

**Department of Consumer and Business Services**

Records Retention Schedule

Effective Date: May, 2007

Table of Contents

Office of the Director.....2

Building Codes Division (BCD).....11

Division of Finance and Corporate Securities (DFCS).....23

Information Management Division (IMD) .....40

Insurance Division .....43

Office of Minority, Women & Emerging Small Businesses (OMWESB).....52

Oregon Occupational Safety and Health Division (OR-OSHA) .....53

Workers' Compensation Board (WCB) .....64

Workers' Compensation Division (WCD) .....66

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of the Director

***Program Description:***

The Director of the Department of Consumer and Business Services (DCBS) is responsible for oversight and administration of state's largest regulatory and consumer protection agency. The Director is chiefly responsible for Department policy, budget, and planning. The Director is appointed by the Governor, serves as Oregon's Insurance Commissioner, and appoints the Insurance Division's administrator. The Deputy Director serves at the pleasure of the Director. Both positions serve on various committees as a part of their positions.

The Workers' Compensation Management - Labor Advisory Committee (originally known as the "Mahonia Hall Group") studies all facets of the workers' compensation system and reviews the standards for determining permanent disability. The committee also advises the department on proposed changes in division programs.

***Program Records:***

**001 Annual Reports [1993 – present], 1 c.f.**

Retain permanently, transfer to State Archives after 10 years

**002 Insurance Commissioner Records [1993 – present], 1 c.f.**

Retain permanently, transfer to State Archives when Director no longer serves as Insurance Commissioner

**003 Director's Correspondence and Speeches**

Retain permanently, transfer to State Archives when Director leaves office

**004 Governor Forwarded Letters**

Retain 3 years, destroy

**005 Legislator Inquiry Records**

Retain 3 years, destroy

**006 Topic Files**

Retain 6 years, destroy

**007 Workers' Compensation Management – Labor Advisory Committee Records**

(a) Retain minutes, exhibits, and agendas 20 years, destroy

(b) Retain all other records 6 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

***Databases:***

BUSINESS CONTINUATION PLANNING SYSTEM

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of the Director

**Program:** Communications

***Program Description:***

The Communications Program provides support and assistance to the Office of the Director and Department of Consumer and Business Services (DCBS) divisions through communications planning, media relations, publications, and special project work. The program is responsible for portions of the DCBS website design as well as most graphic design projects for the agency. It produces the on-line Connections newsletter for agency employees. The Program also prepares written publications and interactive presentations to support the agency's programs.

***Program Records:***

**008 DCBS Style Guide**

Retain until superseded, destroy

**009 Job Log and Job Index Records**

Retain 2 years, destroy

**010 Job Request Records**

Retain 2 years, destroy

**011 Media List Records**

Retain until superseded, destroy

**012 Newsletter Records**

Retain 10 years, destroy

**013 News Releases and NewsNet Radio Scripts**

Retain 10 years, destroy

**014 Photographs, Slides, and Images**

(a) Retain images of excellent quality (publication ready) and images of good quality that depict significant events 20 years

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

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Professional Membership Records

Publication Preparation Records

***Databases:***

BUSINESS CONTINUATION PLANNING SYSTEM

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of the Director

**Program:** Internal Audits

**Program Description:**

The Internal Audits Program assists all levels of management at the Department of Consumer and Business Services (DCBS) by providing evaluations of the financial, accounting, and operational controls of the Department divisions and programs. This includes determining compliance with established policies and rules, accomplishment of goals and objectives, as well as the effective and efficient use of resources. The Internal Auditor reports findings to division management, the Director or Deputy Director, as appropriate, and an internal audits committee. The DCBS internal audit committee is comprised of representatives from each DCBS division and board, the Deputy Director, and the Internal Auditor.

**Program Records:**

**015 Audit Committee Records**

- (a) Retain minutes 5 years, destroy
- (b) Retain all other records 3 years, destroy

**016 Internal Audit Planning Records**

Retain 5 years, destroy

**017 Internal Audit Records**

- (a) Retain work papers, audit responses, and final copy of internal audits 5 years, destroy
- (b) Retain audit response preparation records 3 years, destroy
- (c) Retain consents to rate property/casualty, for 30 days after the policy period for which they are approved, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Professional Membership Records

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

Audit Reports

Internal Audit Reports

**Databases:**

AUDIT TRACKING SYSTEM

BUSINESS CONTINUATION PLANNING SYSTEM

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of the Director

**Program:** Human Resources Services

***Program Description:***

The Human Resources Services provides personnel management services to the Department of Consumer and Business Services including recruitment, job classification, and compensation determinations.

***Program Records:***

**018 DCBS Employee Workers' Compensation Claim Tracking Records**

Retain 10 years, destroy

**019 Grievance Tracking Records**

Retain 3 years after grievance is settled, destroy

**020 Personnel Tracking Records**

Retain data 2 years after employee separation, destroy

**021 Program Brochures**

Retain 1 copy of current and previous brochure until superseded, destroy

**022 Quarterly Reports**

Retain 5 years, destroy

**023 Recruitment Tracking Records**

(a) Retain executive and hard to fill position records 10 years, destroy

(b) Retain all other records 3 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

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

Affirmative Active Records

Collective Bargaining Records

Employee Medical Records

Employee Personnel Records

Employee Suggestion Award Records

Equal Employment Opportunity Commission Compliance Records

Human Resource Services Division Statistical Reports

Layoff Records

Position Description and Reclassification Records

Position Inventory Control System (PICS) Records

Recruitment and Selection Records

Volunteer Program Records

*Databases:*

CLAIMS

BUSINESS CONTINUATION PLANNING SYSTEM

GRIEVANCE/DISCIPLINE/LAWSUIT/RECLASS

PERSONNEL

RECRUITMENT

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Office of the Director  
**Program:** Human Resources Services  
**Unit:** Organizational Development and Training

**Program Description:**

The Organizational Development and Training program provides agency management and staff with enterprise-wide trainings on a variety of topics. The program also tracks each employee's training history and performs planning for training opportunities and events. The program also tracks all training for DCBS staff that is mandated by a court of law.

**Program Records:**

**024 Brochure Records**

Retain until superseded or obsolete, destroy

**025 Course Assessment Records**

- (a) Retain contracted training 6 years after contract expiration, destroy
- (b) Retain all other records 3 years, destroy

**026 Court Mandated Training Records**

Retain 10 years after training concluded, destroy

**027 Orientation Records**

Retain 3 years, destroy

**028 Performance Management Records**

- (a) Retain surveys until entered and verified, destroy
- (b) Retain reports and data 5 years, destroy

**029 Program Strategic Planning Records**

Retain 5 years, destroy

**030 Statistical and Budget Reports**

Retain 3 years, destroy

**031 Training Survey Records**

- (a) Retain surveys until report prepared, destroy
- (b) Retain reports 5 years, destroy

**032 Training Tracking Records**

Retain 3 years after employee separation, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Staff Meeting Records

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

Employee Personnel Records

Human Resource Services Division Statistical Reports

*Databases:*

BUSINESS CONTINUATION PLANNING SYSTEM  
PERFORMANCE MANAGEMENT EVALUATION  
TRAINING

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Office of the Director  
**Program:** Ombudsman for Injured Workers

***Program Description:***

The Ombudsman for Injured Workers was established as an independent advocate for injured workers under Oregon Revised Statute 656.709. The Ombudsman's office assists injured workers in navigating the workers' compensation system by helping them understand their rights and responsibilities, investigating complaints, and acting to resolve those complaints.

***Program Records:***

**033 Ombudsman Inquiry Records**

Retain 2 years after inquiry closed, destroy

**034 Performance and Workload Measures**

(a) Retain computer tracking records 6 years, destroy

(b) Retain final report 4 years, destroy

(c) Retain background information 4 years from date of report submission, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

BUSINESS CONTINUATION PLANNING SYSTEM

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of the Director

**Program:** Office of the Ombudsman for Small Business

***Program Description:***

The Office of the Ombudsman for Small Business provides information and assistance to small businesses regarding workers' compensation insurance and claims processing matters. The Program monitors the insurance marketplace and refers businesses to the most likely carriers. The Office also acts as a "watchdog," that intervenes to ensure that small businesses receive fair treatment when their insurance premiums are determined or audits are made.

***Program Records:***

**035 Annual Reports [2002 – present], 1 c.f.**

Retain 1 copy of each report permanently, transfer to State Archives after 5 years

**036 Call Log and Contact List Records**

Retain 5 years, destroy

**037 Employer Files**

Retain until business has no activity with the office for 5 years or until office receives notification that the business has closed, destroy

**038 Governor and Very Important People (VIP) Inquiry Records**

Retain 6 years, destroy

**039 Speech and Presentation Records**

Retain 20 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

BUSINESS CONTINUATION PLANNING SYSTEM

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Building Codes Division (BCD)

**Program:** Administration

***Program Description:***

The Administration Program provides leadership and oversight of planning, policy development, and coordination of the division's programs and activities. Administration provides support and performs or coordinates work for the Administrator and Deputy Administrator of the division. Administration staff are responsible for organizing and receiving, information and materials from division staff, stakeholders, governmental partners, and the general public. Support staff, among other office duties, log, route and track correspondence, and track assignments to division staff. Administration also provides staff support for various task forces both inside and outside the division.

