Oregon Department of the State Fire Marshal

Records Retention Schedule 2026-0010

Effective Date: October 2026

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Records Retention Schedule

Edition: October 2026 **Schedule Number: 2026-0010**

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Agency Administration
Division: Executive Administration

Program Description

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

The Executive Administration division seeks to accomplish the Department's mission by providing direction, oversight, and vision for the agency program areas. The State Fire Marshal, the Chief Deputies, and support staff provide leadership, budget oversight, policy development, legislative development, and customer service. Executive Administration staff provide core services including but not limited to fiscal, human resources, public affairs, external affairs, strategic planning, public records oversight, administrative rulemaking, and the government to government tribal connection. The State Fire Marshal is the Executive Director of the Governor's Fire Service Policy Council.

Program Records

001 *Gated Wye* Newsletter, 1998 – [ongoing] .25 c.f.
Retain permanently, transfer to State Archives after 2 years

002 Governor's Fire Service Policy Council
(a) Retain Charter Records 5 years after superseded or obsolete, destroy
(b) Retain all other records 5 years, destroy

003 Regional Appeal Advisory Board Records
Retain 10 years, destroy

004 State Fire Marshal Annual Reports, 1986 – [ongoing] 2.50 c.f.
Retain permanently, transfer to the State Library of Oregon after 5 years

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements
Correspondence
Legislative Tracking Records

Mailing Lists
Policy and Procedure Guidelines and Manuals
Staff Meeting Minutes
Postal Records
Press Releases
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Systems of Record

EMPLOYEE DIRECTORY LIST
SharePoint

Agency: Oregon Department of the State Fire Marshal
Branch: Agency Administration
Division: Executive Administration
Program: Human Resources

Program Description

The Human Resources program is responsible for agency employee hiring, employee termination, and other employment related actions. The program also maintains personnel records, performs criminal records checks, and provides onboarding and new employee orientation training to OSFM employees.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Personnel Records (OAR 166-300-0040)
Affirmative Action Records
Criminal Background Check Records
Employee Personnel Records
Employee Training Records
Position Description and Reclassification Records
Recruitment and Selection Records
Risk Management Records (OAR 166-300-0045)

Systems of Record

Frances Online
Workday

Agency: Oregon Department of the State Fire Marshal
Branch: Agency Administration
Division: Business Services

Program Description

The Business Services Division provides internal services to the Oregon Department of the State Fire Marshal, including Information Technology Services, Facilities Management, Fleet Management, Safety and Risk Management, and Diversity, Equity and Inclusion.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Staff Meeting Minutes
Postal Records
Visitor Logs
Facilities/Property Records (OAR 166-300-0020)
Inventory Records
Building Records
Equipment Maintenance
Property Disposition
Facility Work Orders
Vehicle Records
Information and Records Management Records (OAR 166-300-0030)
Computer System Maintenance Records
Telecommunications Records
User Support Records
Personnel Records (OAR 166-300-0040)
Affirmative Action Records

Systems of Record

Asset Panda
Fleetio
Freshservice

GeoTab
Maintain X

Agency: Oregon Department of the State Fire Marshal
Branch: Agency Administration
Division: Business Services
Program: Safety and Risk Management

Program Description

The Safety and Risk Management Program within the Business Services Division establishes safety related programs, oversees the safety committee, maintains safety records, and ensures guidance is provided to all OSFM employees. The program provides an agency contact for litigation, torts, and claims against the agency, and assists the Department of Justice.

Specified employees are fitted for respirators using a specially calibrated machine to provide a qualitative result.

