

# Oregon State Archives Records Retention Schedule

Edition: Dec. 2012

Expires: Dec. 2017

## *Organizational Placement*

**Schedule Number:** 2010-0006

**Agency:** Geology and Mineral Industries  
**Division:** Administration  
**Program:** Director/State Geologist's Office

## *Program Description*

The Director of the Department of Geology and Mineral Industries (DOGAMI) holds the position of State Geologist (ORS 516.120-516.130) and is responsible for implementing the policies of the Geology and Mineral Industries Governing Board (ORS 516.080-516.090). The Director oversees the administrative responsibilities for the Board and directs the technical and administrative operation of DOGAMI, in accordance with the Board's direction. The Governing Board, composed of five citizens appointed by the Governor and confirmed by the Senate for four year terms, is responsible for appointing the State Geologist/Director. Administrative duties of the Director include making recommendations to the Governing Board and Legislative Assembly; acting as the Department's liaison with the Governor and Legislative Assembly; tracking and monitoring legislation; approving agency policies and plans; and acting as the Department's liaison with local, state, and federal agencies. In case of emergency, the Director is the principal technical geological contact for emergency response through the state's Emergency Management Division, Oregon Military Department. The Director is also an ex-officio member of the State Board of Geologist Examiners, which determines professional geologist qualifications, conducts examinations, and certifies geologists within the state. The Director oversees DOGAMI representation on the State Historical Markers Program Committee, Travel and Information Council, which makes recommendations for placement of historical markers within the state; and oversees DOGAMI's Geologic Mapping Advisory Committee, which sets priorities for geologic mapping projects within the state. In addition to participation on a variety of state and federal committees and task forces, the Director is a member of the Association of American State Geologists, which represents state geological surveys in the U.S.

## *Program Records*

### **001 External Committee Records**

Retain 5 years, destroy

### **002 Director's Correspondence, 1993-[ongoing], 1 c.f.**

- (a) Retain substantive policy related records permanently, transfer to State Archives after 10 years
- (b) Retain all other records 5 years, destroy

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***State Agency General Records Retention Schedule Records***

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Legislative Tracking Records

Lobbyist Records

Mailing Lists

***Databases***

None

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**Agency:** Geology and Mineral Industries

**Program:** Program 1 (Geologic Survey)

### ***Program Description***

Program 1 (Geologic Survey) performs the following functions: geologic mapping, natural hazard mitigation, database management, economic geology, and publications.

The program's databases provide data on over 8,500 mines, prospects, and mineral occurrences within the state based on source data from the U.S. Geological Survey, Bureau of Land Management, and the U.S. Forest Service, in addition to DOGAMI's Mined Lands Reclamation Program. Data includes commodity name, location, ownership, published references, production data, if available, and cross references to other state and federal agencies.

Program 1 is responsible for the assessment, interpretation, and evaluation of mineral resources within the state, primarily for the purposes of economic development, land use planning, and policy development. It collects field data, conducts studies of mineral resources, and publishes the results. In addition, it provides technical advice and assistance to state and local government agencies, which may include narrative or statistical reports

Geologic mapping projects, which also encompass geologic hazard characterization and mitigation comprise field work, collection of geologic samples, and the publication of project results. In addition, Program 1 fulfills an outreach function for the Department by responding to inquiries and providing advice and research assistance to the public, private businesses, and state and local agencies; presenting lectures and presentations to interested groups; and selling DOGAMI and other natural resource publications through the Nature of the Northwest Information Center.

The program provides geologic hazard maps and information about potential landslide, flood, earthquake and tsunami activity in Oregon. It interprets and analyzes information from geologists' field notes, seismic and geophysical data, published research, and seismic site evaluations. The program also provides leadership and technical assistance for earthquake and tsunami scenarios, natural hazards workshops, earthquake response training and planning, and policy centered natural hazard mitigation for state and local agencies.

The program represents DOGAMI on the Oregon Seismic Safety Policy Advisory Commission, which provides advice about plans and proposals addressing seismic hazards to the Governor and Legislative Assembly and the Western States Seismic Policy Council, jointly coordinated with the U.S. Geological Survey and Federal Emergency Management Agency (FEMA), which provides networking opportunities for state energy managers and geologic survey representatives.

