

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: July 2006

Expires: July 2011

### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Section: Board on Public Safety Standards and Training (BPST)

### *Program Description:*

The Board on Public Safety Standards and Training is responsible for the oversight and policy guidance of the agency that trains and certifies public safety professionals in Oregon. Each of the disciplines addressed by the Department of Public Safety Standards and Training (Corrections, Fire, Police, Polygraph, Private Security and Licensed Investigators and telecommunications) are represented by the Board. Board members represent the disciplines outlined in ORS 181 and are appointed by the Governor, although some serve by the virtue of their office, such as the Superintendent of State Police and the State Fire Marshal. Terms are three years and no member can serve more than two terms, except for members who serve by virtue of their office. The 24 member Board meets quarterly.

### *Program Records:*

#### **001 Board of Public Safety Standards and Training Records, 1961 - [ongoing]**

- (a) Retain audio recordings 1 year after minutes approved, destroy
- (b) Retain agendas, meeting minutes, and exhibits Permanently, transfer to State Archives after 10 years

#### **002 Board Member Records**

- (a) Retain individual member records 4 years after member leaves the Board, destroy
- (b) Retain member roster until superseded or obsolete, destroy

### *State Agency General Records Retention Schedule Records:*

#### **Administrative Records - OAR 166-300-0015**

Correspondence

Calendar and Scheduling Records

OREGON STATE ARCHIVES  
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***Organizational Placement***

Agency: Dept. of Public Safety Standards and Training (DPSST)  
Section: Board on Public Safety Standards and Training (BPST)  
Program: Board Policy Committees

**Schedule number:**

***Program Description:***

The Board Policy Committees vote and make recommendations to the Board of Public Safety Standards and Training (BPST) relating to standards, certification and training issues. The policy committees and their respective subcommittees are comprised of practicing professionals in each field.

***Program Records:***

**003 Advisory and Policy Committee Records, 1961 - [ongoing]**

- (a) Retain individual committee member records 4 years after member leaves the committee, destroy
- (b) Retain audio recordings 1 year after meeting minutes approved, destroy
- (c) Retain agendas, approved meeting minutes, and exhibits: Permanently, transfer to the State Archives after 10 years

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records  
Correspondence

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Program: Director's Office

### *Program Description:*

The Director is responsible for overseeing the agency charged with developing professional standards for public safety officers in Oregon and providing quality training for local agencies. The Department draws its statutory authority from various Oregon laws (Oregon Revised Statutes 133, 181, 206, 243, and 703) due to its diverse scope that includes law enforcement, fire, corrections, parole and probation officers, 9-1-1 telecommunicators and emergency medical dispatchers, polygraph examiners, and private security/licensed investigators.

The Governor appoints the Director and the Board annually evaluates the Director's implementation of policies, standards and minimum requirements for public safety certifications and training and the results of this evaluation are reported to the Governor. With the approval of the Governor, the Director may appoint a Deputy Director, who serves at the pleasure of the Director.

The Director's Office staff also supports the Board on Public Safety Standards and Training (BPSST) (see separate program description for Board on Public Safety Standards and Training) and the Board's Policy Committees (see separate program for the Board Policy Committees).

### *Program Records:*

#### **004 Director's Correspondence Records**

Retain 5 years, destroy

#### **005 DPSST Biennial Reports, 1999 - [ongoing] .1 cf**

Retain one copy of each Permanently, transfer to State Archives after 5 years

#### **006 DPSST Performance Management Studies**

(a) Retain contracted studies 6 years after expiration of contract, destroy

(b) Retain in-house studies 5 years, destroy

#### **007 DPSST Policy Manuals, 1989 - [ongoing] .2 cf**

Retain one copy Permanently, transfer to State Archives after 5 years

#### **008 DPSST Strategic/Business Plan Records**

(a) Retain 1 copy of final strategic/business plan: 6 years, destroy

(b) Retain all other records: 2 years, destroy.

