

City General Records Retention Schedule
A Digest of OAR Chapter 166 Applicable to Oregon Cities
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Introduction and Overview

The purpose of this general records retention schedule is to provide authorization to the cities of Oregon for the destruction of public records. Public records are defined by Oregon Revised Statute (ORS) 192.005 (5) as, "... a document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, such as court files, mortgage and deed records, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. 'Public records' include correspondence, public records made by photocopying and public writings..."

In Oregon, the State Archivist has statutory responsibility and authority to authorize destruction of public records per ORS 192.105. This general records retention schedule, published by Oregon Administrative Rule (OAR) Chapter 166, Division 150, is the mechanism by which that authority is given to cities. No further state authorization is required to destroy records listed in this schedule that have met their minimum required retention periods. However, stipulations must be followed concerning pending legal actions, audits, and records created before 1921 as described in OAR Chapter 166, Division 30.

The general schedule accounts for most city records, although some records may not be included. Cities are diverse in size and organization, and they must respond to changes in society, as well as state and federal laws and policies, by creating new types of records. These records may be separately scheduled, in coordination with the Archives Division, through the procedures specified in OAR 166-030-0027 on a limited basis with the particular needs of individual cities in mind.

Helpful Hints

The following points will be of assistance in using this retention schedule effectively:

(1) Apply the record series listing that functionally matches the actual records in the city, regardless of location in this schedule. This schedule is divided into 28 sections (see the table of contents). Although these sections may not mirror actual departments in any given city, they are designed to be recognized and used by any department. Acknowledging the wide range of organizational models and procedures, the user is encouraged to apply the record series listing that functionally matches the actual records in the city, regardless of what section heading the record series is listed under. Please note the Administrative Records section contains records that are common to many departments of city government. Helpful cross-references are included.

(2) All retention periods listed apply only to the official copy of a document, unless otherwise stated. The official copy of a particular document may rest in various departments of a city, depending on the unique organization and procedures of the city. Each city should have internal procedures to identify which copy of potentially several copies is considered to be the official copy. If unable to determine whether or not a document is the official copy, keep it for the retention period listed in the schedule. Since reference and convenience copies and stocks of publications are not considered public records (as defined by ORS 192.005), authorization is not required for their destruction.

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- (3) Retention periods listed in this schedule are based on MINIMUM requirements.** Circumstances may exist in individual cities requiring retention of certain records beyond the minimum retention period. However, when making that determination, cities should consider the legal and fiscal liabilities of keeping records beyond their required minimum retentions.
- (4) A retention period begins with the creation date of a document, unless otherwise stated.** A retention period may be expressed as a period of time, an event, or a combination of the two. Examples include: 5 years, 2 years after expiration, until superseded or obsolete, 5 years after case closed, etc.
- (5) Inclusion of a record series in this schedule should not be construed as a requirement to either create or use that record series.** Many records are included in this schedule that will not apply to a particular city, depending on its size, programs, priorities, and other factors. Because a record series is included in this schedule, a city is not required to use or create that series if it does not already do so.
- (6) This schedule applies to information regardless of format.** Formats include paper, microforms, audio and video recordings, photographs, optical disks, and other electronic and non-electronic records. Retentions in this schedule apply to all official copies in any format.
- (7) This schedule identifies records that may be considered essential to the city's continued operation in the event of a disaster.** An asterisk (highlighted on the electronic copy) follows the titles of certain record series in this schedule. Records in these series may or may not be vital to a city's operation in the immediate wake of a disaster depending on the type of disaster and the priorities and functions of the city. The asterisked record series are not exhaustive, but merely a starting point for cities in identifying their essential records as part of a disaster plan. A city should evaluate its disaster risks and its programs and priorities to properly identify all of its essential records.
- (8) A glossary is included with this schedule.** The [glossary](#) defines words and concepts used in the schedule that may be unfamiliar to the user.
- (9) If unable to match city records with those listed in this schedule--**Use the cross-references within each section. Scan surrounding record series titles and descriptions in the most likely section for more clues. Use a record series, which matches most closely, within reasonable limits. If the city records appear to be a combination of two or more record series in the schedule, use the listing with the longest retention period. Consult the city records officer or the city attorney for assistance. If city records cannot be reasonably interpreted to match any series in the schedule, contact the State Archives for assistance or information on limited special scheduling.

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For Additional Information. . .

For the most current version of Oregon Administrative Rules (OARs), including OAR Chapter 166, please refer to the [HTML version](#), updated monthly by the Administrative Rules Unit of the Oregon State Archives. Or contact: 800 Summer St. NE, Salem, Oregon 97310; 503-373-0701.

If you have any questions, please contact the Oregon State Archives, Records Management Unit, 800 Summer St. NE, Salem, OR 97310; 503-378-5221. Website: <http://arcweb.sos.state.or.us/>

Division 5

Policy, Purpose, and Definitions

Policy

166-005-0000: It is the policy of the State of Oregon to assure the preservation of records essential to meet the needs of the state, its political subdivisions and its citizens and to assure the prompt destruction of records without continuing value. Unlawful destruction of any public record, regardless of medium or physical format, is a crime punishable under the provisions of ORS 162.305. Public records may be created and retained in a variety of media and physical formats, including but not limited to paper, microfilm, sound recordings, video recordings, and electronic media, devices and recordkeeping systems.

Purpose

166-005-0005: The purpose of these rules is to implement the provisions of ORS 192.005 to 192.170, and 357.825 to 357.895, by providing procedures for the orderly retention and disposition of public records, regardless of medium or physical format; specify standards for appropriate use of microforms and electronic records; specify standards for the protection and storage of public records; and specify rules for the use of the State Archives, State Records Center and Security Copy Depository. General Records Retention Schedules published as a part of these rules provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records.

Definitions for Divisions 5 through 475

166-005-0010: As used in these rules, "photocopy", "political subdivision", "public record", "public writings", and "state agency" are defined by ORS 192. As used in these rules unless otherwise required by context:

- (1) "Accession" means to take into physical custody a group of records or other materials and to formally document their receipt.
- (2) "Agency" when used alone means either a state agency or a political subdivision.
- (3) "Exempt records" are public records that do not need to be disclosed under ORS 192.410.
- (4) "Excluded records" are records which are excluded from the definition of public records by ORS 192.005(5) or other state or federal laws or rules.
- (5) "Hard Copy" means a printout of data stored in a computer.
- (6) "Local agency" means any officer, department, board, commission or institution created by or under the jurisdiction of a political subdivision of this state.

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(7) "Official copy" is that version of a public record that has been designated by the agency as the record of a transaction or event, and which is subject to the requirements of laws, rules and the records retention schedule authorized by the State Archivist.

(8) "Permanent" public records are those deemed worthy of permanent preservation by the State Archivist and the official copy of permanent records must be retained in paper or in microfilm.

(9) "Records Management" means the planning, controlling, directing, organizing, training, promoting and other managerial activities involving the life cycle of information, including creation, maintenance (use, storage, retrieval) and disposal, regardless of physical form. Records management procedures are used to achieve adequate and proper documentation of state policies and transactions and effective and economical management of agency and organizational operations.

(10) "Records Officer" refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a). Records Officers organize and coordinate the agency's Records Management Program. Records Officers also serve as their agency's primary liaison with the State Archivist and receive training from the State Archivist in performing their duties. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction.

(11) "Record series" is an itemized listing on a records retention schedule which identifies a single record or a group of records for purposes of retention and disposition.

(12) "Records Retention Schedule" means a document produced and approved by the State Archivist listing the length of time a record needs to be kept for administrative, legal, fiscal or historic purposes. For state agencies this time represents both the minimum and maximum length of time a record must be kept. A records retention schedule approved by the State Archivist is an agency's legal authorization to destroy public records. The State Archivist writes two types of records retention schedules. The first is a special schedule that is written for records unique to an agency, and the second is a general schedule representing those records that are common to most agencies.

(13) "Retention Period" means the length of time a public record must be retained as authorized by an applicable records retention schedule produced and approved by the State Archivist. Retention periods for state agency records are both a minimum and maximum retention meaning that the records must be destroyed when the retention has been met as long as there is no pending litigation and all audit requirements have been satisfied. Retention periods for local governments are required minimums only.

(14) "Security Copy Depository" is a storage and retrieval facility operated by the State Archivist for security copies of microfilm for state and local agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

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15) "State Archivist" is the public employee who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center and the Security Copy Depository (ORS 192 and 357).

(16) "State Records Center" is a storage and retrieval facility operated by the State Archivist for inactive records of state agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

Division 10

State Archives, State Records Center, Security Copy Depository Services

General

166-010-0000: The Archives Division, Office of the Secretary of State, is administered by the State Archivist. The State Archives accepts custody of permanently valuable public records and provides access to those public records in the official custody of the State Archivist. The State Records Center provides storage and retrieval services for inactive records of state agencies. The Archives Division also provides advice and assistance to state and local agencies, and operates the Security Copy Depository which is a storage and retrieval service for security copy microfilm from state or local agencies.

Custody of Records

166-010-0006: The Archives Division may accept custody of public records in accordance with ORS 357.825 or 357.835. The ownership of the records, transfers to the State Archivist upon acceptance into the State Archives. The State Archives accessions records in under the following conditions:

- (1) Prior approval is required to deposit public records in the State Archives. These deposits will be done according to procedures, criteria and standards established by the State Archivist.
- (2) Except as otherwise provided by ORS 357.835(2), official custody of all records of a state agency which is abolished or ceases to operate shall pass to the State Archivist.
- (3) When the State Archivist has determined that public records, no longer required for the discharge of duties by the official custodian, are stored where they are no longer available for use or in conditions which endanger the public records, the State Archivist shall requisition them for transfer to the State Archivist's custody if they are determined by the State Archivist to be of value.
- (4) Public records in the State Archives are available for use in the Archives Building Reference room. Records may not be removed from the Archives Building, except as otherwise provided by law. Patrons shall use public records in the Reference Room, observing its rules, OAR 166-010-0015.

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(5) When the State Archivist has determined that records in the custody of the State Archivist cease to be of value, the State Archivist may destroy the records.

State Archives Reference Room Rules

166-010-0015: Patrons shall observe the following rules for the protection and control of records:

- (1) Patrons shall register and shall furnish current and valid government-issued photo identification to use public records in the State Archives.
- (2) Patrons shall only use a pencil when making notations, shall not mark public records, and shall maintain the original order of the public records consulted.
- (3) No person shall smoke, drink or eat in the Reference Room.
- (4) Patrons shall notify the staff when their work is completed.
- (5) Patrons shall not remove from the Reference Room public records or other materials in the official custody of the State Archivist.
- (6) Patrons shall not alter, mutilate or otherwise deface public records.
- (7) Patrons may take paper and research materials into the Reference Room. Personal electronic devices such as laptop computers, cameras and scanners are allowed under the following conditions, but must be removed from any enclosed cases before entering the Reference Room:
 - (a) Patrons may bring cameras to photograph records, but may not use a flash.
 - (b) Patrons may use scanners with the following restrictions: the copying surface (platen) must be the same size or larger than the records they plan to scan; the scanner must not cause friction, abrasion, or otherwise damage records; light sources must not generate heat on the records; and equipment surfaces must be clean and dry before being used. Drum and automatic feeder scanners are prohibited.

Archives Division Fees

166-010-0016: The following fees are collected for State Archives services:

- (1) Ready Reference Requests -- no charge. This includes requests for information that can be answered by staff without leaving their workstation or by consulting basic reference tools such as finding aids, tracing binders, or reference books.

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- (2) Basic Records Request -- \$5 in-state; \$10 out-of-state. This includes copying charges, postage and supplies. It applies to one-page documents. A Basic Records Request must provide an exact citation to a record (e.g., a citation from the death index, a record listed in the on-line index) in the custody of the Archives Division.
- (3) Basic Case File Request -- \$10 in-state; \$15 out-of-state. This includes up to 10 photocopies, postage and supplies. Additional photocopy pages are charged at 75 cents per page. A Basic Case File Request must provide an exact citation to a record in the custody of the Archives Division.
- (4) Requests -- not defined above will include labor charges plus copying, supply and postage charges when incurred. In addition, requests received from out-of-state will be charged an additional \$5 fee.
- (5) Labor Charges -- \$40 per hour, charged in 15-minute increments. There is a maximum of four hours labor for any request.
- (6) Expedited service fee: Rush requests will be assessed a thirty-dollar (\$30) fee in addition to all applicable research and copy fees. Rush requests are limited to single specific requests and are dependent on staff availability. Such requests may be subject to review and restrictions.
- (7) Photocopies. Copies made by the customer -- 25 cents per page. Copies made by Archives Division staff -- 75 cents per page.
- (8) Fax -- 75 cents per page.
- (9) PDF -- 75 cents per page.
- (10) Audio Tape duplication. Cassette to cassette duplicates -- \$7 per cassette.
- (11) Certification -- \$5 per certification.
- (12) Digital Images of existing files for electronic download or copied to CD-ROM:
 - (a) Case File -- \$35
 - (b) Multipage image (10 pages or less) -- \$10
 - (c) Single page image -- \$5
- (13) High Resolution (600 dpi) digital images of Historical Trademarks, oversized maps or photographs -- \$20 per image.
- (14) Reproduction by Outside Vendor -- Vendor and travel costs, when applicable plus \$10 handling fee.

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(15) The Secretary of State shall not refund fees paid in excess of the amount legally due the Division if the amount is \$10 or less, unless a refund is requested in writing by the applicant or the applicant's legal representative. Such requests must be made within three years of the date payment is received by the Division.

State Records Center

166-010-0018: The State Records Center accepts records for storage under the following conditions:

- (1) Only state agencies with approved records retention schedules can store records at the State Records Center.
- (2) Official custody of the records transferred to the State Records Center remains with the state agency from which they were received or its legal successor.
- (3) Prior approval is required for state agencies to transfer public records to the State Records Center. These transfers will be completed according to procedures, criteria and standards established by the State Archivist which are available on request.
- (4) Requests from the depositing state agency for records or information stored at the state Records Center shall be made by mail or fax, and only by authorized personnel. Phone requests are not accepted.
- (5) Deliveries to state agencies of public records as requested will be made as follows:
 - (a) Deliveries will be made through the Central Mail Service of the Department of Administrative Services to state agencies served by that Department.
 - (b) Postal service will be used for deliveries to state agencies which are not served by the Central Mail Service at the expense of the depositing agency.
 - (c) Under special circumstances, the agency may make prior arrangements with the staff of the State Records Center to go to the State Records Center to pick up their request.
- (5) A state agency may request or authorize the loan or return of public records in its official custody from the State Records Center as follows:
 - (a) Loans of individual files or boxes may be made and a follow-up system for loaned public records will be observed.
 - (b) All requests for loan or return of public records in the State Records Center must originate from authorized personnel of the state agency which has official custody of the public records.
 - (c) A state agency must authorize in writing the State Records Center to loan or transfer public records in its official custody to another agency.

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(6) Storage fees for the State Records Center are based on a biennial assessment and are listed in the State Price List.

Security Copy Depository Deposits for Storage

166-010-0019: The Security Copy Depository operates vault facilities, located in the State Archives Building, for the off-site storage of security microfilm of public records. The Security Copy Depository accepts deposits for storage under the following conditions:

- (1) Public records transferred to the Security Copy Depository remain in the official custody of the agency from which they were received. All requests for access to the stored records are made only through that agency.
- (2) Prior approval is required to transfer public records to the Security Copy Depository. Transfers will be completed according to procedures, criteria, and standards established by the State Archivist, which are available on request.
- (3) Only records with an approved retention period of ten or more years shall be accepted for transfer.
- (4) Minimum requirements for the depository are listed in OAR 166-025-0030.
- (5) Storage fees for the Security Copy Depository are based on a biennial assessment. Please contact the State Archives, Security Copy Depository (503-378-5250) for current fees.

Division 17
Digital Imaging

Definitions

166-017-0010: In addition to the definitions contained in OAR 166-005-0010, the following definitions apply to this division:

- (1) "Records Officer" -- Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).
- (2) "AIIM" -- Association for Information and Image Management.
- (3) "ANSI" -- American National Standards Institute.
- (4) "CCITT" -- Consultative Committee on International Telegraphy and Telephones.
- (5) "Digital Imaging System" means a system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.

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- (6) "DPI" -- Dots per inch; refers to the number of pixels contained in a linear inch.
- (7) "Fax or Facsimile" -- A process by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.
- (8) "Header Label" -- A set of information associated with a specific digital image which assist system software in retrieving images.
- (9) "JPEG" -- Joint Photographic Experts Group.
- (10) "Long Term Storage" -- Storage which is used for information which has a life-expectancy of 15 years or more.
- (11) "Pixel" -- The smallest display element on a video screen or the smallest element in a grid which is placed over a page of text or graphics.
- (12) "Scheduled Retention Period" means the length of time a public record must be retained as authorized by a general or special retention schedule.
- (13) "WORM" -- Write once, read many; refers to a type of optical disk which cannot be erased or amended.

System Documentation

166-017-0020: All digital imaging systems that store digitized public records with a retention period of ten years or more shall have system documentation on file with the agency records officer. This documentation shall include a narrative description of the digital imaging system; the retention period of the original records; the header label used in the system; and an estimate of the life expectancy of the digital imaging system. If the life expectancy of the system is less than the retention period of the records it stores, system documentation shall also include a description of how access to digital images of records will be maintained.

Image Quality

166-017-0030: Digitized documents shall be verified after digitization. Documentation describing each inspection shall be maintained for each digital imaging system and shall include the date of inspection, name of inspector(s), group of documents inspected, and sample size (if applicable). Scanner quality control procedures shall conform to **ANSI/AIIM MS44-1988, Recommended Practice for Quality Control of Image Scanners**, which is incorporated by reference and is available from Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910. In addition, the following standards apply to digital images:

- (1) Office documents containing fonts no smaller than six-point shall be scanned at a minimum density of 200 dpi. Documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi.

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(2) If documents are digitized using fax technology, the fax mechanism must be capable of transmitting and receiving both 200 and 300 dpi images.

(3) Digitized documents shall support CCITT Group 3 or 4 compression techniques. Digitized photographs and halftone images shall also support or provide a gateway to JPEG compression techniques.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Indexing

166-017-0040: All documents in a digital imaging system shall be indexed and retrievable. Document image indexes shall be preserved as long as the document images in the system are maintained.

Storage Requirements

166-017-0050:

(1) The following standards apply to the storage of optical disks containing public records:

(a) Environmental conditions for the operation, maintenance, and storage of digital imaging system equipment and storage media shall meet or exceed manufacturers' specifications;

(b) Digital imaging system equipment shall be maintained in proper working condition. Manufacturers' guidelines for preventive maintenance shall be followed and defective equipment shall not be used.

(2) In addition to the standards in section (1) of this rule, the following standards apply to the long-term storage of information on optical disks:

(a) Digital images shall be recorded and stored by means of a technology that does not allow their subsequent revision or replacement;

(b) The optical disk substrate shall be either polycarbonate or tempered glass;

(c) Only optical disks with a 20 year life expectancy based on accelerated aging tests linked to specific disk locations may be used;

(d) Digital imaging system storage media shall be inspected annually. This inspection should include visual examination of the medium and its housing, followed by the retrieval or playback of recorded information. Documentation describing each inspection shall be maintained for each digital imaging system and shall include the date of inspection, name of inspector(s), storage media inspected, and sample size (if applicable).

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Expungement of Information Stored on WORM Media

166-017-0060

Expungement of digital images stored on WORM optical disks shall conform to the Expungement of Information Recorded on Optical Write-Once-Read-Many (WORM) Systems (TR28-1991) which is incorporated by reference and is available from Association of Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Access

166-017-0070: Before any agency acquires or makes a major modification to any digital imaging system, equipment or software to store or retrieve public records, it shall assure that such proposed system, equipment or software adequately provides for the rights of the public to access and copy public records under [ORS 192.410](#) to 192.505:

(1) Agencies shall not enter into contracts with any person or entity if the contract will impair the right of the public under state law to inspect or copy the agency's nonexempt public records existing online in, or stored on a device or media in connection with a digital imaging system owned, leased or otherwise used by an agency in the course of its governmental functions.

(2) Digital imaging systems shall use non-proprietary header labels if they are intended to store long-term information. If a digital imaging system uses proprietary header labels, the system must be able to read images with non-proprietary header labels and produce images with non-proprietary header labels.

Retention

166-017-0080

(1) Public records with a scheduled retention period of less than 100 years may be stored on optical disks. The original record may be disposed of following verification of acceptable optical image quality. Images stored on optical disks shall be copied onto new optical disks after no more than ten years. Images must be recopied until the retention period of the original public records has been satisfied.

(2) Public records with a scheduled retention period of 100 years or more may be stored on optical disk devices provided that the original records are retained in hard copy or on microfilm for the entire scheduled retention period.

Division 20

The Protection and Storage of Public Records

Purpose

166-020-0005: This Division defines storage and conditions that are acceptable for the use, storage, and protection of public records in Oregon, ensuring that the informational content is protected for the entire length of the authorized retention period of the public record.

Definitions

166-020-0007: In addition to the definitions contained in OAR 166-005-0010 and OAR 166-017-0011, the following definitions apply to this division:

(1) "Essential electronic records system" means a records system which requires a computer to process and contains records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(2) "Essential records" means records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of the agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(3) "Records system" means an organized collection of data captured, processed, maintained, transmitted or disseminated in accordance with defined procedures (automated or manual).

Duties of Public Records Custodians

166-020-0010: Public records custodians are charged with protecting and providing access to public records:

(1) The term "public records" as used in statutes and rules pertaining to disposition of public records means records which are the property of the public. Alienation of public records is prohibited by public policy and statute (ORS 192.001). Custodians of public records are specifically charged by statute with the responsibility of protecting them, and, except as expressly provided by statute, furnishing reasonable opportunities for inspection and examination of them by any person (ORS 192.430 (1)).

(2) State and local agencies are responsible for public records in their custody, wherever deposited, until the public records have been transferred to the custody of the State Archivist or otherwise disposed of as authorized by an approved records retention schedule produced by the State Archivist

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(3) Pursuant to ORS 357.875, no state agency or local government shall enter into or renew an agreement with any records storage entity that restricts the access or inspection of Oregon public records by the State Archivist.

(4) When a state agency is abolished or ceases to operate, its public records shall be deposited in the official custody of the State Archivist, except as otherwise provided by ORS 357.835(2).

(5) Public records deposited in the State Records Center or Security Copy Depository remain in the official custody of the agency which deposited them.

Storage Area Standards

166-020-0015: Safe storage of public records requires compliance with the following standards:

(1) Public records should be stored in secure, fire-resistant structures and in areas in which the temperature and humidity are maintained at the levels required to ensure optimum longevity of the paper, film or medium on which they are recorded. Adequate light and access should be provided to permit retrieval of public records. Adequate ventilation and protection against insect or mold invasion should be provided. Steam, water, and sewer pipes, other than fire-control sprinkler systems, pose extreme hazard to records. No public records of enduring value should be stored where heat, breaks, drips or condensation from pipes could damage them; where windows, doors, walls or roofs are likely to admit moisture; or where they will be exposed to sunlight or extreme temperature variations.

(2) Aisle space in public records storage areas should be kept free of obstruction and no public records should be stacked or piled directly on the floor of any storage area. All public records should be shelved above initial flood level of any bursting pipe, leaky roof, sprinkler system or other source of water.

(3) Additional storage area standards are specified in these rules for public records stored in electronic format (OAR 166, Division 17), and in microforms (OAR 166, Division 25).

Essential Records Systems, Identification and Storage

166-020-0045:

(1) Agencies shall, with the advice and assistance of the State Archivist, identify their essential records, regardless of medium or physical format.

(2) Agencies shall store security copies of essential electronic records systems off the premises where the system is used, along with any system documentation necessary to enable recovery of the system in the event of an emergency.

(3) Agencies shall comply with the following storage requirements for security copies of essential electronic records systems:

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(a) Off-site storage conditions shall have temperatures no less than 60 degrees or greater than 80 degrees Fahrenheit, and shall have a relative humidity no greater than 50 percent.

(b) Off-site storage shall be in secure facilities with fire suppression systems. Facilities must provide adequate ventilation and protection against insect and mold infestation. No essential records systems shall be stored where heat or moisture can damage them.

Division 25

Microfilm Standards and Rules

Purpose and Application of Microfilm Standards Rules

166-025-0005: The authority for these rules is found in ORS 192.070, 357.825(2), and 357.895. State agencies and political subdivisions shall comply with these rules for microfilming public records. These rules contain the measures necessary to insure that the informational content of public records is protected for the life of the record.

Definitions

166-025-0010: In addition to the definitions contained in OAR 166-005-0010, OAR 166-017-0011 and 166-020-0007, the following definitions apply to this division:

- (1) "AIIM" refers to the Association for Information and Image Management.
- (2) "ANSI" refers to the American National Standards Institute.
- (3) "Aperture card" means a card with a rectangular opening into which microfilm may be inserted.
- (4) "Certification (Certificate of Legality)" means the confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. It is sometimes referred to as a "Camera Operator's Certificate."
- (5) Computer Output Microfilm (COM) Computer Output Microfilm is a process for copying data from electronic media on computers onto microfilm or microfiche using a high-speed recorder which transfers machine-readable digital data onto human-readable microfilm/fiche using laser technology and a processor, which develops the microfilm after it is exposed to the light source. COM is most often used for large reports that do not need to be edited or manipulated.
- (6) "Density" means the light-absorbing or light-reflecting characteristics of a photographic medium.

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- (7) "Generation" means one of the successive duplicates of a photographic master. The camera original is the first-generation film. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.
- (8) "Hybrid system" means a system that combines a micrographic/microfilm analog system with a electronic, digital technology)
- (9) "Image" means any representation of a document or data produced by radiant energy.
- (10) "Jacket" means a transparent plastic carrier with channels into which film may be inserted.
- (11) "Light box" or "light table" means a back-lit translucent surface used for film inspection.
- (12) "Loupe (lupe)" means a small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.
- (13) "Methylene blue test" is a test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.
- (14) "Microfiche" is a piece of film with images arranged in a grid pattern. Computer- Output-Microfilm is usually produced in this format.
- (15) "Planetary camera" is a type of microfilm camera that photographs a document as it lies stationary as it is being photographed. The document lies on a plane surface and the camera itself is suspended above the document.
- (16) "Processing" means the steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.
- (17) "Reduction ratio" is the relationship between the dimensions of the original document and the dimensions of the microimage of that document.
- (18) "Resolution" is the ability of microfilm or a photographic system to record fine detail.
- (19) "Retakes" means refilming of documents.
- (20) "Roll microfilm" means film that is wound on a reel, spool or core.
- (21) "Rotary camera" is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.
- (22) "Security copy" means a silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.

