

Oregon Department of Forestry
Records Retention Schedule 2015-0014
Effective August 2015
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OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Executive/Administration

Program: Oregon Board of Forestry

Program Description

The Oregon Department of Forestry is responsible for serving the people of Oregon by protecting, managing and promoting stewardship of Oregon's forests thereby enhancing the environmental and economic livability of Oregon for its residents. Approximately half of Oregon, 30 million acres, is comprised of forestlands. Of these 3% are state owned forests, 35% are privately held forestlands and 59% are federal forests.

The Oregon Board of Forestry makes policy and provides vision for the management and protection of Oregon's 11 million acres of state and private owned forestland per ORS 526.009. The Board sets policy, authorizes Oregon's forestry program to ensure adequate supplies of forest products and forestland health for use and enjoyment by Oregonians and visitors. The Board is comprised of seven members appointed by the Governor requiring senate confirmation.

Support staff provides administrative support to the State Forester, Associate State Forester, and Deputy Chiefs. Staff maintains correspondence files, meeting minutes, and various other administrative records.

Support staff is responsible for providing administrative support for the Board of Forestry. Staff maintains meeting minutes, agendas and attachments, meeting audio tapes, and policy and procedure decisions concerning the Oregon Department of Forestry.

Program Records

001 Board of Forestry Conservation Meeting Minutes, 1911 – [ongoing] .5 c.f.

Retain permanently, transfer to State Archives after 20 years

002 Board of Forestry Field Tour Records

Retain 10 years, destroy

003 Board of Forestry Hearing Records

(a) Retain transcripts and exhibits 20 years, destroy

(b) Retain sound recordings 5 years, destroy

004 Board of Forestry Meeting Records, 1911 – [ongoing] 1 c.f.

(a) Retain minutes permanently, transfer to State Archives after 20 years

(b) Retain transcription 1 year after minutes produced, destroy

(c) Retain audio tapes 1 year, destroy or recycle

005 Board of Forestry Policy Statements, 1911 – [ongoing] .45 c.f.

Retain permanently, transfer to State Archives after 20 years

006 Board of Forestry Resolutions, 1911 – [ongoing] .30 c.f.

Retain permanently, transfer to State Archives after 20 years

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007 District and Protection Association Correspondence

Retain 10 years, destroy

008 Executive Correspondence, 1911 – [ongoing] 1 c.f.

(a) Retain significant and policy-setting permanently, transfer to State Archives after 20 years

(b) Retain all other correspondence 5 years after departure of State Forester, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Boards and Commission Records (OAR 166-350)

Board and Commission Member Records

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

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Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Executive/Administration

Program: Agency Affairs

Program Description

The Agency Affairs Program is responsible for public relations activities and legislative tracking activities of the Oregon Department of Forestry. Responsibilities include communications, media contacts, compilation and publication of agency-wide publications and reports, creation and delivery of informational presentations, public affairs support for the Board of Forestry and coordination of agency legislative activities. The program, in conjunction with the Tillamook Forest Center and Forest History Center, maintains records pertaining to the history of the Oregon department of Forestry.

Program Records

009 Forest for Oregon Records

(a) Retain final publication 10 years, destroy

(b) Retain drafts, work notes, etc 1 year after publication accepted, destroy

010 Forest Log Records

(a) Retain final publication 10 years, destroy

(b) Retain drafts, work notes, etc 1 year after publication accepted, destroy

011 Oregon Forests Report Records

(a) Retain final publication 10 years, destroy

(b) Retain drafts, work notes, etc 1 year after publication accepted, destroy

012 Photographs, 1911 – [ongoing] 1 c.f.

(a) Retain photographs of historic events and persons permanently, transfer to State Archives after administrative need ends

(b) Retain all other photographs until administrative need ends, destroy

013 Tillamook Burn Records 1933 – [ongoing] 30 c.f.

Retain permanently, transfer to State Archives after administrative need ends

014 Work Plans

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records - OAR (166-300-0015)

Correspondence

Legislative Tracking Records

Press Releases

Publication Preparation Records

Public Records Requests

Databases

FIRES

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Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Executive/Administration
Program: Human Resources/Safety/Training

Program Description

The Human Resources/Safety/Training Program is responsible for maintaining records concerning employee hiring, termination (of employment), disciplinary actions, and any other actions taken by or on behalf of Department of Forestry employees. Personnel actions may originate at the district, area, or unit level; however, all documentation is filed with the Human Resources Section. The Human Resources Program maintains official/record copy employee files on all permanent and seasonal employees. In addition, Human Resources provides HR support to the Oregon Forest Resources Institute (OFRI).

Program Records

- 015 Minor Employment Records**
Retain 10 years, destroy
- 016 Seasonal Employee Personnel Records**
Retain 30 years, destroy
- 017 Temporary (AD) Employee Appointment Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records – (OAR 166-300-0015)

Correspondence

Personnel Records – (OAR 166-300-0040)

Employee Personal Records
Employee Medical Records
Position Description and Reclassification Records
Recruitment and Selection Records

Databases

PPDB
TRAINING and SAFETY
SFMA

OREGON STATE ARCHIVES
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Agency: Oregon Department of Forestry

Division: Executive/Administration

Program: Quality Assurance

Program Description

The Quality Assurance program serves as the internal auditing function for the Department and provides independent assurance and consulting services intended to improve or assure the performance of Department operations. Internal audit functions in Oregon State Government are guided by OAR 125-700. The quality Assurance Director reports functionally to the ODF Audit Committee and administratively to the State Forester.

Program Records

018 Internal Audit Engagement Records

Retain 5 years after Quality Assurance Review performed, destroy

019 Quality Assurance Program Charter/Directive Records

(a) Retain final charter 5 years after superseded or obsolete, destroy

(b) Retain drafts, work notes, etc 1 year after charter/directive accepted, destroy

020 Training and CPE Certification Records

Retain 5 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals (Internal Audit Standards)

Financial Records (OAR 166-300-0025)

Internal Audit Reports

Databases

None

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Agency: Oregon Department of Forestry

Division: Area, District, Unit

Section: Administration

Program Description

Areas, districts, and units act as centers of operation and information on behalf of the Oregon Department of Forestry. ODF is organized into three areas of operations each containing multiple districts and units. Areas and districts are staffed on a full time, permanent basis. Some units are staffed on a seasonal basis. Areas, districts and units house the field operations of programs headquartered in Salem and are dedicated to the management and protection of state forest lands and private forests. Responsibilities include managing state forest lands and ensuring safe and productive forest lands throughout the state. Staff also oversees forest operations, harvesting, reforestation and compliance with the Forest Practices Act. Fire protection also constitutes a major portion of the duties and responsibilities of area, district, and unit offices. Monitoring, smoke management, and fire fighting are all essential components of the Protection from Fire program in areas, districts, and units.