### *State Agency General Records Retention Schedule Records:*

#### **Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

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***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Director's Office

Program: Public Information

***Program Description:***

The Public Information program is responsible for the coordination of media contacts as well as the information and outreach efforts by DPSST. Target audiences include agency staff, public safety providers in Oregon, elected officials and the general public. Duties include the preparation of press releases, publications, media advertising campaigns, as well as the organization of public events and public comment opportunities.

***Program Records:***

**009 "DPSST History" Videotape Program and "DPSST Strategic Planning Sessions"  
Videotapes**

Retain 10 years, destroy

**010 DPSST Brochures, 1999 - [ongoing]**

(a) Retain significant brochures about significant programs or events, 1 copy of each  
Permanently, transfer to State Archives after 5 years

(b) Retain all other brochures until superseded or 5 years, whichever is sooner, destroy

**011 DPSST Newsletter Records**

Retain 5 years, destroy

**012 DPSST Photograph, Slide, and Digital Images, 1968 - [ongoing]**

(a) Retain images of excellent and good quality (ready for publication) that depict  
significant events Permanently, transfer to State Archives after 30 years

(b) Retain lesser quality images (out of focus, technically inferior) for 5 years, destroy

**013 Media Contact Records**

Retain until superseded or obsolete, destroy

**014 Media Inquiry Records**

Retain 5 years, destroy

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Correspondence

Legislative Tracking Records

Mailing Lists

Press Releases

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Business Facilities

### *Program Description:*

The Facilities Division is responsible for organizing and scheduling the move to and ordering all of the furnishings for the new Public Safety Academy in Salem. They are also responsible for providing technical advice on construction components and for managing the contracts for their current facilities as well as the new facility once the move has been completed.

Facilities is also responsible for scheduling classrooms students and instructors, renting additional facilities, fleet management, training and the agency disaster plan. Once the move has been completed, Facilities will take responsibility for the records created by the Construction Project Office.

### *Program Records:*

#### **015 DPSST Construction Newsletter**

Retain 10 years, destroy

#### **016 Move Record/Activation Plan**

Retain Permanently, transfer to State Archives after 10 years

### *State Agency General Records Retention Schedule Records:*

#### **Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records

Contracts and Agreements

Policies and Procedure Records

Telephone Messages

#### **Facilities/Property Records - OAR 166-300-0020**

#### **Financial Records – OAR 166-300-0025**

Purchasing Records

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Business Services

Program: Accounting

### *Program Description:*

The Accounting program is responsible for the coordination and management of financial resources at the Department of Public Safety Standards and Training (DPSST). Program staff review and process accounts receivable, accounts payable, contract payments, and travel reimbursement forms. Accounting also advises DPSST staff about procedures and regulations concerning travel and accounts payable. The program ensures compliance with generally accepted accounting principles, IRS, budgetary reporting requirements, as well as agency policies and procedures.

### *Program Records:*

#### **017 Contract Tracking Records**

Retain until superseded or obsolete, destroy

#### **018 Travel Expense Policy Records**

Retain 2 years after superseded or obsolete, destroy

### *State Agency General Records Retention Schedule Records:*

#### **Administrative Records - OAR 166-300-0015**

Contracts and Agreements

Correspondence

#### **Facilities Records (OAR 166-300-0020)**

Equipment/Property Disposition Records

#### **Financial Records (OAR 166-300-0025)**

Account Transfer Records

Accounting System Input Documents and Listings

Agency Control Reports

Accounts Payable Records

Accounts Receivable Records

Audit Reports

Budget Allotment Records

Budget Preparation Records

Cash Receipt Records

Competitive Bid Records

Deposit Slips

Grant Records

Purchasing Records

Voucher Registers

Vouchers

Warrants

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### ***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Business Services

Section: Accounting

Program: Payroll

### ***Program Description:***

The Payroll program is responsible for the Department of Public Safety Standards and Training (DPSST) payroll and employee benefits services. The program is responsible for assuring all part time and full time employees enter time accurately and processing all employee payroll data and withholding information into the Oregon State Payroll System (OSPS).

