams Advisory Group (TAG) Sound Recording Records
Retain sound recordings until minutes summarized and verified, destroy

227 Teams Training Advisory Committee (TTAC) Records
Retain minutes and other records 5 years, destroy

228 Teams Training Advisory Committee (TTAC) Sound Recording Records
Retain sound recordings until minutes summarized and verified, destroy
State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Publication Preparation Records
Telephone Logs
Training Program Records
Travel Expense Records
Financial Records (OAR 166-300-0025)
Accounts Payable Records
Purchasing Records
Risk Management Records (OAR 166-300-0045)
Hazardous Exposure Records

Databases
MILEAGE TRACKING
TELEPHONE LOG
TEAM MEMBER
Program Description
The Fire and Life Safety Education Section is comprised of multiple programs and resources for fire prevention and life safety designed to reduce residential fires, their associated deaths, injuries and property loss. The statewide programs include Smoke Alarms, Older Adult Fire and Fall Prevention, Home Fire Safety, Youth Fire Prevention and Intervention, and Lending Resources. Resources include the state wide Oregon Life Safety Team, Fire Casualty Review Committee and the Smoke Alarm and Carbon Monoxide Committees.

Programs are conducted statewide using strategic plans, budgets, and policies and procedures. They provide fire departments, fire districts, schools, law enforcement, social service agencies, and citizens with information, services and products to mitigate the risk of fire, increase chances of survival in a fire and intervene with youth and fire setting behaviors. The Smoke Alarm program distributes smoke alarms at no cost, Older Adult Fire focuses on public education through brochures and video presentation, Home Fire safety provides informational materials to stakeholders, Lending Resources loans and manages the following resources; 911 simulator, Multi-hazard house trailer, Mobile Bill Boards and Sprinkler Trailer. Youth Fire Prevention provides educational resources to aid in early detection of youth with fire setting behavior and expands intervention and treatment resources for these youth..

Program Records
229  Key Performance Measure Records
Retain 20 years, destroy

230  Oregon Life Safety Team Meeting Minutes
Retain 5 years, destroy

231  Fire Casualty Review Committee Meeting Minutes
Retain 5 years, destroy

232  Smoke Alarm Committee Meeting Minutes
Retain 5 years, destroy

233  Carbon Monoxide Committee Meeting Minutes
Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements (Intragency/Intergovernmental)
Correspondence
Legislative Tracking Records
Mailing Lists
Press Releases
Publication Preparation Records
Facilities/Property Records OAR 166-300-0020
Equipment Maintenance Records
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Grant Records
Receipts
Purchasing Records

**Databases**
DVD LENDING RESOURCE SCHEDULING
SMOKE ALARM
COMMUNITY EDUCATION
LIBRARY
MEDIA
POSTER
Program Description
The Data Services Collection and Research Unit is responsible for the operation and development of the state’s fire, non-fire and hazardous materials incident reporting software. The purpose of the unit is to collect fire and hazardous materials incident data and report it to the fire service community and public. This data provides direction for fire prevention actions and programs, fire response deployment and efficiency, and hazardous materials incident probability. Data Services collection and research provides state fire incident data to the National Fire Information Reporting System managed by the U.S. Fire Administration. In addition, the unit responds to requests for information from the public, fire safety services local, state and federal agencies; the media and stakeholders.

Program Records
234 Fatal Fire Incident Records
   Retain 75 years, destroy
235 Fire Incident Records
   Retain 15 years, destroy
236 Non-Fire Incident Records
   Retain 15 years, destroy
237 Large Loss ($1,000,000+) Investigation Records
   Retain 99 years, destroy
   Retain permanently, transfer to State Archives after 10 years
239 Juvenile Firesetter Intervention Records
   Retain 75 years, destroy

State Agency General Records Retention Schedule Records:
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records
Policy and Procedure Guidelines and Manuals
Staff Meeting Records
Databases
OREGON ALL INCIDENT REPORTING SYSTEM (OAIRS) Defunct
OREGON FIRE & EMS BRIDGE
Program Description
To reduce the regulatory and financial impact to businesses and individuals involved in the explosives industry in Oregon, the Office of State Fire Marshal supported the passage of SB 89 in the 2009 Oregon legislative session. This legislation allows compliance with federal laws relating to explosives to satisfy state statutory requirements. This law was implemented to eliminate duplicative regulatory requirements and streamline government regulations while continuing to ensure public safety. As of January 1, 2010, the date this law took effect, the Office of State Fire Marshal no longer issues certificates of possession and magazine registrations, provided the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) continues to issue federal clearances and inspect magazines.

The Bureau of Alcohol Tobacco and Explosives (BATFE) regulate all laws pertaining to the acquisition, distribution and storage of explosives. The Office of State Fire Marshal monitors the Explosives Magazine Movement Reporting Hotline and which requires companies to report all magazine movements. Both federal (27 CFR 555.201(f)) and state regulations require companies and individuals to advise their local fire authority of explosives storage on the day it commences.

Program Records
240 Explosives Possession Certificates Records
   Retain current certificate plus 1, destroy
241 Explosives Possession Tests Records
   Retain 3 years after superseded or obsolete, destroy
242 Explosives Possession Test Results Records
   Retain until certificate awarded, destroy
243 Magazine Registration Application, Inspection & Relocation Records
   Retain current and past previous, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Juvenile Firesetter Youth Fire Prevention and Intervention program establishes community-based intervention networks as well as gathering statewide data on fires set by juveniles. The program develops training materials and trains county-level fire and mental health professionals to identify and treat juvenile firesetters. The program publishes a quarterly newsletter, Hot Issues, which is disseminated to these professionals throughout the state.

Program Records
Retain permanently, transfer to State Archives after 5 years

245 Hot Issues Newsletter
Retain 5 years, destroy

246 Juvenile Firesetter Program Advisory Board Minutes
Retain 3 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Correspondence
Mailing Lists
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases
OREGON FIRE BRIDGE
Program Description
The Health Care Services program conducts fire prevention inspections of nursing homes, hospitals, in end stage renal disease facilities, and ambulatory surgical centers (outpatient facilities) that receive funding from the Medicaid and Medicare programs. Deputy fire marshals specializing in health care inspection conduct these inspections; nursing homes are annually inspected while other facility types are upon request by Oregon’s Department of Human Services Health Division or Seniors and People with Disabilities or the Oregon Health Authority’s Public Health Division. When a health care facility has an attached assisted living or residential care facility not receiving Medicaid funding, the deputies will inspect these facilities at the same time. However, the inspection records for the attached facility are held by the Prevention program and not at the federal level. Deficiencies identified during an inspection require correction and re-inspection. This cycle continues until the deficiency is remedied. The Health Care Services program is funded both through the state and the compensation received from the federal government for the inspection services rendered.

Program Records
247 Health Care Facility Billing Records
    Retain 7 years, destroy
248 Health Care Facility Inspection Records
    Retain 8 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
ASPEN – federal db
HEALTH CARE
Program Description
The Prevention program in the Fire and Life Safety Section is responsible for conducting fire prevention inspections of buildings throughout the state with the exception of certain jurisdictions. These areas are exempted either partially or fully from certain statutes, rules, and regulations of the State Fire Marshal. The Codes and Technical Services program in the Office of the State Fire Marshal holds the records of exemption. Deputy State Fire Marshals stationed at Oregon State Police offices throughout the state inspect buildings, including schools, churches, businesses, public assemblies, and correctional facilities, to ensure compliance with fire safety regulations. The Fire and Life Safety Services Section is also responsible for notifying fire officials around the state of arsonists who have either escaped or been released in their jurisdictions.

