

Oregon Secretary of State

Records Retention Schedule 2023-0008

Effective Date: November 2023

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Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Executive
Section: Secretary of State

Program Description

The Secretary of State is an elected constitutional office. The Office of the Secretary of State is one of three constitutional offices established at statehood. The Secretary of State serves as auditor of public accounts, evaluating and reporting on the financial condition and operations of state agencies and overseeing the Municipal Audit Law. The Secretary of State is the public records administrator, responsible for maintaining legislative and executive public records, supervising the State Archivist, maintaining Oregon Administrative Rules, and publishing the Oregon Blue Book. The Secretary is Oregon's Chief Elections Officer, responsible for uniformly interrupting and applying state elections laws. Every ten years, the Oregon Constitution requires the Secretary of State to redistrict State Senate and State Representative districts if the Legislative Assembly fails to do so by July 1. The Secretary of State is a member of the State Land Board with the Governor and State Treasurer. The Executive Division of the Office of Secretary of State oversees seven divisions and operates under the authority of the Oregon Constitution and ORS chapters 177, 192 and 240.

Program Records

- 001 Land Board Issues Records, 1991 - [ongoing] 9 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 002 Oregon State Flag Program Records, 1969 - [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives when program sunsets
- 003 Redistricting Records, 2001 - [ongoing] 10 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 004 Secretary of State's Constituent Services Correspondence**
Retain 5 years, destroy
- 005 Secretary of State's Correspondence, 2009 - [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 006 Secretary of State's Oath of Office, 2009 - [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 007 Secretary of State's Official Calendar Records, 2009 - [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 008 Secretary of State's Scheduling Records, 2009 - [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives when program sunsets
- 009 Secretary of State's Swearing In Ceremony Records, 2009 - [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration

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010 Secretary of State's Subject Files, 2009 - [ongoing] 2 c.f.

Retain permanently, transfer to State Archives at end of administration

011 Secretary of State's Trip Files, 2009 - [ongoing] 1 c.f.

Retain permanently, transfer to State Archives at end of administration

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Executive
Section: Deputy Secretary of State

Program Description

The Deputy Secretary of State oversees and administers the Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources Divisions. The Deputy Secretary of State manages the day-to-day operations of the agency divisions; and provides policy advice to the Secretary of State.

Program Records

- 012 Deputy Secretary of State's Oath of Office, 2009 - [ongoing] .5 c.f.**
Retain permanently, transfer to State Archives at end of administration
- 013 Deputy Secretary of State's Official Correspondence, 2009 - [ongoing] 1 c.f.**
Retain permanently, transfer to State Archives at end of administration

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Facilities/Property Records (OAR 166-300-0020)
Agency Assets, Equipment, and Property Records
Building Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Executive
Section: Civics and Election Education

Program Description

The Civics and Election Education program provides educational information to Oregonians about upcoming elections and Oregon elections law.

The Oregon Kid Governor is part of the Secretary of State's vision to provide civic education to ensure future generations know about their local, state, and federal government and have a hands-on learning opportunity to learn about Oregon's voting system. The Oregon Kid Governor program is an innovative and practical program that illustrates how elections work and how Oregon residents of all ages can choose to participate in our democratic society. The lessons inspire students to be lifelong agents of change, active participants in their government, and pre-register voters by 16 ensuring they are registered by 18. Oregon Kid Governor, both the program and the student winners, are vehicles for teaching students civic skills and community mindedness statewide.

Program Records

014 Kid Governor Program Records

- a) Retain program administration records 4 years, destroy
- b) Retain unsuccessful application materials 3 months, destroy
- c) Retain finalist and Kid Governor application materials permanently, transfer to State Archives after 3 years

015 Mis-, Dis-, and Mal-Information (MDM) Campaign Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Executive
Section: Communications

Program Description

The Communications program is responsible for writing press releases, overseeing public relations, writing speeches for the Secretary of State, maintaining relations with government agencies, and managing internal communications within the Office of Secretary of State.

Program Records

016 Secretary of State's Press Releases, 2009 - [ongoing] 1 c.f.

- a) Retain final release permanently, transfer to State Archives at end of administration
- b) Retain drafts, work notes, and reference materials 1 year, destroy

017 Secretary of State's Speeches, 2009 - [ongoing] 1 c.f.

- a) Retain final, given speeches permanently, transfer to State Archives at end of administration
- b) Retain drafts, work notes, and reference materials 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Executive
Section: Policy Development/Legislative Liaison

Program Description

The Legislative Liaison and Policy Advisor's office is responsible for providing policy advice on a variety of issues, statewide outreach, and serving as a liaison between the Secretary of State, the State Land Board, and the Legislative Assembly.

Program Records

018 Original Enrolled Legislative Bills, 2009 - [ongoing] 4 c.f.

- a) Retain final enrolled bill permanently, transfer to State Archives after each legislative session
- b) Retain drafts, work notes, and reference materials 1 year after bill enrolled, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Legislative Tracking Records
Mailing Lists
Strategic Planning Records

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Administration

Program Description

The Administration section of the State Archives includes the State Archivist, who provides leadership and direction to the Archives Division's activities and actions under ORS 192 and 357. The State Archivist manages two programs. Reference includes Patron Services, Official Documents, and Blue Book. Records Management includes the State Records Center, Security Copy Depository, and Administrative Rules. The Archivist has extensive contact with state agencies, local governments and users, including the legal community, genealogists and the general public. These contacts help evaluate programs, cooperate on mutual concerns and determine policies, as well as provide different groups with information. The Archivist evaluates existing services provided by the division, develops new services, sets standards, and serves as liaison with federal records programs.

The State Archivist performs all supervisory functions, determines the division's budgetary needs, authorizes expenditures, and maintains oversight and control of expenditures. The Archivist also develops and recommends changes to Oregon Revised Statutes and Oregon Administrative Rules that have an impact on state and local agencies and the users of state services.

Program Records

019 Annual Statistical Reports

Retain 10 years, destroy

020 Monthly Statistical Reports

Retain until annual report compiled, destroy

021 Reports, Studies, and Presentations

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Agency Training and Presentation Records

Calendar and Scheduling Records

Project Management Records

Policy and Procedure Guidelines and Manuals Records

Strategic Planning Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

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Systems of Record

SharePoint

Content Manager (CM)

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Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Administrative Rules

Program Description

ORS 183 directs Oregon state agencies to adopt Oregon Administrative Rules (OARs) to standardize agency operational policies and procedures. Proposed rules are published by the Administrative Rules program, debated at public hearings, amended or adopted, and then filed and published by the Secretary of State's Administrative Rules program.