Program staff also provides information to agency staff on health, dental, life and disability insurance, as well as retirement, deferred compensation, voluntary deductions, and other benefit information.

### ***Program Records:***

None

### ***State Agency General Records Retention Schedule Records:***

#### **Administrative Records - OAR 166-300-0015**

Correspondence

#### **Financial Records - OAR 166-300-0025**

Deduction Registers

#### **Payroll Records – OAR 166-300-0035**

Employee Time Records

Employee Payroll Records

Oregon State Payroll System (OSPS) Reports

Unemployment Compensation Claim Records

Federal and State Tax Records

Family Medical Leave Records

Payroll Administrative Reports (non-OSPS)

Unemployment Records

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**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Business Services Division

Program: Purchasing

***Program Description:***

The Purchasing program initiates purchasing and tracks printing and purchasing orders for the agency. In addition, they are responsible the maintenance and inventory of property including fixed assets.

***Program Records:***

**019 Purchase Order Tracking Records**

Retain 6 years, destroy.

**020 Credit Card Cost Code Center Breakdown Records**

Retain 6 years, destroy.

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Correspondence

Calendar and Scheduling Records

**Facilities/Property Records - OAR 166-300-0020**

Damaged/Stolen Property Records

Equipment Maintenance Records

Fixed Asset Inventory Reports

Master Material Safety Data Sheets

Vehicle Maintenance Records

**Financial Records - OAR 166-300-0025**

Purchasing Records

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***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Program: Construction Project Office

***Program Description:***

The Construction Project Office oversees all phases of the planning, approval, design, construction and furnishing of DPSST's new Public Safety Academy in Salem. At the conclusion of the project, records created by this Office will be transferred to the Facility Operations Division.

***Program Records:***

None

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

**Facilities/Property Records – OAR 166-300-0020**

**Financial Records - OAR 166-300-0025**

**Information and Records Management Records - 166-300-0030**

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***Organizational Placement*    Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Human Resources

***Program Description:***

The Human Resources Division provides agency management and employees with information, interpretation, and guidance regarding federal and state human resource management laws, and federal, state, and agency rules and policies. The Division is responsible for agency-wide recruitment, selection, development and retention of highly qualified, diverse and committed individuals. The Division is also responsible for employee and position-related records; safety, risk management; workers' compensation and loss control; wellness; grievance evaluation, management and resolution; employee performance evaluation; corrective, progressive, and constructive disciplinary action; management advice and counseling; labor relations; agency-wide training and employee development; organizational evaluation and development; Affirmative Action Plan development, implementation and monitoring; classification of employees; salary administration; agency personnel policies; career counseling; employee recognition programs; and employee awareness and access to the Employee Assistance Program.

***Program Records:***

None

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

**Payroll Records – OAR 166-300-0035**

**Personnel Records - OAR 166-300-0040**

Affirmative Action Records

Conference and Workshop Records

Employee Medical Records

Employee Personnel Records

Employment Eligibility Verification Forms (I-9)

Recruitment and Selection Records

Human Resource Services Division Statistical Reports

Position Description and Reclassification Records

Equal Employment Opportunity Commission Compliance Records

**Risk Management Records - OAR 166-300-0045**

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### ***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Information Services (IS)

### ***Program Description:***

The Information Services (IS) program is responsible for the planning and development, maintenance, support, and protection of the Department of Public Safety Standards and Training (DPSST) computer systems. Responsibilities include installation, performance monitoring, back-ups, scheduling, inventory management, and diagnosing and correcting user problems. The IS program supports database systems that provide subsidiary records for agency programs. Program staff may also conduct formal or informal training for users and may participate in various work groups related to information system issues.

The program also recommends policies and procedures for and provides technical assistance to agency staff for assembling and installing software. Information Services also troubleshoots personal computers and ensures the agency computer system operates smoothly.

