

**Water Resources Department**  
**Records Retention Schedule 2023-0003**

Effective Date: September 2023

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# Oregon State Archives

## Records Retention Schedule

Edition: September 2023

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**Agency:** Water Resources Department  
**Division:** Director's Office

### Program Description

The Director's Office of the Water Resources Department is responsible for making policy, representing the Department to the Legislative Assembly, and working with the Water Resources Commission. The Director's Office makes plans, establishes policies, and oversees special projects to carry out the mission of the Department. The focus of a majority of the Director Office's efforts are on departmental relationships that are external to the agency, while the Deputy Directors are focused on the day-to-day internal operations. The Director's Office also oversees the Administrative Rules Coordination program that is responsible for preparing administrative rules for filing with the Secretary of State and the Legislative Coordination program that is responsible for drafting, submitting, and tracking legislation that affects the agency.

This office also incorporates the special program overlooking Indian Water Right Negotiations. The Indian Water Right Negotiations program is responsible for conducting negotiations with any federally recognized Indian tribe claiming a federal reserved water right in Oregon. The purpose of the negotiation is to define the scope and attributes of rights claimed by such tribes.

### Program Records

**001 Indian Water Right Negotiated Settlements, 1991 - [ongoing] 2 c.f.**

Retain permanently, transfer to State Archives when court agreement is repealed or rescinded, and the court authorizes the removal from Department records

**002 Indian Water Right Negotiation Records, 1991 - [ongoing] 4 c.f.**

(a) Retain minutes permanently, transfer to State Archives 5 years after issuance of final Court decree approving agreement

(b) Retain all other material permanently, transfer to State Archives when court agreement is repealed or rescinded, and the court authorizes the removal from Department records

**003 Water Basin Planning Records, 1986 - [ongoing] 2 c.f.**

Retain permanently, transfer to State Archives 5 years after Basin Plan adopted

### State Agency General Records Retention Schedule Records

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Correspondence

Legislative Tracking Records

Oregon State Archives  
**Records Retention Schedule**

**Edition: September 2023**

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Mailing Lists

Policy Development and Planning Records

Press Releases

**Systems of Record**

None

# Oregon State Archives

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Edition: September 2023

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**Agency:** Water Resources Department

**Division:** Administrative Services

### Program Description

The Administrative Services Division includes sections for Business Services, Employee Services and Information Services.

The Business Services section is responsible for the business support services for the agency. The section is responsible for establishing and monitoring internal controls related to the safekeeping of assets, maintaining all department records, developing, and monitoring the budget, ensuring compliance with procurement law, the administration of contracts, mailroom processing, facilities coordination, inventory control, accounting, and financial reporting. The section is responsible for the Water Development Loan Program records, a now defunct program whose records sometimes include deeds and other important establishing documents.

The Employee Services section activities include recruitment and selection, employee development, safety, new employee orientation, position classification and compensation, and personnel records maintenance. Other responsibilities of the section include the coordination of payroll and benefits administration, collective bargaining agreement administration, and risk management.

The Information Services section is responsible for operation support, development, and maintenance of the department's software applications, and user support for agency-wide electronic information systems. The section coordinates the acquisition of system hardware for the department and installs, configures, and maintains hardware in operating systems agency wide. The section provides technical advice and assistance to agency staff including troubleshooting, problem solving, and training on operating systems and hardware.

Many of the above referenced services are also provided to the Oregon Watershed Enhancement Board (OWEB) under a shared services contractual agreement.

### Program Records

#### **004 Bond Sale Records**

Retain 6 years after bonds repaid, destroy

#### **005 Water Development Loan Case Files**

(a) Retain Water Development Loan Litigation Records 20 years after final resolution, destroy

(b) Retain Borrower's Loan Certificates 6 years after loan paid off or deemed uncollectible, destroy

(c) Retain denied or withdrawn applications 2 years, destroy

(d) Retain all other records 10 years after loan paid off or deemed uncollectible, destroy

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**State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Mailing Lists  
Policy and Procedure Guidelines and Manuals  
Postal Records  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports  
Equipment Maintenance Records  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Account Reconciliation Records  
Account Transfer Records  
Accounts Payable Reports  
Accounts Receivable Reports  
Audit Reports  
Information and Records Management Records (OAR 166-300-0030)  
Computer System Maintenance Records  
Computer System Program Documentation Records  
Computer System Security Records  
Forms Development Records  
Information System Planning and Development Records  
Personnel Records (OAR 166-300-0040)  
Employee Personnel Records