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(23) "Security Copy Depository" means the section of the Archives Division which offers storage of security microfilm.

(24) "Source document microfilming" means the conversion of paper records to microfilm. It is differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

(25) "Splice" means the joining of two pieces of film so that they function as one piece.

(26) "Target, Informational" is a chart or document which is photographed in order to assist in identifying the content of the microfilm.

(27) "Target, Technical" is an aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

(28) "Unitized microfilm" means film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

(29) "Working copy" is a copy of microfilm which is distributed for end user use and not for security purposes.

Technical Specifications for First-Generation 16 mm, 35 mm, and 105 mm Silver-Gelatin Source Document Roll Microfilm for Permanent and Long-Term Oregon Public Records 166-025-0015:

(1) Microfilm Specifications: All security microfilm for long-term or permanent records shall be 16 mm, 35 mm, or 105 mm negative non-perforated silver gelatin type on a polyester base, as described in ANSI IT9.1-1996; Imaging Media (Film) -- Silver Gelatin Type -- Specifications for Stability. The film shall be at least 0.13 mm thick.

(2) Reels: Processed film shall be on storage reels which are chemically inert, in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers, are sturdy, and have dimensions which conform to ANSI/AIIM MS34-1990; Dimensions for Reels Used for 16 mm and 35 mm Microfilm. The film shall be stored with the start target at the outer end in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents.

(3) Restrainers: Only acid-free, button tie paper bands in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers shall be acceptable to restrain film on its reel.

(4) Enclosures: Film enclosures (containers) shall be inert black plastic.

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(5) Quality Control-Inspection: Inspection and quality control data shall be recorded at the time the film is processed. A film inspection form is available from the Archives Division. First-generation (camera) film shall be inspected frame-by-frame for visible defects and missing documents. Inspection may be performed on a light table using an eye loupe for the frame-by-frame inspection and under a microscope for the inspection of resolution. The inspector shall wear clean, white, lint-free cotton gloves when handling the film. All inspection shall be performed in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents, Section 8. Security copies of film shall be free from scratches, gouges, blemishes, dust, dirt, or fingerprints.

(6) Residual Thiosulfate: All film shall meet the requirements for residual thiosulfate ion concentration as specified in ANSI IT9.1-1996; For Imaging Media (Film) -- Silver-gelatin type-Specifications for Stability, Section 6.4. The maximum allowable thiosulfate ion concentration is .014 grams per square meter. Testing for residual thiosulfate ion concentration shall be done by using the Methylene Blue method in accordance with ANSI/ASC PH4.8-1985; For Photography (Chemicals)-Residual Thiosulfate and Other Chemicals in Films, Plates and Papers-Determination and Measurement, Section 5. This test shall be conducted within two weeks of film processing and may be performed at the processing site or by an independent laboratory. All test results shall be documented.

(7) Target Density: The aim point density shall be $1.00 \pm .10$. The acceptable density range on targets shall be .80 - 1.25. There shall not be more than a .20 density shift on targets in a single roll. Any roll which falls outside the acceptable .80 - 1.25 density range on targets shall be re-filmed. Density variation shall not be greater than .15 across a target. The plain white pages or acceptable density target photographed at the beginning and end of each roll of film shall be used as the primary density measurement targets.

(8) Reduction Ratio: The reduction ratio used shall approximately fill the image area across the width of the film as seen on the camera's projected image area; the ratio shall not be less than 8:1. All edges of the document shall be visible in the image area. (See ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents, Section 3.6.) Reduction ratio changes within the same record series shall be avoided. If they are necessary, however, the change in ratio shall be identified by an informational target filmed immediately before each change.

(9) Resolution: Each roll of first-generation film shall be evaluated for resolution by viewing the standard ISO Resolution test chart (see OAR 166-025-0020 on Targets and Certifications) at 100X magnification. The smallest distinguishable test pattern must correspond to the correct reduction ratio as seen in Figure 1:

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Figure 1

Reduction Ratio — Smallest ISO Test Chart Pattern Read — Resolving Power

8:1 — 10.0 — 80

12:1 — 9.0 — 108

15:1 — 7.1 — 106

16:1 — 7.1 — 114

17:1 — 6.3 — 107

20:1 — 5.6 — 112

21.2:1 — 5.6 — 119

24:1 — 5.0 — 120

28:1 — 4.5 — 126

30:1 — 4.5 — 135

33.9:1 — 4.0 — 136

36:1 — 4.0 — 144

42.4:1 — 3.2 — 136

(10) Splicing: There shall be no more than six splices on security copies of film. Retakes shall include at least two pages preceding and following the pages to be refilmed. There shall be no splices between the technical target and the text. All splices shall conform to ANSI/AIIM MS18-1992(R1998); Splices for Imaged Film -- Dimensions and Operational Constraints.

(11) Targets and Certification: All microfilm shall conform to the standards for targets and certifications set forth separately in these rules.

[ED. NOTE: Publications referenced are available from the agency.]

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Targets and Certifications

166-025-0020: The following informational and technical targeting and certification shall be included in all public records on roll microfilm. All targets are available from the Archives Division:

(1) At the beginning of each roll there shall appear:

(a) A minimum of 24 linear inches of exposed and, processed blank film;

(b) Followed immediately by three exposures of clean, blank white paper or the density target;

(c) Followed by a planetary camera or rotary camera technical target of the type specified by the American National Standards Institute and the Association for Information and Image Management (hereafter ANSI/AIIM) in standards ANSI/AIIM MS19-1993; Recommended Practice for the Identification of Microforms and ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microform of Documents for the laboratory measurement of resolution and reduction ratio;

(d) Followed immediately by a "Start" target;

(e) Followed by a target indicating roll number;

(f) Followed immediately by a title sheet containing name of agency creating the records, series title of the records, starting identification (first records number, etc.) and reduction ratio. All missing documents or records shall be so identified with an appropriate target.

(2) At the end of each roll there shall appear:

(a) A target sheet including series title of the records filmed, ending identification (last record number, etc.);

(b) A Certificate of Legality and Authenticity, including the name and signature of the camera operator;

(c) Followed by a target indicating roll number;

(d) Followed by an "End of Reel" target;

(e) Followed by three exposures of clean, blank white paper or the density target;

(f) Followed by 24 inches of exposed and processed blank film.

(3) See the Archives Division Micrographics Manual for instructions on use of these and other informational targets.

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[ED. NOTE: Publications referenced are available from the agency.]

Hybrid Systems

166-025-0021

The use of hybrid systems (system that combines a micrographic/microfilm analog system with an electronic, digital technology) may be used provided the following conditions have been met:

(1) Electronic Imaging to Microfilm-for records with a retention period of 100 years or greater

(a) The microfilm copy produced is a silver halide microfilm that meets all of the requirements for microfilm outlined in OAR 166 Division 25.

(b) Each roll of film produced from an electronic imaging system carries the required targets for both electronic imaging systems (166-017-0031) and for microfilm (166-025).

(c) Each roll of film that will be deposited into the Security Copy Depository shall be polysulfide treated according to OAR 166-025.

(d) Documents shall be scanned using a resolution of not less than 200 dpi and can be transferred to either 16mm or 35mm rolls of microfilm. However, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi. In addition, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be recorded on 35 mm roll silver halide film only.

(e) One-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record. The verification of images shall include the inspection of images on the microfilm.

(2) For records with a retention period of less than 100 years, documents shall be scanned using a resolution of not less than 200 dpi; documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi, and one-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record.

(3) Microfilm to Electronic Imaging

(a) A duplicate of the microfilm shall be made prior to scanning the microform.

(b) One-hundred percent of the scanned images shall be verified for completeness and accuracy.

(c) Microfilm with a retention period of less than 100 years may be destroyed once one-hundred percent of the scanned images are verified for completeness and accuracy.

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(d) Microfilm with a retention period of greater than 100 years may not be destroyed unless written permission has been obtained from the State Archivist.

(4) Targeting and certification shall be completed according to the requirements of 166-025-00022.

Target and Certifications (Hybrid Systems)

166-025-0022

The following informational and technical targeting and certification shall be included in all public records on hybrid systems. All targets are available from the Archives Division:

(1) At the beginning of each roll there shall appear:

(a) 24" of processed leader

(b) One blank sheet of white paper

(c) ANSI/AIIM Scanner Test Chart #2

(d) Title sheet that includes series title, roll number, agency name, reduction ratio and dpi

(2) At the end of each roll there shall appear:

(a) Certificate of legality and authenticity (required information: Name of record creating agency, series title, date(s) of filming, name of scanner operator, signature of scanner operator, date signed.

(b) One blank sheet of white paper

(c) 24" of processed trailer

Storage of Security Microfilm

166-025-0025: Custodians of microfilm which contains long-term or permanent records shall provide off-site storage for silver security microfilm. This storage shall be at the appropriate temperature and relative humidity as specified in ANSI IT9.11 -- (1998) American National Standard for Imaging Media -- Processed Safety Photographic Film -- Storage. Security microfilm shall be stored in acceptable containers and on acceptable reels. (See OAR 166-025-0015; Technical Specifications for Roll Microfilm)

[ED. NOTE: Publications referenced are available from the agency.]

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Security Copy Depository

166-025-0030: The Archives Division operates the Security Copy Depository. The following are requirements for deposit of microfilm in Depository:

(1) Microfilm with an approved retention period between 10 and 99 years:

(a) Microfilm will be inspected for evidence of deterioration only on request of the depositor. Depositors shall be charged for all inspections.

(b) Microfilm for deposit shall be silver gelatin film, but may be unitized formats (e.g., microfiche, aperture cards). Non-silver films will not be accepted.

(c) All microfilm must be accompanied by a valid transmittal at the time of transfer.

(2) Microfilm with an approved retention period of 100 years or greater:

(a) Microfilm must have received approved, polysulfide treatment prior to acceptance into the Depository.

(b) Use of the Depository satisfies the off-site storage requirements of OAR 166-025-0025, Storage of Security Microfilm;

(c) Film transferred to the Security Copy Depository with a retention of 100 years or more will be inspected upon receipt for compliance with OAR 166-025-0015.

(d) The Archives Division shall require remedial action and/or image stabilization treatment on microfilm in the Security Copy Depository with a retention of 100 years or more and accepted prior to 1999. Depositors shall be charged for image stabilization and/or remedial treatments. Depositors who do not wish to have their film treated, will have their film returned to them.

(e) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be on 16 mm, 35 mm, or 105 mm polyester based wet-processed silver gelatin roll film only;

(f) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be enclosed in inert plastic containers in accordance with ANSI IT9.2-1991; For Imaging Media — Photographic Processed Films, Plates, and Papers — Filing Enclosures and Storage Containers. Containers shall be labeled in compliance with the requirements in the Oregon State Archives Division Micrographics Manual.

(g) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be accompanied by a valid transmittal at the time of transfer;

(h) Non-silver films will not be accepted.

[ED. NOTE: Publications referenced are available from the agency.]

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Microfilm as Official Copy of Public Record

166-025-0035: Microfilm may be substituted for any paper or machine readable record if it is made according to the following conditions:

(1) A security copy of microfilm of public records which has a required minimum retention period of 100 years or longer must be made and stored in accordance with OAR 166-025-0005 to 166-025-0030. A security copy must be reserved and used solely as a backup security copy or as a master for making working copy duplicate film when required.

(2) Working copies of microfilm, and microfilm of public records with a minimum retention period of less than 100 years, may be made in accordance with agency standards and requirements for the retention period of the public records, including the option of using any film, processing system, or storage containers the agency may select.

Division 30
Records Management Procedures

Purpose

166-030-0005: This Division specifies requirements for agency records management programs, and specifies the lawful authority and methods to destroy or otherwise dispose of public records. They apply to all public records, regardless of medium or physical format, created and stored by state and local agencies.

Appointment of Records Officer

166-030-0016: To establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value, each state or local agency shall designate a Records Officer. Records Officers organize and coordinate the agency's Records Management Program, serve as their agency's primary liaison with the State. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction. The State Archivist will provide training and assistance for Records Officers.

Inventory and Appraisal (State Agencies)

166-030-0021: To ensure accurate identification and evaluation of its records, each state agency shall, cooperate with the State Archivist in preparation of an inventory of the records of each of its organizational units, including the records of any other agency in its custody. These inventories shall be used to prepare a Special Schedule (OAR 166-030-0026) for public records in agency custody, regardless of medium or physical format. Special Schedules will not include schedules for records already listed in the State Agency General Schedule (OAR 166-300).

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Public Records Retention and Disposition Authorization (State Agencies)

166-030-0026: Authorization for destruction of public records by a state agency shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

(2) A Special Schedule approved by the State Archivist, or an applicable State Agency General Records Retention Schedule found in OAR Chapter 166, Division 300, establishes the appropriate retention and disposition for state agency records. A state agency shall destroy public records that have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Special Schedules shall be created from inventories (OAR 166-030-0021). Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for state agency records are both a minimum retention and a maximum retention period.

(3) State agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

(4) Notwithstanding any existing records retention schedule, any State Agency electronic records with a scheduled retention period of Permanent, and which are also scheduled to be transferred to the State Archives, shall be kept by the agency in both electronic form and hard copy or microfilm form until State Archives electronic records accession review is completed. The State Archives will notify the agency in writing which electronic records, if any, will be accessioned and will specify transfer procedures, required format, required metadata and a required timetable for the electronic records transfer.

Public Records Retention and Disposition Authorization (Local Agencies)

166-030-0027: Authorization for destruction of public records by local agencies shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

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(2) An applicable General Schedule published in OAR Chapter 166, or a Special Schedule approved by the State Archivist, establishes the appropriate retention and disposition for local agency records. A local agency may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for local government agency records are minimum retention period.

(3) Notwithstanding any retention period listed in a General Schedule, no public record created in or prior to 1920 shall be destroyed without the express written permission of the State Archivist.

(4) Specific approval from the State Archivist by means of a Special Schedule is required to dispose of public records which are not listed in an applicable General Schedule found in these rules. Instructions on creating Special Schedules are available from the State Archivist.

(5) Special schedules will not be written for records contained in applicable local government general schedules unless the State Archivist determines that is necessary to do so. General schedules for local government agencies will be developed and filed as Oregon Administrative Rule following the procedures defined in OAR chapter 166, division 500. General schedules for local government agencies will be reviewed at least every five years, or sooner as specified by the State Archivist

(6) Notwithstanding any retention period listed in a General Schedule or Special Schedule, no public records listed on the Oregon Historical Records Inventory shall be destroyed. Copies of lists of records on the Oregon Historical Records Inventory are available from the State Archivist.

(7) Local agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

Prior Audit of Fiscal Public Records Required

166-030-0041: Public records of fiscal transactions, regardless of medium or physical format, may not be destroyed until the minimum retention period has passed and the person charged with their audit has released them for destruction. If federal funds are involved, requirements of the United States government shall be observed.

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Suspension of Scheduled Public Records Destruction

166-030-0045: A scheduled destruction of records, regardless of medium or physical format, which are the subject of a public records request or pending litigation shall be suspended until the request or litigation has been resolved. Only those records which have been specifically requested need be retained.

Public Records Disposition and Destruction (State and Local Agencies)

166-030-0060: A Special Schedule approved by the State Archivist, or an applicable General Schedule published in OAR Chapter 166, authorizes disposition of public records. Disposition includes:

(1) Transfer to the custody of the State Archivist. When the scheduled retention period specifies transfer to the State Archives, an agency shall transfer its custody of the specified records to the custody of the State Archivist.

(2) Shredding, Pulping, or Incineration. Public Records which are confidential by law and negotiable instruments (even when cancelled or satisfied in writing) must be destroyed by shredding, pulping, or incineration. The destruction should be supervised and witnessed by a responsible employee of the agency. When using a contractor to destroy public records, the state or local agency must require posting of a bond or undertaking by the contractor to indemnify the state or local agency against any claims or actions resulting from his failure to protect the confidentiality of the public records, and must require a provision precluding sale, transfer, or delivery of the public records to a third party prior to data obliteration. The agreement shall also include provisions requiring secure transit to and handling by the contractor; and prompt processing of the public records by the contractor to fully obliterate the data they contain by shredding, pulping, or incineration.

(3) Recycling. Records which are not confidential by law may be sold or traded for recycling of the fiber or chemical they contain, provided that the sale or trade agreement includes provisions to ensure that the public records are promptly converted into a form which precludes use of the information they contain.

(4) Deposit in a Library, Museum, or Historical Society with the permission of the State Archivist. The originals of public records that have been microfilmed in compliance with ORS 192.040 to 192.070 and OAR 166-025, and other public records which have continuing local historical value although destruction is authorized, may be deposited in a Library, Museum, or Historical Society if disclosure of the record is not prohibited by law and the depository agrees to comply with ORS 162.305, 192.420, and 192.430. Agreements for such deposits must stipulate that the depository cannot sell or otherwise dispose of the records except by lawful and complete destruction or by returning them to the depositing agency. Permission of the State Archivist is required prior to transfer of records.

(5) Additional destruction requirements for electronic records are specified in OAR 166-017-0061.

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Division 200

City General Records Retention Schedule

166-200-0005

City Records

This General Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

166-200-0010

Administrative Records

(1) **Activity and Room Scheduling and Reservation Records** Records document scheduling and reservations related to public participation in and use of various city activities, events, classes, and meeting rooms. Includes schedules, logs, lists, requests, and similar records. SEE ALSO Participant Registration and Attendance Records and Park and Facility Use Permits in the Parks and Recreation section for records documenting public use of services or facilities for which formal registrations or permits are required. (Minimum retention: 1 year).

(2) **Activity Reports**, General Daily, weekly, monthly, or similar reports other than annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. SEE ALSO Grant Records in the Financial-General section for reports documenting activities directly related to projects funded by grants. (Minimum retention: 2 years).

(3) **Annual Reports** Reports document the program or primary functional activities and accomplishments of the office for the previous year. These are often compiled from monthly, quarterly, or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. SEE ALSO Activity Reports, General in this section for reports documenting shorter periods of time. (Minimum retention: Permanent).

(4) **Cemetery Records*** Records document the administration and management of city-owned cemeteries. Records may include lists of names and maps of grave locations, deeds, information on purchasing lots and burials, death certificates, State Mortuary and Cemetery Board licensing and reporting documentation, and related correspondence. Some records may have historic value. (Minimum retention: Permanent).

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(5) **Correspondence** Records that: 1. document communications created or received by an agency AND 2. directly relate to an agency program or agency administration AND 3. are not otherwise specified in the City General Records Retention Schedule (OAR 166-200) or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs. (Disposition: File with the associated program or administrative records. Retentions for city records are found in City General Records Retention Schedule. Communications not meeting the above criteria do not need to be filed and may be retained as needed).

(6) **Desk Calendars and Notes** Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information, which is not summarized or otherwise included in reports or similar documents. (Minimum retention: 1 year).

(7) **Emergency and Disaster Incident Records*** Records document the extent of impact and actions taken by the city in response to disasters, emergencies, and civil disorder. Incidents may be natural or manmade such as earthquakes, wild land fires, severe storms, floods, drought, airplane crashes, utility failures, hazardous materials incidents, riots, and similar events affecting the people, property, or government of the city. Records may include logs, diaries, damage assessment reports, response reports, situation and resource status reports, incident action plans, resource ordering and tracking records, financial documentation, messages, photographs, sign-in sheets, and any other incident related documentation. SEE ALSO the Emergency Management section, the Fire and Emergency Medical Services section, the Police section, the Public Works section, and the Risk Management section for related records. (Minimum retention: Permanent).

(8) **Fax Reports** Reports document the facsimile transactions of the city. Reports may also be used for billing purposes. Information includes date and time fax transmitted or received and recipient/sender fax number. (Minimum retention: (a) If used for billing, retain 3 years (b) If not used for billing, destroy).

(9) **Index/Finding Aid Records** Records created to facilitate the location and retrieval of information, files and physical objects. (Minimum retention: Until superseded or obsolete).

(10) **Internal Audit Records** Records document the examination of the city's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by city or contracted auditors. Records may include audit reports, supporting documentation, comments, and correspondence. (Minimum retention: 10 years).

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(11) **Key and Keycard Records*** Records document the issuance of keys and keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records. (Minimum retention: 2 years after key is turned in).

(12) **Mailing Lists** Lists compiled to facilitate billing, community outreach, and other functions in the city. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data. (Minimum retention: Until superseded or obsolete).

(13) **Meeting Records, Board, Commission, and Committee*** Records document the proceedings of city boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, audio or visual recordings, correspondence, and related documentation. (Minimum retention: (a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently (b) Executive session minutes, retain 10 years (c) Audio or visual recordings 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes, retain 5 years).

(14) **Meeting Records, Governing Body*** Records document the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710) that is under city jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, tape recordings, and related documentation and correspondence. For further description of several specific examples of meeting records, refer to the subject index. SEE ALSO Meeting Records, Staff and Meeting Records, Board, Commission, and Committee; in this section. (Minimum retention: (a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently (b) Executive session minutes 10 years (c) Audio or visual recordings, retain 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes, retain 5 years).

(15) **Meeting Records, Staff** Records document meetings within city government, which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer minimum retention periods if the subject matter of the meeting adds significant information to that series. (Minimum retention: 2 years).

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(16) **Mitigation Program Records*** Records document the establishment and maintenance of the city mitigation program, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of city facilities, project reports, hazard mitigation grant records, and related documentation which may include capital improvement records, new and revised building codes, and zoning ordinances. SEE ALSO the Risk Management section. (Minimum retention: (a) Adopted plans,* retain permanently (b) Other records, retain for the life of the structure).

(17) **News Releases** Records document the release of prepared statements, announcements, news conference transcripts, and similar records issued to the news media by the city. Subjects include the adoption of new city programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Also may include news releases announcing routine events or actions carried out within the scope of existing city policies. Some releases may merit inclusion in applicable related record series (e.g., Incident Case Files, Fire Investigation Records, etc.). (Minimum retention: (a) Policy and historic news releases, retain permanently (b) Routine news releases, retain 2 years).

(18) **Notary Public Log Book** Records document the notarial transactions completed by a notary public employed by the city. Cities may retain log books by agreement with the notary public after their separation from city employment. Cities retaining notary public log books without notary agreements should consult their city attorney and/or the Secretary of State, Corporation Division for retention instruction. (Minimum retention: 7 years after date of commission expiration).

(19) **Organizational Records** Records document the arrangement and administrative structure of the city government. May include charts, statements, studies, and similar records. Includes studies to determine the merit and feasibility of reorganization plans as well as other major studies related to the city's administrative hierarchy. (Minimum retention: Permanent).

(20) **Permit and License Records, City Issued*** Records document city review, background investigations, recommendations and other actions related to permits and licenses issued for various activities within the city. Subjects may include but are not limited to business, tree removal, temporary signs, taxi cab drivers, dances, parades, rocket launching, second hand dealers, alarm system dealers, keeping livestock in the city, and solicitors. Usually includes applications, background investigation reports, permits, licenses, and related records. This record series does not apply to several types of permit records related to construction, certain public works functions, and others. SEE ALSO the Financial sections, Building Permits in the Building section; Explosives Storage and Use Permits in the Fire and Emergency Medical Services section; Right-of-Way Permit Records in the Public Works-Engineering section; and Industrial Pretreatment Permits in the Public Works-Wastewater Treatment section. (Minimum retention: (a) Fee permits or license records, retain 3 years after expiration, revocation, or denial (b) Free permits or license records, retain 2 years after expiration, revocation, or denial).

(21) **Postal Records** Records document transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items. (Minimum retention: 3 years).

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(22) **Professional Membership Records** Records document institutional or agency-paid individual memberships and activities in professional organizations. (Minimum retention: 3 years).

(23) **Public Notice Records*** Records document compliance with laws requiring public notice of city government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO Competitive Bid Records in the Financial-General section for public notices related to bid openings and awards. (Minimum retention: 3 years).

(24) **Publications** Records document the published records produced by or for the city or any of its departments or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. Does not include publications received from federal, state, private or other sources — these publications and extra copies of city-produced publications should be retained as needed. (Minimum retention: (a) Brochures, pamphlets, and leaflets, retain until superseded or obsolete (b) One copy of all others, retain permanently).

(25) **Requests and Complaints** Records document complaints or requests concerning a variety of city responsibilities. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. SEE ALSO Equal Employment Opportunity Complaint Records, and Grievance and Complaint Records in the Personnel Records section; Water Quality Complaint Records in the Public Works-Water Treatment Records section; and Incident Case Files, which contain law enforcement complaints in the Police Records section. SEE ALSO Correspondence, General in this section for routine requests for information or publications and Liability Claims Records in the Risk Management section. (Minimum retention: 2 years after last action).

(26) **Routing and Job Control Records** Records used to control the routine flow of documents and other items and actions in and between offices in the city. Includes routing slips, job control records, status cards, receipts for records charged-out, batch slips, and similar records. (Minimum retention: 1 year).

(27) **Scrapbooks** Books document a chronological, historical event or similar record of the city. May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of the city officials, personnel, and citizens. Scrapbooks vary greatly in their content and value. Some may have historic value. For appraisal assistance, contact the Oregon State Archives. (Minimum retention: Retain as needed).

(28) **Security Records** Series documents security provided for agency buildings and grounds. Records include surveillance records, security logs, sign-in sheets, security reports, incident reports, and related records. Minimum retention: 2 years

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(29) **Seminar and Conference Records, City-Sponsored** Records document the design and implementation of city-sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records. For records documenting registration billings and related fiscal actions, see the Financial-General section. (Minimum retention: (a) Significant program and fee records, retain 3 years (b) Class enrollment and attendance records, retain 2 years (c) Other records, retain 1 year).

(30) **Seminar and Conference Records, Non-City Sponsored** Records document activities, seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the city but attended by city officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records. (Minimum retention: 2 years).

