

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Commission

***Program Description:***

The Oregon Liquor Control Commission (OLCC) regulates the manufacture, possession, sale, and distribution of alcoholic beverages in Oregon. The five commissioners are appointed by the governor to four-year terms, subject to senate confirmation. Each commissioner represents a state congressional district, and one is from the food and beverage industry. The Commission adopts rules for the liquor industry, sets general policy direction, and appoints the agency director who supervises OLCC's day-to-day operations. The Commission meets monthly and, in addition to rules and policy issues, considers cases such as license disputes and liquor law violations. It receives staff and meeting support from the Administration Division.

***Records Description:***

Records documenting the meetings, activities, and decisions of the Oregon Liquor Control Commission are Commission Meeting Records (records of license dispute cases are maintained by the Administrative Process Division. Records of liquor law violation cases are maintained by the License Process Section).

Below is a series list designating their retentions:

**001 Commission Meeting Records, 1934 - [ongoing] 15 CF**

Retain minutes, agendas, and exhibits permanently, transfer to State Archives after 20 years.

Retain tapes 10 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Director's Office

***Program Description:***

The Director is the Chief Executive Officer of the Oregon Liquor Control Commission agency (OLCC) and manages the agency with general policy direction from the Commission and the Governor. The Director acts as the primary spokesperson for the Commission to communicate the agency's policy and position about liquor-related issues with the press, industry, and public. The Deputy Director assists the Director and serves as Director in the Director's absence. The Deputy Director manages, through subordinate directors, the Merchandising, Support Services, and Regulatory programs, see separate program descriptions.

Director's Office support staff, in addition to providing support to the Commission, perform functions such as routing and tracking in-coming correspondence, preparing out-going correspondence, and planning and scheduling meetings. They also track assignments to division staff and do research for the Director, Deputy Director, and others. Director's Office staff also coordinate with the Department of Justice regarding litigation activities in cases involving OLCC or affecting agency operations.

***Records Description:***

Records documenting division activities as reported to the Director are Activity Reports. Records documenting research information gathered by the agency regarding litigation activities and court decisions on significant cases involving OLCC or affecting agency operations are Legal Case Records (the Department of Justice represents the agency in litigation and maintains the case files). (Records of public spokesperson related activities are kept by the Communications Division.)

Below is a series list designating their retentions:

**002 Activity Reports**

Retain 5 years, destroy.

**003 Legal Case Records**

Retain 25 years after case resolved, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Attorney General Opinions, correspondence, mailing lists, policy and procedure guidance and manuals, policy development and planning records, and staff meeting records(OAR 166-300-0015 Administrative Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Process Division

***Program Description:***

The Administrative Process Division (formerly Hearings Division) coordinates with the Oregon Hearing Officer Panel to prepare and process contested cases involving liquor law violations, license refusals, and retail sales agent violations. Administrative Process also oversees the agency's administrative rulemaking process and acts as a resource for the Commission, agency staff, and the public regarding agency rules and rule interpretation.

Administrative Process Division processes hearing requests, refers cases to the Employment Department Hearing Officer Panel, issues subpoenas, and drafts rulings on pre-hearing motions. The division prepares and presents cases at contested case hearings. It prepares exceptions/comments on Proposed Orders issued by the Hearing Officer Panel, and then drafts and issues Final Orders for the Commission. If a Final Order is appealed, the division prepares and files the official hearing record with the Court of Appeals and coordinates the case with the Department of Justice. It also maintains and publishes a summary of legal precedents affecting OLCC derived from hearings and court cases.

***Records Description:***

Records documenting processing, hearings, and resolution of contested cases heard before the Hearing Officer Panel are Case Dockets, Case History Summary Records, Contested Case Hearings Records, Hearings Case Files, Hearings Tracking Records, and the CALENDAR (yyyy) database. Records documenting all Final Orders issued by the Oregon Liquor Control Commission to resolve contested cases involving liquor law violations, license refusals, and retail sales agent violations are Final Orders. Records summarizing legal precedents affecting OLCC derived from hearings and court cases and used for research and to distribute with periodic revisions are Case Digest and the DIGEST OF CASES database. Records documenting the activities and operations of the Administrative Process Division that are used by management to monitor the operation and to prepare budgets are Hearings Operations Statistical Reports and the STATISTICS database.

Below is a series list designating their retentions:

**004 Case Digest**

Retain 10 years after precedent superseded, destroy.

**005 Case Dockets**

Retain 2 years, destroy.

**006 Case History Summary Records**

Retain 2 years after case resolved, destroy.

**007 Contested Case Hearings Records**

Retain 1 year after case resolved, destroy.

**008 Final Orders**

Retain 10 years, destroy.

**009 Hearings Case Files**

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Retain 3 months after case resolved, return to originating division.

**010 Hearings Operations Statistical Reports**

Retain current and previous biennium, destroy.

**011 Hearings Tracking Records**

Retain summary reports 10 years, destroy.

Retain annual tracking records 5 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Administrative rule preparation records, Attorney General Opinions, correspondence, and mailing lists (OAR 166-300-0015 Administrative Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Communication Services Division

***Program Description:***

The Communication Services Division provides public information services including internal and external agency communications, media relations, and legislative relations to the Commission, the director, and agency staff. It advises the Commissioners, senior executives, and agency managers on the potential public relations affect of proposed changes in Commission programs, policies, rules, and operations.

Communications directs, develops, and implements the communications plan for the agency. The division prepares marketing and promotional materials, news releases and news stories, conducts news conferences, and maintains contact with media representatives. It also supervises the production of staff newsletters and bulletins and informational and educational publications such as the Stores Newsletter, the Peace Officers Guide handbook and the OLCC Lawbook. It also helps agency Web page developers with Web page design, content, and presentation.

In addition, the division tracks legislative bills which may impact the agency or the liquor industry and oversees intergovernmental relations activities including direct outreach to and position development for local, state, and federal policymakers.

The division also operates the Receptionist desk.

***Records Description:***

Records documenting the preparation and distribution of the agency communications plans are the Communications Plan. Records documenting in-person, telephone, and correspondence contact with media representatives are Media Relations Log. Records documenting the printing and distribution of informational and educational publications and newsletters are Publications Records. Records used to monitor the arrival and departure of visitors to OLCC headquarters and who they visited are the Receptionist Log.

Below is a series list designating their retentions:

**012 Communications Plan**

Retain 2 years after superseded, destroy.

**013 Media Relations Log**

Retain 1 year, destroy.

**014 Publications Records**

Retain one copy of each final publication 2 years after superseded, destroy.

**015 Receptionist Log**

Retain 6 months, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, legislative tracking records, press releases, and publications preparation records (OAR 166-300-0015 Administrative Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Director's Office

***Program Description:***

The Director's Office oversees the Administrative Services Division. The Director's Office guides the development, review, and implementation of the agency's Capital Improvement Plan, and the Information Resources Management (IRM) Plan. The Director's Office coordinates the development, revision, and distribution of all agency policies. It also provides project oversight for the agency by reviewing and analyzing all major projects and contracts for scope, requirements, estimates, and deliverables.

The Director's Office also ensures the optimal application of information services resources to meet agency objectives and to provide information technology services consistent with statewide technology goals and guidelines. It consults with users and Information Systems staff on plans for changes in business functions and processes and also tracks and evaluates the accuracy and completeness of project plans, progress reports, and testing and acceptance criteria.

***Records Description:***

Records documenting the development of the agency Information Resources Plan are IRM Plans. (Capital Improvement Plan Records are maintained by Facilities Management. Project oversight and contract review records are maintained by Purchasing. Oversight and coordination of information systems projects are maintained by Information Services.)

Below is a series list designating their retentions:

**016 IRM Plans**

Retain 5 years after superseded, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, policy and procedure guidelines and manuals, and policy development and planning records (OAR 166-300-0015 Administrative Records);

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** General Services

**Unit:** Purchasing

***Program Description:***

The Purchasing unit ensures that commodity purchasing, property control, leasing, contracting, motor pool, mail, and supply services are provided to the agency. Purchasing writes the agency's contracts and intergovernmental agreements and monitors contract deadlines and completion. Purchasing authorizes agency involvement in office leases statewide. It also oversees personal property management and coordinates property disposition, the transfer of personal property between departments, and performs or directs statewide inventory of personal property. Purchasing also oversees the operation of the agency's vehicle fleet from purchase through disposition including filing vehicle accident reports.

