

**Department of State Lands**  
Records Retention Schedule 2016-0010  
Effective Date: January 2017  
Table of Contents

<u>Office of the Director</u>	<u>1</u>
<u>Administration</u>	<u>2</u>
<u>Operations</u>	<u>9</u>
<u>South Slough National Estuarine Research Reserve</u>	<u>22</u>

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands

**Division:** Office of the Director

**Schedule Number: 2016-0010**

## *Program Description*

The Director of the Department of State Lands (DSL) implements the policies of the State Land Board and the legislative directives of the state legislative assembly. The State Land Board comprised of the Governor, Secretary of State, and the State Treasurer, acts as trustee for the Common School Fund, which is derived from a combination of financial and land assets managed by DSL for the greatest benefit of the people of Oregon. The Director oversees administrative responsibilities for the State Land Board and directs the operation of DSL under the jurisdiction and direction of the board. Administrative duties include making recommendations to the State Land Board and legislative assembly; approving policies and area management plans; and overseeing budget preparation, federal grants, and contracts. The Director also chairs the South Slough National Estuarine Research Reserve Management Commission, which is a policy-making board comprised of eight members appointed by the Governor. In addition, the Director's Office includes an executive assistant/secretary to the Land Board, public information manager and a legislative/policy analyst.

## *Program Records*

### **001 Agency Newsletters**

Retain 5 years, destroy

### **002 State Land Board Records, 1870 – [ongoing]**

**6 c.f.**

a) Retain minutes, indexes, agendas, transcripts, resolutions, declarations and essential exhibits permanently, transfer to State Archives after 10 years

b) Retain all other records 10 years, destroy

### **003 Surveys**

Retain 2 years, destroy

## *State Agency General Records Retention Schedule Records*

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

Conference, Seminar, and Training Program Records

Correspondence

Legislative Tracking Records

Mailing Lists

Policy Development and Planning Records

Press Releases

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

Records Management Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands

**Division:** Administration

**Section:** Business Operations and Support Services

## *Program Description*

The Administration Division provides budget development and administration, accounting, auditing, grant administration, contracting services, information services, rules coordination, business continuity planning, and coordination of investment opportunities for surplus funds.

## *Program Records*

### **004 Measure 37 Claim Records**

- a) Retain Department of State Lands “Lead Agency” and “Other Regulating Agency” records 75 years, destroy
- b) Retain all other records 10 years, destroy

## *State Agency General Records Retention Schedule Records*

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

Administrative Rule Preparation Records

Business Plan Records

Contracts and Agreements

Correspondence

Legislative Tracking Records

Staff Meeting Records

### **Financial Records (OAR 166-300-0025)**

Budget Preparation Records

Grant Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Administration  
**Section:** Business Operations and Support Services  
**Unit:** Fiscal Services

## *Program Description*

The Fiscal Services Unit provides services supporting Department of State Lands' (DSL) operations, including non-program related administrative support, budget development and tracking, and fiscal and data processing services. Fiscal support services include accounts receivable, accounts payable, financial statements and reports, receipts, payroll, purchasing, lease revenue tracking, and the accounting and reporting of all funds related to the Common School Fund. The unit provides general support for agency contracting activities and procures operating services and supplies.

Fiscal and budget support is also provided to the South Slough National Estuarine Research Reserve and the Land Use Board of Appeals. In addition, fiscal services retains oversight responsibility for the Burbank Trust Fund.

