

Department of Community Colleges and Workforce Development

Records Retention Schedule 2001-0009

Effective Date: October, 2001

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Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Administrator's Office

Program Description

The Administrator's Office is responsible for the oversight and administration of the Department of Community Colleges and Workforce Development. The office is chiefly responsible for the Department's policies, programs, budget, and planning. The agency Administrator serves on various committees as a part of the position.

Records Description

Program Records

001 Administrator's Topic Files

Retain 10 years, destroy

002 Administrator's Speeches, 1999 - [ongoing] .2 cf

Retain until Director leaves office, transfer to State Archives

003 Governor and Legislator Forwarded Letters

Retain letters 2 years after response sent, destroy

004 Complaint Records

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Administrative Rule Preparation Records (OAR 166-300-0015)

Correspondence (OAR 166-300-0015)

Scheduling Records (OAR 166-300-0015)

Databases

None

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Community Colleges

Program Description

The Community Colleges section is responsible for providing financial and program assistance to Oregon community colleges. Under ORS 341.626, the program provides money to community colleges from the Community College Support Fund in the State General Fund. The program approves community college courses and programs to allow community colleges to claim the course, or portions of a course for state fund support.

The program is also responsible for the maintenance of the Oregon Community Colleges Unified Reporting System (OCCURS) which enables schools to streamline and make equal reporting for state and local agencies as mandated by statute.

The program participates in the Joint Boards Articulation Commission that is a combined committee between the Board of Education, the Board of Higher Education, the Chancellor, and the Superintendent of Public Schools. The committee addresses the interrelated issues in education that affect community colleges in Oregon.

Records Description

Program Records

005 Catalogs of Approval

Retain 1 year after superseded or obsolete, destroy

006 Community College Monitoring Records

(a) Retain annual guidelines and audits 6 years after superseded, destroy

(b) Retain college reporting data records 10 years, destroy

(c) Retain handbook of policies and procedures 2 years after superseded or obsolete, destroy

007 Course Approval Records

Retain 5 years after course not approved or no longer taught, destroy

008 Joint Boards Articulation Commission Records, 1987 - [ongoing] 2 cf

(a) Retain meeting minutes, agendas, and exhibits Permanently, transfer to State Archives after 20 years

(b) Retain all other records 2 years, destroy

009 Report and Study Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Correspondence (OAR 166-300-0015)

Grant Records (OAR 166-300-0025)

Databases

OCCURS (Oregon Community College Reporting System)

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Operations

Program: Finance

Program Description

The Finance program is responsible for the coordination and management of financial resources at the Department of Community Colleges and Workforce Development. Finance staff review and process accounts receivable and payable, budget preparation, contract payments and reporting, as well as travel reimbursements. Program staff also advise agency staff and partners on accounting procedures and regulations. The program ensures compliance with generally accepted accounting principles, IRS, budgetary reporting requirements, as well as agency policies and procedures.

Some accounting and payroll functions are performed by the Department of Education (ODE) on behalf of the agency.

Records Description

Program Records

- 010 Local Provider Financial Policy Records
Retain 4 years after superseded, destroy
- 011 Management Report Records
 - (a) Retain internal reports 1 year after submitted, destroy
 - (b) Retain external reports 4 years after report submitted, destroy

State Agency General Records Retention Schedule Records

- Contracts and Agreements (OAR 166-300-0015)
- Correspondence (OAR 166-300-0015)
- Account Reconciliation Records (OAR 166-300-0025)
- Account Transfer Records (OAR 166-300-0025)
- Accounting Structure Organizational Hierarchy Records (OAR 166-300-0025)
- Accounting System Input Documents and Listings and Agency Control Reports (OAR 166-300-0025)
- Accounts Payable Reports (OAR 166-300-0025)
- Accounts Receivable Reports (OAR 166-300-0025)
- Annual Financial Reports (OAR 166-300-0025)
- Audit Reports (OAR 166-300-0025)
- Bank Statements (OAR 166-300-0025)
- Budget Allotment Records (OAR 166-300-0025)
- Budget Preparation Records (OAR 166-300-0025)
- Cash Receipt Records (OAR 166-300-0025)
- Check Registers (OAR 166-300-0025)
- Checks (OAR 166-300-0025)
- Competitive Bid Records (OAR 166-300-0025)
- Fiscal Correspondence (OAR 166-300-0025)
- Debit/Credit Advices (OAR 166-300-0025)
- Deposit Slips (OAR 166-300-0025)
- Emergency Board Request Records (OAR 166-300-0025)
- Encumbrance Registers (OAR 166-300-0025)
- Expenditure Projection Reports (OAR 166-300-0025)
- General Ledger Transaction Reports (OAR 166-300-0025)
- Grant Records (OAR 166-300-0025)