Program Records
249 Competency Recognition Records (including certificates)
   Retain 3 years after inactive status, destroy
250 Fatal Fire/Emergency Incident Reports
   Retain 75 years, destroy
251 Historic Fire/Emergency Incident Reports, 19?? – [ongoing] 5.00 c.f.
   Retain permanently, transfer to State Archives after 10 years
252 Fire/Emergency Incident Reports
   Retain 8 years, destroy
253 Fire Safety Inspection Records
   Retain current and past previous inspection report or 8 years, whichever is longer, destroy
254 Inmate Escape and Release Reports
   Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Publication Preparation Records
Facilities/Property Records (OAR 166-300-0020)
Fixed Asset Inventory Reports

Databases
ACTIVITY LOGS
COMPETENCY RECOGNITION
INSPECTION REPORTS SYSTEM
Program Description
The Fireworks program carries out the requirements of Oregon Revised Statutes 480.110 through 480.165 relating to the sale and use of fireworks in Oregon. Any individual or business involved in the sale or display of fireworks in Oregon must first obtain a permit from the Office of State Fire Marshal. The fireworks program also issues operator certificates for those in charge of fireworks displays to ensure the safety of spectators and those discharging fireworks, and issues agricultural fireworks permits to businesses to control damage to crops caused by birds and animals.

Program Records
255 Agricultural Fireworks and Special Effects Permits
Retain 4 years, destroy

256 Public Fireworks Display, Retail Sales of Exempt Fireworks, and Wholesale Fireworks Permits
Retain 4 years, destroy

257 After-Show Reports
Retain 6 years, destroy

258 Pyrotechnician General License and Limited License Licensing Records
Retain current plus past previous, destroy

259 Pyrotechnician Licensing Test Records
Retain 3 years after superseded or obsolete, destroy

260 Pyrotechnician Licensing Test Results Records
Retain until license awarded, destroy

261 Complaint Investigation Records
Retain 5 years after case resolution or dismissal, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Certifications
Policy and Procedure Guidelines and Manuals
Postal Records
Attorney General Opinions

Databases
FIREWORKS
Program Description
The Liquefied Petroleum Gas program is responsible for licensing individuals and businesses that do propane work in Oregon. Any individual or business doing propane work must first pass an examination and apply for the appropriate license. Each company must submit a tank installation form to the Office of State Fire Marshal for each commercial and residential tank installation. A compliance specialist inspects tank installations throughout the state to ensure they were installed safely and according to fire codes and national standards.

Program Records
262 Liquefied Petroleum Gas Company Records
Retain 4 years, destroy

263 LPG Fitter Licensing Records
Retain 4 years, destroy

264 Liquefied Petroleum Gas Tank Installation Notice and Inspection Records
Retain original notice, current and past previous inspection 8 years, destroy

265 Liquefied Petroleum Gas Truck Equipment Operator Licensing Records
Retain 4 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Certifications
Policy and Procedure Guidelines and Manuals
Postal Records
Attorney General Opinions

Databases
LIQUIEFIED PETROLEUM GAS
Program Description
The Non-Retail Fuel Dispensing program is responsible for auditing, inspecting, and licensing all non-retail fuel dispensing establishments. Non-retail fuel dispensing facilities contract with businesses to provide fuel for vehicles used for business purposes. Audits are performed annually to ensure compliance with ORS 480.315 through 480.385 and OAR 837-020-0035 through 837-020-0115. Instances of non-compliance and corrective measures taken on behalf of the facility to remedy the violation are documented. Facilities are inspected yearly to ensure that the proper signs are posted and the correct safety equipment is available in accordance with fire and life safety regulations. Facilities are licensed every year.

The cardlock program responds to complaints received from the public about non-retail as well as retail fuel facilities. Complaints are investigated and if the establishment is found in violation, the cardlock program issues a citation. The establishment in violation is issued a fine and must submit a plan of corrective action to the cardlock program. Occasionally, establishments challenge violations in court.

Program Records
266 Audit and Inspection Records  
Retain 5 years, destroy
267 Cardlock News Newsletter  
Retain 5 years, destroy
268 Complaint Investigation Records  
Retain 5 years after case resolution or dismissal, destroy
269 Customer Training Pamphlets  
Retain until superseded or obsolete, destroy
270 Non-Retail Fuel Dispensing Annual Report  
Retain 5 years, destroy
271 Non-Retail Fuel Dispensing Licenses  
Retain 5 years, destroy
State Agency General Records Retention Schedule Records

Includes but not limited
Administrative Records (OAR 166-300-0015)
Attorney General Opinions
Correspondence

Databases
ACTIVITY LOGS
CARDLOCK
VIOLATOR TRACKING
Program Description
The Fire Standard Compliant Cigarette Program regulates the tobacco industry consisting of manufacturers, wholesale dealers and retailers to ensure that only fire standard compliant cigarettes are sold in Oregon per ORS 476.775 through ORS 476.806. The program provides industry regulation by requiring that cigarette manufacturers certify a cigarette variety has been tested and meets the fire safety standard by having reduced ignition propensity. They also assist industry in meeting state requirements through technical assistance and program materials. The Office of the State Fire Marshal may impose a civil penalty against a person in violation of the Oregon statute.

Program Records
272 Fire Standard Compliant Cigarette Certification/Correspondence
   Retain until new certification approved, destroyed

State Agency General Records Retention Schedule Records
Includes but not limited to
   Administrative Records (OAR 166-300-0015)
   Correspondence
   Attorney General Opinions
   Policy and Procedure Guidelines and Manuals
   Postal Records

Databases
OREGON TOBACCO INFORMATION SYSTEM (OTIS)
Program Description
The Novelty/Toylike Lighter program prohibits manufacturing, selling, offering for sale and distribution, or importing novelty lighters for purpose of sale or distribution in Oregon per ORS 476.831 -.856. Novelty or toylike lighters are defined as a lighter that has misleading design, audio effects or visual effects, or has other features that may make the lighter appealing or attractive to a child less than 10 years of age. The program took effect June 2, 2009 after passage of House Bill 2365. The Office of the State Fire Marshal may impose a civil penalty against a person in violation of the Oregon statute.

Program Records
273 Novelty/Toylike Lighter Correspondence
   Retain five years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Attorney General Opinions
Policy and Procedure Guidelines and Manuals
Postal Records

Databases
None anticipated – Only excel spreadsheets of violations found.
Organizational Placement
Agency: Oregon Department of State Police (OSP)  
Bureau: Police Services

Program Description
Police Services is responsible for providing supervision and direction to the Oregon State Police field force, which is divided between three Regional Commands. The Bureau is responsible for the supervision and direction of Criminal Investigation Services, Fish and Wildlife and Patrol Services. The Bureau provides management and support by coordinating the efforts of the division’s personnel, logistics, and funds. Additionally, Police Services provides direction and oversight to the agencies Special Operations programs, which include the Dignitary Protection Unit, Special Weapons and Tactics, the Mobile Response Team, Honor Guard, Flight Operations, the OSP Reserves, and the Department Counselor.

