



# Creating or Revising Special Records Retention Schedules

## INTRODUCTION

This short guide will help Records Officers move through the process of creating or revising their agency's special records retention schedule.

## REQUESTING INPUT ON THE SCHEDULE

Records Officers will work with program managers and subject matter experts during the process and their feedback will be used to edit the draft schedule.

When editing a draft in Word, you must use the following:

1. Track Changes: To record and visualize all edits.
2. Comments: Provide justifications and context for changes, ask questions and have discussions.

For detailed instructions on editing drafts, see full [Retention Schedule Basics for State Agencies](#).

## FOR REVISING AN EXISTING SCHEDULE

1. Is the current program description accurate? Use Track Changes to indicate added or removed text. The description should contain basic information about the program and any major functions it performs (to help an outside reader to understand roughly what it does). Avoid specifics of procedures or internal requirements.



2. Are the existing records series still active? If not, add a *Comment* to the series with the year when records for that series stopped being created and the reason (program funding ended, function transferred to another agency, etc.). If all existing records for the series have met retention and have been destroyed, we can remove the series from the schedule. If not, the series will remain on the schedule until all records have met retention and have been destroyed.
3. Are there records that are not accounted for on the current schedule? Make sure to cross-check the general schedule, [OAR 166-300](#), as many common records are listed there. If they are not, you may add them to your schedule.
4. Are the listed retentions still sufficient for current administrative (how long do I need this to do my job?) & legal (is there a retention in statute?) needs? If not, what retention would you suggest and why?
5. Do you receive federal funding in this program? Are there federal retention requirements we need to account for? If so, please list the citation to the CFR or other authority.
6. Are the listed databases/systems of record still accurate?
7. Make sure the hierarchy levels for each section in the schedule are consistent. For example, if you use the levels “Agency/Division/Program/Unit” then the schedule sections needs to follow that hierarchy every time. Do not skip levels in the hierarchy, but not all levels are required for each section. For instance, not every program needs to have units, but you cannot have a division that skips down to a unit without having a program.



### FOR CREATING A NEW SCHEDULE OR ADDING A NEW PROGRAM

1. Identify the program areas, down to units if appropriate. Generally, each section will have its own page in the Special Schedule. Your Records Officer can advise on where programs or units with similar functions can be grouped together.
2. Identify the major functions of the program. You can list these under Program Description for now, to craft into a narrative paragraph or two later.
3. Under Program Records, list the types of records created for each function based on their content, rather than their format, for example “Case Review Records” instead of “Emails.” Include all types of records in all formats, including paper, electronic, email, databases, etc.
4. Review the State Agencies General Schedule, [OAR 166-300](#). Records that are covered by the General Schedule will not need to be listed under Program Records on your Special Schedule. Instead, they can be moved to the ‘State Agency General Records Retention Schedule Records’ section.
5. For the remaining records series on your Program Records list, identify how long the records are needed for current business needs, to comply with any legal mandates (including any federal requirements), or to meet fiscal obligations. If the records may have tribal cultural value, consult with your agency’s Tribal Liaison for a retention recommendation. If the records may have historic value (permanent retention), add a *Comment* for your Records Officer to consult with the State Archives for review. List suggested retention and add the reason or justification in a *Comment*. For each new records series you may list the retention all together (e.g., “retain 6 years, destroy”) or may split out sub-categories of records using



(a), (b), and (c) if needed. See examples in the following pages.

6. Add to the State Agency General Records Retention Schedule Record list as needed. Follow the format as shown in the following pages. You do not need to be more specific than the functional areas, such as Administrative Records or Financial Records, but you may if you wish. You do not need to add OAR citations beyond the top functional areas.
7. List any Systems of Record. These are significant relational databases and information systems that contain records for this area. You do not need to list general software like Windows or Microsoft Office, but you may add tools such as “Microsoft Teams” or the name of your shared drive (e.g., “R:\ Drive”) if you wish.

# Schedule Revision Example 1

## Organizational Placement

**Agency:** Secretary of State

**Division:** Archives

**Program:** Records Management

**Schedule Number:** XXX-XXXX

## Program Description

The Records Management program provides advice and assistance on records and information management issues to state and local government agencies, universities, community colleges, educational service districts, school districts, boards and commissions. The program produces and updates special and general records retention schedules for all government agencies and identifies Oregon public records with long-term historical value for permanent retention in the State Archives. ~~The Records Management program produces agency administrative overviews and evaluates state and local records management programs.~~ The program also develops and presents classroom and web-based training materials for state and local agency records officers.

## Program Records

- |           |   |               |
|-----------|---|---------------|
| <b>50</b> | <b>Appraisal Checklists</b>                                   | <b>5 c.f.</b> |
|           | Retain permanently  |               |
| <b>51</b> | <b>Garten Agency Destruction Reports</b>                      |               |
|           | Retain 6 years, destroy                                       |               |
| <b>52</b> | <b>Records Management Presentations</b>                       |               |
|           | Retain <del>20</del> 2 years, destroy                         |               |
| <b>53</b> | <b>Records Retention Schedules – Final Product</b>            |               |
|           | Retain 10 years after superseded or obsolete, destroy         |               |
| <b>54</b> | <b>Records Retention Scheduling Project Records</b>           |               |
|           | Retain 1 month after schedule superseded or obsolete, destroy |               |

## XXX Advice and Assistance

Retain 3 years, destroy

## State Agency General Records Retention Schedule Records

*Records include but are not limited to:*

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

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Staff Meeting Records

## Systems of Record

~~RC-UPDATE~~

~~ORMS Content Manager (CM)~~

**Commented [JM9]:** No longer needed by office for 20 years, 2 years is sufficient per program manager. [Example shows explanation of significant change in length of retention.]

**Commented [GA11]:** New series: Giving advice on interpretation of law and AR, so need to be retained longer than regular tech assistance or reference requests.

# Schedule Revision Example 2

**Organizational Placement** \_\_\_\_\_ **Schedule Number: XXX-XXXX**

**Agency:** Secretary of State

**Division:** Archives

**Program:** Oregon Records Management Solution (ORMS)

**Commented [GA12]:** New program section

## **Program Description**

The Oregon Records Management Solution is a state-wide program that provides electronic records management tools and assistance to participating agencies at all levels of Oregon government. The Records Management Unit operates ORMS in conjunction with private partners Chaves Consulting and Arikkan, Inc. Members of the records management unit assist agencies in project planning, software configuration, and end user training, and provide ongoing technical support. Members of the unit also create various training materials, aids and guides to assist agency users.

## **Program Records**

### **XXX Implementation Planning Records**

Retain 1 year after agency leaves ORMS, destroy

**Commented [GA13]:** Needed for context and history while active, loses value after (includes first records/builds/planning sessions/justification, significant technical discussions)

### **XXX ORMS Support Correspondence**

- a) Technical troubleshooting, retain 1 year, destroy
- b) Requests for security or permission changes or changes in agency roles, retain until superseded, destroy

**Commented [GA14]:** Mostly technical troubleshooting, routine fixes. Similar to IT.

### **XXX Technical Training**

Retain until superseded, destroy

**Commented [GA15]:** Rapidly changing, no ongoing value after replaced

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

*Records include but are not limited to:*

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

Agency Training and Presentation Records  
Calendar and Scheduling Records  
Mailing List Records

### **Systems of Record**

ORMS Content Manager (CM)  
SharePoint



## Records Retention Schedule Review Process

