

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement**Schedule Number: 2014-0008****Agency:** Secretary of State**Division:** Executive**Program:** Secretary of State***Program Description***

The Secretary of State is an elected, constitutional office. The Office of Secretary of State is one of three constitutional office established at statehood. The Secretary of State serves as auditor of public accounts, evaluating and reporting on the financial condition and operations of state agencies and overseeing the Municipal Audit Law. The Secretary of State is the public records administrator, responsible for maintaining legislative and executive public records, supervising the State Archivist, maintaining Oregon Administrative Rules, and publishing the Oregon Blue Book. The Secretary is Oregon's Chief Elections Officer, responsible for uniformly interrupting and applying state elections laws. Every ten years, the Oregon Constitution requires the Secretary of State to redistrict State Senate and State Representative districts if the Legislative Assembly fails to do so by July 1. The Secretary of State is a member of the State Land Board with the Governor and State Treasurer. The Secretary also chairs the Oregon Sustainability Board. The Executive Division of the Office of Secretary of State oversees seven divisions, and operates under the authority of the Oregon Constitution and ORS chapters 177, 192 and 240.

Program Records

- 001 Governors Global Warming Commission Records, 2008 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 002 Phil Keisling Records (Oregon Progress Board and CD's)**
Retain permanently, transfer to State Archives at end of administration
- 003 Land Board Issues Records, 1991 – [ongoing] 9 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 004 Oregon State Flag Program Records, 1969 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives when program sunsets
- 005 Oregon Sustainability Board Records, 2000 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 006 Redistricting Records, 2001 - [ongoing] 10 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 007 Secretary of State's Correspondence, 2009 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 008 Secretary of State's Oath of Office, 2009 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 009 Secretary of State's Neutral Elections Pledge, 2009 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 010 Secretary of State's Official Calendar Records, 2009 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 011 Secretary of State's Scheduling Records, 2009 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 012 Secretary of State's Swearing In Ceremony Records, 2009 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

- 013 Secretary of State's Subject Files, 2009 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 014 Secretary of State's Trip Files, 2009 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Mailing Lists

Databases

SOS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Executive
Program: Deputy Secretary of State

Program Description

The Deputy Secretary of State oversees and administers the Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources Divisions. The Deputy Secretary of State manages the day to day operations of the agency divisions; and provides policy advice to the Secretary of State.

Program Records

- 017 Deputy Secretary of State's Oath of Office, 2009 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 015 Deputy Secretary of State's Official Correspondence, 2009 – [ongoing] 1 c.f.**
Retain final, sent version permanently, transfer to State Archives at end of administration
- 016 Deputy Secretary of State's Working Correspondence**
Retain drafts, work notes 1 year, destroy
- 018 Management Council Records, 2009 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration

Secretary of State General Schedule Records

Records include but are not limited to:

Facilities/Property Records
Building Records
Equipment Maintenance Records
Equipment/Property Disposition Records
Financial Records
Budget Preparation Records

Databases

SOS

**Oregon State Archives
Records Retention Schedule**

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Executive

Program: Communications

Program Description

The Communications program is responsible for writing press releases, overseeing public relations, writing speeches for the Secretary of State, maintaining relations with government agencies, and managing internal communications within the Office of Secretary of State.

Program Records

020 Secretary of State's Press Releases – Draft

Retain drafts, work notes, reference materials 1 year, destroy

019 Secretary of State's Press Releases – Published, 2009 – [ongoing] 1 c.f.

Retain final release permanently, transfer to State Archives at end of administration

022 Secretary of State's Speeches – Draft

Retain drafts, work notes, reference materials 1 year, destroy

021 Secretary of State's Speeches – Final, 2009 - [ongoing] 1 c.f.

Retain final, given speeches permanently, transfer to State Archives at end of administration

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Mailing Lists

Databases

SOS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Executive
Program: Policy Development/Legislative Liaison

Program Description

The Legislative Liaison and Policy Advisor is responsible for providing policy advice on a variety of issues, statewide outreach, and serving as a liaison between the Secretary of State, the State Land Board, and the Legislative Assembly.

Program Records

- 023 Original Enrolled Legislative Bills – Final, 2009 – [ongoing] 4 c.f.**
Retain final enrolled bill permanently, transfer to State Archives after each legislative session
- 024 Original Enrolled Legislative Bills – Working File**
Retain drafts, work notes, reference materials 1 year after bill enrolled, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Legislative Tracking Records
Mailing Lists
Policy Development and Planning Records

Databases

SOS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Administration

Program Description

The Administration section of the State Archives includes the State Archivist, who provides leadership and direction to the Archives Division's activities and actions under ORS 192 and 357. The State Archivist manages three programs: Reference, which includes Patron Services and Official Documents; Records Management, which includes the State Records Center and Security Copy Depository; and Publications, which includes Administrative Rules and the Blue Book. In addition, the State Archivist is the administrator of the State Historic Records Advisory Board. The Archivist has extensive contact with state agencies, local governments and users, including the legal community, genealogists and the general public. These contacts help evaluate programs, cooperate on mutual concerns and determine policies, as well as provide different groups with information. The Archivist evaluates existing services provided by the division, develops new services, sets standards, and serves as liaison with federal records programs.

The State Archivist performs all supervisory functions, determines the division's budgetary needs, authorizes expenditures, and maintains oversight and control of expenditures. The Archivist also develops and recommends changes to Oregon Revised Statutes and Oregon Administrative Rules that have an impact on state and local agencies and the users of state services. The State Archivist additionally develops internal policies and procedures.

Program Records

030 Archives Building Administration Records

Retain 25 years, destroy

032 Records Policy Preparation Records

Retain 2 years, destroy

033 Reports, Studies, and Presentations

Retain 5 years, destroy

035 State Archives Project Records

Retain 5 years, destroy

036 State Archives Significant Project Records

Retain permanently

034 State Archivist's Correspondence, 2005 – [ongoing] 1 c.f.

Policy-related correspondence: Retain permanently, transfer to State Archives at end of administration

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records
Mailing Lists
Professional Membership Records
Policy and Procedure Guidelines and Manuals
Financial Records
Budget Preparation Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Administration
Program: State Historical Records Advisory Board

Program Description

The Oregon State Historical Records Advisory Board (SHRAB) was established pursuant to Public Law 90-620 (as amended, 44 USC 2501-2507), which created the National Historical Publications and Records Commission (NHPRC). In Oregon, the governor appoints a minimum of seven members to three-year terms. SHRAB receives no state funding; financing is provided by the NHPRC in administrative support grants coupled with cost-sharing by the State Archives.