In addition, the unit operates the agency Mail Services/Supply Center that provides mail pickup and delivery. It also orders, receives, and distributes supplies to contract liquor store operators and Commission field offices. The unit also coordinates printing services for the agency.

***Records Description:***

Records documenting ordering of supplies and forms issued to contract liquor stores and used to determine supply item use rate by each store are Liquor Store Supply Order Records. Records documenting ordering of expendable supplies and used to verify receipt, issue to sections, and are used to maintain stock levels are Supply Inventory and Receiving Records.

Below is a series list designating their retentions:

**017 Liquor Store Supply Order Records**

Retain 1 month, destroy.

**018 Supply Inventory and Receiving Records**

Retain 1 year, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Contracts and agreements, correspondence, leases, parking records, personal service contracts, postal records (OAR 166-300-0015 Administrative Records); damaged/stolen property records, equipment maintenance records, equipment/property disposition records, fixed asset inventory reports, hazardous substance employer survey records, master material safety data records, and vehicle maintenance records OAR 166-300-0020 Facilities/Property Records).



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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** General Services

**Unit:** Facilities Management

***Program Description:***

The Facilities Management unit maintains the agency's physical plant and maintains the agency's 10-year plan for capital improvement projects.

The unit coordinates the installation and maintenance of the agency statewide telecommunications systems linking OLCC headquarters with field offices and contract liquor stores. It authorizes telephone service orders and works with division representatives and telephone company representatives on new or revised installations.

***Records Description:***

Records documenting the development, revision, and implementation of the agency's capital improvement plan are Capital Improvement Plan Records

Below is a series list designating their retentions:

**019 Capital Improvement Plan Records**

Retain 10 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, publication preparation records (OAR 166-300-0015 Administrative Records); building records, equipment maintenance records, hazardous substance employer survey records, master material safety data records (OAR 166-300-0020 Facilities/Property Records); and telecommunications system management records (OAR 166-300-0030 Information Management Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Human Resources

***Program Description:***

The Human Resources section provides recruitment and selection, Affirmative Action/Equal Employment Opportunity (AA/EEO), training and development, employee consultation, rule/policy and procedure administration and interpretation, labor relations activities, position classification/allocation, statistical reporting, and record-keeping activities to the agency.

Human Resources counsels managers, supervisors, and employees regarding contract administration, personnel rules and practices, and related agency policies. The section is responsible for all recruitment and selection activities and works with the hiring managers in developing and implementing valid selection procedures.

Human Resources helps negotiate, interpret, and administer the labor contract and leads the agency's Collective Bargaining Team. It also provides labor relations and contract administration training to management. This section also works with managers and union stewards to prevent and resolve labor management issues before they become grievances and conducts pre-dismissal and other disciplinary investigations, as needed.

In addition, Human Resources staff coordinates the agency's Safety Committee activities and process injury, auto, property, liability, and tort claims in coordination with the Department of Administrative Services (DAS) Risk Management Division (RMD).

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); affirmative action records, collective bargaining records, employee benefits records, employee medical records, employee personnel records, employee suggestion award records, employment eligibility verification forms (I-9), equal employment opportunity complaint records, Human Resource Services division statistical reports, position description and reclassification records, recruitment and selection records, (OAR 166-300-0040 Personnel Records); incident reports, occupational injury and illness records, and safety program records (OAR 166-300-0045 Risk Management Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Human Resources

**Unit:** Training and Development

***Program Description:***

The Training and Development unit provides in-house expertise on performance, training, and development issues and acts as a management consultant to aid agency managers in anticipating, recognizing, and responding to structure, process, and behavior issues. The unit provides continuous assessment of staff education, training and development needs, and consults with managers to develop training and development outcomes.

This unit develops and recommends training policies and procedures. It assists in the development, delivery, and evaluation of in-house training and also develops and provides training to agency employees on general skills areas such as communication, problem solving, change management, and team building.

Training and Development provides management consultation in order to identify trends in behaviors, organization structure or processes, advises managers on appropriate solutions, and aids managers in determining if training or other processes are the right interventions. Unit staff evaluates and recommends outside consultants and training/education programs.

The unit develops and presents new employee orientations. It works with hiring managers to assure that each new employee has a training/learning plan/expectations for their probationary period. It advises employees on their individual training plans and maintains individual training records. It also prepares reports on training activities for the Human Resources section, monitors the distribution of agency training funds, and develops and maintains the agency Employee Handbook.

In addition, the Training and Development unit coordinates the agency's School-to-Work/Career-Related-Learning program by advocating voluntary participation in career-related learning activities within the agency. These activities may include job shadowing, internships, information interviews, and the annual "Bring Our Kids to Work Day." The unit also coordinates the SAIFer Driver program that requires all state employees who drive a state vehicle to participate in driver training every five years.

***Records Description:***

Records documenting coordination of the agency's School-to-Work/Career-Related-Learning program are School-To-Work/Career-Related-Learning Records. Records documenting coordination of employee participation in driver training every five years are SAIFer Driver Program Records. (The Employment Handbook is part of the agency policies and procedures kept by Administrative Services Division.)

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Below is a series list designating their retentions:

**020 SAIFer Driver Program Records**

Retain 5 years, destroy.

**021 School-To-Work/Career-Related-Learning Records**

Retain 1 year, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, training program records (OAR 166-300-0015 Administrative Records); and conference and workshop records (OAR 166-300-0040 Personnel Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Information Services

**Unit:** Network Administration

***Program Description:***

The Network Administration unit installs and maintains agency computer networks for the agency's central office and for statewide offices. The unit maintains documentation and logs of equipment inventory, repairs, movement, and warranty status. It also establishes and installs security password and utilization profiles for each user of the network. Unit staff diagnose and correct system failures on the network servers, gateways, communication links, printers, and personal computers.

Network Administration also operates the agency Help Desk. It receives and prioritizes service calls and work orders from internal agency users experiencing problems with the network, computers, software, or communication systems.

***Records Description:***

Records documenting troubleshooting and problem-solving assistance and is used to track and research problems and used to provide training to users and Information Services staff are User Support Records.

Below is a series list designating their retentions:

**022 User Support Records**

**Retain 1 year, destroy.**

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); computer system maintenance records, computer system program documentation, computer system security records, computer system wiring records, information system planning and development records, software management records., and user support records (OAR 166-300-0030 Information Management Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Information Services

**Unit:** Computer Operations

**Schedule number: 2001-0010**

***Program Description:***

The Computer Operations unit provides operational support to the agency in the day-to-day running of computers and applications necessary to produce billings to liquor stores, liquor store and warehouse inventory tracking reports, and accounting information. The unit balances reports and initiates procedures necessary to continue computer processing to complete the business process.

The unit coordinates with user departments and liquor agents for processing jobs, confers with programming staff concerning implementation of new jobs or changes to existing jobs, and maintains job and program job control lists. Computer Operations writes or edits user documentation for macros and batch files produced. The unit also performs daily, weekly, and monthly data and system backups.

***Records Description:***

Records documenting sales transactions and inventory for liquor stores and the warehouse are Liquor Store and Warehouse Inventory Recapitulation Worksheets, Liquor Store Sales Transaction and Inventory Records, Warehouse Inventory Ledger, and the ARMS and MBS databases. Records documenting the specifications, changes, and instructions for production jobs are Production Job Case Files, Production Job Requests, and the MBS database.

Below is a series list designating their retentions:

**023 Liquor Store and Warehouse Inventory Recapitulation Worksheets**

Retain 2 years, destroy.

**024 Liquor Store Sales Transaction and Inventory Records**

Retain 2 years, destroy.

**025 Production Job Case Files**

Retain 1 year after job discontinued, destroy.

**026 Production Job Requests**

Retain 1 year after job discontinued, destroy.

**027 Warehouse Inventory Ledger**

Retain 2 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); computer system maintenance records, computer system program documentation, computer system security records, computer system wiring records, information system planning and development records, and software management records. (OAR 166-300-0030 Information Management Records).