## *Program Records*

- 005 Contract Mortgage Administrative Records**  
Retain 6 years after date of final payment, destroy
- 006 Gustafson Trust Fund Records**  
Retain 10 years after exhaustion of the fund, destroy

## *State Agency General Records Retention Schedule Records*

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

Contracts and Agreements  
Correspondence

### **Financial Records (OAR 166-300-0025)**

Accounts Payable Reports  
Accounts Receivable Reports  
Account Reconciliation Records  
Budget Preparation Records  
Credit Card Records  
Deposit Slips  
Invoices  
Purchasing Records  
Warrants

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

Deduction Registers  
Employee Payroll Records  
Employee Time Records

Oregon State Archives  
**Records Retention Schedule**

**Edition: January 2017**

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

Insurance Fund Claim Records

Risk Factor Evaluation Records

Vehicle Accident Records

*Databases*

CASH

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Administration  
**Section:** Business Operations and Support Services  
**Unit:** Human Resources

## *Program Description*

Human Resources is responsible for providing direction to the Director, Deputy Directors, management team and other staff members in areas of human resources. It is responsible for ten program areas including: EEO/affirmative action, personnel administration/records, safety compliance/worker's compensation; and employee activities/recognition, classification and compensation, recruitment and retention, employee/labor relations, policy and procedures, strategic planning, and training and career development.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

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

Correspondence

Policy and Procedure Guidelines and Manuals

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

Forms Development Records

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

Family Medical Leave Records

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

Affirmative Action Records

Collective Bargaining Records

Criminal Background Check Records

Employee Medical Records

Employee Personnel Records

Employee Training Records

Employment Eligibility Verification Forms (I-9)

Equal Employment Opportunity Complaint Records

Position Description and Reclassification Records

Recruitment and Selection Records

# Oregon State Archives Records Retention Schedule

Edition: January 2017

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

Emergency Response Plans and Procedures

Incident Reports

Occupational Injury and Illness Records

Safety Program Records

State Accident Insurance Fund (SAIF) Claim Records

Vehicle Accident Records

## ***Databases***

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Administration  
**Section:** Business Operations and Support Services  
**Unit:** Information Systems

## *Program Description*

Information Systems is responsible for planning, development, maintenance, support and protection of DSL's computer information systems and electronic mail. The unit supports a variety of database systems that provide subsidiary records for agency programs. Additional databases supported by the IS unit include those used for accounting, agency mailing lists and capital inventory. Information Systems is also responsible for the administration of the LAN and other agency networks.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

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

Correspondence

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

Asset Inventory Reports

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

Computer System Maintenance Records

Computer System Program Documentation

Computer System Wiring Records

Information System Planning and Development Records

Software Management Records

User Support Records

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

Emergency Response Plan and Procedures

## *Databases*

CASH

GIS

LAS

SPICEWORKS

LASERFICHE / LASERFICHE FORMS

TIMEMATTERS

UNCLAIMED PROPERTY SYSTEM 2000 (UPS 2000)



# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

Schedule Number: 2016-0010

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Aquatic Resource Management  
**Unit:** Field Operations  
**Program:** Proprietary

## *Program Description*

Proprietary Program staff performs a variety of customer service-related functions related to the management of state-owned submerged and submersible land. These services include the issuance of leases, easements, rights-of-way and licenses for the use of state-owned waterways, as well as enforcement actions for unauthorized uses. Staff is frequently in the field to perform inspections prior to issuing authorizations; to ensure that authorized activities are in compliance with statutes, rules and conditions outlined in the authorization; and to investigate complaints or potential violations. This program affects public and private agencies, industries and companies, in addition to landowners and persons who use state-owned waterways or who are concerned about their use.

## *Program Records*

- 007 Sand and Gravel Audit and Proprietary Audit Records**  
Retain 10 years, destroy
- 008 Proprietary Applications – “No Authorization Required”**  
Retain 10 years after notification date, destroy
- 009 Waterway Inventory**  
Retain until superseded or obsolete, destroy
- 010 Law Suit and Court Case Records**  
Retain 10 years after case closed, destroy
- 011 Portland Harbor Cleanup Records**  
Retain 20 years after court case closed or record of decision-specified cleanup complete, destroy
- 012 Aquatic Proprietary Authorizations, 1940 – [ongoing] 10 c.f.**
  - a) Retain official authorization documents permanently, transfer to the State Archives 5 years after expiration and/or termination
  - b) Retain all other records 5 years after expiration and/or termination, destroy