(31) **Special Event and Celebration Records** Records document city-sponsored celebrations of special and historic occasions such as pioneer days, centennials, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other aspects of the celebration. These records may include studies, publications, photographs, attendance summaries, final reports, and other documents. Records may also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records. SEE ALSO Special Event Records, Traffic in the Public Works-Traffic Engineering section for related records. (Minimum retention: (a) Records documenting significant aspects of the event, retain permanently (b) Other records, retain 2 years after event).

(32) **Surveys, Polls, and Questionnaires** Records document the measurement of public opinion by or for the city related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and related records. Examples of summaries include studies which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for city service, and other records which distill survey data into summary form. (Minimum retention: (a) Summary reports and abstracts, retain 3 years (b) All other records, retain until summary report is completed or 3 years, whichever is sooner).

(33) **Technical Manuals, Specifications, and Warranties*** Owners manuals and warranties for city-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment. (Minimum retention: (a) Manuals, retain until disposition of vehicle or equipment (b) Warranties, retain until expiration).

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(34) **Vehicle Maintenance and Repair Records** Records document the maintenance and repair history of all city-owned vehicles. Records may include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes a description of work completed, parts and supplies used, date of service, date purchased, price, vehicle number, make and model, and other data. SEE ALSO Contracts and Agreements in Recorder-General section for contract records related to private companies maintaining and repairing city-owned vehicles. SEE ALSO Daily Work Records in the Public Works-Operations and Maintenance section and Work Orders in this section. (Minimum retention: 2 years after disposition of vehicle).

(35) **Visitor Logs** Records used to track visitors to city buildings. Records may include visitors' names, visitor badges issued, and entrance and exit times. (Minimum retention: 1 year).

(36) **Work Orders** Records document requests and authorizations for needed services and repairs to city property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records. (Minimum retention: (a) Work completed by city personnel, retain 1 year (b) Work completed by outside vendors, retain 3 years).

(37) **Work Schedules and Assignments** Records document the scheduling and assigning of shifts, tasks, projects, or other work to city employees. Useful for budget and personnel planning, review and other purposes. May include calendars, schedules, lists, charts, rosters, employee time surveys, and related records. Also includes rosters and similar records documenting vacation schedules. SEE ALSO the Personnel section for related records. (Minimum retention: 2 years).

(38) **Year 2000 (Y2K) Planning Records** Records document the planning and development of city Y2K Contingency Plans. Records may include but are not limited to meeting minutes, correspondence, draft plans, work notes, plan test results, and final plan. Information includes type of systems vulnerable to Y2K, level of priority, and party responsible for system solution or troubleshooting. (Minimum retention: Destroy).

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166-200-0015

Airport Records

(1) **Activity Reports, Airport Records** document various indicators of activity associated with the city airport. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, and car rental outlets, and others. (Minimum retention: (a) Retain annual reports permanently; (b) All other reports, retain 2 years).

(2) **Airport Certification Records** Records document certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. Federal Aviation Administration related records include city-prepared airport certification manuals for airports servicing aircraft with seating capacities of more than 30 passengers, as well as airport certification specifications for "limited" airports. Manuals include procedures for the maintenance of paved and unpaved areas, lighting systems, and traffic and wind direction indicators. They also include procedures for self-inspection, rescue and fire fighting, and the control of hazardous substances and ground vehicles, as well as plans for snow and ice control, emergencies, wildlife hazard management, and others. (Minimum retention: (a) Certification manuals or specifications, retain permanently; (b) All other records, retain 2 years after expiration).

(3) **Airport Commission Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(4) **Airport Security Program Records** Records document the city airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Program contents include a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate information, airport statistics, and related subjects. (Minimum retention: (a) Program records described in 49 CFR 1542, retain permanently; (b) All other records, retain 2 years after superseded or obsolete).

(5) **Airport Self-Inspection Reports** Reports and related records document the Federal Aviation Administration (FAA) mandated inspections by airport staff to assure safe conditions. These generally are performed daily or more frequently if unusual conditions caused by construction, weather, or any accident or incident are present. Inspections include runway, ramp, and taxiway conditions, fire and reserve facilities, bird hazards, wind indicating devices, standby power system, and lighting. SEE ALSO Inspection and Occupancy Records and Fire and Emergency Medical Services Maps in the Fire and Emergency Medical Services section. (Minimum retention: (a) Reports documenting incidents, retain 2 years; (b) Self-inspection reports, retain 1 year; (c) Federal Aviation reports, retain 5 years; (d) All other reports, retain 6 months).

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(6) **Complaint Records, Airport** Records document complaints or requests related to noise or other aspects of airport operations. Information often includes name, phone number, and address of person making complaint, name of person receiving and/or responding to complaint, description of complaint, resolution (if any), and other data. (Minimum retention: 2 years after resolved or last action).

(7) **Law Enforcement Action Records** Records document various types of security actions taken by the airport as described in 14 CFR 107.221. Examples include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; as well as the number of detentions and arrests, and the immediate disposition of each person detained or arrested. SEE ALSO Incident Case Files in the Police section for records related to actual police reports filed. (Minimum retention: 2 years).

(8) **Navigational Facilities Maintenance and Operation Reports** Records document the maintenance and operation of various types of airport navigational equipment. Examples include non-directional radio beacon facilities, instrument landing system facilities, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. Includes meter readings and adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, and other documents. SEE ALSO applicable record series in the Public Works-Operations and Maintenance section for records not related to navigational facilities. (Minimum retention: 2 years after equipment permanently removed from service).

(9) **Noise Compatibility Program Records** Records document the city's development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Includes studies, reports, noise exposure and other maps, hearing records, public statements, and related documents. Program information includes a description and analysis of alternate measures, program measures to reduce or eliminate non-compatible land uses, a description of public participation, actual and anticipated effect of the program, and other summaries and descriptions. SEE ALSO Easements in Recorder — General Records section. (Minimum retention: (a) Program records described in 14 CFR 150.23 (e), retain permanently; (b) All other records, retain 5 years after program approved).

(10) **Notice to Airmen (NOTAM) Reports** Reports document the notification of air carriers as to changes in airport conditions. Subjects include construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, and others. Includes Notice to Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data. SEE ALSO Building Records and Public Works – Operations and Maintenance sections. (Minimum retention: 1 year after notice removed).

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166-200-0020

Attorney Records

(1) **Civil Case Files** Records document pending and closed cases filed by the city and against the city. Case Files contains complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, planning, engineering, and financial records, and related records. May include Court of Appeals, Circuit Court, and Supreme Court cases. SEE ALSO Liability Claims Records in the Risk Management section. (Minimum retention: 10 years after case closed, dismissed, or date of last action).

(2) **Criminal Case Files, Attorney** Records related to the prosecution of criminal cases by the attorney's office. May include copies of citations, police reports, driving records, DUII documents and tape recordings, complaints, subpoenas, motions, judgments, copies of records from other courts, and related records. May include Court of Appeals, Circuit Court, and Supreme Court cases. (Minimum retention: 10 years after case closed, dismissed, or date of last action).

(3) **Dispute Resolution Records** Records document personnel disputes resolved through mediation or arbitration instead of pursuing action through the court system. May include pleadings, investigation reports, dispositions, and related records. SEE ALSO the Personnel section. (Minimum retention: 3 years).

(4) **Land Use Board of Appeals (LUBA) Case Files** Records document land use decisions made by the city that have been appealed to and reviewed by the Land Use Board of Appeals. May include staff reports, land use orders, pleadings, briefs, and related records. SEE ALSO Land Use Hearings Records in the Planning and Development section. (Minimum retention: 10 years after final decision).

(5) **Legal Opinions** Records document formal opinions rendered by the attorney's office for various city departments or the city council and the rationale for policy maintaining consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion. (Minimum retention: Permanent).

(6) **Public Records Disclosure Request Records** Records document requests for disclosure of public records and provides a record of city responses. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer to another district, approvals, denials, copies of petitions to the District Attorney for review of denials of disclosure, District Attorney Orders to grant or deny disclosure, correspondence, and related documentation. (Minimum retention: (a) Approved requests, retain 2 years; (b) Denied requests, retain 2 years after last action.)

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(7) **Tort Claim Notices** Records document the notification given to the city of potential suits against it. ORS 30.275 requires these to be filed with the city before a potential claimant can bring certain actions against the city. Information includes notification stating the intent to sue, parties involved, date, the reason the suit is being filed, list of parties notified, and related information. SEE ALSO Liability Claim Records in the Risk Management section. (Minimum retention: 3 years after claim closed).

(8) **Victim/Witness Assistance Program Records** Records document the administration of victim/witness assistance programs. Generally includes reports, activity logs, expense statements, records documenting state action, and related memoranda and correspondence. (Minimum retention: 5 years).

166-200-0025

Building Records

(1) **Building Activity Records** Reports or statistical compilations tracking building activity on a monthly and annual basis. Used to plan budgets and staffing, as well as to monitor growth and chart building trends. Usually tracks number of permits issued, type of activity, value of projects, fees collected, and related information. May consist of reports compiled for the U.S. Bureau of the Census. (Minimum retention: (a) Reports summarizing activities on an annual basis, retain permanently; (b) All other reports, retain 2 years).

(2) **Building Board of Appeals Records** Records of appeals to decisions made by the city staff regarding alternate building materials or methods of construction. The board interprets city code and requirements. Often includes staff reports, applications to appeal, minutes, exhibits, and related documentation and correspondence. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently; (b) Audio or visual recordings, retain 1 year after minutes prepared and approved; (c) All other records and exhibits not pertinent to minutes, retain 5 years).

(3) **Building Code Violation Records** Building department documentation related to violations of building, electrical, sign, heating, plumbing, and related city codes. May include notices of infractions, summons, complaints, compliance agreements, log books, compliance information, and related documentation and correspondence. SEE ALSO Ordinance Violation Case Files in the Municipal Court section. (Minimum retention: 10 years after last action.)

(4) **Building Inspection Records** Records document on-site visits by inspectors. May include daily inspection logs and comments noted as construction progresses. (Minimum retention: (a) Final inspections, retain for the life of the structure; (b) All other inspections, retain 2 years).

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(5) **Building Permit Applications** Applications from property owners to erect new structures, including signs, or make structural modifications to existing ones. Information usually includes name, address, phone number, and signature of applicant, permit number, type and location of building, name of builder or contractor, legal description, description of work, and value of construction. (Minimum retention: (a) If permit issued, retain 2 years; (b) If no permit issued, retain 180 days).

(6) **Building Permits** Permits granted to property owners to erect new structures or demolish present structures, including signs, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work. (Minimum retention: (a) Permits for completed structures, retain for the life of the structure; (b) Demolition permits, retain 10 years after demolition; (c) All other permits, retain 2 years after revoked or expired).

(7) **Building Plans, Nonresidential** Blueprints and specifications submitted by building contractors or owners applying for a permit to build commercial, industrial, or apartment structures. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand of materials used, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. Often includes change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed, retain 10 years after substantial completion [as defined by ORS 12.135(3)]; (b) If no permit issued, retain 180 days; (c) If permit issued, but structure not started, completed, or permit expired, retain 180 days after expiration date).

(8) **Building Plans, Publicly Owned Structures** Blueprints and specifications submitted by building contractors or government agencies applying for a permit to construct government buildings. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand of materials used as well as details related to temporary facilities, job cleanup, deadlines, and other conditions. May also include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed, retain for the life of the structure; (b) If no permit issued, retain 180 days; (c) if permit issued, but structure not started, completed, or permit expired, retain 180 days after expiration date).

(9) **Building Plans, Residential** Blueprints, drawings, and specifications submitted by building contractors or owners applying for a permit to build residential structures. Used for enforcement of building codes and reference for later modifications. Often includes specifications of type, grade, and brand of materials, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. May include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed, retain 2 years after substantial completion; (b) If no permit issued, retain 180 days; (c) If permit issued, but structure not started or permit has expired, retain 180 days after expiration date).

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(10) **Certificates of Occupancy** Certificates recognizing compliance with the minimum standards set by state and local laws for structures. Usually includes building name and location, city, occupancy, classification, load limit, date issued, and fee. (Minimum retention: Life of the structure).

(11) **Registered Contractor Lists** Lists issued quarterly by the State Construction Contractors Board verifying registration by contractors with the Board. Used to ensure compliance with state requirements regarding insurance, bonding, etc. before the issuance of building permits. Includes registration number, name of contractor, county code, type of building trade, and related information. (Minimum retention: Until superseded or obsolete).

(12) **Unsafe Building Records** Records document the demolition, boarding, or other actions related to structures determined by the city or owner to be unsafe. Includes structures determined to be unsafe due to the manufacture of illegal drugs. Also documents related repairs or actions to remedy deficiencies. Used for reference and litigation. Usually includes complaints, building inspection reports, letters to property owners, and demolition documents. May also include photographs, copies of contracts and payment records, and related records. (Minimum retention: 5 years after final action).

166-200-0030

Emergency Management Records

(1) **Alert and Notification Records** Records document any written emergency warnings/notifications issued to the city from the county, the Oregon Emergency Management Division, National Oceanic and Atmospheric Agency (NOAA), or the Federal Emergency Management Agency (FEMA). Subjects may include landslides, earthquakes, windstorms, floods, fires, and other hazards. (Minimum retention: 30 days).

(2) **Civil Preparedness Guidance (CPG) and State and Local Guide (SLG) Records** Records issued by the Federal Emergency Management Agency (FEMA) to provide guidance to state and local agencies on appropriate elements of emergency management programs. These guidelines (known as CPGs or SLGs) provide mandatory policies and procedures for federally funded emergency management programs. (Minimum retention: Until superseded or obsolete).

(3) **Disaster Preparedness Planning and Recovery Records** Records document plans and procedures for the continuity of city government in the event that a major disaster destroys or compromises the operations of the city. Components of the recovery plan include but are not limited to physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, reconnect networks, and reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. SEE ALSO Emergency Operations and Management Plans in this section, and Emergency and Disaster Incident Records in the Administrative section. (Minimum retention: Until superseded or obsolete).

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(4) **Emergency Exercise Records** Records document emergency training exercises performed on a regular basis by the city emergency management department, as required by the State and Local Assistance and Emergency Management Assistance Programs. Documentation usually includes statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up actions reports, lists of players, and names of controllers and evaluators. (Minimum retention: 3 years after annual or final expenditure report submitted).

(5) **Emergency Management Assistance Activity Reports** Reports document the city's emergency management work plan. These are created on a quarterly basis as required by the Federal Emergency Management Agency (FEMA). The reports provide a narrative of emergency management program elements that were accomplished annually, along with supporting documentation (samples of completed work). Subjects include personnel, equipment, current projects, progress reports, training, and others. (Minimum retention: 3 years after annual or final expenditure report submitted).

(6) **Emergency Management Assistance Expense Records** Records document a breakdown of the city's emergency management program expenses that are eligible for federal matching funds under the Emergency Management Assistance (EMA) program. Summaries are submitted to the Oregon Emergency Management Division annually. They identify the broad categories of emergency management program expenditure as "Personnel, Travel, and Other." Records include appropriate Federal Emergency Management Agency (FEMA) forms, copies of EMA checks issued by the state to the city as part of the pass-through funding procedure, and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted).

(7) **Emergency Management Assistance Fiscal Reports** Records documenting fiscal reports, submitted to Oregon Emergency Management Division, to receive federal matching funds under the Emergency Management Assistance (EMA) program. Reports document all funds spent by the city on emergency management functions. Records include appropriate federal forms and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted).

(8) **Emergency Management Assistance Staff Pattern Records** Records document the city's personnel involved in the emergency management program. It is submitted annually to the Oregon Emergency Management Division and is the basis for determining eligibility for funded staffing support for Emergency Management Assistance jurisdictions. Records include appropriate Federal Emergency Management Agency (FEMA) forms and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted).

(9) **Emergency Management Board Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

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(10) **Emergency Management Public Education Program Records** Records related to the design and implementation of emergency management educational and outreach programs and presentations provided to the public by the city. Often includes class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, audio-visual records, and related documentation. (Minimum retention: (a) Significant program records, retain 3 years; (b) Class enrollment and attendance records, retain 2 years; (c) All other records, retain 1 year).

(11) **Emergency Management Public Education Publications** Publications created by the city and distributed to the public as part of an emergency management outreach or public education effort. Often used in conjunction with presentations. Records may include brochures, pamphlets, booklets, newsletters, and other publications. Subjects often include emergency planning, warning systems, disaster response, and others. (Minimum retention: (a) Brochures, pamphlets, and leaflets, retain until superseded or obsolete; (b) One copy of all others, such as a book or publication, retain permanently).

(12) **Emergency Management Resource Lists** Lists document emergency resources such as manpower, equipment, supplies, and services. Includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names. (Minimum retention: Until superseded or obsolete).

(13) **Emergency Operations and Management Plans** Records document the development, implementation, and updating of emergency operations and management plans. The plans are required by the federal government as part of a Comprehensive Cooperative Agreement (CCA) and must be reevaluated and updated at least every four years. Records often include adopted plans, notes, outlines, drafts, correspondence, and related documents. SEE ALSO Disaster Preparedness Planning and Recovery Records in this section. (Minimum retention: (a) Adopted plans, retain until superseded or obsolete; (b) All other records, retain 3 years after annual or final expenditure report submitted).

(14) **Hazard Analysis Records** Records document potential natural and man-made hazards in the city. Used to formulate emergency plans, evaluate existing plans, and for general reference. The Federal Emergency Management Agency (FEMA) requires documentation for federally funded Emergency Management Assistance jurisdictions. Types of hazards include earthquakes, droughts, fires, floods, nuclear incidents, and others. Records include appropriate federal forms and related documents. Information includes geographic descriptions of locations, definitions of hazards, vulnerability identifications, hazard histories, potential maximum threats, probabilities, and related data. (Minimum retention: Until superseded or obsolete).

(15) **Hazard Shelter Records** Records document the condition of buildings designated to be used as hazard shelters in case of emergency. Used for emergency planning and reference. Records may include documents issued by federal and state emergency management agencies, as well as related materials such as sketches and photographs. Information usually includes address, building name, structural dimensions, building composition, potential occupancy, inspection results, and related data. (Minimum retention: Until superseded or obsolete).

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166-200-0035

Financial-Assessment and Bonds Records

(1) **Assessment Balance Reports** Reports document the status of billings related to assessments for city improvements. Includes daily, weekly, monthly, quarterly, annual, and other reports showing account status by tax lot, ordinance, delinquent balances, and other criteria. (Minimum retention: (a) Annual reports or similar cumulative summaries, retain permanently; (b) All other reports, retain 3 years).

(2) **Assessment Deferral Records** Records document various types of assessment deferrals for city improvements such as those for qualifying property owners 62 years of age or older as described in ORS 311.702 through 311.735. Includes applications, deferral claims, statements, financial documents, and other documentary proof showing satisfaction of requirements. Information includes name and address of property owner, age, income, signature, type of assessment, installment date and amount, and related data. (Minimum retention: 3 years after final payment).

(3) **Assessment Dockets, Ledgers, and Registers** Dockets, ledgers, registers, or similar records detailing payments made by property owners for assessments to finance city improvements. Includes bond lien dockets described in ORS 223.230. Information may include name and address of property owner, tax map and lot number of assessed property, description of property, total assessment, terms, amount paid, interest paid, principal balance paid, and related data. (Minimum retention: 3 years after final payment).

(4) **Bancroft Bond Applications** Applications submitted by property owners for installment financing of assessments levied for city improvements. Information may include account number, date received, assessment amount, name and address of property owner, description of improvement, waiver, lot and block numbers, interest rate, payment period, and related data. (Minimum retention: 3 years after final payment).

(5) **Bancroft Bond Foreclosure Records** Records document foreclosure actions, completed or not, taken by the city against property owners delinquent on their assessment payments. May include payment schedules, title reports, legal opinions, resolutions, lists of properties to be sold, receipts, correspondence, memoranda, and related documents. (Minimum retention: 3 years after final payment, redemption, sale, or action).

(6) **Bancroft Bond Receipts** Receipts document payment of property assessments. Information includes name and address of property owner, tax map and lot number of assessed property, Bancroft number, total payment made, principal amount, interest amount, outstanding balance, and related data. (Minimum retention: 3 years after annual audit report issued).

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(7) **Bond Authorization Records** Records document the authorization to finance city improvements through bonded indebtedness. Includes authorizations, supporting financial documents, bond ratings, sample copies of bonds issued, and related records. SEE ALSO Council Records in the Recorder-General section for primary decision documents. (Minimum retention: 3 years after final payment).

(8) **Bonds Issued Registers** Registers or similar records document all city bond issues and related information. Useful for ensuring accurate information about the overall indebtedness of the city. Information often includes bond number, date paid, place of payment, maturity date, date registered, and related data. (Minimum retention: 3 years after annual audit report issued).

(9) **Paid Bonds and Coupons** Records document paid bonds and coupons issued for capital improvements financed by property tax levies, special assessments, and city utilities user payments. Debt types include general obligation, special assessment, water and sewer, tax allocation, and others. The paid (canceled or redeemed) bonds and coupons are received from paying agents and include bond number, maturity date, series number, interest payable date, dollar amount, sale conditions, and related information. Series includes related information contained in official transcripts. (Minimum retention: 3 years after final payment).

166-200-0040

Financial-Budget Records

(1) **Adopted Budget** Records document the final annual financial plan approved by the city council for all city expenditures. Information may include budget message, financial summaries, revenues and expenditures, operating programs, debt service, position and wage analysis, overhead allocations, organization charts, previous actual and budgeted amounts, and related data. (Minimum retention: Permanent).

(2) **Budget Committee Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(3) **Budget Preparation Records** Records document the preparation of department budget requests presented to the city council. Includes staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and similar records. (Minimum retention: 2 years).

(4) **Financial Impact Analysis Records** Records document the financial analysis of various city practices. Useful for planning future budget proposals. Records include reports, studies, worksheets, and similar records. Subjects may include the impact of specific ballot measures, proposals to increase permit fees, sick leave use analysis, and the city's relationship with various utilities. (Minimum retention: 3 years).

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166-200-0045

Financial-Utility Billing Records

(1) **Utility Account Change Records** Records document routine information changes to customer accounts. Includes name, address, and similar change orders for current and final accounts. (Minimum retention: 2 years).

(2) **Utility Application/Disconnect Records** Applications completed by customers requesting or disconnecting water, sewer, power, garbage, or other city provided services. Information usually includes customer's name, address, and phone number, meter information, date, and approval signatures. (Minimum retention: 3 years).

(3) **Utility Bill Remittance Stubs** Bill stubs received with payments for water, sewer, power, garbage, and other city provided services. These document receipt and posting of customer payments. Information usually includes account number, name, service address, payment received, and receipt date and number. (Minimum retention: 3 years).

(4) **Utility Billing Adjustment Records** Records document adjustments to customer water, sewer, power, garbage, or other city provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes customer's name and address, type of adjustment, justification, amount changed, authorizing signatures, and other data. (Minimum retention: 3 years).

(5) **Utility Billing Register** Records document transactions on the water, sewer, power, garbage, or other city provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes customer's name, service address, meter reading, water or power usage, utility changes, payments, adjustments, prior balance due, current balance due, and related data. (Minimum retention: 3 years).

(6) **Utility Customer Security Deposit Records** Records document customer payment of a security deposit to receive water, sewer, power, garbage, or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related data. (Minimum retention: 3 years after refund or last action).

(7) **Utility Meter Books** Records document the readings of customer water or power meters by city employees for billing purposes. Information usually includes name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data (Minimum retention: 3 years).

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166-200-0050

Financial-General Records

(1) **Accounts Payable Records** Records document payment of city bills for general accounts. Includes reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar records. For other accounts, see City Improvement Administrative and Financial Records in Financial-Assessment and Bonds section for documents related to assessable and non-assessable city improvements. SEE ALSO Grant Records in this section for records documenting expenditure of grant funds. (Minimum retention: 3 years after annual audit report issued).

(2) **Accounts Receivable Records*** Records document revenues owed to the city by vendors, citizens, organizations, governments, and others to be credited to general accounts. Records also document billing and collection of moneys. May include reports, receipts, invoices, awards, logs, lists, summaries, statements, and similar records. Information often includes, receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data. For other accounts, see City Improvement Administrative and Financial Records in the Financial-Assessment and Bonds section for documents related to assessable and non-assessable city improvements. SEE ALSO Grant Records in this section for records documenting receipt of grant funds. (Minimum retention: 3 years after collected or deemed uncollectible).

(3) **Audit Reports, External Records** document annual audits of the financial position of the city conducted by external auditors in accordance with statutory requirements described in ORS 297.405 through 297.555. Subjects include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the city. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data. SEE ALSO Internal Audit Records in the Administrative section. (Minimum retention: Permanent).

(4) **Balance Status and Projection Reports** Reports created for internal use documenting the status of funds, bank accounts, investments, and other accountings of city funds. Includes budget allotment and fund reconciliation reports. Also includes projection records related to future receipts and disbursements. Reports are generated on a daily, weekly, monthly, quarterly or similar basis. Information includes date, account balances, type and summary of activity, and related data. (Minimum retention: 3 years after annual audit report issued).

(5) **Bank Transaction Records*** Records document the current status and transaction activity of city funds held at banks. May include account statements, deposit and withdrawal slips, checks, and related records. Information includes bank and account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and related data. (Minimum retention: (a) For retention of records documenting grant transactions, see Grant Records in this section; (b) All other records, retain 3 years after annual audit report issued).

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(6) **Bankruptcy Notices* Records** document the notification to the city that certain individuals have filed for bankruptcy. Used to determine if the individual owes money to the city and to file notice or claim with the court. Records may include notices of bankruptcy filings from U.S. Bankruptcy Court. Information may include debtors name, accounts information, prepared repayment plan, and related documentation. (Minimum retention: 3 years from discharge of debt or 3 years from last action, whichever is shorter).

(7) **Check Conversion Records** Records document checks received from customers that are electronically deposited after being imaged and converted to an Automated Clearing House (ACH) transaction or Image Replacement Document (IRD) (Minimum Retention: (a) Retain original paper instrument 120 days, destroy (b) Retain ACH transaction or IRD 6 years, destroy).