Program Records

005 Annual Fit Test Report
Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Legislative Tracking Records
Litigation Records
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans
Incident Report Records
Insurance Fund Claim Records
Safety Program Records
Vehicle Accident Records

Systems of Record

SharePoint

Agency: Oregon Department of the State Fire Marshal
Branch: Agency Administration
Division: Fiscal and Budget
Program: Fiscal Services

Program Description

The Fiscal and Budget Division provides the agency with coordination and management of agency financial resources. This includes budget development, contracts and procurement, grant coordination, accounts receivable, accounts payable, and travel reimbursement.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Inventory Records
Financial Records (OAR 166-300-0025)
Account Transfer Records
Accounting System Input Documents and Listings and Agency Control Reports
Accounts Payable Records
Accounts Receivable Records
Audit Reports
Budget Allotment Records
Budget Preparation Records
Cash Receipt Records
Competitive Bid Records
Deposit Slips
Grant Records
Purchasing Records
Travel Expense

Systems of Record

Smartsheets
Submittable
Teams

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Program: The Center for Fire Analytics, Intelligence, and Research

Program Description

The Center for Fire Analytics, Intelligence, and Research (CFAIR) is a program within the Community Risk Reduction branch of OSFM. The purpose of CFAIR is to provide accurate, actionable data to the Oregon State Fire Marshal's programs, partners, and the public to improve safety through the prevention of fire-related fatalities, injuries, and economic loss. As it relates to its purpose, CFAIR provides services related to fire, non-fire, and hazardous material incident reporting, statistics, research, data management, and public service. More specifically, CFAIR is tasked with a multitude of duties related to the discipline of statistical analytics and data curation, including, but not limited to:

- Data governance and stewardship
- Analytics and research
- Fire incident reporting and ImageTrend Elite administration
- Report Generation and development

The CFAIR program's primary customers are OSFM employees, fire agencies, federal, state, and local governmental agencies, legislators, public and private organizations, and Oregon residents.

Program Records

006 Fire Incident Records (including Large Loss ($1,000,000+) and Fatal)
Retain 99 years, destroy

007 Historic Fire Records – 2001-2010, .25 gb
Retain permanently, transfer to State Archives after 10 years

008 Non-Fire Incident Records
Retain 15 years, destroy

009 Oregon Incident Reporting Advisory Commission (OIRAC) Meeting Records
Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records
Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Systems of Record

Image Trend Elite
OREGON ALL INCIDENT REPORTING SYSTEM (OAIRS) Defunct
OREGON FIRE & EMS BRIDGE

Agency: Oregon Department of the State Fire Marshal
Branch: Community Risk Reduction
Division: Fire and Life Safety
Program: Defensible Space

Program Description

The OSFM created a defensible space program to help Oregonians become better protected against wildfire. The Defensible Space program maintains a list of approved recommendations for the public to use to assess their wildfire preparedness. These recommendations are based on the draft defensible space code and other best practices for wildfire safety in Oregon. Additionally, the OSFM created a voluntary assessment program with the Oregon fire service, where Oregonians may request a free defensible space assessment for their home or business.

Program Records

010 Defensible Space Assessments
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling
Correspondence
Mailing Lists
Publication Records

Systems of Record

ESRI Arc GIS – Assessors
ESRI Arc GIS – OSFM Defensible Space Assessments (survey 123)
Shared Agency Drive

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Division: Fire and Life Safety
Program: Fire Inspections & Investigations

Program Description

The Fire Inspections & Investigations program in the Fire and Life Safety division is responsible for conducting fire prevention inspections of buildings throughout the state with the exception of certain jurisdictions. These areas are exempted either partially or fully from certain statutes, rules, and regulations of the State Fire Marshal. The Technical Services program in the Department of the State Fire Marshal holds the records of exemption. Deputy State Fire Marshals stationed throughout the state inspect buildings, including schools, churches, businesses, public assemblies, and correctional facilities, to ensure compliance with fire safety regulations. The Fire and Life Safety division is also responsible for notifying fire officials around the state of arsonists who have either escaped or been released in their jurisdictions (ORS 476.730).