**Systems of Record**

None

# Oregon State Archives

## Records Retention Schedule

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**Agency:** Water Resources Department

**Division:** Field Services

### Program Description

The Field Services division is responsible for carrying out the field activities of the Department, including all watermaster duties. Staff work from regional and watermaster offices across the state. Field activities include water distribution among water right holders, dam safety inspections, hydrologic data gathering, on-site inspections, reviewing and commenting on water right and transfer applications and providing local public contact either through correspondence or personal contact. The watermasters and well inspectors also provide primary enforcement of water laws in the state. Field staff include well inspectors and hydrographic technicians. All field staff record events and data from personal contacts, inspections, and measurements in a variety of ways, including paper and digital diaries, and inspection and measurement forms (paper and digital) for future reference.

The well inspectors, and occasionally the watermasters, also record well data collected in the field on the Well Inspection Form. Historically this was a paper form, and now it is in digital format. The Well Inspection data are then entered into the WELL INSPECTION Database, which is maintained by the Enforcement program (see Technical Services Division, Enforcement section for separate description). The hydrographic technicians' records are retained by the Surface Water program (see Technical Services, Surface Water section for program description). Watermaster reviews of new applications are retained by the Water Right Certification program (see Water Rights and Adjudications section for Water Right Examiner Certification program description).

### Program Records

**006 Voluntary Compliance Case Files**

Retain 5 years, destroy

**007 Watermaster/Well Inspector Diaries**

Retain 10 years, destroy

**008 Well Inspection and Monitoring Records**

Retain until superseded or obsolete, destroy

**009 Working Maps (Watermaster and Operational)**

Retain until superseded or obsolete, destroy

### State Agency General Records Retention Schedule Records

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

### Systems of Record

Oregon State Archives  
**Records Retention Schedule**

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WELL INSPECTION

# Oregon State Archives

## Records Retention Schedule

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**Agency:** Water Resources Department

**Division:** Technical Services

**Section:** Dam Safety

### Program Description

The Dam Safety program maintains an active inventory of all dams that are not under Federal jurisdiction in the state that exceed statutory height and size limits. Dam safety maintains limited information on Federal dams, and that information is often not up to date. The program maintains files on non-Federal dams that may include original design drawings and specifications for each dam, if those documents exist. The dam safety file may contain as-built drawings for these dams if they were provided by the owner or owner's engineer. These records maintained by dam safety may be the only design records available.

### Program Records

- 010 Dam Failure Investigations** **1 c.f.**  
Retain permanently, transfer to Archives 5 years after dam removed
- 011 Dam Inventory Records**  
Retain until superseded, destroy
- 012 Dam Safety File Records** **1 c.f.**  
(a) Retain approved design drawings, specifications, analyses, and plans including as-builts permanently, transfer to Archives 5 years after dam removed  
(b) Retain all other records 5 years after dam removed or not approved, destroy
- 013 Emergency Action Plans**  
Retain until superseded, obsolete, or dam removed, whichever is shorter, destroy

### State Agency General Records Retention Schedule Records

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

### Systems of Record

NATIONAL INVENTORY OF DAMS (NATDAM)

# Oregon State Archives

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**Agency:** Water Resources Department

**Division:** Technical Services

**Section:** Enforcement

### **Program Description**

The Enforcement program is responsible for enforcing laws and rules applicable to the licensing of water well drillers and the construction, licensing, and identification of water wells after field staff tries informal efforts of achieving compliance. The watermaster (see Field Services division for separate description) provides informal efforts of applicable rules and laws and maintains those records until formal action is required. When the case is referred to Enforcement, the local watermaster forwards related case material. The Enforcement program reviews the material and evidence and issues a proposed order. If no hearing is requested, a final order is issued and actions relating to the final order may begin to ensure compliance. If a contested case hearing is requested, the entire case file is referred to the Office of Administrative Hearings where contested cases may result in civil penalties.

