

**Oregon Department of Human Services**  
**Aging and People with Disabilities**  
**Records Retention Schedule 2021-0003**

Effective Date: May 2026

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# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)

### General Program Description

The Aging and People with Disabilities (APD) program provides services designed to assist Oregon's older adults, people with physical disabilities, and their families. APD provides easy access to services, supports and early interventions that help maintain independence, promote well-being, honor choice, respect cultural preferences and uphold dignity.

### General Program Records

The APD program maintains its records in accordance with Oregon's state agency general records retention schedules, set forth in OAR 166-300-0010 through 166-300-0045, and OAR 166-350-0010, except as noted in this Special Records Retention Schedule document. These two retention schedules (general and special) apply to the official copy of all APD public records, regardless of medium or physical format, created or stored by APD. DHS/APD shall destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of 166-030-0045. Certain exceptions to the agency general schedule disposition of records are listed in OAR 166-030-0026. Certain public records may be exempt, or partially exempt, from public disclosure under applicable law.

Section records not identified specifically below as section records are maintained according to the Oregon Administrative Rules state agency general records retention schedule:

- 166-300-0010** State Agency General Records Retention Schedules
- 166-300-0015** Administrative Records
- 166-300-0020** Facilities/Property Records
- 166-300-0025** Financial Records
- 166-300-0030** Information Systems Records
- 166-300-0035** Payroll Records
- 166-300-0040** Personnel Records
- 166-300-0045** Risk Management Records

### Systems of Record

Automated Survey Process Environment (ASPEN)  
Centralized Abuse Management System (CAM)  
Oregon Automated Computer Capture and Storage System (ACCESS)  
Quality Maintenance Database (QMDB)  
Corrective Action and Licensing Management System (CALMS)  
OregONEligibility (Client Enrollment)  
Web 723 (currently archived)

# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)  
**Section:** Central Office Program, Systems and Business Operations

### Section Description

The APD Central Office oversees disability determination services, program operations, systems and business operations. Program operations include contracting oversight, rates, data, program integrity, financial management, audit coordination, rule coordination, quality assurance, provider relations, specific needs rates, and area agency on aging coordination.

### Section Records

**001 Medicaid Long-term Care Quality and Reimbursement Advisory Council Records**

Retain 7 years, destroy

**002 Medicaid State Plan and Waiver Draft Documents and Records**

*State Plan official documentation held with OHA. Waiver documents held in online portal.*

Retain for as long as Oregon has a Medicaid Program, destroy

**003 Notary Journal**

Retain 10 years after the date of the last act chronicled in the journal, destroy, or return journal to Secretary of State if notary is deceased

**004 Older Americans Act Records**

Retain 7 years, destroy

**005 Program of All-Inclusive Care for the Elderly - Payment and Audit Records**

Retain 10 years, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

Payroll Records (166-300-0035)

Personnel Records (166-300-0040)

### Systems of Record

Centralized Abuse Management System

Oregon Automated Computer Capture and Storage System

OregONEligibility

# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)  
**Section:** Adult Protective Services Policy

### Section Description

APD's Central Office staff oversee the statewide adult protective services program, including investigations oversight, rulemaking, policy making, training and quality assurance services.

### Section Records

#### **006 Adult Protective Service (APS) Records and Protective Service Reports Regarding Consumers**

*For community and facility cases, APS records include everything collected during the investigation (e.g. screening documents, correspondence, supporting documents, photos and all notes: handwritten, typed, and post-it notes).*

Retain 15 years, destroy

#### **007 Adult Protective Services (APS) Records and Protective Service Reports Regarding Homecare Workers**

Retain 15 years, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

### Systems of Record

Centralized Abuse Management System

Oregon Automated Computer Capture and Storage System

Web 723 (currently archived)

# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)  
**Section:** Direct Services Delivery

### Section Description

Aging and People with Disabilities' (APD) Direct Services Delivery section includes oversight of field services, administrative hearings, diversion transition, the eligibility buy-in unit, the complex case services team, and related consumer services.