The Administrative Rules program maintains the online Oregon Administrative Rules Database (OARD). Since 2017, OARD has acted as Oregon's official Administrative Rules compilation, as it contains the rules of all of Oregon's state agencies, boards and commissions. Additionally, state agencies, boards and commissions use the OARD to adopt new rules and amend existing ones. The OARD also contains the *Oregon Bulletin*, which is an online monthly publication that contains Notices of Proposed Rulemakings and the full text of recently adopted and amended administrative rules. The Oregon Bulletin also contains non-OAR items such as Executive Orders of the Governor and Opinions of the Attorney General (ORS 183.325-183.410).

Program Records

022 Administrative Rules Notices, 1958 - [ongoing] 175MB

(all digital in OARD since 2017)

Retain permanently

023 Advice and Assistance Records

Retain 1 year, destroy

024 Oregon Bulletin

(published digitally from OARD since 2017)

Retain permanently

025 Permanent and Temporary Rule Filings Administrative Orders, ca. 1930 - [ongoing] 175MB

(all digital in OARD since 2017)

Retain original certificate, order and rule text permanently

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

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Systems of Record

Content Manager (CM)

OARD

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Oregon Records Management Solution (ORMS)

Program Description

The Oregon Records Management Solution is a state-wide program that provides electronic records management tools and assistance to participating agencies at all levels of Oregon government. The Records Management Unit operates ORMS in conjunction with private partners Chaves Consulting and Arikkan, Inc. Members of the records management unit assist agencies in project planning, software configuration, and end user training, and provide ongoing technical support. Members of the unit also create various training materials, aids, and guides to assist agency users.

Program Records

026 Implementation Planning Records (includes first records/builds/planning sessions/justification, significant technical discussions)

Retain 1 year after agency leaves ORMS, destroy

027 ORMS Support correspondence

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Agency Training and Presentation Records

Calendar and Scheduling Records

Mailing List Records

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Records Management Services

Program Description

The Records Management program provides advice and assistance on records and information management issues to state and local government agencies, universities, community colleges, educational service districts, school districts, boards and commissions. The program produces and updates special and general records retention schedules for all government agencies and identifies Oregon public records with long-term historical value for permanent retention in the State Archives. The program also develops and presents classroom and web-based training materials for state and local agency records officers.

Program Records

028 Advice and Assistance Records

- (a) Retain Statutory, Administrative Rule, and Special Schedule advice 3 years, destroy
- (b) Retain guidance documents until superseded or obsolete, destroy

029 Records Management Presentations

Retain 2 years, destroy

030 Records Retention Schedules - Final Product

Retain 10 years after superseded or obsolete, destroy

031 Records Retention Schedule Project Records

Retain 1 month after schedule superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Agency Training and Presentation Records
Calendar and Scheduling Records
Mailing List Records
Staff Meeting Records

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Records Management
Program: Security Depository

Program Description

The Security Depository program provides environmentally controlled and secure microfilm storage for state and local government agencies. Custody of deposited microfilm remains with the depositing agency. The program administers and enforces microfilm standards for clients and vendors and receives and maintains agency microfilm for security purposes. Program staff inspects each roll of microfilm prior to acceptance for compliance with Archives Division rules and internationally accepted standards. The Security Depository program monitors the temperature and humidity in the microfilm vault to ensure the existence of ideal storage conditions and inspects 10 percent of its holdings annually for microfilm deterioration issues.

Program Records

- 032 Microfilm Accession Inspection Records**
Retain 10 years after microfilm deaccessioned, destroy
- 033 Microfilm Deaccession Authorizations**
Retain 75 years, destroy
- 034 Microfilm Loan Records**
Retain 1 year after records accession disposed of, destroy
- 035 Microfilm Transaction Requests**
Retain 1 year, destroy
- 036 Microfilm Transmittals - Permanent**
Retain permanently
- 037 Microfilm Transmittals - Non-Permanent**
Retain 10 years after microfilm de-accessioned, destroy
- 038 Microfilm Yearly Inspection Records**
Retain permanently
- 039 Security Depository Microfilm Transmittals - Permanent Records**
Retain permanently
- 040 Security Depository Transaction (Log) Records**
Retain 10 years, destroy
- 041 Temperature and Humidity Monitoring Records**
Retain 5 years, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Postal Records

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

Agency Assets, Equipment, and Property Records

Systems of Record

FileMaker Pro

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Records Management
Program: State Records Center

Program Description

The State Records Center houses, maintains, and destroys inactive records of state agencies pursuant to approved records retention schedules. Agencies elect to store records at the State Records Center for a fee, with records remaining in the custody of the depositing agency. The State Records Center provides a secure location for records storage. The Records Center also retrieves records from storage at agency request, arranges for destruction once records have met their designated retention, and transfers records with a permanent retention to the State Archives.

Program Records

042 Advice and Assistance Records

Retain 1 year, destroy

043 Authorized Agency Records Requester List

Retain until superseded or obsolete, destroy

044 Confidential Destruction Receipts

Retain 4 years, destroy

045 Records Center Accession Control Log [Ended 2019]

Retain 75 years, destroy

046 Records Center Assessment Records

Retain 10 years, destroy

047 Records Center Records Requests

Retain 5 years, destroy

048 Records Center Records Transmittal Requests

Retain 3 years, destroy

049 Records Center Records Transmittals - Non-Permanent

Retain 10 years after accession destroyed, destroy

050 Records Center Records Transmittals - Permanent

Retain 2 years after transferred to the State Archives, destroy

051 Records Disposition Records

Retain 75 years after records disposition, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

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

Agency Assets, Equipment, and Property Records

Systems of Record

Content Manager (CM)

FileMaker Pro

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Reference
Program: Official Documents

Program Description

The Official Documents program receives and files various records that are required by statute to be filed with the Secretary of State. These records document government actions, including annexations, city mergers, and special district agreements; city and county agreements; county home rule charters; extradition warrants and requests; appointment of and oaths taken by government officials; commission activities; Governor's executive clemencies and orders; and resolutions. The program receives reports of state revenue generated through a variety of sources, such as cigarette taxes, lottery transactions, and United States federal mineral leases. The program also maintains a file of signatures of individuals authorized as state agency signers. The responsibility for recording and maintaining state-owned deed transactions and records was transferred from the Secretary of State's Official Documents program to the Department of State Lands in 1993.