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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Information Services

**Unit:** Software Development

***Program Description:***

The Software Development unit works with users to develop and/or modify systems, including both computerized and manual processes that facilitate the operation of the agency. It provides expertise on the integration of computer programs, applications, and systems with existing and planned agency business activities. It also coordinates contract programmer activity to ensure that objectives are met. The unit develops, coordinates, and tracks progress on agency projects.

Software Development works with users to determine system or application requirements, business rules, and specifications and plans future activities from both an information systems view point as well as projected user needs. Software Development codes, writes, or otherwise creates programs that function independently or as part of an application. It also writes or edits documentation for programs, applications, or systems. The unit analyzes and corrects operational problems occurring in existing applications and assists technicians with user and remote support issues regarding application processes.

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); computer system maintenance records, computer system program documentation, computer system security records, computer system wiring records, information system planning and development records, and software management records. OAR 166-300-0030 Information Management Records).

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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Administrative Services Division

**Section:** Information Services

**Unit:** Systems Administration

***Program Description:***

The Systems Administration unit installs, maintains, and assures that all computer systems software is current, up to date, working properly, and used efficiently. It responds to and resolves all software, hardware, operating system, and database problems and failures. Unit staff help write the agency's Information Resources Management Resources plan (IRM).

The unit ensures that all computer systems and resources are available to all system users, including Region Offices to the maximum extent possible. It provides technical guidance to developers and consults with other Information Services staff and facility staff on capabilities, requirements, and possible enhancements of agency computer systems.

Systems Administration performs system database functions including configuring database space in production and development environments, performing initial load of tables and monitoring database system performance. Systems Administration staff also maintains system management programs addressing system security, data integrity, backup security, and system performance.

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); computer system maintenance records, computer system program documentation, computer system security records, computer system wiring records, information system planning and development records, and software management records. OAR 166-300-0030 Information Management Records).



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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Director's Office

***Program Description:***

The Fiscal Services Director's Office functions as the controller of the Oregon Liquor Control Commission. The Director is responsible for all fiscal matters related to the agency, including controls, funding, and systems. The Director provides leadership in the formulation of all fiscal policy and ensures that responsible fiscal procedures and internal controls are developed, implemented, and followed agency-wide.

The Director's Office has responsibility for interpreting, developing and implementing all fiscal directives and fiscally related laws. The Director serves as the agency's fiscal liaison with the Legislative Assembly and the Department of Administrative Services (DAS), Secretary of State, and State Treasury. It monitors the status of division work by reviewing fiscal reports and records prepared by division managers and through conferences with managers and status reports. The Director also reviews and approves OLCC's payments of liquor tax revenue to the state General Fund for distribution to cities and counties per ORS 473.030.

Director's Office support staff provide administrative support to the division and, among other duties, route and track in-coming correspondence and prepare out-going correspondence. Support staff also schedule meetings, track assignments to staff, and do research for the director and others.

***Records Description:***

Records documenting OLCC's payments to the state General Fund for distribution to cities, and counties per ORS 471.805, 471.810 and 473.030, and used to verify amounts to transfer to DAS for distribution, and for research are Fund Distribution Records. (Records of research done for the director are kept by Research and Analysis).

Below is a series list designating their retentions:

**028 Fund Distribution Records**

Retain 10 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, legislative tracking records, mailing lists, scheduling records, staff meeting records, and telephone logs (OAR 166-300-0015 Administrative Records).

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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Budget and SFMS Coordination

***Program Description:***

The Budget and SFMS Coordination section has the primary responsibility for creating and implementing the agency budget based on the direction of the Fiscal Services Director. It supports and coordinates the agency's activities through the budget preparation cycle including budget development, presentation to the Department of Administrative Services (DAS), and the Legislative Joint Ways and Means subcommittee. It also oversees budget implementation and monitoring.

The section creates and maintains annual budget structures for reporting and analysis. It determines updates to these systems through the biennium due to Emergency Board decisions or administrative changes to the budget, and monitors the affects of spending deviations. The section uses State Financial Management System (SFMS) information and maintains appropriate SFMS profiles and reports.

The section helps agency managers implement biennial budgets and provides budgetary reporting. The section provides agency managers, DAS, and the Legislative Assembly with understanding of the impact of legislative proposals by researching and analyzing the fiscal impact of proposed legislation, proposed salary adjustments, collective bargaining unit negotiations, and Emergency Board requests.

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Accounting structure organizational hierarchy records, correspondence, fiscal, expenditure projection reports, legislatively adopted budgets (OAR 166-300-0025 Financial Records); and position inventory control system (PICS) reports (OAR 166-300-0040 Personnel Records).

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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Research and Analysis

***Program Description:***

The Research and Analysis section develops new fiscal and administrative systems, conducts analysis of existing systems, and makes recommendations to improve the effectiveness and efficiency of agency functions. The section also performs major research studies and reports to comply with legislative mandates.

Research and Analysis prepares special reports and major studies related to cost identification, fiscal impact statements, cost/benefit analyses, and other problems requiring statistical analysis. It performs annual liquor store cost surveys to determine contract liquor store's costs of operation. Management uses this information as primary support for requesting funds for agents' compensation.

The section also provides key information for the budget process by gathering data on liquor sales and revenue collections and forecasting agency revenues. This information is used to estimate resources for agents' compensation and for distribution of revenues to the state, cities, and counties. The section also provides technical consultation, written responses, and specialized information as needed for sensitive projects such as store relocation, store profitability, and changes to the liquor pricing formula.

***Records Description:***

Records documenting research and analysis of various topics and issues related to OLCC operations, the liquor industry, and the administration of Oregon liquor laws are Research Project Reports and the COST SURVEYS database.

Below is a series list designating their retentions:

**029 Research Project Reports**

Retain Liquor Store Cost Reports 20 years, destroy

Retain other reports 10 years, destroy.

Retain edited survey data 5 years, destroy.

Retain surveys until reports prepared, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).

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**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Auditing and Revenue

**Unit:** Internal Liquor Auditing

***Program Description:***

The Internal Liquor Auditing unit audits the Commission's contract liquor stores. The unit conducts bi-annual detailed physical audits of liquor stores, prepares formal audit reports, and makes recommendations concerning agent's compliance with policies and procedures.

The unit also works to resolve claims by liquor agents for relief from responsibility of losses due to burglaries, robberies, forged checks, and other losses of cash or merchandise. In addition, Internal Liquor Auditing coordinates annual physical inventories of the OLCC liquor warehouse.

***Records Description:***

Records documenting physical inventory audits of contract agent liquor stores are Liquor Store Audit Reports and the ARM database. Records documenting processing of claims by liquor stores for reimbursement for losses of liquor or cash due to theft or damage are Liquor Store Loss Reports. Records documenting annual physical inventories of OLCC's warehouse are Warehouse Inventory Records and the MBS database.

Below is a series list designating their retentions:

**030 Liquor Store Audit Reports**

Retain 4 years, destroy.

**031 Liquor Store Loss Reports**

Retain 4 years after resolved, destroy.

**032 Warehouse Inventory Records**

Retain 4 years after resolved, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).

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**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Auditing and Revenue

**Unit:** Revenue

***Program Description:***

The Revenue unit collects and records cash from liquor sales, license fees, fines, Privilege Taxes, Wine Advisory Board taxes, and miscellaneous income. It also performs accounting processes to ensure timely recording and depositing of cash by contract liquor stores.

The unit performs internal review and control of revenue transaction entries from the contract liquor stores to ensure that they are accurate and appropriate. Unit staff reconciles all receipts against State Treasury records and resolve discrepancies. They review and approve all refund requests for license and general cash accounts and maintain the license cash journal. Revenue also performs initial debt collection efforts on funds owed to the agency. Difficult collection cases are referred to the Department of Revenue or outside collection agencies for collection.

***Records Description:***

Records documenting accounting for liquor sales by contract liquor stores and are used to calculate liquor agents' compensation are Liquor Store Sales Reports and the ARM and CSPSE databases. Records documenting liquor store agent's contracts and payments for point-of-sale equipment purchased and provided by OLCC before 1998 are Liquor Store Equipment Payback Records.

Below is a series list designating their retentions:

**033 Liquor Store Equipment Payback Records**

Retain 4 years after final payment, destroy.

**034 Liquor Store Sales Reports**

Retain dispenser slips 2 years, destroy.