Program Records

011 Arsonist Escape and Release Reports
Retain 1 year, destroy

012 Competency Recognition Records (including certificates)
Retain 3 years, destroy

013 Cost Recovery Case Files
(a) Retain complex or controversial fire records 25 years after cost recovery, destroy
(b) Retain all other fire records 6 years after cost recovery, destroy

014 Fire Investigation Reports
Retain 75 years, destroy

015 Fire Safety Inspection Records
Retain current and past previous inspection report for 8 years, destroy

016 Historic Fire Investigation Reports, 19?? – [ongoing] 5.00 c.f.
Retain permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

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

Systems of Record

Image Trend Elite
SharePoint
Workday

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Division: Fire and Life Safety
Program: Health Care

Program Description

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

Program Records

017 Health Care Facility Inspection Records
Retain 8 years, destroy

018 Health Care Unit Billing Records
Retain 7 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Systems of Record

IQIES

Agency: Oregon Department of the State Fire Marshal
Branch: Community Risk Reduction
Division: Fire and Life Safety
Program: Oregon Safety Assessment Program

Program Description

The Oregon Safety Assessment Program (OrSAP) is established in ORS 401.256 and provides professional resources to local governments to help with post-disaster building safety evaluations. When disaster strikes a community, numerous facility and infrastructure inspections may be necessary. At the request of local government, OrSAP makes volunteers available to conduct rapid post-disaster building safety evaluations related to structural safety and habitability. OrSAP evaluators also provide recommended posting of placards that denote the condition of each structure evaluated.

Program Records

019 Registry Application and Records
Retain 3 years after applicant is no longer active, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence Mailing Lists
Training Records

Systems of Record

Smartsheet

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Division: Fire and Life Safety
Program: Technical Services Unit

Program Description

The Technical Services Unit maintains responsibility for the development, adoption, interpretation, and amending of the Oregon Fire Code; reviewing of plans and issuing permits for the above ground storage of flammable and combustible liquid storage tanks in excess of 1000 gallons and liquid propane gas tanks in excess of 2,000 gallons; and assisting design professionals, building and fire officials as well as the general public in meeting the intent of the fire code. The Technical Services Unit advocates for the promotion and application of effective and uniform fire and life safety services in an effort to protect Oregon's residents, visitors, and property, per ORS 476.030, OAR 837-030, and 837-040.

The Fire Code Advisory Board meets quarterly to provide recommendations to the State Fire Marshal concerning the composition, use, understanding, and revision of the Oregon Fire Code. The committee maintains responsibility for researching and drafting Oregon's Fire Code, which is superseded every three years.
The Technical Services Unit also processes and maintains records concerning jurisdictions that have requested exemption status. Jurisdictions with exempt status meet the criteria of having a fire code at minimum as stringent as the Oregon Fire Code and frees the jurisdiction from review by OSFM concerning issues which arise from interpretation and implementation of fire codes.

Program Records

020 Exempt Jurisdiction Records
Retain current and past previous application, destroy

021 Fire Prevention and Life Safety Regulation Guidance Records
Retain until superseded or obsolete, destroy

022 Flammable/Combustible Liquid and Liquid Propane Gas Storage Plan Review Records
Retain until tank is decommissioned or relocated, destroy

023 Oregon Fire Code Advisory Board Records
Retain Charter Records 5 years after superseded, destroy
Retain all other records 5 years, destroy

024 Oregon Fire Code Records
(a) Retain Fire Code Interpretation Records until superseded or obsolete, destroy
(b) Retain Fire Code Amendment and Development Records 2 code cycles after repeal of entire code, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0010)
Administrative Rule Preparation Records
Correspondence
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Vehicle Maintenance Records

Systems of Record

Agency Shared Drive - Resource Drive
Image Trend Elite

Agency: Oregon Department of the State Fire Marshal
Branch: Community Risk Reduction
Division: Fire and Life Safety Education
Program: Community Wildfire Risk Reduction

Program Description

The Community Wildfire Risk Reduction Unit maintains programs on wildfire prevention, education, and mitigation while elevating the efforts of local partners to increase statewide understanding of wildfire prevention, community wildfire risk, preparedness, and resilience. The programs create a more fire-adapted Oregon.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Mailing Lists
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records
Receipts
Purchasing Records

Systems of Record

None

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Division: Fire and Life Safety Education
Program: Fire Prevention Education Unit

Program Description

The Fire Prevention Education Unit is comprised of multiple programs and resources for fire prevention and life safety designed to reduce residential fires, their associated deaths, injuries and property loss. The statewide programs include Smoke Alarms, Older Adult Fire and Fall Prevention, Home Fire Safety, and Youth Fire Prevention and Intervention. The program leads the Oregon Life Safety Team whose membership include fire service agency and association partners, and state, federal, non-profit, and private agency members. Team members implement statewide fire prevention and safety education, and endorse, promote, and distribute educational materials.