Additionally, the program maintains and troubleshoots the telephone system, cellular phones, audio-visual equipment and copiers. Program staff coordinate the installation of additional/replacement hardware, work with vendors to troubleshoot systems problems, and perform other maintenance functions as needed.

### ***Program Records:***

#### **021 Employee Monitoring/Auditing Records**

Retain 3 years after investigation completed or case closed, whichever is longer, destroy

#### **022 Video Surveillance Tapes**

(a) Retain tapes used as evidence or for internal investigations 3 years after investigation completed or case closed, whichever is longer, destroy

(b) Retain all other tapes 30 days, destroy

### ***State Agency General Records Retention Schedule Records:***

#### **Administrative Records - OAR 166-300-0015**

Correspondence

#### **Information Management Records - OAR 166-300-0030**

Computer Maintenance Records

Computer System Program Documentation

Information System Planning and Development Records

Telecommunications System Management Records

Computer System Security Records

Records Management Records

Software Management Records

User Support Records

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Fire

Program: Certification

### *Program Description*

The Certification program is responsible for the certification and tracking of fire professionals in Oregon. Fire Certification is a voluntary program for professional development of fire service personnel. Certificates are issued to fire fighters, fire prevention officers, fire investigators, public education officers, fire service instructors, fire apparatus drivers and operators, hazardous materials responders, fire officers and managers. Certification is based on completion of performance objectives and job experience. Some certificates require skills testing or completion of a task book.

Fire certification standards address both basic and specialized training such as wildland firefighting, hazardous materials response, fire investigation, as well as fire education and prevention.

The Fire Certification program also certifies courses and instructors internal and external to DPSST, examines their credentials and performance to ensure that they meet statutory standards under ORS 181 and OAR 259. The program also has the authority to deny and revoke the certification of firefighters or instructors as prescribed by statute or regulation.

### *Program Records:*

#### **023 Certificate Log Records**

Retain 2 years, destroy

#### **024 Certified Firefighter Tracking Data**

Retain firefighters data 5 years after they become inactive, destroy

#### **025 Certification Guide and Task Book Records**

Retain one copy of each 20 years, destroy

#### **026 Challenge Exam Records**

(a) Retain score sheets and exams: 2 years after last use, destroy

(b) Transfer individual tests to Individual Firefighter Records

#### **027 Contested Firefighter or Instructor Case File Records**

Retain 15 years after final decision is made, destroy

#### **028 Course Certification Records**

Retain 10 years, destroy

#### **029 Course Student Roster Records**

Retain 5 years, destroy

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**030 District Liaison Officer Records**

- (a) Retain District Conference reports 2 years, destroy
- (b) Retain Officer reports 10 years, destroy
- (c) Transfer officer applications and agreements to Individual Firefighter Records after officer becomes inactive

**031 Fire Agency Incomplete Personnel Action Forms**

Retain until updated form is received or 6 months, whichever is shorter, destroy

**032 Fire Department or Fire Agency Records**

Retain 25 years, destroy

**033 Individual Firefighter Records**

Retain 50 years after inactive, destroy

**034 Instructor Certification Records**

Retain 10 years after certification lapses, destroy

**035 Instructor Tracking Data Records**

Retain 10 years, destroy

**036 Out of State Evaluation Records**

Retain 5 years, destroy

*State Agency General Records Retention Schedule Records*

**Administrative Records - OAR 166-300-0015**

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

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### ***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Fire

Program: Training

### ***Program Description***

The Fire Training program assists in training course delivery for Oregon's fire professionals. Fire training in Oregon follows the National Fire Protection Association (NFPA) standards for content and proficiency. Fire training is presently voluntary in the State of Oregon.

The program staff provide a variety of training opportunities throughout the state. In addition, the staff develops, distributes, and coordinates course applications and registrations for seminars, National Fire Academy Outreach, Fire Institute classes (college level courses offered by Western Oregon University and Eastern Oregon University), and other training opportunities on a regional level.

