Oregon State Archives
Records Retention Schedule


Organizational Placement
Agency: Geology and Mineral Industries
Division: Administration
Program: Director/State Geologist’s Office

Program Description
The Director of the Department of Geology and Mineral Industries (DOGAMI) holds the position of State Geologist (ORS 516.120-516.130) and is responsible for implementing the policies of the Geology and Mineral Industries Governing Board (ORS 516.080-516.090). The Director oversees the administrative responsibilities for the Board and directs the technical and administrative operation of DOGAMI, in accordance with the Board’s direction. The Governing Board, composed of five citizens appointed by the Governor and confirmed by the Senate for four year terms, is responsible for appointing the State Geologist/Director. Administrative duties of the Director include making recommendations to the Governing Board and Legislative Assembly; acting as the Department’s liaison with the Governor and Legislative Assembly; tracking and monitoring legislation; approving agency policies and plans; and acting as the Department’s liaison with local, state, and federal agencies. In case of emergency, the Director is the principal technical geological contact for emergency response through the state’s Emergency Management Division, Oregon Military Department. The Director is also an ex-officio member of the State Board of Geologist Examiners, which determines professional geologist qualifications, conducts examinations, and certifies geologists within the state. The Director oversees DOGAMI representation on the State Historical Markers Program Committee, Travel and Information Council, which makes recommendations for placement of historical markers within the state; and oversees DOGAMI’s Geologic Mapping Advisory Committee, which sets priorities for geologic mapping projects within the state. In addition to participation on a variety of state and federal committees and task forces, the Director is a member of the Association of American State Geologists, which represents state geological surveys in the U.S.

Program Records
001 External Committee Records
Retain 5 years, destroy

002 Director’s Correspondence, 1993-[ongoing], 1 c.f.
(a) Retain substantive policy related records permanently, transfer to State Archives after 10 years
(b) Retain all other records 5 years, destroy
State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Lobbyist Records
Mailing Lists

Databases
None
Organizational Placement  Schedule Number: 2010-0006
Agency:  Geology and Mineral Industries
Program:  Program 1 (Geologic Survey)

Program Description
Program 1 (Geologic Survey) performs the following functions: geologic mapping, natural hazard mitigation, database management, economic geology, and publications.

The program’s databases provide data on over 8,500 mines, prospects, and mineral occurrences within the state based on source data from the U.S. Geological Survey, Bureau of Land Management, and the U.S. Forest Service, in addition to DOGAMI’s Mined Lands Reclamation Program. Data includes commodity name, location, ownership, published references, production data, if available, and cross references to other state and federal agencies.

Program 1 is responsible for the assessment, interpretation, and evaluation of mineral resources within the state, primarily for the purposes of economic development, land use planning, and policy development. It collects field data, conducts studies of mineral resources, and publishes the results. In addition, it provides technical advice and assistance to state and local government agencies, which may include narrative or statistical reports.

Geologic mapping projects, which also encompass geologic hazard characterization and mitigation comprise field work, collection of geologic samples, and the publication of project results. In addition, Program 1 fulfills an outreach function for the Department by responding to inquiries and providing advice and research assistance to the public, private businesses, and state and local agencies; presenting lectures and presentations to interested groups; and selling DOGAMI and other natural resource publications through the Nature of the Northwest Information Center.

The program provides geologic hazard maps and information about potential landslide, flood, earthquake and tsunami activity in Oregon. It interprets and analyzes information from geologists’ field notes, seismic and geophysical data, published research, and seismic site evaluations. The program also provides leadership and technical assistance for earthquake and tsunami scenarios, natural hazards workshops, earthquake response training and planning, and policy centered natural hazard mitigation for state and local agencies.

The program represents DOGAMI on the Oregon Seismic Safety Policy Advisory Commission, which provides advice about plans and proposals addressing seismic hazards to the Governor and Legislative Assembly and the Western States Seismic Policy Council, jointly coordinated with the U.S. Geological Survey and Federal Emergency Management Agency (FEMA), which provides networking opportunities for state energy managers and geologic survey representatives.

Program 1 collects, processes, utilizes, and distributes lidar data (light detection and ranging) that can provide very precise, accurate, and high-resolution images of the surface of the earth, vegetation, and the built environment. Lidar data and imagery helps identify geologic hazards, manage forests, farmlands, fish, streams and fires, and help with urban engineering and planning.
**Program Records**

003 **Program 1 Project Records, 1979-[ongoing], 1 c.f.**
   (a) Retain final reports permanently, transfer to State Archives after 10 years
   (b) Retain all other records 10 years after project completed, destroy

004 **Geologic Mapping Advisory Committee Records**
   Retain 10 years, destroy

005 **Geologic Source Records**
   Retain until entered on database and verified, destroy

006 **Geologist and Field Project Records**
   Retain 5 years after project ends, destroy

007 **Mine and Mineral Commodity Records, 1937-[ongoing]**
   Retain permanently, transfer to State Archives after 10 years

009 **State Agency Coordination Reports**
   Retain current and prior two reports, destroy
010 Federal Agency Project Records
  Retain 5 years, destroy

011 Comprehensive and Periodic Plan Review Records
  Retain 2 years, destroy

012 Site-Specific Project Review Records
  Retain 5 years, destroy

013 DOGAMI Publications and Maps, ca. 1880-[ongoing], 15 c.f.
  Retain one copy permanently, transfer to State Archives after 99 years