***Program Records:***

**040 Governor and VIP Request Records**

Retain 6 years, destroy

**041 Labor/Management Committee Records**

Retain 3 years, destroy

**042 Minor Label Permit Files**

(a) Retain completed structure permit records for life of structure, destroy

(b) Retain other permit records 2 years after revoked or expired, destroy

(c) Retain 180 days if no permit issued, destroy

**043 Strategic Plan Records**

Retain 10 years, destroy

**044 Task Force Records**

Retain 10 years, destroy

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

*Includes but is not limited to:*

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

Attorney General Opinions

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Postal Records

Staff Meeting Records

***Databases:***

AMUSEMENT RIDE PERMIT

BOILER ALTERATION AND REPAIR

ELEVATOR SYSTEM

LICENSE AND ELEVATOR BILLING SYSTEMS

LICENSING SYSTEM

SIERRA PERMIT SYSTEM

STATEWIDE PERMITS SYSTEM

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** Enforcement and Licensing Services

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

The Enforcement and Licensing Services Program is responsible for enforcing compliance with building codes and licensing throughout the state. The Program provides advice and assistance, education, and other resources to local jurisdictions and building officials, construction industry professionals, building owners, and the general public regarding building code compliance and how to establish and operate an effective local compliance program. Program staff receive inquiries and complaints from various concerned parties such as unions, contractors, local jurisdictions, and citizens. They perform an initial inquiry to verify facts. If initial the inquiry confirms that violations have occurred, the Program performs a complete investigation. Investigations may result in informal mediation, stipulated orders, consent orders, settlement agreements, administrative hearings, disciplinary actions, and orders of corrective action. The pertinent building codes related boards make decisions on significant cases. The Fiscal and Business Services Program collects fines. Contested cases may be appealed to the Court of Appeals. Criminal charges are referred to law enforcement agencies.

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

#### **045 Building Code Violation Complaint and Investigation Case Files**

- (a) Retain records of contested cases and cases appealed to court 10 years after case closed, destroy
- (b) Retain records of cases closed by final order 5 years after case closed, destroy
- (c) Retain all other records 1 year, destroy

#### **046 Compliance Litigation Records**

Retain 5 years after case closed, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Conference, Seminar, and Training Program Records  
Correspondence

### ***Databases:***

Program utilizes all BCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Building Codes Division (BCD)  
**Program:** Fiscal and Business Services

***Program Description:***

Fiscal and Business Services provides support services to the division in the areas of reception, accounting, budgeting, purchasing, contracting, and facility maintenance.

***Program Records:***

**047 Continuing Education Course Provider and Instructor Approval Records**

Retain provider contracts 6 years after contract expiration, destroy

**048 Refund Tracking Records**

Retain 4 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

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

Refund Records

***Databases:***

Program utilizes all BCD databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** Policy and Technical Services

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

The Policy and Technical Services Program is responsible for the development and administration of statewide building codes and for the federal Americans with Disabilities Act (ADA), fire and life safety, structural, plumbing, electrical, and mechanical, and one and two family dwelling of the Oregon Specialty Codes. The state building codes are developed in a process similar to administrative rule development and are adopted by reference as Oregon Administrative Rule (OAR Chapter 918). The program is responsible for consistent administration of building codes among all the jurisdictions in the State of Oregon. The program is also responsible for the interpretation of building codes, and oversight of the consistent application of building codes by local jurisdictions throughout the state. It processes Oregon Administrative Rule filings and code amendments. In addition, the Program prepares and distributes informational brochures, fact sheets, and advisories. Program staff also write the questions for building trade licensing and certification examinations each time a code is updated.

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

#### **049 Approved Building Codes**

Retain permanently, transfer to State Archives after 10 years

#### **050 Alternate Method Code Approval Records**

Retain 10 years after approval terminated or repealed, destroy

#### **051 Americans with Disabilities Act (ADA) Waiver and Appeal Records**

Retain 2 years after life of building, destroy

#### **052 Brochure and Fact Sheet Records**

Retain until superseded, destroy

#### **053 Code Amendment Records (Yellow Pages)**

Retain 10 years after repeal of entire code, destroy

#### **054 Code Development Records**

(a) Retain hearing tapes until transcribed or summarized, destroy

(b) Retain hearing summary records 3 years after summarized or transcribed, destroy

(c) Retain all other records 10 years after repeal of entire code, destroy

#### **055 Code Interpretation Records**

(a) Retain interpretive rulings 10 years after repeal of ruling

(b) Retain staff advisories until repealed, destroy

#### **056 CodeLink Newsletters**

Retain 1 year, destroy

#### **057 Directory of Responsibility Records**

Retain until superseded, destroy

#### **058 Drug Lab "Unfit for Use" Reports**

Retain 5 years after certificate of fitness issued, destroy

#### **059 Jurisdiction Delegation and Assumption Records**

Retain records 8 years after delegation changed, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

***Databases:***

Program utilizes all BCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Building Codes Division (BCD)  
**Program:** Policy and Technical Services  
**Unit:** Board Support

***Program Description:***

The Board Support program provides support to each of the building trade disciplines in the Building Codes Division, including their advisory boards. Board support involves scheduling board meetings, preparing and distributing agendas and packets for members, attending meetings and preparing minutes, and training new members in board procedures. The program supports the Board of Boiler Rules, Building Codes Structures Board, Residential Structures and Mechanical Board, Electrical and Elevator Board, Manufactured Structures and Parks Advisory Board, and the Plumbing Board.

***Program Records:***

- 060 Amusement Rides Advisory Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 061 Board of Boiler Rules Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 062 Building Codes Structures Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 063 Certification and Training Advisory Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 064 Electrical and Elevator Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 065 Energy Conservation Board Records [1995 – present], 6 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 066 Local Government Advisory Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 067 Manufactured Structures and Parks Advisory Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 068 Mechanical Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 069 Plumbing Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 070 Tri-County Building Industry Service Board Records [2001 – present], 2 c.f.**  
Retain permanently, transfer to State Archives after 10 years
- 071 Residential Structures Board Records [1995 – present], 5 c.f.**  
Retain permanently, transfer to State Archives after 10 years

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence  
Mailing List Records

***Databases:***

Program utilizes all BCD databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** Policy and Technical Services  
**Program:** Certification and Licensing

## ***Program Description:***

The Certification and Licensing program licenses building trade professionals and businesses and certifies plans examiners and inspectors. Trade professionals and businesses are licensed to do work and their licenses must be renewed on two or three year code revision cycles. Plans examiners and inspectors are certified to inspect the work of licensed trades-people and their certifications are good for life and do not expire. The types of trades-people who must be licensed include electricians, plumbers, boiler/pressure vessel technicians, manufactured home installers, and elevator technicians. The goal of the program is to provide competent, knowledgeable, and professional building officials, plans examiners, and inspectors for the State of Oregon. The program also reviews and monitors continuing education providers and courses. Certified and licensed people must attend continuing education courses on each new version of the building codes. The codes are generally revised every three years. The program maintains reciprocal licensing and certification agreements with other states to allow trades people to work between states without getting additional licenses.

## ***Program Records:***

### **072 Certification and Licensing Monthly Activity Reports**

Retain 2 years, destroy

### **073 Continuing Education Course Provider and Instructor Approval Records**

(a) Retain instructor lists until superseded or obsolete, destroy

(b) Retain curriculum records 3 years after code revised, destroy

### **074 Examiner and Inspector Certification Files**

Retain 3 years after certified person officially retired or deceased, destroy

### **075 Trade Licensing and Certification Examination Development Records**

Retain 3 years, destroy

### **076 Tradespeople Continuing Education Tracking Records**

Retain 3 years, destroy

### **077 Tradespeople and Business Licensing and Registration Records**

(a) Retain applications and license files 5 years after inactive, expired or deceased, destroy

(b) Retain incomplete files 2 years after last activity, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

## ***Databases:***

Program utilizes all BCD databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** State Inspection Services  
**Unit:** Field Operations

**Program Description:**

Field Operations administers building code enforcement in areas of the state where building codes are not administered by local jurisdictions (with the exception of RV Parks). Field offices provide building code and permit information to the public and the construction trades industry, review construction plans, issue building permits, and inspect construction sites for building code and permit compliance.

**Program Records:**

**078 Construction Permit Records**

- (a) Retain completed publicly-owned structure permit records for life of structure, destroy
- (b) Retain completed non-publicly owned structure records for 2 years after completion, destroy
- (c) Retain other permit records 2 years after revoked or expired, destroy
- (d) Retain 180 days if no permit issued, destroy

**079 Construction Plan Review Case Files**

- (a) Retain publicly owned structure records, if permit issued, for life of structure, destroy
- (b) Retain non-publicly owned structure records, if permit issued, 2 years after substantial completion, destroy
- (c) Retain 180 days if no permit issued, destroy

**080 Inspector Activity Reports (Dailies)**

Retain 3 years, destroy

**081 Prefabricated Structure Plan Review**

- (a) Retain publicly owned structure records, if permit issued, for life of structure, destroy
- (b) Retain non-publicly owned structure records, if permit issued, 2 years after substantial completion, destroy
- (c) Retain 180 days if no permit issued, destroy
- (d) Retain prefabricated structure manufacturer registration records 4 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

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

Receipts

**Databases:**

Program utilizes all BCD databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** State Inspection Services  
**Unit:** Manufactured Structures

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

The Manufactured Structures unit oversees construction disciplines not covered by the Field Operations program or the Statewide Services program. The unit oversees prefabricated structures, manufactured home in-plant, manufactured home consumer assistance, and recreational vehicles programs.

For manufactured homes, the unit reviews designs and construction plans to ensure that manufacturers are complying with plans approved by the Design Approval Primary Inspection Agency (DAPIA) and standards set by the federal Department of Housing and Urban Development (HUD). It inspects manufactured dwellings at factories and evaluates the effectiveness of manufacturer's quality assurance systems. The unit also inspects dealer lots and mediates consumer complaints of manufactured dwellings and dealers, and tracks the ownership records for manufactured dwellings. Statewide Services also provides a quality assurance system for recreational vehicles in and out of the state for RV's sold in Oregon. It reviews designs and constructions plans and does audits and inspections of RV's at factories and dealer lots.

