Criminal Justice Commission

Records Retention Schedule 2016-0008
Effective Date: May 2019

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Organizational Placement

Agency: Criminal Justice Commission
Program: Criminal Justice Commission

Program Description
The Oregon Criminal Justice Commission (CJC) is responsible for improving the efficiency and effectiveness of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning. The nine member commission is charged with developing and maintaining a state criminal justice policy and comprehensive, long-range plan for a coordinated state criminal justice system that encompasses public safety, offender accountability, crime reduction and prevention and offender treatment and rehabilitation; serving as a clearinghouse for the collection, preparation, analysis and dissemination of information on the state’s criminal justice system; providing technical assistance to local public safety coordinating councils (LPSCCs); and administering grants for specialty courts and Justice Reinvestment.

The commission is also responsible for maintaining the state’s criminal sentencing guidelines established to create guidelines for Oregon sentencing proceedings. The sentencing guidelines are intended to remedy harm caused by criminal conduct through remedial steps to prevent or address expected future harm and ensure the security of people in person and property, and provide integrity to the system as a whole. Oregon’s sentencing guidelines define misdemeanor offenses, presumptive felony convictions, and presumptive post-prison or probation supervision violations. The commission reviews state legislation that creates new crimes or modifies existing crimes, recommending guidelines for use in sentencing proceedings; and it makes modifications to the crime seriousness scale of the sentencing guidelines to reflect legislative action.

The chair of the Criminal Justice Commission is authorized to create committees within the commission as thought necessary. The chair appoints committee members from all segments of the criminal justice system that are affected by the committee’s work.

Program Records
001 Governor’s Criminal Justice Commission Records, 2004 – [ongoing], 1 c.f.
  (a) Retain meeting exhibits and minutes, formation, membership, organizational records; memoranda and recommendations, and task force final reports permanently, transfer to State Archives after 5 years
  (b) Retain all other records 10 years, destroy
Oregon State Archives
Records Retention Schedule

Edition: May 2019

**Board and Commission General Records Retention Schedule Records**

*Includes but is not limited to:*

Board and Commission Records (OAR 166-350-0010)
Board and Commission Meeting Records
Board and Commission Formation and Organizational Records Reports and Studies

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Public Records Disclosure Request Records
Publication Preparation Records

**Databases**

None
Organizational Placement
Agency: Criminal Justice Commission
Program: Administration

Program Description
The Administration program coordinates the work of the Criminal Justice Commission (CJC) and its staff and programs. It supports the development and maintenance of CJC policies and procedures, and ensures the appropriate use of public funds. The program provides operational support of the organization’s administrative, financial, payroll, personnel, and commission records.

Administration is led by the CJC’s executive director, who is appointed by the Governor. Administration maintains the official copy of the records of the commission, and the Asset Forfeiture Oversight Advisory Committee (see separate program descriptions).

Program Records
002 Newsletter (CJC Newsletter)
Retain 5 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Public Records Disclosure Request Records
Publication Preparation Records
Facilities/Property Records (OAR 166-300-0020)
Equipment Maintenance Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Information and Records Management Records (OAR 166-300-0030)
Computer System Program Documentation
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Personnel Records (OAR 166-300-0040)
Recruitment and Selection Records
Risk Management Records (OAR 166-300-0045)
Incident Reports
Oregon State Archives
Records Retention Schedule

Edition: May 2019

Board and Commission General Records Retention Schedule Records
Includes but is not limited to:
Board and Commission Records (OAR 166-350-0010)
Board and Commission Members Personnel Records

Databases
None
Organizational Placement
Agency: Criminal Justice Commission
Program: Asset Forfeiture

Program Description
The Asset Forfeiture program lawfully takes property, contraband, and conveyances used to commit or facilitate illegal conduct.

The Criminal Justice Commission (CJC) provides staff support to the Asset Forfeiture Oversight Advisory Committee (AFOAC), a ten member group appointed by the Governor, Attorney General, President of the Senate, and the Speaker of the House of Representatives. AFOAC is responsible for collecting information on all state law forfeitures; receiving reports on the use of forfeiture proceeds by public bodies; compiling detailed annual forfeiture reports; conducting studies to improve the oversight of forfeiture; and making recommendations to increase the effectiveness, fairness and efficiency of Oregon forfeiture actions. The CJC Administration program (see above) maintains the official copy of AFOAC’s records.

Program Records
003  Asset Forfeiture Oversight Advisory Committee Records, 1989 – [ongoing], 1 c.f
   (a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years
   (b) Retain all other records 20 years, destroy

004  Forfeiture Counsel Reporting Records
     Retain 20 years after date received, destroy

005  Public Body Forfeiture Use Records
     Retain 20 years after date received, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Conference, Seminar, and Training Program Records
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Information and Records Management Records (OAR 166-300-0030)
Computer System Program Documentation
Forms Development Records
Oregon State Archives
Records Retention Schedule

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Databases
AFOAC
AF103
AF203
AF302
ASSET FORF FORM1
ASSET FORF FORM2
ASSET FORF FORM3
OOGS
Organizational Placement
Agency: Criminal Justice Commission
Program: Grants Management and State Administering Agency (SAA)

Program Description
The Criminal Justice Commission (CJC) allocates state and federal resources statewide for comprehensive criminal justice planning and policy development. This responsibility includes public safety issue identification, system collaboration, policy development, and system planning and implementation. As the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG), the CJC maintains responsibility for distribution, monitoring, and reporting of annual formula grants and when applicable, competitive grants.