(8) **City Improvement Administrative and Financial Records*** Records document the non-technical and financial administration of assessable and non-assessable city improvements including capital improvements, local improvement districts (LID), urban renewal, and economic improvement districts. Records often include affidavits of posting, notices of proposed assessment, certificates of mailing, interested party letters, bid quotes, reports, and awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related administrative and financial records not located elsewhere in this schedule. SEE ALSO Assessment Dockets, Ledgers, and Registers; Bond Authorization Records; and other record series in the Financial-Assessment and Bonds section, and the Public Works-Engineering section for related information. Refer to the Recorder-General section for records documenting legislative actions such as resolutions of intent to assess and ordinances for improvements. (Minimum retention: (a) Records of project cost, retain 3 years after disposal or replacement of facility, structure, or system; (b) All other improvement records, retain 10 years after substantial completion as defined by ORS 12.135(3)).

(9) **Competitive Bid Records** Records document the publication, evaluation, and awarding of quoted bids to vendors and other individuals or organizations. Provides recorded evidence of accepted and rejected bids. May include requests for proposals (RFP), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, correspondence, and related records. SEE ALSO Purchasing Records in this section. (Minimum retention: (a) Accepted city improvement bids 10 years after substantial completion [as defined by ORS 12.135(3)]; (b) All other accepted bids 6 years after bid awarded or canceled (c) Rejected bids and bid exemptions, retain 2 years).

(10) **Credit and Debit Receipts** Agency's copy of credit or debit card receipts documenting payment received by an agency. Records include customer's name and account information. (Minimum Retention: Retain 36 months after transaction, destroy)

(11) **Credit Slips** Slips issued to citizens who have withdrawn from city-sponsored classes or activities and are due credit for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of citizen, and related data. (Minimum retention: 3 years after credit expired or redeemed).

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(12) **Employee Bond Records*** Records document the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. Details of bonds vary, however information usually includes name and position(s) of individual or group, amount of coverage, effective and expired dates, and related data. (Minimum retention: 6 years after expiration).

(13) **Employee Travel Records** Records document requests, authorizations, reimbursements, and other actions related to employee travel. Includes expense reports and receipts, vouchers, requests, authorizations, and related documents. Minimum retention applies to private vehicle usage as well. Information often includes estimated costs, prepayments, final costs, destination, method of transportation, travel dates, approval signatures, and related data. (Minimum retention: 3 years after annual audit has been completed).

(14) **Financial Reports** Reports document the general financial condition and operation of the city. Includes information on the value of all city owned property and an accounting of all income and expenditures in relation to the final budget. Records may include monthly, quarterly, annual, and similar reports. (Minimum retention: (a) Annual reports, retain permanently; (b) All other financial reports, retain 3 years).

(15) **General Ledgers* Records** document the summary of accounts reflecting the financial position of the city. Information often includes debit, credit, and balance amounts per account, budget, fund, and department numbers, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, and other data. SEE ALSO Subsidiary Ledgers this section (Minimum retention: (a) year-end ledgers*, retain 10 years; (b) All other general ledger, retain 5 years).

(16) **Gift and Contribution Records** Records document gifts and contributions to the city. May include memorial donation records related to money to be used by the city in the name of an individual. Often contains donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), checks, receipts, and related records. (Minimum retention: (a) For retention of conditional gift, contribution and donation records, see Contracts and Agreements in the Recorder-General section; (b) All other records, retain 3 years).

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(17) **Grant Records** Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the city is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundations and other private funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notifications; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. SEE ALSO the other Financial sections. (Minimum retention: (a) Final reports from significant (as defined by city policy) grants to the city, retain permanently; (b) Records documenting the purchase and/or disposal of real property, retain 10 years after substantial completion, or 3 years after final disposition, or as specified in agreement, whichever is longer; (c) Other grant records, retain 3 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer; (d) Unsuccessful grant applications, retain 1 year after rejection or withdrawal).

(18) **Inventory Records*** Inventory records document the capitalized assets and expendable property of the city. Examples of capitalized assets may include but are not limited to buildings, real estate, infrastructure assets, vehicles, equipment, and furniture. Examples of expendable assets include office supplies and other small, office purchases. Information often contains asset number, description, purchase order number, location of asset, date received, purchase price, replacement cost, depreciation, and related data. This record series applies to routine property control inventories. SEE ALSO Grant Records for inventories of property purchased with grant funds. For inventories documenting other special uses, see Historic Structure Inventory Records in the Planning and Development section; Bridge Inspection Records in the Public Works-Engineering section; and Property and Evidence Control, and Disposition Records in the Police section. (Minimum retention: (a) Records of capitalized assets, retain 3 years after disposal or replacement of asset; (b) Records of expendable property, retain 3 years or until superseded, whichever is longer).

(19) **Investment Records** Records document and tracking various investments made by the city. Often contains bank statements documenting investment information, journal entries, confirmations of purchase of U.S. Treasury Bills, confirmations of deposit in local investment pool, and deposit slips, correspondence, and memoranda related to specific investments. (Minimum retention: 3 years after investment ends).

(20) **Lien Search Records** Records document requests from title companies searching for liens against property within the city, which may include street improvements, water, storm sewer, and sewer. Information may include property owner, tax map and lot number, description of property, total assessment, and payments made. SEE ALSO Bancroft Bond Receipts in the Financial-Assessment and Bonds section and Lien Records in the Recorder General section. (Minimum retention: 2 years after date of search).

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(21) **Property Disposition Records** Records document disposition of city-owned non-real property, usually through public auction, competitive bidding, or destruction. Information often includes date, department, description of item, value, disposition, reason for disposition, condition, and authorization. SEE ALSO Real Property Transaction Records and Grant Records in this section for documents related to the disposition of real property. (Minimum retention: 3 years after disposition of property).

(22) **Purchasing Records** Records document orders, authorizations, and evidence of receipt of the purchase of goods and services by the city. Includes purchase orders and requests, purchase authorizations, requisitions, contract release orders, material and cost specifications, central stores or printing orders, telephone service orders, and similar records. SEE ALSO Grant Records in this section for records documenting the expenditure of grant funds and City Improvement Administrative and Financial Records and Competitive Bid Records in this section for related purchasing records. (Minimum retention: 3 years).

(23) **Real Property Transaction Records*** Records document acquisitions, dispositions, and relocations of real property and right-of-ways by the city for urban renewal projects, parks, sewers, streets, water lines, traffic signals, and other reasons. Records may include offer letters, options, agreements of short duration, staff reports, appraisal reports and reviews, inspection reports, letters of transmittal, summaries, and related records. For records documenting transactions involving grant funds, see Grant Records in this section. SEE ALSO Deeds To City-Owned Land in the Recorder-General section. (Minimum retention: 10 years after substantial completion as defined by ORS 12.135(3)).

(24) **Revenue Sharing Records*** Evidence of receipt and administration of federal and/or state revenue sharing funds including those from state liquor and cigarette taxes. Used to track how funds are spent, for budgeting future funds and for other uses. May include transmittals, affidavits of publication, planned and actual use reports, supporting documentation used to qualify for revenue sharing funds, and related records. (Minimum retention: 3 years).

(25) **Signature Authorization Records*** Records document the authorization of designated employees to sign fiscal and contractual documents. Useful as an aid for management control over expenditures. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data. (Minimum retention: 6 years after authorization superseded or expired).

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(26) **Subsidiary Ledgers, Journals, and Registers Records** document details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, day books, and other account books that provide backup documentation to the general ledger. May include details of revenues, expenditures, encumbrances, cash receipts, warrants, and others. Information often includes date, payee, purpose, fund credited or debited, check number, and similar or related data. Refer to Grant Records in this section for records documenting transactions of grant funds. SEE ALSO Financial — General Records General Ledgers and Financial-Assessment and Bonds section for related records. (Minimum retention: (a) Year-end payroll register, retain 75 years; (b) Trust fund ledgers, retain 3 years after trust fund closed; (c) Other subsidiary ledgers, journals, and registers, retain 3 years).

(27) **Trust Fund Records** Records document bequests to the city. Used to determine trust fund spending for reporting to trustees. May include wills, other legal documents, expenditure records, chronologies, resolutions establishing trust funds by the city, records documenting subject matter approved for purchase, acquisition lists, and related records. Some records may have historic value. For appraisal assistance, contact the State Archivist. (Minimum retention: Records not duplicated elsewhere in city records, retain 3 years after trust fund closed).

(28) **Unclaimed Property Report** Records document annual reports submitted to the Department of State Lands of financial assets being held for a person or entity that cannot be found. Series includes Holder Report, owner information, correspondence and other related documents. Note: Unclaimed property is not real estate, abandoned personal property, or lost and found items. (Minimum Retention: 3 years after the property is remitted to the Department of State Lands).

(29) **Vehicle Usage and Expense Records** Records document usage and expense associated with city-owned vehicles. Used for maintenance, budgeting, and planning. Information can include vehicle number, make and model, beginning and ending mileage, driver's name and signature, fuel used, repairs needed, and other data. (Minimum retention: 3 years).

(30) **Vendor Lists** Lists document vendors providing goods and services to the city. Information usually includes vendor name of person or company, address, and phone number, name of contact person, as well as a description of goods or services provided. (Minimum retention: Until superseded or obsolete).

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166-200-0055

Fire and Emergency Medical Services Records

(1) **Ambulance Licensing Records** Records document application by the city to the Oregon Health Division for licenses to operate ambulances. May also include records related to applications submitted to the city by private ambulance services for operation in cities that have ordinances regulating ambulance services as defined in ORS 820.300 through 820.380. Records often include applications, licenses, affidavits of compliance, certificates of insurance, bonds, and related documents. Information includes name and address of city, person, or company, and a description of the ambulance, including make, year, registration number, and related data. (Minimum retention: 2 years after denial, revocation or expiration).

(2) **Automobile Display Permits** Permits issued to allow the display of automobiles or any vehicles, which carry fuel inside public or commercial buildings. Permits usually include date of display or expiration date, location, name, address, and telephone number of person or organization requesting the permit, conditions related to the display, comments, and other information. (Minimum retention: 2 years after permit denied, revoked or expired).

(3) **Burning Permits** Permits issued to individuals for open air burning within the area serviced by the city fire department. Information may include name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date, and signatures of permittee and issuing officer. (Minimum retention: 2 years after denial, revocation, or expiration).

(4) **Emergency Medical Incident Records** Records document services provided by the city fire and emergency medical services department to sick or injured people. May include pre-hospital care reports, medical aid liability release forms, and related documents. Information often includes name and address of patient, location of incident, description of illness or injury, actions taken, and related data. (Minimum retention: 10 years).

(5) **Explosives Storage and Use Permits** Records document the issuance of permits authorizing the use of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. Records may include permits, applications, insurance verifications, and related documents. Information often includes name and address of permittee, location of use, amount and type of explosives used, conditions, and related data. SEE ALSO Engineering Project Technical Records in the Public Works-Engineering section for permits related to explosives use on city projects. (Minimum retention: 2 years after permit denied, revoked, or expired).

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(6) **Fire and Emergency Medical Services (EMS) Activity Reports** Individual, shift, project, or other activity reports or logs filed on a daily, weekly, monthly, or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information usually includes name, shift, date, description of activities, and various statistical categories for tracking department emergency responses, training, public outreach, inspections, maintenance, and other work. (Minimum retention: (a) Reports summarizing activities on an annual basis, retain permanently; (b) Other reports, retain 2 years).

(7) **Fire and Emergency Medical Services Maps** Maps and related records maintained by the city fire department for address location reference and for tracking various trends such as fire frequency and location, arson fires, and others. Includes lists, books, and other methods of address location. Some maps may have historic value. For appraisal assistance, contact the Oregon State Archives. (Minimum retention: Until superseded or obsolete).

(8) **Fire and EMS Advisory Board Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(9) **Fire and EMS Public Education Program Records** SEE Seminar and Conference Records, City Sponsored in the Administrative Records section.

(10) **Fire and EMS Public Education Publications** SEE Publications in the Administrative Records section.

(11) **Fire and Security Alarm System Records** Records document the city fire department role in issuing permits, testing, and maintaining fire and security alarms that connect to a city alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data. (Minimum retention: (a) Permit records, retain 2 years after expiration; (b) Other records, retain 2 years).

(12) **Fire Investigation Records** Records document investigations conducted by the city fire department. May include investigative reports, supplemental reports, photographs, maps, drawings, correspondence, laboratory reports, notes, and related records. (Minimum retention: (a) Records documenting fires involving loss of life, retain 75 years; (b) Other records, retain 10 years).

(13) **Fire Reports** Reports document each fire responded to by the city fire department. These reports are required by the State Fire Marshal. Subjects include cause, casualties, and property loss. Information includes date, run number, location of fire, weather conditions, owner's name and address, property damage, loss estimate, and other data. Includes additional reports if injuries occurred. (Minimum retention: 10 years).

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(14) **Grass and Weed Control Records** Records document city enforcement of ordinances designed to help prevent fires caused by overgrown grass, weeds, or shrubs. May include complaints, inspection reports, notices, violations, contractor mowing bills, receipts, and related records. Information includes name of property owner, address of property, name of complainant, date and expiration of notice, name of fire personnel inspecting property; date, time, and method of grass and weed removal; charges, signature of contractor, and related data. SEE ALSO Ordinance Violation Case Files in the Municipal Court section. (Minimum retention: 3 years after last action or final payment).

(15) **Hazardous Material Emergency Incident Records** Records document city response to hazardous material emergencies. Subjects usually pertain to spills and other accidental releases. Includes reports, complaints, and similar documents. Information often includes location, date and time, type of pollutant, extent of pollution, cause, action taken, person reporting pollution, witnesses, related injuries, name and address of responsible party and related data. (Minimum retention: Permanent).

(16) **Hazardous Substance Employer Survey Summaries** Records document the storage and use of hazardous materials within the area served by the fire department. Usually consists of summaries of employer surveys conducted by the State Fire Marshal as well as related records Generated by the city. Information includes employer name and location, emergency phone numbers and procedures, location, type, and quantity of hazardous substances, and related data. State employer surveys are updated each year. (Minimum retention: Until superseded or obsolete).

(17) **Inspection and Occupancy Records** Records document fire prevention inspections performed periodically by the city fire department. Inspections determine if any violations of fire code are present in premises within the area served by the department. Usually filed by address. Inspection records may include reports, notices, citations, and related documents. Information often includes occupant name, location, person contacted, violations found, inspector's name, number of days to correct violations, comments, and other data. Also may include occupancy and pre-fire planning records such as floor plans, sketches, reports, lists, and related documents. Information often includes address, name of property owner, description and fire history of property, name of occupant, potential hazards or exposures, regulated substances, fire escapes, water supply, sprinklers, roof construction, and other data useful in fire fighting situations. (Minimum retention: Retain current and previous inspection reports or 10 years, whichever is longer).

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(18) **Regulated Substances Storage and Use Records** Records document the storage and use of regulated substances such as gasoline, crude oil, fuel oil, and diesel oil in the city. May include applications, permits, inspection reports and related records for city regulation of above ground storage tanks as well as reports of substance releases from underground storage tanks. Cities that administer their own underground storage tank program as described in ORS 466.730 may have additional records such as underground storage tank applications, permits, inspection reports, documentation of corrective procedures undertaken in the event of spills, leaks, or corrosion, and related documents. SEE ALSO Inspection and Occupancy Records in this section for regulated substance storage and use records related to structures. (Minimum retention: (a) Records related to underground storage tanks, retain 25 years after tank removed; (b) Records related to above ground storage tanks, retain 5 years).

(19) **State Fire Marshal Exemption Records** Records document partial or full city exemption from statutes, rules, and regulations administered by the State Fire Marshal. Exemptions are granted if the city enacts and enforces adequate regulations to conform with to state and national fire standards defined in ORS 476.030(3). Certificates are renewed every two years. Usually includes applications, supporting documentation, reports, exemption certificate, and related documents. (Minimum retention: 2 years after denial, revocation, or expiration of exemption).

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166-200-0060

Information and Records Management Records

(1) **Computer System Maintenance Records** Records document the maintenance of city computer systems and used to ensure compliance with any warranties or service contracts, schedule regular maintenance and diagnose system or component problems, and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and procedures, and backup tape inventories, and related documentation. SEE ALSO Technical Manuals, Specifications, and Warranties in the Administrative section. (Minimum retention: (a) Records related to system or component repair or service, retain for the life of the system or component; (b) Records related to regular or essential records backups, retain 1 year after superseded or obsolete).

(2) **Computer System Program Documentation** Records document the addition, modification, or removal of software from a city computer system. Records usually fall into six categories: records that document (1) operating systems; (2) the in-house creation and modification of application programs; (3) the structure and form of data sets; (4) the use of commercial software packages; (5) the structure of the system; and (6) system-to-system communication. Records may include but are not limited to system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. SEE ALSO Software Management Records in this section. (Minimum retention: (a) Migration plans, retain until superseded or obsolete; (b) Other records, retain 1 year after system superseded).

(3) **Computer System Security Records** Records document the security of the city's computer systems. Includes employee access requests, (initial access requests and subsequent requests that change an employee's access rights) passwords, access authorizations, and related documentation. (Minimum retention: 3 years after superseded).

(4) **Computer System Wiring Records** Records document the wiring of the city's computer network system. Includes blueprints or drawings of building computer system wiring, cables, computer equipment connections, and related documentation. (Minimum retention: Current plus previous).

(5) **Filing System Records** Records document the establishment, maintenance, alteration, or abolition of city filing systems. Records may include but are not limited to include master file lists, organizational charts, program descriptions, and correspondence. SEE ALSO Recorder — General Records section. (Minimum retention: 5 years after superseded or abolished).

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(6) **Forms Development Records** Records document the development of new or revised forms used by a city. Records may include but are not limited to sample forms, drafts, revisions, form logs/listings, proposals, authorizations and illustrations. SEE ALSO Recorder – General Records Section. (Minimum retention: Until superseded or obsolete).

(7) **Information Service Subscription Records** Records document city subscriptions to information services. Records may include but are not limited to subscriptions, invoices, and correspondence. (Minimum retention: 2 years).

(8) **Information System Planning and Development Records** Records document the planning and development of city information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help the institution fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing institution information systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence. (Minimum retention: (a) Implemented systems, retain for the life of the system; (b) Unimplemented systems, retain 3 years).

(9) **Microfilm Quality Control Records** Records document that microfilm produced by or for cities conforms to the specifications required by Oregon Administrative Rules 166-025-0005 to 166-025-0030. Records may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and correspondence. SEE ALSO Recorder — General Records section. (Minimum retention: Same as related microfilm).

(10) **Records Management Records** Records document the authorized retention, scheduling, inventory, and disposition of city public records. Records may include but are not limited to records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and correspondence. (Minimum retention: (a) Destruction records, retain permanently; (b) Other records, retain 5 years after superseded).

(11) **Software Management Records** Records document the use of software in city information systems to insure that institution software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, software inventories, software licenses, site licenses, and correspondence. (Minimum retention: 2 years after software disposed of or upgraded).

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(12) **Telecommunications System Management Records** Records document the creation, modification, or disposition of city telecommunications systems. Records may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts, telecommunications service orders, and correspondence. SEE ALSO Administrative Records section. (Minimum retention: 1 year after system superseded or obsolete).

(13) **User Support Records** Records document troubleshooting and problem-solving assistance provided by the city's information systems personnel to users of the systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution. (Minimum retention: 1 year).

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Library Records

(1) **Accession Records** Records document the accession of all library acquisitions into the library's holdings. Information may include author, title, publisher, jobber, year purchased, purchase price, and other bibliographic and accession data. Non-book media contain other pertinent information. May include accession registers and documentation of materials deaccessioned from the library collection. Usually filed by accession control number. (Minimum retention: Until superseded or obsolete).

(2) **Borrower Registration Records** Records used to grant citizens library cards and privileges as well as to control circulation of library holdings. Individual borrower registration information may include name, address, telephone number, date of birth, signature, expiration date, identification number, and related data. (Minimum retention: Until superseded or 1 year after expiration or non-use).

(3) **Catalogs** Finding aids, usually in card or computer form, which provide patrons with access to library holdings by subject, title, and author. Usually includes author's name, title of book or other media, call number, bibliographic description, and related information. (Minimum retention: Until superseded or obsolete).

(4) **Circulation Cards** Book cards document information pertinent to the circulation of materials such as books, magazines, record albums, audio and videotapes, and computer software. May include patron name, date circulated and date due. Usually filed by due date and classification number. (Minimum retention: Until superseded or obsolete).

(5) **Inter-Library Loan Records** Records document materials borrowed and loaned by the city library through an inter-library loan program in response to patron and other library requests. May include requests, notices, tracking logs, and other records. (Minimum retention: 6 months after materials returned to owner library).

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(6) **Library Board Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(7) **Library Publications** Publications distributed to the public to advertise library services, programs, and activities. May include brochures, newsletters, activities calendars, bookmobile schedules, special events flyers, and other records. (Minimum retention: (a) Brochures, pamphlets, and leaflets, retain until superseded or obsolete; (b) One copy of all others, retain permanently).

(8) **Library Reports** Statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other activities. Useful in program planning and budget preparation. May include various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, and volunteer hours. May also include narrative reports addressing new activities, services, events, and issues. (Minimum retention: (a) Reports summarizing activities on an annual basis, retain permanently; (b) All other reports, retain 2 years).

(9) **Master Shelf Lists/Inventories** Inventories of all library holdings, including volumes and titles added or withdrawn from the collection. Usually arranged by shelf, showing title, author, accession number, publisher, date bought, cost, and number of copies. Used as an inventory control by library personnel. (Minimum retention: Until superseded or obsolete).

(10) **Oregon State Library Annual Reports** City copy of a report filed with the Oregon State Library in satisfaction of ORS 357.520 to monitor library programs. Includes statistics on circulation, patrons served, inter-library loan transactions, children's programs, and other subjects. (Minimum retention: Permanent).

(11) **Overdue Book Records** Records used to monitor status of overdue books and other media. Also used to notify patrons to return overdue library materials. Often includes notices and lists. Lists document long overdue materials and can be useful in collection action. (Minimum retention: Until materials returned or debts reconciled or deemed uncollectible).

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Mayor/City Manager Records

(1) **Appointment Records** Appointments made by the City Council for Mayor or Councilor positions to fill vacancies. May also include appointments made by the city to committees, boards, commissions, task forces, and other advisory groups. Often includes applications, interview notes, resumes, staff reports, letters of recommendation, letters of appointment, and related non-routine correspondence. section. (Minimum retention: (a) Mayor or councilor appointments, retain permanently; (b) Commissioners and other positions, if appointed, retain 6 years after separation; (c) All Other positions, if not appointed, retain 1 year).

(2) **Citizen Awards** Awards presented by the city to honor volunteers for civic contributions. May include award nominations, award certificates, presentation or ceremony records and photographs, lists of past recipients, and related records. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. SEE ALSO Council Records in the Recorder-General section. (Minimum retention: 6 years).

(3) **Legislative Issues Records** Records monitoring federal or state legislation affecting the city. Used to develop official positions and lobbying strategies for pending legislation. Also used for reference. Typically includes copies of bills, reports, position papers, impact statements, meeting notes, and related correspondence. (Minimum retention: 4 years).

(4) **Proclamations** Statements issued by the mayor or city manager on matters affecting the city, usually dedications, openings, and other ceremonial occasions. SEE ALSO Council Records in the Recorder-General section. (Minimum retention: (a) Proclamations requested by outside groups or organizations, retain 1 year; (b) All other proclamations, retain permanently).

(5) **Sister City Records** Records of city participation in sister programs with cities in other countries. Includes documentation of the selection of sister cities and the administration of programs. Records often include minutes, agendas, correspondence, ceremonial agreements, proclamations, exchange visit records, expense statements, photographs, and important related documents. In some cities, non-public groups are responsible for sister city arrangements and events. (Minimum retention: (a) Ceremonial agreements, retain permanently; (b) Financial records, retain 3 years).

(6) **State of The City Addresses** Annual addresses by the mayor or city manager reviewing accomplishments of the preceding year and stating goals for the next year. Drafts may be retained as needed. These records may be maintained in complete form in the council minutes. (Minimum retention: (a) Final copy of address and drafts with significant changes to content and context, retain permanently; (b) Drafts, retain 1 year after final copy prepared).

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Municipal Court Records

(1) **Appeals Records** Records related to municipal court decisions appealed to higher courts. Can include copies of original citations, reports, driving records, evidence, original dispositions of cases, judgment orders, judge's trial notes, jury lists, jury verdict sheets, correspondence, and related records. (Minimum retention: (a) DUII case records, retain 10 years after case closed, dismissed or date of last action; (b) All other records, retain 5 years after case closed, dismissed or date of last action).

(2) **Court Appointed Attorney Application Records** Letters of application submitted by attorneys requesting to be included on lists of court appointed attorneys designated by the court to defend certain individuals. Usually includes letters of application, letters of acceptance, and related records. (Minimum retention: 1 year).

(3) **Court Appointed Attorney Lists** Lists of court appointed attorneys designated by the court to defend certain individuals. Information often contains attorney's name, address, and telephone number, date of last appointment to a case by the court, and related information. (Minimum retention: Until superseded or obsolete).

(4) **Court Appointed Attorney Time and Billing Records** Records document the amount of time spent on a case by the submitting court appointed attorney. Used to verify time and authorize payment. Records often include affidavits, bills, and related records. Information may include attorney's name and address, defendant's name, charge, docket number, time spent on case, beginning and ending date of appointment, signature of judge authorizing fee payment, and amount to be paid. (Minimum retention: 3 years).

(5) **Court Orders and Procedural Rules** Records documenting the guidelines and implementation of the State Uniform Trial Court Rules and local variations written by the judge to establish guidelines and clarify procedures for court clerks to perform duties of the court. Records may include municipal court orders and court procedural rules. (Minimum retention: Current plus previous orders and rules).

(6) **Docket/Trial Calendars** Lists of dates and times set for court appearances. Information usually includes defendant's name, charge, attorney's name, officers, and the time the case is scheduled to begin. SEE ALSO Trial Proceedings Records in this section for documentation of action taken. (Minimum retention: 90 days).

(7) **DUII Case Files** Records related to DUII (driving under the influence of intoxicants) cases brought before the court and agreements by defendants to enter DUII diversion programs. Can include citations, complaints, chemical analyses, diversion agreements, sentencing orders, commitment orders, license suspension notices, community service referrals, alcohol program referral notices, and related records. (Minimum retention: 10 years after case closed or dismissed or date of last action).

