

Community College General Records Retention Schedule
A Digest of OAR Chapter 166 Applicable to Oregon Community Colleges
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Introduction and Overview

The purpose of this general records retention schedule is to provide authorization to the community colleges 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 community colleges. 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.

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 community college, regardless of location in this schedule. This schedule is divided into 25 sections (see the table of contents). Although these sections may not mirror actual departments in any given community college, 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 community college, 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 community college administration. 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 community college, depending on the unique organization and procedures of the community college. Each community college 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.

(3) Retention periods listed in this schedule are based on MINIMUM requirements. Circumstances may exist in individual community colleges requiring retention of certain records beyond the minimum retention period. However, when making that determination, community colleges should consider the legal and fiscal liabilities of keeping records beyond their required minimum retentions.

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(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 community college, depending on its size, programs, priorities, and other factors. Because a record series is included in this schedule, a community college 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) A glossary is included with this schedule. The [glossary](#) defines words and concepts used in the schedule that may be unfamiliar to the user.

(8) If unable to match community college 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 community college 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 community college records officer or the community college attorney for assistance. If community college records cannot be reasonably interpreted to match any series in the schedule, contact the State Archives for assistance or information on limited special scheduling.

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/>

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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.

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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.
- (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.

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- (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.
- (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.

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- (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.

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

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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.

(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.

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(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 450
COMMUNITY COLLEGES

166-450-0000

Community Colleges

This General Schedule prescribes minimum retention periods for public records created and maintained by the community colleges. Retention periods apply to the official 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.

166-450-0005

Administrative Records

The General Schedule is applicable to the administrative records of community colleges. Retention periods apply to the official 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.

(1) **Accreditation Records, Institutional:** Records document the institutional accreditation process by the President's Office, project coordinator and college departments. The records document the information compiled for inclusion in the college's self-study and other reports provided to the evaluators as well as the response of evaluators. Records may include but are not limited to institutional data sheets, annual reports, working papers, resource notebooks, college self-study, interim and final evaluation reports, progress reports and responses by the college, and related correspondence and documentation. (Minimum retention: Self-study and final evaluation report: permanent; Other records: until accreditation completed).

(2) **Administrative Records, General:** Records document internal administration or housekeeping activities of the individual office. In general, these records related to the office organization, staffing, procedures, systems, and communications. These records do not serve as unique documentation of the programs or functions which caused the office to be created. Records may include but are not limited to documentation of day-to-day administration and training of office personnel; supplies, and office services; the use of office space, equipment and utilities; unit activity relating to specific and defined short-term office projects; and correspondence. (Minimum retention: one year).

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(3) **Administrative Records, Program:** Records document the daily activities and routine business of academic, service, support, and other programs developed and administered by the office department. The records are used to develop and administer programs and to communicate with other divisions, departments, and programs; other community colleges; state and federal governments; outside business and organizations; and faculty and students. Records may include but are not limited to correspondence and memoranda; reports, surveys, and policy statements, task assignments; discussion outlines and summaries; planning documents; working papers; informal and working files on student progress and administration; staff meeting records including minutes and agendas; and related correspondence. (Minimum retention: five years).

(4) **Advisory Committee Records:** Records document the activities of advisory committees which provide advice and assistance regarding professional-technical and other programs. Advisory committee members are generally selected from the community and appointed by the college's Board of Education. The committees are designed to improve the quality and impact of instructional programs and to ensure that the skills taught are current with those in business, industry, and government. Records may include but are not limited to meeting minutes; agendas; reports; notes; working papers; transcriptions; and correspondence. (Minimum retention: Resource notebooks and working files: until superseded; Other records: three years).

(5) **Association and Organization Membership Records:** Records document the relationship and participation of college units with professional, educational, and civic associations and organizations. The college's role may be one of membership on an advisory or administrative board or participation in a task force or subcommittee. Records may include but are not limited to promotional information; rules and regulations; reports; newsletters; proposals and planning records; workshop and conference records; surveys and questionnaires; minutes and agendas; and related documentation and correspondence. This series refers to records that document the direct involvement of the college or its representative in an organization; it does not include individual staff or faculty membership records. (Minimum retention: five years).

(6) **Budget Committee Records:** Records document the process by which the college's budget is adopted by the Board of Education. Budget Committee assists the Board of Education in analyzing the administration's annual budget proposal and is composed of the seven elected members of the Board of Education, seven appointed budget committee members from each of the geographical zones in the college district, and ex-officio members representing the college administration. The Budget Committee bases its discussions on the Budget Book, which is a compilation of budgets from each of the college areas prepared by the budget officer. Public hearings on the budget are held at one of the regularly scheduled Board of Education meetings. Records include but are not limited to committee agendas and minutes; the Budget Book; recommendations from the budget officer; records of the public hearings; committee recommendations; committee membership applications; and correspondence. SEE ALSO: Budget Records in the Financial and Accounting section. (Minimum retention: Minutes, recommendations, and budget books: 20 years; Other records: two years).

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(7) **College Committee Records:** Records document the activities of standing and ad hoc college committees and councils made up of members from a variety of units within the college. The committees are charged with formulating and recommending institutional policies and procedures: establishing standards and requirements; performing an advisory function; reviewing petitions, appeals, and deviations from policy; facilitating communication; or finding solutions to specific problems, barriers, or challenges. Types of committees include administrative, standing, review, advisory, steering, activities, and planning committees, councils, and task forces. Records include but are not limited to agendas; meeting minutes or notes; reports; working papers; appointment, biographical, and other information about committee members; and correspondence. SEE ALSO: Advisory Committee Records, this section. (Minimum retention: five years).

(8) **College History Files:** Records document significant events in the college or departments past. Records may include records on the formation and naming of the college; lists or descriptions of landmarks or significant college events; college histories; progress and planning reports; biographies and records of past presidents, administrators, faculty, or staff; and newsletters or other publications. Records may include but are not limited to reports; published and unpublished historical sketches; scrapbooks; ephemera; photographs; press releases; newspaper clippings; publications; list of awards received by the college; and correspondence. (Minimum retention: Permanent).

(9) **Copyright Records:** Records document application and permission to reproduce, distribute, adapt, perform, or display copyrighted material of all kinds for academic and other purposes. Approval may be for a single use, unlimited use, permission to reproduce a specified number of copies, permission for a specific date or date span, permission to use for a defined purpose or audience, or other conditions. Records may include application and approval forms; correspondence and copies of subject material -- paper and other media. (Minimum retention: five years after expiration of copyright).

(10) **Correspondence, Ephemeral:** Records document communications received or sent which do not contain specific information about programs or operations or require action. Records may include but are not limited to advertising circulars, and worksheets, desk notes, memoranda, and other records of a preliminary or informational nature. (Minimum retention: Until read).

(11) **Election Records:** Records document the process whereby tax levy, bond measures, and other issues receive voter approval. Records may include but are not limited to certified copies of election results; ballot title and wording records; county election filing forms; precinct maps; election tax levy history; election cost records; promotion and advertising records; and correspondence. SEE ALSO: Bond Records, Financial in the Financial and Accounting Records section. (Minimum retention: Clerk certified election results: five years; Election results and ballot title: Permanent).

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(12) **Full-Time Equivalency Records:** This series document the numbers of students enrolled in the college in terms of full-time equivalency (FTE). The reports are used for internal statistical information and analysis and to generate reports to the federal and state governments. Reports are generated from the student academic records database and track the FTE in various departments, programs, or courses. SEE ALSO: Institutional Research and Reporting Records section, and Course Enrollment Summaries in Curriculum and Instruction Records section. (Minimum retention: 10 years).

(13) **Governing Board Records:** Records document the functions and policies of the Board of Education, Board of Directors, or other similarly named governing body of the college. The Board of Education has primary authority for establishing policies governing the operation of the college and adopting the college's annual budget. The board is composed of elected members from designated geographical zones in the college district. Records include but are not limited to original meeting minutes; oaths of office; resolutions; policies adopted, reauthorized, or disapproved; certificates of election; audio recording of meeting proceedings; and correspondence. The records may also include a booklet or package of information prepared before the board meetings. The packet may include the meeting agenda; minutes; background information about agenda items; reports; action items; and other information items. Resolutions concerning financial policies and activities may become a part of the Budget Document. SEE ALSO: Budget Planning and Preparation Records section. (Minimum retention: Official copies of minutes, agendas, oaths, resolutions, policies, and election certificates: Permanent; Audio recordings: Until transcribed or summarized in minutes; Other records: five years).

(14) **Grant Records, Administrative:** Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the college or department is the recipient, grantor, allocator, or administrator. Grants may come from local or state governments or foundation and other private funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant application; records of administration of grants including equipment purchasing and disposition of records; contract; records monitoring project plans and measuring achievement; and reports to the funding agency on the use of their grant funds. SEE ALSO: Grant Records, Financial in Financial and Accounting Records Section. (Minimum retention: Contracts or agreements documenting building construction, alterations, or repair: retain 10 years after substantial completion; Other contracts: six years after expiration; Final grant product or report: Permanent; Unsuccessful grant applications: one year; Fixed assets' records: two years after disposition of assets; All other records: five years after final or annual expenditure report accepted).

(15) **Institutional Planning Records:** Records document the development of short-term or long-term plans for the institution and other special projects related to the organizational development of the college. Records may include but are not limited to instructions from the president or other administrator explaining the nature and purpose of the requested strategic planning effort; internal planning committee materials; statements of objectives, missions and goals; proposals; strategic planning reports activity reports; and correspondence. (Minimum Retention: Final reports: 20 Years; Other records: five years).

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(16) **Legal Case Files:** Records document the management and monitoring of legal cases involving the college. Records include investigatory material; complaints; work notes; police reports; subpoenas; requests for hearing; requests for judicial review; motions; pleadings; briefs; transcripts; petitions; court orders; notices of appeal; depositions; exhibits; and correspondence. *Portions may be exempt from public disclosure during specific periods of the case per ORS 192.501(1), 192.502(2).* (Minimum retention: five years after closed.)

(17) **Organization Charts:** Records show the lines of administrative responsibility within the college. Records consist of final organization charts. (Minimum retention: Until superseded).

(18) **Policy and Procedure Manuals:** Records document and distribute college policies and procedures approved by the board. The records include policy and procedure manuals and related guidelines on personnel, purchasing, and board grievance procedures. (Minimum retention: five years after superseded).

(19) **Professional Development and Awards Records:** Records document programs that encourage participation in professional activities, recognize excellence in college staff and faculty, and provide opportunities for career advancement. Series may include professional development records which support travel to make presentations at professional meetings, participation in professional organizations or activities, or attendance at conferences; awards which recognize teaching skills; and visiting scholar programs which allow college faculty to teach at foreign host campuses. Records may include but are not limited to applications; review and approve documentation; lists of participants or recipients; arrangements and schedules; publicity and news clippings; presentation transcripts or published works; activities documentation; correspondence; and related documentation. (Minimum retention: three years).

