

**OREGON STATE ARCHIVES  
Records Retention Schedule**

**Edition:**

**Expires:**

**Oregon Real Estate Agency  
Records Retention Schedule 2010-0008  
Effective October 2010  
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OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition:

Expires:

***Organizational Placement***

**Agency:** Real Estate

**Schedule number: 2010-0008**

***Program Description***

The Real Estate Agency is responsible for providing protection to Oregon consumers using real estate, escrow and land development services per Oregon Revised Statute 696. The Agency establishes standards and implements its authority through Oregon Administrative Rule Chapter 863. The Agency is charged with fostering a professional, regulated environment conducive to a healthy, regulated real estate market. Staff responsibilities include examination and education of real estate brokers and property managers; the licensing and regulation of brokers, property managers, escrow agents, marketing organizations, manufactured home subdivisions, condominiums and time shares. The Agency is under the direction of the Real Estate Commissioner, a Governor appointed Senate confirmed position. The agency is funded by license fees charged to real estate professionals and organizations operating in Oregon.

The Real Estate Board is an advisory board consisting of seven members of the real estate industry and two members of the public all appointed by the Governor. Board members serve on committees providing advice to the Real Estate Commissioner and Governor's office on real estate industry issues, budget development and technological advancement. The Board meets bi-monthly to review requests by applicants for waivers of the experience and/or education requirements for real estate license applicants.

***Program Records***

**001 Real Estate Board Meetings Minutes, Agendas, Exhibits, 1939 – [ongoing] 10.00 c.f.**

Retain permanently, transfer to State Archives after 10 years

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition:

Expires:

***Organizational Placement***

**Schedule number: 2010-0008**

**Agency:** Real Estate  
**Division:** Administrative Services

***Program Description***

The Administrative Services Division provides clerical support and services to Real Estate Agency Divisions and staff including payroll, accounting/fiscal, procurement and contracting, Human Resources, risk management and budget preparation/allotment.

***Program Records***

- 002 Civil Penalty Payment Records**  
Retain 6 years after payment received or charged off, destroy
- 003 Statistical Reports**  
Retain 10 years, destroy

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Policy Development and Planning Records  
Facilities/Property Records - OAR 166-300-0020  
Asset Inventory Records  
Financial Records - OAR 166-300-0025  
Account Reconciliation Records  
Accounts Receivable Records  
Budget Preparation Records  
Competitive Bid Records  
Deposit Slips  
Purchasing Records  
Payroll Records - OAR 166-300-0035  
Employee Time Records  
Personnel Records - OAR 166-300-0040  
Employee Personnel Records  
Recruitment and Selection Records

***Databases***

ORBITS  
OSPS  
PPDB  
SFMS

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition:

Expires:

***Organizational Placement***

**Agency:** Real Estate  
**Division:** Education

**Schedule number: 2010-0008**

***Program Description***

The Education Division is responsible for promoting educated, informed real estate professionals by establishing and maintaining educational guidelines and standards, course work and examination materials. The division provides education, examination and compliance services. Division staff develop educational guidelines, approve pre-license courses and instructors, and develop and maintain exam materials and process audits of examiners. In addition, the Division is responsible for ensuring compliance of educators and licensees by adopting education standards, responding to public inquiries, and researching new methods for providing educational materials to real estate professionals.

***Program Records***

- 004 Real Estate Examination Question Item Bank**  
Retain 10 years after superseded or obsolete, destroy
- 005 Real Estate Examination Question Statistical Records**  
Retain 5 years after question deleted, destroy

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015  
Calendar and Scheduling Records  
Correspondence  
Mailing Lists  
Publication Preparation Records

***Databases***

CERTIFIED PROVIDER

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition:

Expires:

***Organizational Placement***

**Schedule number: 2010-0008**

**Agency:** Real Estate  
**Division:** Information Systems

***Program Description***

The Information Systems division provides technical expertise and services to Real Estate Agency Divisions and staff involving computer hardware and software configuration, installation and support, voice and data communications infrastructure support, Web and email service and support and internet access. Staff supports computer hardware, software, peripherals and servers. In addition, staff assists in disaster recovery planning, provide network security services and user/help desk support. Staff ensure access, service and provide support to Real Estate Agency staff and management.