Programs are conducted statewide using strategic plans, budgets, and policies and procedures. They provide fire departments, fire districts, schools, law enforcement, social service agencies, and citizens with information, services and products to mitigate the risk of fire, increase chances of survival in a fire and intervene with youth and fire setting behaviors. The Smoke Alarm program distributes smoke alarms at no cost, Older Adult Fire focuses on public education through brochures and video presentation, and Home Fire safety provides informational materials to stake holders. Youth Fire Prevention provides educational resources to aid in early detection of youth with fire setting behavior and expands intervention and treatment resources for these youth.

Program Records

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

026 Smoke Alarm Liability Forms
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements (Intragency/Intergovernmental)
Correspondence
Legislative Tracking Records
Mailing Lists

Publication Preparation Records
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Equipment/Property Disposition Records
Financial Records (OAR 166-300-0025)
Grant Records
Receipts
Purchasing Records

Systems of Record

Agency Shared Drive

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Community Risk Reduction
Division: Fire and Life Safety Education
Program: Youth Fire Prevention and Intervention

Program Description

The Youth Fire Prevention and Intervention program establishes community-based intervention networks as well as gathering statewide data on fires set by youth. The program develops training materials and trains county-level fire and mental health professionals to identify and treat youth fire misuse.

Program Records

027 Youth Fire Screening Tool and Report Records
Retain 75 years, destroy

State Agency General Records Retention Schedule Records

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

Systems of Record

Image Trend Elite
Shared Agency Drive

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Emergency Response Services
Program: Hazardous Materials Transportation by Rail

Program Description

HB 3225 was signed into law on July 20, 2015, making it part of Oregon Revised Statute 453.307 to 453.414 relating to the safe transport of hazardous materials. Oregon Revised Statutes 453.392 to 453.414 requires the Department of the State Fire Marshal (OSFM) to coordinate training, preparedness, and response planning activities with a specific focus on oil or hazardous materials spills or releases that occur during rail transport. In part, the law mandates the OSFM to adopt by rule, a plan for the coordinated response to oil or hazardous materials spills or releases that occur during rail transport, identify response resources (existing and needed), and to coordinate training for emergency responders.

Program Records

028 Hazmat Transportation by Rail Annual Reports
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence Mailing Lists
Publication Preparation Records

Systems of Record

None

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Emergency Response Services
Program: Mobilizations

Program Description

The Department of the State Fire Marshal operates to reduce the loss of life and capital resources due to destruction by fire and other hazards and seeks to protect the lives and property of all Oregonians, the State, and its visitors from loss and destruction due to conflagrations and hazardous materials, provided by ORS 476. Mobilizations include but are not limited to wind events, tsunami, fire, earthquake and flood.

The Mobilizations Program seeks to accomplish the Department's goal of protection of the public by providing direction, oversight, and implementation of the Oregon Fire Service Mobilization Plan and three all-hazard Incident Management Teams staffed by Oregon's structural fire service. Staff work to build a strong statewide fire suppression model.

Program Records

029 Conflagration/Natural Disaster Records
Retain 99 years, destroy

030 Internal White Papers (also known as Issue Papers)
Retain until superseded or obsolete, destroy

031 Mobilization Plan Committee Records
Retain 5 years, destroy

032 Oregon Fire Service Mobilization Plan
Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Contracts and Agreements
Correspondence
Legislative Tracking Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Postal Records
Press Releases

Purchasing Records
Facilities/Property Records (OAR 166-300-0020)
Inventory Records
Financial Records (OAR 166-300-0025)
Accounts Payable Records
Budget Preparation Records
Training Records
Personnel Records (OAR 166-300-0040)
Volunteer Program Records

