

Department of Water Resources
Records Retention Schedule: 2015-0012
Effective Date: July 2015
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OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule number: 2015-0012

Agency: Water Resources Department

Division: Director's Office

Program: Director

Program Description

The Director of the Water Resources Department is responsible for making policy, representing the Department to the Legislative Assembly, and working with the Water Resources Commission. The Director makes plans, establishes policies and programs, and oversees special projects to carry out the mission of the Department. The focus of a majority of the Director's efforts are on departmental relationships that are external to the agency, including overseeing, in cooperation with the Attorney General, lawsuits and court cases involving the Department. The Director also serves as a member of the Western States Water Council, an inter-governmental water resource planning body that facilitates the management of rivers and streams that flow through or between more than one state.

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Mailing Lists

Policy Development and Planning Records

Press Releases

Databases

None

OREGON STATE ARCHIVES
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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Director's Office

Program: Deputy Director

Program Description

The Deputy Director of the Water Resources Department is responsible for enforcing policy, overseeing personnel, preparing the budget, and managing other special projects as assigned by the Director. The Deputy Director, in conjunction with the Director of the Water Resources Department, is responsible for the overall management, administration, and operations of the Department. The Deputy Director also makes plans, establishes policies and programs, and oversees special projects to carry out the mission of the Department. The focus of a majority of the Deputy Director's efforts is on day-to-day and internal department operations.

Program Records

001 Project Records

Retain 10 years after project completed, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES
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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Director's Office

Program: Administrative Rules Coordination

Program Description

The Administrative Rules Coordination program is responsible for preparing administrative rules for filing with the Secretary of State Administrative Rules Section. This office is responsible for ensuring that administrative rules are filed correctly and that all appropriate documentation is maintained.

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Director's Office

Program: Indian Water Right Negotiations

Program Description

The Indian Water Right Negotiations program is responsible for conducting negotiations with any federally recognized Indian tribe claiming a federal reserved water right in Oregon. The purpose of the negotiation is to define the scope and attributes of rights claimed by such tribes. Pursuant to ORS 539.310, the Director is authorized to negotiate with tribes and reach proposed reserved water right settlement agreements. The agreement does not become effective until a final decree is issued.

Program Records

002 Negotiation Records, 1991 - [ongoing]

(a) Minutes: retain permanently, transfer to State Archives 5 years after issuance of final Court decree approving agreement

(b) All other material: retain permanently transfer to State Archives when court agreement is repealed or rescinded and the court authorizes the removal from Department records

003 Water Right Negotiated Settlements, 1991 - [ongoing]

Retain permanently, transfer to State Archives when court agreement is repealed or rescinded and the court authorizes the removal from Department records

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Correspondence

Mailing Lists

Databases

None

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Schedule #: 2015-0012

Agency: Water Resources Department

Division: Director's Office

Program: Legislative Coordination

Program Description

The Legislative Coordination program is responsible for drafting, submitting, and tracking legislation before the Legislative Assembly. This program is also responsible for ensuring that the Director is kept informed of all legislation affecting the agency and that testimony is prepared for presentation to the Legislative Assembly.

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Databases

None

OREGON STATE ARCHIVES
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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Administrative Services

Program: Fiscal Services

Program Description

The Fiscal Services program is responsible for accounting for the agency. The program also establishes and monitors internal controls related to the safekeeping of assets. In addition, program is responsible for the completion of the legislatively mandated State Wide Accounts Receivable Management (SWARM) that is provided to the Legislative Fiscal Office each year for accounts receivable management.

Other responsibilities of the program include the coordination of payroll and benefits administration, contract administration, and budget tracking. Payroll and benefits are coordinated for Department staff including open enrollment. The program ensures compliance with statewide contracting rules and policies. Other duties include budget tracking, coordination of travel, key card access, telecommunications, and facilities.

Fiscal Services is also responsible for many of the above-mentioned functions for the Oregon Watershed Enhancement Board (OWEB) and supports OWEB with general fiscal counsel and direction on accounting and fiscal policy matters.