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

#### **082 Ground Anchored Manufactured Housing Task Force Records**

Retain 10 years, destroy

#### **083 Housing and Urban Development (HUD) Monthly Reports**

Retain 2 years, destroy

#### **084 Manufactured Dwelling In-plant Inspection Records**

(a) Retain records of inspections, 'red-tagging,' and actions for the duration of the life of the structure, or until no longer needed, destroy.

(b) Retain all other records 4 years, destroy

#### **085 Manufactured Dwelling Label Issue and Control Records**

(a) Retain records of labels issued, applied, removed and replaced, and copies of data plates for the duration of the life of the structure, or until no longer needed, destroy.

(b) Retain all other records 4 years, destroy

#### **086 Manufactured Dwelling Owner Complaint Records**

Retain records of complaints, inspections, violation correspondence, and actions for the duration of the life of the structure, or until no longer needed, destroy.

#### **087 Manufactured Dwelling Plan Review Files**

(a) Retain publicly owned structure records, if permit issued, for the life of the structure, destroy

(b) Retain non-publicly owned structure records, if permit issued, 2 years after substantial completion, destroy

(c) Retain 180 days if no permit issued, destroy

(d) Retain residential and RV park records, 2 years, destroy

#### **088 Manufactured Home Ownership Tracking Files**

Retain 50 years or life of home, destroy

#### **089 Mobile Home Park and Recreational Vehicle Park Plan Review Case Files**

Retain 2 years, destroy

**090 Prefabricated Structure Inspection Case Files**

- (a) Retain publicly owned structure records, if permit issued, for life of structure, destroy
- (b) Retain non-publicly owned structure records, if permit issued, 2 years after substantial completion, destroy
- (c) Retain 180 days if no permit issued, destroy
- (d) Retain prefabricated structure manufacturer registration records 4 years, destroy

**091 Recreational Vehicle Dealers Inspection Case Files**

Retain 2 years, destroy.

**092 Recreational Vehicle In-Plant Inspection Reports**

Retain 2 years, destroy

**093 Recreational Vehicle Park Plan Review Case Files**

Retain 2 years after approval expired, destroy

**094 Program Activity Reports**

Retain current and last biennium, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

Program utilizes all BCD databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Building Codes Division (BCD)  
**Program:** State Inspection Services  
**Unit:** Statewide Services

**Program Description:**

The Statewide Services unit oversees construction disciplines not covered by the Field Operations program or manufactured structures program. The program also oversees the elevator, amusement rides, and boiler programs. Statewide Services reviews plans and performs inspections of passenger and freight elevators, escalators, wheelchair lifts, and other conveyances. Inspections are done at installation and periodically. In addition, Statewide Services regulates the installation, operation, and repair of boilers and pressure vessels for the Boiler industry.

**Program Records:**

**095 Accident and Explosion Records**

Retain 2 years, destroy

**096 Alternate Method Code Approval Records**

Retain 10 years after substantial completion, destroy

**097 Americans with Disabilities Act (ADA) Waivers and Appeal Records**

Retain 2 years after life of building, destroy

**098 Amusement Ride Case Files and Violation Records**

Retain 4 years, destroy

**099 Amusement Ride Permit Records**

Retain 4 years, destroy

**100 Boiler and Elevator Permit Records**

(a) Retain elevator plan review, permit, and inspection records 3 years, destroy

(b) Retain all boiler permit records 4 years, destroy

**101 Elevator Case Files**

Retain 4 years, destroy

**102 Program Activity Reports**

Retain current and last biennium, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

**Databases:**

Program utilizes all BCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Division of Finance and Corporate Securities (DFCS)  
**Program:** Administration

***Program Description:***

The Administration Program provides overall policy direction and administrative guidance to the division. In coordination with Fiscal and Business Services and Human Resources Services, it performs division-level budget, purchasing, contracting, personnel, training, and first-line computer support functions for the division. It oversees the division's legislative tracking and administrative rules development processes. The Program also coordinates the division's public information activities with the Public Information and Communications Services Division.

***Program Records:***

None

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Mailing Lists

Press Releases

Staff Meeting Minutes

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

Budget Preparation Records

**Information Management Records – OAR 166-300-0015**

User Support Records

***Databases:***

LICENSING, ENFORCEMENT, AND REGISTRATION

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Division of Finance and Corporate Securities (DFCS)  
**Program:** Finance  
**Unit:** Depository Institutions

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

The Depository Institutions Unit is responsible for chartering banks, trust companies, savings and loan institutions, and credit unions. The unit conducts examinations of depository institutions to ensure safety and soundness and compliance with consumer protection laws. It also investigates complaints and conducts "for cause" examinations of all regulated institutions. If violations are found, administrative action is taken. Criminal cases are referred to a law enforcement agency and/or federal regulatory agencies. The unit also publishes annual and quarterly reports called Annual Reports of the Division of Finance and Corporate Securities to inform the banking and securities industry and the public about the financial condition of banks and credit unions.

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

- 103 Annual Reports of the Division of Finance and Corporate Securities [1998 – present], 8 c.f.**
  - (a) Retain 1 copy of each annual report permanently, transfer to State Archives after 10 years
  - (b) Retain quarterly abstracts 5 years, destroy
- 104 Bank and Trust Company Annual Principals Rosters**  
Retain 6 years, destroy
- 105 Complaint and Investigation Records**
  - (a) Retain investigations 20 years after closed, destroy
  - (b) Retain complaints 5 years, destroy
- 106 Credit Union Lists of Officials**  
Retain 6 years, destroy
- 107 Examination Reports**
  - (a) Retain final reports and responses 7 years, destroy
  - (b) Retain work papers 4 years, destroy
- 108 Federal Deposit Insurance Corporation Crime Reports**  
Retain 2 years, destroy
- 109 Financial Condition Records (Call Reports) and Outside Auditor Reports**  
Retain 5 years, destroy
- 110 Liquidated Records**  
Retain 25 years, destroy
- 111 Original Papers and Records**
  - (a) Retain merged institution records 5 years after merger, destroy
  - (b) Retain other institution records 10 years after closure, destroy
- 112 Pledged Securities Records**  
Retain 1 year after termination of activity and securities released, destroy
- 113 Reserve Depository Appointments**  
Retain 5 years, destroy
- 114 Stock or Cash Dividend Declarations**  
Retain 2 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Publication Preparation Materials

***Databases:***

LICENSING, ENFORCEMENT, AND REGISTRATION

### ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Division of Finance and Corporate Securities (DFCS)  
**Program:** Finance  
**Unit:** Non-Depository Institutions

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

The Non-Depository Institutions Unit licenses or registers mortgage bankers and brokers, consumer finance companies including short-term personal loan lenders, collection agencies, pawnbrokers, debt consolidation agencies, credit services organizations, money transmitters, and certain members of the cemetery and funeral services industry. It also certifies associations of sellers of travel and certificate authorities. The unit conducts examinations of the operations of consumer finance companies, short-term personal loan lenders, mortgage lenders, collection agencies, debt consolidation agencies, credit services organizations, pawnbrokers, and certain cemeteries and funeral service providers and master trustees for compliance with consumer protection laws. It also investigates complaints and conducts "for cause" examinations of all regulated institutions. If violations are found, administrative action is taken. Criminal cases are referred to a law enforcement agency. The unit also publishes the quarterly Mortgage Lender News to inform the industry of changes in law, administrative actions, and industry related issues and statistics.

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

- 115 Consumer Protect Trust Fun Reports**  
Retain 10 years, destroy
- 116 Endowment Care Cemetery Trust Fund Reports**  
Retain 10 years, destroy
- 117 Funeral Home Records/Master Trustees**  
Retain annual reports 10 years, destroy
- 118 Irreducible Trust Fund Cemetery Records**  
Retain 10 years, destroy
- 119 Non-Depository Complaint and Investigation Records**
  - (a) Retain investigations 20 years after closed, destroy
  - (b) Retain complaints 5 years, destroy
- 120 Non-Depository Examination Reports**
  - (a) Retain Seller of Travel Registrants 10 years, destroy
  - (b) Retain final reports and response 7 years, destroy
  - (c) All other records 4 years, destroy
- 121 Non-Depository Financial Condition Records**  
Retain 5 years, destroy
- 122 Non-Depository Licensing/Registration Records**  
Retain 10 years after closed, destroy
- 123 Non-Depository Pledged Securities Records**  
Retain 1 year after termination of activity and securities released, destroy
- 124 Prearranged Funeral Plan Trust Fund Reports**  
Retain annual reports 10 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Publication Preparation Materials

***Databases:***

LICENSING, ENFORCEMENT, AND REGISTRATION

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Division of Finance and Corporate Securities (DFCS)  
**Program:** Securities  
**Unit:** Enforcement

***Program Description:***

The Securities Program is responsible for providing consumer protection for investors by regulating the sale of securities, commodities, and related franchises. The Enforcement unit investigates complaints against persons, business entities, corporations, broker-dealers, and investment advisers alleged to have violated Oregon Securities Laws. The unit acts on complaints, referrals from law enforcement and regulatory agencies, and upon information obtained while monitoring the Oregon securities marketplace. If violations are found and it is deemed appropriate to take further steps, the unit initiates administrative or civil action. Criminal referrals are made to law enforcement agencies. In addition, the unit promotes educated and informed investment decisions by Oregonians by providing information to the public with the objectives of educating consumers about the risks of investments and to provide the tools necessary to avoid fraudulent investments.