## *State Agency General Records Retention Schedule Records*

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

Correspondence

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

Building Records

Oregon State Archives  
**Records Retention Schedule**

**Edition: January 2017**

*Databases*

GIS

LAS

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

Schedule Number: 2016-0010

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Aquatic Resource Management  
**Unit:** Field Operations  
**Program:** Regulatory

## *Program Description*

The Regulatory Program is responsible for regulating and enforcing the state's Removal/Fill laws (ORS 196.800-196.990 and 390.805-390.925), requiring that a permit be obtained to remove or fill material within waters of the state, including wetlands. Regulatory responsibilities include jurisdiction determination, wetland delineation review, permit application review, permit authorization issuance, mitigation compliance review and enforcement actions.

## *Program Records*

- |            |   |                |
|------------|---|----------------|
| <b>013</b> | <b>Emergency Authorizations, 1974 – [ongoing]</b>   | <b>1 c.f.</b>  |
|            | a) Retain mitigation records permanently, transfer to State Archives 25 years after closure |                |
|            | b) Retain all other records 5 years after project completion, destroy                       |                |
| <b>014</b> | <b>General Authorization Records, 1991 – [ongoing]</b>                                      | <b>10 c.f.</b> |
|            | a) Retain mitigation records permanently, transfer to State Archives 25 years after closure |                |
|            | b) Retain all other records 5 years after project completion, destroy                       |                |
| <b>015</b> | <b>General Permit Records, January 2008 – [ongoing]</b>                                     | <b>5 c.f.</b>  |
|            | a) Retain mitigation records permanently, transfer to State Archives 25 years after closure |                |
|            | b) Retain all other records 10 years after expiration, destroy                              |                |
| <b>016</b> | <b>Individual Permits, 1967 – [ongoing]</b>   | <b>25 c.f.</b> |
|            | a) Retain mitigation records permanently, transfer to State Archives 25 years after closure |                |
|            | b) Retain all other records 10 years after expiration, destroy                              |                |
| <b>017</b> | <b>Mitigation Bank Records, 1997 – [ongoing]</b>  | <b>5 c.f.</b>  |
|            | Retain permanently, transfer to State Archives 25 years after closure                       |                |
| <b>018</b> | <b>No State Permit Records</b>  |                |
|            | Retain 10 years from date of issue, destroy   |                |
| <b>019</b> | <b>Permit Violation Records, 1985 – [ongoing]</b>   | <b>10 c.f.</b> |
|            | a) Retain mitigation records permanently, transfer to State Archives 25 years after closure |                |
|            | b) Retain records with violation 15 years after file closed, destroy                        |                |
|            | c) Retain all other records 5 years after file closed, destroy                              |                |
| <b>020</b> | <b>Placer General Authorization Records</b>   |                |
|            | Retain 2 years after project completion, destroy  |                |
| <b>021</b> | <b>U.S. Corps of Engineers Permit Records</b>   |                |
|            | Destroy   |                |

# Oregon State Archives Records Retention Schedule

Edition: January 2017

- 022 Wetlands Determinations and Delineations, 1985 – [ongoing] 15 c.f.**  
a) Retain cover form, location map, tax map, wetland delineation maps and agency decision document permanently, transfer to State Archives 35 years after agency decision  
b) Retain all other records 25 years after agency decision, destroy
- 023 Wetlands and Waterways Contested Case Files**  
Retain 10 years after final resolution or authorization expired, whichever occurs last, destroy
- 024 Withdrawn or Administratively Closed Applications**  
Retain 2 years after application closed, destroy

## *State Agency General Records Retention Schedule Records*

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

Administrative Rule Preparation Records  
Attorney General Opinions  
Contracts and Agreements  
Correspondence  
Litigation Records  
Policy Development and Planning Records

### ***Databases***

LAS

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Aquatic Resource Management  
**Unit:** Planning & Policy

**Schedule Number: 2016-0010**

## *Program Description*

The Planning and Policy unit is a group of cross-functional core team members and high-level advisors that provide recommendations to executive management on new or changed policy direction. This arrangement takes advantage of the collective wisdom and expertise of the Team and in so doing results in better decision making and fewer unintended consequences. The Team is led by the Planning and Policy Manager (PPM). Currently the Team includes wetland and water mitigation specialists; a waterway proprietary and removal-fill specialist; a jurisdictional specialist; and a wetland planner.

