# Oregon State Treasury
## Records Retention Schedule 2016-0011
### Edition: July 2021

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Organizational Placement:
Agency: State Treasury
Division: Executive
Program: State Treasurer

Program Description:
The State Treasurer serves as a constitutional officer, is a statewide elected official, and is the chief financial officer for the state with responsibility for the sound management of the state’s financial resources. The Treasurer receives, and is responsible for, all moneys paid into the State Treasury, as well as providing investment, banking, and debt services to local governments. The monies received are managed and protected through prudent investment and cash management practices.

The Deputy State Treasurer, along with the Treasurer’s Chief of Staff, takes responsibility for developing and implementing Agency: policy. The Deputy State Treasurer is responsible for administrative oversight of Treasury programs located in the Labor & Industries Building. Treasury division directors, including the Directors of Debt, Finance, Investments, Shared Services, and Information Services report to the Deputy State Treasurer who reports directly to the State Treasurer.

Program Records:
001 Coin Records
   (a) Retain Oregon Trail Commemorative Coin Program Records permanently, transfer to State Archives at end of administration
   (b) Retain State Quarter Records permanently, transfer to State Archives at end of administration
002 Deputy Treasurer’s Correspondence
   Retain permanently, transfer to State Archives at end of administration
003 State Treasurer’s Calendar Records
   Retain permanently, transfer to State Archives at end of administration
004 State Treasurer’s Correspondence
   Retain permanently, transfer to State Archives at end of administration
005 State Treasurer’s Invitations
   Retain permanently, transfer to State Archives at end of administration
006 State Treasurer’s Press Releases
   Retain permanently, transfer to State Archives at end of administration
007 State Treasurer’s Speeches
   Retain permanently, transfer to State Archives at end of administration
008 State Treasurer's Subject Files
   Retain permanently, transfer to State Archives at end of administration
State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Public Records Disclosure Request Records
Staff Meeting Records
Work Orders
Year 2000 (Y2K) Planning Records

Databases Used:
None
Organizational Placement:
Agency: State Treasury
Division: Executive
Program: Boards, Commissions, and Committees

Program Description:

Program Records:
009 Audio and Video Recordings of Board and Commission Meetings
   Retain until transcribed, summarized or indexed, reuse or destroy
010 Municipal Debt Advisory Commission Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
011 Oregon 529 Savings Network Board Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
012 Oregon Facilities Authority Board Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
013 Oregon Investment Council Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
014 Oregon Retirement Savings Board Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records for 6 years, destroy
015 Oregon Short Term Fund Board Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
016 Private Activity Bond Committee Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
017 State Debt Policy Advisory Commission Meeting Records
   (a) Retain minutes and agendas 10 years, transfer to State Archives
   (b) Retain all other records 6 years, destroy
018 State Land Board Meeting Records
   Retain permanently, transfer to State Archives at end of administration

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Administrative Rules
Contracts and Agreements
Correspondence

*Databases Used:*
None
Organizational Placement:
Agency: State Treasury
Division: Executive
Program: Human Resources

Program Description:
The Human Resources program is responsible for screening and hiring qualified candidates for positions at Treasury, and for ensuring compliance with personnel administration laws. Its functions include recruiting and selection, fingerprinting and background checks, training, and compliance with federal and state regulations such as the Americans with Disabilities Act, ethics filings, and the Equal Employment Opportunity Act.

Program Records:
019 Professional Conduct Statements
   Retain 6 years, destroy
020 Gift Reports
   Retain 6 years, destroy
021 Financial Disclosure Statements
   Retain 6 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
   Conference, Seminar, and Training Program Records
   Personnel Records
   Employee Personnel Records Recruitment and Selection Records

Databases Used:
   Training System
   Personnel System
   Payroll System
Organizational Placement:  
Agency: State Treasury  
Division: Executive  
Program: Internal Audit  

Program Description:  
Internal Audit assists management in strengthening controls and mitigating risk within the Agency. An annual risk assessment evaluates Agency risks and helps the Agency select audit topics for its one- and three-year audit plans.  