***Program Records:***

**125 Citizen Complaint and Investigation Files**

- (a) Retain investigations 20 years after closed, destroy
- (b) Retain complaints 5 years, destroy

**126 Litigation Case Files**

Retain 50 years after closed, destroy

**127 Publications**

Retain until superseded or obsolete, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Conference, Seminar, and Training Program Records  
Correspondence  
Publication Preparation Materials

***Databases:***

LICENSING, ENFORCEMENT, AND REGISTRATION

### ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Division of Finance and Corporate Securities (DFCS)  
**Program:** Securities  
**Unit:** Registration and Licensing

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

The Securities Program provides consumer protection for investors by regulating the sale of securities, commodities, and related franchises. The Registration and Licensing unit registers companies that want to raise capital by offering their stock or other securities to the public. It also licenses securities broker-dealers, investment advisors, and the salespersons they employ. The unit conducts routine field examinations of the books and records and operating practices of securities licensees operating in Oregon to ensure compliance with securities laws. The unit also publishes information for firms entering the securities industry and offers training to the industry about division programs.

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

- 128 Broker-Dealer and Investment Adviser Examination Records**  
Retain until superseded, destroy
- 129 Broker-Dealer and Investment Adviser Firm License Records**  
Retain 9 years after file closed, destroy
- 130 Broker-Dealer and Investment Adviser Surety Bond Records**  
Retain 6 years after cancelled, return to insurance company
- 131 Corporate Securities Opinion Letters**  
Retain 15 years after issued, destroy
- 132 Securities Registration Files**  
Retain 9 years after file closed, destroy
- 133 Securities Salesperson License Files**  
Retain 9 years after file closed, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Conference, Seminar, and Training Program Records  
Correspondence  
Publication Preparation Materials

### ***Databases:***

LICENSING, ENFORCEMENT, AND REGISTRATION

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Administration

***Program Description:***

The Administration Program is responsible for coordination and oversight for the Division that is responsible for the fiscal management at the Department of Consumer and Business Services. The Program has direct responsibility for the coordination of the agency's policies and procedures, records management, and signature authorization functions.

***Program Records:***

**134 Issue and Topic Files**

Retain until superseded or obsolete, destroy

**135 Performance and Workload Measure Records**

- (a) Retain computer tracking records 6 years, destroy
- (b) Retain background information 4 years after report submitted, destroy
- (c) Retain all other records 4 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Signature Authorizations

Year 2000 (Y2K) Planning Records

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

Records Management Records

***Databases:***

DCBS SIGNATURE AUTHORIZATION

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Budget

***Program Description:***

The Budget Program helps department managers develop and control the biennial budget. It prepares quarterly allotment reports, provides expenditure and cash flow information, prepares fiscal impact analysis, and analyzes fund balances. It also coordinates an internal agency investment council that makes recommendations on fund investment policies.

***Program Records:***

**136 Budget Execution Records**

Retain 4 years, destroy

**137 Investment Council Records**

(a) Retain agendas, minutes, and exhibits 10 years, destroy

(b) Retain quarterly reports 5 years, destroy

**138 On Demand Reports**

Retain 1 year, destroy

**139 Position Reallocation Records**

Retain present and past biennium, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

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

Budget Allotment Reports

Budget Preparation Records

Emergency Board Request Records

***Databases:***

Program utilizes all FABS databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Collections

***Program Description:***

The Collections Program is responsible for the timely collection of past due funds owed to the Department of Consumer and Business Services. The Program consistently interacts with agency divisions and boards as well as other state agencies to pursue collections. The Program has the ability to place liens on real property of outstanding debtors to collect money owed to the agency.

***Program Records:***

**140 Bankrupt Self Insured Employers and Insurance Company Records**

Retain 4 years after final settlement, destroy

**141 Lien Judgment Records**

Retain 10 years after satisfaction, destroy

**142 Miscellaneous Accounts Receivable Collection Files**

Retain 4 years after collection resolved, destroy

**143 Non-Complying Employer Collection Files**

Retain 4 years after final settlement and collection received, destroy

**144 Recorded Civil Penalty Records**

Retain 10 years, destroy

**145 Recorded Injunctions**

Retain 10 years after injunction granted, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

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

Account Reconciliation Records

***Databases:***

Program utilizes all FABS databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Contract Management

***Program Description:***

The Contract Management Program assists Department of Consumer and Business Services (DCBS) Divisions in soliciting and selecting personal services contractors, and preparing personal service contracts and intergovernmental agreements. The Program also tracks all current agency contracts for renewal and modification purposes.

***Program Records:***

None

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

*Includes but is not limited to:*

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

Attorney General Opinions  
Calendar and Scheduling Records  
Correspondence  
Contracts and Agreements

***Databases:***

CONTRACT

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Fiscal and Business Services (FABS)

**Program:** Premium Assessments

***Program Description:***

The Premium Assessment Program collects and processes assessments charged to insurers, self-insured employers, and self-insured employer groups under ORS 656.612. Premium assessments are used to fund Department of Consumer and Business Services programs such as Workers' Compensation Board, Workers' Compensation Division, Oregon OSHA, Insurance Code Division, as well as Oregon Health Sciences University research on occupational and environmental toxicology. The Program sets the annual assessment rate that is based on projected revenues, expenditures, and cash balances.

***Program Records:***

**146 Civil Penalties (Self Insured Assessment and Premium Assessment Reports)**

Retain 6 years, destroy

**147 Premium Assessment Report Records**

Retain 6 years, destroy

**148 Program Development Records**

Retain 5 years after program discontinued, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

PREMIUM ASSESSMENT (PADS)

SELF INSURED ASSESSMENT RECORDS (SIPAR)

CIVIL PENALTIES

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Program Support Services  
**Program:** Facilities

***Program Description:***

The Facilities program provides centralized support services to the entire agency including facility and warehouse management. The program documents changes to the building layouts that do not need Department of Administrative Services (DAS) approval.

***Program Records:***

**149 Non-DAS Facilities Project Records**

Retain 1 year after substantial change or plan becomes obsolete, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

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

Building Records

Facility Work Orders

***Databases:***

Program utilizes all FABS databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Program Support Services  
**Unit:** Mail

***Program Description:***

The Mail unit is responsible for coordinating and delivering all agency incoming and outgoing mail and packages to the appropriate destinations.

***Program Records:***

- 150 Caller Box Tracking Records**  
Retain 2 years after box rental ends, destroy
- 151 Certified and Express Mail Log Records**  
Retain 4 years, destroy
- 152 Division Monthly Charge Back Records**  
Retain 1 year, destroy
- 153 Mail Code Records**  
Retain 1 year after superseded, destroy
- 154 UPS Pickup Log Records**  
Retain 4 years, destroy
- 155 Zip Code Change Records**  
Retain until project completed, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence  
Postal Records  
Staff Meeting Records

***Databases:***

CERTIFIED/EXPRESS LOG

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Program Support Services  
**Unit:** Property

***Program Description:***

The Property unit is responsible for the physical inventory of Department of Consumer and Business Services (DCBS) and serves as the liaison to the Department of Administrative Services (DAS), which owns the DCBS building. The unit also maintains and operates a leased warehouse space for offsite storage and coordinates surplus of excess property items.

***Program Records:***

None

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Key Assignment Records

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

Asset Inventory Reports

Building Records

Damaged/Stolen Property Records

Equipment Maintenance Records

Facility Work Orders

Vehicle Records

***Databases:***

FACET

KEY

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Fiscal and Business Services (FABS)  
**Program:** Program Support Services  
**Unit:** Telecommunications

***Program Description:***

The Telecommunications unit provides centralized support services to the entire agency's telecommunication systems including those at field offices. The program is responsible for the purchase, installation, maintenance, and removal of all phone systems owned by the agency.

***Program Records:***

**156 CAS Report Records**

- (a) Retain full reports 1 year, destroy
- (b) Retain summary reports until forwarded to divisions for verification, destroy

**157 External Phone Directory Change Records**

Retain 6 years, destroy

**158 Monthly Log**

Retain 2 years, destroy

**159 Telephone Service Order Records (TSO's)**

- (a) Retain orders for changes to the telephone system for life of system, destroy
- (b) Retain orders for purchased external services for 6 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Telephone Logs

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

Telecommunications System Management Records

***Databases:***

Program utilizes all FABS databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Fiscal and Business Services (FABS)

**Program:** Worker's Benefit Fund Assessments

***Program Description:***

The Worker's Benefit Fund Assessments Program collects and tracks "cents-per-hour" payroll assessments collected under authority of ORS 656.506. They are reported and paid by employers with other payroll taxes. The assessments fund programs for direct benefits to injured workers and employers who help make it possible for them to return to the workforce.

***Program Records:***

**160 Assessment Report Records**

- (a) Retain debit files 6 years, destroy
- (b) Retain credit files 6 years, destroy
- (c) Retain un-located employer credit files 3 years after credit transferred to Division of State Lands, destroy
- (d) Retain write-off records 6 years after debt written off, destroy
- (e) Retain non-subject determination 6 years, destroy
- (f) Retain audit records 5 years, destroy
- (g) Retain civil penalty files 6 years, destroy
- (h) All other records 6 years, destroy

**161 Program Development Records**

Retain 5 years after program discontinued, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

***Databases:***

WCTAX

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Information Management Division (IMD)  
**Program:** Administration

***Program Description:***

The Administration Program is responsible for the coordination and oversight of the Department's information resources. The division is responsible for collecting, storing, processing, analyzing, and reporting for the systems that contain agency information. The Administrator participates in several government-wide committees pertaining to e-commerce and information and chairs the internal committee that coordinates technical aspects of the agency's world-wide-web site.