## *Program Records*

- 025 Rivers and Waterways Ownership Projects Records (including photographs), 1872 – [ongoing] 30 c.f.**  
Retain permanently, transfer to State Archives 5 years after project superseded or obsolete
- 026 Waterway Navigability Hearings Records, 1979 – 1982 4 c.f.**  
Retain permanently, transfer to State Archives after 25 years
- 027 Waterway Navigability Studies, 1995 – [ongoing] 25 c.f.**  
Retain permanently, transfer to State Archives 10 years after final determination
- 028 Local Wetland Inventory Records, 1992 – [ongoing] 1 c.f.**  
a) Retain agency approval letters permanently, transfer to State Archives 35 years after approval date  
b) Retain inventories until superseded or obsolete, destroy  
c) Retain all other records 20 years, destroy
- 029 Oregon’s Wetlands Conservation Strategy Records, 1995 – [ongoing] 1 c.f.**  
a) Retain final strategy permanently, transfer to State Archives after superseded or obsolete  
b) Retain all other records 10 years, destroy
- 030 Wetland Research Projects, 1992 – [ongoing] 10 c.f.**  
a) Retain final reports and data permanently, transfer to State Archives 25 years after date of final report  
b) Retain all other records 15 years after completion of study, destroy
- 031 Aquatic Resource Assessment Methodologies, 1993 – [ongoing] 2 c.f.**  
a) Retain final methodology permanently, transfer to State Archives after superseded or obsolete  
b) Retain all other records 15 years after date of final document, destroy

# Oregon State Archives Records Retention Schedule

Edition: January 2017

- 032 Wetlands Conservation Plans and Records, 1993 – [ongoing] 2 c.f.**  
a) Retain Final Order permanently, transfer to State Archives 35 years after issuance  
b) Retain final plans 15 years after superseded or obsolete, destroy
- 033 Wetlands Determinations and Delineations, 1985 – [ongoing] 15 c.f.**  
a) Retain cover form, location map, *tax map*, wetland delineation maps and agency decision document permanently, transfer to State Archives 35 years after agency decision  
b) Retain all other records 25 years after agency decision, destroy
- 034 Wetlands Land Use Notices**  
Retain 25 years after response date, destroy
- 035 Advance Aquatic Resource Plans, 2015 – [ongoing] .5 c.f.**  
a) Retain Final Order permanently, transfer to State Archives 35 years after final order expired or closed  
b) Retain all other records 15 years after final order expired or closed, destroy

## *State Agency General Records Retention Schedule Records*

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

Contracts and Agreements

Correspondence

Policy Development and Planning Records

### **Financial Records (OAR 166-300-0025)**

Grant Records

### *Databases*

LAS

GIS

# Oregon State Archives

## Records Retention Schedule

Edition: January 2017

### *Organizational Placement*

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Common School Fund Property  
**Unit:** Real Property

**Schedule Number: 2016-0010**

### *Program Description*

The Real Property Unit is responsible for making land ownership determinations, maintaining proprietary information, maintaining mineral rights information for all state-owned land, maintaining documents and records relating to state ownership and the historical uses of waterways in Oregon (navigability), maintaining deed records for all state-owned lands (responsibility was transferred to the Department of State Lands (DSL) from the Secretary of State in 1992) and developing and implementing the Real Estate Asset Management Plan and land use management and development plans.

The unit also maintains the proprietary geographical information in the department's land management database. Maps and reports are generated and used as analytical tools in support of DSL land ownership and management projects, and includes information such as land surveys, deed references, acquisition history, tax lots, easements, land/waterway improvements and classifications. Source documents include inventory sheets, plat books, deed records, mineral records and other DSL land management records.