### **Program Records**

#### **014 Unappealed Formal Enforcement Case Files**

Retain 10 years after final order compliance, destroy

### **State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

### **Systems of Record**

None

# Oregon State Archives

## Records Retention Schedule

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**Agency:** Water Resources Department

**Division:** Technical Services

**Section:** Groundwater

### Program Description

The Groundwater section is the primary entity responsible for collecting groundwater data statewide, organizing and interpreting that data, and applying that data and information to support analysis of groundwater right transactions, distribution and regulation of groundwater, and planning efforts to meet future groundwater needs. This includes the programs areas: Critical Groundwater, Aquifer Storage and Recovery, Resource Assessments, and Local Groundwater Problem Resolution.

The Critical Groundwater program monitors and manages underground water resources to preserve water quantity. There are three kinds of groundwater areas: unregulated, limited groundwater, and critical groundwater areas. The program issues Critical Area Orders to designate a groundwater area as critical. These orders are used by the Water Rights Division as a restriction for allocating permits in critical groundwater areas.

The Aquifer Storage and Recovery (ASR) program provides licensing, permitting, and project tracking oversight for the artificial storage of water underground.

The Groundwater Resource Assessment program studies and evaluates information about water resource conditions and classifies areas for types of water use allowed. In addition, the program develops data and analysis to support restrictively classifying water uses in various areas when needed.

The Local Groundwater Problems Resolution program consults with federal, state and local agencies, and water users on issues related to protection and management of groundwater and surface water. Program staff also consult with local planners to assure that plans for local development are compatible with the capacity of groundwater resources. In addition, staff help resolve disputes among local water users.

### Program Records

**015 Aquifer Storage and Recovery Application Files**

Retain 5 years after application denied or inactive, destroy

**016 Aquifer Storage and Recovery Pre-application Consultation Files**

Retain 5 years after application denied or inactive, destroy

**017 Local Government Correspondence Files**

Retain 10 years, destroy

**018 Mine Case Files**

Retain 10 years after mine closed and liability issues resolved, destroy

**019 Permit Condition Files**

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Retain 6 months after Certificate is issued or Permit is no longer valid, and data is entered into GWIS, destroy

### **020 Power Use Records**

Retain 10 years after life of critical area aquifer, destroy

### **021 Pump Test Records**

(a) Retain compilation until aquifer no longer used, destroy

(b) Retain all other records 10 years, destroy

### **022 Water Level Records**

Retain 10 years after life of critical area aquifer, destroy

### **023 Water Use Records**

Retain 10 years after life of critical area aquifer, destroy

## **State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

## **Systems of Record**

GWIS

WATER LEVEL

WELL LOCATION

# Oregon State Archives

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**Agency:** Water Resources Department

**Division:** Technical Services

**Section:** Surface Water

### Program Description

The Surface Water section overlooks the following programs: Hydrographic Analysis and Publication, Evapotranspiration and Water Use, Hydrologic Studies, and Surface Water Availability.

The Hydrographic Analysis and Publication program is responsible for analyzing and producing surface water flow data at gages and miscellaneous measurement locations. This program receives data collected by field staff in the regional offices (see Field Services division for separate description) and from federal natural resource agencies and analyzes this information to use in water management decisions.

The Evapotranspiration and Water Use Program is responsible for developing, collecting, and compiling data associated with water use. The Evapotranspiration data may involve data from Federal partners or contractors that the Department intakes, analyzes, and reports out in other formats. The Water Use data may be reported by the public, staff, or public entities.

The Hydrologic Studies program analyzes data collected by Department staff, federal agency partners (e.g., USGS, BOR), or other technical partners (e.g., watershed councils, tribes) to assess and provide important information for decision making within the Department.

The Surface Water Availability program assesses surface water availability in rivers and streams. Stream gaging, climatic and topographical data is gathered by federal and state agencies and compiled by Department staff. Information developed by the program is used by Water Rights staff to analyze water availability, issue water use permits, and update basin rules on future water uses.

### Program Records

**024 Climatological Records**

Retain 200 years, destroy

**025 Gage Height Books**

Retain 200 years, destroy

**026 Gaging Station Records**

Retain 200 years, destroy

**027 Hydrographic Transmittal Forms**

Retain 2 years, destroy

**028 In-stream Water Availability Records**

Retain until superseded, destroy

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**029 Water Availability Reporting System Records**

Retain until superseded, destroy

**030 Water Measurement Records**

Retain 200 years, destroy

**031 Water Stage Charts**

Retain 200 years, destroy

**032 Water Use Reports, 1988 - [ongoing]**

**4 c.f.**

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

**State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

**Systems of Record**

CONDITIONS

HYDROGRAPHICS

PUMP TEST

WATER AVAILABILITY REPORTING SYSTEM (WARS)

WATER USE REPORTING SYSTEM (WURS)

# Oregon State Archives

## Records Retention Schedule

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**Agency:** Water Resources Department

**Division:** Technical Services

**Section:** Wells

### Program Description

The Wells Section oversees the Well Identification, Well Construction, Special Standards, Well Driller Continuing Education, Well Driller Licensing, Geotechnical Hole Program, Well Report Review Program, Exempt Use Well Registration Program, and Landowner Well Construction Permit issuance.