Invoice Registers (OAR 166-300-0025)
Invoices (OAR 166-300-0025)
Journal Entry Registers (OAR 166-300-0025)
Legislatively Adopted Budgets (OAR 166-300-0025)
Oregon State Treasury Reports (OAR 166-300-0025)
Petty Cash Fund Records (OAR 166-300-0025)
Project Accounting Records (OAR 166-300-0025)
Purchasing Records (OAR 166-300-0025)
Receipt registers (OAR 166-300-0025)
Receipts (OAR 166-300-0025)
Revenue Reports (OAR 166-300-0025)
Revenue Registers (OAR 166-300-0025)
Travel Expense Records (OAR 166-300-0025)
Trial Balance Reports (OAR 166-300-0025)
Vendor Reports (OAR 166-300-0025)
Voucher Registers (OAR 166-300-0025)
Vouchers (OAR 166-300-0025)
Employee Time Records (OAR 166-300-0035)
Payroll Records (OAR 166-300-0035)
OSPS Reports (OAR 166-300-0035)

Databases

Dept. of Administrative Services databases ABIS/ORBITS, ADPICS, BRIO, DataMart, OSPS, SFMS, VIP
FoxPro Payroll System
FTE (Full Time Equivalent)
Federal Payment Management System (PMS)
Federal Department of Labor Reporting System

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Operations

Program: Information Systems

Program Description

The Information Systems (IS) program is responsible for the planning and development, maintenance, support, and protection of the Department of Community Colleges and Workforce Development computer systems. Responsibilities include installation, performance monitoring, back-ups, scheduling, inventory management, and diagnosing and correcting user problems. The IS program supports database systems that provide subsidiary records for agency programs. Program staff may also conduct formal or informal training for users and may participate in various work groups related to information system issues.

The program recommends policies and procedures for and provides technical assistance to agency staff for assembling and installing software. The Information Systems program also produces reports for other agency program areas that draw from a variety of databases.

Records Description

Program Records

012 Agency Request Report Records

- (a) Retain quarterly reports until annual report is produced, destroy
- (b) Retain annual reports for 10 years, destroy
- (c) Retain grant raw data records 6 years after final report submitted, destroy
- (d) Retain all other raw data 6 years, destroy

State Agency General Records Retention Schedule Records

Correspondence (OAR 166-300-0015)

Policy and Procedure Preparation Records (OAR 166-300-0015)

Computer System Maintenance Records (OAR 166-300-0030)

Computer System Program Documentation (OAR 166-300-0030)

Computer System Security Records (OAR 166-300-0030)

Computer System Wiring Records (OAR 166-300-0030)

Filing System Records (OAR 166-300-0030)

Forms Development Records (OAR 166-300-0030)

Information Service Subscription Records (OAR 166-300-0030)

Information System Planning and Development Records (OAR 166-300-0030)

Software Management Records (OAR 166-300-0030)

User Support Records (OAR 166-300-0030)

Databases

Eligibility Training Provider 1999

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Operations

Program: Research and Development

Program Description

The Research and Development program's function is to serve the research and analysis needs of the Department of Community Colleges and Workforce Development. The program performs a wide range of services to gather, summarize, interpret, and analyze information concerning all aspects of community college and workforce development activities. These services include conducting surveys, workload, revenue and expenditure forecasting, data analysis, long-range planning, report writing and participation in regular community college audits by this agency.

Records Description

[Program Records](#)

- 013 Community College Audit Reports
Retain 6 years, destroy
- 014 Community College Disability Services Facilitation Records
Retain 10 years after issue is resolved, destroy
- 015 Community College District Annexation Records
Retain 2 years after superseded or obsolete, destroy
- 016 Community College FTE (Full Time Equivalent) Audits
Retain 15 years, destroy
- 017 Community College Profile Reports, 1987 – [ongoing] 2 cf
Retain 1 copy of each final report Permanently, transfer to State Archives after 10 years
- 018 Community College Tuition and Fee Records
Retain 15 years, destroy
- 019 On-Demand Statistical Reports
 - (a) Retain internal reports 1 year, destroy
 - (b) Retain external reports 2 years, destroy
- 020 Sampling and Statistics Records
Retain 20 years after superseded or obsolete, destroy
- 021 Studies and Reports, 1987 – [ongoing] 1 cf
 - (a) Retain census based studies Permanently, transfer to State Archives after 10 years
 - (b) Retain community college faculty studies 20 years, destroy
 - (c) Retain all other studies 10 years, destroy
- 022 Stakeholder Raw Data Records
Retain 10 years, destroy

[State Agency General Records Retention Schedule Records](#)

Correspondence ([OAR 166-300-0015](#))

Publication Preparation Records ([OAR 166-300-0015](#))

Facilities/Property Records ([OAR 166-300-0020](#))

[Databases](#)

[FTE Report and FTE](#) (1993 – ongoing)

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Division: Oregon Youth Conservation Corps (OYCC)

Program: Administration

Program Description

The Oregon Youth Conservation Corps Administration program provides general oversight and coordination support for the Oregon Youth Conservation Corps (OYCC) and its subsection, the Oregon Youth Community Service Corps.