Program Records

021 Annual District Reports

Retain 20 years, destroy

022 Citizen Complaint Records

Retain 3 years after resolution, destroy

023 Closed Area Entry Permits

Retain 5 years, destroy

024 Deeds

Retain as long as ODF owns property, destroy

Deeds are maintained at ODF's Salem Headquarters

025 Fire Maps

Retain until filed as part of fire incident reports

026 Forest Practices Maps

Retain 5 years, destroy

027 Law Enforcement Record

Retain 6 years, destroy

028 Log Load Receipts and Stubbooks

Retain 3 years after termination of sale, destroy

029 Maps (Operation and Protection)

Retain until superseded or obsolete, destroy

030 Operations Plats

Retain 5 years after operation completed, destroy

031 Property Survey Records

Retain until superseded or obsolete, destroy

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- 032 Recreational Event Permits**
Retain 3 years, destroy
- 033 Recreational Use Reports**
(a) Summary Reports: Retain 50 years, destroy
(b) All Other Records: Retain 5 years, destroy
- 034 Right of Way Survey Records**
Retain 5 years after right of way abandoned, destroy
- 035 Service Forestry Activity and Accomplishment Reports**
(a) Input Sheets: Retain 3 months, destroy
(b) SFAARS Reports: Retain until summaries received, destroy
(c) Summary Reports: Retain 10 years, destroy
- 036 Survey Records**
Retain permanently
- 037 Threatened and Endangered Species (T&E) Records, 1990 - [ongoing] 5 c.f.**
(a) Retain site records permanently, transfer to State Archives after 20 years
(b) Retain all other records 20 years, destroy
- 038 Tillamook Burn Historical Collection, 1933 – [ongoing] 10 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 039 Western Oregon Small Tract Optional Landowner Case Files**
Retain 20 years after landowner leaves program, 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

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Expenditure and Revenue Reports

Grant Records

Databases

FACTS

FIRES

SFAARS

OSPS

WOODCUTTING PERMITS

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Oregon Department of Forestry
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Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Area, District, Unit

Program: Protection from Fire

Program Description

The Protection from Fire Program is responsible for providing protection on private and public forest lands. The program focuses upon fire prevention, suppression, and fuels management to reduce/mitigate the incidents of forest fires in Oregon.

The Oregon Forestland-Urban Interface Fire Protection Act, often referred to as Senate Bill 360, enlists the aid of property owners toward the goal of turning fire-vulnerable urban and suburban properties into less-volatile zones where firefighters may more safely and effectively defend homes from wildfires. Forestland-urban interface areas are identified in each county by a classification committee. The process of identifying forestland-urban interface areas follows steps and definitions described in OAR 629-044-1005 to 0145. ODF supplies information about the act's fuel-reduction standards to forestland-urban interface property owners. ODF sends each of these property owners a certification form, which may be signed and returned to ODF after the fuel-reduction standards have been met. Certification relieves a property owner from the act's fire cost-recovery liability. The state of Oregon may seek to recover certain fire suppression costs from a property owner if a fire originates on the owner's property, the fuel reduction standards have not been met, and ODF incurs extraordinary suppression costs. The cost-recovery liability under the Oregon Forestland-Urban Interface Fire Protection Act is capped at \$100,000.

Certification cards become void whenever a property is sold, a structure is added, or a county's classification committee has convened and reclassified forestland-urban interface lands. Committee's convene every five years to review forestland-urban interface classifications.

Program Records

040 District Fire Prevention and Mobilization Plans

Retain 4 years, destroy

041 Environmental Resource Maps

Retain until superseded, destroy

042 Fire Protection Act Homeowner Certification Card Records

Retain 10 years, destroy

043 Flight Records

Retain 1 year, destroy

044 Incident Reports

(a) Retain standalone reports 10 years, destroy

(b) Retain reports in accordance fire report retention

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- 045 Lookout Records 1911 – [ongoing] 5 c.f.**
(a) Retain individual lookout records permanently, transfer to State Archives 20 years after lookout abandoned
(b) Retain program records 10 years after program sunsets, destroy
- 046 Radio Call Logs**
Retain 10 years, destroy
- 047 Record of Fire Conditions**
Retain 10 years, destroy
- 048 Weather Charts**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

FACTS

FIRES

SFAARS

OREGON STATE ARCHIVES
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Agency: Oregon Department of Forestry

Division: Area, District Unit

Program: State Forests/Private Forests

Program Description

The State Forests/Private Forests Program is responsible for the care, management, and reforestation of state and private forest lands. Staff provides technical expertise and oversight of the sale and harvesting of forest products. In selected location, agency staff manages recreational facilities and infrastructure of state forest lands.

Program Records

049 Aerial Photographs

Retain 99 years, destroy

050 Aerial Seeding Program Records

Retain 50 years, destroy

051 Aerial Spraying Program Records

(a) Retain maps and summary reports 20 years, destroy

(b) Retain all other records 5 years, destroy

052 Forest Management Plans

Retain 5 years, destroy

053 Forest Operations Inspection Records

Retain 6 years, destroy

054 Forest Practices Act Citations

Retain 6 years, destroy

055 Free Use Permits

Retain 1 year after expiration date, destroy

056 Miscellaneous Forest Product Sale Permits

Retain 3 years, destroy

057 Notifications of Operations

Retain 6 years after operation completed, destroy

058 Operator of the Year Program Records

Retain 5 years, destroy

059 Outstanding Tree Farmer of the Year Nominations

Retain 5 years, destroy

060 Pre-Commercial Thinning Program Records

(a) Retain accomplishment reports, maps, and summary reports 50 years, destroy

(b) Retain all other records 1 year, destroy

062 Recreation Program Records

(a) Retain recreation plan until superseded, destroy

(b) Retain all other program records 10 years after program sun sets, destroy

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- 062 Reforestation Check Reports**
Retain 10 years, destroy
- 063 Scaling Certificates**
Retain 3 years after timber sale contract completed, destroy
- 064 Slash Burn Permits**
Retain 3 years, destroy
- 065 Surplus Tree Sale Records**
Retain 4 years, destroy
- 066 Timber Sale Reforestation Reports**
Retain 50 years, destroy
- 067 Tree Planting Plans**
Retain 1 year, destroy
- 068 Woodcutting Permit**
Retain permit receipts and audit records 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

FACTS

FIRES

SFAARS

OSPS

WOODCUTTING PERMITS

OREGON STATE ARCHIVES
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Agency: Oregon Department of Forestry

Division: D.L. Phipps Forest Nursery

Program Description

The Dwight L. Phipps Nursery, was closed in July 2008, and was Oregon's only state owned forestry nursery, producing seedlings for state and other public and private forests. The nursery produced between six and twelve million seedlings annually. The nursery was self-supporting and maintaining its own operations at the Elkton facility. The nursery contracted the delivery of seedlings to its customers.

The Department of Forestry had grown and sold seedlings for Oregon's forest lands from 1927 to 2008. In 1957, the nursery was established in Elkton using funds from the federal Soil Bank Act and in 1965 was named the Dwight L. Phipps Nursery. The 261 acre facility will be sold as surplus property.