### *Program Records*

#### **036 Appraisal Reports**

Retain 5 years after appraisal or 2 years after court case resolved, whichever is longer, destroy

#### **037 Area and Asset Management Plans, 1995 – [ongoing]**

Retain final copy permanently, transfer to State Archives

#### **038 BLM Land Exchange Records, 1937 – [ongoing]**

**5 c.f.**

Retain permanently, transfer to State Archives after information entered on database and verified

#### **039 Contested Case Files (DSL-Owned Land)**

Retain 10 years after final resolution or authorization expired, whichever occurs last, destroy

#### **040 DSL-Owned Land Records, 1850 – [ongoing]**

**148 c.f.**

a) Retain deeds, deed books, deed jackets, plat books, maps, aerial photos, acquisition and sale records, and indexes permanently, transfer to State Archives after information entered in database and verified

b) Retain parcel and project files 10 years after transaction, destroy

#### **041 DSL Water Rights Certificates**

Retain 5 years after certificate becomes inactive, destroy

# Oregon State Archives Records Retention Schedule

Edition: January 2017

- 042 Filled Lands Ownership Study and Inventory Reports, 1972 – [ongoing] 10 c.f.**  
Retain permanently, transfer to State Archives 5 years after state filled land cases resolved
- 043 Hyde Land Fraud Records, 1900 – 2009 3 c.f.**  
Retain permanently, transfer to State Archives 5 years after case closed or becomes inactive
- 044 Indemnity/In-lieu/Selected/Base Lands Records, 1859 – [ongoing] 18 c.f.**  
Retain permanently, transfer to State Archives 5 years after in-lieu selection completed
- 045 Mineral Ownership Records**  
Retain until superseded or obsolete, destroy
- 046 State-Owned Land Transactions (All State Agencies), 1899 – [ongoing] 20 c.f.**  
Retain permanently, transfer to State Archives after information entered on database and verified
- 084 Upland Proprietary Authorizations, 1940 – [ongoing] 10 c.f.**  
a) Retain official authorization documents permanently, transfer to the State Archives 5 years after expiration and/or termination  
b) Retain all other records 5 years after expiration and/or termination, destroy
- 047 Vertical and Horizontal Control Surveying Records, 1920 – [ongoing] 3 c.f.**  
Retain permanently, transfer to State Archives 5 years after project superseded or obsolete
- 048 Archaeological Records**  
Retain field notes and maps 7 years after project complete, destroy
- 049 Tribal Government Coordination Records**  
Retain permanently, transfer to State Archives after 25 years

## *State Agency General Records Retention Schedule Records*

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

Administrative Rule Preparation Records  
Attorney General Opinions  
Correspondence  
Policy Development and Planning Records  
Publication Preparation Records

### *Databases*

DEED BOOK DATABASE  
GIS  
LAS  
STATE LAND TRANSACTIONS 000322 (SLT 000322)  
RANGELAND INVENTORY



# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Common School Fund Property  
**Unit:** Trust Property  
**Program:** Escheated Property

## *Program Description*

Under the Probate and Escheat Law in Oregon (ORS 116), the Escheated Property Program receives and records escheated assets that are reported and reviews claim petitions against the property. Decedent assets are held following the death of a person whose heirs or devisees are not located during probate. Interest from the trust account is income for the Common School Fund (CSF). If the funds remain unclaimed, the principal escheats to the CSF

## *Program Records*

### **050 Escheat Claims Records**

- a) Retain approved claim records 75 years, destroy
- b) Retain all other records 2 years after escheat date, destroy

### **051 Escheats Records**

- (a) Retain probate records 10 years after escheat date, or 8 years after final judgment signed by court whichever is longer, destroy
- (b) Retain non-probate records 10 years after escheat date of death, destroy

## *State Agency General Records Retention Schedule Records*

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

Conference, Seminar, and Training Program Records  
Correspondence  
Publication Preparation Records

## *Databases*

UPS 2000 (WAGERS)

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Common School Fund Property  
**Unit:** Trust Property  
**Program:** Estate Administration

## *Program Description*

In accordance with Estate Property laws in Oregon (ORS 111-116), the Estate Administration Program of the Department of State Lands (DSL) administers estates of persons who have died without a will and without known heirs. By law, DSL is appointed estate administrator in these instances. Estate Administration secures, inventories, and protects the assets of estates; processes and pays claims against the estate; and files the appropriate records with the court to close out the affairs of the estate. Any assets from estates escheat to the Common School Fund, after being held in a trust for heirs.