Program Records
274 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

275 Weekly Reports
Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Scheduling records
Staff Meeting Records

Databases
None
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Regional Command Center

Program Description
The Regional Command Center functions as a hub connecting OSP Patrol Offices and Command Centers with the Department’s General Headquarters. The Regional Command Center is a clearinghouse for information and directives coming from the General Headquarters for implementation by field operatives. The section reviews and approves information being sent to General Headquarters by Patrol Offices and Command Centers. Region Command Centers compile data and information from station reports and submit weekly reports to Division at GENERAL HEADQUARTERS.

Program Records
276 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

277 Police Informant Records
Retain 2 years after last activity, destroy

278 Weekly Reports
Retain 2 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Scheduling Records
Staff Meeting Minutes
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Employee Training Records

Databases
None
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Section: Regional Command Center
Program: Patrol Office/Command Center

Program Description
Oregon State Police patrol offices and command centers contain the frontline resources and services aimed at reducing the number of crashes and crimes that occur upon Oregon’s state and interstate highway system. Officers in these offices engage in a number of priority enforcement programs that address high speed and aggressive driving, substance impaired driving, commercial vehicle safety, and criminal apprehension through patrol.

Patrol and command center officers enforce Oregon’s motor vehicle code and Public Utilities Commission Laws, per ORS 181.040 and enforce all motor carrier regulations per ORS 767.475. Additional services provided from the Patrol Offices and Command Centers include assisting motorists, emergency location and message relay, administering first aid, providing tourists with information, highway obstruction removal, traffic control, and public awareness and education.

Two patrol offices, the Capitol Mall and Oregon State University Patrol, are contracted services. These offices provide some additional services to the communities they serve.
Program Records
279  Activity and Supplemental Logs
     Retain 3 years, destroy
280  Building Security Reports
     Retain until superseded or obsolete, destroy
281  Citizen Complaint Records
     Retain 3 years after resolution, destroy
282  Fatal Crash Reports
     Retain reports involving fatal crashes 10 years, destroy
283  Non-Fatal Crash Reports
     Retain 3 years, destroy
284  Daily Log Book
     Retain 3 years, destroy
285  DUII Reports [Cases involving crimes with no statute of limitations]
     Retain 75 years after case closure, destroy
     Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.
286  DUII Reports [Cases involving crimes with statute of limitation]
     Retain 1 year after statute of limitations expires, destroy
     Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.
287  Employee Rosters
     Retain until superseded or obsolete, destroy
288  Evidence Logs [Cases involving crimes with no statute of limitations]
     Retain 75 years after case closure, destroy
289  Evidence Logs [Cases involving crimes with statute of limitations]
     Retain 1 year after statute of limitations expires, destroy
     Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.
290  Impound/Tow/Hazard Records
     Retain 1 year, destroy
291  Incident Photos and Negatives
     Retain according to time limitations stipulated in ORS 131.125, destroy
292  Officer Case Files
     Retain until completion of investigation, transfer to Criminal Investigative Section
293  Officer Notes
     Retain 6 years, destroy
     [Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]
294  Persons-of-Interest Records
     Retain unless no activity after 4 years, destroy
295  Privacy Act Logs
     Retain 5 years or the life of the record being requested, destroy
296  Ride Along Program Approved Requests Records
     Retain 2 years
297  Ride Along Program Denied Requests Records
     Retain 1 year, destroy
298  **Salvage Meat List** (Qualified Recipients for Contraband/Confiscated Meats)
Retain 2 years, destroy

299  **State Agency Maps**
Retain until superseded or obsolete, destroy

300  **Tactical Plans (for Specific Events)**
Retain 6 years, destroy

301  **Weekly Report Records**
Retain until submission to Region Command, destroy

**State Agency General Records Retention Schedule Records**
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records (Court Scheduling Records/Range Scheduling Records)
Contracts and Agreements
Correspondence (Case Correspondence and Certified Mail Receipts)
Policy and Procedure Manuals
VIN Schedules (see Scheduling Records)
Facilities/Property Records (OAR 166-300-0020)
Asset Inventory Records (Equipment Inventory)
Master Material Safety Data Records
Financial Records (OAR 166-300-0025)
Grant Records
Leave Applications (Vacation Requests)
Payroll Records (OAR 166-300-0035)
Overtime Records (see Employee Time Records)
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Work Schedules and Assignment Records
Risk management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures (Emergency Operations Plans)

**Databases**
TOWED VEHICLES (CAPITOL MALL PATROL OFFICE)
Program Description
The Dignitary Protection unit provides security for the sitting Governor, their immediate family and oversees the security of the Governor’s mansion. The unit is a member of and maintains close, working relations with other members of the National Governor’s Security Association, which through interagency cooperation, assists member State Police Departments to protect their respective Governor’s when Governor’s travel to other states.

Program Records
302 Governor’s Visitor Log
Retain until end of Governor’s administration, transfer to Governor’s Office

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Calendar and Scheduling Records
Policy and Procedure Guidelines and Manuals

Databases
None
**Program Description**

The OSP Honor Guard provides ceremonial services at the direction of the Superintendent of State Police and the Governor. Honor Guard attend/participate at funeral services, as color guards, at dignitary functions and other high profile events involving the public. The team is made up of sworn members of the Department of the rank of trooper or above who meet the criteria and volunteer for duty with the program. Each member must be recommended by their supervisor and have received a 100% on their last evaluation. Many members serve long term as part of the Honor Guard and bring skills and experience which enhance the Honor Guards mission.

Members are issued uniforms replicating the 1931 OSP issued uniform including long tunic, jodhpur style pants, weapon and equipment appropriate to 1931. Honor Guard members must be proficient and qualified with their standard duty equipment and their Honor Guard equipment. Precision with close order drill and professional demeanor are the hallmark of the Honor Guard. In addition as a matter of policy, Honor Guard members attend funerals for police officers in adjoining states and in remaining states at discretion of the Superintendent. Officer in Charge of each detail, those members attending a function, may submit an after action report detailing the event, what the Honor Guard did and experienced, what went well.

**Program Records**

**303 After Action Reports**
Retain 4 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Mobile Response Team (MRT) program provides the Oregon State Police with a crowd control team trained and equipped to respond to proactive and reactive situations. Using non-lethal means, the MRT responds to high-profile situations and incidents, which contain the potential for civil unrest. Call out situations have included the Portland Mayday Protest, the Anarchist Protest in Eugene, Spring Break in Seaside, and Executions.

The MRT is a collateral duty for all assigned personnel who participate in MRT training and operations in addition to their regular assigned duties. The program conducts training exercises three times a year covering topics mandatory for all OSP sworn personnel, chemical weapons, long baton, Mobile Field Force, tactical formations, and participation in scenario training. Trainees are exposed to non-lethal chemical agents during each training exercise and all members of MRT are required to attend training at Fort McClellan, Alabama concerning weapons of mass destruction. The MRT program provides training to non-team personnel within OSP and from outside agencies.