Program Records:  
022 Risk Assessment Work Papers  
Retain 5 years, destroy  

State Agency General Records Retention Schedule Records:  
Financial Records (OAR 166-300-0025)  
Internal Audit Reports  

Databases Used:  
None
Organizational Placement: State Treasury
Division: Executive Services
Section: Administrative Services

Program Description:
The Shared Services program provides reception, payroll, budget, purchasing, contracting, facilities coordination, and policy planning and development to Treasury.

Program Records:
None

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Agency: Organization Records
Business Plan Records
Contracts and Agreements
Key Assignment Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Security Records
Visitor Logs
Work Orders
Facilities/Property Records
Asset Inventory Reports
Building Records
Damaged/Stolen Property Records
Equipment Maintenance Records
Equipment/Property Disposition Records
Facility Work Orders

Financial Records (OAR 166-300-0025)
Competitive Bid Records-Requests for Proposals
Travel Expense Records
Bank Statements
Accounting System Input Documents and Listings

Databases Used:
ORPICS
SMFA
ORPIN
Oregon State Archives
Records Retention Schedule

Organizational Placement:
Agency: State Treasury
Program: 529 Savings Network

Program Description:
The Oregon 529 Savings Network, formerly known as the Oregon Qualified Tuition Savings Program, is a set of qualified college savings investment plans administered by the State of Oregon to help families and individuals save for higher education expenses. It offers the Oregon College Savings Plan and the Oregon ABLE Savings Plan directly to consumers and other plans sold through financial intermediaries. Families may use the assets at any eligible institution of higher education in the United States – including technical, vocational, and graduate schools – for a wide range of educational expenses, including tuition, fees, books, and room and board expenses. Under the ABLE Savings Plan, families can save for qualified disability expenses without losing their federal and state benefits.

The Network is staff to the Oregon 529 Network Savings Board, which is composed of the State Treasurer, three members appointed by the Treasurer, and one member appointed by the Board of Higher Education.

Program Records:
023 529 Network Savings Investment Performance and Sales Reports
Retain 1 year, destroy
024 529 Savings Network Reports to Legislature
Retain 6 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Administrative Rules
Contracts and Agreements
Correspondence
Organizational Placement: State Treasury
Division: Debt Management
Program: Advance Refunding Plan Review/Approval

Program Description:
Advance Refunding Plan Review/Approval program oversees the process local government use when bonds are executed to achieve debt service savings when new bonds are sold at interest rates significantly below those of the original issue. Advance refunding may also be undertaken to affect a permanent reorganization of debt or to remove restrictive covenants. Treasury is responsible for assessing the merit of proposed advance refunding issues and authorizing those having a significant beneficial impact.

Program Records:
025 Advance Refunding Records (Plan, Review, Approval)
Retain 1 year after maturity, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases Used:
None
Organizational Placement: Schedule Number: 2016-0011
Agency: State Treasury
Division: Debt Management
Program: Debt Obligations Issuance

Program Description:
The Debt Management division provides central coordination and approval for the issuance of all state Agency: and authority bonds and Appropriation Credits for the State of Oregon.

Program Records:
026 Securities and Exchange Commission Disclosure Filings
   Retain 3 years after maturity, destroy
027 State Agency Bond Transcript Records
   (a) Retain non-refunded bonds, 3 years after maturity, destroy
   (b) Retain refunded bonds, 3 years after maturity of refunding bonds, destroy
028 State Agency Working Records
   Retain 6 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases Used:
None
Organizational Placement:
Agency: State Treasury
Division: Debt Management
Program: Oregon Facilities Authority

Program Description:
The Oregon Facilities Authority (OFA) is empowered to assist with the assembling and financing
of lands for health care, housing, educational, and cultural uses and for the construction and
financing of facilities for such uses. The State Treasurer, upon recommendation of the Authority,
issues all bonds. The State Treasurer appoints the five members of the Authority for staggered
four-year terms.