## *Program Records*

### **052 Estate Personal Papers**

Retain 10 years after estate closure, destroy

### **053 Estate Probate and Administration Records**

(a) Retain probate records 10 years after escheat date, or 8 years after final judgment signed by court whichever is longer, destroy

(b) Retain records for estates that do not go through probate 10 years, destroy

### **054 Internal Estate Reports**

Retain until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

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

Correspondence

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

Filing System Records

## *Databases*

TIMEMATTERS

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Common School Fund Property  
**Unit:** Trust Property  
**Program:** Forfeited Property

## *Program Description*

In accordance with ORS 133.623 and ORS 496.680(4), the Forfeited Property Program of the Department of State Lands administers property received by the state from civil forfeiture judgments which may result from cigarette, fishing, liquor, weapons and wildlife violations. Property received is immediately consigned for sale at auction and all clear proceeds are deposited in the Common School Fund.

## *Program Records*

- 055 Forfeited Property Inventory**  
Retain 6 years, destroy
- 056 Forfeited Property Records**  
Retain 6 years, destroy

## *State Agency General Records Retention Schedule Records*

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

Correspondence

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands  
**Division:** Operations  
**Section:** Common School Fund Property  
**Unit:** Trust Property  
**Program:** Unclaimed Property

## *Program Description*

Under the Uniform Disposition of Unclaimed Property Act (ORS 98), the Unclaimed Property Program of the Department of State Lands (DSL) administers unclaimed property funds and safekeeping items and processes owner claims against the property. Annually, holders report unclaimed property to DSL if they are unable to locate the owner or return the property. The Department holds the reported property and sale proceeds in trust for owners or heirs until they submit a verified claim for refund. The funds reported include bank accounts, safe deposit boxes, unpaid wages, stocks and bonds, refunds and uncashed checks. Funds are invested within the Common School Fund (CSF) and the interest earned from these funds remains in the CSF. The principal is available for refund to the owners or their heirs forever.

## *Program Records*

- 057** Finder Verification Records  
Retain until superseded or obsolete, destroy
- 058** Securities Records
  - a) Retain account transaction history statements from financial brokers and mutual fund companies received prior to RY 2016 for 75 years, destroy
  - b) Retain account transaction history statements from financial brokers and mutual fund companies received on or after RY 2016 for 10 years after verified in database, destroy
  - c) Retain all other records 2 years, destroy
- 059** Unclaimed Property Auction Records  
Retain 10 years after auction, destroy
- 060** Unclaimed Property Claims Approval Records
  - a) Retain approved and denied claim records processed prior to September 2013 for 75 years, destroy
  - b) Retain approved and denied claim records processed after September 2013 for 10 years, destroy
  - c) Retain contested case records 10 years, destroy
  - d) Retain dropped claims 2 years, destroy
- 061** Unclaimed Property Holder Audit Records  
Retain 5 years after audit closed, destroy

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## **062** Unclaimed Property Records

- a) Retain Holder Report received prior to RY 2016 75 years, destroy
- b) Retain Holder Report received on or after RY 2016 10 years after verified in database, destroy
- c) Retain Owner Account Listing until superseded or obsolete, destroy
- d) Retain all other records 2 years, destroy

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

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

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

#### **Financial Records (OAR 166-300-0025)**

Audit Reports

### ***Databases***

UPS 2000 (WAGERS)

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Administration & Facilities

The administration, conservation, and protection of the South Slough National Estuarine Research Reserve (SSNERR) is the responsibility of the Department of State Lands (DSL), guided by ORS 273.553, as part of a cooperative agreement with the National Oceanic and Atmospheric Administration (NOAA). The reserve's programs are administered by the eight-member SSNERR Management Commission, chaired by the DSL Director, which establishes the operating policy of the reserve under the general guidance of the State Land Board. The Commission directs activities of reserve staff and develops administrative rules. The administrative staff develops plans and policies, provides advice and technical assistance to other agencies and individuals and provides information to the public and other agencies.