Oregon's SHRAB promotes and supports the identification, preservation, and access to all historical records in the state. SHRAB's mission includes preserving and enhancing the quality of life by promoting and publicizing the NHPRC grant program, performing needs assessments of state historical records, reviewing proposed legislation concerning records administration, and promoting archival awareness and cooperation through educational programs.

Program Records

038 State Historical Records Advisory Board Administrative Records

Retain 6 years, destroy

037 State Historical Records Advisory Board Records, 1984 – [ongoing] .5 c.f.

Retain permanently, transfer to State Archives after 20 years

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Conference, Seminar, and Training Program Records
Financial Records
Grant Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Publications
Program: Administrative Rules

Program Description

ORS Chapter 183 directs Oregon state agencies to adopt Oregon Administrative Rules (OARs) to standardize agency operational policies and procedures. Proposed rules are debated at public hearings, amended, adopted, and then filed and published by the Administrative Rules program.

The Administrative Rules program publishes the *Oregon Administrative Rules Compilation* and the on-line *Oregon Bulletin*. The *Oregon Administrative Rules Compilation* is an annual publication containing the complete text of the OARs filed during the previous year through the 15th of November. The *Oregon Bulletin* is a monthly on-line supplement that contains rule text amended after publication of the print *Compilation*, as well proposed rulemaking and rulemaking hearing notices. The *Oregon Bulletin* also contains non-OAR items, including the Executive Orders of the Governor, and the Opinions of the Attorney General (ORS 183.325 - 183.410).

Program Records

- 039 Administrative Rules Compilation, 1997 – [ongoing] 12 c.f.**
Retain permanently, transfer to State Archives after 3 years
- 040 Administrative Rules Notice and Filing Sign-in Sheets**
Retain 1 year, destroy
- 041 Administrative Rules Notices, 1958 – [ongoing] 20 c.f.**
Retain permanently, transfer to State Archives after 3 years
- 042 Administrative Rules Subscription Records**
Retain 2 years from the start of the latest subscription year, destroy
- 043 Oregon Bulletin**
Retain 10 years, destroy
- 044 Oregon Bulletin Table of Contents, 1958 – [ongoing] 20 c.f.**
Retain table of contents permanently, transfer to State Archives after 1 year
- 045 Permanent and Temporary Rule Filings Administrative Orders ca. 1930 – [ongoing] 252 c.f.**
Retain original certificate, order and rule text permanently, transfer to State Archives after 3 years
- 046 Permanent and Temporary Rule Filings Administrative Orders – Working Papers**
Retain 1 year, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records

Databases

FIS
SUBSCRIPTION

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Publications
Program: Oregon Blue Book

Program Description

The Secretary of State has statutory responsibilities to publish the Oregon Blue Book, a state almanac and reference directory to Oregon government (ORS 177.120). It contains listings and functional descriptions of state and local government agencies and educational institutions, as well as photographs, facts about state history, and information on the arts and media in Oregon. The Oregon Blue Book program solicits, compiles, edits, and formats Blue Book content, and publishes the book. A copy of the Blue Book is given to Oregon's public schools, government agencies and legislators, as well as some federal agencies and lawmakers biennially. The Publications program distributes these free copies, and the Business Services Division handles sales distribution and payments. The Oregon Blue Book is published in odd-numbered years.

Program Records

047 Oregon Blue Book

Retain 1 copy, transfer to State Archives after publication printed and accepted

048 Oregon Blue Book Photographs – Non Print Quality

Retain 1 year after publication printed and accepted, destroy

049 Oregon Blue Book Photographs – Print Quality

ca. 1907 – [ongoing] 5 c.f.

Retain permanently, transfer to the State Archives after 10 years

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Mailing Lists

Databases

BLUE BOOK DISTRIBUTION

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Records Management Services

Program Description

The Records Management program provides advice and assistance on records and information management issues to state and local government agencies, universities, community colleges, educational service districts, school districts, boards and commissions. The program produces and updates special and general records retention schedules for all government agencies and identifies Oregon public records with long-term historical value for permanent retention in the State Archives. The Records Management program produces agency administrative overviews, and evaluates state and local records management programs. The program also develops and presents classroom and web-based training materials for state and local agency records officers.

Program Records

- 050 Appraisal Checklists**
Retain permanently
- 051 Garten Agency Destruction Reports**
Retain 6 years, destroy
- 052 Records Management Presentations**
Retain 2 years, destroy
- 053 Records Retention Schedules – Final Product**
Retain 10 years after superseded or obsolete, destroy
- 054 Records Retention Scheduling Project Records**
Retain 1 month after schedule superseded or obsolete, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Staff Meeting Records

Databases

RC UPDATE

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Security Depository

Program Description

The Security Depository program provides environmentally controlled and secure microfilm storage for state and local government agencies. Custody of deposited microfilm remains with the depositing agency. The program administers and enforces microfilm standards for clients and vendors, and receives and maintains agency microfilm for security purposes. Program staff inspects each roll of microfilm prior to acceptance for compliance with Archives Division rules and internationally accepted standards. The Security Depository program monitors the temperature and humidity in the microfilm vault to ensure the existence of ideal storage conditions, and inspects 10 percent of its holdings annually for microfilm deterioration issues.

Program Records

- 055 Microfilm Accession Inspection Records**
Retain 10 years after microfilm de-accessioned, destroy
- 056 Microfilm De-accession Authorizations**
Retain 75 years, destroy
- 057 Microfilm Loan Records**
Retain 1 year after records accession disposed of, destroy
- 058 Microfilm Transaction Requests**
Retain 1 year, destroy
- 060 Microfilm Transmittals - Permanent**
Retain permanently
- 061 Microfilm Transmittals – Non Permanent**
Retain 10 years after microfilm de-accessioned, destroy
- 059 Microfilm Yearly Inspection Records**
Retain permanently
- 062 Security Depository Microfilm Transmittals – Permanent Records**
Retain permanently
- 063 Security Depository Transaction (Log) Records**
Retain 10 years, destroy
- 064 Temperature and Humidity Monitoring Records**
Retain 5 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Postal Records
Facilities/Property Records
Equipment Maintenance Records

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Databases

LOAN FILE

SECURITY COPY DEPOSITORY

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Records Management
Program: State Records Center

Program Description

The State Records Center houses, services and destroys inactive records of state agencies pursuant to approved records retention schedules. Agencies elect to store records at the State Records Center for a fee, with records remaining in the custody of the depositing agency. The State Records Center provides a secure location for records storage. The Records Center also retrieves records from storage at agency request, arranges for destruction once records have met their designated retention, and transfers records with a permanent retention to the State Archives.