Program Records
- **304 After Action Reports**
  Retain 5 years, destroy
- **305 Non-Lethal Chemical Agent Records**
  Retain 5 years, destroy
- **306 Operations Order Records**
  Retain 5 years, destroy
- **307 Personnel Roster**
  Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
- Administrative Records (OAR 166-300-0015)
- Correspondence
- Conference, Seminar and Training Program Records
Databases
ATF DESTRUCTION & ISSUANCE LOG
ATTENDANCE AND TRAINING ROSTER
COBRA TRAINING
EQUIPMENT
MRT EXPENSE SHEET
MRT PERSONNEL FILE
Program Description
The Oregon State Police Reserve is a volunteer organization consisting of sworn and non-sworn retired Oregon State Police personnel. The purpose of the Reserve is to provide a supplementary force of trained persons who are able to assist the Department in emergencies. Reserve members may also assist the Department in performing non-emergency duties such as clerical duties and training. Members of the Sworn-Active Reserves must attend and complete all required Reserve training.

Program Records
308 Firearms Qualifications Records
   Retain 10 years, destroy
309 Oregon State Police Reserves Newsletter
   Retain 1 year, destroy
310 Oregon State Police Reserves Board Meeting Minutes
   Retain 1 year, destroy
311 Physical Release Training Records
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Reserves Training Manual (see Policy and Procedure Guidelines and Manuals)

Databases
RESERVES LIST
Program Description
The Oregon State Police Special Weapons and Tactics team (SWAT) program is comprised of individual Troopers assigned to various stations and work sites throughout the state who train and operate for the SWAT mission collaterally to their normally assigned duties.

SWAT members respond to a variety of call-outs defined as high risk incidents involving but not limited to hostage situations, barricaded suspects, suicidal suspects, high risk search warrants, dignitary protection, apprehension of felony suspects and other situations beyond the normal patrol officers abilities and equipment. The program provides training both in-house in tactics, use of lethal and non-lethal assets, appropriate dress, maneuvering, use and care of a variety of equipment not associated with standard patrol operations, and search techniques while providing for local and county agencies training in tactics, weapons use, and marksmanship.

Program Records
312 After Action Reports
   Retain 5 years, destroy
313 Operations Order Records
   Retain 5 years, destroy
314 SWAT Personnel Records
   Retain until individual is no longer active with unit, transfer to Personnel File in Human Resources Division
State Agency General Records Retention Schedule Records

Includes but not limited to
Administrative Records (OAR 166-300-0015)
Conference, Seminar and training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Manuals
Training Program Records
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Equipment/Property Disposition Records
Fixed Asset Inventory Records
Personnel Records (OAR 166-300-0040)
Conference and Workshop Records
Employee Personnel Records
Employee Training Records
Recruitment and Selection Records

Databases
SWAT QUALIFICATIONS AND TRAINING MANAGEMENT SYSTEM
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services (CID)

Program Description
The Criminal Investigation Services Division is responsible for providing specialized investigative services in support of criminal justice agencies statewide through innovative programs and highly trained, dedicated personnel. Staff provides investigative support and expertise to local and federal law enforcement agencies in Oregon. The Division is comprised of several sections: Major Crimes; Drug Enforcement; Counter Terrorism; Investigative Reports Section;

Division staff participates in a multitude of interagency task forces including but not limited to child sex abuse multi-disciplinary teams, major crime teams, drug enforcement task forces, and interagency fire investigation teams.

Program Records
315 Public Employee Investigation Records (Forms)
   Retain 90 days or transfer to case investigation file, destroy
316 Background Check/Investigation Records (Forms)
   Retain 1 year, destroy
317 CID Weekly Reports
   Retain 2 years, destroy
318 Division Leave Usage Notes
   Retain 1 year, destroy
319 Division Leave Usage Reports
   Retain 1 year, destroy
320 Division Event/Fundraiser Records
   Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policies and Procedure Guidelines and Manuals
Staff Meeting Records (Division Meeting Notes)
Personnel Records (OAR 166-300-0040)
Employee Personnel Records

Databases
HISTORICAL POSITION/PERSONNEL
EQUIFAX
OJIN
PUBLIC EMPLOYEE INVESTIGATIONS
TRAINING
Program Description
The Counter Terrorism Section consists of the Counter Terrorism, Arson and Explosives Units.

The Counter Terrorism Unit is actively involved in investigations involving international, domestic and biological terrorism. Unit staff partner with federal law enforcement personnel, coordinate similar federal and local investigations and are involved in addressing domestic preparedness issues.

The Arson Unit is responsible for reducing the number of arsons and arson-related crimes within Oregon, per ORS 476.110. The unit provides investigative services in cases where arson is suspect. Additionally, the section provides OSP with statistical information for budgetary consideration, strategic planning, legislative preparation, and benchmark development. The unit also handles situations involving explosive devices and compounds defined in ORS 480.200 and ORS 480.110. The Explosives Unit handles situations involving explosive devices and compounds defined in ORS 480.110 and 480.200.

Program Records
321 Annual Report
   Retain 6 years, destroy
322 Bomb Squad Training Records
   Retain until employee separation, transfer to GENERAL HEADQUARTERS personnel file
323 Monthly Call-Out Records
   Retain 6 years, destroy
324 Monthly Narrative Report
   Retain 6 years, destroy
325 Monthly Activity Sheets
   Retain 3 years, destroy
326 Officer Notebooks
   Retain 6 years, destroy
**State Agency General Records Retention Schedule Records**

*Includes but not limited to*
- Administrative Records (OAR 166-300-0015)
- Contracts and Agreements
- Correspondence
- Legislative Tracking Records
- Policy and Procedure Manuals
- Professional Membership Records
- Staff Meeting Records
- Training Program Records
- Facilities and Property Records (OAR 166-300-0020)
- Equipment Maintenance Records
- Equipment/Property Records
- Financial Records (OAR 166-300-0025)
- Budget Allotment Reports
- Budget Preparation Records
- Expenditure Projection Reports
- Grant Records
- Personnel Records (OAR 166-300-0040)
- Conference Records
- Employee Personnel Records
- Position Description and Classification Records
- Risk Management Records (OAR 166-300-0045)
- Emergency Response Plans and Procedures
- Incident Reports

**Databases**
- BOMB ARSON TRACKING SYSTEM (BATS) this is ATF DB
- ARSON INFORMATION MANAGEMENT SYSTEM
- CTS INVENTORY
- CTS TRAINING RECORDS
- CTS VEHICLE MILEAGE RECORDS
- GRANT MANAGEMENT
- INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS: OREGON CHAPTER
- MY HOURS
- PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP CALL OUT
Program Description
The Oregon State Police Drug Enforcement section provides a leadership role, coordination and support to law enforcement agencies in drug and tobacco enforcement efforts throughout the state.

The Analytical Support program staff analyzes, tracks, and reports drug trends and drug movement around Oregon. The program compiles information from a number of sources and sends summary reports back to the submitting/requesting agencies. The State Police also generate statistics from this information to inform the Governor and legislators of the state of drug production and eradication efforts within Oregon.

Program Records
328 Informant Records
   Retain 2 years after last activity of informant or closure of large/long term case, destroy

329 Narcotics Event Reports
   Retain 4 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Mailing Lists (Contact Lists)
Policy and Procedure Guidelines and Manuals
Facility/Property Records (OAR 166-300-0020)
Personnel Records (OAR 166-300-00

Databases
DES STATS
EQUIPMENT
NARCOTICS EVENT
Program Description
The Asset Forfeiture program is responsible for handling all cash and real property forfeitures from patrol or drug enforcement. The program receives forfeiture counsel from the Department of Justice and District Attorney’s. In addition, the program deals with property abandoned at crime scenes.