The Well Identification Program is responsible for assigning a unique well label to Landowners and Well Drillers to ensure that the Water Supply Well Report, maintained by the Well Construction Program, can be linked to the well (ORS 537.765 and 537.791). All documentation is maintained by the Well ID Specialist.

The Well Construction Program ensures that licensed well constructors comply with well construction standards to help protect the groundwater resource from contamination and waste. Additionally, the Well Construction Program reviews all special standard requests and maintains all associated documentation.

The Well Driller Licensing Program is responsible for proctoring driller exams, as well as licensing water well and monitoring well drillers and maintaining all corresponding documentation. The program is also responsible for reviewing and issuing landowner construction permits to landowners who wish to construct their own well. Permits require a \$500 fee and surety bond. Finally, the licensing program supports the Well Construction Continuing Education Committee and is charged with entering continuing education credits into the Department's database.

The Geotechnical Hole Program reviews geotechnical hole reports and invoices the responsible professionals for all reports submitted to the Department. Reports and invoices are maintained by the Geotechnical Hole Program Coordinator.

The Well Report Review Program performs technical well report reviews on all water supply well and monitoring well reports submitted and provides feedback to the well constructor.

The Exempt Use Well Registration Program requires a map of the location of a well within a tax lot and a \$300.00 fee to support research and management of groundwater resources. Maps are made available to the public within the well report query database.

### Program Records

#### **033 Land Owner Permit Records**

Retain 10 years after well completed, destroy

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**034 Special Standards Requests**

Retain 100 years after water supply ceases, destroy

**035 Start Card Records**

Retain 60 years, destroy

**036 Water Supply Well Report, 1898 - [ongoing]**

**4 c.f.**

Retain permanently, transfer to the State Archives 10 years after water supply ceases

**037 Well Driller Licensing Records**

Retain 10 years after license expires, destroy

**038 Well Identification Application Records**

(a) If associated Water Supply Well Report is unidentified, retain 10 years after identification number assigned, destroy

(b) If associated Water Supply Well Report is identified, retain 2 years after identification number assigned, destroy

**State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Publication Preparation Records

**Systems of Record**

WELL CONSTRUCTOR'S LICENSING

# Oregon State Archives

## Records Retention Schedule

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**Agency:** Water Resources Department

**Division:** Water Rights

**Section:** Water Right Transfers and Conservation

### Program Description

The Transfer and Conservation Section is responsible for overseeing the process of transferring water right certificates, permit amendments, instream leasing allocations of conserved water, and Water Management and Conservation Plans.

Transfer application files are valuable resources in water right research to establish location and ownership of a water right. In many cases, a transfer application, whether approved or rejected, can aid in determining the location of adjacent water rights. In addition, records of previous transfers are used to reconcile discrepancies in the water right records.

The Allocation of Conserved Water program is to promote the efficient use of water in order to satisfy current and future needs - both in-stream and out-of-stream. The program accomplishes this by allowing a water user, who conserves water, to use a portion of the conserved water on additional lands, lease or sell the water, or dedicate the water to in-stream use. In exchange for granting the user of the right to "spread" a portion of conserved water to new uses, the law requires allocation of a portion to the state for in-stream use. Use of this program is voluntary and provides benefits to both water right holders and in-stream values. The program coordinates with the Administrative Rules Coordination program (see Director's Office division for separate description) to develop the administrative rules regulating the Allocation of Conserved Water program.