Program Records:
029 Oregon Facilities Authority Annual Reports
   Retain 20 years, destroy
030 Oregon Facilities Authority Bond Transcripts
   Retain 3 years after maturity, destroy
031 Oregon Facilities Authority Securities and Exchange Commission Disclosure Filings
   Retain until 3 years after maturity, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases Used:
None
Program Description:
Under the Oregon School Bond Guaranty Program, the Office of the State Treasury may guarantee the general obligation bonds of school districts, education service districts or community colleges for the purpose of providing interest cost savings to state taxpayers.

Oregon voters approved Ballot Measure 54, in 1998, which amended the constitution allowing the state to guaranty qualified bonds of eligible school districts, education service districts, and community colleges throughout Oregon. As a result, the program allows qualified districts to have their bonds rated based on the State’s current credit rating. The program saves districts thousands of dollars in interest costs over the life of the district’s bonds.

Program Records
032 Oregon School Bond Guaranty Applications
Retain 3 years after maturity, destroy

State Agency General Records Retention Schedule Records:
Administrative Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases
None
Organizational Placement: Oregon State Archives
Agency: State Treasury
Division: Debt Management
Program: Private Activity Bond Committee

Program Description:
The Debt Management division serves as staff to the Private Activity Bond Committee. The Committee is responsible for allocating to local governments a portion of the state private activity bond limit. The federal government limits the number of tax-exempt bonds states may issue for such purposes. The Committee is composed of one representative each from the Oregon Department of Administrative Services and the State Treasurer, and one public representative appointed to serve at the pleasure of the Governor.

Program Records:
033  IRS Form 8038 (Information Return for Tax-Exempt Private Activity Bond Issues)
     Retain until 1 year after bond maturity, destroy
034  IRS Form 8328 (Carryforward Election of Unused Private Activity Bond Volume Cap)
     Retain until 1 year after bond maturity, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Policy and Procedure Guidelines and Manuals

Databases Used:
None
# Oregon State Archives
## Records Retention Schedule

**Organizational Placement:**
- **Agency:** State Treasury
- **Division:** Finance
- **Section:** Banking
- **Program:** Banking

**Program Description:**
This program provides central banking services to state agencies, handling virtually all funds passing in or out of state government. Incoming payment types include: cash and checks deposited into a variety of banking institutions throughout the state, credit and debit card transactions and electronic funds transfers (including ACH and wires). Disbursement types include warrants, checks, credit/debit cards, and electronic funds transfers (ACH and wires).

**Program Records:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Record Type</th>
<th>Retention</th>
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</thead>
<tbody>
<tr>
<td>035</td>
<td>Account Analysis Reports</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>036</td>
<td>Account Transfer Requests</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>037</td>
<td>Agency: Redeemed Check Listings</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>038</td>
<td>Automated Clearing House (ACH) Enrollment Forms</td>
<td>Retain until account is closed, destroy</td>
</tr>
<tr>
<td>039</td>
<td>Automated Clearing House (ACH) and Wire Requests, Notices of Change (NOCs), and Cash Concentration</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>040</td>
<td>Bank Deposit Listings</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>041</td>
<td>Bank Reconciliation/Adjustment Documentation</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>042</td>
<td>Bank Transactions (including Bank to Bank)</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>043</td>
<td>Check Forgery Records (Forgery Letters)</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>044</td>
<td>Deposit Slip Orders</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>045</td>
<td>Deposit Slips</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>046</td>
<td>Ladd &amp; Bush Redeemed/Cancelled Checks</td>
<td>Retain 6 years, destroy</td>
</tr>
<tr>
<td>047</td>
<td>Phoenix Online Adjustments</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>048</td>
<td>Treasury Accounts Balance Sheets</td>
<td>Retain 4 years, destroy</td>
</tr>
<tr>
<td>049</td>
<td>Treasury Bank Account Records</td>
<td>Retain 6 years, destroy</td>
</tr>
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</table>
050 US Bank State Warrant and Check Encoding Errors and Checks Paid Twice Adjustments
Retain 4 years, destroy

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

Databases Used:
None
Organizational Placement:
Agency: State Treasury
Division: Finance
Section: Banking
Program: Bond and Coupon

Program Description:
The Bond and Coupon program coordinates the payments of state general obligation bonds. Oregon residents may redeem bonds by mail or in-person at the Treasury office. If a bond or coupon goes unredeemed/unclaimed for five years after the maturity or call date, the related funds are transferred from the state’s fiscal agent through the Oregon State Treasury to the Division of State Lands. Bond and Coupon serves as liaison between the general public and the Division of State Lands, by verifying the ownership of bonds and coupons. The Bond and Coupon program also serves as liaison between the general public and the state’s fiscal agent.