Program 1 collects, processes, utilizes, and distributes lidar data (light detection and ranging) that can provide very precise, accurate, and high-resolution images of the surface of the earth, vegetation, and the built environment. Lidar data and imagery helps identify geologic hazards, manage forests, farmlands, fish, streams and fires, and help with urban engineering and planning

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applications. The program uses Lidar to build new-generation topographic maps as a base for geologic maps and for natural hazard assessment. This activity represents a major focus of Program 1 staff. Lidar data and visualization materials contain vital information for all natural resource and land management organizations.

The program is responsible for providing geological planning advice to state, local, and federal agencies for a variety of purposes. Planning efforts for local governments involve technical assistance in land use planning, and periodic review and plan amendments through membership on the Periodic Review Assistance Team, coordinated by the Oregon Office of Emergency Management, and Department of Land Conservation and Development (DLCD). Other agency partners include the Federal Energy Regulatory Commission (FERC), and the Oregon Department of Energy. Program staff also assist in the formulation of public planning policy, particularly in the areas of mineral potential and geologic hazards. Other activities include planning assistance for state water quality and quantity; energy facility siting, providing site reviews for power plants, dams, and other critical or essential facilities, emphasizing geologic hazard issues; and off-shore coordination policy development through participation in the Ocean Policy Advisory Council (coordinated by DLCD) and other working groups. The program links Department geologic mapping and databases to planning efforts in addition to providing referrals and publications. It participates in legislatively mandated interagency activities involving water resources, offshore resources, hazardous materials, and nuclear wastes. The program also maintains DOGAMI's State Agency Coordination Report, required by DLCD (per ORS 197.180) for state-wide coordination of land use plans and programs.

The program supports the agency's mission to publish timely geologic information, by publishing periodicals and other publications, including, but not limited to several series of professional maps and papers, *Oregon Geology*, *Cascadia*, and online interactive maps. The publications reach a wide spectrum of readers interested in the geology, geologic hazards, and the mineral industry of Oregon and provide information on both technical and general interest subjects.

### ***Program Records***

#### **003 Program 1 Project Records, 1979-[ongoing], 1 c.f.**

- (a) Retain final reports permanently, transfer to State Archives after 10 years
- (b) Retain all other records 10 years after project completed, destroy

#### **004 Geologic Mapping Advisory Committee Records**

Retain 10 years, destroy

#### **005 Geologic Source Records**

Retain until entered on database and verified, destroy

#### **006 Geologist and Field Project Records**

Retain 5 years after project ends, destroy

#### **007 Mine and Mineral Commodity Records, 1937-[ongoing]**

Retain permanently, transfer to State Archives after 10 years

#### **009 State Agency Coordination Reports**

Retain current and prior two reports, destroy

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## **010 Federal Agency Project Records**

Retain 5 years, destroy

## **011 Comprehensive and Periodic Plan Review Records**

Retain 2 years, destroy

## **012 Site-Specific Project Review Records**

Retain 5 years, destroy

## **013 DOGAMI Publications and Maps, ca. 1880-[ongoing], 15 c.f.**

Retain one copy permanently, transfer to State Archives after 99 years

## **014 Oregon Bureau of Mines and Geology Publications, 1911-1923, 2 c.f.**

Retain permanently, transfer to State Archives after 99 years

## **015 Photographs, Negatives, and Slides, 1937-[ongoing], 5 c.f. u**

(a) Retain significant records permanently, transfer to State Archives after 20 years

(b) Retain all other records 2 years, destroy

## **016 DOGAMI Unpublished Papers, ca. 1937-[ongoing], 1 c.f.**

Retain permanently, transfer to State Archives after 99 years

## **017 Field Note Books**

Retain 10 years, destroy

## **018 Department Mining Records, 1927-1968, 6 c.f.**

Retain permanently, transfer to State Archives after 99 years

## **019 Exploratory Drilling Research Records, 1975-[ongoing], 2 c.f.**

Retain permanently, transfer to State Archives after 99 years

## **020 Assay Records, 1911-1982, 2 c.f.**

Retain permanently, transfer to State Archives after 99 years

### ***State Agency General Records Retention Schedule Records***

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

### ***Databases***

CHANNEL MIGRATION

COASTAL EROSION

EARTHQUAKE HAZARD

FLOOD HAZARD

GEOCHRONOLOGIC

GILO (GEOCHEMICAL)

GTILO (GEOTHERMAL)

LIDAR

LIDAR DATA QUADRANGLES

MILO (MINERAL)

OGDC (OREGON GEOLOGIC DIGITAL COMPILATION)

SLIDO (LANDSLIDE)