***Program Records:***

- 162 Chronological Files and Index**  
Retain 5 years, destroy
- 163 Information Management Division Plan Records**  
Retain 10 years, destroy
- 164 Records of IMD Project (Timex) Records**  
Retain 10 years, destroy
- 165 Subject Files and Index**  
Retain 40 years, destroy

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

*Includes but is not limited to:*

**Administrative Records – OAR 166-300-0015**  
Calendar and Scheduling Records  
Correspondence  
Public Records Disclosure Request Records

***Databases:***

Program utilizes all DCBS databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Information Management Division (IMD)

**Program:** Information and Technology Services (ITS)

***Program Description:***

The Information & Technology Services Program (ITS) provides information system and computer technology services to the Department of Consumer and Business Services (DCBS). Staff participate in variety of activities including long-range computer, data, and information systems planning and implementation. They analyze user automation/ information requirements, database application design and implementation, system security, and perform programming. They also perform computer operations, production control, data communications, hardware and software support, and provide software training. The Information Center provides the agency with local area network and personal computer support. Program staff install and maintain the servers that store files and provide access to DCBS standard software. Program staff also provide trouble-shooting assistance for computer problems and work on special technology projects such as providing remote access. ITS also staffs the Help Desk, which answers users' questions and responds to LAN, printer, and personal computer problems.

***Program Records:***

**166 Help Desk Tracking Data Records**

Retain 5 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Public Records Disclosure Request Records

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

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Computer System Wiring Records

Information System Planning and Developing Records

Software Management Records

User Support Records

***Databases:***

Program utilizes all DCBS databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Information Management Division (IMD)  
**Program:** Research and Analysis (R&A)

## ***Program Description:***

The Research & Analysis (R&A) Program's primary responsibility is to serve the research and analysis needs of the agency as well as outside customers. The program performs a wide range of services to gather, summarize, interpret, and analyze information concerning all aspects of the department's activities. These services include conducting surveys, actuarial studies, workload, revenue and expenditure forecasting, data analysis, long-range planning, econometric modeling, and report writing.

## ***Program Records:***

### **167 Research Studies, Surveys, and Statistical Reports, [1993 – present], 5 c.f.**

- (a) Retain 1 copy of each final report permanently, transfer to State Archives after 10 years
- (b) Retain data collected and maintained in the data mart for research needs records 75 years, destroy
- (c) Retain "unique study" methodology records 40 years, destroy
- (d) Retain "periodic study" methodology records 10 years, destroy
- (e) Retain final tables, lists, and computer program records 10 years, destroy
- (f) Retain publication risk assessment forms until obsolete or no longer needed, destroy
- (g) Retain all other records 10 years, destroy

### **168 Information Request and Special Projects**

- (a) Retain final copy and back-up materials of information provided to the requestor in response to an information request 2 years, destroy
- (b) Retain final copy and back-up materials of information provided to the requestor for special projects 10 years, destroy
- (c) Retain records of information requests and special projects prepared by R&A (Timex) 10 years, destroy
- (d) Retain all other records 10 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Professional Membership Records

Public Records Disclosure Request Records

Publication Preparation Records

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

Grant Records

## ***Databases:***

Program utilizes all DCBS databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Insurance Division  
**Program:** Administration

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

The Administration program provides overall policy direction and administrative guidance to the Insurance Division. The division administers ORS 284 and 731 - 750. The program also advises the Director of the Department of Consumer and Business Services, who is the state Insurance Commissioner, on insurance regulatory policy and consumer service. It is advised on insurance regulatory issues by the division advisory committee. Administration handles budget, purchasing, contracting, personnel, training, and first-line computer support functions for the division. It oversees legislative tracking and administrative rules development. It also coordinates public information activities and publication preparation with the Communications Services Division. Publications produced by Administration include The Regulator Newsletter (titled Informer until 1996). Periodically, Insurance Division Bulletins are issued to provide law, rule, or policy interpretation for the insurance industry. The Consumer Protection Unit performs informal mediation on workers' compensation premium audits to resolve disputes between employers and insurers.

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

- 169 Insurance Division Newsletter Records**  
Retain 15 years, destroy
- 170 Contested Case Hearings Files**  
Retain 5 years after resolved, destroy
- 171 Final Orders (Director's Dockets)**  
Retain 25 years, destroy
- 172 Insurance Advisory Committee Records**  
Retain 2 years, destroy
- 173 Insurance Division Bulletin Records**  
Retain 15 years after superseded , destroy
- 174 Premium Audit Hearing Files**  
Retain 2 years, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Correspondence  
Legislative Tracking Records  
Mailing Lists  
Policy and Procedure Guidelines and Manuals  
Press Releases  
Publication Preparation Records  
Staff Meeting Records

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

Budget Preparation Records

### ***Databases:***

INSURANCE AGENTS LICENSING SYSTEM

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Insurance Division  
**Program:** Financial Regulation

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

The Financial Regulation Program is responsible for licensing insurance companies to transact business in Oregon. It is charged with making sure companies selling insurance to Oregonians are financially sound and can fulfill their obligations to their customers. The program maintains corporate and financial information on companies currently selling insurance in Oregon and makes it available to the public. It is advised on regulatory issues by informal internal advisory committees. The Program conducts financial examinations (desk audits and field examinations) of insurance companies. It also collects and audits insurance taxes paid by insurers. In addition, the Program provides guidance to companies when their financial health is in question. If an Oregon insurance company becomes insolvent, the Program assumes control (receivership) of the company to manage its assets on behalf of policyholders.

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

#### **175 Advisory Committee Records**

Retain 2 years, destroy

#### **176 Analyst Files**

Retain 6 years, destroy

#### **177 Denied Insurer Licensing Applications**

Retain 2 years, destroy

#### **178 Insurance Company Annual Financial Statements**

- (a) Retain domestic insurer records 25 years, destroy
- (b) Retain foreign insurer Oregon pages 8 years, destroy
- (c) Retain foreign insurer statements current year, destroy

#### **179 Insurance Company Corporate Records**

- (a) Retain domestic insurer records 35 years after certificate of authority no longer valid, destroy
- (b) Retain foreign insurer records 3 years after company closed, destroy

#### **180 Insurance Company Security Deposit Records**

Retain 4 years, destroy

#### **181 Insurance Company Tax Liability Records**

Retain 8 years, destroy

#### **182 Insurer Financial Examination Records**

- (a) Retain domestic insurer examination reports 25 years, destroy
- (b) Retain foreign insurer examination reports until superseded, destroy
- (c) Retain work papers 8 years or until superseded, destroy

#### **183 Insurer Receivership Records**

- (a) Retain key domestic and foreign insurer records 35 years after court closure, destroy
- (b) Retain non-key domestic insurer records 3 years after court closure, destroy
- (c) Retain non-key foreign insurer records until court closure, destroy

#### **184 Registered Agent Appointments**

Retain until superseded, destroy

#### **185 Schedule P-Workers' Compensation Insurer Premium Records**

Retain 4 years, destroy

#### **186 Specialized Coverage Records**

Retain 4 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

INSURANCE AGENTS LICENSING SYSTEM AND PRETAX

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Insurance Division  
**Program:** Market Regulation  
**Unit:** Consumer Advocacy and Market Surveillance

### **Program Description:**

The Market Regulation Program is responsible for protecting the insurance-buying public's interests by resolving complaints against insurance companies, agencies, and producers. It responds to complaints and grievances from consumers to verify the facts and resolve the situation. It may initiate an investigation if a producer, agency, or insurance company has performed illegal activities. Contested case hearings are performed by the Office of Administrative Hearings. The DCBS Director, as State Insurance Commissioner, retains final decision authority. It is advised on consumer protection issues by informal internal advisory committees. The Program performs market conduct examinations to determine compliance with the Insurance Code and how insurers treat consumers. Rates and form approval and producer licensing are also part of this Program. In addition, the Program provides public information and education on insurance issues and advocates for all insurance consumers' interests with government agencies, public interest groups, and insurance industry groups. The program provides information on such topics as auto, homeowners, life, health, long-term care, Medicare supplement, and general insurance information.

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

#### **187 Advisory Committee Records**

Retain 2 years, destroy

#### **188 Annual Statements – Market Conduct**

- (a) Retain Life 5 years, destroy
- (b) Retain Property/Casualty 5 years, destroy

#### **189 Complaint Records**

Retain 8 years after resolved, destroy

#### **190 Enrollment Reports**

Retain 5 years, destroy

#### **191 Investigation Records**

Retain 8 years after resolved, destroy

#### **192 Mandatory Health Insurer Reports**

- (a) Retain Long-term Care Rescission Report 2 years, destroy
- (b) Retain Medicare Select Quarterly Update List of Network Providers 2 years, destroy
- (c) Retain Multiple Medicare Supplement Reports 2 years, destroy
- (d) Retain Prompt Payment Reports 8 years, destroy
- (e) Retain Accident and Health Advertising Certificate of Compliance 2 years, destroy
- (f) Retain Long-term Care Suitability Report 2 years, destroy
- (g) Retain Long-term Care Lapse and Replacements Report 2 years, destroy
- (h) Retain Long-term Care Denied Claims Report 2 years, destroy
- (i) Retain all other records 2 years, destroy

#### **193 Market Conduct Examination Records**

- (a) Retain examination reports 15 years, destroy
- (b) Retain work papers 8 years or until superseded, destroy

#### **194 Market Surveillance Records and Analyst Files**

Retain 8 years or until superseded, destroy

#### **195 Patient Protection Grievance Reports**

Retain 5 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Publication Preparation Records

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

Volunteer Program Records

***Databases:***

FILING

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Insurance Division  
**Program:** Market Regulation  
**Unit:** Producer Licensing

**Program Description:**

The Producer Licensing Unit licenses insurance producers, agencies, and adjusters to do business in Oregon. The program also establishes licensing requirements, regulates continuing education providers, and monitors continuing education of insurance producers to make certain that producers continue to meet high professional standards. It is advised on producer licensing issues by informal internal advisory committees.