Program Records:
051 Bond and Coupon Destruction Certificates  
Retain 4 years, destroy
052 Bond and Coupon Mail Logs  
Retain 2 years, destroy
053 Bond and Coupon Reconciliations  
Retain 4 years, destroy
054 Bondholder Payment Slips  
Retain 4 years, destroy
055 Debt Service Spreadsheets/Maturity Bills/DMD System Report #DMR080-03 
Retain 4 years, destroy
056 Fiscal Agent Fee Invoices  
Retain 4 years, destroy
057 Lost Bonds and Coupons Stop Payment Records  
Retain 25 years, destroy
058 Unclaimed Property Claims  
Retain permanently, transfer to State Archives after 10 years

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

Databases Used:
Banking systems
Finance systems
Organizational Placement:
Agency: State Treasury
Division: Finance
Section: Banking
Program: Collateral Pool

Program Description:
Treasury acts as a pool manager responsible for overseeing the collateralization of all public funds on deposit with qualified financial institutions. The Collateral Pool program also oversees depository banks and banks authorized to act as pool managers ensuring that banks accepting deposits of public funds comply with statutory collateralization requirements. Certificates of participation are instruments issued by a pool manager to a public official for deposits higher than the amount insured by the federal government.

Program Records:
059 Certificates of Participation
   Retain 4 years after canceled or superseded, destroy
060 Collateral Pool Billings
   Retain 4 years, destroy
061 Monthly Reports to Custodian Banks
   Retain 4 years, destroy
062 Monthly Reports from Custodian Banks
   Retain 4 years, destroy
063 Pledges of Security
   Retain 4 years after security is released, destroy
064 Securities Substitution or Release Requests
   Retain 4 years, destroy

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

Databases Used:
Certificates of Participation Tracking System (Sybase)
Organizational Placement: State Treasury
Division: Finance
Section: Banking
Program: Local Government Services

Program Description:
The Finance Division is responsible for the administration of the Local Government Investment Pool. The State Treasurer invests funds tendered by local governments participating in the pool. The LGIP is commingled with the State’s short-term funds, as part of the Oregon Short-Term Fund (OSTF). The pool transactions are initiated by the participating local governments through a voice response system.

Program Records:
065 Automated Clearing House (ACH) and Wire Requests
   Retain 6 years, destroy
066 Local Government Pool Account Enrollments Records
   Retain until account is closed, destroy
067 Local Government Pool to Pool Transfer Requests
   Retain 4 years, destroy
068 Monthly Statements for Local Governments
   Retain 4 years, destroy
069 Voice Response System Reports
   Retain 4 years, destroy

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

Databases Used:
Banking databases
Organizational Placement: State Treasury
Agency: State Treasury
Division: Finance
Section: Banking
Program: Safekeeping

Program Description: The Safekeeping program holds items of value on behalf of state agencies. These items are usually securities being held to ensure performance, cover a liability, or provide some other means of financial protection. Quarterly, agencies are provided with a listing of their items held in safekeeping. Treasury acts as custodian for the securities on deposit and runs reconciliations.

Program Records:
070 Quarterly Reports Sent to Agencies
Retain 1 year, destroy
071 Release of Security Notification
Retain 1 year, destroy
072 Safekeeping Securities on Deposit Reports
Retain 4 years, destroy
073 Securities
Retain until released by agency, then return to that agency

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

Databases Used: None
Program Description:
The Investment Accounting program performs accounting functions for the investments of many state agencies, including the Oregon Public Employees Retirement System. The program is responsible for recording the purchases, sales, expenses, and income for investments managed by Treasury's Investment Division and over 50 external investment managers and providing state agencies information regarding their investment holdings and income. In addition, Investment Accounting is responsible for ensuring that generally accepted accounting principles are applied to all investments and external investment managers are also accounting properly for the investments under their control. Investment Accounting works closely with the State Controller's Division in setting accounting policies relative to investments and in the preparation of the Cash and Investments section of the Oregon Comprehensive Annual Financial Report (CAFR).