Program Records
330 Asset Forfeiture Committee Records
Retain 5 years, destroy
331 Asset Forfeiture Records
Retain 10 years after case closure, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Unclaimed Property Reports

Databases
ASSET FORFITURE TRACKING (AFT)
Program Description
Clandestine Lab Site Safety officers assist law enforcement agencies with dismantling methamphetamine labs. Officers gather evidence for federal prosecution and coordinate the removal of hazardous chemicals through the Department of Environmental Quality. These records are the Case Investigation Files retained in the Central Records section of OSP.

The Clandestine Lab Site Safety program ensures that these officers are trained and certified. Officers must complete eight hours of training to be annually re-certified. Training is locally provided by the Oregon Narcotics Enforcement Association and nationally provided by the Drug Enforcement Administration. Officers are regularly monitored for health and exposure. Employee medical records, employee training records and associated documentation are kept with the Human Resources Unit. Officers prepare and execute lab site safety plans detailing the conditions at lab sites, exposure levels and dismantle actions.

Program Records
332 Clandestine Lab Site Safety Plan Records
Retain 30 years, destroy

333 Clandestine Lab Incident Records
Retain 1 year after statute of limitations met, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Facilities/Property Records
Equipment Maintenance Records

Databases
None
**Program Description**
Under ORS 475.945, purveyors of precursor chemicals must notify the Oregon State Police after the sale of a precursor substance per ORS 475.940 -.955. The Oregon State Police use this information to augment their efforts to uncover illegal uses of precursor substances. Precursor substances are those that could be used to manufacture a controlled substance. These substances are specifically identified by the Oregon State Board of Pharmacy and biennially included in ORS 475.940.

**Program Records**
- **334 Precursor Substance Case Investigation File**
  Retain until investigation completed, transfer to Criminal Investigation Services
- **335 Precursor Substance Sale Records**
  Retain 5 years, destroy

**State Agency General Records Retention Schedule Records**
*Includes but not limited to*
- Administrative Records (OAR 166-300-0015)
- Correspondence

**Databases**
PRECURSOR
Organizational Placement  
Agency: Oregon Department of State Police (OSP)  
Bureau: Police Services  
Division: Criminal Investigation Services  
Section: Drug Enforcement  
Program: Tobacco Retailer Inspection

Program Description  
The Tobacco Retailer Inspection program conducted compliance checks of retail businesses and tobacco outlets to reduce illegal tobacco sales to juveniles. The Oregon State Police conducted random inspections through an agreement with the Department of Human Services. Investigators were retired sworn police officers who are active with the Oregon State Police Reserves. The program sunsetted in 2009/2010.

Program Records  
336 Compliant Tobacco Retailer Inspection Reports  
Retain 4 years, destroy

State Agency General Records Retention Schedule Records  
Includes but not limited to  
Administrative Records (OAR 166-300-0015)  
Correspondence

Databases  
None
**Program Description**

The ATF Armed Career Criminal Task Force is comprised of detectives from the Bureau of Alcohol, Tobacco, and Firearms (ATF), the Oregon State Police, and the Portland Police. The Task Force is responsible enforcing all gun laws and in particular, investigating career criminals who are suspected of or known to be possessing weapons. A career criminal is defined as an individual who has had three violent felony convictions and who may not possess weapons under United States law. All case investigation files generated by this Task Force for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

Includes but not limited to:

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

**Databases**

None
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Computer Crimes

Program Description
The Computer Crimes program assists local and state law enforcement agencies in investigating high technology crimes. Program staff assists in obtaining high quality services and forensic processing during the investigation and prosecution of computer related high technology crimes. Computer Crimes detectives recover and forensically examine data from computer systems, equipment, and electronic media, such as disks and CDs. Detectives are also responsible for preserving electronic media and data storage to enable analysis of potential evidence. Program staff conducts investigations and assist other law enforcement agencies when crimes are facilitated by computers and technology.

Program Records
337 Non-OSP Case Investigation Records
Return to agency or individual of origin after case closure

338 OSP Case Investigation (Cases involving crimes with no statute of limitations)
Retain 75 years after case closure, destroy

339 OSP Case Investigation Files (Cases involving crimes with statute of limitations)
Retain 1 year after statute of limitations expires, destroy
Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

340 Monthly Activity Reports
Retain 1 year, destroy

341 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
VIOLENT OFFENDER
Program Description
The FBI Fugitive Task Force is comprised of Federal Bureau of Investigations (FBI) detectives and an Oregon State Police detective. The Task Force is responsible for investigating and detaining fugitives who are wanted for violent crimes. Fugitives investigated by the Task Force are either individuals who have fled Oregon to another state or country to avoid arrest, or parolees from the Oregon Department of Corrections who were convicted of a violent crime and who have violated the terms of their parole by fleeing to another state or country. All case investigation files generated by this Task Force for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Homicide Incident Tracking System is a database containing information about homicides, sexual assaults, and violent crimes in Washington and Oregon. In addition to specific crime information, HITS contains related information about the crimes compiled from law enforcement teletypes and news sources. The Oregon and Washington State Police use HITS to track violent and serial criminals to establish patterns and trends, thus aiding law enforcement professionals in the detection and prevention of such crime. HITS is managed/maintained by the Washington’s Attorney General. Under ORS 181.580, all Oregon law enforcement agencies must submit information about homicides to the Oregon State Police to be entered into the HITS database. County and local law enforcement agencies cannot access HITS directly; however, they may request HITS information from the Oregon State Police.

Program Records
342 Homicide Incident Tracking System Request for Information Records
   Retain 1 year after request filled, destroy
343 HITS Research Request Records
   Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
HOMICIDE INCIDENT TRACKING SYSTEM (HITS)
Program Description
The Interagency Sexual Exploitation Proactive Enforcement Team (InterSEPT) is comprised of Federal Bureau of Investigations (FBI) detectives as well as an Oregon State Police detective. The team is responsible for investigating crimes against children including child pornography, child prostitution, and pedophilia. The team works with federal, state, and local agencies during the course of their investigations. All case investigation files generated by this team for the Oregon State Police are held in the Customer Services section of the Criminal Investigation Services Division.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Missing Children’s Clearinghouse provides support and assistance in the location and recovery of children abducted by non-custodial parents and/or strangers. The program assists in recovering runaway juveniles, per ORS 181.505 and 181.506. The Clearinghouse receives information and data concerning missing children and distributes information and materials to local law enforcement agencies, school districts, state and federal agencies, and the public. The 1989 Legislative Assembly mandated the creation and maintenance of a missing children’s clearinghouse.

The Missing Children’s Clearinghouse works to streamline the receiving and distribution of information on missing children serving victims and their families by providing assistance to law enforcement agencies. In connecting local, state, and federal efforts concerning juvenile recovery, the clearinghouse provides technical and logistical assistance to all law enforcement agencies nationwide. Support assumes the form of disseminating information into a nationwide network, which alerts all participating jurisdictions through the use of bulletins, reports, training sessions, and biographical materials of missing children in Oregon. The program enlists public assistance by distributing bulletins across the state intending to heighten public awareness. The program serves as an information source for families of abducted children keeping them apprised of the investigation process and connecting them with support services. The program provides ID Kits free of charge to the public. Additionally, the program is active in schools and youth groups to raise awareness about abduction.