Program Records

None

State Agency General Records Retention Schedule Records:

Including but not limited to:

Financial Records (OAR 166-300-0025)

Records include but are not limited to:

Account Reconciliation Records

Account Transfer Records

Accounts Payable Reports

Accounts Receivable Reports

Audit Reports

Contracts and Agreements

Databases

None

OREGON STATE ARCHIVES
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Schedule #: 2015-0012

Agency: Water Resources Department

Division: Administrative Services

Program: Human Resources

Program Description:

Human Resources activities include recruitment and selection, new employee orientation, position classification and compensation, and records maintenance. Personnel Services also provides the same administrative functions for the Oregon Watershed Enhancement Board (OWEB).

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedures Guidelines and Manuals

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

None

OREGON STATE ARCHIVES
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Schedule #: 2015-0012

Agency: Water Resources Department

Division: Administrative Services

Program: Support Services

Program Description

Duties of Support Services include mail processing, production copying, reception services, and inventory control. Support Services is an important part of the agency's internal control system to safeguard assets received through the mail and to account for inventory. The Support Services program also provides reception services through the central phone system and greeting the public in person.

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Postal Records

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

Asset Inventory Reports

Equipment Maintenance Records

Equipment/Property Disposition Records

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

Forms Development Records

Databases

None

OREGON STATE ARCHIVES
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Agency: Water Resources Department

Division: Administrative Services

Program: Water Development Loan Program

Program Description

The Water Development Loan Program (WDLP) was enacted by the 1977 Legislature to finance irrigation and drainage projects. The legislation was referred to the voters and received approval in 1977. The 1981 Legislature amended ORS 541.700 – 541.855 to expand the use of the program to include community water supply projects as a third primary use. A Loan Advisory Board comprised of citizens with financial and program expertise are appointed to assist the WDLP with the review of loan applications to provide an independent assessment of risk associated with granting loans.

Program Records

004 Bond Sale Records

Retain 6 years after bonds repaid, destroy.

005 Water Development Loan Case Files

- (a) Water Development Loan Litigation Records: retain 20 years after final resolution, destroy
- (b) Borrower's Loan Certificates: retain 6 years after loan paid off or deemed uncollectible, destroy
- (c) Denied or Withdrawn Applications: retain 2 years, destroy
- (d) All other records: retain 10 years after loan paid off or deemed uncollectible, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

OREGON STATE ARCHIVES

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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Field Services

Program: Allocation of Conserved Water

Program Description

The primary purpose of the Allocation of Conserved Water program is to promote the efficient use of water in order to satisfy current and future needs – both in-stream and out-of-stream. The program accomplishes this by allowing a water user, who conserves water, to use a portion of the conserved water on additional lands, lease or sell the water, or dedicate the water to in-stream use. In exchange for granting the user of the right to “spread” a portion of conserved water to new uses, the law requires allocation of a portion to the state for in-stream use. Use of this program is voluntary and provides benefits to both water right holders and in-stream values.

Water users who invest to improve their water use efficiency are not allowed to use conserved water to meet new needs without Department approval of an allocation of conserved water. Any unused water resulting from increased water use efficiency must remain in-stream and available for the next appropriator.

The program coordinates with the Administrative Rules Coordination program (see Director’s Office, Administrative Rules Coordination program for separate description) to develop the administrative rules regulating the Allocation of Conserved Water program.

Program Records

006 Allocation of Conserved Water Orders Background Records

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040(3)) has been amended to allow custody transfer

007 Allocation of Conserved Water Orders

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

INSTREAM

OREGON STATE ARCHIVES

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Agency: Water Resources Department

Division: Field Services

Program: In-stream Water Right Leasing

Program Description

The In-stream Water Right Leasing program is responsible for granting temporary in-stream water rights leases in accordance with ORS 537.348(2). The program also coordinates with the Administrative Rules Coordination program (see Director's Office, Administrative Rules Coordination program for separate description) to develop the administrative rules regulating the in-stream water rights.

ORS 537.348(1) allows three state agencies to apply for in-stream water rights. They are the Oregon Department of Fish and Wildlife (DFW), the Parks and Recreation Department (PRD) and the Department of Environment Quality (DEQ). An in-stream water right (see definition in ORS 537.332(3)) is a water right that is protected in the stream. The Water Resources Department holds in-stream water rights in trust for other state agencies.

