

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: February 2020

Organizational Placement

Schedule number: 2019-0010

Agency: Oregon Health Authority
Division: Health Policy & Analytics
Unit: Transformation Center

Program Description:

The Transformation Center is responsible for technical assistance to health system partners, including Coordinated Care Organizations. It shares innovations and best practices.

Program Records

- 001 Transformation Center Technical Assistance Records**
Retain 5 years after superseded or obsolete, destroy
- 002 Transformation Center Publications**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records
Correspondence
Legislative Development Advisory Committee Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Staff Meeting Records

Databases

None

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Agency: Oregon Health Authority
Division: Health Policy & Analytics
Unit: Transformation Center
Program: Patient-Centered Primary Care Home (PCPCH)

Program Description:

The Patient-Centered Primary Care Home (PCPCH) collaborates with stakeholders to set the standard for transformative, whole-person and evidence-based primary care.

Program Records

003 PCPCH Recognition Records

- (a) Retain annual recognition data 20 years, destroy
- (b) Retain individual clinic documentation (evidence of recognition) 10 years, destroy
- (c) Retain other records 5 years, destroy

004 PCPCH Publications

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

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Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Databases

None