Systems of Record

AOC application
PowerApps/Sharepoint - TEAM MEMBER

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Emergency Response Services
Program: Regional Hazardous Materials Emergency Response Teams

Program Description

The Regional Hazardous Materials Emergency Response Teams respond to hazardous materials emergencies throughout Oregon. The teams are primarily comprised of fire service professionals and are strategically located around the state to minimize response time in the event of a Hazardous Materials situation. Agreements between the teams and local jurisdictions dictate that the teams are responsible for responding to hazardous materials situations that are either beyond the control or the equipment capabilities of local fire departments. The parties responsible for the spill or hazardous material release must reimburse the state for the expense incurred in the cleanup. Team members also provide technical assistance over the telephone to local responders and industry. The program provides the teams with response vehicles and equipment used to control the release of hazardous materials and minimize any associated danger. The program has developed a basic course in hazardous materials response technician training and assists team members in procuring other training outside the program.

The Teams Advisory Group (TAG) oversees the teams.

Program Records

033 Hazardous Materials Incident Emergency Response Reports
Retain 30 years, destroy

034 Task Book Completion Records
Retain 6 years, destroy

035 Teams Advisory Group (TAG) Records
(a) Retain sound recordings until minutes summarized and verified, destroy
(b) Retain minutes and other records 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Publication Preparation Records
Telephone Logs
Training Program Records

Travel Expense Records
Financial Records (OAR 166-300-0025)
Accounts Payable Records
Purchasing Records
Risk Management Records (OAR 166-300-0045)
Hazardous Exposure Records

Systems of Record

PowerApps/Sharepoint - TEAM MEMBER

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Community Right to Know

Program Description

The Community Right to Know (CR2K) program is responsible for identifying sites in Oregon where hazardous substances are used, stored, manufactured, and/or disposed of in reportable quantities per ORS 453.307 – ORS 453.414. The CR2K program surveys businesses annually for information concerning hazardous substances at the site that are in amounts at or above a reportable quantity.

Businesses are required to provide information on the survey specific to each reportable chemical at the site and must notify the Department of the State Fire Marshal within 30 days of any substantive changes occurring at their facility. Upon receipt and processing of the annual surveys, CR2K updates and maintains a file of businesses possessing hazardous materials in reportable quantities. The CR2K program also maintains an inventory of hazardous substance incidents documenting incidents throughout the state. All information is available to local, state, and federal agencies as well as the public at large.

Program Records

036 Community Right to Know and Hazardous Substance Annual Incident Reports, 1991 – [ongoing] .25 c.f.
Retain permanently, transfer to the State Archives after 5 years

037 Compliance Audit Records
Retain 5 years, destroy

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

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

State Agency General Records Retention Schedule Records

Includes but not limited to:
Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)

Grant Records

Systems of Record

CHS Manager
Elite
Microsoft Power Platform
SharePoint

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Explosives

Program Description

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

Program Records

040 Magazine Movement Log
Retain 3 years, destroy

State Agency General Records Retention Schedule Records

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

Systems of Record

Agency Shared Drive

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Fire Standard Compliant Cigarette Program

Program Description

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

Program Records

041 Fire Standard Compliant Cigarette Certification/Correspondence
Retain until new certification approved, destroy

State Agency General Records Retention Schedule Records

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

Systems of Record

OREGON TOBACCO INFORMATON SYSTEM (OTIS)
SharePoint

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Fireworks

Program Description

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

Program Records

042 After-Show Reports
Retain 6 years, destroy

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

044 Pest Control Fireworks, and Special Effects Applications and Permits
Retain 4 years, destroy

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

046 Pyrotechnician General License and Limited Certification Records
Retain 6 years, destroy

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

State Agency General Records Retention Schedule Records

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

Systems of Record

Access - FIREWORKS

Laserfiche
PowerApps

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Liquefied Petroleum Gas (LPG)

