

**Organizational Placement:**

**Schedule #: 2006-0016**

**Agency:** Board of Parole and Post-Prison Supervision

**Program Description:**

The three-member Board of Parole and Post-Prison Supervision is appointed by the governor and confirmed by the Senate to four-year terms. Under the authority of ORS 137 and ORS 144, the board works in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions.

The board imposes prison terms and makes parole decisions on offenders whose criminal conduct occurred prior to November 1, 1989; who have been sentenced as dangerous offenders; or sentenced for aggravated murder and are eligible for parole. Parole is a period of supervision in the community following release from prison. Offenders on parole are released from prison by the board before their sentences are completed, and serve the remainder of the sentence under community supervision.

Post-prison supervision is a sentence of correctional supervision in the community following a prison or jail sentence, and has been in use since 1989. For most crimes committed since November 1, 1989, the sentencing court and the Department of Corrections establish the length of prison terms using sentencing guidelines. Offenders sentenced under these guidelines are discharged from post-prison supervision automatically upon expiration of the statutory period of supervision. The board determines conditions that must be met by the offender following a sentence of 12 months or more in a state institution. Local jurisdictions determine conditions that must be met by the offender following a sentence of less than 12 months in a local correctional facility.

Other functions performed by board staff include issuing arrest warrants for absconders, and imposing sanctions on violators of conditions of community supervision. They also notify eligible victims of hearings and releases, and respond to requests for information about individual inmates and parole and post-prison supervision in general. The Department of Corrections provides support functions such as accounting, facilities management, information systems, payroll, and purchasing for the board.

**Program Records:**

**001 State Board of Parole and Post-Prison Supervision Records, 1988 - [ongoing], 2.00 c.f.**

- (a) Retain board meeting minutes and member biographies permanently, transfer to State Archives after 10 years
- (b) Retain board formation and organizational records permanently, transfer to State Archives after 10 years
- (c) Retain Board Reports and Studies permanently, transfer to State Archives after 10 years
- (d) Retain audiotapes 1 year following transcription, destroy

**002 Statistical Reports**

- (a) Retain monthly and special reports 15 years, destroy
- (b) Retain all other records 2 years, destroy

**003 Inmate Parole and Post-Prison Supervision Case Files (Includes all records relating to the case: e.g. appeals, warrants, letters, hearings files, revocations, board rulings, etc.)**

Retain 25 years after discharge, destroy

**004 Hearing Schedules**

Retain 2 years, destroy

**005 Hearing Tape Recordings**

Retain 4 years, destroy, or reuse tapes

***State Agency General Records Retention Schedule Records:***

*Includes but is not limited to*

**Administrative Records - OAR 166-300-0015**

Administrative Rule Preparation Records  
Agency Organizational Records  
Attorney General Opinions  
Business Plan Records  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
LEDS Certification Records  
Legislative Tracking Records  
Litigation Records  
Mailing Lists  
Policy and Procedure Guidelines and Manuals  
Policy Development and Planning Records  
Postal Records  
Security Records  
Staff Meeting Records

**Personnel Records – OAR 166-300-0040**

Employee Personnel Records  
Employee Training Records  
Position Description and Reclassification Records  
Recruitment and Selection Records

***Databases:***

PAROLE BOARD MANAGEMENT INFORMATION SYSTEM