(20) **Records Management and Archives Program:** Records document college's records management program -- the inventory, retention scheduling, storage, and disposition of non-permanent records. Also documents the college's archives program; appraising, acquiring, describing, processing, retrieval, and disposition of permanent records. The records may include records of inventories; authorizations; accession registers; finding aids; reference and research records; statistical reports; and correspondence. May also include records management manuals or handbooks. (Minimum retention: Accession register and records disposition records: Permanent; Other records: Until superseded).

(21) **Signature Authorization Records:** Records certify that designated college employees are authorized to sign fiscal and contractual documents. (Minimum retention: six years after authorization expires).

(22) **Volunteer Program Records:** Records document the activities and administration of the college's volunteer program. The records may include applications; skill test results; training records; task assignment and monitoring records; volunteer lists; work schedules; insurance information; publicity records; statistical reports; and correspondence. (Minimum retention: five years).

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166-450-0010

Bookstore Records

The General Schedule is applicable to the bookstore records of community colleges. Retention periods apply to the official 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.

(1) **Bookstore Operation Records:** Records document the operation of college bookstores. Records include but are not limited to book order forms; instructor's copy orders; consignments or purchases of books by outreach campuses from the main campus bookstore; transfers of book orders from one outreach campus to another; sponsored student account records; daily cash reconciliation and deposit records; and related documentation. (Minimum retention: two years).

166-450-0015

Child Care Records

The General Schedule is applicable to the child care records of community colleges. Retention periods apply to the official 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.

(1) **Child Abuse Report Records:** Records document suspected child abuse at college child care centers. Records may include but are not limited to a narrative account of the incident; notes and working files; observations of the child; a record of phone call to the State Office of Services to Children and Families or law enforcement agency; and related documentation. Also includes records verifying staff training in child abuse recognition. *Information may be exempt from public disclosure per ORS 192.501(1), (3), (13). ORS 192.502(2). OAR 414-300-0060(2).* (Minimum retention: one year after reported).

(2) **Child Care Accident Reports** Records document injury or accident to children at college child care centers. Records may include but are not limited to an accident form reporting the child's name, nature of the injury, teacher, witness, date, time, and place of accident; description of accident; action taken or care given; comments; signatures of reporting staff and parent(s); record of transportation to doctor or hospital; and related documentation. (Minimum retention: one year).

(3) **Child Care Billing Records:** Records document the billing and payment for services provided by college child care centers. Records may include but are not limited to billing records which compute the fees assessed and record the amount due; adjustment memos which document changes in the amount due; and related documentation. SEE ALSO: Accounts Receivable Records in Financial and Accounting Records Section. (Minimum retention: three years).

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(4) **Child Care Daily Attendance Records:** Records document the daily attendance of children at college child care centers. Records may include but are not limited to a sign-in sheet with the date, name of child, and times of arrival and departure. (Minimum retention: one year).

(5) **Child Care Facility License Records:** Records document the annual licensing of college child care facilities by the Employment Department, Child Care Division. Records may include but are not limited to sanitation inspection reports; fire safety reports; fire and other emergency drill records; staff development and training records; staff criminal history checks; staff first aid cards; staff orientation records; official license; Child Care Division inspection and certification; and correspondence. (Minimum retention: five years).

(6) **Child Care Food Program Records:** Records document the administration of the Child and Adult Care Food Program which provides meals and snacks to children at college care centers. Application is made annually to this U.S. Department of Agriculture program. Records may include but are not limited to monthly reimbursement claims which document the number of days of food service, production records, weekly menus, and attendance forms; Child and Adult Care Food Program Confidential Income Statement which documents the names, birth dates, and ethnicity of the children and the monthly income of the child's household; enrollment roster; and related documentation. (Minimum retention: five years).

(7) **Children's Case Files:** Records document a child's enrollment/admission and attendance at a college child care center. Records may include but are not limited to applications for admission; emergency notification forms; authorization to administer medications; permission to obtain emergency medical treatment and to call an ambulance; approval to participate in field trips or swimming; communications from parents; immunization records; and correspondence. May also, but do not necessarily, include assessments for learning disabilities or counseling; release forms; vision, speech, and hearing screenings, and records about special needs children. *Portions may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: one year after last attended).

(8) **Immunization Records, Student Workers:** Records verify that student workers in the child care center have measles protection and other required immunizations. Immunization verification is required for certain college students involved in health related programs, education or child care programs, other work experience programs, and intercollegiate athletics. The Certificate of Immunization Status forms include student identification information; vaccine history; and religious or medical exemptions. Immunization verification may also be required for hepatitis and other blood borne pathogens. (Minimum retention: one year).

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166-450-0020

Contracts and Agreements

The General Schedule is applicable to the contracts and agreements of community colleges. Retention periods apply to the official 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.

(1) **Bids and Awards Records:** Records document the procurement process including advertising, evaluation and award of bids to vendors or agencies and provide evidence of accepted and rejected bids for services and products. Records may include but are not limited to bid and quote lists; notices of bid opening and award; comparison summaries; spreadsheets; tabulation worksheets; bid advertising records such as requests for information (RFI's) and request for proposals (RFP's); tally sheets; bid specifications; records of accepted and rejected bids; selection of agents of record records; and correspondence. SEE ALSO: Purchasing Records. (Minimum retention: Accepted agency improvement bids: 10 years after substantial completion; Other accepted bids: six years after bid awarded or canceled; Rejected bids or bid exemptions: two years).

(2) **Contracts and Agreements:** Records document the negotiation, execution, completion, and termination of legal agreements, and the purchase and sale of land and buildings between the college and other parties. Records include the official contract or agreement; amendments; exhibits; addenda; facilities scheduling; lease agreements; title insurance policies and forms; legal records; contract review records; instructional services agreements; prevailing wage reports and other documentation furnished by the Bureau of Labor and Industry; and correspondence. (Minimum retention: Contracts or agreements documenting building construction, alterations, or repair: 10 years after substantial completion; Other contracts and agreements: six years after expiration).

(3) **Instructional Agreements and Records:** Records document the participation of the college in a variety of educational courses and programs. Records may document the contract or agreements as well as the administrative activities and student records concerned with these programs. Types of agreements may include Articulation Agreements with high schools (2+2, Step Ahead, Alternative Education, GED/ELS, and High School Services), other community colleges, and four year institutions; Instructional Services Agreements which document agreements between college and other entities, including the state government, for educational services; and Short-Term Contracted Training Records which document non-degree, non-credit, short-term classes that enable persons in business, government, industry, or the general public to learn new skills or update existing skills. Records may include but are not limited to contracts or agreements; registration records; class lists; payment records; flyers; course and credit records; transcripts; working files; reports; correspondence; and related documentation. (Minimum retention: Working papers: Until contract finalized; Other records: six years after expiration).

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(4) **Personal Service Contracts:** Records document contractual agreements made by the college with individuals or firms for service rendered. Records may include but are not limited to contracts; addenda; exhibits; justification statements; proposals; contractor selection statements; expense records and correspondence. (Minimum retention: six years after expiration).

(5) **Software Licensing Agreements:** Records document computer software licensing agreements. Records may include but are not limited to licensing agreements for word processing, database managing, and other software programs used in offices and classrooms. The contracts may include but are not limited to name of the software; ISBN number; name of the publisher; licensee name, title, department, and office location; institution name and address; authorized signature; and related documentation. Records may also include statistical reports on the number of students using the licensed programs and the number of hours in use. [SEE: Software Management Records in Information Management Records section.] (Minimum retention: six years after expiration).

(6) **Title and Deed Records:** Records document the real property acquired or sold by the college. The records may include but are not limited to purchase agreements; title abstracts; easement details; public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and correspondence. (Minimum retention: Permanent).

166-450-0025

Curriculum and Instruction Records

The General Schedule is applicable to the curriculum and instruction records of community colleges. Retention periods apply to the official 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.

(1) **Academic Calendar Records:** Records document dates and deadlines of significance to faculty, staff, and students. Calendars are produced quarterly and annually and include but are not limited to dates and deadlines for the academic term, registration, final examinations, holidays and breaks, personnel matters, reports, and related events. SEE ALSO: Publications in Publications and Promotional Records. (Minimum retention: three years).

(2) **Accreditation Records, Professional Programs:** Records document the accreditation process for the departments, units, and related programs such as nursing, medical assisting, dental assisting, and EMT programs. Records provide documentation of the materials compiled for inclusion in a report packet sent to the appropriate professional accreditation board of the specific program or service and usually includes the statements on mission, finance, educational programs and departments/divisions make up. Most accreditation organizations produce an evaluation report based on the packet and on-site inspection which is used to determine the accreditation for the units and their programs. Records may include but are not limited to self-study reports; final reports; statistical data; working papers; accreditation organization evaluation report; and related documentation and correspondence. (Minimum retention: Self-study and final accreditation report: Permanent; Other records: Until accreditation complete).

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(3) **Class Lists:** Records provide instructional units with an official record of students enrolled in courses taught. Records are used to track enrollment, registration, and attendance. Information in the series may include but is not limited to student name and social security number; academic term; course name; enrollment and registration status; payment status; handwritten instructor notes and comments; and related documentation. (Minimum retention: one year).

(4) **Class Scheduling Records:** Records document the final draft of the schedule of classes booklet. Information includes registration instructions, list of classes, date and time held, and instructor. (Minimum retention: 10 years).

(5) **College Catalog Records:** Records provide a record of institutional policies and procedures, program requirements, and course offerings. Information in the individual catalogues includes academic policies and procedures, program names and descriptions, alphanumeric course designations, credits offered per course, and related program and course information. Records may include but are not limited to published copies of catalogues including the general catalogue; drafts of catalogues; preparation and working papers; and related documentation and correspondence. SEE ALSO: Publications. (Minimum retention: Published catalog: Permanent; Other records: one year after catalog published).

(6) **Corrections Program Records:** Records document the services and programs offered by the college at correctional institutions. Records may include but are not limited to training records which inform the faculty about special rules and regulations concerned with teaching in a correctional facility; computer and software records which document the purchase and use of computers and software by the college and kept in the institutions; textbook inventories of books purchased by the college for use by students in the institutions; and related documentation and correspondence. (Minimum retention: Computer hardware and software records: one year after disposal of equipment; Other records: five years).

(7) **Course Enrollment Summaries:** Records document the enrollment in courses during each academic term. Records include information concerning the organizational unit; course identification number; course sequence number; instructor's name; course title; course section; lecture or lab designation; time and location of course; maximum seat count; number of students actually registered for the course; and related documentation. Enrollment summaries may be produced at the fourth week and at the end of the term. SEE ALSO: Full-time Equivalency Records in Administrative Records section. (Minimum retention: five years).