Program Records

069 Accident Trend Control and Statistical Reports

Retain 10 years, destroy

070 Annual Nursery Reports

Retain 75 years, destroy

071 Nursery Program Records, 1957 – 2008 4.00 c.f.

Retain permanently, transfer to State Archives 10 years after program sunsets

072 Research Studies

(a) Retain final report 20 years after accepted, destroy

(b) Retain drafts, work notes, etc 1 year after final report accepted, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records

Contracts and Agreements

Correspondence

Facilities and Building Records (OAR 166-300-0020)

Asset Inventory Reports

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Payroll Records (OAR 166-300-0035)

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

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Risk Management Records (OAR 166-300-0045)

Safety Program Records

Databases

TREE

FINANCIAL

ITS

WEATHER

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Agency: Oregon Department of Forestry

Division: J.E. Schroeder Seed Orchard

Program Description

Established in 1960, the J.E. Schroeder Seed Orchard is responsible for the selective breeding of tree seed with desirable characteristics. Seeds are used to start seedlings for reforestation programs by government and private forest interests. The Orchard has multiple "orchards" where species specific propagation and harvesting takes place.

Program Records

073 Individual Orchard Records

Retain 10 years after life of the orchard, destroy

074 Seed Orchard Program Records, 1960 – [ongoing] 2 c.f.

Retain permanently, transfer to State Archives 10 years after program sunsets

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Building Records

Pesticide Application Records

Financial Records (OAR 166-300-0025)

Invoices (Billing Records)

Databases

Excel databases are created for each orchard to document the genetics, status and position of the orchard.

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Agency: Oregon Department of Forestry

Division: South Fork Camp

Program Description

South Fork Camp is an inmate work camp run cooperatively by the Department of Forestry and the Department of Corrections. The camp was established in response to the Tillamook Burn Rehabilitation Program and under ORS 421.450, which allows for the establishing of forest work camps. The Department of Forestry is able to utilize inmate labor in a productive and mutually beneficial manner, with inmates gaining technical skills and work experience while completing their sentences. The facility can house and manage a maximum of two-hundred inmates. On average seven-hundred inmates process through the center every year. Projects including on- and off-site construction, fish hatchery maintenance, fire fighting, tree planting and brush clearing. Projects are organized and directed by camp staff. South Fork fields crews providing services to eleven counties. Crews are under the direction of Forest Inmate Crew Coordinators. The Department of Corrections furnishes security and operates the camp as a minimum security facility maintaining records and documentation on individual inmates. Department of Forestry controls and manages crews during the four ten hour work days.

Program Records

075 Accomplishment Reports

Retain 10 years, destroy

076 Annual Reports

Retain 10 years, destroy

077 Crew Roster Reports

(a) Retain monthly crew reports 6 years, destroy

(b) Retain daily crew rosters 2 years, destroy

078 Reforestation Records

Retain 30 years, destroy

079 Tree Inventories

Retain 1 year, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Training Program and Seminar Records

Contracts and Agreements

Correspondence

Facilities and Property Records (OAR 166-300-0020)

Building Records

Equipment Maintenance Records

Pesticide Application Records

Vehicle Records

Payroll Records (OAR 166-300-0035)

Employee (Inmate) Payroll Records

Employee (Inmate) Time Records

Risk Management Records (OAR 166-300-0045)

Hazard Exposure Records

Databases

ACCOMPLISHMENT REPORTS

MONTHLY CREW ROSTER REPORTS

TREE INVENTORIES

OREGON STATE ARCHIVES
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Agency Oregon Department of Forestry
Division: Tillamook Forest Center (TFC)

Program Description

The Tillamook Forest Center (TFC) is a public facility designed to educate the general public thorough interpretive exhibits and programs on Oregon forest practices, the history of the Tillamook State Forest and the Tillamook Burn. The Center opened April 1, 2006. A mix of public and private monies fund the TFC. Private funding sources includes the Tillamook Forest Heritage Trust, a non-profit corporation. Volunteers provide assistance in the operation of the gift shop, grounds work, educational and interpretation programs.

Program Records

080 Annual Educational Reports

Retain 5 years, destroy

081 Educational Program Records

Retain 5 years after program ends or is superseded, destroy

082 Interpretive Program Outlines/Records

Retain 20 years, destroy

083 Oral Histories, 2002 – [ongoing] 1.5 c.f.

(a) Retain transcripts and photographs permanently, transfer to State Archives after administrative use ends

(b) Retain audio tapes 5 years after administrative need ends, destroy or recycle

084 *The Lookout* Newsletter

Retain 2 years, destroy

085 Tillamook Interpretive Center Development Records, 1998 – [ongoing] 5.00 c.f.

(a) Retain site and structure design and development records permanently, transfer to State Archives after administrative use ends

(b) Retain photographs including Tillamook Burn photos permanently, transfer to State Archives after administrative use ends

(c) Retain Tillamook Burn/Reforestation Records permanently, transfer to State Archives after administrative need ends

(d) Retain maps until superseded or obsolete destroy

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Oregon Department of Forestry
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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records (TFC Guidance Document)
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals (Gift Shop, Volunteers)
Policy Development and Planning Records
Press Releases
Publication Preparation Records
Security Records
Visitor Logs

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports
Building Records (Site Records)

Financial Records (OAR 166-300-0025)

Account Reconciliation Records
Cash Receipt Records
Deposit Slips

Personnel Records (OAR 166-300-0040)

Criminal Background Check Records
Volunteer Program Records

Databases

ADDRESS
ORPIN
SCHEDULING

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Agency: Oregon Department of Forestry

Division: Administrative Services

Program: Facilities

Program Description

The Facilities Program is responsible for maintaining and building the physical facilities owned by or necessary to the Department of Forestry. Responsibilities often include repair and maintenance duties as well as the planning and construction of new facilities on Department of Forestry property. The Program is responsible for acquisitions and management of various properties and equipment owned by the Department of Forestry. As the administrative authority, the Program works with Risk Management regarding any legal activity concerning ODF properties.

Program Records

086 Administrative Site Inventory Records

Retain 6 years after site abandoned, destroy

087 Agency Provided Housing Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Key Assignment Records

Security Records

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Building Records

Equipment/Property Disposition Records

Facility Work Orders

Pesticide Application Records

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Purchasing Records

Databases

None

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Agency: Oregon Department of Forestry

Division: Administrative Services

Program: Finance

Program Description

The Finance Program is responsible for overseeing and maintaining all fiscal matters for the Department of Forestry. The Finance Program is responsible for providing fiscal accounting and reporting according to sound business practices and agency policy.