This program is responsible for maintaining temporary in-stream water rights leases, while the Water Rights program (see Water Rights and Adjudications, Water Rights program for separate description) maintains the permanent in-stream water rights. ORS 537.348(2) allows water right holders, for up to five years at a time, lease an existing water right created by a filing from one of the three above mentioned state agencies (DEQ, DFW, and PRD). At the end of the lease, the water reverts back to the type of use stated on the water right.

Program Records

008 Temporary In-stream Water Right Lease Records

Retain 20 years after lease expires, destroy

009 Temporary In-stream Water Right Orders

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-303-0010)

Correspondence

Databases

INSTREAM

OREGON STATE ARCHIVES

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Organizational Placement

Agency: Water Resources Department

Division: Field Services

Program: Regions and Watermasters

Schedule #: 2015-0012

Program Description

The Regions and Watermasters program is responsible for carrying out the field activities of the Department. These activities include water distribution among water right holders, dam safety inspections, hydrologic data gathering, on-site inspections, processing transfers and providing local public contact either through correspondence or personal contact. The field technicians are comprised of hydrographic technicians and transfer specialists. The watermasters or well inspectors record events occurring during personal contact in their diary for future reference. The well inspectors, and occasionally the watermasters, also record well data collected in the field on the Well Inspection Form. The Well Inspection Form Data is then entered into the WELL INSPECTION Database, which is maintained by the Enforcement program (see Technical Services Division, Enforcement program for separate description). The hydrographic technicians' records are retained by the Hydrographic program (see Technical Services, Hydrographics program for separate description). The transfer specialists record events on records retained by the Water Rights Certification program (see Water Rights and Adjudications, Water Right Certification for separate description). The watermasters and well inspectors also provide primary enforcement of water laws in the state.

Program Records

010 Voluntary Compliance Case Files

Retain 10 years, destroy

011 Watermaster/Well Inspector Diaries

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

WELL INSPECTION

OREGON STATE ARCHIVES

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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Field Services

Program: Reservations and Planning

Program Description

Reservations and Planning is responsible for coordinating with the Administrative Rules Coordination program (see Director's Office, Administrative Rules Coordination program for separate description) to develop administrative rules for reserving water in Oregon streams for future economic development. The water reserved by rule is available for issuance as water rights. Only water that is currently unclaimed by water rights or minimum streamflows is available for reserving.

Reservations and Planning is also responsible for coordinating with the Water Right Certification program (see Water Rights and Adjudication, Water Rights Certification program for separate description) for converting minimum streamflows to permanent in-stream water rights. ORS 537.346 calls for conversion of all minimum perennial streamflows to in-stream water rights with the priority date the same as the original minimum streamflow designation date.

This program is also responsible for reviewing requests for changes and preparing amendments to the Basin Programs. Basin programs are administrative rules that prescribe future allowable use of water. The act of specifying allowable future beneficial uses is called "classification" and is authorized under ORS 536.340. Classifying beneficial uses in a basin program involves an analysis of basin-specific data and substantial public involvement.

The Department formerly produced Basin Plans as guidelines to produce Basin Programs. The first basin plan was initiated in 1907 and the Willamette Basin was the last wholly contained basin to complete a plan. The Willamette Basin Plan was completed in 1992

Program Records

012 Water Basin Planning Records, 1986 – [ongoing]

Retain permanently, transfer to State Archives 5 years after Basin Plan adopted

013 Water Basin Program Records, 1959 – [ongoing]

(a) OAR Development records: retain permanently, transfer to State Archives 6 years after superseded or repealed

(b) All other records: retain 6 years after repealed, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement

Agency: Water Resources Department

Division: Field Services

Program: Transfers

Schedule #: 2015-0012

Program Description

The Transfers program is responsible for overseeing the process of altering water rights. The Water Right Certification program is responsible for issuing water rights certificates (see Water Rights and Adjudications, Water Rights Certification program for separate description). A water right transfer provides procedures for allowing a water right holder to change the usage parameters of the water right without requiring a new water right. This allows the water right holder to maintain the priority date of the water right. A new certificate is issued in the event of a transfer, but the priority date is the same as the original certificate. The priority date is the date a water right is first applied for and is the criterion used for the discontinuing water usage if there is insufficient water to fill all water rights.

