

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: December 2016

Organizational Placement

Agency: Employment Relations Board

Schedule number: 2016-0007

Program Description:

The Employment Relations Board administers three separate functions pertaining to collective bargaining and the relationship between employers and employees. Functions include those related to the Public Employee Collective Bargaining Act, the State Personnel Relations Law, and the private sector labor-management relations law. The Board is the "labor court" that resolves disputes, issuing final agency orders in contested case proceedings and processing union representation petitions. Board employees also provide mediation and training services.

Program Records:

001 Annual or Biennial Case Logs

Retain 10 years after case closed, destroy

002 Contested Case Files

Retain 10 years after case closed, destroy

003 Elections Case Records

(a) Retain ballots, authorization cards, and "showing of interest" forms 60 days, destroy

(b) Retain all other records 10 years after case closed, destroy

004 Employment Relations Board Final Orders

Retain permanently, transfer to the State Archives after 20 years

005 Employment Relations Board Meeting Minutes

Retain permanently, transfer to the State Archives after 20 years

006 Grievance Arbitration Award Records

Retain 5 years, destroy

007 Interest Arbitration Award Records

Retain 25 years, destroy

008 Mediation Case Records

Retain 1 year after case closed, destroy

State Agency General Records Retention Schedule Records:

Includes, but are not limited to:

Administrative Records (OAR 166-300-0015)

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

Financial Records (OAR 166-300-0025)

Information and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk management Records (OAR 166-300-0045)

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Databases:

Electronic Case Management System