Program Records

052 Agency Authorized Signers Records

Retain 25 years, destroy

053 Agency Authorized Signers - Registrars of Vital Statistics Records, 1993 - [ongoing] 1 c.f.

Retain permanently

054 Appointments and Oaths of Office, 1878 - [ongoing] 32 c.f.

Retain permanently

055 Appointments and Oaths of Office - Boards, Commissions, Task Force Members

Retain 15 years, destroy

056 Department of Commerce Census Reports

Retain 1 month after superseded or obsolete, destroy

057 Extradition Records

Retain 75 years, destroy

058 Governor's Official Filings, 1859 - [ongoing] 4 c.f.

Retain permanently

059 Local Governments and Commodity Commissions General Administrative Filings

Retain 15 years, destroy

060 Official Documents Indexing Records

Retain until superseded or obsolete, destroy

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061 Official Filings, 1859 - [ongoing] 61 c.f.

Retain permanently

062 State Revenue Distribution Reports

Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

Systems of Record

Content Manager (CM)

FileMaker Pro

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Reference
Program: Oregon Blue Book

Program Description

The Secretary of State has statutory responsibilities to publish the Oregon Blue Book, a state almanac and reference directory to Oregon government (ORS 177.120). It contains listings and functional descriptions of state and local government agencies and educational institutions, as well as photographs, facts about state history, and information on the arts and media in Oregon. The Oregon Blue Book program solicits, compiles, edits, and formats Blue Book content, and publishes the book. A copy of the Blue Book is given to Oregon's public schools, government agencies and legislators, as well as some federal agencies and lawmakers biennially. The Publications program distributes these free copies, and the Business Services Division handles sales distribution and payments. The Oregon Blue Book is published in odd-numbered years.

Program Records

063 Oregon Blue Book

Retain 1 copy, transfer to State Archives after publication printed and accepted

064 Oregon Blue Book Photo Contest Entries

- (a) Retain 1 copy of winning entries permanently, transfer to State Archives
- (b) Retain all other entrants 3 months after contest closed, destroy

065 Oregon Blue Book Photographs, ca. 1907 - [ongoing] 5 c.f.

- (a) Retain photographs used in print edition permanently, transfer to the State Archives
- (b) Retain all other photographs until no longer needed, destroy

066 Oregon Blue Book Student Essay Contest Entries

- (a) Retain 1 copy of winning entries 1 year after publication, destroy
- (b) Retain all other entrants 3 months after contest closed, destroy

067 Oregon Blue Book Video Recordings, 2023 - [ongoing] 2GB

- (a) Retain video recordings used in the Digital Blue Book permanently, transfer to State Archives
- (b) Retain all other video files until no longer needed, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

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Systems of Record

SharePoint

Content Manager (CM)

Oregon State Archives

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Agency: Secretary of State
Division: Archives
Section: Reference
Program: Reference Services

Program Description

The Reference Services program preserves and provides access to the permanently valuable records of Oregon government in the custody of the State Archivist. Reference archivists assist patrons with the use of materials and respond to requests for information from the State Archives' holdings. The program negotiates the transfer of historic records from state and local government agencies, accessions these records into the State Archives holdings, and creates finding aids for the use of those records. The program also inventories historically valuable records held by local governments and refers interested patrons to the local government holding them. The program uses State Archives holdings to create historical exhibits to display within the State Archives building and on the State Archives website. The program also reappraises its holdings and de-accessions records without historical value. State Archives' patrons include members of the general public, government agencies, private businesses, genealogists, and students of all ages.

Program Records

- 068 Accession Register, 1992 - [ongoing] 1 c.f.**
Retain permanently
- 069 Archives Records Deaccession and Destruction Authorization Records 1946 - [ongoing] 2 c.f.**
Retain permanently
- 070 Archives Records Transmittals, 1946 - [ongoing] 15 c.f.**
Retain permanently
- 071 Exhibit Loan Records**
Retain 1 year after loan returned, destroy
- 072 Exhibit Preparation Records**
 - a) Retain final product 10 years, destroy
 - b) Retain drafts, supplemental materials, and other preparation materials 2 years, destroy
- 073 Finding Aids**
Retain 1 month after superseded or obsolete, destroy
- 074 Patron Registration Records**
Retain 2 years after date of last activity, destroy
- 075 Records Transfer Authorization Records**
Retain 3 years, destroy

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076 Records Use Forms

Retain 1 year, destroy

077 Reference Requests

Retain 1 year, destroy

078 Registration Number and Locker Key Log

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

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

Agency Assets, Equipment, and Property Records

Systems of Record

Content Manager (CM)

FileMaker Pro

SharePoint

Oregon State Archives

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Agency: Secretary of State
Division: Audits
Section: Administration

Program Description

The Oregon Audits Division is responsible for providing audit services and oversight to state and local government entities per ORS 297, which establishes the Secretary of State as the State Auditor. The director of the division and staff represent and carry out the duties and functions of the State Auditor. Division staff conduct performance, financial, and information technology audits, provide oversight for municipal audits, and maintain a government waste hotline. The administrative staff provide the division with general support for the municipal audit program, project management system, training program, and division purchases. The Audits Division also conducts risk assessments and reviews, issues an annual audit plan, responds to Joint Legislative Audit Committee (JLAC) requests, responds to public records requests, and works with the SOS Business Services Division to prepare the biennial audit allocation and quarterly audit assessments.

Program Records

079 Biennial Assessments

Retain 10 years after end of biennium, destroy

080 Project Management Records

Retain 10 years after close of project, destroy

081 Training Records

Retain 7 years after training date, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Public Records Disclosure Request Records

Personnel Records (OAR 166-300-0040)

Systems of Record

Open Air
TRAINING

Oregon State Archives

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Agency: Secretary of State
Division: Audits
Section: Government Waste Hotline

Program Description

The Secretary of State is charged with maintaining a toll-free hotline for the public and state employees to report waste, inefficiency, or abuse by state agencies, state employees, or persons under contract with state agencies (ORS 177.170). The Audits Division carries out this responsibility through a confidential, 24-hour hotline, and conducts investigations of potential misuses of state resources by state agencies, local governments or contractors receiving state funds from state agencies. The Audits Division also receives reports of waste, inefficiency, or abuse via electronic and postal mail. All reports of waste, inefficiency and abuse received by the program are logged.

Program Records

082 Government Waste Hotline Log Records

Retain 7 years after case closure, destroy

083 Government Waste Hotline Annual Report

Retain 20 years after issue date, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals Records

Systems of Record

Navex (Call/Report Log)

Oregon State Archives

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Agency: Secretary of State
Division: Audits
Section: Municipal Audit

Program Description

The Audits Division is responsible for administering the Municipal Audit Law (ORS 297), which holds Oregon municipalities accountable for the expenditure of public funds and its fiscal affairs. The Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of Certified Public Accountants, prescribes minimum standards for conducting municipal audits and preparing municipal audit reports, which are submitted to the Audits Division. The Audits Division reviews a sample of these municipal audits for compliance with professional auditing and reporting standards and the Municipal Audit Law.