### Section Records

#### **031 Client Case Administrative Hearing Records**

Retain 7 years after case closure, destroy

#### **008 Client Case Files**

*Includes, applications, verifications, and any or all materials used to determine eligibility for benefits and services, including long-term care services and supports. Keep all records for all types of benefits the same length of time.*

Retain 7 years after case closure, transfer to Estates Administration Unit

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

Risk Management Records (OAR 166-300-0045)

### Systems of Record

Oregon Automated Computer Capture and Storage System

OregONEligibility

# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)  
**Section:** Long-term Services and Supports

### Section Description

The APD Central Office Long-term Services and Supports section includes oversight of waived case management services, the program for all-inclusive care for the elderly, Medicaid services policy, community services and supports, the section training unit, and in-home exception policy services.

### Section Records

**009 Homecare Worker Fraud Referrals**

Retain 7 years, destroy

**010 Homecare Worker Personnel Records**

Retain 7 years after end of employment, destroy

**011 Oregon Project Independence Records**

Retain 7 years, destroy

**012 Provider Enrollment Records**

Retain 7 years after closure of provider record, destroy

**013 Provider Payment Records**

Retain 7 years after closure of provider record, destroy

### State Agency General Records Retention Schedule Records

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

### Systems of Record

Oregon Automated Computer Capture and Storage System

OregONEligibility

# Oregon State Archives

## Records Retention Schedule

Edition: May 2026

Schedule Number: 2021-0003

**Agency:** Oregon Department of Human Services  
**Program:** Aging and People with Disabilities (APD)  
**Section:** Safety, Oversight, and Quality

### Section Description

APD's Safety, Oversight and Quality unit oversees licensing and regulatory compliance of care homes (facilities) in Oregon. Its three primary oversight programs are: nursing facilities and skilled nursing facilities; community-based care facilities and assisted-living facilities; and adult foster homes.

### Section Records

#### **014 Adult Foster Home Licensing Records**

*If home is open, keep two years of material in local office*

Retain 7 years from date the home closes or the denial of application becomes final, destroy

#### **015 Community-Based Care Facility Abuse Investigation Records**

Retain 15 years, destroy

#### **016 Community-Based Care Facility Abuse Sanction Hearings Records**

Retain 15 years after resolved, destroy

#### **017 Facility Support Files**

*Applies to Community-Based Care Facilities and Adult Foster Homes*

Retain 7 years, destroy

#### **018 Facility Survey Files**

*Applies to Community-Based Care Facilities and Adult Foster Homes*

Retain 10 years, destroy

#### **019 Facility Visit Records**

*Applies to Community-Based Care Facilities and Adult Foster Homes*

Retain 5 years, destroy

#### **020 Long Term Care Community Nursing Mileage Exception Form**

Retain 7 years, destroy

#### **021 Nursing Facility Abuse and Non-Abuse Complaint Records**

Retain 15 years after resolved, destroy

#### **022 Nursing Facility Abuse Sanction Hearings Records**

Retain 15 years after resolved, destroy

#### **023 Nursing Facility Audit Files**

Retain 7 years, destroy

#### **024 Nursing Facility Licensing Files (excluding any licensing complaints)**

Retain 10 years, destroy

#### **025 Nursing Facility Patient Transfer/Discharge Hearings Records**

Retain 7 years after resolved, destroy

#### **026 Nursing Facility Reimbursement System Reports**

Retain 20 years, destroy

#### **027 Nursing Facility Support Files**

Retain 15 years, destroy

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**028 Nursing Facility Survey Files**

Retain 15 years, destroy

**029 Nursing Facility Utilization Review Records**

(a) Retain Branch Reports 4 months, destroy

(b) Retain all other records 5 years, destroy

**030 Nursing Facility Visit Records**

Retain 15 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information Systems Records (OAR 166-300-0030)

**Systems of Record**

Automated Survey Process Environment

Corrective Action and Licensing Management System

Oregon Automated Computer Capture and Storage System

Quality Maintenance Database