**Program Records:**

**196 Advisory Committee Records**

Retain 2 years, destroy

**197 Insurance Producer and Agency License Files**

- (a) Retain accepted applications 5 years after received, destroy
- (b) Retain renewal coupons 2 years, destroy
- (c) Retain close out applications 1 year after received, destroy
- (d) Retain all other records 2 years from receipt, destroy

**198 Insurance Producer Continuing Education Provider and Course Approval Records**

Retain until expired, destroy

**199 Insurance Producer Termination and Affiliation and Address Change Records**

Retain until entered and verified, destroy

**200 License Processing Fiscal Records**

Retain 1 year after license processed, destroy

**201 Special Merit Handling and Felony Waiver Records**

- (a) Retain felony waiver records 10 years after waiver issued, destroy
- (b) Retain all other records 10 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

**Databases:**

INSURANCE AGENTS LICENSING SYSTEM

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services  
**Division:** Insurance Division  
**Program:** Market Regulation  
**Unit:** Rates and Forms

**Program Description:**

The Rates and Forms Unit reviews filings to be certain they comply with Oregon insurance laws and rules so that consumers pay fair and nondiscriminatory rates for insurance products. "Rates" are the amounts an insurer charges for insurance products (premiums). "Forms" are policies, rules, illustrations, riders, endorsements, and advertisements. It is advised on rates and forms issues by informal internal advisory committees. The Program also informs the industry and the public of health insurance premium rates for various parts of the state by publishing Health Insurance Geographic Average Rates Reports.

**Program Records:**

**202 Advisory Committee Records**

Retain 2 years, destroy

**203 Health Insurance Geographic Average Rates Reports**

Retain 5 years, destroy

**204 Insurance Policy and Rate Records**

(a) Retain consent to rate property/casualty filings 30 days after policy expires, destroy

(b) Retain all other records 30 days, destroy

**205 Insurance Rating Bureau Polices and Rates and Statistical Reports**

(a) Retain forms 5 years, destroy

(b) Retain rates and statistical reports 5 years, destroy

(c) Retain all other records until superseded, destroy

**206 Medicare Supplement and Long Term Care Tax Qualified Policy and Rate Records**

(a) Retain rates and forms 3 years, destroy

(b) Retain advertisements and correspondence 2 years, destroy

(c) Retain all other records 30 days, destroy

**325 Physicians & Surgeons Medical Malpractice Rates and Rating Plans**

Retain 25 years, destroy

**207 Title Insurance Policy and Rate Records**

(a) Retain forms 10 years, destroy

(b) Retain rates 5 years, destroy

**208 Workers' Compensation Insurance Policy and Rate Records**

(a) Retain forms 10 years, destroy

(b) Retain rates 5 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

**Databases:**

INSURANCE AGENTS LICENSING SYSTEM

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Medical Insurance Pool Board (OMIP)

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

The Oregon Medical Insurance Pool (OMIP) provides medical insurance coverage for all Oregonians who are unable to obtain medical insurance because of health conditions. OMIP also provides health benefit portability coverage to Oregonians who have exhausted COBRA benefits and have no other portability options available to them. OMIP contracts with a third party administrator for actual plan administration. OMIP operates under policy guidance from a board that represent insurers, re-insurers, health care providers and citizens. The board hears appeals after the grievance process conducted by the third party administrator concerning coverage and benefit determinations that are initiated by applicants who have been denied.

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

#### **209 OMIP Board Records [1987 – present], 10 c.f.**

- (a) Retain agendas, minutes, and exhibits permanently, transfer to State Archives after 10 years
- (b) Retain audio tapes 1 year after minutes transcribed and adopted, destroy

#### **210 Publications and Annual Reports [1999 – present], 2 c.f.**

- (a) Retain 1 copy of each annual report permanently, transfer to State Archives after 10 years
- (b) Retain all other publications until superseded or obsolete, destroy

#### **211 Agent Referral Records**

Retain until superseded or obsolete, destroy

#### **212 Appeals Records**

Retain 5 years after resolved, destroy

#### **213 Assessment Records**

Retain until relationship with provider ends, destroy.

#### **214 Insurance Pool Subscriber Surveys**

- (a) Retain summary reports 5 years, destroy
- (b) Retain until obsolete or no longer needed, destroy

#### **215 Potential Member Inquiry Records (OMIP Program Decisions)**

- (a) Retain OMIP sub-committee precedent setting records 10 years, destroy
- (b) Retain routine inquiries 2 years, destroy

#### **216 Rates and Benefits Setting Records**

Retain 6 years after third party administrator contract ends, destroy

#### **217 Statistical and Narrative Reports**

Retain 5 years, destroy

#### **218 Third Party Administrator Reports**

Retain submitted reports 6 years after contract expiration, destroy

#### **219 VIP and Governor Response Records**

Retain 6 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

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

Competitive Bid Records

***Databases:***

OREGON MEDICAL INSURANCE BOARD

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Office of Minority, Women & Emerging Small Businesses (OMWESB)

***Program Description:***

The Office of Minority, Women, and Emerging Small Business certifies businesses for participation in targeted contracting opportunities in Oregon under authority of ORS 200. The three areas of certification are Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Disadvantaged Business Enterprise (DBE), and Emerging Small Business (ESB). DBE certification applies to firms seeking contracting opportunities with recipients of federal transportation funds. The program is audited by the federal Highway Administration to determine appropriate use of federal transportation grant funds. OMWESB evaluates applications and renewals, issues letters of certification and enters approved firms into the directory of certified businesses. The office contracts with the Governor's Advocate for Minority, Women and Emerging Small Business to operate a clearinghouse that matches contractors, vendors, and service providers with State of Oregon bid opportunities. The office also provides public awareness and outreach services to potential firms to help them become eligible and helps government agencies develop purchasing strategies to use certified firms.

***Program Records:***

**220 Firm Certification Files**

- (a) Retain 3 years after certification terminated, destroy
- (b) Retain denied files 5 years after denied, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Contracts and Agreements

Correspondence

Mailing Lists

Publication Preparation Records

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

Audit Reports

***Databases:***

OREGON MINORITIES BUSINESS

**Organizational Placement****Schedule #: 2006-0013****Agency:** Department of Consumer and Business Services (DCBS)**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)**Program:** Administration**Program Description:**

The primary function of the Administrator's Office is to set policy and direct OR-OSHA's statewide occupational safety and health programs. This includes establishing goals and strategies for reducing occupational injuries, illnesses, and fatalities in Oregon. The administrator works with various management and labor advisory committees to obtain guidance in policy decision making. The administrator also represents OR-OSHA to the Legislative Assembly and Governor's Office. Since enactment of the Oregon Safe Employment Act in 1973, OR-OSHA has administered a federally approved occupational safety and health State Plan. Federal OSHA monitors Oregon's State Plan through annual reviews of the agreement. The Administrator's Office also administered the Farmworker Housing Tax Credit program which provides tax credits for Oregon employers who are improving their existing farm worker housing units to meet OSHA requirements for health and safety. Note: This program transferred to the Housing and Community Services Department on January 1, 2002.

**Program Records:****221 State Plan Records [1973 – present], 5 c.f.**

Retain permanently, transfer to State Archives after agreement with federal OSHA is discontinued

**222 Farmworker Housing Tax Credit Program Records**

- (a) Retain approved application 10 years after award made and project completed, destroy
- (b) Retain annual logs 10 years after program ends or is transferred, destroy
- (c) Retain all other records 10 years, destroy

**223 Federal OSHA Correspondence**

Retain 10 years, destroy

**224 General Committee Records**

Retain 10 years, destroy

**225 Governor and VIP Responses**

Retain 6 years, destroy

**226 Memorandums of Understanding (MOUs)/Interagency Agreements**

- (a) MOU or Interagency Agreements renewed within previous 10 years, destroy
- (b) MOU or Interagency Agreements older than 10 years, retain until 10 years after renewed or superseded, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Development Advisory Committee Records

Legislative Tracking Records

Press Releases

Professional Membership Records

Security Records

Staff Meeting Records

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

Grant Records

***Databases:***

OR-OSHA EDUCATION DATA SYSTEM

OR-OSHA RESOURCES

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Administration  
**Unit:** Communications

**Program Description:**

The Communications unit is responsible for providing information to the public, division staff, and the media about Oregon OSHA programs. Staff utilize multiple means of information dissemination including publications, conferences, workshops, the world wide web, and media opportunities.

***Program Records:***

**227 Customer Satisfaction Surveys Records**

- (a) Retain surveys 1 year after entered or summarized, destroy
- (b) Retain survey summaries 10 years, destroy

**228 Photographs, Slides, and Images**

- (a) Retain images of excellent quality (publication ready) and images of good quality that depict significant events 20 years
- (b) Retain lesser quality images (out of focus, technically inferior) or images depicting routine events for 5 years, destroy

**229 Public Service Announcement Campaign Records**

Retain 10 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence  
Press Releases  
Publication Preparation Records

***Databases:***

Program utilizes all Oregon OSHA databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Administration  
**Unit:** Internal Education

**Program Description:**

The Internal Education unit for Oregon OSHA is responsible to education for OR-OSHA staff about safety laws and best practices.