Retain all other records 6 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); account reconciliation records, accounting system input documents and listings, and agency control reports, accounts receivable reports, audit reports, bank statements, cash receipt records, check registers, checks, correspondence, fiscal, debit/credit advices, general ledger transaction reports, invoices, invoice registers, journal entry registers, receipt registers, receipts, revenue reports, revenue registers (OAR 166-300-0025 Financial Records); and records management records (OAR 166-300-0030 Information Management Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Auditing and Revenue

**Unit:** Records Officer

***Program Description:***

The Records Officer coordinates records related matters for agency management and staff including records retention, storage, and disposition. The Records Officer also maintains the agency's records retention schedule and provides a central point of contact for the State Archives Division.

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); and records management records (OAR 166-300-0030 Information Management Records).

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Auditing and Revenue

**Unit:** Privilege Tax and Wine Advisory Board Tax

***Program Description:***

The Privilege Tax and Wine Advisory Board Tax unit receives and accounts for tax payments from privilege tax licensees. Licensees include beer and wine wholesalers, wineries, warehouses, breweries, brewery public houses, and growers. Licensees pay privilege taxes to OLCC and the agency collects and accounts for taxes from wineries for the independent and separate Wine Advisory Board.

The unit records and posts Privilege Tax and Wine Advisory Board tax revenue and audits and reviews tax statements from licensees to ensure compliance with Oregon statutes and OLCC rules. The unit also conducts audits of privilege tax licensees' accounting records and reports periodically or on change of owner to determine if the licensee's tax liabilities are properly recorded and accounted for. It also searches for unrecorded tax liability to verify taxable quantities and make a final determination of taxes due and to determine the licensee's compliance with applicable laws and regulations. It prepares schedules of discrepancies and errors with explanations to the licensee, a schedule of penalty and interest, and the audit reports.

In addition, the Privilege Tax and Wine Advisory Board Tax unit prepares and distributes statistical reports detailing monthly sales. It computes the required surety (security) bond amount (to cover taxes owed for an audited period if the taxpayer can't pay) for each licensee, coordinates and reviews preparation and distribution of bond applications, analyzes bonds for compliance with agency policy, arranges for bonds from new licensees, and conducts mid-year bond reviews to ensure that bond amounts are sufficient. The unit also answers inquiries from licensees, and provides information pertaining to privilege tax laws, policies and reporting procedures.

***Records Description:***

Records documenting the preparation and distribution of statistical reports about malt beverages and wine manufactured in or imported to Oregon are Malt Beverage and Wine Statistical Reports. Records documenting the examination of manufacturer and wholesaler privilege taxpayer's records related to their reporting and payment of privilege tax and Wine Advisory Board tax are Privilege Tax Audit Reports and the MBS database. Records documenting surety (security) bonds posted by manufacturers and distributors of beer and wine to cover taxes owed for an audited period are Privilege Tax Surety Bonds and the MBS database. Records documenting the receipt and accounting for privilege taxes paid by wholesalers, wineries, breweries, brew pubs, and warehouses are Privilege Tax Journals, Privilege Tax Subsidiary Ledgers, and the MBS database. Records documenting the receipt and accounting for Wine Advisory Board taxes reported and paid by wineries are Wine Advisory Board Tax Journals and Wine Advisory Board Tax Subsidiary Ledgers.

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

Below is a series list designating their retentions:

**035 Malt Beverage and Wine Import Statistical Reports**

Retain June and December reports 20 years, destroy.

Retain other reports 5 years after audit, destroy.

**036 Privilege Tax Audit Records**

Retain 5 years after audit, destroy.

**037 Privilege Tax Surety Bonds**

Retain bonds 5 years after audit, destroy.

Retain worksheets until bond executed, destroy.

**038 Privilege Tax Journals**

Retain 10 years, destroy.

**039 Privilege Tax Subsidiary Ledgers**

Retain 5 years after audit, destroy.

**040 Wine Advisory Board Tax Journals**

Retain 10 years, destroy.

**041 Wine Advisory Board Tax Subsidiary Ledgers**

Retain 5 years after audit, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).



**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Disbursements and Financial Reporting

**Unit:** Disbursements

***Program Description:***

The Disbursements unit pays the agency's bills. The unit processes all expenditures for the agency and issues payments for goods and services, liquor agents' compensation, liquor wholesalers, and freight companies.

The Disbursements unit analyzes billings to verify accuracy and completeness and assembles voucher packets for payments. It reconciles and balances liquor warehouse bailment withdrawals to payment documents, resolves discrepancies with vendors and agency staff, and ensures that documentation is complete for budgetary and non-limited liabilities. The unit, until July 2000, also coordinated authorization for firms to purchase and import bulk ethyl alcohol and grain alcohol directly from a manufacturer.

Another major function of the Disbursements unit is the maintenance of liquor agent compensation records with information received from various sources relating to the individual agents. Staff update formulas for agent compensation resulting from legislative or agency action. These formula changes and other factors may affect agents compensation until termination or retirement. Agent compensation and deductions are entered into the Exys system for download to SFMS to generate warrants for payment. Agents' compensation transaction information is posted into the warrant register and voucher spreadsheets for posting to the agency General Ledger in the SBT system.

An additional function of Disbursements is processing of claims for damage to state property, vehicle accidents, contract liquor store agent's losses due to employee dishonesty, and other losses. The unit files claims with the Department of Administrative Service Risk Management Division and coordinates resolution of claims. Unit staff also responds to verbal and written inquiries from the public, other agencies, and other OLCC staff members pertaining to all types of OLCC disbursements.

***Records Description:***

Records documenting authorization for firms to purchase and import bulk ethyl alcohol and grain alcohol directly from a manufacturer are Bulk Alcohol Importation and Shipping Authorizations. Records documenting liquor received, bailment withdrawn, and liability for inbound and outbound freight are Liquor Accounts Payable and Freight Analysis Records and the MBS database. Records documenting liquor agent's authorization of insurance deductions and payments to insurance companies, funds transferred to suspense accounts due to liquor store audit findings, and agent compensation payments (including authorizing vouchers) are Liquor Agents Compensation Records. Records documenting the processing and payment of claims by OLCC or liquor agents against distilleries and freight carriers for missing or damaged products are Missing or Damaged Liquor/Freight Claims.

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

Below is a series list designating their retentions:

**042 Bulk Alcohol Importation and Shipping Authorizations**

Retain 6 years after authorization invalid, destroy.

**043 Liquor Accounts Payable and Freight Analysis Records**

Retain 10 years, destroy.

**044 Liquor Agents Compensation Records**

Retain 75 years, destroy.

**045 Missing or Damaged Liquor Claims**

Retain aging reports until superseded, destroy.

Retain all other records 4 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records) account reconciliation records, encumbrance registers, journal entry registers, and vouchers (OAR 166-300-0025 Financial Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Disbursements and Financial Reporting

**Unit:** Financial Reporting

***Program Description:***

The Financial Reporting unit analyzes, interprets, and reviews fiscal transactions to insure conformance with Generally Accepted Accounting Principles (GAAP), legal compliance with regulations, policies, and procedures. The unit prepares annual and special financial and statistical reports including the Comprehensive Annual Financial Report (CAFR).

Financial Reporting posts the General Ledger, prepares trial balances, and prepares and/or oversees preparation of journals, subsidiary ledgers, and reconciles General Ledger accounts. The unit posts, balances, and performs aging of accounts receivables and payables. It oversees preparation of monthly receivable analysis and yearly receivable accruals. It also performs collections on receivables. Unit staff also responds to verbal and written inquiries from the public, other agencies, and OLCC managers and staff pertaining to OLCC finances.

Financial Reporting records liquor agent's reported sales and calculates, authorizes, and adjusts liquor agent's compensation based on monthly reported sales. It records sales and inventory transactions for each contract liquor agent and monitors store inventory. It also records stock transfers between liquor agents (liquor stores) and from stores back to the OLCC liquor warehouse and reconciles the daily liquor warehouse inventory.

***Records Description:***

Records documenting posting and reconciling General Ledger accounts are Account Classification of Vouchers Records, Cost of Sales Reports, and the MBS and SBT databases.