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(8) **DUII Diversion Program/Conviction Summary Records** Summaries documenting the number of convicted DUII cases and DUII cases diverted to court ordered medical or mental health programs. Can include summaries of fines, forfeitures, and fees charged to individuals in relation to conviction or diversion. Summary information may include total numbers of DUII cases filed, first offenses filed, diversion petitions approved and revoked, diversion cases convicted or dismissed, and non-compliance cases. Other summaries may document agreement fees, conviction fees, and related information. (Minimum retention: 5 years).

(9) **Jury Records** Records related to selecting and overseeing jurors for the court. Process includes selection of jurors and documentation of services rendered by jurors. Records can include lists of potential jurors, questionnaires, requests to be excused, juror notification cards, juror registers and sign-in sheets, jury pool statistical documentation, and related records. (Minimum retention: 3 years).

(10) **Municipal Court Criminal Case Files** Records documenting the prosecution of non-traffic related criminal misdemeanor offenses and the disposition of cases before the court. Records may also document the preliminary hearing of felony offenses then remanded to circuit court. Action may be initiated by either citation or private complaint. Records often include citations to appear in court, complaints, warrants, police reports, subpoenas, defendant information, and related records. (Minimum retention: 10 years after case closed or dismissed or date of last action).

(11) **Municipal Court Expunged or Sealed Records** Records document the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records (according to ORS 137.225) maintained by the Municipal Court. "Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding." Also applies to records related to juveniles as outlined in ORS 419A.260 through 419A.262. SEE ALSO Expunged or Sealed Records, Police in the Police section. (Minimum retention: (a) Expunged records, retain according to the directive of the court; (b) Expungement orders, retain 10 years or according to the directive of the court; (c) Sealed records, retain 10 years or according to the directive of the court).

(12) **Ordinance Violation Case Files** Records of citations issued and disposition of cases in court involving violations of city ordinance or code. Examples include building code violations, dogs running at large, nuisances, and other non-traffic violations. Records may include citations to appear in court, complaints, warrants, police reports, subpoenas, defendant information, and other related records. SEE ALSO Building Code Violation Records in Building Records section. (Minimum retention: (a) Citations issued, retain 5 years after case closed or dismissed or date of last action; (b) Records of citations not issued, retain 1 year after date of last action).

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(13) **Parking Citation Records** Records of the issuance and disposition of parking citations. May include citations, correspondence, and related records. Information may include citation number, name, vehicle license number, time of citation, violation category, and related data. (Minimum retention: 3 years after satisfied, dismissed or deemed uncollectible).

(14) **Supreme Court Statistical Reports** City copies of monthly reports that were required to be filed with the Oregon State Supreme Court documenting court activity. These reports were discontinued in 1995. Statistical information includes pending cases carried over from previous month, cases filed, cases tried, other terminations (dismissed, transferred, bail forfeited, diversion, etc.) and other data. (Minimum retention: Destroy).

(15) **Traffic Citation Case Files** Records of citations issued (including citations generated from photo radar records) and disposition of cases in court for moving violations such as hit and run and reckless driving, and infractions such as speeding and improper signaling. May include citations to appear in court, complaints, warrants, driving records, police reports, suspension records, disposition slips, subpoenas, and other related records. Does not include DUII citation records. SEE ALSO DUII Case Files in this section and Photo Radar Records in the Police section. (Minimum retention: 5 years after case closed, dismissed or date of last action).

(16) **Trial Proceedings Records/Register of Actions** Records documenting the actions of all cases brought before the court. Types of cases may include criminal misdemeanors, including misdemeanor traffic crimes, with limited penalties; other minor traffic infractions; certain minor liquor and drug violations, parking violations; and municipal code violations such as animal and fire violations. Records may include a register of actions as described per ORS 7.020. Records usually document the prosecution of individual cases including arraignments, motions, orders, and judgments. Information may include date of offense, case number, docket number, pleas, disposition, court date, attorneys' names, defendant and plaintiff names, addresses, and dates of birth, and judgments. May also include indexes. (Minimum retention: (a) Criminal cases, retain 10 years after case closed, dismissed, or date of last action; (b) non-criminal cases, retain 5 years after case closed, dismissed or date of last action).

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Parks and Recreation Records

(1) **Chemical Application Records** Records document the application of chemicals such as pesticides, herbicides, and fertilizers to city parks and other property. Information usually includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate. (Minimum retention: 3 years after application).

(2) **Park and Facility Inspection Records** Records document periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance. Includes inspections of play equipment, lighting, sidewalks, restrooms, storage areas, picnic tables, swimming pools, and other property and equipment. Records often include inspection worksheets or checklists, reports, and related documents. Information includes property or equipment location and description, type of inspection, recommended repair, dates of inspection, and other data. (Minimum retention: 2 years).

(3) **Park and Facility Use Permits** Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include fun runs, bicycle races, events with more than a specified number of participants, events including amplified sound, and those at which alcoholic beverages will be served. May also include other special use permits such as for the use of metal detectors and other equipment on park property. (Minimum retention: 2 years after denial, revocation, or expiration of permit).

(4) **Parks and Recreation Board Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(5) **Participant Registration and Attendance Records** Records document registration and attendance of participants in various city sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and other data. (Minimum retention: 3 years).

(6) **Rental and Loan Records** Records document the rental or loan of city-owned facilities or equipment. Examples include short term rental of facilities and structures as well as rental or loan of sports equipment, tools, gardening implements, and other items. Records often include applications, calendars, lists, receipts, and related documents. Information usually includes name, address, and phone number of renter or borrower, description of facility or equipment, date and time rental or loan expires, signature, and other data. (Minimum retention: 3 years).

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(7) **Swimming Pool Operation and Maintenance Records** Records document the operation and maintenance of city swimming pools. Information includes results of pool water quality tests described in OAR 333-060-0200(3), date and time of filter backwash, dates during which the pool was emptied and/or cleaned, and periods of recirculation equipment operation and/or malfunction and repair. May also include records documenting inspection and maintenance of safety equipment. (Minimum retention: 2 years).

166-200-0085

Payroll Records

(1) **Deduction Authorization Records** Records document employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records. (Minimum retention: 3 years after superseded, terminated, or employee separates).

(2) **Deduction Registers** Registers or records serving the same function of documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include federal income and social security taxes, state tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, pre-written checks, garnishments, levies, charitable contributions, and others. Information may include employee name and number, pay period, social security number, total deductions, net pay, check number, and related data. (Minimum retention: (a) Registers documenting state and federal taxes, retain 5 years; (b) Other registers, retain 3 years).

(3) **Employee Time Records** Records document hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates, and related data. SEE ALSO Leave Applications in this section. (Minimum retention: (a) For the retention of records documenting the expenditure of grant funds, see Grant Records in the Financial-General section; (b) Other records, retain 4 years).

(4) **Federal and State Tax Records** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. SEE ALSO Wage and Tax Statements and Withholding Allowance Certificates in this section for related records. (Minimum retention: 5 years).

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(5) **Garnishment Records** Records document requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold for the Oregon Department of Human Resources, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes employee name and number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data. (Minimum retention: 3 years after resolution).

(6) **Leave Applications** Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes employee name, department, date, leave dates requested, type of leave requested, and related data. SEE ALSO Employee Time Records in this section. (Minimum retention: 3 years).

(7) **Leave Balance Reports** Reports document individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes employee name and number, social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. SEE ALSO Employee Benefits Records in the Personnel section. (Minimum retention: (a) Year-end leave balance reports, retain 75 years after date of hire; (b) All other reports, retain 4 years).

(8) **Payroll Administrative Reports** Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others. (Minimum retention: 3 years).

(9) **Payroll Registers** Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and number, social security number, hours worked, rate, overtime, vacation value, various allowances, gross pay, federal and state withholding, voluntary deductions, net pay, and related data. (Minimum retention: (a) Year-end, or month-end if no year-end payroll registers, retain 75 years; (b) All other payroll registers, retain 2 years).

(10) **Unemployment Compensation Claim Records** Records document claims submitted by former city employees for unemployment compensation. Usually includes claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. (Minimum retention: 3 years).

(11) **Unemployment Reports** Records document employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes employee name, social security number, quarterly earnings, days worked, totals, and other data. (Minimum retention: 3 years).

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(12) **Wage and Tax Statements** Annual statements document individual employee earnings and withholdings for state and federal income taxes and social security tax. Also known as federal tax form W-2. Information includes city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. SEE ALSO Federal and State Tax Forms in this section for related records. (Minimum retention: 5 years).

(13) **Withholding Allowance Certificates** Certificates document the exemption status of individual city employees. Also described as W-4 forms. Information includes employee name and address, social security number, designation of exemption status, and signature. SEE ALSO Federal and State Tax Forms in this section for related information. (Minimum retention: 5 years after superseded or employee separation).

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Personnel Records

(1) **Affirmative Action Records** Records document city compliance with the statutes and regulatory requirements of the U.S. Equal Employment Opportunity Commission. May include plans, updates, policy statements, reports, and supporting information. (Minimum retention: (a) Plans, updates and policy statements, retain permanently; (b) Other records, retain 3 years).

(2) **Benefits Continuation Records** Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. The records typically consist of notices sent and correspondence. Records may be filed with the Employee Benefits Records or Employee Personnel Records. SEE ALSO Employee Payroll Records in the Payroll section. (Minimum retention: 3 years after employee separation or eligibility expired).

(3) **Collective Bargaining Records** Records documenting negotiations between the city and employee representatives. May include contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, and related records. SEE ALSO Contracts and Agreements in the Recorder-General section. (Minimum retention: (a) Contracts and minutes, retain 75 years after contract expires; (b) Other records, retain 6 years after contract expires).

(4) **Comparable Worth Study Records** Records document the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the city and its employees. May include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, study outlines, graphs, tables, and related records. (Minimum retention: (a) Final study or report, retain permanently; (b) All other records, retain 5 years).

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(5) **Criminal Background Check Records** Records document the pre-employment or periodic criminal record checks performed on prospective or current staff, faculty, and volunteers. Records may include but are not limited to a log recording when background checks are done and who they are done on, and a fingerprint-based criminal history verification form documenting the result of a criminal history background check coordinated by the Oregon Law Enforcement Data System (LEDS). The form includes name and other personally identifiable information, indication of existence or absence of criminal record, and related documentation. (Minimum retention: (a) Background check log, retain until superseded or obsolete; (b) All other records, retain 90 days).

(6) **Disciplinary Action Records** Records document dismissal, suspension, progressive disciplinary measures, and other actions against employees. May include statements, investigative records, interview and hearing records, findings, and related records. May be filed with Employee Personnel Records. (Minimum retention: (a) Investigations resulting in termination, retain 10 years after employee separation; (b) Investigations resulting in disciplinary action or exoneration, retain 3 years after resolution; (c) Unfounded investigations, retain 3 years).

(7) **Drug Testing Records** Records document the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. (Minimum retention: (a) Positive test results, retain 5 years; (b) Negative test results, retain 1 year).

(8) **Employee Benefits Records** Records document an individual city employee's benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payments made, and related documentation. Records may be filed with the Employee Personnel Record. SEE ALSO the Payroll section. (Minimum retention: (a) Year-end leave balance reports and official copy of retirement enrollment records, retain 75 years after date of hire; (b) All Other records, retain 3 years after employee separation or eligibility expired).

(9) **Employee Medical Records** Records document an individual employee's work related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include but are not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. SEE ALSO Hazard Exposure Records in this section. (Minimum retention: (a) Hazard exposure records, retain 30 years after separation ; (b) Other records, retain 6 years after separation).

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(10) **Employee Personnel Records** Records document an individual employee's work history. Records may include but are not limited to applications; notices of appointment; employment applications; training and certification records; records of health limitations; salary schedules; tuition reimbursement records; personnel actions; performance appraisal evaluations; letters of commendation and recommendation; letters of reprimand; notices of disciplinary action; notices of layoff; letters of resignation; home address and telephone disclosures; emergency notification forms; oaths of office; grievance and complaint records; and related correspondence and documentation. Records may be exempt from public disclosure per ORS 192. 502 (2). SEE ALSO Disciplinary Action Records, Employee Benefits Records, Employee Medical Records, Grievance and Complaint Records, Recruitment and Selection Records, and Volunteer Worker Records in this section. (Minimum retention: (a) Letters of reprimand and notices of disciplinary action, retain 3 years; (b) All other records, retain 6 years after separation).

(11) **Employee Recognition Program Records** Records document the recognition of employees for special service to the city. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. SEE ALSO Employee Suggestion Award Records in this section. (Minimum retention: 6 years).

(12) **Employee Suggestion Award Records** Records document an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in city government. Employees may receive awards for adopted suggestions. Records may include suggestion forms and evaluations, award information, and related documentation. SEE ALSO Employee Recognition Records in this section. (Minimum retention: (a) Adopted suggestions, retain 2 years; (b) Suggestions not adopted, retain 1 year).

(13) **Employment Eligibility Verification Forms (I-9)** Records document the filing of U.S. Immigration and Naturalization Service Form I-9 form, which verifies that an applicant or employee is eligible to work in the United States. Information includes employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents have been checked. (Minimum retention: 3 years after date of hire or 1 year after employee separation, whichever is longer).

(14) **Equal Employment Opportunity Complaint Records** Case files maintained in relation to discrimination complaints made against the city. Records may include complaints, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, and related documentation and correspondence. (Minimum retention: 3 years after final decision issued).

(15) **Equal Employment Opportunity (EEO) Compliance Records** Reports and related records maintained by cities with 15 or more employees in compliance with U.S. Equal Employment Opportunity Commission regulations. Contains EEO-4 reports and all records related to the completion of the reports. (Minimum retention: 3 years).

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(16) **Equal Employment Opportunity Policy Development Records** Records document the adoption and administration of city programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. May contain anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, and related records. (Minimum retention: (a) Plans, updates, and policy statements, retain permanently; (b) All other records, retain 3 years).

(17) **Grievance and Complaint Records** Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts. Records often include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings and related records. (Minimum retention: 3 years).

(18) **Hazard Exposure Records** Records document a city employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. These records are not personnel records and should be maintained in an Employee Medical File. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. SEE ALSO Employee Medical Records in this section. (Minimum retention: 30 years after separation).

(19) **Photo Identification Records** Photographs and other records used to identify city employees, private security personnel, contract workers, and others. May include photographs taken for city identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. (Minimum retention: Until superseded or obsolete).

(20) **Position Description, Classification, and Compensation Records** Records document the description, classification, and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, position descriptions, position evaluations, compensation studies, job analyses, interview data, selection criteria, authorizations, agreements, and related records. (Minimum retention: 3 years after obsolete or superseded).

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(21) **Recruitment and Selection Records** Records document the recruitment and selection of city employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative actions records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation. SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section. (Minimum retention: (a) Announcement records, position description, and test and rating records, retain 3 years; (b) Unsolicited applications and resumes, retain 3 months if not returned to the solicitor; (c) Unsuccessful applications and other records, retain 3 years after position filled or recruitment canceled).

(22) **Training Program Records** Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. SEE ALSO Employee Personnel Records for training records related to individual employees. (Minimum retention: (a) Significant program records, retain 5 years; (b) Class enrollment and attendance records, retain 2 years; (c) All other records, retain 1 year).

(23) **Volunteer Program Records** Records document the activities and administration of volunteer programs in the city. Useful for program planning. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section. (Minimum retention: 4 years).

(24) **Volunteer Worker Records** Records document work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related information. (Minimum retention: 4 years after separation).

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166-200-0095

Planning and Development Records

(1) **Comprehensive Plan Records** Records indicate the types of uses and activities allowed in particular land designations. Used to guide long-term city growth and development, including planning urban growth boundaries, and to comply with state and federal laws. Usually contains public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs, and other related records. (Minimum retention: Permanent).

(2) **Conditional Use Records** Applications and decisions related to requests for certain land uses within a zone that require special review and approval. May include applications, site plans, zoning maps, staff reports, administrative action reports, and related records. (Minimum retention: 10 years after expiration, revocation, or discontinuance of use).

(3) **Design and Development Review Records** Reviews of exterior renovations or new construction within particular city zones or the entire city. Used to ensure integration of visual standards. May include design review board or commission records such as minutes, agendas, and exhibits. Records also may include applications, site plans, staff reports, maps, review and appeal records, tape recordings, and related documents. Three-dimensional exhibits such as sample boards of brick, tile, and other building materials are not public records. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently; (b) Audio or visual recording, retain 1 year after minutes prepared and approved; (c) Exhibits not pertinent to minutes, retain 5 years; (d) If no permit issued, retain 180 days; (e) If permit issued, but structure not started or completed, retain 2 years; (f) All other records if permit issued and structure completed, retain 2 years after substantial completion [as defined by ORS12.135(3)]).

(4) **Enterprise Zone Records** Records document the creation and management of enterprise zones by the city or in conjunction with other cities and counties. Designation used to encourage business growth by providing tax, permit, and regulatory relief to development within the zone. May include reports, applications for zone status, nominations for federal status, and related records. (Minimum retention: (a) Reports summarizing results or activities, retain permanently; (b) All other records, retain 4 years after zone designation expires).

(5) **Flood Plain Permit Records** Permits issued for construction within a flood plain zone. Records also may include elevation certificates, applications, review records, checklists, and other documents. Permit information usually includes date, permit holder's name and address, U.S. map number, type of structure, and related data. (Minimum retention: (a) Permits and elevation certificates, retain 10 years after the life of structure or until area determined not to be a flood plain, whichever is longer; (b) All other records, retain 10 years).

(6) **Historic Structures Commission Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

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(7) **Historic Structures Inventory Records** Records document the results of inventory projects to designate historic properties within the city. Inventory is in conjunction with Oregon Land Conservation and Development Commission Goal 5 procedures. Information usually includes street address, legal description, neighborhood, owner's name and address, date constructed, historic and architectural significance, and references used. (Minimum retention: Until superseded or obsolete).

(8) **Historic Structures Rehabilitation Project Reviews** Routine reviews of proposals for rehabilitation of structures that have been designated historically significant or are 50 years old. Used to meet grant-funding conditions and to protect the historical integrity of structures. Reviews often include address of structure, legal description, owner's name and address, proposed work, rehabilitation specialist's evaluation, violations noted, photographs, and related information and correspondence. (Minimum retention: 3 years after project closed).

(9) **Housing Authority Bylaws, Rules, and Policies** Documents defining the powers and purposes of the housing authority, as well as implementation policies in accordance with federal and state laws. Includes bylaws. May also include rules and policies on confidentiality, purchasing, tenant grievances, and other subjects. (Minimum retention: Permanent).

(10) **Housing Authority Commission Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(11) **Housing Authority Individual Tenant History Records** Files document the history of individual tenant and housing authority actions from application to separation from the program. May contain application, landlord references, rental agreements, leases, periodic re-examination and hardship data, income verification, billing statements, maintenance requests, damage complaints, eviction notices, grievance hearing records, and related material. (Minimum retention: 5 years after separation from program).

(12) **Housing Authority Program Management Records** Records document the activities and status of various programs administered by the housing authority (Section 8, etc.). Records may include staff meeting records and reports, waiting lists, maintenance records, tenant statistics, and related records generated in the administration of housing authority programs not specified elsewhere in the schedule. (Minimum retention: 3 years after annual or final expenditure report submitted).

(13) **Housing Authority Property Management Records** Records document the actions of the housing authority in managing housing not owned by the city. May include applications for funding, sub-grants, insurance policies, contracts, and non-profit organization records such as articles of incorporation, bylaws, budgets, minutes, agendas, and related records. (Minimum retention: 6 years after expiration).

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(14) **Housing Authority Rejected Assistance Application Records** Rejected applications and related records from individuals seeking assistance from the housing authority. Application information may include name, age, occupation, social security number, size of unit needed, assets, annual income, and related information. Records may also include verification forms and related records. (Minimum retention: 3 years).

(15) **Land Use Hearings Records** Records document hearings or appeals to a city body or hearings officer and decisions reached concerning subdivisions, variances, and changes to the zoning code and comprehensive plan. May refer to conditional uses, zone changes, partitions, code variances, and other proposed actions. Records may include applications, hearings minutes, findings of fact, agendas, exhibits such as maps, reports, photographs, etc., tape recordings, and related records. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently; (b) Audio or visual recordings, retain 1 year after minutes prepared and approved; (c) All other records and exhibits not pertinent to minutes, retain 5 years).

(16) **Neighborhood/Citizen Association Charters and Bylaws** Charters and bylaws documenting the creation and organization of neighborhood associations designed to meet citizen involvement requirements and goals set by state and federal agencies concerned with urban development and land use issues. Usually includes articles of incorporation, amendments, and related records. (Minimum retention: Permanent).

(17) **Neighborhood/Citizen Involvement Records** Meeting minutes and related records of neighborhood associations, community planning organizations, or other citizen involvement committees. Usually includes agendas, minutes, tape recordings, and exhibits. Exhibits may include staff and subcommittee reports and recommendations, lists of participants, materials distributed by citizens, and related correspondence. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently; (b) Audio or visual recordings, retain 1 year after minutes prepared and approved; (c) All other records and exhibits not pertinent to minutes, retain 5 years).

(18) **Partition Records** Records document the partitioning of land into two or three parcels. Includes both major and minor partitions. Records often contain applications, staff reports, technical notes, approval orders, maps, and related records. (Minimum retention: (a) If approved and city conditions met, retain permanently; (b) If not approved, retain 10 years after expiration or revocation).

(19) **Planning Commission Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(20) **Sign Review Records** Records document planning department review of sign construction. Often contains descriptions, drawings, photographs, reports, applications, and related records. SEE ALSO Building Permits, Building Board of Appeals Records, and Building Code Violation Records in the Building section and Street Banner Records in the Public Works-Traffic Engineering section. (Minimum retention: Life of the structure).

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(21) **Subdivision Records** Records document actions on requests to divide one piece of land into four or more lots. Often includes applications, site locations, descriptions of requests, site plans, staff reports, appeals reports, decision statements, maps, and related records. (Minimum retention: (a) If approved and city conditions met, retain permanently; (b) If not approved, retain 10 years after expiration or revocation); (c) Withdrawal request letters, retain 3 years; (d) Withdrawn applications, retain 180 days if not returned to applicant at time of withdrawal).

(22) **Temporary Use Records** Records document action on permits for temporary activities in commercial and industrial zones such as allowing temporary placement of structures incidental to construction. Records often contain applications, permits, staff reports, technical notes, approval orders, and other documents. (Minimum retention: 5 years after permit expiration).

(23) **Urban Renewal Agency Board Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(24) **Urban Renewal Plans and Reports** Plans and reports mandated by ORS 457.085 to provide descriptions and justifications for proposed development in urban renewal areas within the city. Includes plans, amendments, reports, hearings records, impact statements, feasibility studies, maps, relocation studies, and related records. (Minimum retention: Permanent).

(25) **Urban Renewal Project Records** Records document individual renewal projects within urban renewal areas. Projects include but are not limited to construction, demolition, and rehabilitation of buildings, streets, and utilities. May include project area committee documents, reports, project plans, design reviews, maps, photographs, consultant studies, feasibility studies, agreements, and other related records. Some records may have historic value. For appraisal assistance, contact the Oregon State Archives. (Minimum retention: (a) Agreements, retain 10 years after substantial completion or 50 years, whichever is longer; (b) All other records, retain 50 years).

(26) **Variance Records** Applications and decisions in cases of minor deviations from zone code requirements. Often includes applications, site locations, description of requests, site plans, zoning maps, staff reports, and related records. (Minimum retention: 10 years after life of structure or expiration, revocation, or discontinuance of use).

(27) **Zone Change Records** Applications and decisions related to rezoning land within the scope of an existing comprehensive plan. Often includes applications, staff reports, technical notes, approval orders, and related records. (Minimum retention: (a) Applications, findings of fact, and decision documents, retain permanently; (b) All other records, retain 10 years after approval or denial).

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Police Records

(1) **Activity Reports, Police** Individual officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or similar non-annual basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties such as dispatch, confinement, investigations, and patrol. Information usually includes name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, and other indicators. SEE ALSO Law Enforcement Activity Reports in this section for annual summaries of police activities.

(Minimum retention: 2 years).

(2) **Alarm Records** Records document the licensing, use, and response to security alarms in the city. Licenses and permits usually contain name and address of holder, type of alarm, location, instructions to officers responding to call, names of individuals to be contacted when alarm sounds, fee charged, and related data. Other records may include alarm response reports and false alarm reports. False alarm reports are used to document ordinance violations concerning the number of false alarms in a given period. SEE ALSO Incident Case Files in this section for records related to actual intrusions or burglaries. (Minimum retention: (a) Alarm licensing and permit records, retain 3 years after expiration; (b) All other records, retain 2 years).

(3) **Animal Control Records** Records document police department activities related to animal control. Often includes reports, logs, lists, cards, receipts, and related records. Subjects may include dog licenses, lost animals, found animals, animals running at-large, dog bite reports, animals turned over to county animal control programs or humane society programs, and others. Dog license information usually includes name, address, and phone number of owner, name and description of dog, vaccination dates, and related data. Includes records that do not merit inclusion in Incident Case Files. (Minimum retention: (a) Dog licenses, retain 3 years after expiration; (b) Other records, retain 2 years).

(4) **Arrest Warrant Log Records** Records document the status of arrest warrants as served, unserved, or recalled by the court. May include logs, validation listings, checkout sheets, and related records. Logs usually include date of warrant, subject's name, charge, date, warrant served or recalled, and related information. (Minimum retention: Until superseded or obsolete).

(5) **Arrest Warrant Records** Records related to a written order made by the court on behalf of the city or state commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes date, court, judge's name, individual's name and date of birth, charge, and related data.

(Minimum retention: Until served, recalled or cancelled by the court).

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(6) **Block Home Program Records** Records document the application for and review, denial, or approval of block home designations. The Block Home Program is designed to provide safety and protection to school age children. The police department conducts background checks on applicants. Information often includes date, name, address, date of birth, Social Security number, educational and work background, police record check, approval or denial decision, and related data. (Minimum retention: (a) Approved application records, retain 2 years after withdrawal from program; (b) Denied application records, retain 2 years).