014 Oregon Bureau of Mines and Geology Publications, 1911-1923, 2 c.f.
  Retain permanently, transfer to State Archives after 99 years

015 Photographs, Negatives, and Slides, 1937-[ongoing], 5 c.f. u
  (a) Retain significant records permanently, transfer to State Archives after 20 years
  (b) Retain all other records 2 years, destroy

016 DOGAMI Unpublished Papers, ca. 1937-[ongoing], 1 c.f.
  Retain permanently, transfer to State Archives after 99 years

017 Field Note Books
  Retain 10 years, destroy

018 Department Mining Records, 1927-1968, 6 c.f.
  Retain permanently, transfer to State Archives after 99 years

019 Exploratory Drilling Research Records, 1975-[ongoing], 2 c.f.
  Retain permanently, transfer to State Archives after 99 years

  Retain permanently, transfer to State Archives after 99 years

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Publication Preparation Records

Databases
CHANNEL MIGRATION
COASTAL EROSION
EARTHQUAKE HAZARD
FLOOD HAZARD
GEOCHRONOLOGIC
GILO (GEOCHEMICAL)
GTILO (GEOTHERMAL)
LIDAR
LIDAR DATA QUADRANGLES
MILO (MINERAL)
OGDC (OREGON GEOLOGIC DIGITAL COMPILATION)
SLIDO (LANDSLIDE)
TSUNAMI HAZARD
VOLCANIC
Organizational Placement
Agency: Geology and Mineral Industries
Program: Program 1 (Geologic Survey)
Section: Business Office

Program Description
The Business Office provides support for administrative, personnel, and fiscal services of the Department of Geology and Mineral Industries (DOGAMI). Support services include budget development and tracking, accounts receivable, accounts payable, financial statements and reports, receipts, payroll, personnel, and contracting and procurement. It is responsible for managing contracts from federal and other funds, technical and financial reporting, close-out, and audits. Financial data is entered onto the state’s Executive Accounting System (EAS) (and subsequently the State Financial Management System [SFMS]), managed by the State Controller’s Division, Department of Administrative Services, for accounting purposes. The office also tracks revenue from publication sales, permits, bonds, and from federal and other fund grants and projects, and tracks inventory and sales for the Nature of the Northwest Information Center (see separate description for Nature of the Northwest).

Program Records
None

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Financial Records (OAR 166-300-0025)
Accounts Payable Reports
Accounts Receivable Reports
Budget Preparation Records
Grant Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Employee Payroll Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records
Employee Training Records
Employment Eligibility Verification Forms (I-9)
Recruitment and Selection Records

Databases
None
Organizational Placement

Agency: Geology and Mineral Industries
Program: Program 2 (Mineral Land Reclamation and Regulation (MLRR))

Program Description:
The Mineral Land Reclamation and Regulation program (MLRR), administered in DOGAMI’s Albany field office, is responsible for the regulation of surface mined land reclamation (ORS 517), providing for safe and environmentally sound surface mining, leading to subsequent beneficial second use for forestry, agriculture, and other long-term uses. The program issues mining reclamation permits for mineral exploration activity, mineral and aggregate mining, coal and metal bearing ores mining, and chemical process mining in cooperation with local governments who are responsible for issuing mine operation (land use) permits. The program coordinates the permitting authorities of all state agencies, each of which retains full autonomy and responsibility for its mine related regulatory authority. In addition, the program is responsible for interagency environmental and reclamation analysis at proposed new mining sites; enforcement at current mining operations; and reclamation on illegally abandoned mine sites. The program also presents awards to recognize reclamation and mine operations that exceed law requirements.

The MLRR program is responsible for regulating the drilling of wells for energy sources such as natural gas, petroleum (ORS 520), and geothermal energy (ORS 522) for the purpose of health and safety, resource conservation, respect of ownership interests, and protection of the environment. The program issues permits for oil and gas well drilling, geothermal well drilling, and seismic shot hole drilling (for placing and detonating explosives). Staff conduct multiple inspections of well sites before, during, and after drilling; coordinate with federal, state and local agencies to address environmental and land-use concerns; and maintain records and samples from wells (which are stored on a confidential basis for a period of years, then made available for access by the public).

Program Records

021 Oil, Gas, Geothermal Well, and Seismic Shot Hole Permit Records, 1930-[ongoing], 1 c.f.
(a) Retain well summary, surveyor’s plat, well history, application to drill (permit) and other applications, core records, lithologic description, plugging records, flow tests, injection withdrawal reports, and reservoir pressure reports permanently, transfer to State Archives when file is closed
(b) Retain all other records 25 years after file is closed, destroy

022 Gas Storage Project Records
Retain 10 years after project ends, destroy

023 Water Disposal Records
Retain 5 years, destroy

024 Gas Production Records
(a) Retain reports 10 years, destroy
(b) Retain all other records 5 years, destroy

025 Program 2 Status Reports
Retain 6 years, destroy
026 Well Logs, 1930-[ongoing], 10 c.f.
Retain permanently, transfer to State Archives when file is closed

027 Mining Permits and Exemption Certificates Records
(a) Retain reclamation plan and site plan maps 1 year after superseded by approved plan and maps, destroy
(b) Retain financial security documents 6 years after released or file closed, destroy
(c) Retain all other records 30 years after file closed, destroy

028 Total Exemption Permit Records
Retain 1 year after file closed, destroy

029 Stormwater Permit Records
Retain current and previous permit, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Publication Preparation Records

Databases
DEQ STORMWATER
GEOTHERMAL
OIL AND GAS
MINING