Transfer application files are valuable resources in water right research to establish location and ownership of a water right. In many cases, a transfer application, whether approved or rejected, can aid in determining the location of adjacent water rights. In addition, records of previous transfers are used to reconcile discrepancies in the water right records.

Program Records

014 Transfer Application Records

(a) Transfer Special Orders: retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

(b) Temporary Transfer Applications: retain 20 years after Transfer Special Order expires, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

TRANSFER

WATER RIGHTS INFORMATION SYSTEM (WRIS)

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Field Services

Program: Water Management and Conservation

Program Description

The Water Management and Conservation program is responsible for overseeing OAR 690-086-0010 to 690-086-0140, which requires major water users and suppliers to submit a water management plan. OAR 690-410-0060 provides guiding principles for conservation and efficient water use.

Water users and suppliers are required to submit a water management and conservation plan to the Water Management and Conservation program. The program reviews those plans for compliance with OAR 690-086-0140. This OAR details the required plan elements and standards. The standards require that the plan include a description for the water system; elements detailing water conservation, water curtailment, and long-range water supply; and a proposed date for submittal of an updated plan. A public review and comment period of thirty days is required before approval for all water management and conservation plans. The approval of the water management plan by the Department fulfills the plan condition of the water right permit. The Water Rights Applications program (see Water Rights and Adjudications, Water Rights Applications for separate description) maintains Water Right Permits.

Program Records

015 Water Management and Conservation Plans

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

WATER MANAGEMENT AND CONSERVATION

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Program: Dam Safety

Program Description

The Dam safety program is responsible for reviewing the plans and specifications for new construction or modification of dams that meet or exceed ten feet in height, and have reservoir storage greater than or equal to 9.2 acre-feet of water. ORS 540.350-.400 apply generally to the Dam Safety program. ORS 540.400 delineates the size of dams falling under the Department's jurisdiction. This program also coordinates and schedules with the state's water district watermasters for regular inspection of all existing dams that exceed statutory limits.

The Dam Safety program maintains an active inventory of all dams in the state that exceed statutory height and size limits. WRD's Dam Safety program is designated for maintaining the National Dam Inventory, which uses a separate set of height and size criteria. The Dam Safety program submits this inventory as an annual report to the US Army Corps of Engineers.

The program maintains updated versions of emergency action plans for high hazard dams in the state, regardless of ownership. The plans are prepared by the owner and submitted to the Water Resources Department, Dam Safety program for public availability and record. State and local emergency management personnel use plans to establish and test preparedness for disasters that may involve dam failure or sudden release of water from a dam. For new construction, the plans are drafted as a condition of permit for receiving a state water right. The Water Rights and Certification program (see Water Rights and Adjudications, Water Rights Certification for separate description) maintains the water right. For existing high hazard dams that do not have an emergency plan, and the owner does not voluntarily maintain an up-to-date plan, an Order must be drafted and served to the owner requiring preparation, submittal, and approval of an emergency action plan.

Dam Safety works in cooperation with federal agencies that own, operate, or administer dams in Oregon, and who may also have dam safety programs. The Army Corps of Engineers, Bureau of Reclamation, and the Federal Energy Regulatory Commission regularly submit copies of inspection reports, design plans and specifications, and other engineering analyses for the Department's Dam Safety review and comment.

Program Records

016 Dam Inventory Records

Retain until superseded, destroy

017 Dam Records

(a) Denied Applications: retain 1 year, destroy

(b) All other Records: retain 25 years after dam removed, destroy

018 Emergency Action Plans

Retain until superseded, obsolete, or dam removed, whichever is shorter, destroy

OREGON STATE ARCHIVES
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State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

NATIONAL INVENTORY OF DAMS (NATDAM)

OREGON STATE ARCHIVES
Records Retention Schedule

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Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Program: Enforcement

Program Description

The Enforcement program is responsible for enforcing laws and rules applicable to the licensing of water well drillers and the construction, licensing, and identification of water wells after field staff tries informal efforts of achieving compliance. The watermaster (see Field Services, Regions and Watermasters for separate description) provides informal efforts of applicable rules and laws and maintains those records until formal action is required. When the case is referred to Enforcement, the local watermaster forwards related case material. The Enforcement program reviews the material and evidence, and issues a proposed order. If no hearing is requested, a final order is issued and actions relating to the final order may begin to ensure compliance. If a contested case hearing is requested, the entire case file is referred to the Office of Administrative Hearings where contested cases may result in civil penalties.