## *Program Records*

### **063 Federal Section 312 Evaluation Records**

Retain evaluation 10 years after superseded or obsolete, destroy

### **064 South Slough National Estuarine Research Reserve Commission Meeting Records, 1979 – [ongoing] 4 c.f.**

Retain permanently, transfer to State Archives after 10 years

### **065 South Slough Reserve Management Plan, 1984 – [ongoing] 6 c.f.**

Retain permanently, transfer to State Archives 10 years after superseded or obsolete

## *State Agency General Records Retention Schedule Records*

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

Contracts and Agreements

Correspondence

Mailing Lists

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

Building Records

Facility Work Orders

### **Financial Records (OAR 166-300-0025)**

Grant Records

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

Volunteer Program Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Education

**Unit:** Coastal Training

**Schedule Number: 2016-0010**

## *Program Description*

The Coastal Training Unit grew out of the Coastal Training Initiative to develop a training program for individuals associated with coastal decision-making. The focus of the group is to do a needs analysis on how industry, business and individuals impact the coast. The program is in the process of developing interest groups to work with representatives from industry, business and the public on this training program.

## *Program Records*

### **066 Needs Analysis Studies**

Retain 10 years, destroy

### **067 Public Meeting Records**

Retain 10 years, destroy

## *State Agency General Records Retention Schedule Records*

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

Conference, Seminar, and Training Program Records

Correspondence

Press Releases

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Education

**Unit:** Estuary School Study

**Schedule Number: 2016-0010**

## *Program Description*

To meet the goal of expanding public understanding of estuaries, the South Slough Reserve offers an Estuary School Study Program for school children in grades 4-12. Education staff develops and presents site-specific curriculums. Curriculum materials include teachers' manuals; reading guides; slide programs; and field trip, laboratory and classroom activities. In preparation for the program, reserve staff offer leadership training workshops for teachers and volunteers to prepare them for the program.

## *Program Records*

### **068 School Curriculum Program Records**

Retain 5 years after superseded or obsolete, destroy

### **069 School Program Curriculum Materials**

Retain until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

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

Conference, Seminar, and Training Program Records

Correspondence

Mailing Lists

### **Financial Records (OAR 166-300-0025)**

Grant Records

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

Volunteer Program Records

## *Databases*

None



# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Education

**Unit:** Public Education

**Schedule Number: 2016-0010**

## *Program Description*

Expanding public understanding of estuaries through education is one of the primary objectives of the South Slough Reserve and the National Estuarine Research Reserve System. The Public Education Unit of the South Slough Reserve offers a variety of interpretative and educational components for both adults and children about estuary plants, animals and ecology. Education staff develop and prepare exhibit materials for the reserve's interpretive center; present slide, video, and film programs, public presentations and workshops; plan and prepare an activity calendar; develop and produce brochures and other interpretive materials for the public; and plan and develop other public activities around the estuary such as canoe tours, walking tours, dune expeditions, photo exhibits, and theater productions. Many of the projects are funded by grants, and developed or presented by interns and volunteers. South Slough staff also collaborates with the private, non-profit reserve support group Friends of South Slough Reserve, Inc., whose mission is to promote public education about estuaries.