(8) **Course Lists:** Records provide a record of all existing courses. Records consist of a computer document which includes but is not limited to course identification number; course title; number of credits (lecture, lab, and total); number of contact hours or work load; number of weeks in term; tuition and fees; funding formula code; organizational unit; classification of instructional programs (C.I.P. number) interest area or topic in quarterly schedule; prerequisites; pay level and related information. (Minimum retention: five years).

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(9) **Course Outline Records:** Records document the content of credit and non-credit courses offered on- and off-campus by academic departments. Records include the course outlines and the working files of the department used to create the course outline and to receive approval from the Curriculum Coordinator. The course outlines include but are not limited to the course title; course identification number; number of instructional hours and credits; prerequisites; required text(s); course description; performance based learner outcomes; and an outline of the course content. The working files may also include copies of applications for course approval; and related documentation and correspondence. (Minimum retention: five years after superseded).

(10) **Course Syllabus Records:** Records document the agreement between the student and the instructor which communicated the expectations of the instructor and the goals of the course. Records may include but are not limited to the course title and number; instructor name and phone number; class meeting times and location; instructor office location and office hours; course description performance-based learner outcomes; required textbook(s); outline of topics and/or assignments; grading procedures; testing information; and additional references or recommended readings. (Minimum retention: three years after superseded).

(11) **Curriculum Development Funds Records:** Records document the application and approval process of providing funds for faculty to develop or revise program curriculum in a course, to revise complete programs, or to update curriculum strategies and instruction. Records include but are not limited to applications and supporting documentation; review and approval documentation; summary list of recipients; report or other product of curriculum development project; and related correspondence and documentation. (Minimum retention: three years).

(12) **High School Dual Enrollment Program Participation Records:** Records document the approval of programs offered by community colleges to local high schools, including but not limited to alternative education, GED and high school completing, English-as-a-Second-Language, college technical and transfer level courses, and career development activities for credit. Records may include but are not limited to contracts and agreements and related documentation. SEE ALSO: Academic Records in Student Records Section. (Minimum retention: Contracts and agreements: six years after expiration; Other records: five years).

(13) **New and Revised Certificate and Degree Program Development Records:** Records document the planning and development of new academic programs and contains the records of short-term training programs as well as one- and two-year programs that have been approved. Information in the records include the program title, length of program, description of program, form of recognition, admission requirements, student recruitment efforts, curriculum, budgetary impact analysis, and related documentation. Records also contain working papers and the program application which may include projected employment, labor market analysis, and information about career opportunities for students who complete the program; business and industry partnership programs; feasibility survey; needs survey; projected enrollment and completion rates; SCANS (Secretary's Commission on Achieving Necessary Skills) Competencies Matrix; and instructor qualifications. The program development records are sent to the Oregon Department of Education for approval of new programs and options. Impact statements concerning the new program are sent to all colleges and universities in the state for comment. SEE ALSO: Course Outline Records this section. (Minimum retention: Working papers: one year; Other records: 10 years).

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(14) **Program Student Handbooks:** Records document the requirements, policies, and offerings of specific instructional units for use by current or potential students. Records may contain information or policies on fields of study; faculty; and academic requirements. Handbooks may be issued for programs such as automotive, emergency medical technician, nursing, fire science, humanities, office administration and technology, human resources, construction skills training, and dental assisting. (Minimum retention: one year).

(15) **Small Business Development Center Statistical Reports:** Records document statistical reports prepared by the small business development center which provides training and counseling to persons in business or to those who want to learn how to run a business. Reports contain data on number of new and ongoing clients served, number of businesses counseled, and use of reference library. (Minimum retention: 10 years).

166-450-0030

Distance Education/Learning Records

The General Schedule is applicable to the distance education/learning records of community colleges. Retention periods apply to the official 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.

(1) **Distance Education Records:** These records are used to facilitate the production and presentation of courses by mail, television, video tape, computer modem, Ed-net, on-line media, and other electronic means. The tell-courses may be conducted by college instructors or produced, leased, and licensed by others via satellite or other means of transmission or broadcast. The records may include but are not limited to course lists; teachers' lists; marketing records; evaluations and surveys; annual statistical and narrative reports and summaries about enrollment, growth, and trends in distance education; license agreements concerning the acquisition of the material and the services provided by vendors such as wireless cable operators; and correspondence. License agreements contain vendors' terms of use, copyright provisions, and related documentation. (Minimum retention: License agreements: six years after expiration; Other records: five years).

(2) **FCC License Records:** Records document the process of obtaining licenses for television, wireless, radio, and mobile communication frequencies from the Federal Communication Commission (FCC). Records may include but are not limited to applications, correspondence, legal options, license, excess capacity agreements, contract approval records, and related documentation. (Minimum retention: six years after expiration).

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166-450-0035

Equipment/Supplies/Property Records

The General Schedule is applicable to the equipment/supplies/property records of community colleges. Retention periods apply to the official 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.

(1) **Equipment and Furniture Inventory Records:** Records document the location of college-owned furniture and equipment, and the use and transfer of college-owned property and equipment. Records may include property inventory listings, property disposition requests and notices, equipment transfer memoranda or forms, warranties, and correspondence. (Minimum retention: Inventory listings: Until superseded; Other records: one year).

(2) **Equipment Ownership and Operation Records:** Records provide information on individual pieces of equipment as defined by the state (\$5,000) held by the college and may provide support documentation for warranty, operation, maintenance, service, and repair. Records may include but are not limited to shipping manifests or packing slips; vendor information; instructions and operating manuals; warranties and guarantees; serial numbers of equipment; maintenance agreements or contracts; service call reports; maintenance records; and related documentation and correspondence. (Minimum retention: two years after disposition of property).

(3) **Vehicle Records:** Records document the administration of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles for accounting and insurance purposes. Records may include but are not limited to vehicle titles; registrations; vehicle warranties; maintenance agreements; service records and receipts; vehicle inventories containing information regarding description, dollar value, and date of purchase; vehicle usage records; scheduling records; transportation request forms listing the beginning and ending mileage of the vehicle; and related documentation and correspondence. (Minimum retention: Vehicle title: Until vehicle disposed of or transferred to new owner; Registration, warranties, maintenance agreements, and service records: two years after disposition of vehicle; Other records: one year).

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166-450-0040

Facilities Records

The General Schedule is applicable to the facilities records of community colleges. Retention periods apply to the official 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.

(1) **Building and Grounds Repair, Remodeling, and Construction Records:** Records document the condition, upkeep, and routine maintenance of college buildings and grounds and the planning, administration, and implementation of current and potential capital construction projects on campus. It also documents remodeling and construction projects. Also used to forecast needs for projects and as a reference to projects completed. Records may include but are not limited to floor plans; specifications, layouts; sketches; maintenance agreements; work logs; fire marshal's compliance and other building inspection reports; permits project descriptions and requirements; plan reviews; project schedules; and related documentation and correspondence. Series may also include records of remodeling or construction due to American Disability Act (ADA) requirements. (Minimum retention: Contracts or agreements documenting building construction, alterations, or repair: 10 years after substantial completion (ORS 12.080 and 12.135); Other records: for the life of the structure).

(2) **Facilities Inventory Records:** Records document the value of lands and buildings owned by the college and of the changes in utilization of space due to remodeling, minor reallocation, and new construction. Records may include but are not limited to inventories which list each campus building and parcel of real estate; the date acquired; property description; utilization of building space records; operating and maintenance cost records; inventory and other working documents which include the building name, room number and condition, type of space, and square footage; and related documentation and correspondence. Records include the records of buildings and lands on the main as well as branch or outreach campuses. (Minimum retention: Until superseded).

(3) **Prevailing Wage Reports Records:** Records document the prevailing wage rate schedule for workers on college construction projects. Records contain the certified payroll records of construction companies engaged in college projects. This information on prevailing wages is supplied to unions and other interested parties. Records may also contain annual planned project list and other documentation furnished by the Bureau of Labor and Industry. (Minimum retention: five years after completion of project).

(4) **Swimming Pool Operation and Maintenance Records:** Records document the operation and maintenance of college swimming pools. The records include water quality tests; records of filling, emptying and cleaning; operating and safety equipment repair and maintenance; and equipment warranties. (Minimum retention: Equipment records: for life of structure; Maintenance records: five years).

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(5) **Utility Systems and Equipment Operation Manuals and Maintenance Records:** Records document the operations and maintenance of college utilities equipment. Records may include but are not limited to permits; equipment operations logs; mechanical readings charts; equipment maintenance histories; and correspondence. (Minimum retention: Until equipment no longer in service).

166-450-0045

Student Financial Aid Records

The General Schedule is applicable to the student financial aid records of community colleges. Retention periods apply to the official 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.

(1) **Federal Title IV, Program Records, Institutional Records:** Records document eligibility to participate and school's administration of Federal Title IV and programs. Records include Institutional Program Participation Agreement; Recertification; Education program eligibility; Accreditation reviews; and reports; State agency reports; Audits and program reviews; Other records, as specified in regulation, that pertain to factors of financial responsibility and standards of administrative capability; and Consortia Agreements between and amongst schools. SEE ALSO: Administrative Records, Accreditation. (Minimum retention: Agreements: six years after expiration; Records pertaining to borrower eligibility: three years after the end of the award year in which the student borrower last attended the institution; Fiscal Operations Report, Application to Participate and supporting documentation: three years after the end of the award year in which the FISAP is submitted; Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer).

(2) **FFELP and Direct Loan Records:** Records relate to Federal Family Education Loan Program (FFELP and Direct Loan Programs including but not limited to: Eligibility (student and/or parent); Application; Disbursement records; Promissory notes; and Student Status Confirmation Reports (SSCR). (Minimum retention: (a) Records relating to a student or parent borrower's eligibility: three years after the end of the award year in which the student borrower last attended the institution; (b) Other records relating to the participation in FFEL or Direct Loan Program: three years after the end of the award year in which the records are submitted; (c) Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer).

(3) **Financial Aid Annual Reports:** Records document cumulative loan activity of each fiscal year through a required year-end report made to the U. S. Department of Education. Records may include but are not limited to schedules and instructions; working papers; exhibits audit reports; findings; rebuttals; and related documentation and correspondence. (Minimum retention: (a) Audit reports, exhibits, findings, rebuttals: 20 years; (b) Other records: Until completion of audit).