**Program Records:**

**230 Certificate Series and On-line Training Records**

Retain 1 year, destroy

**231 Class and Curriculum Master List**

Retain until superseded or obsolete, destroy

**232 Class Curriculum Records**

Retain 2 years after superseded or obsolete, destroy

**233 Class Registration and Attendance Records**

(a) Retain internal class records 2 years after class completed, destroy

(b) Retain training tracking records 3 years, destroy

**234 Course Evaluation Records**

(a) Retain course evaluations with comments until summary report is completed, destroy

(b) Retain summary evaluation reports 5 years, destroy

**235 External Training Request Records**

Retain 1 year after class completed, destroy

**236 Speaker Request Records**

(a) Retain annual speaker request reports 2 years, destroy

(b) Retain request forms 1 year after entered and verified, destroy

**237 Strategic Plan Quarterly Reports**

Retain 2 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Mailing Lists

Staff Meeting Records

**Databases:**

Program utilizes all Oregon OSHA databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)

**Program:** Consultative Services

***Program Description:***

The Consultative Services Program provides confidential assistance to employers and employees in evaluating work environments and increasing awareness of occupational safety and health in the workplace. Trained safety and health professionals provide services to help employers identify and correct occupational safety and health hazards. Samples may be taken from a worksite for laboratory testing by the Occupational Health Laboratory in Portland. These services are designed to help reduce work-related injuries, illnesses, and fatalities, and the associated high cost of workers' compensation insurance. Program staff also provide information about establishing and running effective safety and health programs in the workplace.

***Program Records:***

**238 Annual Consultation Reports**

Retain 20 years, destroy

**239 Health and Safety Consultation Report Records**

Retain 3 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

Program utilizes all Oregon OSHA databases

### ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Enforcement  
**Unit:** Health and Safety Enforcement

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

OR-OSHA's comprehensive Health and Safety Enforcement unit conducts health and safety inspections of Oregon employer worksites. The Health and Safety Enforcement unit may conduct inspections upon referrals from other agencies, when it receives complaints, when a workplace accident occurs, and as part of an unannounced inspection schedule. All compliance officers follow the Field Inspection Reference Manual policies and Oregon Administrative Rules that outline staff procedures for inspections. Both public and private-sector employers are scheduled for inspections based on Oregon Administrative Rules, Directives outlining inspection criteria, and Federal Occupational Safety and Health Administration (OSHA) rules. Inspections can result in citations being issued to employers when there are violations of Oregon occupational safety and health rules. Citations may carry monetary penalties. The Health and Safety Enforcement unit also ensures that workers' compensation insurance companies provide their policyholders with occupational safety and health loss-prevention services at no charge. In addition, the unit requires that self-insured employers write and implement occupational health and safety management plans.

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

#### **240 Employer Inspection Records**

- (a) Retain health and fatality inspections 30 years, destroy
- (b) Retain safety inspections 10 years, destroy
- (c) Retain employer follow up surveys 2 years, destroy

#### **241 Fatality Intakes and Logs**

Retain 10 years, destroy

#### **242 Field Inspection Reference Manual and Enforcement Policies**

Retain 10 years, destroy

#### **243 Inspection Schedule Records**

- (a) Retain list 1 year, destroy
- (b) Transfer individual employer schedules to Employer Inspection Records

#### **244 Insurer Inspection Program Records**

Retain 5 years, destroy

#### **245 Undeveloped Inspection Film, Audio, and Videotape Inventory Records**

Retain 6 federal fiscal years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence

### ***Databases:***

Program utilizes all Oregon OSHA databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Enforcement  
**Program:** Occupational Health Laboratory

***Program Description:***

The Occupational Health Laboratory analyzes samples collected by field compliance officers and consultants to determine chemical composition and concentrations of hazardous substances. This information is used to determine whether workers are overexposed to these substances. The program is also responsible for the calibration of equipment used in the laboratory and by field inspectors and consultation personnel statewide. The laboratory is accredited by the American Industrial Hygiene Association.

***Program Records:***

**246 Laboratory Accreditation Records**

Retain until certification lapses, destroy

**247 Laboratory and Field Equipment Maintenance and Calibration Records**

Retain 2 years after the life of the equipment, destroy

**248 Laboratory Standards and Procedures Manuals**

Retain one copy for 20 years, destroy

**249 Monthly Statistical Laboratory Report Records**

Retain 10 years, destroy

**250 Occupational Health Laboratory Records**

(a) Retain inspections and consultations 50 years, destroy

(b) Retain raw data 3 years, destroy

(c) Retain report summaries 1 year, destroy

**251 Quality Assurance Records**

Retain 2 years after the life of the equipment, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

***Databases:***

Program utilizes all Oregon OSHA databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)

**Program:** Field Offices

**Program Description:**

Field Offices is responsible for routine OSHA inspections, accident/fatality response inspections, and employer consultations around the state. When accidents or fatalities occur at a workplace, the field office may choose to have the company self inspect and report on the incident or may investigate the incident themselves. Consultations are done at the employer's request and usually consist of a site visit to examine the areas of concern.

**Program Records:**

**252 Agricultural Labor Housing (ALH)/Farm Labor Camp (FLC) Registration Records**

Retain registrations and data 10 years, destroy

**253 Complaint Logs, Complaint INTAKE Form, "No Further Action Complaints," and Related Records**

Retain 3 years, destroy

**254 Compliance Officer Activity Log Records (COAL Records)**

Retain 3 years, destroy

**255 Consultation Report Records**

(a) Retain images used in the report and the reports 3 years, destroy

(b) Retain images not used in the report 1 year, destroy

(c) Retain consultation request form until loaded into database and verified, destroy

(d) Retain Safety and Health Achievement Recognition Program (SHARP) employer reports for 3 years beyond duration of participation in SHARP, destroy

**256 Employer Accident Investigation Reports**

Retain 3 years, destroy

**257 Film Log Records**

Retain 3 years, destroy

**258 Miscellaneous Logs (Activity, Appeals, Letters of Corrective Action)**

Retain 1 year, destroy

**259 Undeveloped Inspection Photographic Film**

Retain 1 federal fiscal year, transfer to the Records Management Unit at the DCBS Salem Central Office

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

**Databases:**

Program utilizes all Oregon OSHA databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Standards and Technical Resources

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

The Standards and Technical Resources Program is responsible for writing new health and safety standards and providing resources to help employers understand new standards, interpret existing standards, learn the occupational safety and health requirements for a new business, and develop and guide safety committees.

The Standards and Technical Resource Program includes a resource center with a technical library, an occupational health and safety audiovisual lending library, and workplace health and safety research assistance.

The Program formerly made worksite redesign grants to employers, employer and employee groups, and educational institutions and organizations to research and develop innovative solutions to workplace safety and health problems. The purpose of the grants was to research and develop innovative solutions to workplace safety and health problems that employers couldn't resolve through the use of "off-the shelf" technology.

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

- 260 Advisory Committee Records, [1980 - present], 50 c.f.**  
Retain permanently, transfer to state archives after 10 years
- 261 Health and Safety Standard Histories**  
Retain 40 years after repeal of administrative rule, destroy
- 262 Health and Safety Standard Interpretations (Letters of Interpretation)**  
Retain 10 years after entire administrative rule repealed or superseded, destroy
- 263 Health and Safety Standard Variance Records (Innovative Safety Committee Records)**  
Retain 5 years after variance is revoked, destroy
- 264 Program Directives**  
Retain until superseded or repealed, destroy
- 265 Technical Library Records**
  - (a) Retain master shelf lists or inventories until superseded or obsolete, destroy
  - (b) Retain circulation records until transaction is complete, destroy
- 266 Worksite Redesign Records**
  - (a) Retain grant final report records 10 years after submitted, destroy
  - (b) Retain all other records 6 years after grant final report is submitted, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Correspondence

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

Grant Records

### ***Databases:***

Program utilizes all Oregon OSHA databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Voluntary Services  
**Unit:** Public Education

**Program Description:**

The Public Education unit for Oregon OSHA is responsible for providing educational opportunities for companies and OR-OSHA staff to learn about safety laws and best practices. Workshops are offered year-round throughout Oregon. Companies may request on-site presentations and training from this program and several classes are available on-line.

**Program Records**

- 267 Class and Curriculum Master List**  
Retain until superseded or obsolete, destroy
- 268 Class Materials**  
Retain 2 years after superseded or obsolete, destroy
- 269 Class Registration and Attendance Records**  
Retain external class records 5 years, destroy
- 270 Course Evaluation Records**
  - (a) Retain course evaluations 5 years, destroy
  - (b) Retain summary evaluation reports 5 years, destroy
- 271 External Training Request Records**  
Retain 1 year after class completed, destroy
- 272 Professional Development Program Database**  
Retain 1 year, destroy
- 273 Small Business Safety Committee Training Survey Records (Survey ended 2003)**  
Retain annual survey outcome statistics 5 years, destroy
- 274 Speaker Request Records**
  - (a) Retain annual speaker request reports 2 years, destroy
  - (b) Retain request forms 1 year after entered and verified, destroy
- 275 Strategic Plan Quarterly Reports**  
Retain 2 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence  
Mailing Lists  
Staff Meeting Records

**Databases:**

Program utilizes all Oregon OSHA databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Oregon Occupational Safety and Health Division (OR-OSHA)  
**Program:** Voluntary Services  
**Unit:** Voluntary Protection Program (VPP)

**Program Description:**

Voluntary Protection Program (VPP) is a cooperative federal OSHA compliance program that encourages companies to exceed minimum OSHA safety requirements. Companies must meet minimum criteria in order to be eligible to participate in the VPP program. The program focuses on four key areas viewed as necessary to have a comprehensive safety and health program. Those areas are: Management Leadership and Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training. In exchange for participation in the VPP program, OSHA waives the annual health and safety inspections done by the Health and Safety Enforcement program. Oregon OSHA operates this program under an agreement with federal OSHA.