Program Records
344 Amber Alert Log
   Retain 1 year after recovery or location of child, destroy
345 Missing Children Bulletin
   Retain until child found or bulletin superseded/obsolete, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Polygraph program assists state and local law enforcement agencies in resolving crimes by giving polygraph examinations to witnesses, suspects, confidential informants, and other persons involved in law enforcement cases. Polygraph examiners use instruments, such as lie detectors, and polygraphs to measure a person’s psycho-physiological reaction to questions and make decisions as to whether that person is being truthful in their answers. Both ORS 703 and OAR 259 regulate polygraph testing in Oregon. The Polygraph Examiner’s Licensing Advisory Committee is part of the Department of Public Safety Standards and Training, and is responsible for licensing OSP polygraph examiners.

Program Records
346 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

347 Polygraph Examiner Licenses
Retain 2 years after superseded or obsolete, destroy

348 Polygraph Examiner Records
Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
### Organizational Placement

**Agency:** Oregon Department of State Police (OSP)  
**Bureau:** Police Services  
**Division:** Criminal Investigation Services  
**Section:** Violent Offender  
**Unit:** Scene Reconstruction

### Program Description

The Scene Reconstruction unit is responsible for creating visual reconstructions of crime scenes based on crime scene photographs, videotapes, autopsy reports, and medical examiner reports. Using various software tools, the unit creates visual reconstructions include illustrations, graphics, stills, and three-dimensional computer animations and are generally produced for fatal car crashes and major violent crimes. The visuals are provided to investigators, prosecuting and defending attorneys. Visuals may be viewed in court. Individuals working in this program may also assist in gathering information at crime scenes. The unit provides assistance to OSP and local agencies.

### Program Records

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>350</td>
<td>Scene Reconstruction Visuals [Final product for cases involving crimes with no statute of limitations]</td>
<td>Retain 75 years after case closure, destroy</td>
</tr>
<tr>
<td>351</td>
<td>Scene Reconstruction Visuals [Drafts and source documents/materials for cases involving crimes with no statute of limitations]</td>
<td>Retain 2 years after completion of final product, return to originating agency/source</td>
</tr>
<tr>
<td>352</td>
<td>Scene Reconstruction Visuals [Final product all other cases]</td>
<td>Retain 1 year after statute of limitations expires, destroy</td>
</tr>
<tr>
<td>353</td>
<td>Scene Reconstruction Visuals [Drafts and source documents/materials for all other cases]</td>
<td>Retain 1 year after completion of final product, return to originating agency/source</td>
</tr>
</tbody>
</table>

*Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.*

### State Agency General Records Retention Schedule Records

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

### Databases

None
Program Description
The Oregon State Police, Sex Offender Registration Unit, tracks registration of persons convicted of sex crimes who reside, work or attend school within the state of Oregon. The Unit is the state repository for information within Oregon, encompassing adult and juvenile offenders. The Unit maintained files on individuals who are required to register in Oregon. The unit does not have files on persons who have moved from Oregon to other states, nor does it include those individuals who are currently incarcerated in correctional facilities (i.e., state and federal prisons, youth correctional institutions, detention centers and some medical treatment facilities). Oregon law (ORS 181.592) currently allows the Oregon State Police to post only those registered offenders who have been designated Predatory under Oregon law (ORS 181.585). Language in the law states that the Oregon State Police will not use the internet to provide information on the remaining sex offenders registered in the state.

Program Records
354  Bulletins
Retain for the life of the case file or according to court directive, destroy

355  Non-Compliance List
Retain 5 years, destroy

356  Non-Predatory Offender Information Records
Retain 10 years or according to court directive, destroy

357  Predatory Offender Information Records
Retain 1 year after death of individual or according to court directive, destroy

358  Offender Registration Records
Retain until 1 year after death of individual or according to court directive, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Information and Records Management Records (OAR 166-300-0030)
Public Records Disclosure Request Records

Databases
SEX OFFENDER REGISTRATION DATABASE (SORD)
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: Unidentified Deceased

Schedule number: 2010-0009

Program Description
The Unidentified Deceased program maintains records relating to unidentified human remains found within Oregon for the purpose of facilitating the identification of such remains, per ORS 146.505 and 146.515.

When the State Medical Examiner or Oregon State Police receive notification of the discovery of unidentified remains a file is created in the course of the investigation which contains all information having potential value concerning the identity of the remains. If a body is deemed unidentifiable by the State Medical Examiner, an information packet is forwarded to the Missing Children Clearinghouse, which enters the data into LEDS and NCIC. The Missing Children Clearinghouse can access the LEDS Missing Person File, which is downloaded into files maintained by the Missing Children Clearinghouse. Queries may be made through the file software on physical identifiers, locale, and date of entry.

Program Records
359 Research Request Records
   Retain 1 year, destroy
360 Unidentified Deceased Packets
   Retain until data entered into LEDS system, return to originating agency

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
LEDS
NCIC
**Organizational Placement**

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Oregon Department of State Police (OSP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau:</td>
<td>Police Services</td>
</tr>
<tr>
<td>Division:</td>
<td>Criminal Investigation Services</td>
</tr>
<tr>
<td>Section:</td>
<td>Violent Offender</td>
</tr>
<tr>
<td>Program:</td>
<td>VICAP</td>
</tr>
</tbody>
</table>

**Program Description**
The Violent Criminal Apprehension Program (ViCAP) is a database of the FBI responsible for the analysis of serial violent and sexual crimes. Created in 1985, ViCap is designed to track and correlate information on violent crime, especially murder. The FBI provides the software for the database which is widely used by state and local law enforcement agencies to compile information on serial violent and sexual crimes. OSP provides ViCap access and analysis to Oregon law enforcement agencies.

**Program Records**
361 Research Request Records
Retain 1 year, destroy

**State Agency General Records Retention Schedule Records**
*Includes but not limited to*
Administrative Records (OAR 166-300-0015)
Correspondence

**Databases**
ViCap
The Crime Analysis program is responsible for assisting the Oregon State Police investigators and personnel from other law enforcement agencies with data analysis, organization and visualization. This program typically aids investigators during complex cases that generate large volumes of data. Crime Analysis analysts create products to manage case information, including: dates, events, suspects, witnesses, vehicles, and evidence. The Crime Analysis program also provides presentation materials for use at trial, which may include link charts, presentations, and timelines.

Program Records

362 Research Request Records
Retain 1 year, destroy

363 Bulletins
Retain 2 years, destroy

364 Crime Analysis Products [Final product for cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy

365 Crime Analysis Source Material [Drafts and source documents/materials for cases involving crimes with no statute of limitations]
Retain 2 years after completion of final product, return to originating agency/source

366 Crime Analysis Products [Final product all other cases]
Retain 1 year after statute of limitations expires, destroy

367 Crime Analysis Source Materials [Drafts and source documents/materials for all other cases]
Retain 1 year after completion of final product, return to originating agency/source

Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
CRIME ANALYSIS
Organizational Placement

Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Criminal Investigation Services
Section: Violent Offender
Program: INTERPOL

Program Description
INTERPOL is the state liaison for both the International Criminal Police Organization (INTERPOL). INTERPOL enabling Oregon law enforcement agencies to request relevant case information from law enforcement agencies in other countries. The program accepts and sends requests for information from INTERPOL.