Program Records:
074 Administrative Charges for Investment Activities Reports
    Retain 4 years, destroy
075 Corporate Ownership Files (aka Corporate Filings Files)
    Retain 6 years, destroy
076 Custodial Agent Monthly Reports
    Retain 4 years, destroy
077 Equity Investment Reports (aka Third Party Equity Monthly Reports)
    Retain 10 years, destroy
078 Excess Earnings Reports
    Retain 10 years, destroy
079 Investment Fund Earnings Reports
    Retain 10 years, destroy
080 Investment Fund Income Reports
    Retain 1 year, destroy
081 Investment Inventory Reconciliation Reports
    Retain 4 years, destroy
082 Investments Financial Statements (aka Financial Statements Related to Investments)
    Retain 4 years, destroy
083 Long-Term Investment Purchase Records
    Retain 10 years, destroy
084 Monthly Investment Reports
    Retain 4 years, destroy
085 Monthly Mortgage Performance Summaries
    Retain 4 years, destroy
086 Mortgage Records
    Retain until 4 years after final mortgage payment, destroy
087 Portfolio Pricing Reports
Retain 4 years, destroy

088 Receivables and Payables Daily Reports
Retain 4 years, destroy

089 Securities Lending Income Reports
Retain 4 years, destroy

090 Short-Term Fund General Ledger Reconciliations
Retain 5 years, destroy

091 Short-Term Fund Investment Sales Records
Retain 4 years, destroy

092 Short-Term Fund Position Reconciliations
Retain 4 years, destroy

093 Short-Term Investment Purchase Records
Retain 4 years, destroy

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

Databases Used:
Banking and Investment system
Organizational Placement:
Agency: State Treasury
Division: Investment
Program: Alternative Investments

Program Description:
The Alternative Investments program is responsible for monitoring the activities and performance of investments, which includes the Private Equity, Real Estate, Alternatives, and Opportunity portfolios. Generally, investments are privately traded, which is part of the overall investments for the Oregon Public Employee Retirement Fund. The Oregon Investment Council provides oversight and direction on investments related to the fund. The investments are placed with managers, and then by specific funds or strategies. The records are structured accordingly.

Program Records:
094 Alternative Investments Annual Meeting Records
Retain permanently, transfer to State Archives after 10 years

095 Alternative Investments Consultants Reports
(a) Retain annual reports permanently, transfer to State Archives after 10 years
(b) Retain quarterly reports until superseded or obsolete, destroy

096 Alternative Investments Financial Reports
Retain 6 years after partnership terminates, destroy

097 Alternative Investments Transmittals
Retain 4 years after partnership terminates, destroy

098 External Audit Records
Retain 4 years, destroy

099 Performance Reports
(a) Retain fund performance annual reports 4 years, destroy
(b) Retain quarterly performance reports until superseded or obsolete

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

Databases Used:
None
Oregon State Archives
Records Retention Schedule

Organizational Placement:
Agency: State Treasury
Division: Investment
Program: Public Equity

Program Description:
The Public Equity program is responsible for monitoring the activities and performance of managers investing in public equities, or publicly traded companies. The Oregon Investment Council conducts a search, and signs contracts with each manager. Once selected, managers have the authority to buy and sell equities for the state. The program also manages the Commission Recapture Fund which charges fees for transactions and returns them to Treasury.

