

Oregon State Archives

Records Retention Schedule

Edition: June 2026

Schedule Number: 2026-0005

Agency: Psychiatric Security Review Board (PSRB)

Program Description

The Psychiatric Security Review Board (PSRB) is an independent, quasi-judicial state agency responsible for protecting public safety by exercising statutory authority over individuals whose involvement with the criminal or civil legal system has been judicially determined to be sufficiently connected to a qualifying mental disorder.

The Board has continuing jurisdiction and supervisory authority over individuals found Guilty Except for Insanity (GEI), Responsible Except for Insanity (REI), and individuals committed as Extremely Dangerous Persons with Mental Illness. For these populations, the PSRB conducts ongoing administrative and full hearings to determine continued jurisdiction, conditions of release, including level of care, revocation, and discharge.

Separately, the PSRB functions as a petition-based adjudicative body for two limited statutory relief matters, including restoration of firearm rights and sex offender classification, reclassification, and relief. In these matters, the Board does not exercise ongoing supervision but rather adjudicates discrete petitions to restore rights or relieve individuals from statutory restrictions or registration requirements. In addition, the Board has the statutory duty to report classification levels of sex offender registrants and firearm prohibitions to the Oregon State Police.

PSRB records consist of the documentation necessary to support these determinations and to ensure due process, statutory compliance, and defensible decision-making.

Program Records

001 Incomplete Sex Offender or Firearm Prohibition Relief Applications

Retain 1 year after date received, destroy

002 Law Enforcement Data System (LEDS) Records for Hearings

(a) If there is no appeal, retain 90 days from the date the associated hearing order is signed, destroy

(b) If appealed, retain according to OAR 166-300-0017(1)

003 Psychiatric Security Review Board Internal Case Files

Retain 1 year after case closed, destroy

004 Source Files for Reporting, Reclassification, and Relief

Retain 120 years after individual's date of birth, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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Board and Commission Records (OAR 166-300-0017)

Financial Records (OAR 166-300-0025)

Information Systems Records (166-300-0030)

Payroll Records (166-300-0035)

Personnel Records (166-300-0040)

Risk Management Records (166-300-0045)

Systems of Record

Agency shared drive

FileCloud

Microsoft 365/SharePoint