Program Records

088 Administrative Site/Lands Inventory Reports

Retain until site abandoned or structure no longer exists, destroy

089 Annual Financial Statement Preparation Records

Retain 6 years, destroy

090 Automated Finance System Documentation

Retain until system deleted, destroy

091 Blanket Assignments

Retain 6 years after superseded or cancelled, destroy

092 Census Revenue Reports

Retain current decade, destroy

093 Collection Records

Retain 6 years, destroy

094 Cost Code Listing

Retain 10 years, destroy

095 Depreciation Schedules

Retain 6 years after superseded, destroy

096 Emergency Fire Cost Committee Financial Records

Retain 10 years, destroy

097 Expenditure Coding Corrections

(a) Retain capital outlay corrections (Internal Service Funds Only) 10 years after contributed capital repaid, destroy

(b) Retain capital improvement and capital construction (All Funds) 6 years after sale of property, destroy

(c) Retain all other corrections 6 years, destroy

098 Finance Reports

Retain 6 years, destroy

099 Fire Expenditure Actual Cost Computation Statements

Retain 50 years, destroy

100 Finance System Records

Retain 1 year after superseded or obsolete, destroy

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101 Slash Account Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Building Records

Financial Records (OAR 166-300-0025)

Account Transfer Records

Account Reconciliation Records

Asset Inventory Reports

Budget Allotment Records

Budget Preparation Records

Deposit Slip (Records)

Invoice Registers

Purchasing Records

Receipts

Database

SFMS

OREGON STATE ARCHIVES
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Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Administrative Services Division
Program: Payroll

Program Description

The Payroll Program within the Department of Forestry is responsible for providing payroll services, expertise and support to agency staff. Salem is the repository for the record copy of all payroll records. Area, district, and unit staff independently enter payroll information into the payroll system. In addition to handling payroll for permanent ODF staff, the Program handles payroll functions for seasonal and temporary hires.

Program Records

102 Moving Expenses Records
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Databases

OREGON STATE PAYROLL SYSTEM (OSPS)

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Agency: Oregon Department of Forestry

Division: Administrative Services

Program: Risk Management

Program Description

Risk Management is responsible for addressing and answering all claims and incidents arising from the actions of Department of Forestry personal including but not limited to automobile and equipment accidents as well as any and all damage to property and/or persons. The unit forwards all pertinent risk management claims to the Department of Administrative Services.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Risk Management Records (OAR 166-300-0045)

Incident Reports

Databases

INTERNAL ACCESS APPLICATION

OREGON STATE ARCHIVES
Oregon Department of Forestry
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Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Administrative Services

Program: Information Technology (IT)

Program Description

The Information Technology Program supports the mission of ODF by providing information services and support to assure business continuity, accountability, leadership and program improvement. IT supports department information technology resources.

IT is responsible for the development, implementation and maintenance of internal information services used by department staff. IT provides support to internal and external customers, is responsible for application development and maintenance, supports the agency's network and servers, and provides desktop support and video teleconference scheduling and training. In addition, IT staff provides application development, maintenance and support to external customers including addressing technical issues relating to information technology and services.

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

Correspondence

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Information System Planning and Development Records

User Support Records

Databases

Information Technology staff access all ODF databases

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Administrative Services
Program: Information Technology
Unit: Geographic Information Services (GIS)

Program Description

The Geographic Information Services (GIS) Unit is responsible for mapping fires, roads, district boundaries, and land ownership boundaries for the Department of Forestry using Geo-Spatial data. The GIS Unit is frequently asked to produce cartographic products used for Department of Forestry presentations and publications. Unit members also provide GIS support to ODF's incident management teams. The GIS Unit produces a variety of GIS and cartographic products on-site during large fire incidents.

Program Records

- 103 Aerial Photographs and Photo Indexes**
Retain 99 years, destroy
- 104 Cartographic Products**
Retain until superseded or obsolete, destroy
- 106 Protection District Maps**
Retain 25 years after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Financial Records (OAR 166-300-0025)

Invoices (Billing)

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Administrative Services
Program: Information Technology
Section: Administrative Resources
Unit: Log Brands

Program Description

The Log Brands Unit is responsible for administering the statewide Log Brands Program for the purpose of identification of forest products per ORS 532.020. Log Brands maintains current lists of log brand owners and their brands which identify ownership of forest products on privately held forest lands. The Log Brands Unit is responsible for processing applications for and assigning log brands to landowners and monitoring their subsequent use on Oregon forest lands.

Program Records

107 Forest Products Brand Register /Log Brand Directory Records

Retain 6 years after superseded, destroy

108 Log Brand Records

- (a) Retain approved/accepted log brand application records 6 years after brand abandoned, destroy
- (b) Retain rejected log brand application records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

LOG BRANDS

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Administrative Services
Program: Information Technology
Section: Administrative Resources
Unit: Records Management

Program Description

The Records Unit is responsible for administering the agency-wide records management program. The Records Officer and IT Business Manager, act as the on-site authority on all issues concerning records storage, files management, disposition, and scheduling. The Records Unit works in conjunction with the State Archives Records Management Unit to ensure compliance with Oregon Public Records Law and the records retention schedule. The Records Unit also maintains records documenting policy changes and directives from the main administrative branch of the Department of Forestry. These administrative responsibilities lie mainly in keeping records of the Administrative Core Group.

Program Records

109 Directives/Policy

Retain 5 years after superseded or revoked, destroy

110 Policy Procedures & Guidance Documents

Retain until superseded or revoked, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

ARCHIVING

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Program: Protection from Fire

Program Description

The Protection from Fire Program is responsible for providing protection to 15.8 million acres of private and public forest land from fire. The program focuses upon fire prevention, suppression and fuels management to reduce/mitigate the incidents of forest fires in Oregon.

Program Records

111 Annual Forest Fire Summary Reports, 2001 –[ongoing] 1.00 c.f.

Retain permanently, transfer to State Archives after 10 years

112 Fire Reports, 1911 – [ongoing] 5.c.f.

(a) Retain fire reports for historically significant fires permanently, transfer to State Archives after 20 years

(b) Retain fire reports involving fatalities 20 years, destroy

(c) Retain all other fire reports 10 years, destroy

(d) Retain fire reports on cost collectible fires 3 years after claim filed

(e) Retain fire reports on FMAG declared fires 3 years after claim filed

113 Pacific Northwest Coordinating Group Records

Retain 10 years, destroy

114 Annual Public Budget Meeting Records

Retain 10 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

Correspondence

Databases

FIRES

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Unit: Air Operations

Program Description

The Air Operations Unit is responsible for all airborne activity used to identify fires, smoke management activity, and suppression activities. Air Operations manages Department of Forestry pilots and aircraft; as well as employing private pilots for fire patrols and suppression operations. The Air Operations Program is responsible for ensuring all pilots, aircraft, and equipment are qualified and meet the standards of safety and quality operation set by the Department of Forestry, Federal Aviation Administration, and any other regulatory commission.

Program Records

115 Air Operations Studies

Retain 25 years, destroy

116 Air Operations Summary Report

Retain 10 years, destroy

117 Aircraft Accident Records

Retain 10 years, destroy

118 Daily Flight Records

Retain 10 years, destroy

119 Flight Requests

Retain 4 years, destroy

120 Insurance Reports

Retain 4 years, destroy

121 Aviation Planning Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Vehicle Records (Agency Owned Aircraft)

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Databases

Aviation Billing Database

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placemen

tSchedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Program: Equipment Pool

Unit: Communications

Program Description

The Communications Unit is responsible for maintaining and administrating all communications activity and equipment for the Department of Forestry. Maintaining authority for FCC frequencies, equipment allocation, equipment maintenance, and licensing are responsibilities of the Communications Unit.