Program Records
368 INTERPOL Request Records
   Retain 5 years, destroy
369 Research Request Records
   Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Financial Records (OAR 166-300-0025)
Invoices

Databases
INVOICES
Program Description
The Fish and Wildlife Administration liaises with the officers working in the field and other state and federal agencies to ensure the effectiveness of Oregon's interagency enforcement and management efforts regarding fish and wildlife resources. Fish and Wildlife field officers meet yearly with their local Oregon Department of Fish and Wildlife (ODFW) personnel to prioritize enforcement needs and develop cooperative enforcement action plans based on management objectives and issues for each threatened, endangered, or sensitive species.

Administration is responsible for general program coordination and training of field officers. Duties include organizing and implementing annual in-service training and Work Force Development training, ensuring each field officer receives equipment, researching pending legislation, working with the Legislative Assembly to obtain funding and testifying before legislative committees. In addition to receiving funding through the State Police, the program receives funds from the National Oceanic and Atmospheric Administration (NOAA), receives funding through providing contracted services to the State Marine Board, ODFW, Bureau of Land Management and the Department of Environmental Quality.

Program Records
370 Case Investigation Files [Cases involving crimes with no statute of limitations]
   Retain 75 years after case closure, destroy
371 Case Investigation Files [Cases with crime clearly indicated]
   Retain 1 year after statute of limitations expires, destroy
372 Case Investigation Files [Significant or historical cases] 1921 – [Ongoing]
   Retain permanently, transfer to State Archives after case resolution or expiration of time limitations
373 Case Investigation Files [All Other/Unfounded Cases]
   Retain 3 years, destroy
374 Citations, Criminal
   Retain 2 years after statute of limitations ends, destroy
375 Citations, Violation
   Retain 1 year after statute of limitations ends, destroy
376 Cooperative Enforcement Plan Records
   Retain 6 years, destroy
377 Field Review Newsletter
   Retain permanently, transfer to State Archives after 1 year
378 Informant Records
   Retain 2 years after informant deactivated, destroy
379 User Compliance (BrosLund) Reports
   Retain 6 years, destroy
380 Weekly Reports
   Retain 6 months, destroy
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Attorney General Opinions
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Work Orders (Requests for SIU Assistance)
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Equipment/Property Disposition Records
Vehicle Records

**Databases**
USER COMPLIANCE (BROSLUND) REPORT
LEmis
Program Description
The Aircraft Program provides aerial support to Fish and Wildlife troopers and Oregon Department of Fish and Wildlife staff for wildlife management. Support is also provided to the Governor’s office, criminal investigations, other divisions within the State Police (Criminal Division, Patrol Services Division, Forensics Division, Special Weapons, and Tactic SWAT), Oregon Emergency Management, and other public safety and natural resource agencies. Local, state, and federal agencies benefit from the Division's Aircraft Program’s support.

The Fish and Wildlife Division makes extensive use of their four fixed-wing aircraft in the management of fish and wildlife resources, as well as enforcement. The aircraft have been particularly effective enforcing fish and game regulations, rapid deployment of OSP resources throughout Oregon, assisting state and federal law enforcement agencies, protection of natural resources and locating lost/injured recreationalists.

Program Records
381 Aircraft Certifications and Registrations
Retain 1 year after disposition or sale of aircraft, destroy
382 Aircraft Maintenance Logs
Retain 1 year after aircraft disposition (sale/destruction), destroy
383 Aircraft Notebooks
Retain 6 years, destroy
384 Flight Operations Annual Reports
Retain 6 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Flight Operations Training Manual (see Policy and Procedure Manuals and Guidelines)

Databases
FLIGHT OPERATIONS ANNUAL REPORT
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Fish and Wildlife Enforcement
Program: Boating and Marine Safety

Program Description
Through contracts with the State Marine Board, Oregon State Police Troopers provide, in conjunction with county sheriffs, safety patrol and boating law enforcement on Oregon waterways. The Marine Board funds all enforcement in Oregon and the Marine Board Enforcement program. OSP Troopers conduct boat examination/inspections, inspect for hull identification numbers and issue citations for violations. As part of their training all OSP Troopers complete the Oregon Marine Board Academy. OSP reports quarterly to the Marine Board on the number and type of citations and stops made on the waterways. The statewide records copy of Boat Inspection Reports and Hull Identification Number Inspection Records are held by the Oregon Marine Board.

Program Records
385 Boat Inspection Reports
Transfer to Oregon Marine Board

386 Case Investigation Files [Cases involving crimes with no statute of limitations]
Retain 75 years after case closure, destroy

387 Case Investigation Files [Cases with crime clearly indicated]
Retain 1 year after statute of limitations expires, destroy

388 Case Investigation Files [Significant or historical cases] 1921 – [Ongoing]
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations

389 Case Investigation Files [All Other/Unfounded Cases]
Retain 3 years, destroy

390 Citations, Criminal
Retain 2 years after statute of limitations ends, destroy

391 Citations, Violation
Retain 1 year after statute of limitations ends, destroy

392 Hull Identification Number Inspection Records
Transfer to Oregon Marine Board

393 Marine Enforcement Annual Reports
Retain 6 years, destroy

394 Marine Enforcement Monthly Reports
Retain 6 years, destroy

395 Officer Notes
Retain 6 years, destroy
[Note: Officer Notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

122
Financial Records (OAR 166-300-0025)
Account

Databases
OREGON STATE MARINE BOARD ONLINE SYSTEM
**Organizational Placement**

| Agency: Oregon Department of State Police (OSP) |
|---|---|
| Bureau: Police Services |
| Division: Fish and Wildlife Enforcement |
| Section: Commercial Fisheries Enforcement |

**Program Description**

The Commercial Fisheries Enforcement section oversees commercial and recreational fishing. Troopers respond to complaints, monitor the off-loading of commercial and sport catches, and inspect fishing equipment to ensure compliance with state and federal laws. The Commercial Fisheries section adheres to standards set by the Pacific Fisheries Management Council (PFMC) and the Oregon Department of Fish and Wildlife (ODFW). OSP Troopers transport overage fish tickets and reimbursement from fish processors to ODFW.

**Program Records**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
</table>
| 396 | **Case Investigation Files** [Cases involving crimes with no statute of limitations]  
Retain 75 years after case closure, destroy |
| 397 | **Case Investigation Files** [Cases with crime clearly indicated]  
Retain 1 year after statute of limitations expires, destroy |
| 398 | **Case Investigation Files** [Significant or historical cases] 1921 – [Ongoing]  
Retain permanently, transfer to State Archives after case resolution or expiration of time limitations |
| 399 | **Case Investigation Files** [All Other/Unfounded Cases]  
Retain 3 years, destroy |
| 400 | **Citations, Criminal**  
Retain 2 years after statute of limitations ends, destroy |
| 401 | **Citations, Violation**  
Retain 1 year after statute of limitations ends, destroy |
| 402 | **Commercial Fisheries Compliance Annual Reports**  
Destroy |
| 403 | **Officer Notes**  
Retain 6 years, destroy  
[Note: Officer Notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.] |

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*  
Administrative Records (OAR 166-300-0015)  
Contracts and Agreements (MOAA Joint Enforcement, etc)  
Correspondence  
Policy and Procedure Guidelines and Manuals
Databases
COMMERCIAL FISHERIES COMPLIANCE
Program Description
Troopers working in the Wildlife section enforce state and federal laws protecting wildlife and regulating sport hunting. Troopers are responsible for patrolling forests. These officers may use animal decoys to apprehend persons violating certain hunting rules and regulations as part of the Wildlife Enforcement Decoy program. The Decoy Program Annual Report is an accounting of the observations and incidents which occur during operations involving a decoy. In addition, the Decoy Program operates on private land where authorization is granted by the property owner. Retired state troopers are assigned to work in State Wildlife Management Areas conducting license checks and generally enforcing natural resource regulations.