Program Records

084 Municipal Audit Desk and Field Review Records

Retain 5 years after completion date, destroy

085 Municipal Audit Reports

Retain 10 years after fiscal year-end, destroy

086 Municipal Correspondence

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals Records

Systems of Record

MUNICIPAL

Oregon State Archives

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Agency: Secretary of State
Division: Audits
Section: State Agency Audit

Program Description

The State Agency Audit program conducts financial, performance, and information systems audits of state agencies.

Program Records

- 087 Assessments**
Retain 10 years after inactive date, destroy
- 088 State Agency Audit Final Reports**
Retain 30 years, destroy
- 089 State Agency Audit Work Papers**
Retain 7 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records

Systems of Record

Team Central
TeamMate

Oregon State Archives

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Agency: Secretary of State
Division: Business Services
Section: Administration

Program Description

The Business Services Division (BSD) operates under the authority of ORS 177.050, ORS 177.120 and OAR 167, and provides centralized business and administrative support for the Secretary of State agency. The BSD Administration program sets the strategic direction and oversees the operation of the division. BSD Administration works with the agency to develop consistent financial policies and programs in accordance with generally accepted financial rules, regulations, policies and best practices. The program also coordinates health and safety initiatives, including the division's development of emergency response plans and procedures, incident reporting, risk assessment and management, and insurance claims. The director of the division serves as the agency's safety officer and records officer.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Legislative Tracking Records
Lobbyist Records
Staff Meeting Records
Facilities/Property Records (OAR 166-300-0020)
Agency Assets, Equipment, and Property Records
Emergency Response Plans and Procedures Records

Systems of Record

SFMA

Oregon State Archives

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Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Cash Receipts and Disbursements

Program Description

The Cash Receipts and Disbursements program provides fiscal support services for all divisions of the Office of Secretary of State. Responsibilities include managing, auditing, and processing transactions for accounts receivable; processing and recording daily revenue; and processing all asset, liability, expenditure and revenue transactions on the Statewide Financial Management Application (SFMA). The Cash Receipts and Disbursements program also tracks fees and filings of municipalities for the Audits Division and reconciles fixed asset accounting records.

Program Records

090 Credit Suspense List

Retain 1 month after superseded or obsolete, destroy

091 Uncollected Fees Records

Retain 1 month after fees returned by collection agency or until debt written off pursuant to ORS 293.240, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Signature Authorization Records

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

Asset Inventory Records

Systems of Record

Content Manager (CM)

DIS

ManageEngine

MUNI

OregonBuys

SFMA

Oregon State Archives

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Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Financial Reporting

Program Description

The Financial Reporting program prepares the Secretary of State agency's portion of the statewide, Annual Comprehensive Financial Report (ACFR). The program is also responsible for reporting to the federal government on the federal funds allocated to and spent by the agency. Financial Reporting also prepares for the Office of Secretary of State's external agency audit.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

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

Asset Inventory Records

Systems of Record

SFMA

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Business Services
Section: Accounting
Program: Payroll

Program Description

The Payroll program handles all payroll-related accounting functions for the Secretary of State agency. The program coordinates employee benefits, tax withholdings and deductions, and ensures compliance with applicable rules, regulations, and policies.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Payroll Records (OAR 166-300-0035)

Systems of Record

PEBB
SFMA
Workday

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Business Services
Section: Budget

Program Description

The Budget program compiles the Secretary of State agency budget. The program's other responsibilities include coordinating budget preparation activities between the Department of Administrative Services, Legislative Fiscal Office, and the divisions of the Office of Secretary of State. After obtaining budget approval, the program provides the divisions with expenditure patterns and forecasts, advises on budget adjustments, and prepares Emergency Board Requests.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Financial Records (OAR 166-300-0025)
Budget Preparation Records
Emergency Board Request Records
Expenditure and Revenue Report Records
Legislatively Adopted Budget Records

Systems of Record

ORBITS
ORPICS

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Business Services
Section: Business and Cash Management

Program Description

The Business and Cash Management program receives and processes all cash and cash equivalents received. The program verifies deposit, lockbox, and credit card transactions to reconcile to Treasury, bank, and agency records. The program also processes refunds through the Deposit Interface System (DIS) and submits to the BSD Accounting program for approval. Program staff maintains the Blue Book database to monitor daily Oregon Blue Book distribution and inventory levels and prepares Oregon Blue Book invoicing and collections. Business and Cash Management program personnel also sort and deliver all incoming agency mail by division.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Financial Records (OAR 166-300-0025)

Credit Records

Deposit Slip Records

Systems of Record

Asset Panda

DIS

SFMA

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Business Services
Section: Procurement and Operations

Program Description

The Procurement program handles contract administration for the Secretary of State agency. Contracts cover goods and services, maintenance, and agreements with other governmental entities. Program responsibilities include executing contracts, monitoring contract compliance and adherence to timelines and budgets, and resolving contract problems. The program also develops contract documents, including the invitation to bid (ITB), and requests for proposal or quote (RFP and RFQ). The Operations program maintains form inventory in the stockroom; receives, sorts, and distributes all incoming mail and deliveries; processes surplus property and handles all facility related requests and projects.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Contracts, Leases, and Agreements
Facilities/Property Records (OAR 166-300-0020)
Financial Records (OAR 166-300-0025)
Competitive Bid Records

Systems of Record

OregonBuys
ManageEngine

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Corporation
Section: Administration

Program Description

The Administration program of the Corporation Division includes the division director, who is responsible for strategic planning and direction of the division's activities. The Administration program works with the Business Services Division to formulate the division's biennial budget and tracks the budget throughout the biennium. The program is also responsible for outreach through publications, such as the Oregon Business Guide publications, the Notary Public Guide, and the Oregon Business Report. The program holds contested case hearings under ORS 183. The director collaborates with other state agencies on business registration issues and initiatives. In particular, the director works with the Business Law section of the Oregon State Bar regarding potential legislative changes to statutes governing business entities in Oregon.

Program Records

- 092 Corporation Division Contested Cases**
Retain 10 years after case closed, destroy
- 093 Notary Public and Business Guide Publications**
Retain until superseded or obsolete, destroy
- 094 Statistical Business Reports**
Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals Records

Systems of Record

Content Manager (CM)
OES (Network Drive)
SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Corporation
Section: Business Registry

Program Description

The Business Registry program operates under ORS chapters 56, 58, 60, 62, 63, 65, 67, 70, 128 and 554, which govern the creation, conduct, and dissolution of businesses in Oregon. The program is non-regulatory, responsible for maintaining and providing a public record of large and small businesses operating in Oregon. This information is available to the public, legal professionals, and other businesses and agencies through the Corporation Division website, or by verbal or written request. The above statutes direct businesses operating in Oregon to file organizational documents with Business Registry including articles of incorporation or organization, applications for business trust, certificates of limited partnership, amendments to organizational documents, and documents of dissolution. Corporations, limited partnerships, business trusts, limited liability companies and limited liability partnerships must certify filing information annually, and file amendments updating the information whenever changes occur.