Program staff also provide clerical support to the Fire Advisory Committee and fire task forces.

### ***Program Records***

#### **037 Class Rosters**

Transfer to Course Student Rosters in the Certification program

#### **038 Course Evaluation Records**

Retain 3 years, destroy

#### **039 Fire Training Planning Records**

Retain short term planning records 5 years after superseded or obsolete, destroy

Retain long term planning records 10 years superseded or obsolete, destroy

#### **040 Performance Measures Annual Reports**

Retain 10 years, destroy

### ***State Agency General Records Retention Schedule Records***

#### **Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records

Mailing Lists

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Standards and Certification

Program: Course and Instructor

### *Program Description*

The Course and Instructor program researches, develops, implements, and maintains the process for certifying mandated public safety training in Oregon. The program ensures that outside curriculum meet statutory and regulatory standards for public safety.

The Course and Instructor program also reviews, processes, and approves requests for course equivalency, instructor certification and ensures requirements for certification are met in accordance with DPSST standards, and Oregon Law (ORS 181 and OAR 259).

The program also certifies public safety instructors internal and external to DPSST. Program staff examine instructor credentials and performance to ensure they meet statutory standards under ORS 181 and OAR 259.

### *Program Records*

#### **041 Certification Standards and Procedure Records**

Retain 25 years after superseded, destroy

#### **042 Course Accreditation and Certification Records**

(a) Retain active courses until 10 years after course last taught, destroy

(b) Retain denied courses 5 years, destroy

#### **043 Course Roster Records**

Retain 10 years, destroy

#### **044 Instructor Certification Records**

(a) Retain rejected certification applications 5 years, destroy

(b) Instructor Records with a DPSST number, transfer to Officer Record

(c) Retain all other instructor records 10 years after instructor last taught, destroy

#### **045 Pilot Course Program Records**

Retain until implemented or 6 years after pilot program ends, destroy

### *State Agency General Records Retention Schedule Records*

#### **Administrative Records - OAR 166-300-0015**

Correspondence

Mailing Lists

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Standards and Certification

Program: Criminal Justice

### *Program Description*

The Criminal Justice program is responsible for the tracking, verifying, and certifying of public safety professionals in Oregon. The state's public safety officers that are certified by this program include police officers, sheriff's deputies, corrections and parole and probation officers (including reserves), telecommunicators, emergency medical dispatchers and polygraphers. Individuals are required to meet the statutory and regulatory standards for basic training as well as advanced, supervisory, middle management and executive training.

Public safety professionals have specific eligibility stipulations that must be met prior to their hiring by an agency and their certification. Qualifications include physical and moral fitness, United States citizenship and educational standards.

Basic certification must be completed within eighteen months (twelve months for corrections officers) from the date of hire following a nine-month trial service period. Higher levels of certification may be achieved by an accumulation of training, education, and experience.

The program also has the authority to deny and revoke certification of public safety personnel or instructors as prescribed by statute or regulation and is also responsible for Administrative Rule coordination and serves as records custodian for the agency.

### *Program Records*

#### **046 Academy Class Records ("Class Notebooks")**

- (a) Retain Academy discipline and investigation records of students that successfully complete the class 3 years, destroy
- (b) Transfer Academy discipline and investigation records of students dismissed from the Academy to Officer Records when investigation closes
- (c) Retain test questions and answer sheets 5 years, destroy
- (d) Retain class program, class photograph, class schedule and class roster: 50 years, destroy
- (e) Transfer individual officer records to Officer Records

#### **047 Class Scheduling Tracking Records**

Retain 8 years, destroy

#### **048 Instructor or Officer Investigation Records**

Transfer to Officer Records when investigation closes

#### **049 Officer Contested Case File Records**

Merge with Officer Records when action is completed

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**050 Officer Medical Examination Records**

- (a) Retain medical waiver medical records 50 years, destroy
- (b) Retain all other records 7 years, destroy