Program Records

019 Unappealed Formal Enforcement Case Files

Retain 10 years after final order compliance, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

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Agency: Water Resources Department

Division: Technical Services

Unit: Enforcement

Program: Well Construction and Well Driller's Licensing

Program Description

The Well Construction and Well Driller's Licensing program is responsible for licensing water well drillers, and registering and identifying existing and new water wells per ORS 537.765. the program maintains well construction standards to help protect the groundwater resource from contamination. Well Construction standards are part of the Department's Administrative Rules. This program authorizes certain water well drillers to deviate from required laws and rules because of special circumstances at the well site or if the property owner is constructing his/her own well. This program is also responsible for gathering and storing information related to water levels available at the time of construction. This information is used by parties interested in the long-term study of water availability.

Program Records

020 Land Owner Permit Records

Retain 10 years after well completed, destroy

021 Special Standards Requests

Retain 100 years after water supply ceases, destroy

022 Start Card Records

Retain 60 years, destroy

023 Water Supply Well Report, 1898 – [ongoing]

Retain permanently, transfer to the State Archives 10 years after water supply ceases

024 Well Driller Licensing Records

Retain 10 years after license expires, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Databases

WELL CONSTRUCTOR'S LICENSING

OREGON STATE ARCHIVES
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Agency: Water Resource Department

Division: Technical Services

Unit: Enforcement

Program: Well Identification

Program Description

Well Identification is responsible for registering and identifying existing and new water wells in conformance with ORS 537.765. When property with an existing well changes owners or when a new well is constructed, this program assigns a number to the well in an effort to ensure that the Water Supply Well Report, maintained by Well Construction and Well Driller's Licensing (see Enforcement, Well Construction and Well Driller's Licensing program for separate description), can be linked to an actual well. Owners of property may also apply to the program for a well identification number.

Program Records

025 Well Identification Application Records

- (a) Retain 10 years after identification number assigned if associated Water Supply Well unidentified, destroy
- (b) Retain 2 years after identification number assigned if associated Water Supply Well Report identified, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

OREGON STATE ARCHIVES
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Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Section: Groundwater Hydrology

Program: Aquifer Storage and Recovery (ASR)

Program Description

The Aquifer Storage and Recovery (ASR) program provides licensing, permitting, and project tracking oversight for the artificial storage of water underground. ASR provides a strategy for water users to increase water supplies, create water quality improvements, and reduce water supply costs.

The program applies administrative requirements, provides interagency coordination, and tracks project testing and reporting.

Program Records

026 Aquifer Storage and Recovery Application Files

Retain 5 years after application denied or inactive, destroy

027 Aquifer Storage and Recovery Pre-application Consultation Files

Retain 5 years after application denied or inactive, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES
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Agency: Water Resources Department

Division: Technical Services

Section: Groundwater Hydrology

Program: Critical Groundwater

Program Description

The Critical Groundwater program monitors and manages underground water resources to preserve water quantity. There are three kinds of groundwater areas: unregulated, limited groundwater, and critical groundwater areas. Critical groundwater areas have limited amounts of water and high water use.

The Critical Groundwater program monitors water levels, quantity of water being pumped from, and replenishment of, limited and critical groundwater areas to ensure that the source is not being overused. The program issues Critical Area Orders to designate a groundwater area as critical. These orders are used by the Water Rights as a restriction for allocating permits in critical groundwater areas.