Program Records

- 065 Authorized Agency Records Requester List**
Retain 1 month after superseded or obsolete, destroy
- 066 Confidential Destruction Receipts**
Retain 4 years, destroy
- 067 Records Center Accession Control Log**
Retain 75 years, destroy
- 068 Records Center Assessment Records**
Retain 10 years, destroy
- 069 Records Center Records Requests**
Retain 5 years, destroy
- 072 Records Center Records Transmittal Requests**
Retain 3 years, destroy
- 070 Records Center Records Transmittals – Non-Permanent**
Retain 10 years after accession destroyed, destroy
- 071 Records Center Records Transmittals – Permanent**
Retain 2 years after transferred to the State Archives, destroy
- 073 Records Disposition Records**
Retain 75 years after records disposition, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Facilities/Property Records
Equipment Maintenance Records

Databases

RC LOANS
RC UPDATE

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Reference
Program: Official Documents

Program Description

The Official Documents program receives and files various records that are required by statute to be filed with the Secretary of State. These records document government actions, including annexations, city mergers, and special district agreements; city and county agreements; county home rule charters; extradition warrants and requests; appointment of and oaths taken by government officials; commission activities; executive clemencies and orders; and resolutions. The program receives reports of state revenue generated through a variety of sources, such as cigarette taxes, lottery transactions, and United States federal mineral leases. The program also maintains a file of signatures of individuals authorized as state agency signers. The responsibility for recording and maintaining state-owned deed transactions and records was transferred from the Secretary of State's Official Documents program to the Department of State Lands in 1993.

Program Records

- 074 Agency Authorized Signers**
Retain 25 years, destroy
- 075 Agency Authorized Signers – Registrars of Vital Statistics, 1993 – [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 076 Appointments and Oaths of Office, 1878 – [ongoing] 32 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 077 Appointments and Oaths of Office – Boards, Commissions, Task Force Members**
Retain 15 years, destroy
- 078 Department of Commerce Census Reports**
Retain 1 month after superseded or obsolete, destroy
- 079 Extradition Records**
Retain 50 years, destroy
- 080 Governor's Official Filings, 1859 – [ongoing] 4 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 081 Local Governments and Commodity Commissions General Administrative Filings**
Retain 15 years, destroy
- 083 Official Documents Index Cards**
Retain until data entry completed and verified, destroy
- 082 Official Filings, 1959 – [ongoing] 61 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 084 State Revenue Distribution Reports**
Retain 15 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Mailing Lists

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Databases

OFFICIAL DOCUMENTS

**Oregon State Archives
Records Retention Schedule**

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Reference
Program: Reception/Registration

Program Description

Reception/Registration registers patrons of the State Archives, and logs and monitors building visitors. In addition, Reception/Registration routes the State Archives' telephone traffic, handles general Archives inquiries, and maintains the schedule of the Archives' large conference room.

Program Records

- 085 Patron Registration Records**
Retain 2 years after date of last activity, destroy
- 086 Registration Number and Locker Key Log**
Retain 1 year, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records

Databases

REGISTRATION

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Archives
Section: Reference
Program: Reference Services

Program Description

The Reference Services program preserves and provides access to the permanently valuable records of Oregon government in the custody of the State Archivist. Reference archivists assist patrons with use of materials and respond to requests for information from the State Archives' holdings. The program negotiates the transfer of historic records from state and local government agencies, accessions these records into the State Archives holdings, and creates finding aids for the use of those records. The program also inventories historically valuable records held by local governments, and refers interested patrons to the local government holding them. The program uses State Archives holdings to create historical exhibits to display within the State Archives building and on the State Archives website. The program also reappraises its holdings and de-accessions records without historical value. State Archives' patrons include members of the general public, government agencies, private businesses, genealogists, and students of all ages.

Program Records

- 088 Accession Register, 1992 – [ongoing] 1 c.f.**
Retain permanently
- 089 Archives Records Deaccession and Destruction Authorization Records
1946 – [ongoing] 2 c.f.**
Retain permanently
- 090 Archives Records Transmittals, 1946 – [ongoing] 15 c.f.**
Retain permanently
- 091 Exhibit Loan Records**
Retain 1 year after loan returned, destroy
- 092 Exhibit Preparation Records**
Retain 10 years, destroy
- 093 Finding Aids**
Retain 1 month after superseded or obsolete, destroy
- 094 Monthly Statistical Reports**
Retain 20 years, destroy
- 095 Records Use Forms**
Retain 1 year, destroy
- 096 Reference Requests**
Retain 1 year, destroy

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records
Facilities / Property Records
Equipment Maintenance Records

Databases

ALL INDEX
ARCHIVES LOCATOR
DEACCESSION REGISTER
DELAYEDBIRTHS
DONATION LAND CLAIM (DLC) GIS
EARLY OREGONIANS
EVIDENCE
HIGHWAYPHOTO
PORTLANDBIRTH
PORTLANDDEATH
TERR CALENDAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Audits

Program: Administration

Program Description

The Oregon Audits Division is responsible for providing audit services and oversight to state and local government entities per ORS 297, which establishes the Secretary of State as the State Auditor. The director of the division and staff represent and carry out the duties and functions of the State Auditor. Division staff conduct performance, financial, information technology audits; provide oversight for municipal audits; and maintain a fraud/abuse/waste hot line. The Business Operations unit provides the division with budgeting services, and clerical support, including data entry, reception, time keeping and correspondence. Business Operations also responds to public records requests, and issues requested bond letters to investors verifying the accuracy of information provided by Oregon government entities selling bonds.

Program Records

100 Agency Outreach Newsletters

Retain 2 years, destroy

101 Bond Correspondence

Retain 30 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Information and Records Management Records

Forms Development Records

Personnel Records

Employee Personnel Records

Databases

MUNICIPAL

OPEN AIR

TRAINING

VPM (Visual Practice Management System)

**Oregon State Archives
Records Retention Schedule**

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Audits
Program: Government Waste Hotline

Program Description

The Secretary of State is charged with maintaining a toll-free hotline for the public and state employees to report waste, inefficiency, or abuse by state agencies, state employees, or persons under contract with state agencies (ORS 177.170). The Audits Division carries out this responsibility through a confidential, 24-hour hotline, and conducts investigations of potential misuses of state resources by state agencies, local governments or contractors receiving state or federal funds from state agencies. The Audits Division also receives waste reports via electronic and postal mail. All reports of waste, inefficiency and abuse received by the program are logged.