Program Records

122 Property Number Register

Retain until superseded or obsolete, destroy

123 Radio Pool Cost Reports

Retain 6 years, destroy

124 Radio Rental and Maintenance Invoices

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Work Orders

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Records

Building Records (Communication Site Records)

Equipment Maintenance Records

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Purchasing Records

Information and Records Management Records (OAR 166-300-0030)

Radio System Records

Databases

CommAnywhere

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Forest Protection
Program: Equipment Pool
Unit: Motor Pool

Program Description

The Motor Pool Unit is responsible for the administration, maintenance, and allocation of vehicles and equipment for use by Department of Forestry personnel at all agency area, district and unit offices. The unit monitors the use and maintenance of all vehicles, fuel, and equipment for the Department of Forestry. In addition, the Motor Pool oversees the purchase and repair of vehicles and equipment as well as monitoring vehicles used during Department of Forestry activities.

Program Records

- 125 Depreciation Reports**
Retain until vehicle surplus~~ed~~ g, destroy
- 126 Equipment Rental Billings Register**
Retain 6 years, destroy
- 127 Mileage Reports**
Retain through 2 biennia, destroy
- 128 Monthly Petroleum Products Records**
Retain 6 years, destroy
- 129 Equipment Development Committee Records**
Retain 20 years, destroy
- 130 Oversize/Overweight Permits**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements
Correspondence

Databases

FVOL
FML
FleetAnywhere

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Forest Protection
Program: Protection from Fire
Unit: Emergency Fire Cost Committee

Program Description

The Emergency Fire Cost Committee is responsible for allocating special funds to aid in fire fighting and protection activities in times of fire emergency. Committee members are appointed by the Board of Forestry. The committee is active year-round, and meets at a minimum of four times a year in January, March, June, and September.

Program Records

131 Emergency Fire Cost Committee Records

- (a) Retain meeting minutes 10 years, destroy
- (b) Retain committee appointment records 4 years after membership expires, destroy
- (c) Retain handbooks 6 years after superseded, destroy

132 Oregon Forest Land Protection Fund Records

- (a) Retain balance certifications 50 years, destroy
- (b) Retain funds summaries until superseded, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Program: Protection from Fire

Section: Fire Business

Program Description

The Fire Business Section is responsible for maintaining the administrative duties of the Protection from Fire Program. The Unit is also responsible for maintaining positive communication within the Department of Forestry, private landowners, and the general public. Business Administration staff is responsible for managing the fire finance function which includes fiscal accountability and accounting for funds requested and claimed as part of a fire suppression action.

Program Records

- 133 Acreage Summary Reports, 1940 – [ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives after 50 years
- 134 Annual Public Budget Meeting Records**
Retain 10 years, destroy
- 135 Assessment Summaries and County Land Classification Reports**
 - (a) Retain assessment summaries 50 years, destroy
 - (b) Retain all other records 6 years, destroy
- 136 Fire Finance Committee Records**
Retain 6 years, destroy
- 137 Ocean Shores Protection Records**
Retain 6 years after agreement expires, destroy
- 138 VFA/RFA Funded Equipment/Property Records**
Retain 5 years after equipment/property surpluses or disposed of, destroy
- 139 Rates and Fees**
 - (a) SPA resource rates; Fire cache rates; AD, emergency equipment rental rates; Contract crew use fees; Aviation flight rate; FEPP/FFP transport fees; retain 10 years, destroy
 - (b) Assessment Rates; Communication assessment rates; Motor Pool assessment rates; retain permanently, transfer to State Archives after 10 years
- 140 Allocations for CAT Codes and Revenue Distributions**
Retain permanently, transfer to State Archives after 10 years
- 141 General Fire Business Reports**
 - (a) Fund/Project reconciliations retain 6 years, destroy
 - (b) FPA audit reports retain 10 years, destroy
 - (c) County receivable reports; Final forest patrol data report; retain permanently, transfer to State Archives after 10 years
- 142 Fire Expenditure actual Cost Computation Statements**
Retain 50 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Business Plan Records (Short Range Planning)

Public Records Disclosure Request Records

Facilities/Property Records (OAR 166-300-0020)

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Accounts Payable Reports

Accounts Receivable Reports

Audit Reports

Budget Preparation Records

Grant Records

Invoices

Payroll Records (OAR 166-300-0035)

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Database

FIRE COST BUDGETING SYSTEM

IN-KIND CONTRIBUTION

FIRES

DIRECT BILL

FEPP ALLOCATION

ISUITE DATABASES FOR INDIVIDUAL FIRES

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Forest Protection
Program: Protection from Fire
Section: Fire Business
Unit: Legal

Program Description

The Legal Unit is responsible for representing the Department of Forestry in any legal action taken against an individual or group accused of criminal activity on state forestlands.

Program Records

143 Cost Recovery Case Files

- (a) Retain complex or controversial fire records 25 years after cost recovery, destroy
- (b) Retain all other fires 6 years after cost recovery, destroy

144 Cost Recovery Department of Justice/Department of Revenue Resources

Retain 10 years, destroy

145 Cost Recovery Status Reports

Retain 15 years, destroy

146 Investigator Certifications

Retain 10 years after superseded or revoked, destroy

147 Slash Budget and Spending Plan

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

IQS

COST COLLECTION DATABASE

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: Forest Protection
Program: Protection from Fire
Section: Operations

Program Description

The Operations Section is responsible for the logistical planning and operation tasks of the Department of Forestry fire suppression personnel/teams. The program monitors weather and forest conditions, monitors and coordinates firefighting efforts throughout the state.

Program Records

- 148 Oversize/Overweight Permits**
Retain 2 years, destroy
- 149 Equipment Development Committee Records**
Retain 10 years, destroy
- 150 Fire Cache Administration Records**
Retain 2 years, destroy
- 151 Fire Cache Billing Records**
Retain 6 years, destroy
- 152 Fire Cache System Inventories**
Retain 6 years, destroy
- 153 Fire Incident Reports Records**
 - (a) Retain reports and investigation records for controversial fires or those resulting in death 25 years after investigation completed, destroy
 - (b) Retain all other reports/investigations 10 years, destroy
- 154 Incident Dispatch Records**
Retain 25 years, destroy
- 155 Fire Mobilization Plans**
Retain 25 years, destroy
- 156 Fire Overhead Performance Rating Records**
Retain 5 years, transfer to employee personnel file
- 157 Fire Season Reviews**
Retain 15 years, destroy
- 158 National Fire Danger Rating System Records**
Retain 5 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Business Plan Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records
Invoices

Personnel Records (OAR 166-300-0040)

Employee Training Records

Databases

ROSS
FIRES
IQS

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Program: Protection from Fire

Section: Policy/Workforce Capacity

Program Description

The Policy/Workforce Capacity Section is responsible for creating, implementing and monitoring general and training policies and procedures in relation to protection responsibilities. Section staff works in conjunction with other ODF planning programs as well as the Protection Division to compile long and short term planning policies.