**051 Officer Records**

Retain all other officer records 50 years after an officer becomes inactive, destroy

**052 Polygraph Examiners License Records**

Retain 50 years after license expires, destroy

**053 Sheriff Candidate Eligibility Records**

- (a) Transfer applicants with DPSST number to Officer Records after election
- (b) Retain all other records 6 years, destroy

**054 Training Needs Survey Records**

- (a) Retain surveys until entered into the computer and verified, destroy
- (b) Retain survey reports 10 years, destroy

**055 Waiver to Requirements Records**

Transfer to Officer Records after 1 year

***State Agency General Records Retention Schedule Records***

**Administrative Records - OAR 166-300-0015**

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Contracts and Agreements Records

Correspondence

Litigation Records

Mailing List Records

Public Records Disclosure Request Records

**Risk Management Records - OAR 166-300-0045**

Incident Reports

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### ***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Standards and Certification

Program: Private Security/Private Investigators

### ***Program Description:***

The Private Security/Private Investigators program's primary function is to administer the certification and licensure processes for Oregon private security/investigator managers, instructors and professionals. Program staff process requests from constituents and agencies, perform routine file audits, and contact certificate and license holders to verify and update information. The staff also conducts background checks of applicants on the Oregon State Police's Law Enforcement Data System (LEDS) and processes applicant fingerprints through Oregon State Police and Federal Bureau of Investigation.

Private security/investigator professionals are required to maintain specific standards to retain their certification or licensure. Employees may not commit certain crimes and must keep current in their training. Fees are charged for certification and certification must be renewed every two years for both managers, instructors, and private security/investigator providers.

### ***Program Records***

#### **056 Applicant File Records**

- (a) Retain contested case hearing records 6 years after all appeals are exhausted, destroy
- (b) Retain all other applicant records 6 years, destroy

#### **057 Certification Tracking Records**

Retain 6 years, destroy

#### **058 Daily Deposit List Records**

Retain 6 years, destroy

#### **059 Instructor Evaluation Records**

Retain evaluations of the instructor by class members 2 years after date of class, destroy

#### **060 Private Security/Investigator Policy Committee Records, 1996 - [ongoing]**

- (a) Retain audio tapes of meetings 1 year after minutes transcribed and adopted, destroy
- (b) Transfer meeting minutes, agendas and exhibits to the Board on Public Safety Standards and Training program's Policy Committee Records

#### **061 Private Security/Investigator Curriculum Records**

Retain 2 years after superseded, destroy

#### **062 Private Security/Investigator Program Newsletters**

Retain one copy of each issue 2 years, destroy

### ***State Agency General Records Retention Schedule Records***

#### **Administrative Records - OAR 166-300-0015**

Administrative Rule Preparation Records

LEDS Certification Records

Legislative Tracking Records

Policy and Procedure Manuals

#### **Financial Records - OAR 166-300-0025**

Account Reconciliation Records

#### **Facilities/Property Records - OAR 166-300-0020**

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Section: Standards and Certification Division

Program: Public Safety Memorial Fund Board

### *Program Description*

The Public Safety Memorial Fund Board was established in 1999 under ORS 243.950 - 243-974 to fund benefits to family members of public safety officers who have been killed or totally and permanently disabled in the line of duty. The Governor appointed a six member Board, which based on administrative rule (OAR 259), determines the eligibility of prospective recipients, processes the applications, determines the amount of benefits, and manages the available funds in the Public Safety Memorial Fund. Board members are eligible for reappointment to the Board for multiple terms.