Administration program staff develop standards, evaluations, money, training, technical assistance, and coordination in developing projects for both Corps. Community partners identify a needed project and work with OYCC to develop and conduct the project. Projects can be traditional natural resource projects (stream restoration, trail maintenance) or relatively new human resource projects (combination of field and classroom work).

Records Description

Program Records

- 023 Biennial Report, 1996 – [ongoing]**
Retain 1 copy Permanently, transfer to State Archives after 15 years
- 024 County Partner Records**
Retain 5 years after last active, destroy
- 025 Frank Roberts Project of the Year Award Records**
Retain 2 years after award discontinued, destroy
- 026 Newsletter Records**
Retain 10 years, destroy
- 027 Participant Corps Records**
 - (a) Retain surveys 2 years after entered into the database, destroy
 - (b) Retain survey data 10 years, destroy
 - (c) Retain scholarship documentation 6 years, destroy
- 028 Program Brochures**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

- Contracts and Agreements (OAR 166-300-0015)
- Correspondence (OAR 166-300-0015)
- Mailing Lists (OAR 166-300-0015)
- Facilities/Property Records (OAR 166-300-0020)
- Grant Records (OAR 166-300-0025)
- Conference and Seminar Records (OAR 166-300-0040)
- Risk Management Records (OAR 166-300-0045)

Databases

ACCESS Database

Scholarship Commission Database

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Division: Oregon Youth Conservation Corps (OYCC)

Program: Advisory Committee

Program Description

The Advisory Committee is responsible for the oversight and direction of the Oregon Youth Conservation Corps. The committee evaluates all program proposals and approves program partners for OYCC.

Records Description

[Program Records](#)

029 Committee Records, 1989 – [ongoing] 3 cf

- (a) Retain meeting agendas, minutes, and exhibits Permanently, transfer to the State Archives after 15 years
- (b) Retain meeting audio tapes 1 year after transcribed and adopted, destroy
- (c) Retain all other records 15 years, destroy

[State Agency General Records Retention Schedule Records](#)

Calendar and Scheduling Records ([OAR 166-300-0015](#))

Correspondence ([OAR 166-300-0015](#))

[Databases](#)

None

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Workforce Development

Program: Workforce Investment Act Title 1B

Program Description

The Workforce Investment Act Title 1B program is responsible for the distribution of funding to Oregon workforce area partners who assist youth and adults currently facing barriers in obtaining job training.

The program provides assistance to ensure the partners comply with the federal Workforce Investment Act (WIA). There are seven workforce areas in Oregon who must submit plans to the program for review in light of Title 1B (U.S. Department of Labor) in how they are going to assist disadvantaged workers (youth, adults, dislocated) in their workforce area. The program also takes complaints from the public regarding the services provided in each workforce area.

Records Description

Program Records

030 Complaint Records

Retain 3 years after resolution of complaint, destroy

031 Local Unified Plan Records

Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Correspondence (OAR 166-300-0015)

Policy and Procedure Records (OAR 166-300-0015)

Grant Records (OAR 166-300-0025)

Databases

State.dbc

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Workforce Development

Program: Adult Education (Worker Investment Act Title II)

Program Description

The Adult Education program is charged with administering the federal Workforce Improvement Act Title II in Oregon. Grant funds allotted under Title II provide for local programs in Oregon to provide basic skill development services to Oregon adults. The program is responsible for the planning, contracting, and coordination with other agencies for State Leadership Projects, compiling training modules, providing professional development opportunities, as well as general support of a statewide common adult basic skill programs.

The program also administers the grants and contracts with local basic skills development programs to provide services to Oregonians.

Records Description

Program Records

- 032 Data Matching Records
Retain until report or product is completed, destroy
- 033 Federal Adult Education State Plan (Title II), 1991 – 2000 .5 cf
Retain 1 copy Permanently, transfer to State Archives in 10 years
- 034 Grant Reports to Local Agencies, Community Colleges, Federal and State Agencies
Retain 6 years after contract expiration, destroy
- 035 *'Learning Matters'* Newsletter Records, 2000 - [ongoing]
Retain 10 years, destroy
- 036 Student Tracking Records and the BASIS & TOPSPro Databases
(a) Retain hard copy information until entered into database and verified, destroy
(b) Retain tracking records 10 years, destroy
- 037 Unified State WIA Workforce Plan, 2000 – [ongoing]
Retain 1 copy Permanently, transfer to State Archives in 10 years
- 038 Workforce Project Reports to the State Board of Education and the State Workforce Board
Retain 10 years, destroy