In accordance with ORS 648, the program also provides a public record of assumed business names and any amendments, renewals, or dissolutions. An assumed business name filing provides the name and contact information of the registered party or individual responsible for a business. Generally, smaller businesses file these documents instead of filing as business entities.

The Business Registry program logs notifications (i.e. summonses and complaints) of legal action against business entities that cannot be located. The program also registers trade and service marks and a small number of union labels and fraternal insignias (ORS 647, 649, 661).

Businesses file notices of intent to hold Going Out of Business sales with the program (ORS 646A.102). The Oregon Department of Justice is responsible for enforcing the law's provisions.

The Secretary of State Business Services Division receives and processes payments required for business registration with the program. The Business Registry program has the authority to administratively dissolve any business that fails to submit the required business registration fee.

Program Records

095 Assumed Business Name Filing Records

Retain permanently, transfer to State Archives after administrative need ends

Oregon State Archives

Records Retention Schedule

Edition: November 2023

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- 096 Business Entity Filing Records, 1850 - [ongoing]**
Retain permanently, transfer to State Archives after administrative need ends
- 097 Going Out of Business Program Records**
Retain 2 years, destroy
- 098 Legal Services Log Records**
Retain 15 years, destroy
- 099 Non-Sufficient Fund Payment Records**
Retain 1 year, destroy
- 100 Trade and Service Mark Registration Records, 1864 - [ongoing]**
Retain permanently, transfer to State Archives 5 years after registration becomes inactive

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals Records

Systems of Record

BERI (DP04)

BR TRADEMARKS

Content Manager (CM)

CORP CENTRAL FILING

GOING OUT OF BUSINESS

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Corporation
Section: Notary Public

Program Description

The Notary Public program appoints and commissions individuals as notaries public of the State of Oregon (ORS 194, OAR 160 Division 100). The program administers application examinations, investigates complaints of notarial misconduct, and enforces administrative sanctions. As keeper of the public record of Oregon's notarial commissions, it authenticates Oregon notaries and certifies their status. Under the Hague Convention laws, the program has the power to affix apostille certificates to documents notarized in Oregon to certify the document to a foreign country. The program also develops educational activities for Oregon notaries, including publishing a Notary Public Guide and other materials, and conducting notary seminars statewide. The Business Services Division processes any fees associated with notary filing.

Program Records

101 Notary Certificates Index

Retain 4 years, destroy

102 Notary Public Complaint and Revocation Records

Retain 10 years after notarial commission expiration, destroy

103 Notary Public Journals of Terminated Commission

Retain 10 years after notarial commission governing last entry expires, destroy

104 Notary Public Registrations

Retain 30 years after notarial commission expiration, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Agency Training and Presentation Records

Systems of Record

Content Manager (CM)

NOT_INT

NOTARY APOSTILLE

NOTARY EDUCATION ONLINE

NOTPROD

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Corporation
Section: Office of Small Business Assistance

Program Description

The Office of Small Business Assistance helps businesses as they interact with state agencies and local government. Where necessary, the office acts as an ombudsman for businesses when they have difficulties meeting agency requirements or getting timely responses from regulatory programs. The office generates reports on complaints received and the resolution of issues it addresses.

Program Records

- 105 Small Business Case Files**
Retain 10 years after closure, destroy
- 106 OSBA Case Reports**
Retain 10 years after publication, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Agency Training and Presentation Records

Systems of Record

Salesforce

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Corporation
Section: Uniform Commercial Code

Program Description

The Uniform Commercial Code program is responsible for providing a public record of secure transactions for personal property. Its purpose is to record, retain, and retrieve information concerning Uniform Commercial Code (UCC) filings. These filings are renewable and amendable. This service exists to reduce the risk of creditors by establishing a security interest incurred by a debtor, so that the priority of claims may be proven in case of bankruptcy or default; and by providing information on financing statements and liens to interested parties. The UCC is a set of laws adopted into statute (ORS 79) by the 50 states to develop common standards for dealing with business law questions about secured transactions. The program also files some non-UCC liens for agricultural produce, and public finance projects. The Secretary of State Business Services Division collects and deposits all UCC filing fees.

Program Records

- 107 EFS Master and Subscriber Lists**
Retain 5 years, destroy
- 108 Farm Product Filings and Registrations (EFS)**
Retain 1 year after notice expires or is terminated, destroy
- 109 Lien Search Request Records**
Retain 90 days, destroy
- 110 Statutory Liens**
Retain 1 year after notice expires or is terminated, destroy
- 111 UCC Financing Statements**
Retain 1 year after statement expires, destroy
- 112 Wrongful Filing Protest**
Retain 1 year, destroy
- 113 Wrongful Filing Contested Cases**
Retain 6 years after final order, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals Records

Oregon State Archives
Records Retention Schedule

Edition: November 2023

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Systems of Record

Content Manager (CM)

UNIFORM COMMERCIAL CODE (UCC)

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Administration

Program Description

The Secretary of State is designated as the Chief Elections Officer of Oregon. The Elections Division interprets, applies, and enforces election laws, provides election information to the public, and maintains elections documents relevant to programs of the Elections Division. The Elections Division operates under the authority of the Oregon Constitution and ORS Chapters 246-260 and is responsible for implementation in Oregon of federal election law, including the National Voter Registration Act and the Help America Vote Act of 2002.

Program Records

114 Elections Division Correspondence
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals Records
Public Records Disclosure Request Records

Systems of Record

Content Manager (CM)
EBS
OCVR (Retired 2023)
ORESTAR
ORVIS

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Advisory Council(s)

Program Description

The Translation Advisory Council is the result of HB 3021 passed by the State Legislature in 2021. Portions of state and county voters' pamphlets are translated under the authority ORS 251 in accordance with OAR Ch. 165 Division 24. Languages of translation (Council languages) are determined through formulas outlined in statute, using the most recent U.S. Census data. Council members review translated voters' pamphlet information to ensure accuracy and retain the original tone and meaning in a culturally appropriate manner. The Council may also make recommendations to the Secretary on related matters as needed. Members are appointed by the Secretary on a nonpartisan basis. The Council is comprised of five at-large members and translator member positions proportional to the number of limited English proficient Oregonians who speak Council languages. Members serve two-year terms and may be reappointed for a total of six years.

