

Oregon State Board of Nursing
Records Retention Schedule 2020-0006
Effective Date: December 2020
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Oregon State Archives
Records Retention Schedule

Effective Date: December 2020

Organizational Placement

Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing

Unit: Director's Office

Program Description

The Director's Office oversees the Oregon State Board of Nursing and is responsible for making policy, representing the Board to the Legislative Assembly. The Director's Office makes plans, establishes policies and programs, and oversees special projects.

Program Record

None

State Agency General Records Retention Schedule Records

Includes but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

State Board and Commission General Records Retention Schedule Records

Includes but are not limited to:

Board and Commission Records (OAR 166-350-0010)

Board and Commission Meeting Minutes

Databases

None

Oregon State Archives
Records Retention Schedule

Effective Date: December 2020

Organizational Placement

Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing
Unit: Communications

Program Description

Communications prepares materials to effectively convey information about the programs, mission, and scope of Oregon State Board of Nursing. Communications is responsible for the production and distribution of news and informational materials for Board of Nursing programs and developing Board publications and maintaining the Oregon State Board of Nursing web site. Communications is responsible for media relations and for assisting with public records requests.

Program Record

001 Annual Statistical Report (included in Board meeting minutes)

Retain permanently, transfer to State Archives after 10 years

002 Board Newsletter

Retain permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

Include but are not limited to:

Administrative Records (OAR 166-300-0015)

Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Press Releases
Public Records Disclosure Request Records
Publication Preparation Records

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

Asset Inventory Reports

Financial Records (OAR 166-300-0025)

Budget Preparation Records

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

Computer System Maintenance Records
Computer System Program Documentation
Information System Planning and Development Records
User Support Records

Databases

CRM

Oregon State Archives
Records Retention Schedule

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Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing

Unit: Fiscal Services

Program Description

Fiscal Services provides support services for the Oregon State Board of Nursing. Responsibilities include managing auditing and processing transactions for accounts receivable and payable, processing and recording daily revenue and performing various fiscal functions ensuring compliance with applicable rules, regulations and policies.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but are not limited to:

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Financial Records (OAR 166-300-0025)

Accounts Payable Reports Records

Accounts Reconciliation Records

Annual Financial Reports

Budget Preparation Records

Credit and Debit Receipts

Grant Records

Payroll Records (OAR 166-300-0030)

Employee Payroll Records

Databases

CRM

Oregon State Archives
Records Retention Schedule

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Organizational Placement

Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing

Unit: Human Resources

Program Description

Human Resources provides human resource services consisting of advice and assistance in the interpretation and application of state and federal personnel laws and policies and Oregon State Board of Nursing internal personnel policies and procedures. Human Resources maintains the State Board of Nursing's personnel record system, and is responsible for monitoring human resource management activities in the agency. Human Resources is also responsible for personnel policy development, implementation, and compliance.

Program Record

None

State Agency General Records Retention Schedule Records

Include but are not limited to:

Administrative Records (OAR 166-300-0015)

Litigation Records

Personnel Records (OAR 166-3000-0040)

Affirmative Action Records

Collective Bargaining Records

Employee Medical Records

Employee Personnel Records

Position Description and Reclassification Records

Recruitment and Selection Records

Databases

None

Oregon State Archives
Records Retention Schedule

Effective Date: December 2020

Organizational Placement

Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing
Unit: Investigations
Program: Investigations

Program Description

This program investigates complaints regarding violations of the Oregon Nurse Practice Act and recommends appropriate disciplinary action to the Board. Investigators prepare cases for hearings and monitor nurses and nursing assistants who have had disciplinary action taken against their licenses and/or certificates. They interpret the legal scope of nursing practice for nurses, employers, allied health personnel and the public and provide in-service training for nurses and other health related agencies and organizations. The staff prepares investigative documents for Board review and action at each Board meeting.

Program Record

003 Complaint Investigation Records

Retain 50 years, destroy

004 Final Order Records

Retain 50 years, destroy

005 Civil Penalty Case Records

Retain 2 years after final payment, destroy

State Agency General Records Retention Schedule Records

Includes but are not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Policy and Procedure Guidelines and Manuals

Databases

CRM

Oregon State Archives
Records Retention Schedule

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Agency: Oregon State Board of Nursing
Unit: Investigations
Program: Nurse Monitoring

Program Description

The Nurse Monitoring Program (NMP) formerly provided an alternative model to the disciplinary process for nurses with substance abuse, physical, or mental health disorders within a regulatory context.

Program Records

006 Monitoring Program Case Records
Retain 25 years, destroy

State Agency General Records Retention Schedule Records

Includes but are not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Policy and Procedure Guidelines and Manuals

Databases

CRM

Oregon State Archives Records Retention Schedule

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Organizational Placement

Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing
Unit: Licensing

Program Description

This program implements all licensing and certification activities for nurses, nursing assistants, medication aides, and advanced practice nurses. Information obtained in the licensure and certification processes is maintained in a data base system to provide manpower statistics and the Nurse Aide Registry for nursing assistants in compliance with the Federal Omnibus Reconciliation Act of 1987 (OBRA). Licensing and certification technicians provide service to the public and licensees, informing them about licensure procedures and the agency. Law Enforcement Data System (LEDS) checks are performed on all initial and renewal licensure and certification applications.

An important function of this program is the administration of the training and testing program for Certified Nursing Assistants and Certified Medication Aides. Applications from graduates of approved CNA programs are reviewed, and examinations are administered in both a written and manual form for CNA certification. The program also administers the Certified Medication Aide (CMA) Program, including the development and administration of the CMA examination.

The Customer Service Center (CSC) and Production Center provides customer service to all walk-in customers and to any caller to the agency, as well as processing all license renewals. They also process all non-E-Commerce renewal applications.

Program Records

- 007 Nurse Aide Certification Records**
Retain 99 years, destroy
- 008 Nurse License Index**
Retain 99 years, destroy
- 009 Nurse License Register (1911-1982)**
Retain permanently, transfer to the State Archives after 99 years
- 010 Nurse Practitioner Certification Records**
Retain 99 years, destroy

Boards and Commissions General Records Retention Schedule Records

Include but are not limited to:

Board and Commission Records (OAR 166-350-0010)
Licensing Records, Individual

Databases

CRM

Oregon State Archives
Records Retention Schedule

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Schedule Number: 2020-0006

Agency: Oregon State Board of Nursing
Unit: Nursing Consultation
Program: Advanced Practice, RN/LPN, Education, CNA/CMA

Program Description

Nursing Consultation is responsible for nursing program functions in each of the following areas: approval and survey of education and training programs; development of regulations and policies; interpretation of practice standards and nursing consultation with Administration, Licensing and Investigations programs.

Program Record

- 011 Nurse Educational Program Review/Review Records**
Retain 1 year after second review cycle, destroy
- 012 Out of State Clinical Practicum Approvals**
Retain 6 months after final program review, destroy
- 013 Nurse Aide/Medication Aide Training Program Review/Survey Records**
Retain 1 year after of third review cycle, destroy

State Agency General Records Retention Schedule Records

Include but are not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Attorney General Opinions
Conference, Seminar and Training Program Records
Policy Development and Planning Records
Publication Preparation Records

State Boards and Commission General Records Retention Schedule Records

Include but is not limited to:

Boards and Commission Meeting Minutes

Databases

CRM