Records documenting the monitoring and analysis of various fiscal and business processes are Fiscal Operations Statistical Reports. Records used to calculate, authorize, and adjust liquor agent's and to post the General Ledger are Liquor Store Sales Summary Records and the ARM database. Records documenting sales inventory transactions and claims for each contract liquor agent are Liquor Store Sales Transaction and Inventory Records and the ARM and MBS databases.

Records documenting stock transfers between liquor agents and from stores back to the OLCC liquor warehouse are Liquor Store Stock Transfer Records, Warehouse Inventory Reconciliation Records, and the MBS database.

Below is a series list designating their retentions:

**046 Account Classification of Vouchers Records**

Retain 4 years, destroy.

**047 Cost of Sales Register**

Retain 4 years, destroy.

**048 Fiscal Operations Statistical Reports**

Retain 5 years, destroy.

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

**049 Liquor Store Sales Summary Records**

Retain 10 years, destroy.

**050 Liquor Store Sales Transaction and Inventory Records**

Retain 4 years, destroy.

**051 Liquor Store Stock Transfer Records**

Retain 4 years, destroy.

**052 Warehouse Inventory Reconciliation Records**

Retain 4 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); annual financial reports, correspondence, fiscal, general ledger transaction reports, invoice registers, invoices, trial balance reports, vouchers, voucher registers, and warrant registers (OAR 166-300-0025 Financial Records).

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Administration

**Division:** Fiscal Services Division

**Section:** Disbursements and Financial Reporting

**Unit:** Payroll

***Program Description:***

The Payroll unit is responsible for all OLCC payroll functions. The unit collects data from agency timekeepers for input into the Oregon State Payroll System (OSPS) to process the monthly payroll. It reviews timesheet data for completeness, accuracy, and conformity with policies and procedures. The unit maintains records of use and accrual of leave and updates joint payroll records to reflect changes. Payroll ensures proper credit and payment of insurance liabilities for agency employees and maintains employee payroll and insurance files. The unit also receives and processes requests for travel advances and reimbursement for travel expenses by employees.

In addition, the unit compiles data, furnishes information, and implements transactions pertaining to voluntary deductions, direct deposits, and garnishments. Unit staff also coordinate with the Public Employee Employment System (PERS) to process employee enrollment, contributions, and retirement.

***Records Description:***

The following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); travel expense records (OAR 166-300-0025 Financial Records); deduction registers, employee payroll records, employee time records, federal and state tax records, family medical leave records, Oregon State Payroll System (OSPS) reports, and payroll administrative reports (non-OSPS) (OAR 166-300-0035 Payroll Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Merchandising

**Division:** Liquor Purchasing Division

***Program Description:***

The Liquor Purchasing Division procures wholesale liquor products and arranges shipment to the OLCC Warehouse where the Distribution Division receives, stores, and ships the products to retail liquor stores operated by contract liquor agents.

Purchasing directs and controls the liquor warehouse inventory management program. It performs statistical analysis of sales data, establishes forecasting and ordering parameters, recruits and selects freight carriers, and coordinates activities with liquor suppliers, carriers, liquor sales agents, agency staff, and the buying public.

***Records Description:***

Records documenting purchase of liquor by OLCC for sale by independent contract liquor stores are Liquor Purchasing Records and the MBS database.

Below is a series list designating their retentions:

**053 Liquor Purchasing Records**

Retain item contribution analysis records, order summaries, price lists, and sales and analysis records 6 years, destroy.

Retain price quotes until superseded, destroy.

Retain all other records 2 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); and purchasing records (OAR 166-300-0025 Financial Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Merchandising

**Division:** Distribution Division

***Program Description:***

The Distribution Division receives, stores, and ships liquor products to retail liquor stores operated by contract liquor agents. Distribution also settles claims for damaged and defective goods returned by stores. Distribution Division Warehouse crews also perform annual physical warehouse inventories in cooperation with Fiscal Services Division. The Division also audits performance and negotiates agreements with common carrier truck lines which ship liquor products from the warehouse to the retail liquor stores.

***Records Description:***

Records documenting receipt, inventory, repacking, order filling, and shipping of liquor products are Bills of Lading, Case Repack Reports, Inbound Freight Scheduling Records, Liquor Receiving Records, Order Filling Accuracy Records, Outbound Freight Charge Files, Shipping Operations Records, and the MBS database. Records documenting the performance of freight carriers are Freight Carrier Case Files and the MBS database. Records documenting stock transfers from liquor agents back to the warehouse are Stock Transfer Reports and the MBS database. Records used to monitor marketing trends and inventory of various liquor products are Warehouse Inventory Level Records, Warehouse Production Reports, Warehouse Space Utilization and Allocation Reports, Warehouse Stock Status Reports, and the MBS database.

Below is a series list designating their retentions:

**054 Bills of Lading**

Retain 4 years, destroy.

**055 Case Repack Reports**

Retain 2 years, destroy.

**056 Freight Carrier Case Files**

Retain 6 years after carrier terminated and all claims settled, destroy.

**057 Inbound Freight Scheduling Records**

Retain 3 months, destroy.

**058 Liquor Receiving Records**

Receiving records: retain 2 years, destroy.

Receipt summaries: retain 1 year, destroy.

**059 Order Filling Accuracy Records**

Retain 2 years, destroy.

**060 Outbound Freight Charge Files**

Retain 6 years, destroy.

**061 Shipping Operations Records**

Retain daily summary records 2 years, destroy.

Retain daily shipping records and bills of lading 3 months, destroy.

**062 Stock Transfer Reports**

Retain 1 year, destroy.

**063 Warehouse Inventory Level Records**

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

Retain 2 years, destroy.

**064 Warehouse Production Reports**

Retain 4 years, destroy.

**065 Warehouse Space Utilization and Allocation Reports**

Retain 1 year, destroy.

**066 Warehouse Stock Status Reports**

Monthly Reports: retain 2 years, destroy.

Daily Reports: retain 1 week, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records); and insurance fund claim records (OAR 166-300-0045 Risk Management Records).



OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Merchandising

**Division:** Store Operations Division

***Program Description:***

Store Operations is responsible for ensuring the effective, efficient, and legal merchandising of bottled spirits throughout the state. Store Operations district representatives oversee Commission-appointed agents operating the retail liquor stores. They ensure compliance with liquor laws, OLCC policy and procedures, the Retail Operations Manual, and the Retail Sales Agent Agreement. District representative train new agents in all aspects of store operations and in the laws and rules governing the lawful sale of liquor.

Store Operations Division district representatives monitor service, merchandising, inventory, and sales activities of liquor agents and recommend appropriate action when an agent fails to meet standards or comply with laws and rules regarding the sale of liquor. They make on site observations and review complaints and police reports. District representative also investigate and report incidents such as burglary, robbery, criminal mischief, and fire. They also monitor each store to assure proper cash handling, sales, and banking procedures. In addition, the division publishes the Retail Operations Manual outlining policy and procedures for liquor agents.

***Records Description:***

Records documenting the application of unsuccessful contract liquor agent are Liquor Agent Applications. Records documenting the oversight of independent contracted liquor agents are Liquor Agent Files, Liquor Store Monitoring Reports, and the MBS database. Records documenting administrative hearings for contested cases involving liquor law violations by liquor agents or their employees are Liquor Store Hearing Case Files. Records documenting the publication of policies and procedures for liquor agents are the Retail Operations Manual.

Below is a series list designating their retentions:

**067 Liquor Agent Applications**

Retain 6 months, destroy.

**068 Liquor Agent Files**

Retain 10 years after agent terminated, destroy.

**069 Liquor Store Hearing Case Files**

Retain 10 years after resolved, destroy.

**070 Liquor Store Monitoring Reports**

Retain 5 years, destroy.

**071 Retail Operations Manual**

Retain 6 years after superseded, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Contracts and correspondence (OAR 166-300-0015 Administrative Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

**Organizational Placement**

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Merchandising

**Division:** Liquor Stores

**Program Description:**

Liquor Stores are operated by retail store owners under contract with OLCC. They purchase liquor products from OLCC and sell the products at retail in stores throughout the state. The stores operate under the supervision of the Store Operations Division and must comply with OLCC policy and procedures, the Retail Operations Manual, and the Retail Sales Agent Agreement.