(7) **Booking Records** Books, logs, or other records document the confinement and release of individuals held in the city jail. Information usually includes name, charges, date of confinement, date of release, physical condition, and related data. Booking records related to individuals known to be dead need not be retained. SEE ALSO Fingerprint Cards and Mug Shots in this section. (Minimum retention: (a) Homicides, retain 20 years; (b) Felonies, retain 10 years; (c) Misdemeanors, retain 5 years).

(8) **Bulletins From Other Agencies** Bulletins, circulars, and related records received from federal, state, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the police department. Some bulletins may merit inclusion in Incident Case Files. (Minimum retention: Until superseded or obsolete).

(9) **Communications Logs** Logs document incoming and outgoing communications including radio, telephone, computer aided dispatch, and teletype. Information may include date and time, subject, location, response, message, and other data depending on type of transmission. (Minimum retention: 1 year).

(10) **Community Policing and Problem Solving Records** Records document community policing efforts, services, and programs by the city's police department to enhance communication and partnerships between the police and citizens. Services and programs may include but are not limited to those to help locate, identify, and return memory impaired people, install home security devices and locks to eligible recipients, send courtesy notices to people who violated traffic laws, or other ordinances as observed by a citizen, enter into authorization agreements with merchants to enforce trespass laws, and other problem solving services. Records may include problem solving tracking forms, program applications, courtesy notices for violations, and authorization agreements. (Minimum retention: (a) Agreements, retain 6 years after expiration; (b) All other records, retain 2 years).

(11) **Computer Inquiry Records** Logs or other records documenting requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects. (Minimum retention: Until superseded or obsolete).

(12) **Computer Validation Records** Logs or similar hard copy records detailing validation requests and proof of verification for National Crime Information Center (NCIC) or other law enforcement information networks. Useful to document maintenance of network standards. (Minimum retention: 5 years or until audited by NCIC or other applicable law enforcement network, whichever is shorter).

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(13) **Concealed Weapons Permits** Records document the application for the issuance of a concealed weapon permit and the determination of whether to authorize the permit. The permit is valid for one year and the process must be completed again for renewal. Records may include applications, fingerprint cards, copy of issued permit, and listing of permits issued. Information may include date of application, applicant's name and background information, date issued or denied, reasons for denial, permit numbers issued, and names of individuals issued permits. (Minimum retention: (a) Denied applications and list of permits issued, retain 5 years; (b) All other records, retain 2 years).

(14) **Crime Analysis Records** Records documenting police efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, photographs, sound and videotape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others. Some records may have historic value. SEE ALSO Criminal Intelligence Records in this section for related records. (Minimum retention: (a) Major crime analyses or studies, retain 10 years; (b) All other records, retain 1 year).

(15) **Crime Prevention Community Organization Records** Mailing lists, plans, evaluations, notes, reports, and other records documenting community organizations, associations, individual volunteers, and others engaged in or interested in crime prevention efforts. Useful in developing community support for police programs. (Minimum retention: Until superseded or obsolete).

(16) **Crime Prevention Program Records** Records document police department efforts to train citizens in crime prevention. May contain training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related records. Subjects usually include neighborhood watches, home security, and others. (Minimum retention: (a) Significant program records, retain 5 years; (b) Class enrollment and attendance records, retain 2 years; (c) All other records, retain 1 year).

(17) **Crime Prevention Security Survey Records** Records document citizen requested police surveys of homes and businesses and subsequent recommendations related to security. Usually contains a detailed checklist of problems or security defects. Subjects often include areas of potential break in, blocked exits, landscaping that can hide crime, and similar topics. Survey usually is compiled into a report that is sent to the owner or renter. (Minimum retention: 2 years).

(18) **Crime Prevention Vacation House Inspection Records** Records document the inspection of homes and other properties while the occupants are away. Information often includes name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions at the house or property, dates and times officers checked the house or property, and related data. (Minimum retention: 30 days after inspections end).

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(19) **Criminal Arrest History Records** Records document information on the accumulated criminal arrest history of individuals, which may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related documents. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, and more. Records may be destroyed earlier if individual is known dead. (Minimum retention: (a) Homicides, retain 20 years; (b) felonies, retain 10 years; (c) Misdemeanors, retain 5 years).

(20) **Criminal History Dissemination Records** Logs and other records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes date of release, subject of information, recipient of information, reason information was requested, and identification numbers. (Minimum retention: Until case completed or suspended).

(21) **Criminal Intelligence Records** Records document possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Information is categorized into file groupings as defined by OAR 137-090-0080 after collection and evaluation. Includes investigatory reports, statistical reports, correspondence, memoranda, and related records. Information includes suspect identification, alleged activity, location, date, source validity, and other data. Sources include law enforcement and regulatory agencies, and private citizens. SEE ALSO Crime Analysis Records in this section. (Minimum retention: (a) "Permanent files" as defined by OAR 137-090-0080, retain 5 years; (b) "Temporary files" as defined by OAR 137-090-0080, retain 1 year; (c) "Working files" as defined by OAR 137-090-0080, retain 30 working days).

(22) **Detoxification Confinement Logs** Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual, and related information. (Minimum retention: 2 years).

(23) **Emergency Telephone Calls Continuous Audio Tapes** Audio tapes that record incoming emergency calls, police and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis. Recordings of serious incidents may warrant longer minimum retention for legal reasons. These may be transferred onto a separate tape and retained until legal action is resolved. (Minimum retention: 7 months).

(24) **Equipment Issued Records** Records document equipment issued to police department and other city personnel. Items include but are not limited to handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data. SEE ALSO Officer Weapon Registration Records in this section. (Minimum retention: Until superseded or obsolete).

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(25) **Expunged or Sealed Records, Police** Records document the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records (according to ORS 137.225) maintained by the Police Department. "Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding." Also applies to records related to juveniles as outlined in ORS 419A.260 through 419A.262. (Minimum retention: (a) Dispose of expunged records according to the directive of the court; (b) Expungement orders, retain 10 years or according to the directive of the court; (c) Sealed records, retain 10 years or according to the directive of the court).

(26) **Field Interrogation Reports** Informational reports written by a police officer related to individuals, groups, events or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data. (Minimum retention: 1 year).

(27) **Fingerprint Cards** Cards containing fingerprints, palmprints, toeprints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in the city. Information often includes name, address, date and place of birth, Social Security number, alias, occupation, employer, name of individual taking prints, and related data. Fingerprint cards of individuals known to be dead need not be retained. SEE ALSO Latent Fingerprint Cards in this section. (Minimum retention: (a) Homicides, retain 20 years; (b) Felonies, retain 10 years; (c) Misdemeanors, retain 5 years; (d) Retain other cards until superseded or obsolete).

(28) **Handgun Dealers' Sales Records** Records document purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the city police department and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the city police department. Information includes series number, sheet number, sales person, date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, color of eyes and hair, local address (if traveling), and signatures of purchaser and sales person. As of 1996, these records are retained by the State Police. (Minimum retention: Destroy).

(29) **Impounded and Abandoned Vehicle Records** Records document vehicles impounded by the police department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, name and address of individual to whom vehicle was released, and other data. (Minimum retention: Retain records not included in Incident Case File 2 years after disposition of vehicle).

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(30) **Incident Case File Indexes** Indexes to incident case files used as cross-references between case numbers, names, dates, modus operandi, and other descriptive information. (Minimum retention: Until superseded or obsolete).

(31) **Incident Case Files** Central case files document complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUII test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), physical force records, citizen arrest certificates, warrants, search warrants and booking sheets, property/evidence reports, custody reports, and other related documents. Information usually includes suspect identification, alleged activity, location, date, validity of source information and other data. Sources include law enforcement and regulatory agencies and private citizens. Refer to ORS 131.125-131.155 for statute of limitations. (Minimum retention: (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed; (b) Protective custody files, retain until minor's age of majority or emancipation; (c) All other cases, retain until statute of limitations expires).

(32) **Informant Case Files** Records document information about informants used by the police department. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. (Minimum retention: Until superseded or obsolete).

(33) **Inmate Accountability Records** Logs, lists, rosters, and other records document inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all inmates by head counts at regular intervals. (Minimum retention: 1 year).

(34) **Inmate Case File Indexes** Indexes used to access inmate case files. Usually cross-referenced by name, case number, and other identifiers. (Minimum retention: Until superseded or obsolete).

(35) **Inmate Case Files** Records document non-medical information on inmates confined in the city jail. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, physical force records, and other relevant information concerning the arrest and confinement of an individual. Some records included in case files may be listed elsewhere in this section (e.g. fingerprint cards, inmate visitor records, etc.). (Minimum retention: 5 years).

(36) **Inmate Meal Records** Records document menus used to plan and schedule inmate meals. May include listings of those inmates who received meals. Information may include month, day, meal, menu, inmates served, and related data. (Minimum retention: 6 months).

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(37) **Inmate Medical Records** Records document outpatient medical treatment given to inmates. Often contains treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data. (Minimum retention: 7 years).

(38) **Inmate Medication Records** Records document medications kept by the jail and dispensed to inmates. Often contains logs and related records. Information may include name of medication, date and time issued, name of inmate to whom medication was dispensed, name of individual dispensing medication, amount dispensed, amount remaining in stock, and related data. (Minimum retention: 7 years).

(39) **Inmate Telephone and Mail Logs** Logs and other records documenting telephone calls and mail sent and received by inmates. Information may include name of inmate, date and time of telephone call or mail, and related data. (Minimum retention: 1 year).

(40) **Inmate Visitor Records** Records document information about visitors to inmates confined in the city jail. May include logs, request slips, and related records. Information often includes date, time in, visitor's signature and address, object of visit, time out, and related data. (Minimum retention: 1 year).

(41) **Internal Investigations Case Files** Records document investigations of police department personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data. SEE ALSO Requests and Complaints in the Administrative section. (Minimum retention: (a) Investigations resulting in termination, retain 10 years after employee separation; (b) Investigations resulting in disciplinary action or exoneration, retain 3 years after resolution; (c) Unfounded investigations, retain 3 years).

(42) **Juvenile Offender/Victim Restitution Records** Records document the facilitation of restitution for crime victims of first time juvenile offenders. Typical cases may include criminal mischief, vandalism, minor assault, theft, and harassment. Information may include name, address, and phone number of person filing complaint, case number, date of activity, narration of the complaint, name of offender, date case closed, and other data. (Minimum retention: 5 years after last action, or youth reaches age of majority, whichever is longer).

(43) **Juvenile Temporary Custody Records** Records document children taken into temporary custody by the police department as defined in ORS 419B.150 through 419B.171. The action is not considered an arrest. Information may include the name, age, and address of the child, the name and address of the person having legal or physical custody of the child, reasons for and circumstances under which the child was taken into temporary custody, and other data. (Minimum retention: 3 years).

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(44) **Latent Fingerprint Cards** Cards containing latent fingerprints and palmprints found at crime scenes without identification of suspects. These are compared against cards on file at the police department. Usually contains information related to the crime, location, date and time, and other details of the case. SEE ALSO Fingerprint Cards in this section. (Minimum retention: (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed; (b) All other cases, retain 1 year after statute of limitations expires).

(45) **Law Enforcement Activity Reports** Monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. Information includes date, categories, totals, and related data. SEE ALSO Activity Reports, Police in this section. (Minimum retention: (a) Annual reports and monthly reports for years in which no annual report exists, retain permanently; (b) Other reports, retain 2 years).

(46) **Lost and Found Property Records** Records document city receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records. SEE ALSO Property and Evidence Control and Disposition Records for records documenting property related to or held as evidence to an alleged crime. SEE ALSO Property Disposition Records in the Financial-General section for records of the disposition of lost and found or abandoned property. (Minimum retention: 2 years after disposition).

(47) **Maps, Police** Maps and related records maintained for reference and for tracking various trends. Examples include but are not limited to Neighborhood Watch Program maps, Block Home Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area. Some maps may have historic value. For appraisal assistance, contact the Oregon State Archives. (Minimum retention: Until superseded or obsolete).

(48) **Master Name Index Records** Records document information on each individual who has been field interrogated or arrested suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information may include name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data. (Minimum retention: Until superseded or obsolete).

(49) **Mug Shots** Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. Mug shots of individuals known to be dead need not be retained. SEE ALSO Photo Identification Records in the Personnel section for non-arrest identification photographs. (Minimum retention: (a) Retain homicides 20 years; (b) Retain felonies 10 years; (c) Retain misdemeanors 5 years).

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(50) **Neighborhood Dispute Resolution Records** Records document the city's dispute resolution program to handle complaints by citizens about concerns or disputes with neighbors or merchants. Typical cases may include animal control, landlord/tenant issues, noise, harassment, property disputes, and business/consumer issues. Records may include budget, activity, and statistical reports, mediation training information, evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include name, phone number, and address of person filing complaint, case number, date of activity, narration of request or complaint, name and address of offender, action taken, and other data. SEE ALSO Ordinance Violation Case Files in the Municipal Court Records section. (Minimum retention: (a) Case records, retain 5 years after last action; (b) All other records, retain 2 years).

(51) **Officer Notes** Notes written by officers during the course of a shift containing information which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data. Officer notes created on handheld electronic organizers (ex. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the required minimum retention period. (Minimum retention: 2 years).

(52) **Officer Weapon Registration Records** Records document weapons assigned to city police officers. Information includes officer's name, and the make, model, serial number, and caliber of the weapon. (Minimum retention: Until superseded or obsolete).

(53) **Patrol Car Video Files** Records document patrol activities. Patrol officers may manually activate cameras when calls come in or cameras may automatically activate upon rapid vehicle acceleration or deceleration. (Minimum retention: (a) Tapes used as evidence, retain until case reaches final disposition; (b) Tapes used for internal investigations, retain until investigation ends; (c) All other tapes, retain 30 days).

(54) **Pawn Broker and Second Hand Dealer Reports** Reports submitted to the police department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes name, address, identification, and personal description of pledgor, date, dealer's name, and description of article. (Minimum retention: 2 years).

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(55) **Peer Court Records** Records document the city's peer court program where youths who have committed certain first time misdemeanors or violations are judged through a court system of their peers (aged 12-17 years). Records may include policy and procedure manuals, budget, activity, and statistical reports, guidelines and instructions for participants, applications to participate in the program, juvenile consent form, intake interview form, defendant questionnaire, summary report, attorney's analysis, jury verdict record, bailiff record, clerk's record, community service log, judge's notes, officer's status report, defendant evaluation, parent evaluation, and related documentation. SEE ALSO Policy and Procedure Manuals in the Recorder-General section. (Minimum retention: (a) Case records, retain 5 years after final disposition of case, or youth reaches age of majority, whichever is longer; (b) Participant guidelines and instructions, retain until superseded or obsolete; (c) All other records, retain 2 years).

(56) **Photo Radar Logs** Records documenting the use of photo radar and red-light cameras by the city's police department. Logs may include the date, time, location, number of photographs taken, and related information. SEE ALSO Photo Radar Records in this section. (Minimum retention: 3 years).

(57) **Photo Radar Records** Records document traffic infractions by drivers that have been photographed by the police department's photo radar equipment. Records may include photographic negatives and prints, copies of citations, copies of drivers' licenses, forms to dismiss, and related documentation. SEE ALSO Photo Radar Logs, Traffic and Other Citation Logs, and Traffic and Other Citations in this section, and Traffic Citation Case Files in the Municipal Court section. (Minimum retention: (a) Photo radar citations issued, retain 2 years; (b) Photo radar citations not issued, retain 30 days).

(58) **Polygraph Records** Records document polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information. (Minimum retention: (a) Case involving crimes with no statute of limitations, retain 75 years after case closed; (b) All other cases, retain 1 year after statute of limitations expires).

(59) **Property and Evidence Control and Disposition Records** Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, and other documents. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, and other data. Often filed with Incident Case Files. SEE ALSO Lost and Found Property Records in this section for documents related to lost and found or abandoned property not related to or held as evidence of an alleged crime. (Minimum retention: (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed; (b) All other cases, retain 1 year after statute of limitations expires).

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(60) **Property Registration Records** Records document the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number, and related data. (Minimum retention: Until registration is expired, superseded, or obsolete).

(61) **Radar Equipment Certification and Maintenance Records** Records document the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. If tuning fork tests reveal an inaccuracy, the equipment is removed from service for repair and recalibration. Information related to maintenance and repair may include a description of work completed, parts used, date of service, equipment number, make, model, and related data. (Minimum retention: 2 years after disposition of equipment).

(62) **Teletype Messages** Incoming and outgoing teletype messages concerning a variety of subjects of interest to the department. Subjects include incidents, meetings, arrests, warrant confirmation and others. Information includes date, time, originating agency, and text. (Minimum retention: Retain messages not warranting inclusion in Incident Case Files [or other record series] 30 days).

(63) **Towed Vehicle Records** Rotation lists and related records documenting tow truck requests and responses. Information usually includes date, name of requester, name of towing company called, location, and other data. Records may also include documentation of vehicles towed from private property at the request of citizens. This information is used to prevent towed vehicles from being reported as stolen. (Minimum retention: 1 year).

(64) **Traffic and Other Citation Logs** Logs listing various information related to citations issued by the police department. Usually includes type of citation, ticket number, name of violator, date of issue, and officer's name. (Minimum retention: 1 year).

(65) **Traffic and Other Citations** Police department copies of citations issued for traffic, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, and others. Information includes city and county, date and time, name and address, date of birth, sex, occupation, license number, state, year, make and model of vehicle, location of violation, state or city law alleged violated, conditions, name of officer issuing citation, and related data. (Minimum retention: 3 years).

(66) **Traffic Violation Warning Records** Records document warnings issued for traffic violations. Often used to determine repeat offenders and for follow-up investigations. Information usually includes date, time, category, name, address, phone number, date of birth, race, sex, hair and eye color, height, weight, Social Security number, drivers license number, make and model of vehicle, location of violation, violation, signatures, and related data. (Minimum retention: 1 year).

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(67) **Used Firearm Transfer Records** Records document the sale or transfer of a firearm. Information includes business name and address, individual purchasing or trading firearm, time and date of transaction, firearm description, including serial number, caliber, form of identification presented by the seller/trader, and dealer and seller/trader signatures and phone numbers. (Minimum retention: 1 year).

(68) **Video Surveillance Tapes** Records document fire scene activities and the monitoring of park areas. Fire scene recordings document individuals present at the scene and may be used to identify suspects. (Minimum retention: (a) Tapes used as evidence, retain until case reaches final disposition; (b) Tapes used for internal investigations, retain until investigation ends; (c) All other tapes, retain 30 days).

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Public Works — Engineering Records

(1) **Aerial Photographs** Color and black and white photographs and negatives documenting topographical and physical features of the city and surrounding area. Useful for planning and land management purposes. Information often includes date, location, frame sequence numbers, and other descriptive information. Photographs that are duplicates of originals held by state, county, federal, or other sources may be retained as needed. (Minimum retention: Permanent).

(2) **Bridge Inspection Records** Records related to bridge inspections required by the U.S. Department of Transportation per 23 CFR 650.305. Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents. May also include bridge inventory records described in 23 CFR 650.311. (Minimum retention: 2 years after bridge removed from service).

(3) **City Benchmark Records** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes location monument number, elevation, description, and related data. Usually filed numerically by benchmark number. (Minimum retention: Permanent).

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(4) **Engineering Project Technical Records** Records related to the planning, design, and construction of various city improvement projects, including facilities, structures, and systems. Examples include those documenting both assessable and non-assessable improvements such as but not limited to streets, sidewalks, traffic lights, streetlights, bikeways, water lines and wells, water and wastewater treatment facilities, buildings, and sewers. May be useful for litigation, reference, or budget planning. Records often include impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. May contain historically significant records. *For appraisal assistance, contact the Oregon State Archives.* SEE ALSO Maps, Plans, and Drawings in this section. For records documenting non-technical administrative and financial actions related to engineering projects, refer to City Improvement Administrative and Financial Records and other record series in the Financial-General section. SEE ALSO the Recorder-General section for records documenting city council legislative actions. (Minimum retention: (a) Records of project cost, retain 3 years after disposal or replacement of facility, structure, or system; (b) All other records, retain 10 years after substantial completion [as defined by ORS 12.135(3)]).

(5) **Maps, Plans, and Drawings** Maps, plans, and drawings created by the city or contracted specifically for the city. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are often derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. Series also includes as-built plans, drawings, and details documenting city engineering and construction projects. Copies of maps, plans, drawings, details, plans, photographs, and similar records obtained from federal, state, county, and other sources that are used for research and reference purposes may be retained as needed. (Minimum retention: (a) Final as-built versions, retain permanently; (b) Draft and working copy versions, retain until superseded or obsolete).

(6) **Master Plans** Records document the present and projected needs of the city for water, sewer, storm drainage, street, bike path, and other systems. Often includes an implementation schedule for construction. Records often include plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include rates, inventory evaluations, system rehabilitation or replacement, distribution of services, and others. (Minimum retention: Permanent).

(7) **Public Works Commission Meeting** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.

(8) **Right-of-Way Permit Records** Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, and block parties and other uses. Information can include owner's name, address, and phone number, contractor's name, address, and phone number, location and description of activity, permit conditions, fee amount, date, signatures, and related data. (Minimum retention: (a) Construction related records, retain 10 years after substantial completion [as defined by ORS 12.135(3)] of project; (b) All other records, retain 2 years after expiration, revocation, or discontinuance of use).

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(9) **Survey Field Records** Detailed field notes and other records related to surveys done for boundary work, local improvement districts, special requests, and other purposes. May include investigative surveys made of crime or accident scenes at the request of law enforcement officials. May also include notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information. (Minimum retention: (a) General surveys and right-of-way location records, retain permanently; (b) All other construction records, retain 10 years after substantial completion [as defined by ORS 12.135(3)] of project; (c) For retention of law enforcement surveys, see Incident Case Files in the Police section).

(10) **Wetlands Conservation Planning Records** Records document the identification, delineation and management of wetlands on city property or right-of-ways. May include plans, amendments, annual reports, consultant reports, and related records. Wetlands conservation plans include descriptions, maps, inventories, and assessments of wetlands, as well as mitigation plans, policies, specifications, and monitoring provisions for managing wetlands. See ORS 196.678 for further description. SEE ALSO Wetlands Removal and Fill Permits in this section. (Minimum retention: Permanent).

(11) **Wetlands Removal and Fill Permits** Records document city application and receipt of permits regulating the removal or fill of material from wetlands on city property or right-of-ways. Permits are issued by the Oregon Division of State Lands for up to five years before renewal is required. Includes applications, permits, and related records. Applications may include maps, project plans, spoils disposal plans, public use and need analyses, impact studies, and related records and information described in OAR 141-085-0025. Permits may include approvals and any attached conditions. (Minimum retention: 30 years).

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Public Works — Operations and Maintenance Records

(1) **Backflow Prevention Device Test Records** Records document test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information usually includes date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data. (Minimum retention: 10 years).

(2) **Bridge and Culvert Maintenance and Repair Records** Records document maintenance and repairs on city bridges and culverts. Includes pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. (Minimum retention: (a) Records with engineering stamps documenting structural maintenance or repairs, retain 2 years after bridge or culvert permanently removed from service; (b) All other records, retain 2 years).

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(3) **Buildings and Grounds Maintenance and Repair Records** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section, and City Improvement Administrative and Financial Records in the Financial-General section. (Minimum retention: (a) Records requiring engineering stamps, retain 2 years after life of structure; (b) All other records, retain 2 years).

(4) **Cross Connection Control Survey Records** Records document the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include reports, surveys, checklists, and related documents. Information often includes address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other data. (Minimum retention: 1 year after disconnection or 10 years, whichever is longer).

(5) **Daily Work Records** Records document work completed by each city employee or crew on a daily basis. These may include logs, notes, or similar records. Information often includes personnel performing work, date and time completed, description of work, location, equipment and materials used, and additional pertinent data. SEE ALSO various maintenance and repair records series in this section (e.g., Buildings and Grounds Maintenance and Repair Records) for summaries or reports of information often included in this record series. (Minimum retention: 1 year).

(6) **Delivery Tickets** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, topsoil, etc.) Information usually includes date, time, amount and type of supplies received, and related data. (Minimum retention: 2 years).

(7) **Equipment Maintenance and Repair Records** Records document the inspection, maintenance, and repair of all city-owned equipment not listed elsewhere in this schedule. Examples include but are not limited to mowers, trailers, edgers, blowers, generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes description of work completed, parts and supplies used, date of service, date, purchase price, equipment number, make, and model, and related data. SEE ALSO Daily Work Records in this section and Work Orders in Administrative section. (Minimum retention: 2 years after disposition of equipment).

(8) **Fill and Leaf Delivery Records** Records document citizen requests and city delivery of fill material and leaves to private property. Often includes conditions, signature, address, and phone number of property owner, number of loads requested, desired dumping location, and related information. SEE ALSO Street Surface Maintenance Records in this section for records documenting the removal of leaves from city streets. (Minimum retention: 2 years).

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(9) **Fuel Records** Records document the amount of gasoline, diesel, and oil used by city-owned vehicles. Often includes logs, reports, and related documents. (Minimum retention: 2 years).

(10) **Hydrant Records** Records document the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information often includes location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related data. (Minimum retention: (a) Retain location and specification records until hydrant permanently removed from service; (b) Retain maintenance, test and repair records 2 years).

(11) **Maintenance Request/Complaint Records** Records document complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include but are not limited to brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; high grass or weeds; and water and sewer system problems. Information often includes name, phone number, and address of person making request/complaint, narration of request/complaint, name of person responding to request/complaint, dates of related activities, and other data. (Minimum retention: 2 years after last action).

(12) **Sewer and Storm Drainage Maintenance and Repair Records** Records document the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related data. SEE ALSO Daily Work Records and Sewer Television/Videoscan Inspection Records in this section. (Minimum retention: (a) Records requiring engineering stamps, retain 2 years after life of structure; (b) All other records, retain 2 years).

(13) **Sewer Smoke Test Records** Records document smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information often includes maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related data. (Minimum retention: 10 years).

(14) **Sewer Television/Videoscan Inspection Records** Reports document television inspections used to determine the condition of sewer lines. Inspections locate problems and defects so that corrective measures can be taken. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information often includes date, type of inspection, conditions found, repairs needed, distances from manholes, and related data. (Minimum retention: (a) Written reports, retain 1 year after the life of the sewer line; (b) Videotapes, retain 1 year after written report submitted).