Program Records

028 Power Use Records

Retain 10 years after life of critical area aquifer, destroy

029 Water Level Records

Retain 10 years after life of critical area aquifer, destroy

030 Water Use Records

Retain 10 years after life of critical area aquifer, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

WATER LEVEL

OREGON STATE ARCHIVES
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Agency: Water Resources Department

Division: Technical Services

Section: Groundwater Hydrology

Program: Groundwater Resource Assessment

Program Description

The Groundwater Resource Assessment program studies and evaluates information about water resource conditions and classifies areas for types of water use allowed. Classes of water use include: domestic, municipal, irrigation, power development, industrial, mining, recreation, wildlife, fish life, pollution abatement, and commercial. In addition, the program develops data and analysis to support restrictively classifying water uses in various areas when needed.

Program Records

None

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

WATER LEVEL

WELL LOCATION

OREGON STATE ARCHIVES
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Agency: Water Resources Department

Division: Technical Services

Unit: Groundwater Hydrology

Program: Local Groundwater Problem Resolution

Program Description

The Local Groundwater Problems Resolution program consults with federal, state and local agencies, and water users on issues related to protection and management of groundwater and surface water. A prominent example is the program's coordination with the state of Washington, the U.S. Environmental Protection Agency, Hanford contractors, and Oregon and U.S. Departments of Energy to discover and resolve problems related to the Hanford Nuclear Reservation that may impact ground or surface water in Oregon. Another example is the program's coordination with the Department of Geology and Mineral Industries to review permit applications for mining operations and recommend conditions to limit impacts on groundwater quality and quantity. The program also works with the Department of Environmental Quality in developing its groundwater quality protection policy and rules.

Program staff also consult with local planners to assure that plans for local development are compatible with the capacity of groundwater resources. In addition, staff help resolve disputes among local water users.

Program Records

031 Hanford Correspondence

Retain 10 years, destroy

032 Local Government Correspondence Files

Retain 10 years, destroy

033 Mine Case Files

Retain 10 years after mine closed and liability issues resolved, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

WATER LEVEL

OREGON STATE ARCHIVES
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Agency: Water Resources Department

Division: Technical Services

Unit: Hydrographics Measurements and Reporting

Program: Hydrographic Analysis

Program Description

The Hydrographic Analysis and Publication program is responsible for analyzing and producing stream flow and discharge data. This program receives data collected by watermasters and hydrographic technicians in the regional offices (see Field Services, Regions and Watermasters program for separate description) and from federal natural resource agencies, and analyzes this information to use in water management decisions. The Surface Water Availability program (see Hydrographics Measurement and Reporting, Surface Water Availability for separate description) uses this information to determine the amount of water that will be available for use by the many interests in water.

Program Records

034 Hydrographic Transmittal Forms

Retain 2 years, destroy

035 Climatological Records

Retain 200 years, destroy

036 Gage Height Books

Retain 200 years, destroy

037 Gaging Station Records

Retain 200 years, destroy

038 Water Measurement Records

Retain 200 years, destroy

039 Water Stage Charts

Retain 200 years, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

HYDROGRAPHICS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Unit: Hydrographics Measurement and Reporting

Program: Pump Test Coordination

Program Description

The Pump Test Coordination program is responsible for compiling the information gathered by well owners reporting results of pump tests. The Pump Test program is largely dedicated to the certification of permits. Permitted well owners undergoing certification of permits report the results of the three-phase test to the Department. The three parts of the test are, to measure the natural fluctuations of the static water level; measure the draw down of the water during the four-hour pumping period; and measure the water level during the post-pumping recovery period. These tests provide the Department with information regarding the effects of water pumping on the aquifer. The Aquifer Storage and Recovery program (see Groundwater Hydrology, Aquifer Storage and Recovery program for separate description) uses the information in determining whether to regulate specific aquifers or not.

Program Records

040 Pump Test Records

- (a) Compilation: retain until aquifer no longer used, destroy
- (b) All other records: retain 10 years, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

PUMP TEST

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Unit: Hydrographics Measurement and Reporting

Program: Surface Water Availability

Program Description

The Surface Water Availability program assesses surface water availability in rivers and streams. The program does this by measuring basin and sub basin runoff and stream flow gauges. Staff then develops and refines computerized models based on runoff data to predict water flow in the streams without gauges. It establishes databases of stream flow statistics and water availability data to use in evaluating applications for in-stream and out-of-stream water use permits, and for evaluating adequacy of flow to satisfy Scenic Waterway flow requirements.