***Program Records***

None

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015  
Calendar and Scheduling Records  
Correspondence  
Facility/Property Records - OAR 166-300-0020  
Asset Inventory Reports  
Information and Records Management Records – OAR 166-30  
Computer System Maintenance Records  
Computer System Program Documentation  
Software Management Records  
User Support Records

***Databases***

Information Systems accesses all database applications as part of their mission

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***Organizational Placement***

**Schedule number: 2010-0008**

**Agency:** Real Estate  
**Division:** Land Development

***Program Description***

The Land Development division is responsible for providing direction and oversight to land development involving condominiums, timeshares, manufactured home subdivisions, out of state subdivisions and membership campgrounds per ORS's 92, 94 and 100. Division staff review and approve or reject land development filings.

In addition, Division staff coordinates the Agency's administrative rulemaking process which includes assisting staff in drafting rule text, preparing and filing rule making notices, soliciting comments and conducting public hearings and filing adopted rules with the Secretary of State's Office. Staff also coordinates the development of legislative concepts, monitor bills with interest/impact upon the agency, and prepare fiscal impact statements.

***Program Records***

- 006 Condominium Development Files**  
Retain 6 years after condominium status terminated, destroy
- 007 Condominium Unit Owner's Association Files**
  - (a) Retain original report 6 years after condominium status surrendered, destroy
  - (b) Retain annual reports 5 years, destroy
- 008 Membership Campground Files**  
Retain 6 years after campground is terminated, destroy
- 009 Manufactured Home Subdivision Files**  
Retain 25 years, destroy
- 010 Out-of-State Subdivision Files**  
Retain 25 years, destroy
- 011 Timeshare Files**  
Retain 6 years after timeshare is terminated, destroy
- 012 Timeshare Exchange Company Filings**  
Retain 25 years, destroy

***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  
Correspondence  
Legislative Tracking Records

***Databases***

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition:

Expires:

### *Organizational Placement*

**Agency:** Real Estate  
**Division:** Licensing

**Schedule number: 2010-0008**

### *Program Description*

The Licensing Division is responsible for the examination, licensing and registration of real estate professionals operating in Oregon. Real estate professionals requiring a license to operate are those individuals and companies assisting in the purchase and sale of real estate for a fee or managing rental real estate for a third party and are paid a fee per ORS 696.020. All real estate brokers and salespersons, property managers, escrow agencies and real estate marking organizations are licensed by the agency. Division staff process registered business names, branch office registrations, membership campground contract brokers and process applications for real estate examinations. Staff process background checks, maintain files on licensing applicants and conduct initial processing of all fees. In addition, Oregon has reciprocal licensing agreements with several states which allow real estate professional licensed by participating states to receive an Oregon license after providing proof of licensure, payment of fees and submission of the required forms. Real Estate Broker Licensure is good for two years while all other issued license is good for one year. Licensee who fail to renew their license within one year of expiration must begin the license and registration process from the beginning.

### *Program Records*

#### **013 Applicant License Records**

Retain 7 years, destroy

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information and Records Management Records – OAR 166-300-0030

Filing System Records (File [Microfilm] Index)

### *Databases*

LICENSE 2000 (L2K)

LICENSURE

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition:

Expires:

### *Organizational Placement*

**Agency:** Real Estate  
**Program:** Regulation

**Schedule number: 2010-0008**

### *Program Description*

The Regulation division is responsible for regulating the activities of the real estate industry including real estate brokers, property managers, escrow agents; subdivisions, timeshares, condominiums, membership campgrounds and real estate marketing organizations. Division staff management investigates complaints against licensees. real estate professionals, Division management conducts stipulation (dispute resolution) conferences to resolve issues without going to contested case hearings., and assist the Attorney General's Office whenever contested case hearings are conducted. Management Staff determines if allegations are founded and if action should be taken. Management and staff assist the Attorney General's Office whenever contested case hearings are conducted. Sanctions for licensees include reprimand, suspension or revocation civil penalty. Sanctions for non-licensed individuals/entities conducting professional real estate activity as defined by ORS 696.010 are subject to action by the Agency, including civil penalties.

In addition, division staff receive and process client trust account audits, which are completed and submitted by brokers. Upon review by agency staff, the audits are filed with the individual brokers records unless an investigation or administrative actions ensues. Administrative Orders are housed in Administrative Actions and Investigations files.

### *Program Records*

**014 Administrative Action Case Files**

Retain 25 years, destroy

**015 Broker Audit Reports**

Retain 6 years, destroy

**016 Civil Penalty Records**

Transfer to Administrative Services Division after review and sanction assigned

**017 Complaint Records**

Retain complaint records 6 years after resolution, destroy

**018 Investigation Files**

Retain 6 years, destroy

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

*Includes but not limited to*

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Litigation Records

### *Databases*

LICENSE 2000 (L2K)