Program Records

159 Case/Action Compliance File Records

- (a) Retain founded case/action records 6 years after closure, destroy
- (b) Retain unfounded case/action records 3 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
Attorney General Opinions
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Public Record Disclosure Request Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Databases

IQS
Training/Scheduled Training (Contracts Section)
Contractor Information
Firefighter Class Results

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Forest Protection

Program: Protection from Fire

Section: Prevention/Meteorology

Program Description

The Prevention/Meteorology Section is responsible for creating, implementing and monitoring forest fire prevention policies and procedures. The section also monitors weather and forest conditions and manages smoke management initiatives required by ODF.

Program Records

160 Aerial Observation Reports

Retain 3 years, destroy

161 Annual Smoke Management Report

(a) Retain final, accepted report 10 years, destroy

(b) Retain drafts and work notes 1 year after final report produced, destroy

162 Investigator Certifications

Retain 10 years after superseded or revoked, destroy

163 Daily Weather Maps

Retain 5 years, destroy

164 Fire Risk Methodology Records

Retain 5 years after superseded, destroy

165 Forest Closure Proclamations

Retain 20 years, destroy

166 Guide to Legal Requirements

Retain 6 years after superseded or obsolete, destroy

167 Hazard Control Records

Retain 5 years, destroy

168 Initial Attack Analysis Records

(a) Retain complex or controversial fire records 25 years after cost recovery, destroy

(b) Retain all other fires 6 years after cost recovery, destroy

169 Monitoring - Fuels Evaluation

Retain 10 years, destroy

170 National Fire Danger Rating System Records

Retain 5 years, destroy

171 National Weather Service (NWS) Coordination Records

(a) Retain meetings and activities records 10 years, destroy

(b) Retain all other NWS records/material until superseded, destroy

172 Smoke Intrusion Reports

Retain 15 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

- 173 Smoke Management Advisory Committee Records**
Retain 5 years, destroy
- 174 Smoke Management Audit Records**
Retain 10 years, destroy
- 175 Smoke Management Forecasts, Advisories, and Instructions**
Retain 5 years, 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

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Grant Records (Biomass)

Invoices

Personnel Records (OAR 166-300-0040)

Employee Training Records

Databases

COST RECOVERY

FIRE WARDEN

RAWS STATION WEATHER OBSERVATIONS

MIXING HEIGHT AND TRANSPORT WIND VERIFICATION

SMOKE MANAGEMENT DATA SYSTEM

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: State Forests

Program: State Forests

Unit: Administration

Program Description

The State Forests Program is responsible for actively managing Oregon's public forest lands to provide economic, environmental and social benefits for all Oregonians.

Staff are responsible for the administrative duties of the State Forests Program as well as maintaining communications between the program and other ODF programs. The unit maintains policies, procedures, and orders directed at improving the Forest Management aspects on Oregon forestlands. In addition, records created and maintained reflect policies and procedures generated by the leadership of the Forest Management Division and State Forests Program.

Program Records

176 Annual Operations Plans

(a) Retain final plans 10 years, destroy

(b) Retain drafts, notes, working files 1 year after adoption of plan, destroy

177 District Implementation Plans

(a) Retain final plans 20 years, destroy

(b) Retain drafts, notes, working files 1 year after adoption of plan, destroy

178 Forest Management Plans, 1979– [ongoing] 4.00 c.f.

Retain permanently, transfer to State Archives after 10 years

179 Resolutions and Orders

Retain until ODF is no longer required to manage the land, destroy

180 State Forest Accomplishment Reports

Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: State Forests

Program: State Forests

Unit: Adaptive Management

Program Description

The Adaptive Management Unit is responsible for monitoring the forest resource activities of the Department of Forestry in an effort to determine the effectiveness of Oregon's Forest Management Plans. The unit inventories species in state forests, conducts research monitoring and manages and provides information and data. Inventories include information on the estimated volume in timber stands, the species present and the structure of the stand. The unit organizes data and observations in order to present an accurate view of Oregon's forest resources to the State Forests Program. The State Forests Program and the Forest Management Division then use the tabulated information to construct planning and operational activities to best ensure the health of Oregon forest lands. The unit does forest modeling work for the department which assists in strategic planning.

Program Records

181 Forest Resource Inventories

(a) Retain aerial photographs 15 years, destroy

(b) Retain all other records 5 years after superseded, destroy

182 ODF Sponsored Research Studies, 1955 – [ongoing] 1 c.f.

Retain permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

SLI

ROOTS

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: State Forests
Program: State Forests
Unit: Asset Management
Section: Lands and Access

Program Description

The Asset Management Unit is responsible for providing direction in the preparation and administration of timber sales, special forest products and other miscellaneous contracts, through their completion. This unit is also responsible for coordinating the land exchange program and coordination of legal actions. The Asset Management Unit is responsible for managing and overseeing the ownership and activity of public lands and lands owned by the Department of Forestry. As part of the Asset Management Unit, the Lands and Access Section is responsible for monitoring use and access to Oregon forestlands through a determination of public and private forestlands. Permits, registries, agreements, and numerous other monitoring tools are used to ensure proper use and responsible access to forestlands throughout the state.

Records Description

- 183 Acreage Summary Reports**
Retain 3 years, destroy
- 184 County Acreage Inventory**
Retain until superseded, destroy
- 185 Deed Records**
Retain until property sold, destroy
- 186 Easement Maps, 1951 – [ongoing] 1.5 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 187 Forest Land Management Agreements**
Retain 6 years after agreement expires, destroy
- 188 Forest Land Management Plat Books, 1936 – [ongoing] 3 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 189 Forest Lands Transaction Records, 1911 - [ongoing] 2.00 c.f.**
 - (a) Retain Forest Lands Transaction Reports permanently, transfer to State Archives after 20 years
 - (b) Retain all others 50 years after land sold, destroy
- 190 Land Rights Index**
Retain until superseded, destroy
- 191 Permanent Land Ownership Records**
Retain until property sold/surplused, destroy
- 192 Purchased State Forest Lands Property Ledger**
Retain 75 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

- 193 Resolutions and Orders**
Retain until ODF is no longer required to manage the land, destroy
- 194 Right-of-way Permits**
Retain 6 years after permit expires or is terminated, destroy
- 195 Right-of-way Register, 1951 – [ongoing] 3 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 196 Temporary Land Ownership Records**
Retain 6 years after agreement expires or is terminated, destroy
- 197 Title Clearance Records**
Retain as long as ODF owns the land, destroy
- 198 Title Insurance and Timber Reservation Plat Book, 1936 – [ongoing] 3 c.f.**
Retain permanently, transfer to State Archives after administrative use ends

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

ACREAGE

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: State Forests
Program: State Forests
Unit: Asset Management
Section: Legal

Program Description

The Legal Section is responsible for providing technical expertise and direction to the State Forests Program on the legal authority and ramifications of actions and projects. The section is responsible for representing the Department of Forestry in cases in criminal activity or civil actions on Department of Forestry property and forestlands. The Department of Justice represents the Department of Forestry in all legal actions.

