Oregon State Library
Records Retention Schedule 2003-0029
Effective Date: March, 2004
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Agency: Oregon State Library
Division: State Library Board

Program Description:

The State Library Board of Trustees appoints the State Librarian who is Secretary to the Board of Trustees. The Board formulates general policies and adopts rules for State Library operations. It proposes legislation to the Governor and the Legislative Assembly. The Board also adopts long-range plans, reviews budgets, and designates Oregon public libraries as depository libraries for state publications.

Library Board advisory groups include the Library Services and Technology Act Advisory Council and the Talking Book and Braille Services Advisory Council. The Library Services and Technology Act Advisory Council makes recommendations to the Board regarding statewide library planning and the use of federal library funds to improve library service throughout the state. The Talking Book and Braille Services Advisory Council makes recommendation to the Board regarding plans and policies for Talking Book and Braille Services.

Program Records:

001 State Library Board Meeting Records 1905 - [ongoing]
    (a) Retain final documents permanently, transfer copy to State Archives after 5 years
    (b) Retain audiotapes 2 years after transcribed, destroy or recycle
    (c) Retain all other records 1 year after final documents produced, destroy
002 State Library Board Correspondence
    Retain 20 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Correspondence

Essential Database Records
The following databases have been designated as essential records by the State Library Board:

None

Agency: Oregon State Library
Division: Administration

Program Description:
State Library Administration is responsible for overall management of the agency under guidance from the Board. Administration oversees subordinate divisions including Government Research and Electronic Services, Talking Book and Braille Services, and Library Development.

Administration staff provides support to the State Library Board of Trustees and performs the Administrative Rules function for the agency. Administration also provides accounting, business management, contracting, purchasing payroll, personnel, and public relations functions. In addition, Administration staff oversees volunteer workers.

Program Records:
003 State Librarian's Correspondence
      Retain 20 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Facilities and Property Records (OAR 166-300-0020)
Financial Records (OAR 166-300-0025)
Payroll Records (OAR 166-300-0015)
Personnel Records (OAR 166-300-0040)
Risk Management Records (OAR 166-300-0045)

Essential Database Records
The following databases have been designated as essential records by Administration:

None

Organizational Placement   **Schedule number: 2003-0029**
Agency: Oregon State Library
Division: Government Research and Electronic Services

Program Description:
The Government Research and Electronic Services Division provides reference and research services to visiting and corresponding patrons. It monitors the circulation of Library materials. It maintains the Library's electronic data systems. The division also operates an information Web site for state government employees, SmartORgov www.smartorgov.org.

Program Records:
004 Patron Circulation Database Records
     Retain until superseded, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Information Management Records (OAR 166-300-0030)

Essential Database Records
The following databases have been designated as essential records by Government Research and Electronic Services:

III Integrated Library System (Library Collections Database, Circulation Database, Patron Database)

Illiad Document Delivery System data files

Agency: Oregon State Library
Division: Talking Book and Braille Services

Program Description:
The Talking Book and Braille Services Division works in partnership with the national Talking Books program run by the Library of Congress. This division provides recorded books, Braille books, and audio players to members of the general public who are blind or have other disabilities that prevent them from using conventional printed books.

Program Records:
005 Bibliographies
        Retain until superseded or obsolete, destroy
006 Network Bulletins
        Retain 2 years, destroy
007 Patron Records
        (a) Retain records of deceased patrons 1 year, destroy
        (b) Retain all other records 5 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Facilities and Property Records (OAR 166-300-0020)
Asset Inventory Reports
Equipment Maintenance Records
Equipment/Property Disposition Records

Essential Database Records
The following databases have been designated as essential records by Talking Book and Braille Services:

KLAS (Patron Circulation and Talking Books Collection Databases) Replaced DRA in 2004

Agency: Oregon State Library
Division: Library Development

Program Description:
The Library Services and Technology Act Section administers a federal program offered by the Institute of Museum and Library Services to provide leadership, grants, and other assistance to improve local library service for Oregonians. The Oregon Center for the Book is the state affiliate of the national Center for the Book program administrated by the Library of Congress. The Center promotes books, reading, and active participation in the literary world. It administers a literary contest where prizes are awarded. It also operates a clearinghouse that collects and reports challenges to library materials.

The Statistical Reporting Section collects data and reports on Oregon library resources and services. The Technology Planning Section provides advice and assistance to help local libraries maximize technology advances to improve their functions and services. The Youth Services Section is responsible for providing leadership and assistance in the development of services to children, families, and caregivers in local libraries.

Program Records:
008 E-Rate Discount Program Technology Plans and Certification Records
    Retain 5 years, destroy
009 Interlibrary Loan Net Lender Reimbursement Records
    Retain 5 years, destroy
010 Letters About Literature Contest Records
    Retain 3 years, destroy
011 Library Services and Technology Act Program Records
    (a) Retain completed grant files 20 years after completion of grant, destroy
    (b) Retain rejected grant files 5 years, destroy
    (c) Retain all other records 10 years, destroy
012 Oregon Intellectual Freedom Clearinghouse Records
    (a) Retain Intellectual Freedom Clearinghouse Index records until administrative need ends
    (b) Retain annual reports 15 years, destroy
    (c) Retain all other records 10 years, destroy
013 Ready to Read Grant Records
    (a) Retain annual reports 20 years
    (b) Retain all other records 6 years, destroy
014 Statewide Database Licensing Program Records
    Retain 5 years, destroy
015 State Library Statistical Reporting Records 1905 - [ongoing]
    (a) Retain Oregon Public Library Annual Reports permanently, transfer to State Archives after administrative need ends
    (b) Retain federal reporting records 5 years, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Financial Records (OAR 166-300-0025)
Grant Records

Essential Database Records
The following databases have been designated as essential records by the Library Development:
Intellectual Freedom Clearinghouse Index