### *Program Records*

#### **063 Memorial Fund Benefit Request Records, 1999 - [ongoing]**

- (a) Retain approved requests Permanently, transfer to State Archives after 25 years
- (b) Retain denied requests 25 years, destroy
- (c) Retain all other records 5 years, destroy

#### **064 Public Safety Memorial Fund Board Records, 1999 - [ongoing]**

- (a) Retain meeting minutes, exhibits and agendas Permanently, transfer to State Archives after 10 years
- (b) Retain board member contact records until superseded, destroy
- (c) Retain all other records 4 years

#### **065 Memorial Fund Financial Management Records**

Retain 6 years after fund closes, destroy

### *State Agency General Records Retention Schedule Records*

None

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### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Training

Program: Academy Training

### *Program Description*

The Academy Training program is responsible for the direction and oversight of the Department of Public Safety Standards and Training (DPSST)'s Public Safety Training Academy. The program provides coordination and delivery of statutorily mandated basic Academy training programs, as well as leadership and career officer development programs for police, corrections and parole and probation officers, sheriff's deputies, campus public safety and telecommunicators.

Program staff is responsible for assessing training needs, designing or modifying course content, conducting and evaluating effectiveness of training and analyzing results. The program also utilizes agency trainers who are loaned to the program by local jurisdictions for specialized instruction purposes, are hired as part time DPSST employees or are volunteer instructors.

The Academy Operations program also operates the Academy Armory which houses ammunition, live weapons, and 'red handle' training weapons that are incapable of firing. The Armory receives weapon donations from other agencies, by court order, and maintains some out of house collections for use in specific training at the Academy.

### *Program Records*

#### **066 Academy Resource Guide Records**

Retain one copy 2 years after superseded or obsolete, destroy

#### **067 Armory Inventory Records**

Retain 4 years after superseded or obsolete, destroy

#### **068 Instructor Data Records**

Retain 2 years after instructor separation, destroy.

#### **069 Instructor Evaluation Records**

Retain 2 years, destroy

#### **070 Preliminary Health Survey Records**

Destroy

#### **071 Public Safety Academy Individual Class Notebooks**

Transfer to Standards and Certification-Criminal Justice Program, Academy Class Records after class completed

#### **072 Range Report Records**

Retain 4 years, destroy

#### **073 'Red Handle' Weapon Destruction Records**

Retain 4 years, destroy

#### **074 Student Conduct Guide**

Retain one copy 2 years after superseded or obsolete, destroy

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Expires: July 2011

**075 Student Data/Contact Sheets**

Retain until conclusion of class, destroy

**076 Volunteer Instructor Guide**

Retain 2 years after superseded or obsolete, destroy

*State Agency General Records Retention Schedule Records*

**Administrative Records - OAR 166-300-0015**

Policies and Procedure Records

Calendar and Scheduling Records

**Facilities/Property Records - OAR 166-300-0020**

Equipment/Property Disposition Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: July 2006

Expires: July 2011

***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Training Division

Section: Academy Training

Program: Academy Operations

***Program Description***

The Academy Operations program provides coordination and delivery of facilities related services for the Oregon Public Safety Academy. Program staff is responsible for the proper set up of classrooms and other teaching facilities, day to day operations of the facility, scheduling of instructors, classes and facilities and the maintenance of the Academy Armory. The Operations program also staffs the reception desk and runs the switchboard at the Public Safety Academy.

***Program Records***

**077 Instructor, Class and Facility Schedules**

Retain 10 years, destroy

***State Agency General Records Retention Schedule Records***

**Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records

Contracts and Agreements

Policies and Procedure Records

Telephone Messages

**Facilities/Property Records - OAR 166-300-0020**

Equipment/Property Disposition Records

Equipment Maintenance Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: July 2006

Expires: July 2011

***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Training

Program: Consulting

***Program Description***

The Consulting program is responsible for the coordination of providing consulting assistance to public safety agencies in Oregon by the Department of Public Safety Standards and Training (DPSST) including the Loaned Executive Management Assistance Program (LEMAP).

LEMAP provides free consultants to public safety agencies, upon their request, to study specific areas of concern within the agency. Consultants are usually management level employees of agencies who have previously received LEMAP assistance in other areas or other individuals with specialized training or qualifications. Program staff is responsible for selection of the consultants, based upon their expertise and compatibility to the agency requesting consultation.