Program Records

103 Government Waste Hotline Log Records

Retain 7 years after case closure, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records
Competitive Bid Records

Databases

CALL LOG

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Audits

Program: Municipal Audit

Program Description

The Audits Division is responsible for administering the Municipal Audit Law (ORS 297), which holds Oregon municipalities accountable for the expenditure of public funds and its fiscal affairs. The Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of Certified Public Accountants, prescribes minimum standards for municipal audits and municipal audit reports, which are submitted to the Audits Division. The Audits Division reviews a sample of these municipal audits for compliance with professional auditing and reporting standards and the Municipal Audit Law. All fees associated with report submission are received and processed by the Secretary of State's Business Services Division.

Program Records

104 Municipal Audit Desk and Field Review Records

Retain 7 years, destroy

105 Municipal Audit Reports

Retain 30 years, destroy

108 Municipal Correspondence

Retain 5 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Policy and Procedure Guidelines and Manuals

Databases

MUNICIPAL

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Audits
Program: State Agency Audit

Program Description

The State Agency Audit program conducts financial, performance, and information systems audits of state agencies.

Program Records

- 109 Assessments**
Retain 10 years after inactive date, destroy
- 106 State Agency Audit Final Reports**
Retain 30 years, destroy
- 107 State Agency Audit Work Papers**
Retain 7 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Calendar and Scheduling Records

Databases

AUDIT IDEAS
RECOMMENDATION FOLLOW UP
TEAM CENTRAL
TEAMMATE

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Program: Administration

Program Description

The Business Services Division (BSD) operates under the authority of ORS 177.050, ORS 177.120 and OAR 167, and provides centralized business and administrative support for the Secretary of State agency. The BSD Administration program sets the strategic direction and oversees the operation of the division. BSD Administration works with the agency to develop consistent financial policies and programs in accordance with generally accepted financial rules, regulations, policies and best practices. The program also coordinates health and safety initiatives, including the division's development of emergency response plans and procedures, incident reporting, risk assessment and management, and insurance claims. The director of the division serves as the agency's safety officer and records officer; as records officer, the director is responsible for handling all public records and information requests submitted to the agency.

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Administrative Rule Preparation Records
Legislative Tracking Records
Lobbyist Records
Staff Meeting Records
Facilities/Property Records
Damaged/Stolen Property Records
Emergency Response Plans and Procedures

Databases

ADPICS
R*STARS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Cash Receipts and Disbursements

Program Description

The Cash Receipts and Disbursements program provides fiscal support services for all divisions of the Office of Secretary of State. Responsibilities include managing, auditing, and processing transactions for accounts receivable; processing and recording daily revenue; and processing all asset, liability, expenditure and revenue transactions on the Statewide Financial Management Application (SFMA). The program also uses a web-based timesheet program (Open Air) to account for auditor time and to bill other state agencies for audits performed by the Secretary of State's Audits Division. The Cash Receipts and Disbursements program also tracks fees and filings of municipalities for the Audits Division and reconciles fixed asset accounting records.

Program Records

120 Credit Suspense List

Retain 1 month after superseded or obsolete, destroy

121 Uncollected Fees Records

Retain 1 month after fees returned by collection agency or until debt written off pursuant to ORS 293.240, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Signature Authorizations
Facilities/Property Records
Asset Inventory Reports

Databases

ALCIE
BRIO/HYPERION
DIS
MUNI
OPEN AIR
R*STARS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Financial Reporting

Program Description

The Financial Reporting program prepares the Secretary of State agency's portion of the statewide, Comprehensive Annual Financial Report (CAFR). The program is also responsible for reporting to the federal government on the federal funds allocated to and spent by the agency. Financial Reporting also prepares for the Office of Secretary of State's external agency audit.

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Facilities/Property Records
Asset Inventory Records

Databases

R*STARS
SARS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Payroll

Program Description

The Payroll program handles all payroll-related accounting functions for the Secretary of State agency. The program receives employee timesheets and enters this information into the Oregon State Payroll Application (OSPA). The program reconciles OSPA accounts to the Statewide Financial Management Application (SFMA), coordinates employee benefits, tax withholdings, and deductions, and ensures compliance with applicable rules, regulations, and policies. The Payroll program also uses a web-based timesheet program (Open Air) to create payroll reports.

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Payroll Records

Databases

HYPERION
OPEN AIR
PEBB
R*STARS

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Business Services

Program: Budget

Program Description

The Budget program compiles the Secretary of State agency budget. The program's other responsibilities include coordinating budget preparation activities between the Department of Administrative Services, Legislative Fiscal Office, and the divisions of the Office of Secretary of State. After obtaining budget approval, the program provides the divisions with expenditure patterns and forecasts, advises on budget adjustments, and prepares Emergency Board Requests.

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Financial Records

Budget Preparation Records

Emergency Board Request Records

Expenditure and Revenue Reports

Legislatively Adopted Budgets

Databases

ORBITS

PICS

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Program: Business and Cash Management

Program Description

The Business and Cash Management program receives and processes all cash and cash equivalents received. The program verifies deposit, lockbox, and credit card transactions to reconcile to Treasury, the bank, and agency records. The program also processes refunds through the Deposit Interface System (DIS) and submits to the BSD Accounting program for approval. Program staff maintains the Blue Book database to monitor daily Oregon Blue Book distribution, and inventory levels, and prepares Oregon Blue Book invoicing and collections. Business and Cash Management program personnel also sort and deliver all incoming agency mail by division.

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Financial Records
Credit Card Records
Deposit Slips

Databases

BLUE BOOK
DIS
SFMA

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Business Services
Program: Contracts and Purchasing

Program Description

The Contracts and Purchasing program handles contract administration for the Secretary of State agency. Contracts cover goods and services, maintenance, and agreements with other governmental entities. Program responsibilities include executing contracts, monitoring contract compliance and adherence to timelines and budgets, and resolving contract problems. The program also maintains inventory records and develops contract documents, including the invitation to bid (ITB), and requests for proposal or quote (RFP and RFQ).

Program Records

None

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Contracts and Agreements
Facilities/Property Records
Asset Inventory Reports
Financial Records
Competitive Bid Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Corporation

Program: Administration

Program Description

The Administration program of the Corporation Division includes the division director, who is responsible for strategic planning and direction of the division's activities. The Administration program works with the Business Services Division to formulate the division's biennial budget, and tracks the budget throughout the biennium. The program is also responsible for outreach through publications, such as the Oregon Business Guide publications, the Notary Public Guide, and the Oregon Business Report. The program holds contested case hearings under ORS 183. The director collaborates with other state agencies on business registration issues and initiatives. In particular, the director works with the Business Law section of the Oregon State Bar regarding potential legislative changes to statutes governing business entities in Oregon.