**Records Description:**

Records documenting product sales and bank deposits made by liquor stores are Bank Card Deposit Transmittal Forms, Bank Card Sales Drafts and Credit Vouchers, Bank Card Type and Settlement Reports, Bank Deposit Slips, Bank Terminal Detail Batch Reports, Sales Records, and Transaction Control Sheets. Records documenting filing of claims for breakage, damage, or loss by liquor stores and used to adjust inventory and store account are Claim Reports. Records documenting customer orders of liquor items not stocked by a store are Customer Request Forms. Records documenting requests for agent's leaves of absence are Leave of Absence Forms. Records documenting ordering and receiving of liquor products from the OLCC warehouse and transfer of merchandise between stores and from the store back to the OLCC warehouse are Liquor Order Forms, Liquor Shipment Invoices, Liquor Store Inventory Records, and Stock Transfer Reports. Records documenting ordering and receiving of forms, signs, and supplies from OLCC are Liquor Store Forms and Supplies Orders. Records documenting counting and reporting of monthly liquor stock on hand are. Records documenting audits of liquor stores by OLCC Fiscal Services auditors are OLCC Audit Reports. Records documenting notices of prices and price changes for liquor products are Quarterly Price Books and Monthly Price Changes. Records documenting requests and approval of changes in store hours are Request to Change Store Hours Records. Records documenting verification of the legal age of liquor store customers are Statement of Age Records.

Below is a series list designating their retentions:

**072 Bank Card Deposit Transmittal Forms**

Retain 1 year after OLCC audit, destroy.

**073 Bank Card Type and Settlement Reports**

Retain 1 year after OLCC audit, destroy.

**074 Bank Terminal Detail Batch Reports**

Retain 6 years, destroy.

**075 Claim Reports**

Retain until OLCC audit, destroy.

**076 Customer Request Forms**

Retain until order received, destroy.

**077 Leave of Absence Forms**

Retain until agent's return, destroy.

**078 Liquor Order Forms**

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

Retain 2 months, destroy.

**079 Liquor Shipment Invoices**

Retain until OLCC audit, destroy.

**080 Liquor Store Forms and Supplies Orders**

Retain until order received and verified, destroy.

**081 Liquor Store Inventory Records**

Retain 2 months, destroy.

**082 OLCC Audit Reports**

Retain 4 years, destroy.

**083 Quarterly Price Books and Monthly Price Changes**

Retain price books and stock status order guides 3 months, destroy.

Retain price lists and changes 6 months, destroy.

**084 Request to Change Store Hours Records**

Retain until superseded, destroy.

**085 Sales Records**

Retain dispenser sales reports until OLCC audit, destroy.

Retain daily sales reports and agents sales reports 1 year after OLCC audit, destroy.

**086 Statement of Age Records**

Retain 2 years, destroy.

**087 Stock Transfer Reports**

Retain until OLCC audit, destroy.

**088 Transaction Control Sheets**

Retain 1 year, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Contracts and agreements, correspondence (OAR 166-300-0015 Administrative Records); cash receipt records, deposit slips, and vouchers (OAR 166-300-0025 Financial Records).

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

**Approved Changes January 3<sup>rd</sup>, 2024:**

**Organizational Placement**

**Schedule number: 2001-0010**

**Agency: Oregon Liquor Control Commission (OLCC)**

**Program: Public Safety**

**Division: Licensing**

***Program Description:***

The Licensing Division issues licenses and certificates of authority that allow the manufacture, importation, or sale of alcoholic beverages and that allow the production, processing testing and sale of cannabis and cannabis items, including hemp and marijuana . Division staff receives and process license applications, coordinate criminal history checks, and make determinations regarding an applicant’s licensability. The Division also evaluates an applicant’s compliance history and information provided by local governments and the public. The Division also verifies involvement in and compliance with special-focus efforts to reduce liquor law violations such as the Responsible Vendor program.

The Division refers contested cases involving license refusals and other issues to the Administrative Hearings Division for resolution by the Office of Administrative Hearings and final order by the Commission. The Division also responds to public and staff requests for license information and resolves licensing problems.

In addition, the Division maintains license records and provides them in response to public records requests, and provides research, technical assistance, training, and consultation to agency staff regarding licensing policies and procedures. The Division also gathers and analyzes data and prepares statistical reports about licensing processing activities.

***Program Records***

**140 Applications Received Lists**

Retain annual summary sheets 5 years, destroy.

Retain weekly lists 2 years, destroy.

**141 License Count Lists**

Retain annual lists 20 years, destroy.

Retain monthly lists 1 year, destroy.

**142 Liquor License Records**

Retain 5 years after inactive or 20 years, whichever is longer; destroy

**143 Marijuana License Records**

Retain 10 years after inactive or 20 years, whichever is longer; destroy.

**144 Responsible Vendor Program Records**

Retain 1 year, destroy.

***State Agency General Records Retention Schedule Records***

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Effective: January 2024**

*Includes but not limited to:*

Correspondence (OAR 166-300-0015 Administrative Records).

Databases:

Licensing data set (License Master/Renewals/Case Tracker/Specials Tracker)

Business Objects

NIC database

CSPSE

OREGON STATE ARCHIVES  
Records Retention Schedule

**Effective: January 2024**

**Organizational Placement**

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Administration

***Program Description:***

The Regulatory program regulates the manufacture, sale, and use of alcoholic beverages and ensures that alcoholic beverages are made available to the public in a moderate, lawful, and convenient manner. Regulatory Administration's major responsibilities are planning, policy development, and direction for subordinate Regulatory divisions and units. Regulatory Administration support staff log, route, and track correspondence and track assignments to division staff. Support staff also monitor liquor-selling businesses that also offer nude entertainment in order to respond to questions from the press and public. An additional function of Regulatory Administration is to maintain radio contact with Field Operations staff working on location. The dispatcher also performs criminal history checks and Law Enforcement Data System (LEDS) checks on licensee and service permit applicants for requesting units.

***Records Description:***

Records used to respond to questions from the press and public about establishments licensed to sell liquor and which also offer nude entertainment are Nude Entertainment List. Records documenting authorizations received from requesting units, the performance of criminal history checks on licensee and service permit applicants, and are LEDS Activity Log. Records documenting requests for criminal background checks and the destruction of the printouts upon return from the requesting units are LEDS Activity Log. Records documenting training and certification of support staff to perform Law Enforcement Data System (LEDS) operations are LEDS Certification Training Records. Records documenting the oversight of subordinate units' monthly activities are Problem Premises Reports.

Below is a series list designating their retentions:

**089 Nude Entertainment List**

Retain 2 years after superseded, destroy.

**090 LEDS Activity Log**

Retain printouts until logged back in from requesting units, destroy.

Retain logs 2 years, destroy.

**091 LEDS Certification Training Records**

Retain initial and most recent test until employee separation, destroy.

Retain all other records until superseded, destroy.

**092 Problem Premises Reports**

Retain 1 year, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** License Processing

***Program Description:***

The License Processing section issues licenses and certificates of authority that allow the manufacture, importation, or sale of alcoholic beverages. Section staff receives and processes license applications and coordinate criminal history checks. They evaluate violation history and information provided by local governments and the public. They also verify involvement in and compliance with special-focus efforts to reduce liquor law violations such as the Responsible Vendor program.

The section refers contested cases involving license refusals and other issues to the Administrative Process Division for resolution by the Employment Department Hearing Officer Panel and final order by the Commission. The section also responds to public and staff requests for licensee records and resolves licensing problems.

In addition, the section provides research, technical assistance, training, and consultation to agency staff regarding licensing policies and procedures. It also gathers and analyzes data and prepares statistical reports about licensing processing activities.

***Records Description:***

Records documenting the processing and issuance of liquor licenses are Applications Received Lists, License Count Lists, Licensee History Cards, License Process Reports, License Tradename Cards, Regulatory Action Lists, and the RBS database. Records documenting the license and compliance history of all persons and businesses licensed to manufacture, import, or sell alcoholic beverages in Oregon are License Files and the RBS database. Records documenting the licensed businesses approved for catering, same day or next day delivery of alcohol, or sample tasting are the Licensee Privileges List and the RBS database. Records used to identify the agency's communications needs are Licensee Surveys and the RBS database. Records documenting licensed businesses enrolled in the Responsible Vendor program and are used to enforce compliance with the program are Responsible Vendor Program List and the RBS database.