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(15) **Street and Road Condition Inventory Records** Inventory records document the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name, location, year surveyed, constructed, and surfaced, bed and surface type, surface size, condition, and other data. (Minimum retention: 5 years after annual audit report issued).

(16) **Street Maintenance and Repair Records** Records document maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. SEE ALSO Contracts and Agreements in the Recorder-General section for contract records related to private companies working on city maintenance and repair projects. (Minimum retention: (a) Records requiring engineering stamps, retain 10 years after substantial completion; (b) All other records, retain 2 years).

(17) **Street Surface Maintenance Records** Records document routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (Minimum retention: 3 years after annual audit report issued).

(18) **Streetlight Maintenance and Repair Records** Records document maintenance and repairs on city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. (Minimum retention: 3 years after annual audit report issued).

(19) **Temporary Access/Construction Easement Records** Records document temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include applicant name, address, and phone number, contractor name and license number, utility involved, location, description of work, security deposit, surface restoration material used, signature, date, comments, permit number, and related data. SEE ALSO Easements in the Recorder-General section for long-term easements. (Minimum retention: 2 years after easement expires).

(20) **Traffic Control Equipment Maintenance and Repair Records** Records document maintenance and repair of traffic signals and signs in the city. May include reports, summaries, and similar records. Information often includes location, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. SEE ALSO Contracts in the Recorder-General section for contract records related to private companies working on city maintenance and repair projects. SEE ALSO Daily Work Records in this section. (Minimum retention: (a) Traffic signal records, retain 2 years after equipment permanently removed from service; (b) Traffic sign records, retain 2 years).

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(21) **Utility Installation and Connection Records** Records document installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data. (Minimum retention: 2 years after physical disconnection).

(22) **Utility Line Location Request Records** Records document requests and city action to locate underground lines in the vicinity of a construction site. Information often includes name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data. If city uses a private contractor to locate lines, SEE ALSO Contracts and Agreements in the Recorder-General section. (Minimum retention: 2 years).

(23) **Utility Meter Installation, Maintenance, and Repair Records** Records document the installation, maintenance, and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes address, narrative of work completed, personnel completing work, dates, and related data. (Minimum retention: 5 years).

(24) **Utility Meter Test and Calibration Records** Records document the testing and calibration of city operated water and power meters for accuracy. May include logs, reports, lists, charts, and similar records. Information can include address, test and calibration results, repairs needed, comments, and related data. (Minimum retention: Life of the equipment).

(25) **Valve Maintenance Records** Records document the location, specifications, maintenance, and repair of valves in the city water and sewer systems. May include lists, charts, drawings, reports, logs, and related records. Information often includes valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related data. (Minimum retention: (a) Location and specification records, retain until valve permanently removed from service; (b) Maintenance and repair records, retain 2 years).

(26) **Water Line Maintenance and Repair Records** Records document the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes, location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. SEE ALSO Water Valve Maintenance Records, Water Hydrant Maintenance Records, and Daily Work Records in this section. (Minimum retention: (a) Records requiring an engineering stamp, retain 2 years after water line permanently removed from service; (b) All other records, retain 2 years).

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166-200-0115

Public Works — Traffic Engineering Records

- (1) **Bicycle Committee Meeting Records** SEE Meeting Records, Board, Commission and Committee and Meeting Records, Governing Body in the Administrative Records section.
- (2) **Crosswalk Records** Records document the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records. (Minimum retention: 2 years after superseded or obsolete).
- (3) **Railroad Crossing Records** Records document city activities in relation to railroad crossings. Records may include crossing plans and drawings, PUC/ODOT public hearings records and rulings, reports and studies, accident records, and related documentation and correspondence. Records may also include documentation of corrective action taken in response to PUC/ODOT inspection reports. Oversight responsibility of railroad and rail safety responsibilities was transferred from the Oregon Public Utility Commission (PUC) to the Oregon Department of Transportation (ODOT) in 1995. (Minimum retention: Permanent).
- (4) **Special Event Traffic Records** Records document preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records. (Minimum retention: 2 years after event).
- (5) **Speed Zone Records** Records document the establishment and review of speed zones in the city. Includes zones established by the city under OAR 734-020-0015. Records may include reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors. (Minimum retention: 2 years after superseded or obsolete).
- (6) **Street Banner Records** Records document proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include plans, maps, proposals, reports, applications, and other documents. Applications usually include applicant's name, address, and phone number, organization name, banner message, display period requested, signature of city official approving permit, and related information. (Minimum retention: 2 years).
- (7) **Streetlight Inventory Records** Inventory records of all streetlights in the city. Information can include addresses, pole numbers, and map numbers of lights, types of lights, dates of purchase and installation, notes, and other data. SEE ALSO Streetlight Maintenance Records in the Public Works-Operations and Maintenance section. (Minimum retention: Until superseded or obsolete).

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(8) **Streetlight Request and Survey Records** Records document requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records. (Minimum retention: 2 years after last action).

(9) **Traffic Accident Analysis Records** Records document the study of traffic accidents in the city. Useful in identifying hazardous locations and determining possible corrective action. Records may include various statistical data on accidents related to fixed objects, parked automobiles, complicated intersections, bridges, pedestrians, city streets/state highways, and other factors. May also include records of individual accidents documenting site, date, direction, driver's sex and age, weather, vehicle type, and related information. SEE ALSO Survey Field Records in the Public Works-Engineering section. (Minimum retention: (a) Reports and summaries, retain 10 years; (b) All other records, retain 5 years).

(10) **Traffic Control Equipment Inventory Records** Records document the location, type, and use of traffic control equipment in the city. Often includes an inventory of all traffic signs and signal equipment. Also may include information noting the timing intervals of traffic signals for red, green, yellow, and pedestrian cycles, type of equipment, date of purchase and installation, location, notes, and other data. (Minimum retention: 2 years after superseded or obsolete).

(11) **Traffic Research and Study Records** Records document data gathering and analysis concerning traffic patterns, speed, direction, and other topics. May include information on vehicles, bicycles, and pedestrians for a given location and period of time. Usually includes machine and manual traffic counts, reports, summaries, and related records. SEE ALSO City Improvement Administrative and Financial Records in the Financial-General section and Engineering Project Technical Records in the Public Works-Engineering section. (Minimum retention: (a) Reports and summaries, retain 10 years; (b) All other records, retain until information is summarized or obsolete).

(12) **Transit System Records** Records document the location of transit system stops, stations, and crossings in the city. Also may contain records related to city review and approval or denial of individual stops or crossings proposed by a transit district. These may include reports, traffic surveys, decision statements, notifications to affected property owners, and related records. (Minimum retention: (a) Review records, retain 2 years after denied or approved and stop or crossing removed; (b) Transit system maps, retain until superseded or obsolete).

(13) **Transportation Board Meeting Records** Records document the proceedings of boards or committees responsible for overseeing or advising the city council on transportation issues, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records can include minutes, agendas, exhibits, tape recordings, and related documents. Subjects include traffic problems, grants, policies, procedures, and related topics. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently; (b) Audio or visual recordings, retain 1 year after minutes prepared and approved; (c) All other records and exhibits not pertinent to minutes, retain 5 years).

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(14) **Truck Route Records** Records document the designation of truck routes for transporting goods within and through the city. May include reports, maps, studies, and related documents. Subjects often include hazardous materials, triple trailer trucks, log trucks, buses, and others. (Minimum retention: 2 years after superseded or obsolete).

166-200-0120

Public Works — Wastewater Treatment Records

(1) **Annual Inspection Records** Records document annual inspections of city wastewater treatment operations by the Oregon Department of Environmental Quality to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. May include reports and supporting documentation. Information includes date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related data. (Minimum retention: (a) Reports, retain permanently; (b) All other records, retain 5 years).

(2) **Discharge Monitoring Records** Records document the amount of pollution discharged from the city wastewater treatment facility. Reports are submitted to the U.S. Environmental Protection Agency and the Oregon Department of Environmental Quality. May also include supporting documentation. Information includes date, period covered, permit number, discharge number, frequency of analysis, sample type, and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals, and other data. (Minimum retention: (a) Reports, retain permanently; (b) All other records, retain 5 years).

(3) **Equipment Maintenance and Calibration Records** Records document the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information often includes date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related data. (Minimum retention: Life of the equipment).

(4) **Industrial Pretreatment Permits** Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information may include influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (Minimum retention: (a) Permits, addenda, and modifications, retain permanently; (b) All other records, retain 5 years after expiration or revocation).

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(5) **Mobile Waste Hauler Dumping Records** Records document the dumping of septic pumpings and other wastes from various sources at the city waste treatment facility. Usually includes logs, manifests, and similar documents. Information often includes name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related data. (Minimum retention: 5 years).

(6) **National Pollution Discharge Elimination System Permits** Records document the application for and issuance of a permit to the city under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information includes influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. SEE ALSO Annual Inspection Records in this section. (Minimum retention: (a) Permit, addenda, and modifications, retain permanently; (b) All other records, retain 5 years after expiration or revocation).

(7) **Public Facilities Grease Trap Inspection Records** Records document the city's inspection and licensing of grease traps in public facilities such as restaurants, mini marts, delicatessens, hospital and school cafeterias, daycare and long-term care food services, tourist and traveler's facilities, and other food service organizations. Series may include applications: inspection reports listing type of inspection, any deficiencies, inspection score, date and time of inspection, and signatures; copies of the license issued; and other related records. (Minimum retention: (a) 1 year after date of inspection (b) Closed facilities, retain 2 years after closure).

(8) **Sewage Sludge Application Landowner Agreements** Agreements between the city and landowners related to the application of sewage sludge to approved sites. Records may include signed agreements, exhibits, amendments, and related documents. Information usually includes agreement number, date, conditions or terms, parties involved, period covered, and signatures. (Minimum retention: 6 years after expiration).

(9) **Sewage Sludge Application Site Logs** Logs documenting the agricultural application of sewage sludge to approved sites. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied. (Minimum retention: Permanent).

(10) **Sewage Sludge Management Plans** Plans submitted to the Oregon Department of Environmental Quality by the city to engage in sludge disposal or application activity. Information includes method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations. (Minimum retention: Permanent).

(11) **Strip and Circle Chart Records** Records document the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to pump flows, influent and effluent water flows, secondary total flow, influent pH, chlorine residue, and related subjects. (Minimum retention: 3 years).

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(12) **Wastewater Treatment Operations Records** Program records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records. (Minimum retention: (a) Annual reports, retain permanently; (b) All Other records, retain 5 years).

(13) **Water Pollution Control Facilities (WPCF) Permit Records** Records document the application for and issuance of a Water Pollution Control Facilities permit to the city by the Oregon Department of Environmental Quality. The permit authorizes the city to construct and operate a disposal system with no discharge to navigable waters. Examples include sewage lagoons, septic tanks, and drain fields. Records often include applications, permits, addenda, modifications, and related supporting documentation. (Minimum retention: (a) Permit, addenda and modifications, retain permanently; (b) All other records, retain 5 years after expiration or revocation).

166-200-0125

Public Works — Water Treatment Records

(1) **Consumer Confidence Reports** Records document the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water. (Minimum retention: 5 years).

(2) **Equipment Maintenance and Calibration Records** Records document the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information often includes date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related data. (Minimum retention: Life of the equipment).

(3) **Non-Compliance Corrective Action Records** Records document action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records. (Minimum retention: 3 years after last action).

(4) **Sanitary Survey Records** Records document surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or county, state, or federal agencies. Records may include written reports, summaries, and related documents. (Minimum retention: (a) Reports, retain permanently; (b) All other records, retain 5 years).

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(5) **Secondary Contaminant Reports** Reports document the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those, which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information may include date, report number, analyst, time of sample collection, contaminant levels, and related data. (Minimum retention: 10 years).

(6) **Strip and Circle Chart Records** Records document the continuous monitoring of various water treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects. (Minimum retention: 3 years).

(7) **Variance and Exception Records** Records document variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information may include date, conditions of variance or exception, expiration date, and related data. (Minimum retention: 5 years after expiration or revocation of variance or exception).

(8) **Water Bacteriological Quality Analysis Reports** Reports document water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis. (Minimum retention: 5 years).

(9) **Water Chemical and Radiological Analysis Reports** Records document water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis. (Minimum retention: 10 years).

(10) **Water Consumption Reports** Reports document statistics of daily water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs. (Minimum retention: (a) Annual reports, retain permanently; (b) Information summarized in annual report, retain 1 year; (c) Information not summarized in annual report, retain 10 years).

(11) **Water Quality Complaint Records** Records document complaints received from the public about the quality of city provided water. Information often includes name, address, and phone number of complainant, nature of complaint, location, description of water, name of person responding to complaint, narrative of investigation, and resolution. (Minimum retention: 3 years after last action).

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(12) **Water Treatment Operations Records** Program records not listed elsewhere in this schedule which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. Usually consists of reports, logs, log sheets, and related records. Subjects may include amount and types of chemicals used, filter rates, and others. (Minimum retention: (a) Annual reports, retain permanently; (b) All other records, retain 5 years).

(13) **Water Turbidity Reports** Reports document the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data. (Minimum retention: 10 years).

166-200-0130

Recorder — Election Records

(1) **Abstract of Votes (Record of Elections)** Records document election results for General, Primary, Emergency, and Special Elections. Information includes candidate name/ballot title, precinct name, total votes per candidate/ballot title, total per precinct, under/over votes, and certification by County Clerk. (Minimum retention: Permanent).

(2) **Contribution and Expenditure Reports** Records document contributions and expenditures by candidates or political action committees if filed with the City. Includes statement of organization, amount, source, and detail of expenditures over the amount of fifty dollars. May also include receipts for expenditures and supplemental reports. (Minimum retention: (a) Statement of organization, retain permanently (b) All other records, retain 4 years after the date required to file update reports).

(3) **Election Filings** Includes all necessary papers required to be filed by a candidate or governing body for primary, general, emergency, and special elections. May include petition of nomination, declaration of candidacy, certification of nomination, filing forms for city and county voters' pamphlet, notice of measure election, and withdrawal of candidates. (Minimum retention: 4 years).

(4) **Election Preparation Records** Used to prepare and administer elections within each precinct in the city. Records may include such information as number of ballots going to each precinct, number and type of pages for each voting machine for each precinct, listing of issues and candidates by precinct order, guides to preparing voting machines, ballot layout records, and public certification test notice. Also may include guides to assist Election Board personnel in reconciling votes cast with eligible voters. (Minimum retention: 2 years).

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(5) **Help America Vote Act Identification Records** Records used to verify the identity and county residency of individuals registering to vote. Records include but are not limited to current and valid photo identification containing voter name and address, or a current copy of a utility bill, bank statement, government check, paycheck, or other government document that shows their name and address. The address listed must match the residence or mailing address submitted on their voter registration card. (Minimum retention: Until verified by county elections official).

(6) **Initiative, Referendum, and Recall Records** Records document the initiative, referendum, and recall process by which voters propose laws and amendments to the State Constitution, refer an act of the Legislature or other governing body to a vote of the electorate, or recall a public official. Includes petitions, signature sheets, summaries of signature verification, text of proposed law, amendment, or response from public official. (Minimum retention: (a) Signature verification records, retain 6 years; (b) Signature sheets including verification, if measure approved, retain 6 years after election; (c) Signature sheets, if measure not approved, retain 90 days after election or 90 days after deadline for sufficient signatures; (d) Petitions qualified to ballot, retain permanently; (e) Petitions not qualified to ballot, retain 6 years).

(7) **Legal Notices and Publications** Records document required pre-election legal notices by the City Recorder. May include publication of ballot title, notice of election, sample ballot, and the City voters' pamphlet. (Minimum retention: (a) One copy of city voters' pamphlet, retain permanently; (b) All other records, retain 4years).

(8) **Poll Books** Records document issuance of ballot to eligible voter in an election. Includes name of elector, party affiliation, home address, ballot number, precinct number, and signature of voter. Cover includes number of voters casting ballots for the election and names, signatures, and oaths of Election Board members. May also include certificates of registration. Some records may have historical value. For appraisal assistance, contact the Oregon State Archives. (Minimum retention: (a) Records created prior to 1931, retain permanently; (b) All other records, retain 2 years).

(9) **Vote-By-Mail Records** Records are used to prepare, administer, and abstract elections conducted by mail. Records include: counted, duplicated, rejected and/or defective ballots; Envelopes - returned signed envelopes, non-deliverable envelopes, and secrecy envelopes; and other documents used to prepare, administer and abstract elections conducted by mail. (Minimum retention: (a) Counted, duplicated, rejected and/or defective ballots, retain 22 months for elections containing federal candidates and 90 days after the last day to contest the election for all other elections; (b) returned signed envelopes two years for elections containing federal candidates and 90 days after the last day to contest for all other elections; (c) Secrecy and non-deliverable envelopes, retain for 60 days after the last day to contest for all elections regardless of federal/nonfederal candidates; (d) All other documents used to prepare, administer and abstract elections conducted by mail, retain 2 years following the election to which it relates).

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(10) **Voter Registration Records** Records document registration or cancellation of registration of eligible voters. Voter Registration Cards include the following information: name, signature, mailing and residence address, previous registration information, if ever registered in Oregon, date of birth, affirmation of citizenship, state residency, and political party. May also include records canceling or making inactive voter registration such as the notice of deceased list from Secretary of State, notice of change of address from Department of Motor Vehicles, U.S. Postal Service notice, and related correspondence. (Minimum retention: 2 years after canceled).

166-200-0135

Recorder — General Records

(1) **Annexation Records** Records document the annexation of areas into municipal boundaries. Used to fulfill legal requirements and document the acquisition process. May include staff reports, petitions, service district withdrawal records, surveys, boundary commission recommendations and judgments, census reports, franchise notices, maps, and documentation and correspondence. (Minimum retention: Permanent).

(2) **City Charter** Constitution, bylaws, and all amendments to city charters approved by the State Legislature. Generally includes original charter, amendments, and related records. (Minimum retention: Permanent).

(3) **City Code** Codified ordinances passed by the city council. Provides reference to all city laws for both information and enforcement. Information may include ordinance numbers, amending ordinance numbers, code numbers, and text. (Minimum retention: Permanent).

(4) **Contracts and Agreements** Official contracts enforceable by law to acquire services, equipment, or maintenance. Records document the terms and conditions of contracts and agreements between the city and private companies and individuals. Contract records may include contracts, exhibits, bid documents, change orders and amendments, and related correspondence. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. SEE ALSO Collective Bargaining Records in the Personnel section, and Grant Records in the Administrative Records section. (Minimum retention: (a) Collective bargaining contract records, retain 75 years after contract expires; (b) Construction contract records, retain 10 years after substantial completion; (c) All other contract records, retain 6 years after expiration).

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(5) **Council Records** Official proceedings of regularly scheduled, special, executive session, and emergency city council meetings. Records include agendas, minutes, and meeting packets (which may include agenda bills and attachments, memoranda, staff and subcommittee reports and recommendations, materials submitted by citizens, cards or sheets signed by citizens wishing to address the council, and related records). Information includes date, time, and location of meeting, names of members present and absent, subjects discussed, statements of intent, and records of actions taken. (Minimum retention: (a) Minutes (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records), retain permanently; (b) Executive session minutes, retain 10 years; (c) Audio or visual recordings, retain 1 year after minutes prepared and approved; (d) All other records and exhibits not pertinent to minutes, retain 5 years).

(6) **Council Resolutions** Formal statements of decisions or expressions of opinions adopted by the city council. Information includes date, number, and text. (Minimum retention: Permanent).

(7) **Deeds To City-Owned Land** Recorded evidence of city ownership of public lands and right-of-ways. Exhibits may include maps and legal descriptions, title transfers, and related correspondence. Information typically includes a description of property, signatures of previous owner and city representative, and date of transfer. SEE ALSO Real Property Transaction Records and Grant Records in the Financial-General section. (Minimum retention: (a) Record of sale or property transfer and legal property description, retain permanently; (b) All other records, retain until property sold and any applicable audits have been completed).

(8) **Easements** Recorded grants by property owners to the city for the use of private property for public uses. Examples consist of street, utility, bike path, sewer, storm drain, and landscaping easements. May include maps or other exhibits. Information includes property owner's name and signature, location of property, type of easement, terms, and date of signing. SEE ALSO Temporary Access/Construction Easement Records in the Public Works-Operations and Maintenance section. (Minimum retention: Permanent).

(9) **Franchise Records** Franchise agreements with utilities, railroads, cable television, telephone, water, solid waste, bus, and other services. May include agreements, reports, and related documentation and correspondence. (Minimum retention: 6 years after expiration).

(10) **Lease Records** Lease agreements made between the city and a second party. May contain leases and subleases. Information typically includes names and addresses of lessor and lessee, description of property, payment amount, purpose for which property may be used, options to renew, and any additional conditions or terms. (Minimum retention: (a) Leases denied or not completed, retain 2 years; (b) All other leases, retain 6 years after expiration).

(11) **Lien Records** Records document liens issued by the city to collect for unpaid assessments or services. Examples of services may include but are not limited to enhancements associated with local and special improvement districts or nuisance abatements. Information usually includes notice to property owner, copies of bills, description of property, amount of assessment, and payments made. (Minimum retention: 3 years after lien paid in full).

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(12) **Liquor License Records** City endorsement of liquor licenses prior to Oregon Liquor Control Commission (OLCC) approval. Endorsements are required for new businesses, annual renewals, and changes in ownership or location. Information in application is used to investigate applicant before making recommendation to OLCC for approval or denial of license. May include OLCC liquor license applications, fee receipts, public hearings records, affidavits, administrative logs, and related records. (Minimum retention: 2 years after approval or denial).

(13) **Oaths of Office** Signed oaths taken by various elected and appointed officials before discharging duties of office. Information typically includes date, name, office held, text, and signatures. (Minimum retention: 6 years after most recent oath expired).

(14) **Ordinances** Legislative action of the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. Ordinances typically include a title, preamble, ordaining clause, subject clause, penalty for violation (when applicable), effective date, signature of mayor, and municipal seal. May also include indexes, calendars, and documentation presented to support action. (Minimum retention: Permanent).

(15) **Policy and Procedure Manuals** Written instructions, rules, and guidelines in manual form documenting current and past authorized city policies and procedures. Used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes, and other instances. Includes manuals documenting the procedures of departments with higher risk or exposure to liability such as police, fire, emergency medical services, public works, etc. Moreover, this series includes routine documentation and basic secretarial/clerical instructional procedures covering such subjects as formatting letters, data entry, telephone etiquette, and others. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. The minimum retention periods refer only to city-generated manuals. Manuals from other sources should be retained as needed or as mandated by a specific regulating body (federal or state agency, etc.), usually until superseded or obsolete. SEE ALSO Policy Statements and Directives in this section, and Correspondence, Policy and Historical in the Administrative section. SEE ALSO Technical Manuals, Specifications, and Warranties in the Administrative section for published technical manuals and related materials. (Minimum retention: (a) Routine clerical manuals, retain 2 years after superseded or obsolete; (b) One copy of all other manuals, retain permanently).

(16) **Policy Statements and Directives** Administrative and legislative review, assessment, and development of the city's purpose and procedural policy. Often includes bulletins and advisories issued by the mayor, city manager, or council, mission and goal statements, and finalized policy statements and directives. SEE ALSO Policy and Procedure Manuals in this section, and Correspondence, Policy and Historical in the Administrative section. (Minimum retention: Permanent).

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(17) **Property Dedication Records** Recorded dedication of private property to the city for public uses such as transportation facilities (streets, sidewalks, bikeways) and parks. May include dedication agreements, maps, correspondence, and important related materials. (Minimum retention: Permanent).

(18) **Property Vacation Records** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and right-of-ways. May include petitions to vacate, maps, descriptions of property, staff reports, approval orders, and related correspondence. (Minimum retention: Permanent).

(19) **Vehicle Title and Registration Records** Records document the ownership and registration of all city vehicles with the Oregon Division of Motor Vehicles. (Minimum retention: (a) Titles, retain until vehicle is sold or disposed of; (b) Registration records, retain until superseded or disposition of vehicle).

(20) **Waivers of Remonstrance** Agreements made by private citizens/property owners to forego their rights to remonstrate (oppose/protest) against certain city actions in exchange for other considerations. Often relates to the extension of water or sewer service beyond the city limits in areas that later may be annexed or formed into local improvement districts. Waivers usually include name and signature of grantor, location of property, purpose of document, date, and signature of city representative. (Minimum retention: (a) If waiver has an expiration date, retain 6 years after expiration date; (b) If waiver carries no expiration date, retain 6 years after completion of project).

166-200-0140

Risk Management Records

(1) **City Vehicle Accident Records** Records document accidents involving city vehicles. May include dispatch reports with information such as name and address of parties involved, date and time, complaint, description of damage, and other data. Records may also contain motor vehicle accident reports which include the driver's name, address, phone number, date of birth, and driver's license number, as well as passenger and witness names, description of events, make and model of vehicle(s), vehicle identification number, and related data. Photographs and correspondence also may be part of these records. (Minimum retention: (a) If litigated, see Civil Case Files in the Attorney section for retention; (b) If not litigated, retain 3 years).

(2) **Contractor Liability Insurance Verification Records** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Information usually includes insurance company name and address, issue date, expiration date, amount of coverage, type of coverage, special provisions, signature of insurance company representative, and related data. (Minimum retention: (a) If related to city improvement project, retain 10 years after substantial completion, as defined by ORS 12.135(3); (b) All other records, retain 6 years after expiration).

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(3) **Contractor Performance Bond Records** Records document the posting of performance guarantees or surety bonds by contractors performing work for the city. May include letters, certificates, copies of bonds, and similar records. Information usually includes name of individual or company covered, amount of coverage, effective and expiration dates, name of bonding agent, authorized signatures, and related data. (Minimum retention: (a) If related to city improvement project 10 years after substantial completion, as defined by ORS 12.135(3); (b) All other bond records, retain 6 years after expiration).

(4) **Hazard Communications Program Records** Records document city participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data. (Minimum retention: 75 years after superseded or obsolete).

(5) **Injury Reports, Public Use** Records document injuries sustained by non-employees on city property such as parks, swimming pools, libraries, and senior centers. Information usually includes date, time, location, and description of injury, name, address, phone number, sex, and age of injured person, witnesses, date reported, and related data. (Minimum retention: (a) If claim filed, see Liability Claims Records in this section for retention; (b) If no claim filed, retain 3 years).