Program Records

- 115 Translation Advisory Council Statewide Ballot Measure Information Translation Review Records, 2022-Ongoing, 1.2 GB**
Retain Permanently, transfer to State Archives 4 years after election date
- 116 Translation Advisory Council State Voters' Pamphlet General Information Translation Review Records**
Retain 6 years after election date, destroy
- 117 Translation Advisory Council County Voters' Pamphlet Translations Preparatory and Review Records**
Retain 6 years after election date, destroy
- 118 Translated County Voters' Pamphlets, 2022-Ongoing, 80MB**
Retain permanently, transfer to State Archives 4 years after election date

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Board and Commission Records (OAR 166-300-0017)
Personnel Records (OAR 166-300-0040)

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Campaign Finance Reporting

Program Description

Oregon campaign finance reporting is governed by the Oregon Constitution, Article II; ORS 260; and OAR 165, Division 12. The Campaign Finance Disclosure program receives and examines filings by state and local candidates, political action committees, petition committees and independent expenditure filers. ORS 260 requires filers to continuously disclose campaign finance activity electronically using ORESTAR (Oregon Elections System for Tracking and Reporting) unless they qualify for an exemption.

Division staff respond to written and verbal inquiries about campaign finance disclosure requirements and provide feedback to filers based on their disclosures. The public may access campaign finance disclosures and reports by using ORESTAR or through the Division's website.

Program Records

- 119 Contribution and Expenditure Statements**
Retain 20 years, destroy
- 120 Contribution and Expenditure Transaction Filing Reports**
Retain 2 years, destroy
- 121 Exam Letters and Amendment Review Notifications**
Retain 6 years, destroy
- 122 Spot Check Request Records**
Retain 6 years, destroy
- 123 Statements of Organization**
Retain 20 years, destroy
- 124 XML Validation Reports**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Forms Development Records
Policy and Procedure Guidelines and Manuals Records

Oregon State Archives
Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Systems of Record

Content Manager (CM)

EBS

ORESTAR

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Candidate Filing and Political Party Formation

Program Description

The Candidate Filing and Political Party Formation program is governed by ORS 248 and ORS 249 and the Oregon Constitution. The division receives, examines and maintains political party formation documents, candidate filing forms by fee and petition, nominating petition signature sheets, assembly of elector notices and meeting minutes, signature verification summaries, withdrawals of candidacy, qualifications and disqualifications.

Program staff verify candidate filings and qualifications, facilitate the petition process for gatherers and verify petition signatures for candidacy filing or to form a political party. They offer interpretation and support to county clerks for candidate filings and verification and file documents relating the appointment of officials to fill vacancies in instances where an official is disqualified, recalled, resigns or dies. Program staff also monitor and document activities relating to U.S. presidential elections and maintain and publish a list of open political offices during each election cycle.

Program Records

- 125 Candidate Filing Records**
Retain 6 years, destroy
- 126 Open Office Lists**
Retain 2 years, destroy
- 127 Political Party Formation Records**
Retain 6 years, destroy
- 128 Presidential Election Records**
Retain 8 years, destroy
- 129 Vacancies in Office Records**
Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals Records

Oregon State Archives
Records Retention Schedule

Edition: November 2023

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Systems of Record

Content Manager (CM)

EBS

OCVR (RETIRED 2023)

ORESTAR

ORVIS

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Elected Official Recall

Program Description

The process of elected official recall in Oregon is governed by the Oregon Constitution, Article II, section 18, and ORS 249. The Elected Official Recall program oversees the petitioning process for the recall of state-level elected officials. Local government officials are responsible for the petitioning process for the recall of local officials. Any registered voter of a district from which an official is elected or appointed may file a recall petition. Petitioners must submit their signature sheets to the Elections Division for approval before collecting signatures. Once collected, state or county election officials verify the signatures. The Elections Division must notify the elected official if a recall petition is deemed valid. Counties conduct recall elections and deliver the results to the Elections Division, which determines the election outcome (see the State and Local Election Administration program).

Program Records

130 Elected Official Recall Petition Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Mailing Lists

Systems of Record

Content Manager (CM)

OCVR

Oregon Case Management System

ORESTAR

ORVIS

NVRA

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Election Law Enforcement

Program Description

Pursuant to ORS 260, election complaints in Oregon may be filed with any elections filing officer at the state or local level. The Election Law Enforcement program within the Elections Division is the only entity with investigative and enforcement authority. The Division is responsible for investigating allegations of election law violations, except when the complaint involves the current Secretary of State or a candidate for the Office of Secretary of State. Under these circumstances, investigation and enforcement authority lies with the Oregon Attorney General.

The Division issues determination letters explaining their reasons for opening a case, declining to investigate and their findings after an investigation is conducted. The Division issues notices of proposed civil penalties to subjects when there is evidence an election law violation occurred (ORS 260, and OAR 165, Division 12 and 13). Division staff conduct contested case hearings for election law violations (OAR 165, Division 1). When they believe a criminal violation of Oregon election law occurred, the Division refers cases to the Oregon Attorney General.

The Safe Harbor Program within the Elections Division offers review of materials by request from public agencies to ensure compliance with ORS 260.432.

Program Records

- 131 Contribution and Expenditure Penalty Records**
Retain 10 years after case closed, destroy
- 132 Elections Law Complaint and Violation Cases**
Retain 10 years after case closed, destroy
- 133 Elections Law Complaint and Violation Log**
Retain 10 years, destroy
- 134 Safe Harbor Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals Records

Oregon State Archives
Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Election Recounts

Program Description

Contested elections and election recounts in Oregon are governed by ORS 258 and the Oregon Constitution. In the event of an automatic recount in a statewide contest, the Elections Division coordinates the recount process, which is conducted at the county level. The Division notifies county election precincts to conduct recounts, collects fees from individuals requesting the recount, and coordinates the reimbursement of election precincts for expenses incurred in the recount. The Secretary of State Business Services Division processes fees and reimbursements.

Post election Hand Counts, Administrative Recounts and Risk Limiting Audits are coordinated by the Elections Division under ORS 254 and OAR 165 Division 7 and conducted by county election officials.