Below is a series list designating their retentions:

**Approved Changes October 26, 2004:**

\_\_\_\_\_  
**OLCC Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Roy C. Turnbaugh, State Archivist**

\_\_\_\_\_  
**Date**

**093 Applications Received Lists**

Retain annual summary sheets 5 years, destroy.

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

Retain weekly lists 2 years, destroy.

**094 License Count Lists**

Retain annual lists 20 years, destroy.

Retain monthly lists 1 year, destroy.

**095 License Files**

Retain wholesale, retail, and manufacturer business records ~~20~~ **10** years after inactive, destroy.

Retain retail agent, sales person, and winery sales person records 5 years after inactive, destroy.

**096 License Tradename Cards**

Retain 3 years, destroy.

**097 Licensee History Cards**

Retain ~~20~~ **10** years after inactive, destroy.

**098 License Privileges List**

Retain 1 year after superseded or expired, destroy.

**099 License Process Reports**

Retain 1 year after system replaced, destroy.

**100 Licensee Surveys**

Retain summary reports 5 years, destroy.

Retain surveys 1 year, destroy.

**101 Regulatory Action Lists**

Retain 3 years, destroy.

**102 Responsible Vendor Program List**

Retain 1 year, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence (OAR 166-300-0015 Administrative Records).



**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** License Technical Services

***Program Description:***

The License Technical Services section assists the License Processing section and Field Operations Division staff in processing complex or controversial licensing cases. Section staff evaluate and select cases and review and evaluate license application investigation reports submitted by Field Operations staff. They prepare reports and recommendations about individual licensing cases for Commission action. Final recommendations are coordinated through and validated by the cross-division Regulatory Staff Advisory Committee.

The License Technical Services unit reviews license action reports from Field Operations and reviews license decisions at all levels of the agency to monitor decisions for statewide consistency and conformance with agency policy. The section gives guidance to Field Operations staff regarding legal, policy, and procedural issues involved in planning and conducting licensing investigations. They also research and develop recommendations to agency management and the Commission regarding potential licensing law and rule changes.

In addition, the section analyzes training needs and develops and presents training about the licensing process for agency staff. The section also prepares and publishes policy and procedural manuals and other publications. The section also communicates with applicants, licensees, industry groups, the public, and government agencies to explain the licensing program, policies, and procedures.

***Records Description:***

Records documenting recommendations made to the Commission about individual licensing cases and documenting Commission decisions are Commission Action Lists and the RBS database. Records documenting preparation of policy and procedural manuals and instructions about how to plan and conduct licensing investigations are the Licensing Investigation Manual. Records documenting the results of research into licensing issues and used to monitor and improve the standardization and consistency of licensing decisions are Licensing Statistical Reports. Records documenting the preparation and publication of policy clarifications, declarations, or changes are Monthly Information Memo/Regulatory Standards, Viewpoints, and Policies (MIM/RSVP). Records documenting the meetings, activities, and recommendations of the cross-division Regulatory Staff Advisory Committee that considers licensing cases and makes recommendations for resolution to the Commission are Regulatory Staff Advisory Committee Minutes.

**OREGON STATE ARCHIVES  
Records Retention Schedule**

**Effective: January 2024**

Below is a series list designating their retentions:

**Approved Changes October 26, 2004:**

\_\_\_\_\_  
**OLCC Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Roy C. Turnbaugh, State Archivist**

\_\_\_\_\_  
**Date**

**103 Commission Action Lists**

Retain 10 years, destroy.

**104 Licensing Investigation Manual**

Retain 5 years after superseded, destroy.

**105 Licensing Statistical Reports**

Retain 5 years, destroy.

**106 Monthly Information Memo/Regulatory Standards, Viewpoints, and Policies (MIM/RSVP).**

Retain 5 years after superseded, destroy.

**107 Regulatory Staff Advisory Committee Minutes**

Retain 5 years after committee becomes inactive, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence, publication preparation records, and training program records (OAR 166-300-0015 Administrative Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** Compliance Process

***Program Description:***

Compliance Process section is responsible for ensuring that all charges of liquor law violations are prepared and written in conformance to state law and comply with agency rules and policies. The section tracks violation case activities from the receipt of the Field Operations investigation report until the resolution of the violation. The section also provides technical and policy support for Regulatory staff and prepares statistical and research information for agency-wide use.

***Records Description:***

Records used to report, research, and track violations of liquor laws are Violation Tracking Records and the RBS database. **Note:** Upon resolution, case documents are transferred to the License Processing unit for inclusion in the License Files and the RBS database.

Below is a series list designating their retentions:

**108 Violation Tracking Records**

Retain summary reports 10 years, destroy.

Retain annual tracking records 5 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** Service Permits

***Program Description:***

The Service Permits section is responsible for ensuring that only qualified persons receive permits to serve alcoholic beverages. The section processes initial and renewal applications and issues permits. It maintains permit files, coordinates criminal history checks, and responds to public records requests. Section staff coordinate with the Server Education unit regarding mandatory training and testing for service permit applicants. The section corresponds with applicants, employers, and others about the status of specific service permits and about the permit process. It also provides research, technical assistance, training, and consultation to agency staff regarding permit processing.

***Records Description:***

Records documenting the processing and issuance of service permits are Returned Unexpired Permits, Service Permit Process Management Reports, Service Permit Records, and the CSPSE database.

Below is a series list designating their retentions:

**109 Returned Unexpired Permits**

Retain until permit expired, destroy.

**110 Service Permit Process Management Reports**

Retain 2 years after printed, destroy.

**111 Service Permit Records**

Retain 7 years after received, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records), public records disclosure request records (OAR 166-300-0030 Information Management Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

Effective: January 2024

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** Server Education

***Program Description:***

The Server Education section designs, coordinates, and monitors the state's alcohol server education program in order to reduce the number of drunk drivers, promote responsible consumption of alcohol, and educate license holders, liquor servers, and others about Oregon's liquor laws. It receives advice about alcohol server education issues from the Server Education Advisory Committee. The section evaluates providers and instructors, provides technical assistance, and performs investigations to ensure that legal requirements are met by server education providers.

The section conducts on site assessment and analysis of programs and instructors by observing course presentations. Section staff also investigates complaints of substandard performance or practices. They consult with providers and give assistance to improve training programs and techniques and annually process re-certification applications and produce written instructor evaluations.

The section also develops and publishes model curriculum and course examinations, maintains a calendar of classes offered statewide, and scores and records all class examinations. It creates and distributes other instructional and program materials including a newsletter for server education instructors.

In addition, the section administers the Clerk Training Course for retail store clerks who have been cited for selling alcohol to minors.

***Records Description:***

Records documenting mandatory training given to retail store clerks cited for selling alcohol to minors are Clerk Training Course Monitoring Records. Records documenting the development and revision of model liquor service training curriculum, classroom aids, and tests for use by certified providers are Model Program and Curriculum Records. Records documenting the activities and recommendations of the committee that advises the unit and that developed the initial program and rules are Server Education Advisory Committee Minutes. Records documenting scheduling of liquor service training classes, scoring of exams, and verifying class attendance are Server Education Class Calendars, Server Education Examination Answer Sheets, and the CSPSE database. Records documenting certification of providers to provide liquor service training are Server Education Provider Certification Records, and the CSPSE database.

Below is a series list designating their retentions:

**112 Clerk Training Course Monitoring Records**

Retain 2 years after resolution, destroy

**113 Model Program and Curriculum Records**

Retain 5 years after program ends, destroy.

OREGON STATE ARCHIVES  
Records Retention Schedule

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**114 Server Education Advisory Committee Minutes**

Retain 5 years after program ends, destroy.

**115 Server Education Class Calendars**

Retain end-of-month summary calendars 5 years, destroy.

Retain weekly and monthly calendars 2 years, destroy.

**116 Server Education Examination Answer Sheets**

Retain 3 years, destroy.

**117 Server Education Provider Certification Records**

Retain 10 years after certification ends, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records).

