

Oregon Commission for the Blind
Records Retention Schedule 2025-0004

Effective Date: September 2025

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Oregon State Archives
Records Retention Schedule

Edition: September 2025

Schedule Number: 2025-0004

Agency: Oregon Commission for the Blind

Division: Executive Director's Office

Program Description

The Executive Director's office provides leadership to the agency and directs the operation of OCB in its mission to empower Oregonians who are blind to fully engage in life.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

None

Oregon State Archives

Records Retention Schedule

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Agency: Oregon Commission for the Blind

Division: Administration

Program Description

The Administration division includes Finance & Accounting, Payroll, Facility & Risk Management, and Information Technology.

The Finance & Accounting unit provides financial management for the agency's programs. This includes budgeting and accounting, cash management, receivables, purchasing and payables, and general ledger accounting. This division also performs all fiscal tasks associated with federal grant management, monitoring and reporting.

The Payroll unit provides payroll processing, benefits support, onboarding, off-boarding and other pay-related services.

The Facility & Risk Management unit oversees management of the facilities and vehicles, and the corresponding risks.

The Information Technology team is responsible for the oversight of all technology and data processing functions.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Systems of Record

Oregon Budget Information Tracking System (ORBITS).

Oregon Positions Information Control System (ORPICS)

Relational Statewide Accounting & Reporting System (R*STARS)

SNIPE-IT

Statewide Financial Management Application (SFMA)

Tririga

Workday

Oregon State Archives

Records Retention Schedule

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Agency: Oregon Commission for the Blind

Program: Business Enterprise

Program Description

The mission of the Business Enterprise (BE) Program is to promote independence by providing business opportunities in food concessions to Oregonians who are legally blind.

The Business Enterprise Program is administered under the Randolph-Sheppard Vending Stand Act, which covers federal properties, and ORS 346.510 to 346.570. This state law provides that the Commission for the Blind shall operate vending facilities in or on any "public buildings or properties," defined as any building, land or other real property, owned, leased, or occupied by any department or agency of the State of Oregon.

Program Records

001 Business Enterprise Case File Records

Retain 7 years after case closure, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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

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

Financial Records (OAR 166-300-0025)

Risk Management Records (OAR 166-300-0045)

Systems of Record

AWARE

Oregon State Archives
Records Retention Schedule

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Agency: Oregon Commission for the Blind

Division: Commission

Program Description

The Commission is a seven-member, governor-appointed board with the responsibility of overseeing the management of OCB.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

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

Systems of Record

None

Oregon State Archives

Records Retention Schedule

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Agency: Oregon Commission for the Blind

Program: Independent Living

Program Description

The Independent Living (IL) division works with two populations. The primary population are seniors (55+) with severe vision loss. Additionally, the IL team serves legally blind individuals under the age of 55. Neither of these programs' participants are looking for employment. The goal is to provide training that will allow them to live independently in their homes and remain active in their communities. Our specialized instructors provide training and devices that are adapted to meet the needs and fulfill the goals of people experiencing vision loss.

Program Records

002 Independent Living Client Case File Records

Retain 7 years after case closure, destroy

003 Independent Living Federal Reports

Retain 5 years from the date of submission of the final report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

AWARE

Oregon State Archives

Records Retention Schedule

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Schedule Number: 2025-0004

Agency: Oregon Commission for the Blind

Program: Orientation & Career Center

Program Description

The Commission for the Blind has the only training program in Oregon with the specialized staff and adaptive training facilities necessary for assessing and training adults who experience blindness. It is the primary and most essential training resource utilized by the agency's Vocational Rehabilitation Program to ensure job seekers who are blind can return to or seek employment. The Orientation and Career Center for the Blind (OCCB) staff provide students with fundamental tools, training, and resources they need to begin working toward their vocational rehabilitation goals. It is expected that those who complete the program at the OCCB will be able to achieve social interdependence and economic independence.

Program Records

004 Orientation & Career Center for the Blind Client Case File Records

Retain 7 years after last action or case closure, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

AWARE

Oregon State Archives

Records Retention Schedule

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Agency: Oregon Commission for the Blind

Program: Vocational Rehabilitation

Program Description

The Vocational Rehabilitation (VR) division assists eligible individuals to prepare for, achieve and maintain an employment outcome. VR counselors provide case management coordination. This includes providing information about services, assessing individual needs, assisting individuals in applying for services, determining eligibility, jointly developing an individualized plan for employment, and coordinating services for these individuals. The program focuses on providing services that the client requires to obtain employment.

Program Records

005 Blind Registry Records

Retain individual person records until notification of death from Vital Statistics, destroy

006 Vocational Rehab Client Case File Records

Retain 7 years after case closure, destroy

007 Vocational Rehab Federal Reports

Retain 5 years from the date of submission of the final report, destroy

008 Workforce Innovation and Opportunity Act State Plan

Retain 7 years from the date of submission of the final report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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

Systems of Record

AWARE