Program Records

125 Corporation Division Contested Cases

Retain 10 years after case closed, destroy

127 Notary Public and Business Guide Publications

Retain until superseded or obsolete, destroy

141 Statistical Business Reports

Retain 20 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Administrative Rule Preparation Records

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Corporation
Program: Business Registry

Program Description

The Business Registry program operates under ORS chapters 56, 58, 60, 62, 63, 65, 67, 70, 128 and 554, which govern the creation, conduct, and dissolution of businesses in Oregon. The program is non-regulatory, responsible for maintaining and providing a public record of large and small businesses operating in Oregon. This information is available to the public, legal professionals, and other businesses and agencies through the Corporation Division website, or by verbal or written request. The above statutes direct businesses operating in Oregon to file organizational documents with Business Registry, including articles of incorporation or organization; applications for business trust; certificates of limited partnership; amendments to organizational documents; and documents of dissolution. Corporations, limited partnerships, business trusts, limited liability companies and limited liability partnerships must certify filing information annually, and file amendments updating the information whenever changes occur.

In accordance with ORS 648, the program also provides a public record of assumed business names and any amendments, renewals or dissolutions. An assumed business name filing provides the name and contact information of the registered party or individual responsible for a business. Generally, smaller businesses file these documents instead of filing as business entities.

The Business Registry program logs notifications (i.e. summonses and complaints) of legal action against business entities that cannot be located. The program also registers trade and service marks and a small number of union labels and fraternal insignias (ORS 647, 649, 661).

Businesses file notices of intent to hold Going Out of Business sales with the program (ORS 646A.102). The Oregon Department of Justice is responsible for enforcing the law's provisions.

The Secretary of State Business Services Division receives and processes payments required for business registration with the program. The Business Registry program has the authority to "unfile" the documents of any business that fails to submit the required business registration fee.

Program Records

- 128 Assumed Business Name Filing Records**
Retain 5 years after inactive, destroy
- 129 Business Entity Filing Records, 1850 – [ongoing]**
Retain permanently, transfer to State Archives after 1 year
- 130 Going Out of Business Program Records**
Retain 2 years, destroy
- 131 Legal Services Log Records**
Retain 15 years, destroy
- 132 Non-Sufficient Fund Payment Records**
Retain 1 year, destroy

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

133 Trade and Service Mark Registration Records, 1864 – [ongoing]

Retain permanently, transfer to State Archives 5 years after registration becomes inactive

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Policy and Procedure Manuals and Guidelines

Databases

BERI (DP05)

BR TRADEMARKS P3

CORP CENTRAL FILING P1

GOING OUT OF BUSINESS

INSIGNIA

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Corporation

Program: Notary Public

Program Description

The Notary Public program appoints and commissions individuals as notaries public of the State of Oregon (ORS 194, OAR 160 Division 100). The program administers application examinations, investigates complaints of notarial misconduct, and enforces administrative sanctions. As keeper of the public record of Oregon's notarial commissions, it authenticates Oregon notaries and certifies their status. Under the Hague Convention laws, the program has the power to affix apostille certificates to documents notarized in Oregon to certify the document to a foreign country. The program also develops educational activities for Oregon notaries, including publishing a Notary Public Guide and other materials, and conducting notary seminars statewide. The Business Services Division processes any fees associated with notary filing.

Program Records

134 Notary Certificates Index

Retain 5 years, destroy

138 Notary Public Complaint and Revocation Records

Retain 10 years after notarial commission expiration, destroy

140 Notary Public Journals of Terminated Commission

Retain 7 years after notarial commission governing last entry expires, destroy

136 Notary Public Registrations

Retain 30 years after notarial commission expiration, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Conference, Seminar and Training Program Records

Databases

NOT_INT

NOTARY APOSTILLE

NOTARY EDUCATION ONLINE

NOTPROD

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Corporation
Program: Office of Small Business Assistance

Program Description

The Office of Small Business Assistance helps businesses as they interact with state agencies. Where necessary, the office acts as an advocate for businesses when they have difficulties meeting agency requirements or getting timely responses from regulatory programs. The office generates reports on complaints received, and the resolution of issues it addresses.

Program Records

- 426 Small Business Case Files**
Retain 10 years after closure, destroy
- 427 OSBA Case Reports**
Retain 10 years after publication, destroy

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Corporation
Program: Uniform Commercial Code

Program Description

The Uniform Commercial Code program is responsible for providing a public record of secure transactions for personal property. Its purpose is to record, retain, and retrieve information concerning Uniform Commercial Code (UCC) filings. These filings are renewable and amendable. This service exists to reduce the risk of creditors by establishing a security interest incurred by a debtor, so that the priority of claims may be proven in case of bankruptcy or default; and by providing information on financing statements and liens to interested parties. The UCC is a set of laws adopted into statute (ORS 79) by the 50 states to develop common standards for dealing with business law questions about secured transactions. The program also files some non-UCC liens for agricultural produce, and public finance projects. The Secretary of State Business Services Division collects and deposits all UCC filing fees.

Program Records

- 428 EFS Master and Subscriber Lists**
Retain 5 years, destroy
- 143 Farm Product Filings and Registrations (EFS)**
Retain 1 year after notice expires or is terminated, destroy
- 144 Lien Search Request Records**
Retain 90 days, destroy
- 145 Statutory Liens**
Retain 1 year after notice expires or is terminated, destroy
- 146 UCC Financing Statements**
Retain 1 year after statement expires, destroy
- 429 Wrongful Filing Protest**
Retain 1 year, destroy
- 430 Wrongful Filing Contested Cases**
Retain 6 years after final order, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Manuals and Guidelines

Databases

UNIFORM COMMERCIAL CODE (UCCKB)

**Oregon State Archives
Records Retention Schedule**

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Elections

Program: Administration

Program Description

The State Elections Division is responsible for interpreting and implementing state and federal election laws and standards throughout the State of Oregon. The Secretary of State is designated as the State Elections Officer (ORS 246.110). The director of the Elections Division and division staff represent and carry out the duties and functions the State Elections Officer.

Program Records

150 Elections Division Correspondence

Retain 5 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Public Records Disclosure Request Records

Telecommunications Logs

Databases

DP61

OCVR

ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Campaign Finance Reporting

Program Description

Oregon campaign finance reporting is governed by the Oregon Constitution, Article II; ORS 260; and OAR 165, Division 12. The Campaign Finance Reporting program receives and examines contribution and expenditure statements filed by state and local candidates, political action committees, and petition committees. ORS 260 requires committees to continuously file campaign finance transaction information electronically using ORESTAR (Oregon Elections System for Tracking and Reporting). Committees may file a Statement of Organization through the ORESTAR system or by completing paper forms and filing them with the Elections Division.