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(4) **Fiscal Records and Reports:** Records document Federal Title IV Aid transactions, including receipt, management and disbursement of funds. Records of all Title IV program transactions; Bank statements for all accounts continuing Title IV payments, cash disbursements, refunds, and repayments; General ledger (must be separate from school's other financial transactions) and related ledgers that identify each Title IV program transaction; Federal work-study payroll records; Annual Federal Fiscal Operations and Applications for Funds Report (FISAP). Records support data appearing on required reports: Federal Pell Grant Statements of Account; ED Payment Management system cash requests and quarterly or monthly reports; Title IV program reconciliation reports; Audit reports and school responses; State Grant and Scholarship award rosters and reports; Accrediting and licensing agency reports. (Minimum retention: three years after the end of the award year unless otherwise specified FISAP exception: three years after the end of the award year in which the FISAP was submitted).

(5) **Perkins Loan Program Records:** Records relate to Perkins Student Loan, National Direct Student Loan, and Nursing Loan; and show each borrower's payment history (showing date and amount of each repayment) and amount of each repayment credited to principal, interest, collection costs, and penalty or late charges. Documentation of each contact with borrower or endorser in collection of overdue loan, including date, nature, result of the contact, and copies of all correspondence, collection agency reports, and litigation records. (Minimum retention: (a) Records relating to the administration of the loan: three years after the end of the award year for which aid was awarded and disbursed; (b) Fiscal Operations Report, Application to Participate and supporting documentation: three years after the end of the award year in which the FISAP is submitted; (c) Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer).

(6) **Student Consumer Information Records:** Records apply to all schools participating in Federal Title IV Aid Programs. Includes but not limited to: College catalog and term class schedules; Student Handbook or other publication; Campus Security Report and timely warnings; Right to Know -- completion or graduation and transfer-out rates; Equity in Athletics Disclosure Act (EADA); Drug & Alcohol Abuse Prevention Information; Drug;free Workplace Information; FERPA; and documentation supporting all calculations and statistics. SEE ALSO: Student Academic Records, Student Handbooks, Students Athletic Advising and Eligibility Records. (Minimum retention: three years after the end of the award year in which information was published).

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(7) **Student Financial Aid Records:** Records document student eligibility common to all Federal Title IV Aid Programs. May include, but not limited to: Student Aid Report (SAR) or Institutional Student Information Report (ISIR) used to determine eligibility; documentation of need and eligibility for Title IV funds; Cost of attendance information; documents used to verify applicant data; required student certification statements and supporting documentation; documentation of all professional judgments decisions; financial aid history information for transfer students; documentation of student's satisfactory academic progress; documentation of amount, date, and basis of all refund and repayment calculations for a student (last dates of attendance, grade rosters); and documentation of outside resources. SEE ALSO: Student Records, Academic; Veterans Student Records. (Minimum retention: (Minimum retention: Records relating to a student or parent borrower's eligibility: three years after the end of the award year in which the student borrower last attended the institution; Other records relating to the participation in FFEL or Direct Loan Program: three years after the end of the award year in which the records are submitted; Fiscal Operations Report, Application to Participate and supporting documentation: three years after the end of the award year in which the FISAP is submitted; Records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer).

(8) **Student Records, Institutional:** Records used to establish student admission, enrollment status, period of enrollment and academic progress. Records include: academic transcript; admissions application; student course of study and enrollment history; ability to benefit test and test results; grade rosters; and Student Status Confirmation Report (SSCR). SEE ALSO: Student Academic Records. (Minimum retention: three years after the end of the award year in which the FISAP is submitted or until all questions resolved, whichever is longer).

166-450-0050

Financial and Accounting Records

The General Schedule is applicable to the financial and accounting records of community colleges. Retention periods apply to the official 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.

(1) **Account Reconciliation Records:** Records document the reconciliation of funds and accounts such as checks, cash, and bank accounts, fixed assets to capital expenditures. Records may include printouts; worksheets; bank statements, reports, schedules; and other supporting documentation. SEE ALSO: Accounts Receivable Records. (Minimum retention: Federal grant records: five years after annual of financial report accepted; Other records: three years).

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(2) **Accounts Payable Records:** Records document expenditures and purchases and provides a record of payment of bills. Records may include but are not limited to encumbrance registers; purchase orders; balance sheets; bills; invoices; invoice vouchers; journal vouchers/entry forms; price quotes; requisitions; payment authorization; check request; reports of receipt of goods or services; petty cash, voucher register; and correspondence. SEE ALSO: Purchasing Records. (Minimum retention: Federal grant records: five years after annual of financial report accepted; Other records: three years).

(3) **Accounts Receivable Records:** Records document current status and transaction activity of college funds held in bank accounts, billings and collections, deferred tuition, and provides a record of money and miscellaneous debts owed to the college. Records may include but are not limited to bank statements; validated deposit slips and/or paid check copies; and reconciliation worksheets or spreadsheets; account edit sheets; credit card payment forms; invoices; journal vouchers; receipts; and correspondence. May also include account aging reports which are used to monitor accounts which are outstanding and overdue. (Minimum retention: three years after reconciled or deemed uncollectable).

(4) **Annual Financial Reports:** Records document the college's financial condition and results of operation using trial balance data. These reports are used to report and monitor the college's financial condition, and as a reference by auditors. Records may include combined balance sheet; combined statement of revenues; expenditures, changes in fund balance; notes to the financial statement; statistical reports, audit reports, general ledger, trial balance, and budget status reports. (Minimum retention: 20 years).

(5) **Audit Reports:** Records document the examination of the college's financial condition by internal or independent auditors. Audits examine the fiscal condition, internal controls and compliance policies and procedures, accounting principles and methods, the accuracy and legality of transactions. Records may include but are not limited to audit reports; audit work-papers; supporting documentation; and correspondence. May also include performance or program audits. SEE ALSO: Financial Reports. (Minimum retention: Official copy of audit and responses: 20 years; Grant fund audits: five years; Other records: one year after audit completed).

(6) **Bond Records, Financial:** Records document the authorization and payment of bonds to finance college construction and improvements. Records may include but are not limited to authorizations; supporting financial documentation; G.O. Bonds and certificates of participation, revenue bonds, bond ratings; sample copies of bonds issued; paid bonds; coupons; and receipts; bond register; and correspondence. SEE ALSO: Election records in the Administrative Records section. (Minimum retention: three years after final payment).

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(7) **Budget Planning and Preparation Records:** Records are used to develop, propose, and plan budget requests for units, departments, or the college. Records may include but are not limited to budget requests; spread sheets; expenditure projection work papers; budget development instructions, schedules; allotment reports; past and current budget worksheets; salary worksheets; miscellaneous income reports; budget instructions and guidelines; capital outlay reports; equipment need reports; decision packages; budget committee minutes and agendas; spending plans; compensation plan proposals; contingency plans; and correspondence. SEE ALSO: Board of Education Records in the Administrative Records section. (Minimum retention: five years).

(8) **Budget Records:** Records document the annual financial plan approved by the college's governing board. Records may include but are not limited to adopted budgets, also called the Budget Document; budget allotment reports; budget messages; revenue and expenditure tracking records; status reports; operating programs, debt service, position, and wage analysis; and correspondence. SEE ALSO: Budget Planning and Preparation Records and Budget Status Reports in this section. (Minimum retention: Final approved budget document: 20 years; Other records: Most recent 2 budgets).

(9) **Budget Status Reports:** Records document departmental expenditures in relation to the approved budget and are used to monitor allotments, and expenditures. Records may include monthly or quarterly printouts of departmental expenditures and amounts available for use in various funds and accounts. Printout information may include but is not limited to fund or account name and/or code; object description; encumbrances or amount allocated; expenditures; balances; and related data. SEE ALSO: Budget Planning and Preparation Records, and Budget Records in this section; and Board of Education Records in the Administrative Records section. (Minimum retention: Year-end report: five years; All other reports: Until superseded).

(10) **Capital Construction Funding Records:** Records document the funding of capital construction projects on campus, and are used to prepare budgets and allocations for capital construction projects. Records may include but are not limited to project descriptions; budget projection and allocation records; budget authorization forms; budget change orders; final acceptance statements; and related documentation and correspondence. (Minimum retention: Life of structure).

(11) **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).

(12) **Correspondence, Fiscal:** Records document significant communication between the college and other government agencies, vendors, students, and the public pertaining to fiscal policy, obligations, revenue and transactions. Records include letters sent and received by the college's administrative and/or business office staff. SEE ALSO: Administrative Records, Program in the Administrative Records section. (Minimum retention: three years).

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

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(14) **General Ledger and Trial Balance Records:** Records provide a comprehensive listing of all fiscal transactions of the college and are used to prepare the college's Financial Reports. The General Ledger provide a record of fiscal transactions for all asset, liability, owners equity, revenue, and expenditure accounts for the college. The Trial Balance provides a list of all open accounts in the General Ledger and reflects the current financial position of the college. Information includes: debit, credit, and balance amounts per fund and account. SEE ALSO: Subsidiary Ledgers, Journals, and Registers, and Financial Reports. (Minimum retention: Fiscal year-end reports: 20 years; Other reports: Until superseded).

(15) **Grant Records, Financial:** Records document the expenditure data and status of federal and other grants received by the college. The records may include but are not limited to grant applications; project narratives; proposed budgets; notices of grant awards; project reviews; fund request; project reports; capital outlay expenditure reports; adjustment notices; contract; financial reports; performance reports; federal evaluations; allocation preparation reports; grant status summaries; reimbursement request; correspondence; and quarterly, annual and final expenditure reports. May also include grant related fixed-asset purchase, inventory, and disposal records. SEE ALSO: Grant Records, Administrative in the Administrative Records section. (Minimum retention: five years after final or annual expenditure report accepted; Fixed asset records: two years after disposition of assets).

(16) **Journal Vouchers:** Records document authorization and movement of funds between college accounts and cost center. The records include journal vouchers which show account numbers, amount, authorizing signature, and related information. The records may also include intra-institutional voucher which provide detail of internal charge-backs for campus services such as phones, postage, copying and media. May also include documentation explaining and/or justifying transfer. (Minimum retention: three years).

(17) **Purchasing Records:** Records document the purchase of goods and services by the college. Records may include but are not limited to purchase orders; purchase authorizations; requisitions; contract release orders; vouchers; telephone service orders; vendor files; and correspondence. SEE ALSO: Bids and Award Records in the Contracts and Agreements section. (Minimum retention: Vendor files: Until superseded or obsolete; Other records: three years).

(18) **Receipts and Receipt Registers:** Records document cash received or distributed by the college. It also documents all money received and deposited to department accounts through daily deposits. This series may include but is not limited to validation receipts; cash register tapes; bank deposit slips; check stubs; departmental deposit vouchers; cash receipt slips; petty cash balance sheets; bank deposit slips; checks, check register; cash by account reports; and monthly cash register reports. (Minimum retention: three years).

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(19) **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. Note: These ledgers, journals, and registers may no longer be created due to the automation of accounting systems. (Minimum retention: Trust fund ledgers: two years after trust fund closed; Other subsidiary ledgers, journals, and registers: two years).