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

Further, the CJC serves as the primary coordinating body for the acceptance, planning, and distribution of federal criminal justice funds leveraged to address the needs of the state criminal justice system. Oregon’s SAA is an active member of the National Association of Drug Court Professionals (NADCP) and the National Criminal Justice Association (NCJA).

Program Records
006 Justice Assistance Grant (JAG) Review Committee, 2013 – [ongoing]
  (a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years
  (b) Retain all other records 20 years, destroy
007 Justice Reinvestment Public Safety Task Force report to the Legislature 2015
  Retain 10 years, destroy
008 Public Safety Task Force (PSTF), 2013 – [ongoing]
  (a) Retain meeting exhibits and minutes; formation, membership and organizational records; memoranda and recommendations; and final reports and studies permanently, transfer to State Archives after 10 years
  (b) Retain all other records 20 years, destroy
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Annual Financial Reports
Grant Records

Board and Commission General Records Retention Schedule Records
Includes but is not limited to:
Board and Commission Records (OAR 166-350-0010)
Reports and Studies

Databases
None
Organizational Placement
Agency: Criminal Justice Commission
Program: Oregon Knowledge Bank (OKB)

Program Description
The Oregon Knowledge Bank (OKB) is a resource for and created by the public safety community in Oregon. The OKB focuses on Oregon: its innovative policing, corrections, and community supervision programs; research conducted on criminal justice initiatives here; and public safety agency profiles. The Oregon Criminal Justice Commission (CJC) is responsible for tasks related to sharing information and encouraging the use of best practices throughout the state’s criminal justice system. To do this, the CJC collaborated with stakeholders to establish the OKB which launched in 2015.

The OKB is guided by two complementary goals: The first is to become the go-to resource for criminal justice practitioners in Oregon for best and promising practices. The second goal is to encourage public safety practitioners statewide to use evidence-based practices and problem-solving methods.

Program Records
None

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Annual Financial Reports
Grant Records

Board and Commission General Records Retention Schedule Records
Includes but is limited to:
Board and Commission Records (OAR 166-350-0010)
Reports and Studies

Databases
None
Organizational Placement

Agency: Criminal Justice Commission
Program: Local Public Safety Coordinating Council

Program Description
While LPSCCs across the state engage in a variety of activities to improve system-wide communication and collaboration, their primary purpose is to: coordinate local criminal justice policy and planning; make recommendations to the county board of commissioners regarding the use of state and county resources to supervise local offenders; and develop and approve their county’s Justice Reinvestment Grant program. County governments are required to send the commission an annual summary of the changes made in response to the recommendations of its LPSCC. In turn, the Criminal Justice Commission (CJC) is responsible to support and make recommendations for effective utilization of LPSCCs within the coordinated state criminal justice system.

Program Records
009 Local Public Safety Coordinating Council Annual County Reports
   Retain 1 year after submission, destroy
010 Local Public Safety Coordinating Council Annual Report to Legislative Assembly
   Retain 10 years, destroy

State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar and Scheduling Records
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Information and Records Management Records (OAR 166-300-0030)
Forms Development Records

Board and Commission General Records Retention Schedule Records
Includes but is not limited to:
Board and Commission Records (OAR 166-350-0010)
Reports and Studies

Databases
None
Organizational Placement
Agency: Criminal Justice Commission
Program: Statistical Analysis Center (SAC)

Program Description
The Statistical Analysis Center (SAC) provides the Governor, Legislative Assembly, criminal justice agencies, and the public with current and historical statistics, objective research, and data analysis regarding Oregon’s criminal justice system. It directly supports the development of legislative fiscal impact statements regarding proposed legislation that may increase or decrease state costs for prison beds and offender supervision. SAC publishes criminal justice information, statistics and research for use by state and federal criminal justice planners, state agencies, universities, and the general public. It serves as a clearinghouse for the collection, preparation, analysis and dissemination of information on statewide sentencing practices.

With oversight by the Criminal Justice Commission (CJC), SAC operates as the state’s criminal justice collection, analysis and dissemination point under the nationwide SAC program operated by the U.S. Department of Justice, Bureau of Justice Statistics. State SACs receive federal funding to carry out data collection and analysis on topics of interest to criminal justice policy and decision makers. Oregon’s SAC is an active member of the Justice Research and Statistics Association (JRSA), a national nonprofit organization of state SAC directors, and other researchers and practitioners, dedicated to policy-orientated research and analysis.

The CJC’s SAC uses and applies dynamic data and information from various government agencies, including the Department of State Police, Oregon Department of Corrections, Oregon Judicial Department, Oregon Youth Authority, and the Federal Bureau of Investigation.

Program Records
011 Ad Hoc Criminal Justice Reports
   Retain 10 years, destroy
012 Annual Crime Rate Index (by State) Report
   Retain 5 years, destroy
013 Annual Oregon / United States Crime Graphs
   Retain 20 years, destroy
014 County Factsheets
   Retain 20 years, destroy
015 Interactive Statewide Criminal Justice Maps
   Retain 20 years, destroy
016 Issue Briefs / Briefing Papers
   Retain 10 years, destroy
017 Monthly Drug Arrest Reports
   Retain 10 years, destroy
018 M57 Drug Court Report
   Retain 10 years, destroy
019 Specialty Court Case Management Data
   Retain 10 years, destroy
State Agency General Records Retention Schedule Records
Includes but is not limited to:
Administrative Records (OAR 166-300-0015)
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Board and Commission General Records Retention Schedule Records
Includes but is not limited to:
Board and Commission Records (OAR 166-350-0010)
Reports and Studies

Databases
None