Program Records

- 199 Legal Case Records**
Retain 25 years after case closed, destroy
- 200 Legal Register**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Division: State Forests
Program: State Forests
Unit: Asset Management
Section: Timber Sales

Program Description

The Timber Sales Section is responsible for overseeing and managing the sale of timber from Oregon forestlands. The section is responsible for monitoring forest harvesting activities to ensure compliance with the Forest Practices Act.

Program Records

- 201 Awarded Timber Sale Contract Records**
Retain 10 years after contract termination, destroy
- 202 Advertised Timber Sale Contract Work Files**
Retain 2 years, destroy
- 204 Exceptional Conditions Reports**
Retain until superseded, destroy
- 205 Flood Damage Project Records (FEMA)**
Retain 20 years, destroy
- 206 Log Export Records, 1990 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 208 Monthly Certification Reports**
Retain 1 year, destroy
- 210 Scaling Certificates**
Retain 4 years after timber sale contract terminated, destroy
- 211 Timber Payment Bonds**
Retain 6 years after last activity, destroy
- 212 Timber Sale Book, 1956 – [ongoing] 10 c.f.**
Retain permanently, transfer to State Archives when administrative need ends
- 213 Timber Sale Ledger, 1910 – [ongoing] 10 c.f.**
Retain permanently, transfer to State Archives when administrative need ends
- 214 Timber Sale Plan Change Reports**
Retain 10 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

- 215 Timber Sale Status Reports**
(a) Retain yearly reports 20 years, destroy
(b) Retain quarterly reports 5 years, destroy
(c) Retain monthly reports 1 year, destroy
- 216 Timber Volume/Value Reports**
Retain 25 years, destroy
- 217 Timber Sale Status and Auction Schedules**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

SALE PLAN DATABASE

TRAS Q&R

TAS

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: State Forests

Program: State Forests

Unit: Policy and Planning

Program Description

The Policy and Planning Unit is responsible for compiling information and advising Department of Forestry personnel on short and long-term activities and projects related to policy and planning and the development of management plans. The unit maintains relationships with public and private institutions (including the general public) regarding issues involving Department of Forestry policies and procedures. Citizen Participation Plans and Forest Management Plans are established as Oregon Administrative Rules. The unit develops and maintains Comprehensive Recreation Management Plans.

Program Records

218 Comprehensive Recreation Management Plans

Retain 10 years after superseded, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: State Forests

Program: State Forests

Unit: Resource Specialists

Program Description

The Resource Specialist Unit is responsible for ensuring minimal negative environmental impact on state forestlands, and managing habitat for fish and wildlife (especially threatened and endangered species). The unit is responsible for the coordination of silviculture, genetic, wildlife and engineering efforts that strive to provide information to field managers and policy makers. In addition, the unit conducts watershed analysis and training for ODF's State Forests Program.

Program Records

219 Threatened and Endangered (T and E) Wildlife Survey Records, 1960 – [ongoing] 2 c.f.

(a) Retain survey analysis records and reports permanently, transfer to State Archives after 20 years

(b) Retain survey data 20 years, destroy

220 Watershed Analysis Records

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

T & E SURVEY

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Program: Private Forests

Unit: Forest Practices Field Support and Training

Program Description

The Private Forest Program is responsible for promoting and supporting landowners to improve the health of forests, timber, fish and wildlife habitat, soil and water quality, and recreational opportunities and aesthetics through education, technical assistance, financial incentives and regulation.

Program staff is responsible for the logistical operations of all Department of Forestry stewardship operations. Many of the forest protection activities are managed, conducted by Area, District, and Unit offices. General control over the operations and tactics resides within the Salem headquarters.

Program Records

- 221 Advisory Committee to State Forester on Selection and Protection of Resource Sites Records, 1984 – [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 222 Civil Penalty Case Files**
Retain 10 years after case resolution, destroy
- 223 Forest Practices Activities Summary Reports, 1972 – [ongoing] 1.00 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 224 Forest Practices Complaint Investigation Records**
Retain 3 years after final resolution, destroy
- 225 Forest Practices Reports**
Retain 1 year, destroy
- 226 Forest Practices Notes**
Retain until superseded, destroy
- 227 Nonpoint Source Technical Specialists Panel Records**
Retain 10 years, destroy
- 228 Operator (Forest) Recognition Program Records**
Retain 5 years, destroy
- 229 Special Study Reports**
Retain 20 years, destroy
- 230 State Forester's Annual Rule Review Records**
Retain 20 years, destroy

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Policy Development and Planning Records

Database Records

FACTS

CIVIL PENALTIES

FERNS

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Program: Private Forests
Section: Insect and Disease
Unit: Cooperative Forestry
Section: Forest Health

Program Description

The Forest Health Section is responsible for the research and prevention of insect and disease impact on forestlands throughout Oregon. Forest health staff conduct surveys, evaluations and monitor forests for insect and disease infestations. The unit is able to utilize and develop current methods for insect and tree disease control throughout the state. The dual responsibilities of this program allow for research activities on insect and disease development as well as integrated pest control activities within Oregon forestlands to control current insect populations and disease that may be detrimental to forest health.

Program Records

231 Service Forestry Activity and Accomplishment Report (SFAAR) Records

- (a) Retain SFAAR Reports 50 years, destroy
- (b) Retain SFAAR Input Reports 3 months, destroy
- (c) Retain all other accomplishment reports 10 years, destroy

232 Animal Damage Studies

Retain 20 years, destroy

233 Board of Forestry Presentation Records

Retain 5 years, destroy

234 Cooperative Insect Control Project Records, 1975 – [ongoing] 2.00 c.f.

Retain permanently, transfer to State Archives 20 years after project completion

235 Disease Pathology Studies

Retain 99 years, destroy

236 Insect and Disease Aerial/Ground Survey Records

Retain 99 years, destroy

237 Insect and Disease Program Development Records

Retain 25 years, destroy

238 Insect (Entomology) Studies

Retain 99 years, destroy

239 Program Management Reviews

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence Press Releases

Databases

SFAAR

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Program: Private Forests

Unit: Cooperative Forestry

Section: Forest Health

Program Description

The Forest Health Section is responsible for the research and prevention of insect and disease impact on forestlands throughout Oregon. ODF forest health professionals conduct surveys, evaluations and monitoring of forest insect and tree diseases. The unit is an asset to private and public land owners. The unit is able to utilize and develop current methods for insect and tree disease control throughout the state. The unit allows for research activities on insect and disease development as well as control activities within Oregon forestlands in order to control insect populations and disease that may be detrimental to forest health. Funding includes but is not limited to federal forest grants. The unit generates Stewardship Forester Reports (SFFAR).