(20) **Unclaimed Property Report Records:** 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).

166-450-0055

Health Services Records

The General Schedule is applicable to the health services records of community colleges. Retention periods apply to the official 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.

(1) **Communicable Disease Records:** Records fulfill the public health requirement of reporting the discovery of communicable disease. Records may include but are not limited to laboratory test results; name and address of student; date; and person making referral. Information is transferred to the county health department but the log is maintained by laboratory. *Records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: five years).

(2) **Laboratory Inspection Records:** Records document periodic in-house inspection of laboratory equipment. Records may include but are not limited to a checklist of all equipment, calibrations, and conditions. (Minimum retention: Two most recent inspections).

(3) **Laboratory Test Requests:** Records document physician orders for laboratory tests for students receiving services at the student health center. Records consist of lab test request forms showing name of student, date, test(s) ordered, and physician's signature. (Minimum retention: five years).

(4) **Licensure Records:** Records document the licensing of student health center and facilities. Records may include but are not limited to license applications; license and inspection reports; and correspondence. (Minimum retention: Until superseded).

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(5) **Medical Records:** Records document medical services provided to students by the student health center. Records may include but are not limited to summary sheets; bacteriology test results; treatment record forms; diagnosis sheets; health history/screening sheets; initial evaluation/assessment sheets; referral sheets; health center billing statements; personal health history sheets; dental examination sheets and X-rays; laboratory test results; physical therapy notes; X-ray release forms; X-ray requisitions with narrative of radiologist; notes; memoranda; and correspondence. SEE ALSO: Student Athletes Medical Records in Intercollegiate Athletics Records section. *Records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: seven years after last service or until 21st birthday, whichever is longer).

(6) **Patient Satisfaction Surveys:** Records document patient comments on services provided by the student health center and are used to plan changes in services. The surveys may include but are not limited to rating of services; type of services rendered; statistics about the student; and possibly names and addresses. (Minimum retention: three years).

(7) **Pharmacy Prescription Dispensing Records:** Records are used to provide an individual, daily summary, and annual summary record of initial drug dispensing and refills administered by the student health center as required by the Oregon State Pharmacy Board. Records may include but are not limited to prescription slips; in-house computer-generated Rx registers; controlled substance reports; and data base purge reports. (Minimum retention: three years).

(8) **Practitioner Schedules:** Records document the practitioners' work schedules and are used to clarify assigned responsibilities. Records include dates and times of assignments, practitioner names, and responsibilities. (Minimum retention: two years).

(9) **Student Health Insurance:** Records document students selection and purchase of insurance policies through the health center. The records may include but are not limited to benefit explanations; payment summaries; photocopies of checks; invoices; policy change sheets; ledgers; individual student correspondence relating to their coverage; and correspondence with the insurance company. (Minimum retention: five years).

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Information Management Systems

The General Schedule is applicable to the information management records of community colleges. Retention periods apply to the official 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.

(1) Computer Services Disaster Recovery Plans: Records document the steps to take in case of a major disaster which has destroyed or compromised the operations of the department. Components of the recovery plan include but are not limited to physical plant repair which includes a description of equipment needed and steps to be taken to repair the physical plant and its infrastructure such as electrical and air conditioning systems; equipment restoration including contacts with equipment suppliers and a list of replacement equipment to be purchased; data restoration including steps to be taken to reload data, recover data, reconnect networks, reestablish telephone connections, and reconnect modems and data phones; and related procedures and needs dealing with risk management, public relations, and financial issues. (Minimum retention: Until superseded).

(2) Computer System Maintenance Records: Records document the maintenance of computer systems and are used to ensure compliance with any warranties or service contracts; schedule regular maintenance; diagnose system or component problems; and document system 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; backup tape inventories; and related documentation. (Minimum retention: Records related to system or component repair or service: Life of system or component; Records related to regular or essential records backups: Until updated or obsolete).

(3) Computer System Program Documentation: Records document the addition, modification, or removal of software from a computer system. Records usually fall into six categories: 1) records that document operating systems; 2) records that document the in-house creation and modification of application programs; 3) records that document the structure and forms of datasets; 4) records that document the use of commercial software packages; 5) records that document the structure of the system; and 6) records that document system-to-system communication. Records may include but are not limited to system overviews, operations logs, job listings, operator instruction manuals, system development logs, system specifications and changes, conversion notes, dataset logs, dataset inventories, dataset record layouts, hard copies of table, 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 documentation. SEE ALSO: Information System Planning and Development Records, Software Management Records, and Computer System Maintenance Records, this section. (Minimum retention: For the life of the system).

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(4) **Information System Planning and Development:** Records document the planning and development of 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 ensure that planned systems will help the department fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing information systems. Records may vary according to the level of documentation required for each system and may include but are not limited to information technology plans, feasibility studies, cost-benefit analyses, department or program studies and surveys, system specifications and revisions, component proposals, technical literature, vendor literature and proposals, and related correspondence and documentation. SEE ALSO: Computer System Program Documentation in this section. (Minimum retention: Implemented systems: For the life of the system; Unimplemented systems: three years).

(5) **Software Management Records:** Records document the use of information systems software. Records are used to ensure that 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 related correspondence and documentation. SEE ALSO: Software Licensing Agreements in Contracts and Agreements Records section. (Minimum retention: Until software is disposed of).

166-450-0065

Institutional Research Records

(1) The General Schedule is applicable to the institutional research records of community colleges. Retention periods apply to the official 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.

(2) **Institutional Research and Reporting Records:** Records document the college's reporting to federal and state agencies such as the US Department of Education, National Center for Education Statistics, State Education Department, Office of Community College Services, and the State Office of Education Policy and Planning. Reports are prepared for such topics as adult education grants; Perkins professional technical grants; student right to know; graduation rates; enrollment, course data; staff data; financial data; and other topics as needed. Also documents research and reporting for internal management information such as outcome/performance measures, public affairs information, general information regarding enrollment and demographics, ad hoc department requests, accreditation, and other topics as needed. Reporting systems include Integrated Post Secondary Education Data System (IPEDS) and Oregon Community College Unified Reporting System (OCCURS). The records include but are not limited to hard copy, electronic, and microfilm draft and final reports; surveys; and correspondence. (Minimum retention: IPEDS reports, OCCURS reports, and other official reports to the Office of Community College Services or U.S. Department of Education: 10 years; Other reports: five years; Preparation material: one year).

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Institutional Service Records

The General Schedule is applicable to the institutional service records of community colleges. Retention periods apply to the official 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.

(1) **Mail, Copy, and Print Services Account Records:** Records document the processing and clearing of accounts for mail, copy, and print services. Records may include but are not limited to account summaries of outgoing postage charged to departments; periodic reporting of charges to college accounts for printing and copy services; payment of charges; and related documentation. Records may be referred to the business office for collection and servicing of accounts. (Minimum retention: Copy machine accounts: three years; Other accounts: one year).

(2) **Postal and Shipping Records:** Records document the mailing, shipping, and receipt of items by the U. S. Postal Service, UPS, Federal Express, and other private carriers. Records may include but are not limited to delivery receipts; receipt verification notebooks; incoming and outgoing certified, registered, insured, or express mail records; outgoing and upkeep records; and related documentation. (Minimum retention: three years).

(3) **Work Orders Records:** Records document requests and authorizations for needed services and/or repairs to college property and equipment. Records may include but are not limited to copy center, printing, photography, microfilming requests and work orders; telephone service and installation requests and change orders; maintenance and repair authorizations; and related correspondence and documentation. (Minimum retention: one year).

166-450-0075

Intercollegiate Athletics Records

The General Schedule is applicable to the intercollegiate athletics records of community colleges. Retention periods apply to the official 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.

(1) **Athletic Eligibility Records:** Records document verification by the athletic director of student athletes' academic progress to the Northwest Athletic Association of community colleges (NWAACC). These records include computer generated academic progress reports. (Minimum retention: five years).

(2) **Athletic Scheduling Records:** Records document competition schedules set up with other colleges by coaches and the athletic director. Records may include but are not limited to contracts; final schedules; and related documentation and correspondence. (Minimum retention: six years after expiration).

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(3) **Game Arrangement Records:** Records provide a reference record of arrangements made for and the schedules of past games. Records may include but are not limited to team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and related documentation and correspondence. (Minimum retention: one year).

(4) **Game Statistics:** Records may include but are not limited to player academic statistics; season and game player statistics; rankings; awards information; NWAACC game statistics; all-conference nominations; numerical rosters; media guides; narrative reports on games; final team statistics for each game; NWAACC official scoring summaries; and related documentation and correspondence. (Minimum retention: 20 years).

(5) **Practice Schedule Records:** Records are used to monitor practice time for athletic teams and assist in complying with NWAACC rules and regulations. Records consist of team rosters indicating time spent in practices, meetings, training and conditioning, and competition. (Minimum retention: one year).

(6) **Student Athletes Eligibility Records:** Records document the participation of student athletes; providing records of academic progress while students are involved in athletic programs at the institution; and complies with NWAACC and other applicable conference reporting requirements. These records include letters of intent; Talent Grant or athletic scholarships awarded, renewals of letters of intent; NWAACC Progress or other conference reports; students' request for release from athletic programs; disciplinary memoranda; and related correspondence. (Minimum retention: three years).

(7) **Student Athlete Medical History Records:** Records document the medical history of each athlete before and during his/her attendance at the college. Records may include but are not limited to annual health appraisals; authorization to release information forms; treatment consent forms; assumption of risk forms; accident reports; off campus treatment source records; and insurance questionnaires. Some records may be duplicated Medical Records in Health Services. SEE ALSO: Medical Records in Health Services Records section. *Information may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: three years).

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166-450-0080

Library and Media Records

The General Schedule is applicable to the library and media records of community colleges. Retention periods apply to the official 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.

(1) **Acquisition Records:** Records document the process of requesting, ordering, acquiring and receiving books, periodicals, audio-visual, and other library materials. Provides a record of all items added and withdrawn each month. Records include but are not limited to hard copy and/or electronic purchase request forms which list the title and other bibliographic information about the item requested; requesters' name; request tracking data; subject area; authorization signature; and related documentation. Records may also include electronic bibliographic records which are downloaded from the OCLC into the library catalogue, notations of receipt of material; and accession registers; SEE ALSO: Accounts Payable Records in the Financial and Accounting Records section and Library Catalog in this section. (Minimum retention: Requesting and ordering records: two years; Purchasing records: three years; Other records: one year).