Program Records:
100 Appendix A Update
   Retain 4 years, destroy
101 Consultant Quarterly Payments
   Retain 4 years, destroy
102 Domestic and International Stock Investment Reports
   Retain 6 years after partnership terminates, destroy
103 Investment Manager Search Records
   Retain 4 years, destroy
104 Market Surveys
   Retain 4 years, destroy
105 Money Manager Quarterly Payments
   Retain 4 years, destroy
106 Monthly Performance Reports
   Retain 4 years, destroy
107 Prospective Money Manager Records
   Retain 2 years, destroy
108 Proxy Voting Records
   Retain 2 years, destroy
109 Securities Lending Bank Reports
   Retain 4 years, destroy
110 Security Litigation File
   Retain 6 years after case closure, destroy
111 Stockbroker Commission Recapture Reports
   (a) Retain monthly reports until superseded or obsolete, destroy
   (b) Retain quarterly reports 4 years, destroy

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

Databases Used:
None
Organizational Placement:
Agency: State Treasury
Division: Investment
Section: Real Estate
Program: Direct Properties

Program Description:
The Direct Properties program is responsible for overseeing the managers of real estate assets where the state is the sole owner or the majority owner of the property. Property managed by this program is located only in the United States. Each manager is approved by the Oregon Investment Council and has the authority to buy and sell properties for the state. Funds used for investment purposes come from the state pension fund. Regional managers report to the senior manager for investments who enforces mandates and policies established by the Oregon Investment Council. Although regional managers can make transactions at their own discretion, they are ultimately accountable to the Oregon Investment Council.

Program Records:
112 Asset Management Reports
   (a) Retain annual reports 4 years after manager is terminated, destroy
   (b) Retain all other reports 1 year after manager is terminated, destroy
113 External Audits by Fund Managers
    Retain 4 years, destroy
114 Funding and Distribution Transmittals
    Retain 4 years after partnership terminates, destroy
115 Independent Consultant Reports
   (a) Retain annual reports permanently, transfer to State Archives after 10 years
   (b) Retain all others 6 years, destroy
116 Mortgage Loan Securitization Program Development Records
    Retain 4 years, destroy
117 Property Annual Business Plans
    Retain 6 years after property sold, destroy
118 Property/Asset Appraisals
    Retain until superseded or obsolete, destroy
119 Prospective Real Estate Manager Records
    Retain 2 years, destroy
120 Purchases and Sales of Property
    Retain 6 years after property sold, destroy
121 Special Mortgage Loan Collection Records
    Retain 4 years, destroy
State Agency General Records Retention Schedule Records:  
Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Purchase and Sale Agreements  

Databases Used:  
Investment systems  
Banking systems
Organizational Placement:
Agency: State Treasury
Division: Investment
Section: Real Estate
Program: Independent Consultant

Program Description:
The Independent Consultant program makes investment recommendations to the Senior Investment Officer and negotiates contracts with fund managers. Independent Consultants are ultimately accountable to the Oregon Investment Council.

Program Records:
122 Real Estate Independent Consultant Reports
(a) Retain annual reports permanently, transfer to State Archives after 10 years
(b) Retain quarterly reports 4 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Correspondence
Contracts and Agreements

Databases Used:
None
Organizational Placement:           Schedule Number: 2016-0011
Agency: State Treasury
Division: Investment
Section: Real Estate
Program: Opportunistic

Program Description:
The Opportunistic program is responsible for overseeing the managers of real estate assets where the state is a partial owner of the fund. Property managed by this program can be located inside or outside of the United States. Each manager is approved by the Oregon Investment Council and has the authority to buy and sell properties for the state. Although regional managers can make transactions at their own discretion, they are responsible to the Oregon Investment Council.

Program Records:
123  Funding and Distribution Transmittals
    Retain 4 years, destroy
124  Fund Performance Reports
    (a) Retain fund performance annual reports 6 years after fund is liquidated, destroy
    (b) Retain all other fund performance reports 1 year, destroy
125  Opportunistic Meeting Records
    Retain permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements Correspondence

Databases Used:
None
Program Description:
The Portland Aircraft Maintenance Company (Pamcorp) went bankrupt in 1992. Treasury’s Pamcorp program took responsibility for paying off the company’s bonds and overseeing its operations. Treasury holds the ground lease of Pamcorp’s former building, while the Port of Portland owns the land. The Pamcorp program will collaborate in this effort with the Port of Portland until the bonds are paid off or the land is sold.