All forms associated with Oregon campaign finance reporting are supplied by the Secretary of State Elections Division, pursuant to ORS 260.200, and are contained in the Campaign Finance Manual, which is available on its website. Campaign Finance Reporting staff also respond to written and oral inquiries about state contribution and expenditure reporting requirements. The program also provides public internet access to campaign finance contribution and expenditure statements (received electronically), and statements of organization, pursuant to ORS 260.057.

Program Records

- 151 Contribution and Expenditure Statements (Pre-2007 ORESTAR Implementation)**
Retain 6 years, have appraised by State Archivist (per ORS 260.255), destroy
- 226 Contribution and Expenditure Statements (Post-2007 ORESTAR Implementation)**
Retain 20 years, have appraised by State Archivist (per ORS 260.255), destroy
- 152 Contribution and Expenditure Summary Book, 1958 – 2006 3 c.f.**
Retain permanently, transfer to State Archives after book is published
- 209 Contribution and Expenditure Transaction Filing Reports**
Retain 2 years, destroy
- 153 Exam Letters and Amendment Review Notifications**
Retain 6 years, destroy
- 154 Spot Check Request Records**
Retain 6 years, destroy
- 155 Statements of Organization**
Retain 20 years, have appraised by State Archivist (per ORS 260.255), destroy
- 208 XML Validation Reports**
Retain 2 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Forms Development Records
Policy and Procedure Guidelines and Manuals

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Databases

DP61

ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Candidate Filing and Political Party Formation

Program Description

The Candidate Filing and Political Party Formation program receives, examines and maintains all documents required for political party formation and candidacy for federal and state office. ORS 248 governs political party formation, and ORS 249 governs candidate filing. The process for forming a political party and declaring candidacy is very similar. Generally, prospective parties and candidates must gather a set number of signatures to declare. Candidates may opt to pay a fee instead of gathering signatures to declare. Program staff verify that each prospective candidate is a resident of the claimed district, and a registered voter, and authorizes political parties and candidates to collect signatures. Prospective candidates must submit signatures verified by the appropriate county election officials to the program. For political party formation, the program forwards a random sample of signatures to county election officials for verification.

When vacancies in state office occur, either through an official's disqualification, recall, resignation or death, program staff file documents relating to the appointment of officials to fill the vacancy. Program staff also document and monitor activities relating to U.S. presidential elections, and maintain and publish a list of open political offices during each election cycle.

Program Records

- 156 Candidate Filing Records**
Retain 2 years per ORS 249.012, destroy
- 157 Open Office Lists**
Retain 2 years, destroy
- 158 Political Party Formation Records**
Retain 6 years, destroy
- 159 Presidential Election Records**
Retain 4 years, destroy
- 160 Vacancies in Office Records**
Retain 4 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals

Databases

DP61
OCVR
ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Elected Official Recall

Program Description

The process of elected official recall in Oregon is governed by the Oregon Constitution, Article II, section 18, and ORS 249. The Elected Official Recall program oversees the petitioning process for the recall of state-level elected officials. Local government officials are responsible for the petitioning process for recall of local officials. Any registered voter of a district from which an official is elected or appointed may file a recall petition. Petitioners must submit their signature sheets to the Elected Official Recall program for approval before collecting signatures. Once collected, county election officials verify the signatures. The Elected Official Recall program must notify the elected official if a recall petition is deemed valid. Counties conduct recall elections and deliver the results to the program, which determines the election outcome (see the State and Local Election Administration program in the Election Division schedule).

Program Records

161 Elected Official Recall Petition Records
Retain 2 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Mailing Lists

Databases

DP61
OCVR
ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Election Law Enforcement

Program Description

Pursuant to ORS 260, election complaints in Oregon may be filed with any elections filing officer at the state or local level. The Election Law Enforcement program, however, is the only entity with investigative and enforcement authority. The Election Law Enforcement program is responsible for investigating reports of election law misconduct, except when the complaint involves the current Secretary of State or a candidate for the Office of Secretary of State. In these instances, investigation and enforcement authority is transferred to the Oregon Attorney General.

The Election Law Enforcement program notifies candidates and political committees of non-filed, late, or insufficient reports and other violations of campaign finance laws and regulations (ORS 260.232, ORS 260.995, and OAR 165, Division 13). Program staff also conduct contested case hearings for election law violations (OAR 165, Division 1). The program refers allegations of criminal violations of the state election laws to the Oregon Attorney General.

Program Records

- 162 Contribution and Expenditure Penalty Records**
Retain 10 years after case closed, destroy
- 163 Election Law Complaint and Violation Cases**
Retain 10 years after case closed, destroy
- 164 Elections Law Complaint and Violation Log**
Retain 10 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals

Databases

OCVR
ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Elections

Program: Election Recount

Program Description

Contested elections and election recounts in Oregon are governed by ORS 258 and the Oregon Constitution. In the event of an automatic recount, the Election Recount program coordinates the recount process, which is conducted at the county level. The Election Recount program notifies county election precincts to conduct recounts, collects fees from individuals requesting the recount, and coordinates the reimbursement of election precincts for expenses incurred in the recount. The Secretary of State Business Services Division processes fees and reimbursements.

Program Records

205 Election Hand Count Records

Retain 6 years after election date, destroy

165 Election Recount Records

Retain 2 years after recount completed, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Attorney General Opinions

Policy and Procedure Guidelines and Manuals

Databases

DP61

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Help America Vote Act (HAVA)

Program Description

The Help America Vote Act, or HAVA, was passed by the U.S. Congress in 2002 to institute reforms to the nation's voting process (Pub. L. 107-252). HAVA mandates improvements to voting systems and voter access that were identified following the 2000 Presidential Election. Provisions include replacement of punch card and lever voting systems, creation of a centralized voter registration database, new voter identification requirements, access for people with disabilities, and enhanced voter outreach. HAVA provides a pass through of federal funds for local governments to design and implement the required changes to their election infrastructure.

Program Records

- 166 Central Voter Registration System Records**
Retain 5 years after system superseded or obsolete, destroy
- 167 Disability Subcommittee Records**
Retain 5 years, destroy
- 207 Education Subcommittee Records**
Retain 5 years, destroy
- 168 Oregon Elections Plan Final Reports**
Retain final, accepted plan 5 years after superseded or obsolete, destroy
- 169 Oregon Elections Plan Records**
Retain drafts, work notes, etc 2 years after plan accepted, destroy
- 170 Steering Committee Records**
Retain 5 years after HAVA repealed/sunsets, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Publication Preparation Records
Financial Records
Grant Records

Databases

OCVR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Initiative and Referendum

Program Description

The Oregon Constitution, Articles II and IV, ORS 250, and OAR 165, Division 14 govern the initiative and referendum process in Oregon. The Initiative and Referendum program receives and processes prospective statewide initiative and referendum petitions and signature sheets. County, city, and district petitions are filed with local officials. The Initiative and Referendum program reviews petitions for procedural, statutory, and constitutional compliance. Approved petitions are sent to the Oregon Attorney General, who drafts and eventually certifies the ballot title. The Initiative and Referendum program publicizes the draft and certified ballot titles to the public, determines timelines, and tracks petitions throughout the process.