***Program Records***

**276 Application Records**

- (a) Retain accepted applications, transfer to the Employer File Records
- (b) Retain dropped or revoked applications, destroy immediately per Federal OSHA directive
- (c) Retain denied applications, return to employer per Federal OSHA directive

**277 Employer File Records**

Retain until no longer active in the program, destroy

**278 Employer Tracking Record**

Retain until superseded or obsolete, destroy

**279 Program History Records**

Retain for the life of the program, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records  
Correspondence

***Databases:***

Program utilizes all Oregon OSHA databases

## ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Workers' Compensation Board (WCB)

### **Program Description:**

The Workers' Compensation Board is an independent, quasi-judicial agency within the Department of Consumer and Business Services (DCBS). Its mission is to provide timely and impartial resolution of disputes arising under the Workers' Compensation Law and the Oregon Safe Employment Act. The Board is the appellate body that reviews administrative law judge workers' compensation orders on appeal, exercises own-motion jurisdiction, and reviews Claim Disposition Agreements (compromise and release of workers' benefits). In addition, the Board conducts hearings/reviews of appeals from Oregon Department of Justice decisions regarding applications for compensation under the Crime Victim Assistance Program and resolves disputes between workers and workers' compensation carriers arising from workers' civil actions against third parties. The Board may also provide policy advice on workers' compensation issues to the Director of the Department of Consumer and Business Services (DCBS). With limited exceptions, Board orders may be appealed to the Oregon Court of Appeals.

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

#### **280 Board Records [1986 – present], 6 c.f.**

(a) Retain minutes, agendas, bulletins, reports, and exhibits permanently, transfer to State Archives after 10 years

(b) Retain all other records, 5 years, destroy

#### **281 Brochure Records**

Retain until superseded or obsolete, destroy

#### **282 Case News and Notes Records**

Retain 1 copy of each issue until program discontinued, destroy

#### **283 Case Tracking Records**

Retain 1 year after case closed, destroy

#### **284 Contested Case File Records**

(a) Retain orders (Final Orders, Interim Orders, Settlement Agreements) 1 year after case closed, destroy

(b) Retain all other records 45 days after un-appealed order is issued, destroy

#### **285 Monthly Report to the Governor**

Retain 10 years, destroy

#### **286 Performance and Workload Measure Records**

(a) Retain computer tracking records 6 years, destroy

(b) Retain final reports 4 years, destroy

(c) Retain background information 4 years after report submitted, destroy

#### **287 Topic File Records**

Retain until superseded or obsolete, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Professional Membership Records

Security Records

***Databases:***

CASE MANAGEMENT SYSTEM DATA ENTRY

WORKERS' COMPENSATION SYSTEM

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Administration

***Program Description:***

Administration provides policy direction and leadership for the division including rulemaking, policy analysis, budget development and execution, strategic planning, performance measure development, and legislative concept development and tracking.

***Program Records:***

**288 Workers' Compensation Division Performance Measures**

Retain 10 years, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records  
Attorney General Opinions  
Calendar and Scheduling Records  
Correspondence  
Legislative Tracking Records  
Policy and Procedure Guidelines and Manuals  
Professional Membership Records

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

Budget Preparation Records

***Databases:***

CLAIMS TRACKING SYSTEM  
COMPLIANCE AUDITS  
MEDICAL REVIEW AND ABUSE  
NONCOMPLYING EMPLOYERS

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Administration  
**Unit:** Communications and Training

***Program Description:***

The Communications and Training Unit is responsible for providing information to the public, division staff, and the media about the Workers' Compensation Division, its functions, and issues. Staff utilize multiple means of information dissemination including publications, seminars, the World Wide Web, and media opportunities. This program also coordinates staff training and development.

***Program Records:***

**289 Industry Notices**

Retain 10 years, destroy

**290 Public Opinion and Satisfaction Surveys Records**

(a) Retain summaries 10 years, destroy

(b) Retain surveys 1 year after entered in computer or summarized, destroy

**291 Public Service Announcement Campaign Records**

(a) Retain scripts and storyboards 10 years, destroy

(b) Retain finished products 10 years, destroy

**292 Public Training Evaluation Forms**

Retain 2 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Mailing Records

Policy and Procedures Guidelines and Manuals

Publication Preparation Records

***Databases:***

Program utilizes all WCD databases

### ***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)

**Division:** Workers' Compensation Division (WCD)

**Program:** Compliance

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

The Compliance Program monitors and investigates Oregon employers, insurers, and employees to ensure Oregon's Workers' Compensation laws are upheld. Based on complaints and information received by the program, staff may investigate employers, insurers, injured workers, vocational providers, medical providers, worker leasing companies, and managed care organizations. Program staff may also perform field audits of insurers and employers to verify that practices are occurring as they are being reported to the Workers' Compensation Division.

The Program certifies vocational counselors and Managed Care Organizations so they can provide services to injured workers. It also licenses employer leasing companies and self-insured employers to verify that they have workers' compensation coverage for their employees. Lastly, the Program certifies courses for claims examiners to verify that the curriculum is accurate to current workers' compensation law.

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

#### **293 Certification Records**

Retain 10 years after terminated, destroy

#### **294 Claims Examiner Independent Medical Examiner (IME) Continuing Education Course Certification Records**

Retain 5 years after expiration, destroy

#### **295 Contested Case Hearings Records**

Retain 5 years after closed, destroy

#### **296 Fraud and Abuse Investigation Case Files**

Retain 10 years after closed, destroy

#### **297 Insurer Audits**

Retain 5 years, destroy

#### **298 Insurer Data Reporting Register**

Retain 1 year, destroy

#### **299 Insurer Performance Reports**

Retain 1 year, destroy

#### **300 Insurer Premium Assessment Audits**

Retain 5 years, destroy

#### **301 Managed Care Organization Case Files**

Retain 20 years, destroy

#### **302 Medical Provider Case Files**

Retain 20 years, destroy

#### **303 Non-Complying Employer Investigation Records**

Retain 3 years after last activity, destroy

#### **304 Reserve Fund Reimbursement Records**

Retain 20 years, destroy

#### **305 Self-Insured Employer Audits**

Retain 5 years, destroy

#### **306 Self-Insured Employer Certification Records**

Retain 20 years after terminated, destroy

#### **307 Worker Leasing Company License Records**

Retain 20 years after terminated, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

Program utilizes all WCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Policy Services

***Program Description:***

The Policy Services Program is responsible for coordinating public policy and legal issues for the Workers' Compensation Division. Staff facilitates the consistent handling of legal issues, policy development, and rules coordination. Periodically, the Program will use short duration advisory groups to solicit feedback on Division issues and services.

***Program Records:***

**308 Advisory Group Records**

- (a) Retain agendas, minutes, and exhibits 10 years, destroy
- (b) Retain all other records 5 years, destroy

**309 Contested Case Files**

Retain 5 years after case closed, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Correspondence  
Legislative Tracking Records  
Policy and Procedures Guidelines and Manuals  
Staff Meeting Records

***Databases:***

Program utilizes all WCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Reemployment and Dispute Resolution

***Program Description:***

The Program provides administrative review for workers, employers/insurers, and medical providers who disagree on workers' compensation issues, and regulates and delivers return to work assistance to injured workers.

Program staff resolve disputes regarding medical treatment, fees, and entitlement to medical services, claims closure issues, classification of claims, and eligibility and other disputes regarding vocational assistance benefits. Staff investigate disputed matters and either issue an agreement when the dispute is resolved by mutual agreement, or issue an appealable order. Staff are responsible for promulgating the standards for rating permanent disability and for developing temporary administrative rules to address specific disabilities not covered by the standards. Staff also recruit medical arbiters and physician reviewers, schedule exams for workers, obtain reports, and investigate complaints against arbiters and physician reviewers.

Program staff facilitate the Medical Advisory Committee (MAC) meetings providing meeting agendas and minutes, requested research and data analyses, and ensure that MAC advice is provided to the WCD Administrator.

***Program Records:***

**310 Medical Advisory Committee Records**

Retain 20 years, destroy

**311 Medical Arbiter Master List**

Retain until superseded, destroy

**312 Medical Review Records**

Retain medical review files 5 years after case closed, destroy

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

*Includes but is not limited to:*

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

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Mailing List Records

***Databases:***

Program utilizes all WCD databases

**Organizational Placement**

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Operations  
**Unit:** Central Services

**Program Description:**

The Central Services Unit provides support to the other Programs in the Workers' Compensation Division. Responsibilities include reception, mail, policy and procedure composition, records management, and central claim files maintenance.

**Program Records:**

**313 Workers' Compensation Claim Files**

- (a) Retain "Essential" documents (per Division procedure) closed prior to January 1, 2005, 75 years, destroy
- (b) Retain claim documents (per Division procedure) closed after January 1, 2005, 10 years after closure, destroy
- (c) Retain "Non-essential" documents (per Division procedure) closed prior to January 1, 2005, 6 years after last activity, destroy
- (d) Retain SAIF documents closed after January 1, 2005, 6 years after closure, destroy
- (e) Retain fatal claims and permanent total disability (PTD) claims 99 years after closure, destroy
- (f) Retain denied claims 6 months, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

Postal Records

Public Records Disclosure Request Records

Telephone Logs

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

Filing System Records

Microfilm Quality Control Records

Records Management Records

**Databases:**

Program utilizes all WCD databases

***Organizational Placement***

**Schedule #: 2006-0013**

**Agency:** Department of Consumer and Business Services (DCBS)  
**Division:** Workers' Compensation Division (WCD)  
**Program:** Operations  
**Unit:** Coverage

***Program Description:***

The Coverage Unit is responsible for the maintenance and tracking of employer workers' compensation coverage information for the Workers' Compensation Division. Unit staff provide information and education to insurers and the public on employer coverage documentation including processing policies and procedures.

***Program Records:***

**314 Employer Coverage Data Records**

Retain 99 years, destroy

**315 Employer Guaranty Contracts**

Retain 99 years after contract cancelled, destroy

**316 Extraterritorial Employer Coverage Records**

Retain 99 years, destroy

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

*Includes but is not limited to:*

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

Calendar and Scheduling Records

Correspondence

***Databases:***

Program utilizes all WCD databases