Program Records:
126 Pamcorp Annual Business Plans
   Retain 6 years, destroy
127 Pamcorp Funding and Distribution Transmittals
   Retain 6 years, destroy
128 Pamcorp Monthly Reports
   Retain until superseded or obsolete, destroy
129 Pamcorp Property Records
   Retain 6 years after property sold, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
   Litigation Records
Financial Records (OAR 166-300-0025)
   Budget Preparation Records Contracts and Agreements Correspondence

Databases Used:
None
Oregon State Archives
Records Retention Schedule

Organizational Placement: Schedule Number: 2016-0011
Agency: State Treasury
Division: Investment
Section: Real Estate
Program: Stock Real Estate Investment Trusts

Program Description:
The Stock REITs (Real Estate Investment Trusts) program is responsible for overseeing managers investing in publicly traded real estate investment trusts in the United States. The State contracts with a manager who is accountable to the Oregon Investment Council.

Program Records:
130 Performance Reports
   (a) Retain annual performance reports 4 years after fund is liquidated, destroy
   (b) Retain quarterly performance and independent consultant reports 4 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence

Databases Used:
None
Oregon State Archives
Records Retention Schedule

Organizational Placement: State Treasury
Agency: State Treasury
Division: Investment
Program: Deferred Compensation

Program Description:
The Deferred Compensation program is responsible for monitoring the investment of Deferred Compensation funds. The program is managed by an Investment Officer in the Public Equity Section of the Investment Division, but is physically located in the Public Employees Retirement System office.

Program Records:
131 Quarterly Performance Reports
   Retain until superseded or obsolete, destroy
132 Requests for Proposal
   Retain 4 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
Contracts and Agreements Correspondence

Databases Used:
None
Organizational Placement:  
Agency: State Treasury  
Division: Investment  
Section: Fixed Income  

Program Description:  
The Fixed Income section is responsible for overseeing external fund managers investing in a range of corporate, government, and international instruments. By law, small funds managers can purchase bonds but not stocks. The section contracts with a private bank, which holds the bonds on behalf of the State.

Program Records:  
133 Fixed Income Analytical Tracking Records  
   Retain until superseded or obsolete, destroy  
134 Fund Performance Annual Reports  
   Retain 1 year, destroy  
135 Investment Portfolio Reports  
   (a) Retain year-end reports 5 years, destroy  
   (b) Retain monthly reports until superseded, destroy  
136 Lottery Payment Requests  
   Retain 6 years, destroy  
137 Money Manager Reports  
   (a) Retain quarterly reports 5 years, destroy  
   (b) Retain monthly reports until superseded, destroy  
138 Monthly Activities Records  
   Retain until superseded or obsolete, destroy  
139 Monthly Performance Reports  
   Retain until superseded or obsolete, destroy  
140 Quarterly Money Manager Fee Payments  
   Retain 6 years, destroy  
141 Trades for Trust Accounts, Transactions Tickets entered into Bloomberg  
   Retain 2 years, destroy  

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

Databases Used:  
None
Organizational Placement:
Agency: State Treasury
Division: Investment
Program: Oregon Short Term Fund

Program Description:
The Oregon Short Term Fund (OSTF) makes short-term investments on behalf of state and local
governments in order to cover their immediate cash needs. Agencies’ idle cash is pooled into a
portfolio, which is invested in a way that minimizes risk and maximizes liquidity. Costs are
recovered through investment administrative fees.