Program Records

135 Election Hand Count Records

Retain 6 years after election date, destroy

136 Election Recount Records

Retain 6 years after recount completed, destroy

137 Risk Limiting Audit Records

Retain 6 years after election date, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals Records

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Initiative, Referendum and Referral

Program Description

The Elections Division facilitates the Initiative, Referendum and Referral processes under Oregon Constitution, Articles II and IV, ORS 250, and OAR 165, Division 14. Records kept for these purposes include prospective statewide initiative and referendum petition records and signatures sheets. The Elections Division publicizes the ballot title process, determines timelines, and tracks petitions throughout the process. The Division registers state petition paid circulators and monitors chief petitioners payroll/contract accounts for compliance with ORS 260, OAR 165 Division 14 the Oregon Constitution.

Program Records

- 138 Initiative and Referendum Chief Petitioner Accounts Records**
Retain 6 years after election date, destroy
- 139 Initiative and Referendum Correspondence to Interested Parties**
Retain 6 years, destroy
- 140 Initiative and Referendum Non-Qualified Petition Files**
Retain 6 years after election date, destroy
- 141 Initiative and Referendum and Recall Signature Sheets**
Retain 6 years after election date, destroy
- 142 Initiative and Referendum and Recall Petition Circulator Registration Records**
Retain 6 years after election date, destroy
- 143 Initiative and Referendum Records for Qualified Petition Files, 1992 - [ongoing] 5 c.f.**
Retain permanently, transfer to State Archives 4 years after election date

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals Records

Systems of Record

Content Manager (CM)
SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: State and Local Election Administration

Program Description

The Elections Division facilitates state and local election administration under the authority of the Oregon Constitution, Article II, OAR 165, Division 7, and ORS Ch. 254 and 246. The Secretary of State, as chief elections officer, must maintain uniformity in the application, operation, and interpretation of the election laws. The State and Local Election Administration program oversees the conduct of local elections in Oregon. The Division certifies voting machines and vote tally systems to ensure elector secrecy and the integrity of votes cast using voting machines in Oregon, issues directives to local officials on the conduct of elections, reports on election costs and voter participation for general, primary and special elections, files the official copies of statements and proclamations of the results of statewide elections, and publishes abstracts of state election results.

The program also provides guidance and advice on application of election laws to candidates and voters, maintains a host of manuals for candidates regarding campaigning for local and state offices, produces campaign finance reporting procedures and requirements, and publishes manuals on the candidate recall, initiative and referendum, and vote-by-mail processes.

Program Records

- 144 Abstracts of Votes, 1902 - [ongoing] 4 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 145 Election Ballot Statements and Proclamations, 1970 - [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 146 Election Calendars**
Retain 10 years, destroy
- 147 Election Cost and Participation County Source Records**
Retain 2 years, destroy
- 148 Election Cost and Participation Final Reports**
Retain 20 years, destroy
- 149 Election Directives**
Retain 6 years after repeal of entire directive, destroy
- 150 Election Manuals**
Retain 10 years, destroy
- 151 Election Security Plan Records**
Retain 5 years after superseded or obsolete, destroy

Oregon State Archives
Records Retention Schedule

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152 Personal Information Exemption Requests

Retain 5 years after expiration, destroy

153 Vote-by-Mail Publications

Retain 10 years, destroy

**154 Voting Machine and Vote Tally System Certification Records [ongoing]
10MB**

a) Retain certificates of approval and supporting documentation 4 years after system decertified or removed from service, destroy

b) Retain certification letters permanently, transfer to archives 4 years after system decertified or removed from service

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Publication Preparation Records

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: State Voters' Pamphlet

Program Description

The State Voters' Pamphlet program is responsible for compiling, publishing, and distributing the State Voters' Pamphlet for the primary, general, and statewide special elections under the authority of ORS 251; and OAR 165, Division 16. The State Voters' Pamphlet contains candidate statements, candidate photographs, ballot measure arguments, explanatory and fiscal impact statements of ballot measures, and other information to assist voters. Division staff format this information into the State Voters' Pamphlet. The Secretary of State, State Treasurer, and the directors of the Departments of Administrative Services and Revenue are required to prepare statements of fiscal impact for all ballot measures that will expend public funds in accordance with ORS 250. The appointment of a committee for each measure to draft an explanatory statement for inclusion in the State Voters' Pamphlet is required. The Division coordinates hearings for fiscal impact and explanatory statements. Printing of the pamphlet is contracted out to a printer. The Business Services Division is responsible for the payment of printing costs.

Program Records

- 155 Explanatory Statement Committee and Hearing Records - Adopted Measures, 1994 - [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 156 Explanatory Statement Committee and Hearing Records - Rejected Measures**
Retain 4 years after election date, destroy
- 157 Fiscal Impact Statement Committee and Hearing Records - Adopted Measures, 1994 - [ongoing] 2 c.f.**
Retain permanently, transfer to State Archives after 4 years
- 158 Fiscal Impact Statement Committee and Hearing Records - Rejected Measures**
Retain 4 years after election date, destroy
- 159 State Voters' Pamphlet, 1902 - [ongoing] 8 c.f., 20MB**
Retain permanently, transfer 1 copy of each language version to State Archives after pamphlet published
- 160 State Voters' Pamphlet Preparation Records**
Retain 6 years after election date, destroy

Oregon State Archives
Records Retention Schedule

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinion Records

Policy and Procedure Guidelines and Manuals Records

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Elections
Section: Voter Registration

Program Description

The Voter Registration program oversees state and local government compliance with the National Voter Registration Act (NVRA), ORS 247 and OAR 165, Division 5. The division is responsible for administering and maintaining the Centralized Voter Registration system, which is integral to managing and conducting elections in Oregon at both the state and county levels. The Division produces several reports on the number of registered voters in Oregon. The Division compiles voter registration information into a breakdown of Oregon voters by party, county, congressional, state senate and house districts. In odd-numbered years, the Division also prepares a report to the Federal Election Commission in accordance with NVRA (11 CFR 8). This report identifies the number of new valid voter registrations, the total number of valid or invalid voter registrations received statewide since the last federal general election, the number and type of agencies registering voters, and other voter information.

The Division is responsible for providing voter registration cards under ORS 247.

Program Records

- 161 Central Voter Registration System Records**
Retain 5 years after system superseded or obsolete, destroy
- 162 Monthly Voter Registration Report Records**
Retain 10 years, destroy
- 163 NVRA Agency Reporting Forms**
Retain 2 years, destroy
- 164 NVRA Election Administration & Voting Survey**
Retain 10 years, destroy
- 165 NVRA Sweeps Week Voter Registration County Source Records**
Retain 2 years, destroy
- 166 NVRA Sweeps Week Voter Registration Records / Federal Election Commission Report**
Retain 10 years, destroy
- 167 Steering Committee Records**
Retain 5 years after HAVA repealed/sunsets, destroy
- 168 Voter Registration Card Printing Requests**
Retain 2 years, destroy
- 169 Voter Registration Card Request Forms**
Retain 2 years, destroy

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State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Publication Preparation Records

Systems of Record

Content Manager (CM)

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Human Resources
Section: Administration

Program Description

The Human Resources Division provides centralized personnel services, advice and assistance in the interpretation and application of policies and procedure and is responsible for the oversight and conduct of personnel management activities in all program divisions. HR ensures education and training is planned and available to Secretary of State staff. HR also encourages diversity through leadership in Affirmative Action plans, conferences, and other diversity events.

