

Film and Video Office
Records Retention Schedule
Effective Date: March, 1997

Organizational Placement

Schedule number: 96-0057

Agency: Oregon Film and Video Office

Program Description:

The mission of the semi-independent Oregon Film and Video Office is to serve as a liaison between production companies and Oregon businesses, citizens and government. It also markets film locations within Oregon, and promotes the state's expanding film and television workforce and companies in the emerging area of multimedia both at home and throughout the world. In addition it provides consumer protection. The Oregon Film and Video Office fosters partnerships between film and video, high technology, telecommunications and software that will allow the state to attract businesses developing and using the new and emerging technologies that will create jobs in Oregon. The five member Film and Video Board is appointed by the Governor to set policy and provide general oversight of the Office. Office staff respond to information requests and job inquiries. The Office serves as a consumer protection clearinghouse to protect Oregonians against unscrupulous business practices. It maintains computerized databases which track project activities, and provide reference information about potential clients. A photograph database is used to market film locations. The Office also monitors the development of film policies by government agencies and helps agencies develop realistic regulations that protect the environment and consumer safety while promoting filming in their jurisdictions. Agency revenue includes lottery funds and fees.

Records Description:

Film and Video Board Meeting Records document the activities and decisions of the Board which sets policy and provides general oversight of the Oregon Film and Video Office. Film Location Request Tracking Records document consumer protection activities, and are used to log and track requests from production companies requesting filming location information. They are also used to spot trends. Film Project Management Files are used to track the activities and progress of filming projects in Oregon. Film Site Photograph Files are in the Photofile Database and contain photographs of potential film sites and related narrative descriptive information. The files are used as a marketing tool to provide information to film companies about potential film locations in Oregon. Publications are used for marketing, publicity and promotion. They include agency calendars and a newsletter which is used to inform industry professionals of Office activities and industry resources, and doubles as a marketing tool by highlighting film locations.

Administrative, facilities, financial, information management, payroll, personnel, purchasing, and risk management records may be found in the State Agency General Schedule.

Program Records:

0001 Film and Video Board Meeting Records, 1990-[ongoing]

Retain permanently, transfer to State Archives after 10 years.

0002 Film Location Request Tracking Records

Retain current and last biennium, destroy.

0003 Film Project Management Files

(a)Feature film and television series records: Retain 10 years, destroy.

(b)Other records: Retain 2 years , destroy.

0004 Film Site Photograph Files

Retain until site not useful, destroy.

0005 Publications

(a)Final publication: Retain current and last biennium, destroy.

(b)Preparation records: Retain until final document published, destroy.