Stream gaging, climatic and topographical data is gathered by federal and state agencies and compiled by Department staff. Information developed by the program is used by Water Rights staff to analyze water availability, issue water use permits, and update basin rules on future water uses.

Program Records

041 Water Availability Reporting System Records

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

WATER AVAILABILITY REPORTING SYSTEM (WARS)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Unit: Hydrographics Measurements and Reporting

Program: Water Use Reporting

Program Description

The Water Use Reporting program is responsible for collecting, compiling, and tracking government entity water usage. ORS 537.099 requires all governmental entities to report water usage to the Department. This law does not require individual water right holders to report their water usage to the Department. Individual water rights holders, however, may be required to report water use according to their permit conditions. Many sections of the Department, including Surface Water Availability (see Hydrographics Measurement and Reporting, Surface Water Availability program for separate description), use the information submitted by this report to help predict long-term future water requirements.

Program Records

042 Water Use Reports, 1988 – [ongoing]

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

CONDITIONS

WATER USE REPORTING SYSTEM (WURS)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Agency: Water Resources Department

Division: Technical Services

Program: Information Services

Schedule #: 2015-0012

Program Description

The Water Resources Department, Information Services program is responsible for operation support, development and maintenance of Department software applications, and user support for agency-wide electronic information systems. The program coordinates the acquisition of system hardware for the Department and installs, configures, and maintains hardware in operating systems agency wide. The program provides technical advice and assistance to agency staff including troubleshooting, problem solving, and training on operating systems and hardware. The program is responsible for controlling system security and access and for performing system back-up and recovery functions. In addition, the program develops and maintains the Department's software throughout the agency; provides training to agency staff on installed applications; and offers technical advice and assistance on applications, including answering assistance requests sent to the help desk.

This program is currently working to convert water right maps into a Geographic Information System (GIS). The Department is using GIS for planning future water resource developments. The GIS currently includes information regarding flood plains, drainage basins, water rights, underground water source and other natural resource information.

Program Records

None

State Agency General Records Retention Schedule Records

Including 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

Computer System Security Records

Information System Planning and Development Records

Databases

HYDROGRAPHICS

NATIONAL INVENTORY OF DAMS (NATDAM)

WATER RIGHTS INFORMATION SYSTEM (WRIS)

WELL LOCATION

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Technical Services

Program: In-stream Water Availability

Program Description

The In-stream Water Availability program is responsible for analyzing data provided by the Hydrographic Analysis program (see Hydrographics Measurements and Reporting, Hydrographic Analysis program for separate description) to determine the amount of water available for the granting of water rights. This program begins calculating by the total available water in a natural stream flow and deducts the existing water rights, which is water left in the stream but not available for other uses. The remaining water is available to grant as water rights. As a starting point for determining available water, the program has calculated the natural stream flow for 2500 Oregon watersheds for the base period of 1957-1987.

Program Records

043 Water Availability Records

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Water Rights and Adjudications

Program: Adjudications

Program Description

The Adjudications program is responsible for identifying, verifying, and documenting existing water rights within the selected stream basin. When opening stream basin adjudications, the agency requires all water users in that basin to file a water right claim. If water right claims are in conflict, the agency resolves the issues through an administrative hearing's process. Water users that can prove beneficial use of water prior to 1909 have a vested water right to the amount of water they were using beneficially. The federal government can claim a reserved water right for the water necessary to fulfill the primary purpose of the reservation or any federal water right not acquired under the Water Rights Act of 1909. (ORS 537).

After identifying and verifying all water right claims, Adjudications is responsible for drafting a finding of fact and order of determination for filing in the circuit court. Claims (statements and proofs of claim) and contested case files from the Office of Administrative Hearings are filed with the circuit court along with the Director's findings and determinations. The court reviews the case and issues a final adjudication finding and decree. The agency issues a water right certificate for all recognized water right claims in the decree. The Water Rights Certification program (see Water Rights and Adjudication, Water Rights Certification for separate description) maintains the water rights certificates for the agency.