Program Records

170 Survey Records

Retain 4 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Forms Development Records

Policy and Procedure Guidelines and Manuals Records

Public Records Disclosure Request Records

Publication Preparation Records

Records Management Records

Payroll Records (OAR 166-300-0035)

Leave Application Records

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Complaint and Investigation Records

Employee Personnel Records

Equal Employment Opportunity, Oregon Workplace Fairness Act, and Public Civil Rights

Systems of Record

SharePoint

Workday

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Human Resources
Section: Recruiting

Program Description

The Human Resources Recruiting program is responsible for actively recruiting for agency vacancies and assisting the agency divisions through the recruitment and selection process.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Personnel Records (OAR 166-300-0040)
Criminal Background Check Records
Employee Personnel Records
Employment Eligibility Verification Forms (I-9) Records

Systems of Record

Workday

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Human Resources
Section: Talent Development

Program Description

The Human Resources Talent Development program develops, designs, facilitates and evaluates agency learning programs. Programs may be developed or procured to meet federal, state, or agency training requirements. Talent Development programs also assist the agency with divisional business planning and solving business challenges.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Agency Training and Presentation Records
Business Plan Records
Contracts and Agreements
Personnel Records (OAR 166-300-0040)
Employee Training Records

Systems of Record

Workday

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Management and Administration

Program Description

Management and Administration is responsible for the oversight and direction of all Information Systems Division (ISD) activities. These activities include providing the Secretary of State agency with centralized hardware, software, telephony, application development, network services, trouble-shooting services, and maintenance. This program is also responsible for information technology (IT) strategic planning for the agency and works on electronic government planning strategies and initiatives for the agency. Management and Administration also works with the Secretary of State Business Services Division and all agency division directors to prepare and track each division's IT budget review, approves all contracts for agency information system projects and hardware and software acquisitions, and collaborates with other state agencies on technology planning and initiatives. Management and Administration represents the agency's technology interests on various advisory groups and panels, including the Chief Information Officer Council (CIOC), Oregon Association of Government Information Technology Managers (OAGITM), and Oregon Geographic Information Council (OGIC).

Program Records

171 Information Systems Director's Project Records

Retain 3 years after project completion, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Information Management Records (OAR 166-300-0030)
Information System Application Documentation
Information System Architecture Records
Information System Planning and Development Records

Systems of Record

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Application Development and Quality Assurance (QA)

Program Description

The Application Development program is responsible for managing the software application lifecycle: Ensuring applications are thoroughly tested and delivering the results expected by the agency. Application Development helps the Infrastructure Operations team determine what they need to do in their daily, weekly, and monthly activities to support the applications. The App/Dev team designs for, makes recommendations for, collaborates with, and assists our business divisions.

The QA function provides various levels of software testing and test models used to reduce the lifecycle costs of software applications and release packages by catching defects, incorrect assumptions, and missed design elements before they hit the production environment.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Information Management Records (OAR 166-300-0030)
Information System Application Documentation
Information System Planning and Development Records

Systems of Record

Confluence
ER/Studio
JIRA
OES (File System)
SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Cybersecurity

Program Description

The Cybersecurity program is tasked with ensuring all agency information assets are protected to ensure confidentiality, integrity, and availability, while protecting information from unauthorized use or modification and from accidental or intentional damage or destruction. To perform this function, the Security team has established a framework to initiate and control the implementation of information security within the agency. The determination of information sensitivity, and use of best practices, state directives, and legal and regulatory requirements help determine the appropriate levels of protection for that information.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Information Management Records (OAR 166-300-0030)
Cyber Security Records
Data Breach Records
Information System Application Documentation
Information System Planning and Development Records

Systems of Record

OES (File System)
Splunk

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Infrastructure

Program Description

The Infrastructure program is responsible for the management and administration of information technology components that enable the delivery of internal and external IT services. The Infrastructure team provides wiring, switching, routing, and perimeter devices; connectivity to the statewide wide area network (WAN) maintained by the Department of Administrative Services; connectivity to the Secretary of State local area network (LAN); server administration, network and database backup and recovery; software procurement, maintenance, and license renewal; and performs system and network security activities. The program is also responsible for agency database administration and security.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Information Management Records (OAR 166-300-0030)
Information System Application Documentation
Information System Planning and Development Records

Systems of Record

OES (File System)
SharePoint
WPEngine (Intranet)

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Project Management Office and Enterprise Architecture

Program Description

The Project Management Office (PMO) is the centralized team that provides professional, consistent project management support across the agency. Enterprise architecture (EA) is responsible for conducting enterprise analysis, design, planning, and implementation for the successful development and execution of agency strategy. Enterprise architecture applies architecture principles and practices to guide organizations through the business, information, process, and technology changes necessary to execute their strategies. These practices utilize the various aspects of an enterprise to identify, motivate, and achieve these changes. Enterprise architects are responsible for performing the analysis of business structure and processes and are often called upon to draw conclusions from the information collected to address the goals of enterprise architecture: effectiveness, efficiency, agility, and durability.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Project Management Records
Information Management Records (OAR 166-300-0030)
Information System Application Documentation
Information System Architecture Records
Information System Planning and Development Records

Systems of Record

SharePoint

Oregon State Archives

Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0008

Agency: Secretary of State
Division: Information Systems
Section: Service Desk

Program Description

The Service Desk oversees all IT service requests, incidents, and problems; manages and coordinates support issues; acts as the single and escalation point for all requests and incidents; develops and matures phone/ticket escalation processes to ensure free flowing escalation and information within the agency; and coordinates with the IT team in determining the root cause of issues and communicates to internal and external customers.

Service Desk also facilitates email services; software procurement, maintenance, and license renewal; and system security. The program also provides network access and security, drafts technology policies and procedures, and supplies analysis and recommendations to divisions undertaking information system projects.

The Service Desk program is responsible for the maintenance of the telephone systems for Secretary of State divisions located in the Public Service Building and the State Capitol.

Program Records

172 Service Desk Customer Support Records

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Policy and Procedure Guidelines and Manuals
Information Management Records (OAR 166-300-0030)
Information System Application Documentation
Information System Planning and Development Records

Systems of Record

ManageEngine