Program Records

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>404</td>
<td>Case Investigation Files [Cases involving crimes with no statute of limitations]</td>
<td>Retain 75 years after case closure, destroy</td>
</tr>
<tr>
<td>405</td>
<td>Case Investigation Files [Cases with crime clearly indicated]</td>
<td>Retain 1 year after statute of limitations expires, destroy</td>
</tr>
<tr>
<td>406</td>
<td>Case Investigation Files [Significant or historical cases] 1921 – [Ongoing]</td>
<td>Retain permanently, transfer to State Archives after case resolution or expiration of time limitations</td>
</tr>
<tr>
<td>407</td>
<td>Case Investigation Files [All Other/Unfounded Cases]</td>
<td>Retain 3 years, destroy</td>
</tr>
<tr>
<td>408</td>
<td>Citations, Criminal</td>
<td>Retain 2 years after statute of limitations ends, destroy</td>
</tr>
<tr>
<td>409</td>
<td>Citations, Violation</td>
<td>Retain 1 year after statute of limitations ends, destroy</td>
</tr>
<tr>
<td>410</td>
<td>Officer Notes</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>411</td>
<td>Wildlife Enforcement Decoy Annual Report</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>412</td>
<td>Wildlife Enforcement Forms &amp; Database Records</td>
<td>Retain until annual report published, destroy</td>
</tr>
</tbody>
</table>
State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence

Databases
WILDLIFE ENFORCEMENT DECOY
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Bureau: Police Services
Division: Patrol Services

Program Description

The Patrol Services Division is to provide a uniform presence and law enforcement services throughout the state, with a primary responsibility for crash reduction, crime reduction, and other transportation safety issues; as well as to respond to emergency calls-for-service on Oregon's state and interstate highways. Patrol Services staff provide hazardous Violation Enforcement (Accident causing traffic violations), Impaired Driving Enforcement (Intoxicated and/or Drug Impaired Drivers), Occupant Safety Enforcement (Seatbelt and Child Restraint laws), Commercial Vehicle Driving Enforcement (Motor Trucks), Work Zone Enforcement (Work Zone Safety), At Risk Juvenile Behavior (Deter and Detect Juvenile Crimes) and Criminal Apprehension through Patrol Enforcement (The apprehension of wanted subjects and contraband in vehicles traveling on the state's highways).

Administration staff provides administrative support to the Patrol Services Division. The program is responsible for approving tow companies and fielding requests from the public for documentation on vehicle crashes, DUII, citations, and speeding tickets.

Administration is also responsible for notifying the owners of vehicles towed by State Police patrol officers under ORS 809.720. If a vehicle owner contests the tow and requests a hearing, Administration arranges a hearing date and coordinates the hearing.

Program Records
413 Tow Truck Non-Preference Certification Records
   Retain 1 year after certification expires, destroy
414 Contested Vehicle Tow Records
   Retain 1 year after court issues final order, destroy
415 Uncontested Vehicle Tow Records
   Retain 1 month after right to request hearing expires, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence
Legislative Tracking Records

Databases
TOW TRACKING
Organizational Placement
Agency: Oregon Department of State Police (OSP)
Division: Patrol Services
Program: Drug Recognition Evaluation/Impaired Driving

Program Description:
The Drug Recognition Evaluation (DRE) section trains officers from local, county, and state agencies to identify persons under the influence of drugs, alcohol, and other psychoactive substances in an effort to reduce the number of deaths, injuries, and property loss on Oregon’s roadways.

Program Records:
416 Certification Process Log
Retain until certificate awarded, destroy

417 Drug Recognition Evaluation Database
Retain 3 years, purge

418 Drug Recognition Evaluator Certification Final Examination and Practice Evaluations Records
Retain until certification awarded, destroy

419 Drug Recognition Evaluator Certification, Wallet card and Resume
Retain original and most current, destroy

420 Drug Recognition Evaluator Annual Evaluations Rolling Log
Retain until entered into spreadsheet and verified, destroy

Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records
Administrative Records - OAR 166-300-0015
Correspondence
Financial Records - OAR 166-300-0025
Grant Records

Databases
DRUG RECOGNITION EVALUATION
Program Description
The Patrol Operations section oversees and administers a number of enforcement and public safety programs. These programs are implemented at the patrol office and command center levels. Programs are funded through federal grant monies routed to the State Police through the Oregon Department of Transportation. Operations programs focus on DUII enforcement, commercial vehicles, enforcement of speed laws on rural highways and in construction zones, criminal apprehension through patrol, and safety belt usage. Funding for the safety belt usage program requires the State Police to participate in the Three Flags program, a cooperative effort between Oregon, Washington, and British Columbia police forces to conduct seat belt usage observations three times a year.

Program Records
422 Amber Alert Records
Retain 6 years after child recovered, destroy

423 Case Investigation Files
Retain until investigation closed, transfer to Criminal Investigation Services

424 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

425 Ride Along Applications
Retain 3 years, destroy

426 Seat Belt Usage Records (“Three Flags Data”)
Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Attorney General Opinions
Conference, Training and Seminar Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Telephone Logs
Financial Records (OAR 166-300-0025)
Grant Records
Personnel Records (OAR 166-300-00
Employee Personnel Records
Employee Training Records
Work Schedules and Assignment Records

Databases
None
Program Description
Drug Detection Dog Teams, assigned to patrol offices, assist local law enforcement, drug task forces and federal law enforcement agencies with detection of concealed controlled substances or illicit currency. Dog teams support drug interdiction efforts at airports and on railways and highways and give public demonstrations upon request at community organizations and public schools. The dog handler submits reports as part of the case investigation file.

Program Records
426 Dog Handler Reports
Retain 1 year after statute of limitations on case expires, destroy
Note: For limitations, see ORS 131.125, 131.155, 166.715-166.735, and other applicable statutes.

427 Dog Purchase Records
Retain 3 years after dog separation from agency, destroy

428 Monthly Status Reports
Retain 1 year, destroy

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Correspondence

Databases
None
Program Description
The Patrol Support section oversees and administers a number of enforcement and public safety programs. These programs are implemented at the patrol office and command center levels. Patrol support programs are designed to augment the core enforcement programs in the Patrol Operations section of Patrol Services. Support Programs have focused on aircraft and motorcycle patrol of rural and interstate highways, disabled parking enforcement, and vehicle crash reconstruction. However, these programs are biennially re-evaluated and may change depending on public safety and patrol enforcement needs.

Program Records
429 Officer Notes
Retain 6 years, destroy
[Note: Officer notes recorded on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.]

State Agency General Records Retention Schedule Records
Includes but not limited to
Administrative Records (OAR 166-300-0015)
Business Plan Records
Correspondence
Calendar and Scheduling Records
Staff Meeting Records

Databases
None