

# Oregon State Archives

## Records Retention Schedule

Edition: January 2024

Schedule Number: 2024-0001

**Agency:** Oregon Government Ethics Commission

### Program Description

The Oregon Government Ethics Commission (OGEC) is responsible for administering the regulatory provisions of the Oregon Government Ethics Law (ORS Chapter 244), the Oregon Lobby Regulation Law (ORS Chapter 171), and the Oregon Public Meetings Law (ORS Chapter 192). The Commission oversees and investigates complaints of ethics, public meeting, and lobby law violations involving public officials, lobbyists, and lobbyist clients. The primary duties of the Commission are: to record statements of economic interest filed by public officials, register lobbyists, and record expenditure reports filed by lobbyists and lobbyist clients; to investigate allegations of ethics, lobby law, and public meeting law violations; and to educate public officials, lobbyists, and lobbyist clients on the requirements in these laws.

The Commission is composed of nine members who meet every six to seven weeks to review cases before the agency and to make determinations in those cases. Once a complaint is filed, and determined to be within OGEC's jurisdiction, a preliminary review is started. After the preliminary review is completed, the Commission can either dismiss the case or move to an investigation. After an investigation is completed, the Commission can either dismiss the case or issue a preliminary finding of violation. If a preliminary finding of violation is issued, a settlement may be negotiated or responding parties may request a contested case hearing. All settlements are approved by the Commission.

The Executive Director is appointed by the Commission to oversee the administration of the agency and the handling of complaints. The Executive Director makes the initial assessment of complaints received by the agency and establishes if preliminary reviews will be opened, based upon the jurisdictional scope of the agency. Investigations of public officials, lobbyists, and lobbyist clients through this office are conducted in accordance with ORS Chapter 244 and ORS Chapter 171, which stipulates the manner and process of all investigations.

### Program Records

#### **001 Advisory Opinion Records**

- (a) Retain Individual Opinions 5 years after revision of statute, destroy
- (b) Retain Ethics Guide for Public Officials 5 years after superseded, destroy

#### **002 Ethics Law/Public Meetings Law/Lobby Law Complaint Records**

- (a) Retain contested case files 15 years, destroy
- (b) Retain regular case files 10 years, destroy

#### **003 Lobbyist and Lobbyist Client/Employer Records**

Retain lobbyist and client/employer records 5 years after termination or expiration, destroy

#### **004 Oregon Statements of Economic Interest**

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Retain candidate and public official's reports 10 years, destroy

### **005 Staff Advice and Opinion Records**

(a) Retain official advice and opinion from Executive Director or Commission 5 years after revision of statute, destroy

(b) Retain all others 5 years, destroy

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

*Includes but is not limited to:*

#### **Administrative Records (OAR 166-300-0015)**

Administrative Rule Preparation Records

Correspondence Records

Training Program Records

#### **Board and Commission Records (OAR 166-350-0010)**

Board and Commission Meeting Minutes

#### **Financial Records (OAR 166-300-0025)**

Account Reconciliation Records

Budget Preparation Records

Invoices

Legislatively Adopted Budget

Travel Expense Records

Voucher Registers

Vouchers

#### **Payroll Records (OAR 166-300-0035)**

Employee Time Records

#### **Personnel Records (OAR 166-300-0040)**

Employee Personnel Records

Recruitment and Selection Records

### **Systems of Record**

EFS (Electronic Filing System)

CMS (Case Management System)

Workday (Human Resources System)

Network Drive