**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Policy and Process Division

**Section:** Wholesale/Manufacturing Information

***Program Description:***

The Wholesale/Manufacturing Information section provides advice and consultation to the beer and wine industry regarding Oregon Liquor Control Commission interpretations of the Oregon liquor laws pertaining to tied-house (wholesaler-owned retail business) prohibitions regarding financial assistance, advertising, price lists, labeling requirements, importation practices, Internet sales, direct shipment, and the Beverage Container Act ("Bottle Bill" ORS 459.700). The section provides technical assistance and guidance to the beer and wine industry in all aspects of manufacturer, wholesaler, and retailer relations.

The section also provides expert consultation to agency managers and Commissioners and makes recommendations regarding beer and wine industry policy and rules development. It also provides training for agency staff in the areas of financial assistance, advertising, sponsorship, promotions, importation, and the Beverage Container Act. The section also participates in the contested case hearing process as needed by assisting Compliance Process and Hearings Coordination section staff with technical issues.

The Wholesale/Manufacturing Information section evaluates requests for approval to manufacture, import, distribute, or sell wine or beer in Oregon and issues Certificates of Approval. It also analyzes marketing and promotion proposals from beer and wine manufacturers and wholesalers (and occasionally distilled spirits manufactures) to determine if the marketing complies with Oregon liquor laws. It also evaluates requests from restaurants, hotels, resorts, beer and wine manufacturers, or similar businesses for exclusive product labels and issues Private Label Approvals. It reviews complaints about financial assistance, tied-house, and advertising from businesses and citizens. It determines whether to refer complaints to Field Operations staff for investigation or to investigate complex cases.

In addition, section staff writes articles for industry publications, makes presentations at industry meetings and conferences, and attends special license events to assure consistent compliance with liquor laws. It also prepares and distributes periodic newsletters and "informational memos" about liquor laws and rules affecting the beverage industry.

***Records Description:***

Records documenting evaluation of marketing proposals for advertising, sponsorship, and promotions by beer and wine wholesalers or manufacturers are Advertising, Sponsorship, and Promotion Proposals. Records documenting approval to import and distribute wine or beer in Oregon are Certificates of Approval. Records documenting preparation and publication of periodic newsletters and "informational memos" to beer and wine manufacturers, wholesalers, and retailers are Newsletters and "Informational Memos". Records documenting the evaluation of proposed exclusive product labels for restaurants, hotels, resorts, or similar businesses by beer

## OREGON STATE ARCHIVES

### Records Retention Schedule

**Effective: January 2024**

and wine manufacturers are Private Label Approval Records. Records outlining approval to distribute malt beverages in defined territories in Oregon are Territorial Agreements. Records

documenting the preparation and attendance at or conduct of periodic meetings with beer and wine wholesalers, off-premises sales, and licensees regarding liquor laws and rules are Wholesaler and Off-Premises Liaison Meeting Records. (Records of complaints and investigations are kept by Field Operations.)

Below is a series list designating their retentions:

**118 Advertising, Sponsorship, and Promotion Proposals**

Retain 3 years, destroy.

**119 Certificates of Approval**

Retain 1 year after expired, destroy.

**120 Newsletters and "Informational Memos"**

Retain 5 years, destroy.

**121 Private Label Approval Records**

Retain 3 years, destroy.

**122 Territorial Agreements**

Retain 1 year after superseded, destroy.

**123 Wholesaler and Off-Premises Liaison Meeting Records**

Retain 3 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records).



**OREGON STATE ARCHIVES**  
**Records Retention Schedule**

**Effective: January 2024**

***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Field Operations Division

**Section:** Region Offices

***Program Description:***

The Region Offices assure compliance with liquor laws by instructing and educating applicants, licensees, their employees, and the public and also processing license applications. Region Offices staff provide full-time inspector coverage during evenings and weekends, including under-cover operations. They inspect licensed premises, investigate alleged liquor law violations, and take administrative or criminal action against violators when required. Region Offices also issue keg tags required for the sale of keg beer to licensees and issue special liquor dispensing licenses for special occasions such as weddings, parties, and civic events.

Region Office support staff perform radio dispatcher duties for the Field Operations Division during evenings and weekends by maintaining radio contact with Field Operations Division staff working on location doing compliance work. Dispatchers also perform criminal history checks on licensee and service permit applicants and distribute the resulting printouts to the requesting OLCC unit.

In addition, the section works closely with industry groups and makes educational presentations to provide information and training to help them understand and/or comply with the liquor laws, rules, and policies.

***Records Description:***

Records documenting activities performed in processing and issuing applications for liquor licenses and server permits are Inspector's Notebooks and Special Licenses. Records documenting activities performed to investigate alleged liquor law violations are Dispatcher Radio Logs, Evidence Logs, Inspector's Notebooks, Law Enforcement Agency Reports, Liquor Inspector Activity and Statistical Reports, Unlicensed Liquor Activity Files, Verbal Instruction Logs, and the INSPECTOR/INVESTIGATOR STATS, MBS, and RBS databases. Records documenting the issuance of tags required for the sale of keg beer are Keg Sales Control Records. Records documenting user agreements with Oregon State Police (OSPS), Department of Motor Vehicles (DMV), and city police departments for read only on-line access to computerized criminal history, driving records, and police report information for use in liquor license applications investigations, and liquor law compliance investigations are Records Access Agreements.

Below is a series list designating their retentions:

**124 Dispatcher Radio Logs**

Retain 2 years, destroy.

**125 Evidence Logs**

Retain 10 years, destroy.

**126 Keg Sales Control Records**

Retain 4 years, destroy.

OREGON STATE ARCHIVES  
Records Retention Schedule

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**127 Liquor Inspector Activity and Statistical Reports**

Retain 10 years, destroy.

**128 Inspector's Notebooks**

Retain 5 years after last entry, destroy.

**129 Law Enforcement Agency Reports**

Retain until investigation completed, destroy.

**130 Records Access Agreements**

Retain 6 years after superseded or terminated, destroy.

**131 Special Licenses**

Retain 5 years, destroy.

**132 Unlicensed Liquor Activity Files**

Retain 5 years after case closed, destroy.

**133 Verbal Instruction Logs**

Retain 2 years, destroy.

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records).

OREGON STATE ARCHIVES  
Records Retention Schedule

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***Organizational Placement***

**Schedule number: 2001-0010**

**Agency:** Oregon Liquor Control Commission (OLCC)

**Program:** Regulatory

**Division:** Regulatory Field Operations Division

**Section:** Statewide Compliance Team

***Program Description:***

The Statewide Compliance Team provides investigative support to all of OLCC's Region Offices. The team provides full-time inspector coverage during evenings and weekends, including under-cover operations. It investigates complex and time-consuming compliance and license cases that Region Offices can not accommodate.

Statewide Compliance Team staff observe, interview, interrogate, gather evidence, organize and evaluate facts, and prepare written reports of their activities and observations. They work closely with community and industry groups and make educational presentations to provide information and training to help them understand and/or comply with the liquor laws, rules, and policies. They also provide information and instruction about liquor licensing requirements and liquor laws to community leaders.

***Records Description:***

Records documenting activities performed to investigate alleged liquor law violations are Activity Logs, DUII Program Records, Inspector's Notebooks, Liquor Inspector Activity Logs and Statistical Reports, Observation Requests, and the INSPECTOR/INVESTIGATOR STATS. Records documenting prevention activities are Balancing Enforcement Reports. Records documenting visits by agency-employed underage persons (minor decoys) to attempt to purchase liquor are Minor Decoy Records, and the INSPECTOR/INVESTIGATOR STATS, and MINOR DECOY databases.

Below is a series list designating their retentions:

**134 Balancing Enforcement Reports**

Retain 2 years, destroy.

**135 DUII Program Records**

Retain 5 years, destroy.

**136 Inspector's Notebooks**

Retain 5 years after last entry, destroy.

**137 Liquor Inspector Activity Logs and Statistical Reports**

Retain activity logs 2 years, destroy.

Retain statistical reports 10 years, destroy.

**138 Minor Decoy Records**

Retain individual minor decoy records 5 years, destroy.

Retain statistical records 10 years, destroy.

**139 Observation Requests**

Retain 2 years, destroy.

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Effective: January 2024**

In addition, the following records can be found in the State Agency General Records Retention Schedule: Correspondence and training program records (OAR 166-300-0015 Administrative Records).