TSUNAMI HAZARD

VOLCANIC

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## ***Organizational Placement***

**Schedule Number:** 2010-0006

**Agency:** Geology and Mineral Industries

**Program:** Program 1 (Geologic Survey)

**Section:** Business Office

## ***Program Description***

The Business Office provides support for administrative, personnel, and fiscal services of the Department of Geology and Mineral Industries (DOGAMI). Support services include budget development and tracking, accounts receivable, accounts payable, financial statements and reports, receipts, payroll, personnel, and contracting and procurement. It is responsible for managing contracts from federal and other funds, technical and financial reporting, close-out, and audits. Financial data is entered onto the state's Executive Accounting System (EAS) (and subsequently the State Financial Management System [SFMS]), managed by the State Controller's Division, Department of Administrative Services, for accounting purposes. The office also tracks revenue from publication sales, permits, bonds, and from federal and other fund grants and projects, and tracks inventory and sales for the Nature of the Northwest Information Center (see separate description for Nature of the Northwest).

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Accounts Payable Reports

Accounts Receivable Reports

Budget Preparation Records

Grant Records

Purchasing Records

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Employee Training Records

Employment Eligibility Verification Forms (I-9)

Recruitment and Selection Records

## ***Databases***

None

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### **Organizational Placement**

**Schedule Number:** 2010-0006

**Agency:** Geology and Mineral Industries

**Program:** Program 2 (Mineral Land Reclamation and Regulation (MLRR))

### **Program Description:**

The Mineral Land Reclamation and Regulation program (MLRR), administered in DOGAMI's Albany field office, is responsible for the regulation of surface mined land reclamation (ORS 517), providing for safe and environmentally sound surface mining, leading to subsequent beneficial second use for forestry, agriculture, and other long-term uses. The program issues mining reclamation permits for mineral exploration activity, mineral and aggregate mining, coal and metal bearing ores mining, and chemical process mining in cooperation with local governments who are responsible for issuing mine operation (land use) permits. The program coordinates the permitting authorities of all state agencies, each of which retains full autonomy and responsibility for its mine related regulatory authority. In addition, the program is responsible for interagency environmental and reclamation analysis at proposed new mining sites; enforcement at current mining operations; and reclamation on illegally abandoned mine sites. The program also presents awards to recognize reclamation and mine operations that exceed law requirements.

The MLRR program is responsible for regulating the drilling of wells for energy sources such as natural gas, petroleum (ORS 520), and geothermal energy (ORS 522) for the purpose of health and safety, resource conservation, respect of ownership interests, and protection of the environment. The program issues permits for oil and gas well drilling, geothermal well drilling, and seismic shot hole drilling (for placing and detonating explosives). Staff conduct multiple inspections of well sites before, during, and after drilling; coordinate with federal, state and local agencies to address environmental and land-use concerns; and maintain records and samples from wells (which are stored on a confidential basis for a period of years, then made available for access by the public).

### **Program Records**

#### **021 Oil, Gas, Geothermal Well, and Seismic Shot Hole Permit Records, 1930-[ongoing], 1 c.f.**

(a) Retain well summary, surveyor's plat, well history, application to drill (permit) and other applications, core records, lithologic description, plugging records, flow tests, injection withdrawal reports, and reservoir pressure reports permanently, transfer to State Archives when file is closed

(b) Retain all other records 25 years after file is closed, destroy

#### **022 Gas Storage Project Records**

Retain 10 years after project ends, destroy

#### **023 Water Disposal Records**

Retain 5 years, destroy

#### **024 Gas Production Records**

(a) Retain reports 10 years, destroy

(b) Retain all other records 5 years, destroy

#### **025 Program 2 Status Reports**

Retain 6 years, destroy

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**026 Well Logs, 1930-[ongoing], 10 c.f.**

Retain permanently, transfer to State Archives when file is closed

**027 Mining Permits and Exemption Certificates Records**

(a) Retain reclamation plan and site plan maps 1 year after superseded by approved plan and maps, destroy

(b) Retain financial security documents 6 years after released or file closed, destroy

(c) Retain all other records 30 years after file closed, destroy

**028 Total Exemption Permit Records**

Retain 1 year after file closed, destroy

**029 Stormwater Permit Records**

Retain current and previous permit, destroy

***State Agency General Records Retention Schedule Records***

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

***Databases***

DEQ STORMWATER

GEOHERMAL

OIL AND GAS

MINING