(2) **Audio-Visual Materials and Equipment Loan Records:** Records document the loan, rental, scheduling, billing, and delivery of audio-visual materials and equipment to college faculty, students, staff, and other qualified patrons for classroom and in-library use. Media equipment may include televisions; overhead, slide, and film projectors; VCR's; screens; tape recorders; microphones; computer LCD panel projector systems; monitors and other equipment. Audio-visual materials may include films; filmstrips; videos; audio tapes; CD's and other media. Records include request forms; reservation records; booking and scheduling records; delivery records; periodic equipment usage reports; and related documentation. Records may also include an electronic inventory database containing equipment identification; purchase date and cost; vendor; location; maintenance and repair data; and disposition. (Minimum retention: Request forms: 1 term; Delivery records and statistical reports: five years).

(3) **Borrower Registration Records:** Records grant students, faculty, staff, and other patrons of the library the privilege to use library resources and are used to control the circulation of library holdings. Records may be in the form of a library card, a bar code, or other record identifying and qualifying the patron. SEE ALSO: Circulation Records in this section. (Minimum retention: Until patron no longer registered at college and account cleared).

(4) **Circulation Records:** Records document the borrowing of circulating library materials by faculty, students, staff, and other qualified patrons. Records are generally maintained electronically and transaction resolution may delete the active on-line record. Hard copy records may include statistical reports detailing transactions for management use. Information may include but is not limited to name and identification of the borrower; titles of material borrowed; due date; overdue and fine payment notation; if item lost, or temporarily removed from circulation for repair; and related information. SEE ALSO: Library Reports, Borrower Registration Records, Audio-Visual Materials and Equipment Loan Records, and Overdue

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Records in this section. *Information may be exempt from public disclosure per ORS 192.501(10).* (Minimum retention: Statistical reports: 10 years; Other records: Until transaction is completed).

(5) Cooperative Regional Library Contract Records: Records document the agreements between college and cooperative regional library services. Records include but are not limited to establishing documents, including original petition, Secretary of State, declaration of petition, and official notarized county election results; contracts and addendum's concerning the provision of library services; the sharing of materials; financial arrangements and reimbursement for services; agreement with the courier service concerning the movement of materials between libraries; and related correspondence and documentation. SEE ALSO: Cooperative Regional Library Service Records in this section. (Minimum retention: six years after expiration).

(6) Cooperative Regional Library Service Records: Records document the establishment and administration of a regional cooperative library system, and the activities of advisory and policy groups founded to facilitate sharing information resources among libraries. Records may include but are not limited to establishing documents; meeting agendas; minutes and exhibits; reports and handouts; newsletters, publications; notes; working papers; membership lists; and correspondence. SEE ALSO: Cooperative Regional Library Contract Records in this section, and College Committee Records in the Administrative Records section. (Minimum retention: Establishment documents: Until service disestablished; Minutes and exhibits: 20 years; Other records: five years).

(7) Films, Videotapes, and Sound Recordings: This section provides visual and audio documentation of college activities and events including college instruction, intercollegiate athletics, and other activities of students, faculty, and staff with significant relevance to the function and mission of the college or an individual unit. These productions are created for recruitment and orientation, fund-raising, publicity, research, and teaching. Records may include satellite video tapes, videos or films of courses and seminars, community and general interest programs, and other programs provided by the college. Records may include but are not limited to identified and labeled video tapes; motion picture films; phonographic recordings; audio tapes (all formats); compact audio discs; and transcriptions when available. (Minimum retention: Final productions: Permanent; Preparation material and remaining footage, if final production does exist: Until final product completed; Acquired video tapes and films: Retain according to terms of license or copyright agreement with provider).

(8) Inter-Library Loan Records: Records document materials borrowed and loaned by the library through an inter-library loan program in response to requests from patrons for materials in the college library. Materials may include books, serials, audio and video tapes, mixed media kits, and other library materials. Records may include but are not limited to ILL request forms; ALA request forms; lender and borrower request records generated from electronic sources such as OCLC; tracking logs; copies of citations; and related documentation. (Minimum retention: three years).

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(9) **Library Catalog:** Library catalog contains the bibliographic records of all library and audio-visual holdings including books, magazines and serials, films and videos, interactive media, and other AV materials. The catalog documents the acquisition and maintenance of library holdings; provides patrons with access to library holdings; and documents accessioning, de accessioning, and circulation of library materials. The catalog database is also used to produce reports on circulation activity, new acquisitions, and collection information. Records are generally created and maintained electronically and may contain modules for cataloging, serials, reserves, acquisitions, circulation, and community information. The holdings or inventory records, include but are not limited to title, author, subject entries, collection, call number, publication date, price or value, source, and related bibliographic documentation. SEE ALSO: Library Reports, Circulation Records, Acquisition Records in this section. (Minimum retention: (a) Holdings records: Until material withdrawn from the collection; (b) Serial holdings records: Until subscription terminated or holdings withdrawn).

(10) **Library Reports:** Records document statistics and other data collected by the college library for internal research, collection development; planning and budgeting; to monitor library programs and activities; and to report to external sources such as the state library or the federal government. Records may include data tally sheets; summary compilations; and monthly, quarterly, or annual statistical and narrative reports based on the data collected. Records may also include records of additions and withdrawals from the collection; circulation records showing number of items checked out, category, number of holdings, time of checkout, length of checkout, student demographics, materials by subject, percentage of increase or decrease in activity, classes taught at the library, courier service statistics, special activities, and related documentation; courier service statistics; reference activity; inter-library loan activity; and overdue data. Statistics may be compiled manually or electronically. (Minimum retention: five years).

(11) **Overdue Records:** This record series is used to monitor the status of overdue books and other library materials. Records may include but are not limited to notices sent to patrons notifying them of overdue materials; overdue records maintained in an on-line patron database; billing and collection records; overdue records involving material from other libraries in cooperative arrangements with the college library; and related documentation. Billing records may be referred to the Business Office for collection. SEE ALSO: Student Academic section; Accounts Receivable Records in the Financial and Accounting Records section. (Minimum retention: Until material returned, debts reconciled or deemed uncollectable, or transferred to Business Office; Records of open charges: 10 years).

(12) **Reference Records:** Records document the activities of the reference unit. Records may include but are not limited to library orientation records; instructional request forms and scheduling data; periodic reports on reference usage and activities; and related documentation. (Minimum retention: one year).

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166-450-0085

Payroll Records

The General Schedule is applicable to the payroll records of community colleges. Retention periods apply to the official 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.

(1) **Employee Time and Attendance Records:** Records document employee time worked and attendance. Records may include but are not limited to time cards or sheets; monthly summary reports of employee attendance; forms used to record attendance, sick, vacation, overtime, and compensatory time; requests and approval forms for leave; sick leave records; vacation leave records; absence, sick and vacation leave summary reports; overtime authorization or certification; and related documentation and correspondence. Some records may be duplicated in the employee's personnel file. SEE ALSO: Employee Payroll Records this section. (Minimum retention: (a) Time sheets: three years; (b) Summary reports: 1 academic year; (c) Other records: two years after employee separation).

(2) **Employee Payroll Records:** Records document individual employee pay history. The records may include but are not limited to employee time and attendance records; payroll authorization records; source documentation authorizing payroll deductions and withholding such as W-4 forms; PERS enrollment forms; insurance applications and beneficiary designations; leave authorization records; pay related personnel action documents; garnishment orders; child support claim records; electronic deposit authorizations; deduction reports; and correspondence. (Minimum retention: Records necessary for PERS enrollment: 75 years; Other records: five years after employee separation if records are filed under name of individual or three years if records are batch filed).

(3) **Payroll Register:** Records document the earnings, voluntary and required deductions and withholdings of all college employees. The records may include monthly listings of all paid employees with details of their earnings and deductions. (Minimum retention: Year-end official copy: 75 years; Other copies including monthly reports: one year).

(4) **Wage and Tax Statement:** Records document individual earnings and withholdings for state and federal taxes and social security. The records consist of Forms W-2 and wage and tax reports filed with the federal and state governments. (Minimum retention: five years).

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166-450-0090

Personnel Records

The General Schedule is applicable to the personnel records of community colleges. Retention periods apply to the official 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.

(1) **Affirmative Action/Equal Opportunity Records:** Records document compliance with statutes and regulations of the US. Equal Employment Opportunity Commission including affirmative action. Records may include but are not limited to plans, updates, policy statements, reports, discrimination complaints, hearing and meeting records, supporting documentation, and other records described in 29 CFR 1613.222. (Minimum retention: Final Plans: 15 years after superseded; Equal Opportunity plans, updates and policy statements: 50 years; complaint records and documentation: three years after final decision; Other records: three years).

(2) **Bargaining Unit Records:** Records document negotiations and contractual agreements between the institution and bargaining units and are also used for labor relations planning. Records may include but are not limited to union contracts and amendments; tentative agreements; arbitrator's recommendations; negotiation work notes; strike contingency plans; management counter proposals; negotiation updates; newspaper clippings; press releases; research background material; employee classification printouts; Fair Share records; minutes, sound recordings, exhibits and reports of meetings; published manuals; and correspondence. (Minimum retention: Official copy: 20 years; Published manual: Until superseded).

(3) **Classification Specification Records:** Records document the development of the specification for each personnel position at the college. The records may include but are not limited to job analysis; classification specifications; position evaluations; position descriptions; and correspondence. (Minimum retention: five years after classification inactive or revised).

(4) **Collective Bargaining Records:** Records document collective bargaining between the college and bargaining unit(s). The records may include but are not limited to union contracts and amendments; tentative agreements; management counter proposals; arbitrator's recommendations; negotiation work notes; strike contingency plans; newspaper plans; newspaper clippings and press releases; research material; employee classification and compensation printouts; and correspondence. May also include conciliation, mediation, and grievance related records. (Minimum retention: Contracts: 50 years; Contract development records: 30 years; Grievance arbitration decisions: 30 years).

(5) **Compensation Plan Records:** Records document the development, operation and maintenance of the college's personnel compensation plans. The records may include but are not limited to compensation plans; salary surveys; pay tables; merit matrixes; pay range tables; and correspondence. (Minimum retention: Compensation plans: five years after superseded; Other records: one year).

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(6) **Criminal History Check Records:** Records document the criminal record checks made on students, staff and volunteers. Records consist of a form sent to the Department of Human Resources or Employment Department, Child Care Division to check the Oregon Law Enforcement Data System (LEDS) for the existence of criminal records for staff, students or volunteers. The criminal history form shows name and other identifying information about the student, volunteer, or staff member, indication of existence or absence of criminal record, and related information. SEE ALSO: Recruitment and Selection Records this section. *Information may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: two years).

(7) **Employee Benefits Records:** Records document individual employee benefit information such as selection of insurance plans, PERS status and other benefit program information. Records include but are not limited to insurance plan selection and application forms and enrollment cards; voluntary payroll deduction authorization forms; deduction termination forms; PERS enrollment and benefit designation forms; deferred compensation plan enrollment forms; and correspondence. SEE ALSO: Payroll Records section. *Portions may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: PERS Enrollment records: 75 years; Other records: two years after employee separation or eligibility expired).