(6) **Insurance Policy Records** Records document the terms and conditions of insurance policies between the city and insurers. Types of insurance include liability, property, group employee health and life, motor vehicle, workers' compensation, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, and related documents. (Minimum retention: (a) Group employee health and life, property, and liability insurance, retain 75 years after expiration if no claims pending; (b) All other insurance records, retain 6 years after expiration if no claims pending).

(7) **Liability Claims Records** Records document various types of liability claims filed against the city. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents. Some records may be duplicated in the Civil Case Files record series in the Attorney section. Duplicate records should be retained as needed. (Minimum retention: (a) If action taken, retain 10 years after case closed, dismissed, or date of last action; (b) If no action taken, retain 3 years).

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(8) **Liability Waivers** Records document the release of the city from liability related to various activities that include citizen involvement. Examples include but are not limited to riding in police or emergency medical services vehicles, participating in city sponsored runs or other activities such as recreational classes including canoeing, kayaking, tennis, basketball, and others. Information usually includes release terms, date, signatures, and related information. (Minimum retention: 3 years).

(9) **Occupational Injury and Illness Reports** Records document the activities of the workers' compensation program as required by Oregon Occupational Safety and Health Administration (OR-OSHA). Includes OR-OSHA logs and summaries, claims summary reports, status reports, financial reports, and supplemental records. Information includes calendar year, dates, file numbers, date and description of each injury, illness, or death, names, occupations, types of diseases, totals, and related data. (Minimum retention: 6 years).

(10) **Property Damage Records** Reports, photographs, and other records document damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual who caused damage (if known), value of damage, billing costs, and related data. SEE ALSO Incident Case Files in the Police section for related vandalism records and Flood Plain Permit Records in the Planning and Development section. (Minimum retention: (a) If litigated, see Civil Case Files in the Attorney section for retention; (b) If not litigated, retain 3 years after date of last action).

(11) **Risk Survey and Inspection Records** Records document surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, grounds, or services. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include survey summaries and reports, safety audit and inspection reports, memoranda, and correspondence. Subjects may include the design, and use of parks, playgrounds, buildings, etc., video display terminals, hazardous materials, and others. (Minimum retention: (a) Records documenting the formation or change of policy, retain permanently; (b) All other records, retain 5 years).

(12) **Safety Program Records** Records document the city's program to promote a safe work environment for its employees. Records may include safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence. (Minimum retention: (a) Safety policies, plans, and procedures, retain 5 years after superseded; (b) Inspection reports, reports, evaluations, and recommendations, retain 10 years; (c) Committee minutes, exhibits, and agendas, retain 3 years; (d) All other records, retain 5 years).

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(13) **Workers' Compensation Claim Records** Records document the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Includes records satisfying the procedural requirements of the State Workers' Compensation Division and the State Workers' Compensation Board, as well as those of (depending on city arrangements) the State Accident Insurance Fund (SAIF), private insurance providers, or self insurance. Records may include claim disposition notices, claim reporting and status forms; injury reports; determination orders; insurance premium data; hearing requests; safety citations; inspection reports; medical status updates and reports; investigation reports; reimbursement and payment records; and related correspondence and documentation. SEE ALSO Employee Medical Records in the Personnel section for records describing the job related injury or illness and the related subsequent medical condition of the employee. These often include workers' compensation accident reports, medical reports, vocational rehabilitation evaluations, disability determinations and related records. (Minimum retention: (a) For retention of records describing injuries and illnesses, see Employee Medical Records in the Personnel section; (b) All other records, retain 6 years after claim closed or final action).

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9-1-1/Public Safety Answering Point Records

(1) **Briefing Records** Records document internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues, or activities. Records may include but are not limited to briefing logs, teletype messages, and bulletins from other agencies. (Minimum retention: 7 days).

(2) **Data Management System Records** Records document the maintenance and update of current information used to provide and direct incident response within a 9-1-1/public safety answering point service area. Information may include but is not limited to address data, response unit assignments, response codes, responsible person data, and related documentation. (Minimum retention: Until superseded or obsolete).

(3) **Dispatch Incident Records** Records document specific incidents when a call is received by the 9-1-1/public safety answering point and subsequent response activities. Information may include but is not limited to caller's name, address, and telephone number; details of incident or complaint; call taker/dispatcher name; which agency responded and when; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber's telephone number, and subscriber's telephone service location. (Minimum retention: 2 years).

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(4) **Enhanced 9-1-1 Service Plans** Records document the planning, development, and implementation of enhanced 9-1-1/public safety answering point systems. Plans and any subsequent amendments are required to be submitted to the Oregon Emergency Management in the Oregon Military Department for approval. The plan may be periodically revised and updated. Records may include but are not limited to preliminary and final plans, drafts and worksheets, correspondence, and other records described in OAR 104-080-0020. (Minimum retention: (a) Approved plans and amendments, retain 5 years after superseded; (b) Preliminary plans, drafts, worksheets and supporting materials, retain until plan approved by Oregon Emergency Management).

(5) **Master 24-Hour Audio Tapes** Records document recorded incoming emergency and non-emergency calls; law enforcement, fire, and emergency medical services dispatches; radio activity; and 9-1-1/public safety answering point calls. Tapes are maintained on a 24-hour basis. (Minimum retention: 7 months.) [Note: Specific recordings of incidents may warrant longer retention for legal reasons.]

(6) **Master Street Address Guide (MSAG) Maintenance Forms** Records document the 9-1-1/public safety answering point's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Forms are usually maintained by the agency's MSAG Coordinator. Information may include but is not limited to new or updated address, customer, and responder information. (Minimum retention: 2 years).

(7) **Operational Logs** Records document chronological tracking of activities related to 9-1-1/public safety answering point operations. Records may include but are not limited to radio logs, telephone logs, tow logs, and criminal background check request logs. (Minimum retention: 1 year).

(8) **Premise Information Records** Records document information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include but is not limited to hazardous materials storage locations, whether building plans were submitted to the fire department, unique information about buildings such as utility shut-offs, and related documentation. (Minimum retention: 2 years, or until renewed, superseded, or expired, whichever is sooner).

(9) **Quality Assurance Records** Records document the evaluation, analysis, and assessment of the performance and quality of services provided by the 9-1-1/public safety answering point system. Records may include but are not limited to system evaluations, system performance reports, satisfaction surveys and questionnaires, quality improvement reports and recommendations, quality assurance committee minutes, and related documentation. (Minimum retention: (a) Survey instruments, retain 2 years, or until summary report completed, whichever is sooner; (b) All other records, retain 2 years).

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(10) **Statistical Reports** Records document the compilation of statistical data about the actions and activities of the 9-1-1/public safety answering point system. Data may be compiled on a daily, weekly, monthly, quarterly, and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include but is not limited to data about response times, number of calls received and dispatched, and responses by individual agency. (Minimum retention: (a) Data instruments used to compile statistics, retain until statistical report completed; (b) Daily and weekly reports, retain until compiled into monthly reports; (c) Monthly and quarterly reports, retain 1 year; (d) Annual reports, retain 10 years).

(11) **System Error/Malfunction Records** Records document 9-1-1/public safety answering point electronic systems errors or malfunctions and subsequent corrective action. Records may include but are not limited to enhanced system error reports, trouble logs, work orders, correspondence, and related documentation. (Minimum retention: 2 years).

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Glossary

Access - The availability of or permission to use records. ORS 192.420 states that “Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.”

Active Records - Records that are used, maintained and are actively referred to during everyday operations.

Administrative Value - Usefulness of records in conducting an agency’s business.

Agency - When used alone means either a state agency or a political subdivision.

AIIM - Association for Information and Image Management.

Analog - Describes a device or system that represents changing values as continuously variable physical quantities. An analog clock’s hands are capable of indicating every possible time of day. In contrast, a digital watch is capable of representing only a finite number of times (every tenth of a second, for example).

ANSI - American National Standards Institute.

Aperture Card - A card with a rectangular opening into which microfilm may be inserted.

Appraisal - The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archivist - The State Archivist who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center, and the Security Copy Depository.

ASCII (American Standard Code for Information Interchange) - Standard binary-coding scheme.

Attachment - Any computer file (text file, database, digital image, etc.) intentionally associated with, and received as part of an e-mail message.

Audio Recording - Sound stored in a digital or analog format.

Audit - A regular examination and verification of a specific activity.

Backup - A copy of electronic records and data that are retained to protect an organization against loss of the information. Backups can be stored on disks, tapes, or other machine-readable media. There are essentially two types of backups-security (See Backup, Security) and retention (See Backup, Retention).

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Backup, Retention - Backup of data in order to comply with records retention schedules. (see Backup, Security).

Backup, Security - Backup of data for the purposes of security and disaster recovery. Because security backup media are regularly overwritten, a separate retention backup procedure is necessary to comply with records retention schedules (see Backup, Retention).

Bit-map - A method of representing images by assigning an individual memory location for each picture element.

Born Again Digital - (see Reformatted)

Born Digital - Refers to records that originated in electronic form, e.g. databases or word processing documents.

Capital Improvement - A government acquisition of real property, major construction project, or acquisition of long lasting or expensive equipment.

Case File - Groupings of documents that pertain to a particular person, place, or thing. A case or project file may consist of correspondence, form records, memoranda, and other records as long as they all relate to the same person, place or thing.

CD-ROM - Optical disk that is created by a mastering process and used for distributing read-only information.

Central File - The files or records of one or several offices or organizational units physically and/or functionally centralized and supervised in one location.

Certification (Certificate of Legality) - The confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. Sometimes referred to as "Camera Operator's Certificate."

Chat Room - An online network discussion platform to encourage and manage online text discussions over a period of time among members of special interest groups or project teams.

Civil Case - A court proceeding, other than a criminal case, to determine and enforce rights between parties, prevent future violation of rights, and provide appropriate redress or compensation.

Closed Files - A group of records for which action has been completed and no further action is anticipated.

Compound Document - (see Integrated Document)

Compression - (see Data Compression)

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Computer Output Microfilm (COM) - An original record in microfilm format produced directly from computer data without an intermediate visible record.

Computer Record - Information that is created and/or retained in a digital format and requires a computer to read and use.

Confidential Records - Records or information exempted from public disclosure by statute or rule.

Copy - A duplicate of the original record.

Copyright - Legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Correspondence - Letters, memoranda, notes, telecommunications, and any other form of addressed, written communications, sent and received.

Correspondence, Ephemeral - Communications received or sent which do not contain significant information about a county's programs, fiscal status, or routine agency operations. Records include, but are not limited to, advertising circulars, spam, desk notes, memoranda, and other records of a preliminary or informational nature.

Criminal Case - A type of court case relating to the defendant's alleged violation of the law. Conviction could result in fines, loss of rights, or imprisonment.

Cross-reference - An additional notation that directs the user to another location where the record or information may be found.

Data Compression - A method of reducing the size of an image file.

Data Corruption - Compromising of the validity or integrity of data.

Data Loss - (see Data Corruption)

Database - Electronic collection of records stored in a central file.

Date of Last Action - The date at which all reasonable contingent actions related to a case have occurred. For example, this could be the date after which no appeals are possible.

Density - The light-absorbing or light-reflecting characteristics of a photographic medium.

Department of Defense 5015.2-Std - Standard for the integrity and security of data maintained in U.S. Department of Defense electronic recordkeeping systems. Also considered a de facto standard for U.S. Government electronic recordkeeping systems.

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Derivative Image - Image derived or duplicated from a master image.

Destruction - The process of eliminating or deleting data, documents, and records so that the recorded information no longer exists.

Digital Image - Image composed of discrete pixels of digitally subdivided increments of brightness and color.

Digital Imaging - Techniques for capturing, recording, processing, storing, transferring, and using images in electronic or microfilm formats.

Digital Imaging System - A system (including people, machines, methods of organization, and procedures), which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.

Digital Signature - A type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (a) whether the transformation was created using the private key that corresponds to the signer's public key and (b) whether the initial message has been altered since the transformation was made (ORS 192.835(4)) (see Electronic Signature).

Digitized Record - A record produced from an original by electronic scanning techniques, stored on optical disk or other high-density storage media, and then displayed on a high resolution terminal or printed onto paper (see also Electronic Imaging System).

Directive - Instruction given by management that usually relates to agency policies and/or procedures.

Disaster - A sudden and unexpected event that results in loss of records and information essential to an organization's continued operation.

Discovery - The legal process, generally conducted near the beginning of litigation, which enables parties of the litigation to obtain relevant records and information from each other.

Disk - Round, flat recording medium which consists of a substrate(s) with one or more layers deposited on the surface(s) onto which information can be recorded and played back when the disk is loaded in a disk drive.

Disposition - The actions taken with regard to non-current records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to the State Archives, long-term storage in an agency repository, donation to an eligible repository, reproduction on microfilm, and destruction.

Doing Business - The acts of an organization that place it under the jurisdiction or control of government, courts, or law.

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DPI - Dots per inch; refers to the number of pixels contained in a linear inch.

Drop-off Rate - (see Data Corruption)

EDMS (Electronic Document Management System) - a type of electronic information system, which may or may not feature automated tools for retention and disposition of records (see Electronic recordkeeping system).

Electronic Content Management Systems - (see Electronic recordkeeping system)

Electronic Image - (see Digital Image)

Electronic Imaging - (see Digital Imaging)

Electronic Imaging System - (see Digital Imaging System)

Electronic Recordkeeping System - A recordkeeping system that captures, maintains, and provides access to electronic records as evidence over time and allows for disposition according to records retention schedules.

Electronic Records - Records which are stored in a form that requires a computer to process. "Electronic records" does not include or refer to photocopies, digital imaging systems, or analog or digital audio and videotapes.

Electronic Signature - (see Digital Signature)

Electronic Storage - The depositing of information in an on-line computer database or in the memory of a word processor.

E-mail - (see Messaging)

E-mail Messages - Electronic documents created, received, or sent within an electronic messaging system. Applicable to the contents of the communication, the transactional information and any attachments associated to such communication. An E-mail message's structure is composed of the text or content of the document, transmission and header information that indicates who it was from, what it is about, and other metadata.

E-mail System - System providing the means for creating messages, transmitting them through a network, and displaying the messages on the recipient's workstation, personal computer (PC) or terminal.

Encryption - Translation of data into a secret code.

ERMS (Electronic Records Management System) - (see Electronic Recordkeeping System)

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Essential Electronic Records System - A records system which requires a computer to process, and contains records which are essential to the continued functioning or reconstitution of a government agency during and after an emergency, or those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

Essential Records - Records which are essential to the continued functioning or reconstitution of an agency during and after an emergency, and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

Essential Records Schedule - Detailed instructions identifying types of essential (vital) records, locations, and retention requirements.

Evidential Value - The value which records have involving the administrative, fiscal, and legal activities of the creating agency. Evidential values are based on the functions that the records had and continue to have for the person or office that created them or for any succeeding individual or agency that uses them.

Excluded Records - Materials that are excluded from the definition of public records by ORS 192.005(5).

Exempt Records - Records or information exempted from public disclosure by statute or rule.

Expiration - The termination of a period fixed by law, contract, or agreement.

Expungement - The process of removing information on the directive from a court and obliterating it by any method to make the information unreadable or unusable under any circumstances.

Fax or Facsimile - Process, by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.

Feasibility Study - An examination of the practicality of implementing new or modified procedures, methods, or technologies.

File - A collection of records arranged according to a predetermined system.

File Format - A specific pre-established arrangement or organization of data. Data in a file is stored in a format that is established by whatever software application created the file. A file's format is indicated by its file extension. For example, a file with the file extension .txt is a text document.

File Structure - Organization of a government entity's records. A logical, hierarchical file structure is required for the efficient use of an electronic recordkeeping system.

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Filing - The action of storing a record.

Financial Value - The value which records have related to their role in documenting fiscal accountability and providing an audit trail. Records with financial value demonstrate how the agency conducted its business by documenting the financial obligations, authorizations, and transactions of the agency.

Fiscal Value - The usefulness of records in documenting an agency's fiscal transactions and obligations.

Folder - An electronic receptacle used to store electronic files. Also known as directory or subdirectory.

Format - (see File Format)

Forms - Carefully designed documents used to gather and transmit information necessary for operational functions.

Freedom of Information and Privacy Acts - Two acts that combine to protect personal information collected by a governmental agency.

Generation - One of the successive duplicates of a photographic master. The camera original is the first-generation microfilm. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.

Geographical Information System (GIS) - Tools used to gather, transform, manipulate, analyze, and produce information related to the surface of the Earth.

Graphics - Photographs and other types of images.

Hardware - Physical equipment necessary to run a data processing system .

Header Label - A set of information associated with a specific digital image which assists system software in retrieving images.

Historical Value - Records of permanent value that document company policy, operations, organization, development, or social contributions; illustrates major economic, political, religious, legal, or social trends; portrays significant individual achievements; or sheds light on significant events of our times.

Hybrid System - A system that combines a microfilm analog system with an electronic, digital technology.

Image - Any representation of a document or data produced by radiant energy.

Inactive Record - Records still needed by an organization but not for current operations.

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Instant Messaging - (see Messaging)

Integrated Document - A document that contains more than one type of electronic file. For example, a Microsoft Word document may have embedded within it an Excel spreadsheet.
Intergovernmental Agreement(s) - Contracts between two or more public agencies for the joint exercise of powers common to the agencies.

Internet - The vast network of computer systems that enables worldwide connectivity among users and computers.

Intranet - A closed network that uses technology to restrict web-based information to a group of authorized users.

ISO - International Organization for Standardization. An international agency for standardization in all fields except electrical and electronic engineering.

ITU-T - International Telecommunication Union - Telecommunication sector.

Jacket - A transparent plastic carrier with channels into which film may be inserted.

JPEG - Joint Photographic Experts Group.

Legal Value - The usefulness of records in documenting legally enforceable rights or obligations, both those of the state and those of persons directly affected by an agency's actions.

Life Cycle - The creation, distribution, use, maintenance, and disposition of a record.

Life of Structure - Until the structure no longer stands or exists.

Light Box - A back-lit translucent surface used for film inspection.

Listserv - Automatic mailing list server.

Litigation - The proceeding in a court of law to enforce a right. Same as lawsuit.

Local Agency - Any officer, department, board, commission, or institution created by or under the jurisdiction of a political subdivision of this state.

Local Improvement - A public improvement provided to a specific area and benefits that area; usually paid for by special assessment of benefiting property owners.

Long-term Records - Records with an approved retention period of 100 years or longer, including permanent records.

Loupe (Lupe) - A small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.

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Machine Readable Records - Records which require equipment to read the information they contain. Machine-readable records may include audio tape, videotape, and computer media.

Master Image - Initial image used for producing duplicates.

Media - Tangible objects on which data are recorded.

Medium-term Records - Records with an approved retention period of at least ten but less than 100 years.

Messaging - Broad term encompassing electronic communications, including electronic mail, Instant Messaging (IM), and chat rooms, all of which can be public records (see E-mail messages and e-mail system).

Metadata - Data that describes data including subject, date, and recipients of an e-mail.

Methylene Blue Test - A test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.

Microfiche - A microform, approximately 4x6 inches, on which documents are photographed in a reduced size for convenience in storage.

Microfilm - Film, in roll format, on which documents are photographed in a reduced size for convenience in storage. The images on film can be enlarged for viewing or printing onto paper.

Migration - The periodic transfer of data from one electronic system to another that retains the integrity and accessibility despite technological advances in the hardware and software used to access the data.

Migration Plan - A narrative description of an agency's plan to maintain access to electronic information if an "electronic system's" life expectancy is less than the retention of the records it contains.

Minimum Term Records - Records with an approved retention period of less than 10 years.

Naming Convention - Guidelines for assigning names to files. Especially when groups of people need access to common files, naming conventions are essential for efficient retrieval.

Network - A system of computers and related devices interconnected so that they can communicate together.

NIST - National Institute of Standards and Technology.

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Non-record Copy - A copy of a record maintained in addition to the official copy, such as duplicates, stocks of publications, and materials available from other sources (i.e. library books, magazines, etc.). Information excluded from the legal definition of a public records includes extra copies of documents kept for convenience of reference, stocks of publications, library or museum materials intended solely for reference or exhibition.

OAR - Acronym for Oregon Administrative Rules; rules promulgated by state agencies in order to implement statutes.

Obsolete - In the context of retention schedule, obsolete means no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record - The group, department, or office in an organization responsible for maintaining the official records for the total records retention period.

Official Copy - The designated public record, when multiple copies exist.

Optical Disk - Medium that will accept and retain information in the form of marks or density modulation in a recording layer, that can be read with an optical beam.

Ordinance - A law prepared by a local governing body.

Original Date of Hire - The date at which an employee was first officially employed by the organization.

ORS - Acronym for Oregon Revised Statutes.

PDF - Proprietary image file format developed by Adobe Systems Inc.

Permanent - The continued preservation of information forever (without any time limit).

Permanent Public Records - Records deemed worthy of permanent preservation for legal, administrative, and research purposes.

Permanently Removed from Service - The date at which equipment, structures such as bridges, etc., are disposed of in such a way that they no longer will be used by the agency.

Pixel - The smallest display element on a video screen or the smallest element in a grid that is placed over a page of text or graphics.

Planetary Camera - A type of microfilm camera that photographs a document as it lies stationary. The document lies on a plane surface and the camera itself is suspended above the document.

Policy - Guideline for decision-making.

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Policy Manual - Contains written, general guidelines used for consistent decision making.

Political Subdivision - Cities, counties, districts, or any other public corporation of this state.

Private Records - Records belonging to an individual that have no content relevant to the organization or were not produced using resources of the organization.

Procedure - Statements of how to implement a policy.

Processing - The steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.

Project Plan - A list of tasks with individual responsibility and target dates assigned.

Public Record - “Public record means a document, book, paper, file, sound recording, machine-readable electronic record, or other material, . . . regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use . . .” ORS 192.005 (5).

Purge - The act of selectively destroying one or more documents from a file.

Quality Control - (a) Planned systematic activities necessary to ensure that media conforms to established technical requirements. (b) All actions that are taken to ensure development of products that meet performance requirements and adhere to standards and procedures. (c) Policy, procedures and systematic actions established in an enterprise for the purpose of providing and maintaining some degree of confidence in data integrity and accuracy throughout the life cycle of the data, which includes input, update, manipulation, and output.

Quality Index - A subjective relationship between the legibility of an image and the resolution pattern resolved on a microimage.

Quasi-judicial Authority - Authority granted to some regulatory agencies to conduct hearings like the judicial branch.

Reconversion - (see scanning)

Record Copy - The “official” copy of a record.

Record Series - A group of identical or related records that are normally used and filed as a unit and can be evaluated as a unit for retention scheduling purposes. A group of records filed together in a unified arrangement that results from, or relates to, the same function or activity.

Recordkeeping Requirements - The obligations of law related to the creation, maintenance and disposition of records.

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Recordkeeping System - A specialized version of an information system that captures, maintains, and provides access to records as evidence over time and allows for disposition according to records retention schedules.

Records - Recorded information (books, papers, photographs, maps or other documentary materials) regardless of form or characteristics, made or received for legal or operational purposes in connection with the transaction of business.

Records Destruction - The disposal of records no longer needed by the organization.

Records Inventory - A detailed listing of the volume, scope, and complexity of an organization's records in order to evaluate, appraise, and organize the collection.

Records Management - The systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

Records Manager - An individual, knowledgeable in records management, designated by an organization to control the records management program.

Records Officer - Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).

Records System - An organized collection of data captured, processed, maintained, transmitted, or disseminated in accordance with defined procedures (automated or manual).

Reduction Ratio - The relationship between the dimensions of the original document and the dimensions of the microimage of that document.

Reformatted - Refers to records that originated in an analog form and were subsequently scanned or otherwise transformed into digital form.

Refresh - To copy data to other storage media.

Regular Course of Business - The transacting of business activities in a regular, recurring, ordered, customary, or habitual manner.

Research Value - Significant continuing value to the state and its citizens. Records with research value are retained permanently and are eligible for transfer to the State Archives.

Residual Thiosulphate - (see Methylene blue test)

Resolution - The ability of microfilm or a photographic system to record fine detail.

Retakes - Refilming of documents.

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Retention Period - The minimum period of time the state requires local governments to keep particular records. Retention periods begin with the date of creation, unless otherwise stated (i.e., closing of a case, expiration of a permit).

Retention Schedule - Either a General Schedule published by the State Archivist in the OAR in which certain common public records are described or listed by title and a retention period is established for each; or a Special Schedule approved by the State Archivist for the public records of a specific agency.

Roll Microfilm - Film that is wound on a reel, spool, or core.

Rotary Camera - A rotary camera is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.

Scanning - The conversion of human readable images from paper or microfilm into a stream of numeric values, called a bit-mapped image.

Security Copy - A silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.

Security Copy Depository - The section of the Archives Division which offers storage of security microfilm.

Silver Halide - Compound of silver and one of the following elements known as halogens: chlorine, bromine, iodine and fluorine.

Software - Set of programs, procedures and documentation concerned with the operation of a data-processing system.

Sound Recording - (see Audio Recording)

Source Document Microfilming - The conversion of paper records to microfilm. Differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

Splice - The joining of two pieces of film so that they function as one piece.

Spreadsheet - a table of values arranged in rows and columns.

Statute - A law prepared by the United States Congress or a state legislature.

System Documentation - information describing the organized collection of hardware, software, telecommunications, supplies, people, maintenance, training and policies to accomplish a set of specific functions.

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Target, Informational - A chart or document which is photographed in order to assist in identifying the content of the microfilm.

Target, Technical - An aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

Text File - A computer file that contains nothing but ASCII text and formatting and therefore can be read by many different types of computer programs.

TIF (or TIFF) - Tagged Image File Format bit-map graphics. An image file format that consists of a series of headers or tags, plus the image data. Currently the closest thing to a standard for the preservation of digital images.

Unitized Microfilm - Film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

Upgrade - A new version of a software or hardware product designed to replace an older version of the same product.

Verification - A documented process used to ensure that the transfer of information between mediums is accurate and complete.

Weblog (blog) - Web page that serves as a publicly accessible journal.

Word Processing Document - (see Text File)

Work Copy - A copy of microfilm, which is distributed for end use.

“WORM” - Write once, read many; refers to a type of optical disk, which cannot be erased or amended.