The Initiative and Referendum program also registers state paid petition circulators, requiring the submittal of an application and a photograph; and collects “accounts” from chief petitioners of initiative and referendum petitions. These accounts include paperwork documenting contracts between chief petitioners and signature gathering companies, training materials provided to petition circulators, and payroll records. The Initiative and Referendum program receives petition signatures and coordinates the verification of a random sample of signatures. Verification results determine whether petitions qualify as ballot measures.

Program Records

- 176 Initiative and Referendum Chief Petitioner Accounts**
Retain 6 years after election date, destroy
- 202 Initiative and Referendum Correspondence to Interested Parties**
Retain 6 years, destroy
- 172 Initiative and Referendum Non-Qualified Petition Files**
Retain 6 years after election date, destroy
- 175 Initiative and Referendum Petition Circulator Registration Records**
Retain 6 years after election date, destroy
- 173 Initiative and Referendum Signature Sheets**
Retain 6 years after election date, destroy
- 174 Initiative and Referendum Verification Records**
Retain 6 years after election date, destroy
- 171 Initiative and Referendum Qualified Petition Files, 1992 – [ongoing] 5 c.f.**
Retain permanently, transfer to State Archives 4 years after election date

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals

Databases

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

DP61
OCVR
ORESTAR

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: State and Local Election Administration

Program Description

The Oregon Constitution, Article II, OAR 165, Division 7, and Oregon Revised Statutes direct the Secretary of State to maintain uniformity in the application, operation and interpretation of the election laws. The State and Local Election Administration program oversees the conduct of local elections in Oregon. Program functions include certifying voting machines and vote tally systems to ensure elector secrecy and the integrity of votes cast using voting machines in Oregon (ORS 246.520-246.610); issuing directives to local officials on the conduct of elections (ORS 246.120); reporting on election costs and voter participation for general, primary and special elections; filing the official copies of statements and proclamations of the results of statewide elections; and publishing abstracts of state election results (ORS 254).

The program also provides guidance and advice on application of election laws to candidates and voters; maintains a host of manuals for candidates regarding campaigning for local and state offices, and campaign finance reporting procedures and requirements; and publishes manuals on the candidate recall, initiative and referendum, and vote-by-mail processes.

Program Records

- 177 Abstracts of Votes, 1902 – [ongoing] 4 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 178 Election Ballot Statements and Proclamations, 1970 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 179 Election Calendars**
Retain 10 years, destroy
- 181 Election Cost and Participation County Source Records**
Retain 2 years, destroy
- 180 Election Cost and Participation Final Reports**
Retain 20 years, destroy
- 182 Election Directives**
Retain 6 years after repeal of entire directive, destroy
- 184 Election Manuals**
Retain 10 years, destroy
- 185 Personal Information Exemption Requests**
Retain 5 years after expiration, destroy
- 187 Special Election County Source Records**
Retain 2 years, destroy
- 186 Special Election Final Reports**
Retain 20 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

188 Vote-by-Mail Publications

Retain 10 years, destroy

189 Voting Machine and Vote Tally System Certification Records

Retain certificates of approval and supporting documentation 2 years after system decertified or removed from service, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Publication Preparation Records – See record series 315

Databases

DP61

ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: State Voters' Pamphlet

Program Description

The State Voters' Pamphlet program is responsible for compiling, publishing, and distributing the State Voters' Pamphlet for the primary, general, and statewide special elections (ORS 251; OAR 165, Division). The State Voters' Pamphlet contains candidate statements, candidate photographs, ballot measure arguments, explanatory and fiscal impact statements of ballot measures, and other information to assist voters. The program formats this information into the State Voters' Pamphlet. The Secretary of State, State Treasurer, and the directors of the Departments of Administrative Services and Revenue are required to prepare statements of fiscal impact for all ballot measures that will expend public funds (ORS 250.125-250.131). ORS 251 requires the appointment of a committee for each measure to draft an explanatory statement for inclusion in the State Voters' Pamphlet. The State Voters' Pamphlet program coordinates hearings for fiscal impact and explanatory statements. Printing of the pamphlet is contracted out to a printer. The Business Services Division is responsible for the payment of printing costs.

Program Records

- 190 Explanatory Statement Committee and Hearing Records – Adopted Measures 1994 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 191 Explanatory Statement Committee and Hearing Records – Rejected Measures**
Retain 4 years after election date, destroy
- 192 Fiscal Impact Statement Committee and Hearing Records – Adopted Measures 1994 – [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 193 Fiscal Impact Statement Committee and Hearing Records – Rejected Measures**
Retain 4 years after election date, destroy
- 194 State Voters' Pamphlet, 1902 – [ongoing] 8 c.f.**
Retain permanently, transfer 1 copy to State Archives after pamphlet printed
- 195 State Voters' Pamphlet Preparation Records**
Retain 4 years after election date, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Administrative Rule Preparation Records
Attorney General Opinions
Policy and Procedure Guidelines and Manuals

Databases

DP61
ORESTAR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Elections
Program: Voter Registration

Program Description

The Voter Registration program oversees state and local government compliance with the National Voter Registration Act (NVRA); ORS 247; and OAR 165, Division 5. The primary function of the program is to produce several reports on the number of registered voters in Oregon. County clerks provide monthly reports to the program on the number of registered voters in their counties. The Voter Registration program compiles this information into a breakdown of Oregon voters by party, county, senate and house districts. In odd-numbered years, the program also prepares a report to the Federal Election Commission in accordance with NVRA (11 CFR 8). This report identifies the number of new valid voter registrations, the total number of voter registrations received statewide, whether valid or invalid, since the last federal general election, number and type of agencies registering voters, and other voter information.

The Voter Registration program enforces ORS 247.176, which states that a person may not request more than 5,000 voter registration cards in two years. The program publishes a newsletter, which is distributed to Oregon voter registration agencies, such as post offices and state DMV offices. The program also updates and publishes Oregon Voter Registration Form.