## *Program Records*

### **070 Activity Calendars**

Retain 4 years, destroy

### **071 Education Project Records**

Retain 10 years, destroy

### **072 Intern Project Records**

Retain 10 years, destroy

### **073 Liability Waivers**

Retain 3 years, destroy

### **074 Regional and International Curriculum Program Records**

Retain until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

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

Correspondence

Mailing Lists

Policy Development and Planning Records

### **Financial Records (OAR 166-300-0025)**

Grant Records

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

Volunteer Program Records

Oregon State Archives  
**Records Retention Schedule**

**Edition: January 2017**

*Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Education

**Unit:** Public Involvement

**Schedule Number: 2016-0010**

## *Program Description*

The Public Involvement Unit is responsible for developing a volunteer program to service the South Slough National Estuarine Research Reserve. Public Involvement is also responsible for developing outreach and marketing strategies and activities for the reserve.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

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

Conference, Seminar, and Training Program Records

Correspondence

Press Releases

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

Volunteer Program Records

## *Databases*

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## ***Organizational Placement***

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Science

**Unit:** Research

**Schedule Number: 2016-0010**

## ***Program Description***

The South Slough Research Unit promotes and supports scientific investigation about issues related to estuary management, functions, and processes by offering research grants in cooperation with the National Oceanic and Atmospheric Administration (NOAA). Research staff encourage researchers to use South Slough as a field site; review research proposals and make recommendations about proposal funding to NOAA; maintain on-site research equipment and facilities; monitor and collect data about changing physical conditions in the estuary such as tides, meteorological conditions, and freshwater inflow; facilitate visits by researchers; provide technical assistance and logistical support to other agencies and individuals; and maintain an in-house Geographic Information System (GIS) about the estuary.

## ***Program Records***

- |            |   |                |
|------------|---|----------------|
| <b>075</b> | <b>Monitoring Trends, 1996 – [ongoing]</b>  | <b>4 c.f.</b>  |
|            | a) Retain <i>Community Profiles</i> permanently, transfer to State Archives 10 years after superseded or obsolete |                |
|            | b) Retain field notebooks 5 years after publication date, destroy   |                |
| <b>076</b> | <b>McArthur Surveys, 1993 – [ongoing]</b>   | <b>8 c.f.</b>  |
|            | Retain permanently, transfer to State Archives at end of administrative need                                      |                |
| <b>077</b> | <b>Research Data Records and Reports</b>  |                |
|            | Retain 10 years, destroy  |                |
| <b>078</b> | <b>Research Grant Final Reports, 1989 – [ongoing]</b>   | <b>10 c.f.</b> |
|            | Retain permanently, transfer to State Archives after 10 years   |                |
| <b>079</b> | <b>Research Proposals</b>   |                |
|            | Retain 5 years, destroy   |                |

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

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

Correspondence

Mailing Lists

### **Financial Records (OAR 166-300-0025)**

Grant Records

Databases

None

# Oregon State Archives Records Retention Schedule

Edition: January 2017

## *Organizational Placement*

**Schedule Number: 2016-0010**

**Agency:** Department of State Lands

**Division:** South Slough National Estuarine Research Reserve

**Section:** Science

**Unit:** Stewardship

## *Program Description*

Maintaining and restoring the integrity of the South Slough ecosystems facilitates long-term scientific research and educational activities within the reserve. Stewardship responsibilities include planning, monitoring, and implementing ecological restoration actions; planning and implementing reserve administrative boundary adjustments and land acquisition; monitoring administrative rules compliance; monitoring long-term physical and biological trends within the South Slough and Coos Bay watersheds; participating in planning and implementing disaster response protocols with local watershed managers; and collecting and documenting biological specimens.

## *Program Records*

### **080 Biological Specimen Records**

Retain 6 years, destroy

### **081 Boundary Surveys, 1991 – [ongoing]**

**10 c.f.**

Retain permanently, transfer to State Archives 10 years after monitoring period ends

### **082 South Slough Aerial Photographs, 1991 – [ongoing]**

**2 c.f.**

Retain permanently, transfer to State Archives 10 years after monitoring period ends

### **083 South Slough Habitat Inventory Records, 1991 – [ongoing]**

**4 c.f.**

Retain permanently, transfer to State Archives 10 years after monitoring period ends

## *State Agency General Records Retention Schedule Records*

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

Correspondence

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

Volunteer Program Records

## *Databases*

None