

Landscape Contractors Board

Records Retention Schedule 2026-0002

Effective Date: March 2026

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Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Administration

Program Description

Administration provides leadership and oversight of all Landscape Contractors Board agency activities. The agency Administrator directs the operation of the agency and serves as policy advisor to the Board, Governor, and the Legislative Assembly on landscape industry issues.

Administration staff perform facilitative and support functions including accounting, budget, cashiering, information systems, mail, payroll, personnel, and purchasing. They also coordinate Administrative Rule functions, legislative tracking, records management, and safety and risk management for the agency.

Program Records

None

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 and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Systems of Record

Thentia Open Regulate

Workday

Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Claim Program

Program Description

The Claim Program receives and processes claims (complaints) against licensed landscape contracting businesses. A claim may be filed by a consumer alleging breach of contract or negligent or improper work by a contractor; complaints by employees alleging nonpayment of wages; by a supplier alleging nonpayment for materials; or by one contractor against another alleging breach of contract, negligent or improper work, or nonpayment. Additionally, program staff correspond with contractors, the public, and other agencies about the program and contractors.

Program Records

001 Landscape Business Claims Records

Retain 10 years after claim closed, destroy

002 Landscape Business Records with Unpaid Final Orders

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Systems of Record

Thentia Open Regulate

Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Continuing Education

Program Description

The Continuing Education Program ensures that landscape construction professionals are current with the new developments in landscape technology and ensures better business practices and safety. Proof of continuing education hours is required for license renewal. To maintain licensing, landscape construction professionals must complete continuing education hours unless waived by the Board. This program also provides information about approved courses. The Landscape Contractors Board audits renewals to verify compliance with continuing education hour requirements.

Program Records

01 Landscape Contractors Board Continuing Education Hours Audit Records

Retain 4 years, destroy

02 Landscape Contractors Board Individual Approvals/Denials

Retain 3 years after approval or denial, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Boards and Commission Records (OAR 166-300-0017)

Systems of Record

CEH Database

Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Enforcement Program

Program Description

The Enforcement Program enforces agency related laws to provide protection for consumers while providing an equitable business climate for contractors. The program also responds to complaints by consumers. Enforcement conducts its own investigations of suspected wrongdoing by contractors. Violations may include working or advertising as a contractor while not registered, working outside the scope of the license, having employees while registered as exempt, or dishonest or fraudulent conduct. The program contracts with private investigators throughout the state and the State Police and/or the Department of Justice assist in criminal cases.

Program Records

005 Enforcement/Disciplinary Records

Retain 25 years after date closed

006 Investigation Records

Retain investigation records 5 years, destroy.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Board and Commission Records (166-300-0017)

Systems of Record

Thentia Open Regulate

Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Landscape Contractors Board

Program Description

The Landscape Contractors Board licenses landscaping businesses and landscape contractors. The Board administers ORS 671.510-671.997 and provides consumer protection and education through the enforcement and claims/dispute resolution process. The Board sets policy for and operates through the Landscape Contractors Board agency. The Board meets bi-monthly.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Boards and Commission Records (OAR 166-300-0017)

Systems of Record

Thentia Open Regulat

Oregon State Archives

Records Retention Schedule

Edition: March 2026

Schedule Number: 2026-0002

Agency: Landscape Contractors Board

Program: Licensing Program

Program Description

The Licensing Program licenses landscape contractors and landscape businesses. Program staff track all licensing applications and renewals, collect fees and required documentation, and issue exams.

Program Records

007 Incomplete License Application Records

Retain incomplete license application records 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Boards and Commission Records (OAR 166-300-0017)

Systems of Record

Thentia Open Regulate