

Oregon State Archives Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0005

Agency: Oregon Racing Commission

Program Description

The Oregon Racing Commission regulates the animal racing industry in Oregon through off-track betting, simulcast/live racing wagering as pari-mutuel wagering for the benefit of Oregonians, licensees, participants, and the State of Oregon. Pari-mutual wagering is a system of betting through which winners divide the total amount bet for the specific type of wager after management expenses have been deducted.

Program Records

001 Advance Deposit Wagering License Application and Update Records

Retain 10 years after license expires, destroy

002 Advanced Deposit Wagering Audit Records

Retain 10 years, destroy

003 Commission Order Reports

Retain permanently, transfer to State Archives after 20 years

004 End of Meet Reports and Minutes

Retain 5 years, destroy

005 Off Track Betting Application Records

Retain 10 years, destroy

006 Off Track Betting Location Inspection Records

Retain 5 years, destroy

007 Race Horse Claim Forms

Retain 3 years, destroy

008 Race Meet Applications

Retain 10 years, destroy

009 Race Meet Inspection Reports

Retain 2 years, destroy

010 Race Meet Steward Reports

Retain 10 years, destroy

011 Racing Animal Drug Test Records

Retain 6 months after close of meet, destroy

012 Racing Development Fund (aka HUB Funds) Application and Audit Records

Retain 10 years, destroy

013 Surety Bond Audit Records

Retain 6 years, destroy

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014 Test Sample Shipping Invoice Records

Retain 1 year, destroy

015 Totalizator License Records

Retain 5 years after expiration of license, destroy

016 Trainer/Farrier Examination Records

Retain 2 years, destroy

017 Unclaimed Pari-Mutuel Ticket Records

Retain 8 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 Management Records (OAR 166-3070-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Board and Commission Records (OAR 166-350-0010)

Complaint and Investigation Records, Establishment

Complaint and Investigation Records, Individual

Systems of Record

Oregon Racing Commission Licensing Database