

Oregon Health Authority

Equity and Inclusion Division

Records Retention Schedule 2023-0001

Effective Date: May 2026

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Oregon State Archives

Records Retention Schedule

Edition: May 2026

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity & Inclusion
Section: Civil Rights, Learning, and Inclusion
Program: Civil Rights

Program Description

The Civil Rights Program within the Oregon Health Authority's (OHA) Equity and Inclusion Division acts as the Director's designee for OHA to investigate all employee complaints of discrimination, harassment, intimidation or retaliation under the DAS Discrimination and Harassment Free Workplace Policy. This is a separate process from Human Resources which makes OHA distinct from other state agencies.

In addition, the Civil Rights Program also serves as OHA's designee for public complaints of discrimination, harassment, or retaliation under OAR 943-005-0010.

Program Records

004 Equal Employment Opportunity, Oregon Workplace Fairness Act and Public Civil Rights Records

Series documents complaints made against an agency. Records may include but are not limited to complaints, case files, reports, exhibits, withdrawal notices, emails, copies of decisions, hearings and meetings records, and related documentation and correspondence.

Retain 5 years after final decision issued, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Personnel Records (OAR 166-300-0040)

Equal Employment Opportunity Complaint Records

Systems of Record

CASPER

Workday

Oregon State Archives

Records Retention Schedule

Edition: May 2026

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity & Inclusion
Section: Equity & Policy
Program: Health Care Interpreter Program

Program Description

The Health Care Interpreter Program (HCI): HCI maintains the standards set forth by OR statute to maintain a professional cohort of health care interpreters. HCI provides technical assistance to applicants, HCIs and healthcare providers.

Program Records

001 Health Care Interpreter Applications

Retain 7 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Conference, Seminar, and Training Program Records
Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Systems of Record

Online portal - HCI Registry

Oregon State Archives

Records Retention Schedule

Edition: May 2026

Schedule Number: 2023-0001

Agency: Oregon Health Authority
Division: Equity & Inclusion
Section: Equity & Policy
Program: Traditional Health Worker Program

Program Description

The Traditional Health Workers (THW) Program is responsible to engage and provide technical assistance to health system partners, including community-based organizations to advance quality and responsive care using traditional health workers (THWs). As of current, Oregon recognizes the following categories as part of the THW workforce: birth doula, community health worker, peer support specialist, peer wellness specialist, and personal health navigators. Additionally, the THW Commission and three (3) subcommittees (Systems Integration, Payment Model, and Training Evaluation Metrics and Program Scoring) advise and make recommendations on THW-related activities.

Program Records

002 Traditional Health Worker Certifications

Retain 7 years, destroy

003 Traditional Health Worker Training Programs Applications

Retain 7 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Conference, Seminar, and Training Program Records
Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Systems of Record

Online Portal/Registry

Oregon State Archives

Records Retention Schedule

Edition: May 2026

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Agency: Oregon Health Authority
Division: Equity & Inclusion
Section: Race, Ethnicity, Language, and Disability (REALD) & Sexual Orientation and Gender Identity (SOGI)

Program Description

In 2013 ORS 413.161 passed which required Oregon Health Authority (OHA) and Oregon Department of Human Services (ODHS) to advance health equity by developing and standardizing race, ethnicity, language, and disability (REALD) data collection across OHA and ODHS. In 2021, HB 3159 passed, which amended ORS 413.161 to include sexual orientation and gender identity (SOGI) data collection standards as well.

Additionally, HB 3159 resulted in three new ORS':

- ORS 413.163: Build a data registry for both REALD & SOGI that allows individuals licensed, certified, registered or otherwise authorized to practice by a board, coordinated care organizations (CCOs), and insurers to electronically submit data collected under ORS 413.164; and query the data registry to determine whether the registry contains current data for a patient, member or client. This registry must also allow a patient, member or client to directly submit to the data system their data described in this section.
- ORS 413.164: Develop and implement reporting requirements for providers, coordinated care organizations and health insurers reporting REALD & SOGI data.
- ORS 413.166: Create a grant program to help community partners and community-based organizations serving underrepresented populations reporting this data.

The REALD & SOGI Section in the Equity and Inclusion Division of OHA oversees the development of the Registry scheduled to launch in 2027. The Registry is the 'front door' for inputs. The existing REALD & SOGI Repository managed by REALD & SOGI Section in collaboration with dedicated staff from the Office of Information Services (OIS), stores and processes REALD & SOGI collected from internal quality data sources in OHA as well as providers and individuals using other pre-existing input mechanisms such as the Public Facing Survey Tool (PFST).

OHA gathers and analyzes the data, disseminates information, and produces reports using REALD & SOGI data. OHA also releases the data through a request process led by the REALD & SOGI Program in consultation with the REALD & SOGI Data Governance Committee. Entities within OHA and ODHS and external entities such as community-based organizations, research groups, and Coordinated Care

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Organizations may request REALD & SOGI data from the Repository. Requests are evaluated based on their intent to advance health and service equity, per OHA and ODHS mission statements. All requests for identifiable data must qualify under at least one HIPAA activity designation.

Program Records

005 Race, Ethnicity, Language, and Disability (REALD) & Sexual Orientation and Gender Identity (SOGI) Individual or Batch Source Document Records from Data Submitters (e.g., Provider, Insurer, Coordinated Care Organization) and Ingestion Sources in OHA and ODHS

Retain 5 years after entered and verified, destroy

006 Race, Ethnicity, Language, and Disability (REALD) & Sexual Orientation and Gender Identity (SOGI) Program Reports

Retain until superseded or expired, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contract, Lease, and Agreement Records

Correspondence Records

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Systems of Record

REALD SOGI Repository