(8) **Employee Medical Records:** Records document individual employee work related medical history. The records may include but are not limited to medical examination records -- pre-employment, pre-assignment, or episodic; X-rays; records of significant health or disability limitations related to job assignments; documentation of work related injuries or illnesses; hazard exposure records; first aid incident records; physician statements; drug test records; release consent forms; and correspondence. *These records must be kept physically separate from the employee personnel files as required by the Americans with Disabilities Act. Portions may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: Hazard exposure records: 30 years after separation, or as specified by 29 CFR 1910.20; Other records: three years after separation).

(9) **Employment Eligibility Verification Forms (I-9s):** Records document the filing of I-9 forms which verify that applicant and employees are eligible to work in the United States. These forms may be kept in Individual Employee Personnel Files or in a separate file for ease of reference. The records consist of U. S. Immigration and Naturalization Service Form I-9. Information includes employee information and verification data -- citizenship or alien status and signature; employer review and verification data documents which establish identity and eligibility, and employer's signature certifying that documents have been checked. (Minimum retention: The longer of three years or one year after employee separation).

(10) **Grievance Records:** Records document grievances brought by or against faculty, staff, students, and people from outside the college. Grievances may be resolved formally or informally at the departmental level or they may be referred or appealed to a variety of offices, depending on the grievance, issues, and persons involved. Records may include but are not limited to notice of grievances; informal discussions notes; formal hearing notes (including audio tapes); final summary statements; appeals documentation and correspondence. SEE ALSO: Student Grievance Records in the Student Records section, and Bargaining Unit Records, Collective Bargaining Records, and Affirmative Action/Equal Opportunity Records this section.

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Information may be exempt from public disclosure per 192.502(2). (Minimum retention: five years after resolved).

(11) **Individual Employee Personnel Records:** Records document individual employee work history. Records may include but are not limited to applications; notices of appointment; training and licenser (certification) records; records of health limitations; salary schedules; personnel actions; performance evaluations; teacher evaluation reports; 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; and related correspondence and documentation. Records may be exempt from public disclosure per ORS 192.502(2). SEE ALSO: Criminal History Check Records, Recruitment and Selection Records, Employee Medical Records, and Employee Benefits Records in this section. (Minimum retention: Employment applications (most recent and first successful), licensure (certification) records, personnel actions, oaths of office, home address/telephone disclosures, emergency notification form (most recent): 75 years after date of hire; Complaint and disciplinary records: three years; Other records: three years after separation).

(12) **Recruitment and Selection Records:** Records document the recruitment and selection of college employees. The records may include but are not limited to recruitment and application materials. *Portions may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: Unsolicited applications: three months; Other records: two years).

(13) **Staff Training Records:** Records document the activities involved in developing and/or providing in-service and other training to college staff and faculty. Records may include but are not limited to flyers; calendars; credit records to document receipt of funds based on the participation; class enrollment and attendance records; copies of contract instructor agreements; and correspondence. The student academic database holds the records of academic courses, workshops, and training sessions which faculty and staff may attend. (Minimum retention: five years).

(14) **Wellness Program Records:** Records document the development and operation of the college's wellness program. The records include but are not limited to program statements; health surveys; health and committee records; newsletters; workshop and seminar records; and correspondence. (Minimum retention: three years).

166-450-0095

Public Safety Records

The General Schedule is applicable to the public safety records of community colleges. Retention periods apply to the official 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.

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(1) **Officer Notebooks:** Notes written by officers during the course of a shift that may pertain to contacts, incidents, unusual circumstances, and other subjects. Information may include names, dates, times, vehicles, activities, locations, and related data. (Minimum retention: two years).

(2) **Parking Records:** Records document the issuance of permits and citations for on-campus parking. Records may include but are not limited to citations; appeal petitions; annual permit cards; temporary permits; parking permits reports; and related documentation and correspondence. (Minimum retention: two years).

(3) **Vehicle Pool Inspection Records:** Records document daily safety inspections of college Public Safety owned vehicles. Records include but are not limited to annual motor vehicle inspection reports, and related forms, documentation, and correspondence. SEE ALSO: Vehicle Records in Equipment/Supplies/Property Records section. (Minimum retention: one year).

166-450-0100

Publications and Promotional Records

The General Schedule is applicable to the publications and promotional records of community colleges. Retention periods apply to the official 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.

(1) **Marketing Research Records:** Records document research done to provide information about significant events and issues affecting the college. The records are used for research, and public information and education. The records include surveys; notes from focus groups; reports; studies; news clippings; and correspondence. (Minimum retention: one year).

(2) **Press Releases:** Records document college information officially released to the media for dissemination to the public. The records consist of press releases and public service announcements. (Minimum retention: five years).

(3) **Publications:** Records include publications produced by individual college offices, including student publications. It may be used to document the activities of the office for educational or informational purposes, or to communicate programs, policies, and events. (Minimum retention: Final publication: Permanent; Preparation Records: Until final publication printed; College catalog: Permanent).

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166-450-0105

Risk Management Records

The General Schedule is applicable to the risk management records of community colleges. Retention periods apply to the official 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.

(1) **Accident, Injuries and Incident Records:** Records document the reporting and investigation of campus related accidents that result in injury to persons or their property. This record series may include accidents or incidents which involve hazardous chemical exposure; first aid reports; blood contaminations; body fluid spills; and other types of accidents. Records may include but are not limited to report of accident forms; complaints; investigation reports; insurance appraisals and estimates; photographs; and related documentation and correspondence and other campus incidents reports. Records document the reporting of accidents, criminal incidents, and other activities of the campus police or public safety office. Types of incidents may include vehicle accidents; fire alarm and fire drills, field interrogations; bookstore shoplifting incidents; telephone complaints and fraud; criminal incidents; motorist and public assistance requests; escort requests; suspicious behavior; requests to lock/unlock; and other security related activities. Records include but are not limited to incident reports which contain names, dates, course numbers, dollar values, locations, descriptions of incident, and personnel tallying report; copies of reports filed by Oregon State Police, the sheriff's department, or other local law enforcement agencies; notes and memos; vehicle accident reports; death reports; accident claims; damage liability, or loss of property reports; and correspondence. Records may be transferred or referred to Risk Management. (Minimum retention: five years).

(2) **Business Continuity and Recovery Plans:** Records document the development, implementation and updating of the college's plans for operations during and recovery from emergencies or disasters. The records include draft and final plans; and correspondence. (Minimum retention: Final plans: Until superseded; Other records: Until plan adopted).

(3) **Environmental Health and Safety Plans and Procedures:** Records document procedures to follow in the event of emergency such as earthquakes, floods, hazardous materials release, or other disaster. Records may include rules, plans, forms, and procedures which often relate to regulatory compliance according to OSHA standards such as hazardous communication standards, blood borne pathogens, or fork lift driver training. (Minimum retention: Adopted plans: 20 years; Other records if federal funding received: three years after annual or final expenditure report submitted; Other records if no federal funding received: two years).

(4) **Department of Motor Vehicles (DMV) Records:** Records may be used by campus safety and security officers for law enforcement purposes in accordance with ORS 341.300, 101.542 and 133.005. Information in the reports may include but is not limited to car license plate number; name of registered owner; address of owner; and related data elements. (Minimum retention: one year).

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(5) **Hold Harmless/Liability Waivers:** Records document the release of the college from liability relating to various activities involving students, or faculty, or staff. Waivers or hold harmless agreements may concern activities on college sponsored field trips, participation in physical education classes, and other activities. Information included in the waivers usually states that the participant assumes personal responsibility and holds the college blameless for any accident or injury; informs the student or participant of college insurance; describes the activity; and contains signatures and related information. (Minimum retention: six years after expiration).

(6) **Insurance Claims:** Records document requests for payment of personal or property claims filed by students, faculty, staff, or visitors to the college campus. Records may include but are not limited to copies of incident or accident report from the Public Safety department; narrative description of incident, accident, or injury; invoices; correspondence, and related documentation. SEE ALSO: Accidents, Injuries, and Incident Reports in this section. (Minimum retention: Property claims: five years after all claims settled or closed; Personal claims: 10 years after all claims settled or closed).

(7) **Insurance Policies:** Records document the terms and conditions of insurance policies between the college and insurers. Types of insurance may include but are not limited to general liability, volunteer, property, computer equipment, automobile, professional child care, and workers compensation. Records may include but are not limited to insurance application forms which state information about college employees, building, and property needed to purchase insurance; and related correspondence and documentation. (Minimum retention: 10 years after policy expired).

(8) **Key Issuance Records:** Records document key assignments and deposits (if applicable) for college faculty, staff, students, and others using college facilities. Series also documents administration of the automatic access card system. Records may include but are not limited to key or access card issue approval forms; return forms; key and card inventories; paid receipts; refund forms; key and card logs; and related documentation and correspondence. (Minimum retention: one year after key returned).

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166-450-0110

Risk Management and OSHA Employee Safety Training Records

The General Schedule is applicable to the risk management and OSHA employee safety training records of community colleges. Retention periods apply to the official 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.

(1) **OSHA Employee Safety Training Records:** Records document student and staff training and certification for equipment operation and driver training. Records may include but are not limited to sign off sheets indicating that employees have received training; instruction sheets; copies of data sheets; informational materials; and related documentation and correspondence. Includes group training sessions. Records document training programs in compliance with OSHA programs and standards. Examples of training programs include hazardous communication, blood borne pathogens, fork lift driver training, and other areas. Records may include but are not limited to class lists, instructional materials, bibliographies, handouts, training certification forms, and related documentation. SEE ALSO: Environmental Health and Safety Plans and Procedures this section. (Minimum retention: two years).

(2) **Risk Factor Reports:** Records document annual report from the insurance company analyzing insurance claim activity and assessing campus safety in order to determine appropriate insurance needs. Records include but are not limited to a report to the college's board of education or governing board from the insurance company; and related documentation may include records of RFP in agent selection procedures. (Minimum retention: five years).

(3) **Safety Committee Records:** Records document the actions and activities of workplace safety committees which oversee or advise the college on workplace safety issues. Records may include but are not limited to agendas, minutes, exhibits, reports, and related correspondence. Subjects may include hazards to employees, students, and the general public; construction design and repair safety concerns; suggestions; complaints; state and federal rules and regulations; and related issues. (Minimum retention: three years).

(4) **Safety Inspection Records:** Records document safety inspections and college compliance with state and local safety regulations. Records may include internal inspections of campus buildings, facilities, or activities to identify unsafe conditions and safety hazards, especially in high risk areas. Safety inspections may be generated by the workplace safety committee or required by state and local laws. Records may also include reports on building, fire alarm system, elevator, and boiler inspections performed by state and local agencies as well as citations received by the college. Records may include but are not limited to inspection reports, follow-up actions, survey summaries and reports, correspondence, and related documentation. (Minimum retention: 10 years).