Program Description

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

Program Records

048 Liquefied Petroleum Gas Company Records
Retain 4 years, destroy

049 Liquefied Petroleum Gas Fitter Licensing Records
Retain 4 years, destroy

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

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

052 Liquefied Petroleum Gas Tank Installation Database Records
Retain permanently in agency

State Agency General Records Retention Schedule Records

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

Systems of Record

Access - LIQUEFIED PETROLEUM GAS
SharePoint

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Non-Retail Fuel Dispensing (Cardlock)

Program Description

The Non-Retail Fuel Dispensing program is responsible for auditing, inspecting, and licensing all non-retail fuel dispensing establishments. Non-retail fuel dispensing facilities contract with persons to provide fuel for vehicles. Audits are performed triennially to ensure compliance with ORS 480.310 through 480.385 and OAR 837-020-0035 through 837-020-0115. Instances of non-compliance and corrective measures taken on behalf of the facility to remedy the violation are documented. Facilities are inspected yearly to ensure that the proper signs are posted and the correct safety equipment is available in accordance with fire and life safety regulations. Facilities are licensed every three years.

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

Program Records

053 *Cardlock News* Newsletter
Retain 5 years, destroy

054 Customer Record Audit and Fuel Facility Inspection Records
Retain 6 years, destroy

055 Customer Safety Training Materials
Retain until superseded or obsolete, destroy

056 Fuel Facility Complaint Investigation Records
Retain 5 years after case resolution or dismissal, destroy

057 Non-Retail Fuel Dispensing Licenses
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

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

Systems of Record

ACCESS - CARDLOCK
ACCESS - NON-COMPLIANCE/VIOLATION TRACKING
SharePoint

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: Novelty/Toylike Lighter

Program Description

The Novelty/Toylike Lighter program prohibits manufacturing, selling, offering for sale and distribution, or importing novelty lighters for purpose of sale or distribution in Oregon per ORS 476.831 - .856. Novelty or toylike lighters are defined as a lighter that has misleading design, audio effects or visual effects, or has other features that may make the lighter appealing or attractive to a child less than 10 years of age. The program took effect June 2, 2009, after penalty against a person in violation of the Oregon statute.

Program Records

058 Novelty/Toylike Lighter Records
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

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

Systems of Record

Agency Shared Drive

Agency: Oregon Department of the State Fire Marshal (OSFM)
Branch: Emergency and Regulatory
Division: Regulatory Services
Program: State Emergency Response Commission (SERC)

Program Description

The Oregon SERC is responsible for designating Emergency Planning Districts (EPDs) throughout Oregon, establishing local emergency planning committees (LEPCs) within the EPDs, appointing membership to the LEPCs, and providing review and comment on local community emergency response plans.

Oregon Administrative Rules 837-095 established the SERC Executive Committee and designated Emergency Planning Districts and Local Emergency Planning Committees. In Oregon, statute identifies the State Fire Marshal as the SERC. The SERC Executive Committee was established to provide input and recommendations to the SERC on activities related to EPCRA (Emergency Planning and Community Right to Know). The duties of the SERC Executive Committee are to advise the SERC on designation of emergency planning districts and questions regarding the creation or dissolving of LEPC's, be involved with the review of plans developed by LEPC's, support LEPC efforts to implement EPCRA, and assist with hazardous materials training, education, and outreach activities in support of the SERC and LEPC's.

Program Records

059 Bakken Crude Oil Transportation Information Reports
Retain until superseded or obsolete, destroy

060 Emergency Planning and Community Right to Know (EPCRA) "Section 304" Oregon Emergency Response System (OERS) Spill Release Reports
Retain 5 years, destroy

061 High-Hazard Flammable Train Notification
Retain until superseded or obsolete, destroy

062 Local Emergency Planning Committee (LEPC) Records
(a) Plan Records, retain until superseded or obsolete, destroy
(b) Local Capability Assessment Records, retain current and previous, destroy
(c) Retain all other records, retain 3 years, destroy

063 State Emergency Response Executive Committee Records
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

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

Contracts and Agreements
Correspondence Mailing Lists
Publication Preparation Records
Boards and Commission Records (OAR 16-300-0017)
Meeting Records

Systems of Record

Shared Agency Drive