***Program Records***

**078 LEMAP Records**

- (a) Retain agency records and consultants report 10 years, destroy
- (b) Retain all other records 2 years, destroy

**079 Personnel and Budget Survey Records, 1968-1998**

Retain 10 years, destroy

***State Agency General Records Retention Schedule Records***

**Administrative Records - OAR 166-300-0015**

Calendar and Scheduling Records

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: July 2006

Expires: July 2011

### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Training

Program: Curriculum

### *Program Description*

The Curriculum program is responsible for ensuring that all public safety and fire training programs and courses meet the minimum standards for training curricula, instructors, facilities, and testing established in ORS 181. The program also implements and maintains the curricula prepared and delivered to classes at the DPSST Public Safety Academy.

Job Task Analyses are conducted to provide DPSST discipline areas every five years. The analysis is done through surveys sent to public safety subject matter workgroups relating to skills utilized in each specific job. Medical and subject matter panels are held for each job task analysis as appropriate.

### *Program Records*

#### **080 Course Curriculum Records**

Retain 15 years, destroy

#### **081 Curriculum Work Group Records**

Retain 15 years, destroy

#### **082 Field Training Manual Records**

Retain 15 years, destroy

#### **083 Instructor Lesson Plans**

Retain 15 years, destroy

#### **084 Job Task Analysis Records**

(a) Retain surveys until entered and verified, destroy

(b) Retain medical and subject matter panel records and one copy of each final report: 5 years, destroy

(c) Retain raw data: and one copy of each final report 10 years, destroy

#### **085 Performance Objectives Records**

Retain 15 years, destroy

#### **086 Student Resource Materials**

Retain 15 years, destroy

#### **087 Test Development and Review Records**

Retain 15 years, destroy

### *State Agency General Records Retention Schedule Records*

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: July 2006

Expires: July 2011

### *Organizational Placement*

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Training Division

Section: Regional Training

Program: Public Safety Training

### *Program Description*

The Public Safety Training program is responsible for directing regional delivery of training statewide for all public safety providers. The state's public safety providers trained by this program include police officers, sheriff's deputies, corrections and parole and probation officers, telecommunicators, and emergency medical dispatchers.

The program also works to establish effective lines of communication with heads and managers of public safety agencies, board members, advisory committee members, legislators, city, county, state and federal officials, presidents of colleges and universities, community groups, and private citizens regarding training related issues.

### *Program Records*

#### **088 Course Development Records**

Retain 3 years after course completion, destroy

#### **089 Course Evaluations**

Retain 3 years, destroy

#### **090 Course Registrations**

Retain 3 years, destroy

#### **091 Instructor or Officer Investigation Records**

Transfer to Human Resources program Instructor or Officer Investigation Records

#### **092 Performance Measures Reports**

Retain 10 years, destroy

#### **093 Training Event Records**

Retain 3 years, destroy

### *State Agency General Records Retention Schedule Records*

#### **Financial Records - OAR 166-300-0025**

Grant records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: July 2006

Expires: July 2011

***Organizational Placement***

**Schedule number: 2006-0005**

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Training Division

Section: Regional Training

Program: Resource and Information Services Center (RISC)

***Program Description***

The Resource and Information Services Center provided materials for training and research to public safety and fire constituents statewide. Located at the central academy, the center worked closely with federal, state, and local agencies, as well as private entities, to provide current materials on a wide variety of topic areas to public safety constituents in Oregon. This program was dropped during the 2003-2005 Biennium.

***Program Records***

**094 Listserv Management Records**

Destroy

**095 Material Review Records**

Retain 2 years, destroy

**096 Resource Material Tracking Data**

Destroy

**097 Resource Order Records**

Retain 2 years, destroy

**098 Resource Center Brochure Records**

Destroy

**099 Weekly Training Report Records**

Retain 1 year, destroy

***State Agency General Records Retention Schedule Records***

None