Program Records:
142 Agency: Directed Trade and Investment Records
       Retain 6 years, destroy
143 Oregon Short Term Fund Analytical Tracking Records
       Retain until superseded or obsolete, destroy
144 Commercial Paper List
       Retain until superseded, destroy
145 Commercial Paper Ratings and Guide
       Retain 2 years, destroy
146 Electronic Fund Transaction Records
       Retain 6 years, destroy
147 Local Government Rate Graph
       Retain 6 years, destroy
148 Reports from Bloomberg Portfolio Tracking System
       Retain until superseded, destroy
149 Securities Ledger Reports
       Retain 6 years, destroy
150 Short Term Fund Portfolio Status Reports
       Retain 6 years, destroy
151 Time Certificate of Deposit Records
       Retain 10 years, destroy
152 Trade Activity Reports
       Retain 6 years, destroy

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

Databases Used:
Investment systems
Financial systems
Banking systems
Organizational Placement:  
Agency: State Treasury  
Division: Trust Property  
Program: Estate Administration

Program Description:  
In accordance with Estate Property laws in Oregon (ORS 111-116), the Estate Administration Program of the Office of the State Treasurer administers estates of persons who have died without a will and without known heirs. By law, Treasury is appointed estate administrator in these instances. Estate Administration secures, inventories, and protects the assets of estates; processes and pays claims against the estate; and files the appropriate records with the court to close out the affairs of the estate. Any assets from estates escheat to the Common School Fund, after being held in a trust for heirs.

Program Records:  
153 Estate Personal Papers  
Retain 10 years after estate closure, destroy  
154 Estate Probate and Administration Records  
(a) Retain probate records for estates returned to heirs 10 years after date of death, or 8 years after final judgment signed by court, whichever is longer, destroy  
(b) Retain probate records for estates that permanently escheat to the state 2 years after escheat date, destroy  
(c) Retain records for estates that do not go through probate 10 years after date of death, destroy  
155 Internal Estate Reports  
Retain until superseded or obsolete, destroy

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

Databases Used:  
TIMEMATTERS
Program Description:
Under the Uniform Disposition of Unclaimed Property Act (ORS 98), the Unclaimed Property Program of the Office of the State Treasurer administers unclaimed property funds and safekeeping items and processes owner claims against the property. Annually, holders report unclaimed property to the Treasurer if they are unable to locate the owner or return the property. The Treasurer holds the reported property and sale proceeds in trust for owners or heirs until they submit a verified claim for refund. The funds reported include bank accounts, safe deposit boxes, unpaid wages, stocks and bonds, refunds, and uncashed checks. Funds are invested within the Common School Fund and the interest earned from these funds remains in the Fund. The principal is available for refund to the owners or their heirs forever.

Under the Probate and Escheat Law in Oregon (ORS 116), the Escheated Property Program receives and records escheat assets that are reported and reviews claim petitions against the property. Decedent assets are held following the death of a person whose heirs or devises are not located during probate.

Program Records:
156 Escheat Claims Records
   (a) Retain approved claim records 10 years, destroy
   (b) Retain all other records 2 years after escheat date, destroy

157 Escheats Records
   (a) Retain probate records 2 years after the date of permanent escheat, destroy
   (b) Retain non-probate records 10 years after verified in database, destroy

158 Finder Verification Records
   Retain until superseded or obsolete, destroy

159 Securities Records
   (a) Retain account transaction history statements from financial brokers and mutual fund companies 10 years after verified in database, destroy
   (b) Retain all other records 2 years, destroy

160 Unclaimed Property Auction Records
   Retain 10 years after auction, destroy

161 Unclaimed Property Claims Approval Records
   (a) Retain approved and denied claims records for 10 years, destroy
   (b) Retain contested-case records 10 years, destroy
   (c) Retain dropped claims 2 year, destroy

162 Unclaimed Property Holder Audit Reports
   Retain 5 years after audit closed, destroy
163 Unclaimed Property Records
   (a) Retain Holder Reports received prior to RY 2016 for 10 years, destroy
   (b) Retain Holder Reports received on or after RY 2016 for 10 years after verified in
database, destroy
   (c) Retain Owner Account Listing until superseded or obsolete, destroy
   (c) Retain all other records 2 years, destroy

State Agency General Records Retention Schedule Records:
Administrative Records (OAR 166-300-0015)
   Conference, Seminar, and Training Program Records
   Correspondence
   Policy and Procedure Guidelines and Manuals
   Publication Preparation Records
Financial Records (OAR 166-300-0025)
   Audit Reports

Databases Used:
   KAPS
   ONBASE