Program Records

240 Accomplishment Reports

(a) Retain SFAAR reports 50 years, destroy

(b) Retain other accomplishment reports 10 years, destroy

(c) Retain SFAAR input reports 3 months, destroy

241 Animal Damage Studies

Retain 20 years, destroy

242 Cooperative Insect Control Project Records, 1975 – [ongoing] 1.50 c.f.

Retain permanently, transfer to State Archives 20 years after project completion

243 Disease Pathology Studies

Retain 99 years, destroy

244 Insect and Disease Aerial/Ground Survey Records

Retain 99 years, destroy

245 Insect (Entomology) Studies

Retain 99 years, destroy

246 Program Management Reviews

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence Policy Development and Planning Records (Insect and Disease Program)

Financial Records – (OAR 166-300-0025)

Grant Records

Databases

SFAAR

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Program: Private Forests
Unit: Cooperative Forestry
Section: Incentive Programs
Subprogram: Forest Resource Trust

Program Description

The Forest Resource Trust encourages landowners to establish and maintain healthy forests on under producing forest lands. Forest Resource Trust provides financial assistance for landowner's reforestation efforts and eliminates repayment responsibilities if the land remains unharvested. In the event the lands are harvested, participating landowners repay the trust with a portion of the profits. In addition to financial support, the Forest Resource Trust provides assistance and direction on how to complete reforestation projects undertaken by private landholders.

Program Records

- 247 Forest Resource Trust Advisory Committee Records (FRTAC)**
Retain 10 years, destroy
- 248 Forest Resource Trust Loan Records**
Retain 10 years after loan repaid or lien expires, destroy
- 249 Forest Resource Trust Donation Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

SFAAR

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Program: Private Forests

Unit: Incentives Programs

Program Description

The Field Support and Training Unit is responsible for training Stewardship Foresters to provide private landowners guidance and assistance in the proper management and forestry management of their lands. The unit is able to monitor and advise industrial and non-industrial on the best way to adhere to and become aware of Oregon's Forest Practices Act and federal land use regulations, guidelines, and conservation recommendations. The preservation and responsible use of Oregon forestlands is one of the responsibilities of Field Support and Training, which promotes responsible land use through enforcement of the Forest Practices Act and offering landowner assistance in the form of tax credits and stewardship incentive programs.

Program Records

- 250 Chief's Attainment and Forest Operator Landowner Law Administration Data Reports**
Retain 20 years, destroy
- 251 Conservation Reserve Program Records**
Retain 20 years, destroy
- 252 Coordinated Resource Management Planning Records**
Retain 20 years, destroy
- 253 Forest Incentive Program Records**
Retain 20 years, destroy
- 254 Forest Management and Utilization Program Records**
Retain 25 years, destroy
- 255 Maps**
Retain until superseded or obsolete, destroy
- 256 Small Watershed Project Records**
Retain 25 years, destroy
- 257 Special/By Request Project Records**
Retain according to the project/program retention schedule
- 258 Stewardship Program Records**
Retain 5 years after grant completed, destroy
- 259 Underproductive Forest Land Conversion Tax Credit Case Files**
Retain 6 years after landowner leaves program, destroy
- 260 Underproductive Forest Land Conversion Tax Credit Cost Detail and Summary Reports**
Retain 6 years after last date of tax credit
- 261 Western Oregon Small Tract Optional Tax Card Index**
Retain 6 years after landowner leaves program, destroy

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- 262 Western Oregon Small Tract Optional Tax Case File Register**
Retain 6 years after case completed, destroy
- 263 Western Oregon Small Tract Optional Tax Landowner Case Files**
Retain 6 years after landowner leaves program, destroy
- 264 Western Oregon Small Tract Optional Tax Program Summary Reports**
(a) Retain annual summary 50 years, destroy
(b) Retain six-month summary 2 years, destroy
(c) Retain monthly reports 1 year, destroy
(d) Retain certificate listing until superseded, destroy
- 265 Western Oregon Small Tract Optional Tax True Cash Value Reports**
Retain 50 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

Grants Database (WOSTOT) – (can be destroyed along with other records as the program ended 6/30/2004)

Underproductive Forestlands Tax Credit – will be destroyed when all 2011 projects have expired or 6 years after 2011 projects no longer eligible for the final portion of the tax credit which will not be until approximately 202. After 2020 the database may be destroyed

SFAAR

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Program: Private Forests

Unit: Urban and Community Forestry

Program Description

The Urban and Community Forestry program is responsible for promoting, improving, and creating forestlands within urban growth boundaries. This program advises and aids urban areas in the promotion and conservation of forestlands in populated areas throughout Oregon. The program works with city and regional governments as well as private landowners and business owners on how to better incorporate forestlands into urban centers. The program enhances the livability of communities by promoting the planting, care and management of trees in urban environments.

Program Records

266 National Arbor Day Foundation Award Program Records

Retain 10 years, destroy

267 Special Research Studies

Retain 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry
Program: Private Forests
Section: Policy & Monitoring
Unit: Policy/Interagency Coordination

Program Description

The Policy and Monitoring Unit is responsible for composing, overseeing, and maintaining policy directives for the protection of Oregon forestlands. The unit utilizes data and trends compiled by the Policy Section to determine the best avenues in terms of long- and short-term policy planning.

Program Records

- 268 Chemical Application Rule Adequacy Monitoring Program Records**
Retain 25 years, destroy
- 269 Clean Water Act Committee Records, 1978 – 2005 .50 c.f.**
 - (a) Retain minutes and reports permanently, transfer to State Archives after 10 years
 - (b) Retain all other 10 years, destroy
- 270 Program Planning Studies**
Retain 5 years, destroy
- 271 Program Vital Issues Reports**
Retain 2 years, destroy
- 272 Regional Forest Practices Committees Records**
Retain 30 years, destroy
- 273 Sensitive Bird Site Hearing Records**
Retain 25 years, destroy
- 274 Soils Task Force Records, 1980 – 2005 2 c.f.**
Retain permanently, transfer to State Archives after administrative need ends
- 275 Stream Classification Records**
Retrain 10 years, destroy
- 276 Water Quality Studies**
Retain 20 years, destroy
- 277 Wetlands (Inventory) Project Records**
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records (Strategic Planning Records)

Databases

None

OREGON STATE ARCHIVES
Oregon Department of Forestry
Records Retention Schedule

Edition: November 2015

Organizational Placement

Schedule number: 2015-0014

Agency: Oregon Department of Forestry

Division: Private Forests

Program: Forest Resources Planning

Program Description

The mission of the Forest Resources Planning Program is to lead strategic planning, provide analysis services to the State Board of Forestry and Department of Forestry and to actively promote policies that encourage sustainable forest management and further the strategies and actions of the Forestry Program for Oregon and all Oregon forestlands. The Program is responsible for the short- and long-term planning for the forest resources activities of the Department of Forestry. The program is also responsible for maintaining positive relationships with numerous state and federal governmental agencies, private landowners, and the general public on issues concerning forest resources planning and the future development, conservation, and preservation of Oregon forestlands.

Program Records

278 Accomplishment Reports

Retain 10 years, destroy

279 Forestry Program for Oregon Report Records

Retain 10 years after report published, destroy

280 Research Studies and Reports, 1921 – [ongoing] 2.5 c.f.

(a) Retain final report/findings permanently, transfer to State Archives
after 10 years

(b) Retain all other information 10 years after study or report completed, 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

Publication Preparation Records

Databases

None