### Program Records

**039 Allocation of Conserved Water Orders, 1987 - [ongoing] 1 c.f.**

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

**040 Allocation of Conserved Water Orders Background Records, 1987 - [ongoing] 1 c.f.**

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

**041 Temporary In-stream Water Right Lease Records**

Retain 20 years after lease expires, destroy

**042 Temporary In-stream Water Right Orders, 1987 - [ongoing] 12.5 c.f.**

Retain permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

**043 Transfer Application Records, 1975 - [ongoing] 7 c.f.**

(a) Retain Transfer Applications permanently, transfer to State Archives after 10 years and WRD statute (ORS 536.040 (3)) has been amended to allow custody transfer

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(b) Retain Temporary Transfer Applications 20 years after Transfer Special Order expires, destroy

**044 Water Management and Conservation Plans**

Retain until superseded or obsolete, destroy

**State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

**Systems of Record**

INSTREAM

TRANSFER

WATER MANAGEMENT AND CONSERVATION

WATER RIGHTS INFORMATION SYSTEM (WRIS)

# Oregon State Archives

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**Agency:** Water Resources Department

**Division:** Water Rights

**Section:** Water Rights and Adjudications

### Program Description

This section oversees the following programs: Water Right Examiner Certification, Applications, Adjudications, and Hydroelectric Licensing.

The Certificate Section is responsible for reviewing Final Proof Surveys and Claims of Beneficial Use. When a permit holder or transferred water right holder completes the development of the water right and seeks a water right certificate, a certified Water Right Examiner prepares a Claim of Beneficial Use and a map of the project and submits it to the Certificate Section for review. This program ensures that the permit or transferred water right that is developed is in conformance with the water use or transfer final order and any relevant final orders issued by the Department. If the water use is in conformance then the staff prepares and issues a Water Right Certificate specifying the parameters and limitations of the water right.

The Certificate Section is responsible for preparing, proctoring and evaluating an annual exam of licensed engineers, surveyors, or registered geologists who wish to become Certified Water Right Examiners. Examiners must pass a test conducted by the Department. Licenses are issued by the Oregon Board of Examiners for Engineering and Land Surveying.

The Adjudications program is responsible for identifying, verifying, and documenting existing water uses that pre-date Oregon water law and federal water right claims within selected stream basins. After identifying and verifying all water right claims, the program is responsible for drafting a finding of fact and order of determination for filing in the circuit court.

The Hydroelectric Licensing program is responsible for licensing all hydroelectric facilities in the state, except facilities owned exclusively by the federal government. The program also processes amendments and applications to relicense hydroelectric licenses that have expired or nearing expiration and converts hydroelectric licenses to an instream water right when the hydroelectric use has lapsed for at least five years.

The Water Rights Section receives, reviews, and processes applications to use water. This includes applications for instream water rights, applications to use groundwater or surface water, applications to store water or use stored water, and applications for aquifer storage and recovery. In addition, the Department processes and reviews applications for limited licenses or road watering, requests for assignments, and requests for reinstatement of canceled permits. The Water Rights Section also houses our Customer Service Group, which responds to a high volume of customer inquiries.

Oregon State Archives  
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**Program Records**

**045 Certified Water Right Examiners Records**

Retain 10 years after exam date, destroy

**046 Circuit Court Final Adjudication and Decree Records**

Retain until Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

**047 Hydroelectric License Records**

(a) Retain expired licenses 30 years after expiration, destroy

(b) Retain preliminary and draft license applications until license issued and appeal opportunities have expired, destroy

**048 Water Right Adjudication Claim Records**

Retain until the Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

**049 Water Right Adjudication Finding of Facts and Order of Determination Records**

Retain until the Circuit Court decree is repealed or rescinded and the court authorizes removal from Department records, destroy

**050 Water Right Application Records**

Retain 5 years after water right application denied or inactive, destroy

**051 Water Right Certificate Records, 1909 - [ongoing] 10 c.f.**

(a) Retain Water Right Certificates permanently, transfer to State Archives after 10 years and WRD statute ORS 536.040 (3) has been amended to allow custody transfer

(b) Retain all other documentation 5 years after certificate is canceled with no remaining or confirming right, destroy

**052 Water Right Permits**

Retain 5 years after permit canceled, destroy

**State Agency General Records Retention Schedule Records**

*Including but not limited to:*

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Correspondence

Mailing Lists

**Systems of Record**

GEOGRAPHICAL INFORMATION SYSTEM (GIS) MAPPING

NATIONAL INVENTORY OF DAMS (NATDAM)

PROJECT DATA

TRIAL WORKS

WATER RIGHTS INFORMATION SYSTEM (WRIS)