Program Records

044 Circuit Court Final Adjudication and Decree Records

Retain until Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

045 Water Right Adjudication Claim Records

Retain until the Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

046 Water Right Adjudication Finding of Facts and Order of Determination Records

Retain until the Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Correspondence

Mailing Lists

Databases

GEOGRAPHICAL INFORMATION SYSTEM (GIS) MAPPING
TRIAL WORKS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Water Rights and Adjudications

Unit: Certificates

Program: Water Right Certification

Program Description

The Water Right Certification program is responsible for reviewing Final Proof Surveys and Claims of Beneficial Use. When a water right developer completes the development of the water right and seeks a water right certificate, a certified Water Right Examiner prepares a Claim of Beneficial Use and a map of the project and submits it to the Water Right Certification program for review. This program ensures that the permit developed is in conformance with the water use or Transfer Final orders and any relevant final orders issued by the Department. If the water use is in conformance then the staff prepares and issues a Water Right Certificate specifying the parameters and limitations of the water right.

Program Records

047 Water Right Certificate Records, 1909 - [ongoing]

- (a) Water Right Certificates: retain permanently, transfer to State Archives after 10 years and WRD statute ORS 536.040 (3)) has been amended to allow custody transfer
- (b) All other documentation: retain 5 years after certificate is cancelled with no remaining or confirming right, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

WATER RIGHTS INFORMATION SYSTEM (WRIS)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Water Rights and Adjudications

Program: Hydroelectric Licensing

Program Description

The Hydroelectric Licensing program is responsible for licensing all hydroelectric facilities in the state, except facilities owned exclusively by the federal government. For new projects, the program first coordinates with Adjudications (see Water Rights and Adjudications, Adjudications for separate description) to hold an administrative hearing to determine if the hydroelectric project is in the public interest. Facilities in the public interest receive a license and a water right. Hydroelectric Licensing then coordinates with the Water Right Application and Water Right Certification programs (see Water Rights and Adjudications for separate descriptions of each) in granting the water right. Time limited water rights have been issued for time periods varying from 20 to 50 years. The water right is subject to the reauthorization of the hydroelectric project at the time of license expiration. A publicly owned facility's water right does not have a time limit.

Since some hydroelectric facilities store water behind a dam, they may also be subject to inspection for dam safety. ORS 537.400 delineates the size of dams to be inspected. The local watermaster (see Field Services, Regions and Watermasters for separate description) may inspect dams on a regular basis in coordination with the Dam Safety program (see Technical Services, Dam Safety for separate description).

Program Records

048 Hydroelectric License Records

(a) Expired Licenses: retain 30 years after expiration, destroy

(b) Preliminary and Draft License Applications: retain until license issued and appeal opportunities have expired, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

NATIONAL INVENTORY OF DAMS (NATDAM)

PROJECT DATA

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Water Rights and Adjudications

Program: Water Rights Applications

Program Description

Water Rights Applications is responsible for reviewing new water right applications, preparing final orders, and issuing and maintaining water right permits. Those who wish to develop a water right must first complete a water right application and provide the Department with a map of the proposed project. The program reviews the application to ensure that water is available and the project is feasible.

After the public has an opportunity to comment or request that a contested case hearing be held, the program prepares a final order for the Director's signature to issue a permit to develop the water use or deny the application. When the developer completes the project, the developer contracts with a certified water right examiner to submit a Claim of Beneficial Use and map to the water right certification program to ensure conformity with the permit.

Program Records

049 Water Right Application Records

Retain 5 years after water right application denied or inactive, destroy

050 Water Rights Permits

Retain 5 years after permit canceled, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: July, 2015

Expires: August, 2020

Organizational Placement

Schedule #: 2015-0012

Agency: Water Resources Department

Division: Water Rights and Adjudications

Program: Water Rights Examiners Certification

Program Description

The Water Right Examiners Certification program is responsible for certifying water right examiners licensed engineers, surveyors, or registered geologists who wish to become Certified Water Right Examiners. Examiners must pass a test conducted by the Department.

Program Records

051 Certified Water Right Examiners Records

Retain 10 years after exam date, destroy

State Agency General Records Retention Schedule Records

Including but not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

None