State General Records Retention Schedule Records

Administrative Rule Preparation Records (OAR 166-300-0015)
Contracts and Agreements (OAR 166-300-0015)
Correspondence (OAR 166-300-0015)
Legislative Tracking Records (OAR 166-300-0015)
Mailing Lists (OAR 166-300-0015)
Personal Service Contracts (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals (OAR 166-300-0015)
Policy Development and Planning Records (OAR 166-300-0015)
Postal Records (OAR 166-300-0015)
Professional Membership Records (OAR 166-300-0015)
Publication Preparation Records (OAR 166-300-0015)
Scheduling Records (OAR 166-300-0015)
Staff Meeting Records (OAR 166-300-0015)
Telephone Logs (OAR 166-300-0015)
Training Program Records (OAR 166-300-0015)
Grant Records (OAR-166-300-0025)

Databases

BASIS Database (to go defunct 12/01)

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Workforce Development

Program: Dislocated Worker Program

Program Description

The Dislocated Worker program assists in providing services designed for companies undergoing restructuring, downsizing, or significant staffing changes. Program staff assist employers with transitioning laid off workers, recruiting workers to available positions in their field of expertise or geographical area, and connecting organizations with companies hiring.

The program also administers federal Workforce Improvement Act (WIA) funds that are distributed to local workforce programs in Oregon. Program staff are responsible for investigating complaints relating to the fraudulent use of federal funds. Additionally, the program processes Oregon requests for NAFTA (North America Free Trade Agreement) grant monies for the federal Department of Labor (DOL) under the NAFTA Worker Security Act. However, actual grant awards are made by the federal Department of Labor (DOL).

Records Description

Program Records

039 Brochures and Publications

Retain 1 copy of each publication 2 years after updated or discontinued, destroy

040 Case Tracking Records and the Rapid Response Database

Retain 5 years after company closes or leaves Oregon, destroy

041 Individual Company Records

Retain 8 years after last action, destroy

042 Investigation Records

(a) Retain investigations remanded to the agency 2 years after final case disposition, destroy

(b) Retain investigations not remanded to the agency and informal complaints 2 years, destroy

043 NAFTA Records

Retain 2 years after processed, destroy

044 Worker Adjustment Retraining Notification Records (WARNs)

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Contracts and Agreements (OAR 166-300-0015)

Correspondence (OAR 166-300-0015)

Work Orders (OAR 166-300-0015)

Audit Records (OAR 166-300-0025)

Emergency Board Request Records (OAR 166-300-0025)

Grant Records (OAR 166-300-0025)

Databases

Rapid Response Database

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Workforce Development

Program: Even Start Family Literacy

Program Description

The Even Start Family Literacy program provides learning opportunities to families with children from birth to age eight. The program integrates early childhood education, adult basic skills education, GED preparation, job training and parenting support efforts in a given community. Program staff are responsible for administering federal grants to Oregon programs and monitoring each of the Even Start Family Literacy program in the state. The Even Start Family Literacy program must monitor each community program at least once every four years to ensure federal Even Start requirement compliance.

The Even Start Family Literacy program is a federally funded program through Title IB of the Elementary & Secondary Education Act.

Records Description

Program Records

045 Community Program Monitoring Records

Transfer to grant files

046 Participant/Student Tracking Data and the TOPSPro Database

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Contracts and Agreements (OAR 166-300-0015)

Correspondence (OAR 166-300-0015)

Mailing Lists (OAR 166-300-0015)

Grant Records (OAR 166-300-0025)

Databases

TOPSpro Database

Organizational Placement

Schedule #: 2001-0009

Agency: Department of Community Colleges and Workforce Development

Section: Workforce Development

Program: General Education Development (GED)

Program Description

The GED program is responsible for coordinating all General Education Development (GED) testing in Oregon. The program operates in accordance with their license from American Council and Testing which owns the GED test and testing protocols.

Program staff approve applications for test hosts and process accommodation requests for individuals who need an alternate format or accommodation at a testing center. Staff also receives completed test records from test hosts for scoring, recording, and the issuance of certificates to individuals who meet GED test standards.

Records Description

Program Records

047 GED Listserv Administration Records

Retain until superseded, destroy

048 GED Records Request Forms

Retain 2 years, destroy

049 Test Accommodation Records

Retain 2 years after test taken, destroy

050 Testee Records and the GED& TOPSPro tracking databases

(a) Retain GED scores and certificate records 75 years, destroy

(b) Retain scoring scan sheets 1 year after entered into computer and verified, destroy

(c) Retain testee tracking records 10 years, destroy

State General Records Retention Schedule Records

Contracts and Agreements (OAR 166-300-0015)

Correspondence (OAR 166-300-0015)

Mailing Lists (OAR 166-300-0015)

Personal Service Contracts (OAR 166-300-0015)

Databases

GED Database

TOPSpro Database