Program Records

- 197 Monthly Voter Registration County Source Records**
Retain 2 years, destroy
- 196 Monthly Voter Registration Report Records**
Retain 10 years, destroy
- 203 NVRA Agency Reporting Forms**
Retain 2 years, destroy
- 198 NVRA Connection Newsletter**
Retain 5 years, destroy
- 204 NVRA Election Administration & Voting Survey**
Retain 10 years, destroy
- 200 NVRA Sweeps Week Voter Registration County Source Records**
Retain 2 years, destroy
- 199 NVRA Sweeps Week Voter Registration Records / Federal Election Commission Report**
Retain 10 years, destroy
- 206 Voter Registration Card Printing Requests**
Retain 2 years, destroy
- 201 Voter Registration Card Request Forms**
Retain 2 years, destroy

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Publication Preparation Records

Databases

NVRA

OCVR

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Human Resources
Program: Administration

Program Description

Human Resources Administration provides oversight of the services of the Human Resources Division. Services consist of advice and assistance in the interpretation and application of the Secretary of State's personnel policies and procedures, and state and federal personnel laws and regulations. The division maintains the agency personnel records system, and monitors the agency's human resource management activities. Human Resources Administration is responsible for personnel policy development, implementation, and compliance, and handling employee discipline and grievances. Administration is also responsible for performance management, compensation, classification, and affirmative action planning and reporting. Human Resources Administration also maintains the records of the Blue Sky Advisory Committee, which was created to brainstorm and compile work environment improvements and policy changes that would assist the Secretary of State agency become a destination agency.

Program Records

- 210 Blue Sky Advisory Committee Records**
Retain 10 years, destroy
- 211 Personnel Folder Requests**
Retain 2 years, destroy
- 212 Secretary of State Employee Rosters**
Retain 1 month after superseded or obsolete, destroy
- 213 Survey Records**
Retain 10 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Information and Records Management Records
Forms Development Records
Public Records Disclosure Request Records
Payroll Records
Family Medical Leave Records
Personnel Records
Affirmative Action Records
Employee Personnel Records
Equal Employment Opportunity Complaint Records
Human Resource Services Division Statistical Reports

Databases

AFFIRMATIVE ACTION

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Human Resources

Program: Recruiting

Program Description

The Human Resources Recruiting program is responsible for actively recruiting for agency vacancies and assisting the agency divisions through the recruitment and selection process. The Recruiting program is also responsible for conducting new employee orientations.

Program Records

214 New Employee Orientation Records

Retain 1 month after superseded or obsolete

[Transfer individual employee records to Employee Personnel Records after orientation.]

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Mailing Lists

Personnel Records

Criminal Background Checks

Employment Eligibility Verification Forms (I-9)

Employee Personnel Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State

Division: Human Resources

Program: Training

Program Description

The Human Resources Training program is responsible for planning, coordinating and facilitating mandatory agency and divisional training, and arranging requested individual employee training. The Training program also conducts mandatory training on Secretary of State personnel policies and procedures for agency managers and supervisors.

Program Records

215 Focus Group Records

Retain 2 years, destroy

216 Speaker Files

Retain 2 years, destroy

217 Web Content Development Records

Retain 1 year, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records

Conference, Seminar, and Training Program Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Information Systems
Program: Administration

Program Description

The director of the Information Systems Division (ISD) oversees and directs its activities. Broadly stated, these activities include providing the Secretary of State agency with centralized hardware, software, telephony, application development, network services, trouble-shooting services, and maintenance. The ISD director is responsible for information technology (IT) strategic planning for the Office of Secretary of State, and works on electronic government planning strategies and initiatives for the agency. The ISD director also works with the Secretary of State Business Services Division and all agency division directors to prepare and track each division's IT budget. The ISD director and management team review and approve all contracts for agency information system projects, and hardware and software acquisitions. The ISD director and management team collaborate with the Department of Administrative Services and other state agencies on technology planning and initiatives. The ISD director also represents the agency's technology interests on various advisory groups and panels, including the Chief Information Officer Council (CIOOC), Oregon Association of Government Information Technology Managers (OAGITM), and Oregon Geographic Information Council (OGIC).

Program Records

- 226 Information Systems Director's Project Records**
Retain 3 years after project completion, destroy
- 220 Information Systems Policy Committee Records**
Retain 2 years, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy Development and Planning Records
Information Management Records
Information Systems Planning and Development Records

Databases

ARCHIVED INFORMATION
ORACLE
PURCHASE ORDER

Oregon State Archives
Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Information Systems
Program: Systems Development

Program Description

The Systems Development program collaborates with Secretary of State divisions to improve business processes through information systems development and implementation. The program develops division technology plans and aids in identifying division business processes for potential improvement. Once areas for improvement are identified, the Systems Development program works with each agency division to plan, design, and build the system following current agency project management and systems development methodologies. The program also assists divisions in managing their organizational transition to the new workflow systems, procedures, and processes resulting from the business process improvements and new information systems.

Program Records

221 Completed Systems Project Records

Retain 1 year after life of current system, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals
Information Management Records
Computer System Program Documentation
Information System Planning and Development Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: October 2015

Expires: October 2020

Organizational Placement

Schedule Number: 2014-0008

Agency: Secretary of State
Division: Information Systems
Program: Technical Services

Program Description

The Technical Services program is responsible for the information technology infrastructure for all Secretary of State divisions. Depending on the level of the involvement of the Information Systems Division (ISD), Technical Services generally provides the following support to the agency's divisions: connectivity to the statewide wide area network (WAN) maintained by the Department of Administrative Services; connectivity to the Secretary of State local area network (LAN); e-mail services; backup and recovery for network and database servers and wiring; software procurement, maintenance, and license renewal; and system security. The program operates the agency helpdesk, which provides onsite technical support to agency employees. The program also provides network access and security; draft technology policies and procedures; and analysis and recommendations to divisions undertaking information system projects.

The Technical Services program is responsible for the maintenance of the telephone systems for Secretary of State divisions located in the Public Service Building and the State Capitol..

The program is responsible for agency database administration and security. It is also responsible for configuration management, ensuring that ISD developers and staff build and maintain the agency information systems in accordance with professionally accepted standards and processes.

Program Records

- 225 Infrastructure Research Project Records (Approved)**
Retain 3 Years after date declared as final, destroy
- 224 Infrastructure Research Project Records (Denied)**
Retain 3 years after date closed, destroy
- 222 Website and Helpdesk Technical Services Annual Statistical Reports**
Retain 2 years, destroy
- 223 Website and Helpdesk Technical Services Monthly Statistical Reports**
Retain until annual report published, destroy

Secretary of State General Schedule Records

Records include but are not limited to:

Administrative Records
Policy and Procedure Guidelines and Manuals
Information Management Records
Computer System Program Documentation
Information System Planning and Development Records

Databases

HWSW
OPTIVITY
SOFTWARE
SOS PHONE #'S