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166-450-0115

Student Housing and Food Services Record

The General Schedule is applicable to the student housing and food services records of community colleges. Retention periods apply to the official 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.

(1) **Catering and Special Event Records:** Records document catering service and housing accommodations for special events hosted by the college. Records may include but are not limited to campus housing registration cards; customer room occupancy lists; catering service orders; purchase and supply records; billing records; customer evaluations; summary reports; and correspondence. (Minimum retention: two years).

(2) **Student Housing Contract Appeals Records:** Records document appeals made by residents who have been assessed penalties for failing to follow the terms and conditions of their housing and food service contracts. The records include students' appeals stating their reasons for seeking modification on contract terms; decisions from the director of housing, including instructions for further appeal; and correspondence. (Minimum retention: Appeals denied: one year; Appeals accepted: six years after contract expires).

(3) **Student Housing Contract Records:** Records document contracts for the occupancy of college administered housing such as residence halls, family housing, and cooperative and/or contract housing. The records may include but are not limited to housing applications; contracts; proof of admission records; and correspondence. (Minimum retention: six years after expiration).

(4) **Student Housing Incident Records:** Records document incidents of injury, vandalism, and other infractions of housing rules and the disposition of such incidents. The records may include but are not limited to incident reports; housing director's written decisions; student appeals of decisions; and correspondence. (Minimum retention: one year after case closed).

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166-450-0120

Student Records, Academic

The General Schedule is applicable to the student records, academic records of community colleges. Retention periods apply to the official 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.

(1) **Assessment Placement and Testing Records:** Records document the administration of assessment, placement, diagnostic, challenge exams and other formal tests. Types of testing and assessment services offered may include but are not limited to entrance, placement, or skills tests such as General Education Development (GED) test; aptitude test; vocational aptitude and interest surveys; personality inventories; career self-exploration research tests and surveys; placement tests for math, reading, and writing skills; or hearing and vision tests. Records may include but are not limited to rosters of test takers; testing rules and regulations; test administration records; examiner's manuals; exams and tests; test order and payment records; placement and test results; and summary reports. *Records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: Placement test, GED and NLN test records: five years; Special academic program orientation records: one year; Other records: five years).

(2) **Grade Records:** Records document the grades awarded by instructors of and serves as the basis for the students' official academic records. Records may include test, assignment, paper, and homework scores; attendance records; and final grades for students. Records in this series may include but are not limited to instructor's grade books; grade confirmation reports; grade change records; final grade rosters; and related documentation which is reported to the Registrar's Office for inclusion in the student's academic record. Records may also include grade reports, report cards, and grade histories which are distributed to students at the end of each term and which indicate course numbers and titles, grades, awarded and grade point average. SEE ALSO: Student Academic Records. Information may be exempt from public disclosure per ORS 192.502(2). (Minimum retention: Official electronic grade records: 75 years; Grade change forms or grade sheets: 10 years; Contested grade records: Until resolved; Other records: one year).

(3) **Graduation Evaluation Records:** Records document the progress made toward graduation by students. Records may include but are not limited to applications for graduation; degree audits or evaluations by program; correspondence; departmental notes and working papers; and related documentation. SEE ALSO: Student Academic Records this section. (Minimum retention: Applications for graduations, degree audit records, curriculum deviation/course waiver forms, transcripts from other colleges, transfer credit evaluation forms, or any other documents related to graduation evaluations: 10 years; Electronic or paper confirmation that student completed degree requirements: 75 years; Diploma replacement requests: one year).

(4) **Student Academic Advising Records:** Records document the student's academic progress within a specific department or program, including student athletes. Most of the components in these records are reference copies of records maintained in the files of the Registrar's Office and

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are maintained for the convenience of the student academic advisors. *Records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: one year).

(5) **Student Academic Records:** Records document the admission and academic progress of students enrolled in the college. Records may include but are not limited to the following notice of acceptance to limited entry program, registration and add/drop forms, international student applications no show, I-20 issued, request for audit and pass/no pass forms, transcripts from high school other colleges, applications for admission international student records, final and articulated grade sheets, challenge/credit by assessment documents, grade change requests, official transcript, record of academic probation or suspensions, FERPA Student Status Confirmation Reports, records requests and disclosures, report cards, grade change requests, student schedules, tuition and fee information, demographic information, residency verifications, change of major notification, and underage enrollment documentation. *Information may be exempt from public disclosure per 192.502(2).* (Minimum retention: Transcripts, record of academic probation or suspension, and records relating to student records requests and disclosures: 75 years; Final and articulated grade sheets, challenge/credit by assessment documents, and grade change requests: 10 years; International student records: five years; Applications for admissions: three years; Other records: one year).

(6) **Veterans Student Records:** Records document the status of military veterans who have requested veterans benefits and are registered as students of the college. Records may include but are not limited to correspondence; records completed and submitted to the Veterans Administration to request, start, or reinstate veterans benefits; and other records that document student participation in a variety of educational benefits programs for veterans. Selected information about veterans may be maintained electronically in the student's record; other records are maintained in paper form in veterans student files. SEE ALSO: Student Academic Records this section. (Minimum retention: three years following termination of enrollment period).

166-450-0125

Student Records, Other

The General Schedule is applicable to the student records, other records of community colleges. Retention periods apply to the official 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.

(1) **Agency Sponsored Program Records:** Records document the participation of agency-sponsored students in college programs. Agencies might include, but are not limited to, Adult and Family Services (AFS) Division, Job Opportunities and Basic Skills (JOBS), Vocational Rehabilitation Division, Vocational Rehabilitation Division (VRD), Veterans' Administration, Jobs Training and Preparation Act (JTPA), Social Security and local agencies. Records may include participant case files, specific applications for service, employment development plans (EDP), fee expenditures' documents, progress files, and case correspondence. (Minimum retention: five years).

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(2) **Cooperative Work Experience Records:** Records document student participation in and college administration of cooperative work experience programs which provide credit for learning on the work site. Records include training agreements and learning objectives contracts between the college, student and employer; work habit evaluation reports; registration records which are entered into the student's academic record; and related correspondence and documentation. (Minimum retention: Contracts and agreements: six years after expiration; Other records: 10 years).

(3) **Occupational Skills Training Records:** Records document student participant in and college administration of programs designed to provide occupational skills training for persons recruited from governmental programs such as vocational rehabilitation, workers compensation, or veterans' programs. Records include but are not limited to student attendance and job performance reports; progress in learning objectives report; counseling case files and notes; and related correspondence and documentation. (Minimum retention: one year).

(4) **Peer Assistant Program Records:** Records document the administration and activities of the peer assistant program. Peer assistants are trained college students who assist other student with the personal, academic, and social concerns; refer students to college counselors; provide information about college and community resources; assist with student orientation; make presentations; and assist the counseling and advising staff in a variety of ways. Records may include but are not limited to student application and selection records including application forms, reference letters, transcripts, and interview records including application forms, reference letter, transcripts, and interview records; training and work schedules; evaluation records; reports summarizing program activities and analyzing the assistance provided; activity contact logs; meeting agendas and minutes; program notebooks or files containing records about funding, recruitment, publicity, projects, and training; and related correspondence and documentation. (Minimum retention: one year).

(5) **Placement Service Records:** Records document student participation in the job placement services provided by the college for students and others in the community. Records may include but are not limited to job history records; list of employers and job listings; job postings; correspondence with employers; and related documentation. SEE ALSO: Student Academic Records. (Minimum retention: one year).

(6) **Services to Students with Disabilities Program Records:** Records document student participation in the Services to Students with Disabilities Program. The records may include but are not limited to health professional evaluation reports; recommendations for student applicants; high school transcripts and academic work-sheets; autobiographical essays; special admissions applications checklists; physicians' statements and letters of recommendation; counseling interview notes; counseling referrals; records of services provided; diagnostic test result and correspondence. *Some records may be exempt from disclosure because of Americans with Disabilities Act.* (Minimum retention: one year after date last attended).

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(7) **Student Advising and Counseling Records:** Records document college counseling and "non-academic" advising activities such as career planning and selection, personal counseling, and educational planning and monitoring. Records may include but are not limited to personality and interest tests; advisor or counselor notes; records and test scores from outside agencies; test and assessment results; and related documentation. SEE ALSO: Student Academic Advising Records in the Student Records, Academic section. *Portions of these records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: five years).

(8) **Student Exchange Participant Records:** Records document student participation in a community college student exchange program. Records may include but are not limited to letters of application; applications for admission to the college as special students; notices of admission to host institutions; personal data sheets; and related documentation and correspondence. (Minimum retention: one year).

(9) **Student Government Administrative Records:** Records document the history, development, and policies of campus student organizations, including student clubs, government, and newspaper. This series may include but is not limited to student organization annual review forms; minutes; constitution and by-laws; committee and task-force records; election records; student senate bill and resolution files; budget and accounting records; officer and member rosters; scrapbooks; photographs; and correspondence. (Minimum retention: Minutes, constitution, bylaws, senate bill and resolution files, officer rosters, and photographs: Permanent; Other records: three years).

(10) **Student Grievance Records:** Records document grievances or complaints brought forward by students against the institution concerning student conduct and violations of student rights and responsibilities. Records may include but are not limited to notices of grievance; written description of the complaint; informal discussion notes; formal hearings notes (including audio tapes); summary of interviews; final summary statements; resolution of grievance; appeals documentation; and related documentation and correspondence. SEE ALSO: Grievance Records in the Administrative Records section. *Portions of these records may be exempt from public disclosure per ORS 192.502(2).* (Minimum retention: five years after resolution).

(11) **Student Handbooks:** Records document the requirements and policies for current of potential students. This series may contain information or policies on fields of study; faculty; academic requirements; the evaluation process; and research proposal process. (Minimum retention: Permanent).

(12) **Student Recruitment Records:** Records document the requirement and policies for current or potential students. This series may contain but is not limited to prospect lists; interview and conversation notes; photographs; personal information forms and resumes; copies of test scores and copies of academic transcripts; and related documentation and correspondence. (Minimum retention: Current term).

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(13) **Student Rights and Responsibilities Documents:** Records document the contract between the student and institution concerning student rights and responsibilities, rules of student conduct, freedoms, and due process. The document contains statements of code of behavior, student rights, conflict resolution, student discipline, and the appeal process. The statement is published in the student handbook and catalog. (Minimum retention: six years after expiration).

(14) **Tutoring Records:** Records document tutoring services provided to students. Records include but are not limited to registration records; tutor training records; tutor (student hourly, work study, or staff) personnel records; tutor class records; and memoranda. (Minimum retention: one year).

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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.

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

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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.

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

Drop-off Rate - (see Data Corruption)

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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)

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.