

Department of Economic and Community Development
Records Retention Schedule 2007-0020
Effective Date: February 2008
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Agency: Economic and Community Development Department

Program Description

The Oregon Economic and Community Development Department is responsible for promoting economic and community development and cultural enhancement throughout the state using a variety of programs that provide assistance and technical expertise to businesses, communities and people. The agency is charged with developing Oregon's changing economy by providing flexibility in funding statewide regional needs and focusing on funding economic and community development services for rural and distressed communities.

The seven-member Oregon Economic and Community Development Commission is appointed by the Governor. The commission also includes two non-voting ex-officio members from the Legislative Assembly. The bi-partisan commission is responsible for establishing a coherent, integrated approach to statewide economic development policy. The Commission oversees OECD which is charged with putting the commission's policies into effect. The Commission advises the Governor and Legislative Assembly on broad economic development opportunities and policies.

The Directors Office provides overall policy direction and supports key initiatives and activities of OECD. The Director's Office is comprised of the Director, Deputy Director, Human Resources Section, Marketing/Communications section and support staff. The Department's mission is to advance Oregon's economy by promoting a favorable investment climate which strengthens business, creates jobs and raises real wages; by assisting Oregon communities to build capacity to retain, expand and attract businesses and improve national and international competitiveness of Oregon companies.

The Director may sign waiver requests of financial and program related requirements. The Directors Office develops policy recommendations for the Governor, prepares briefings prior to events and meetings, and prepares correspondence for signature by the Governor. Staff provide support to the Economic and community Development Commission.

Program Records

001 Economic Development Commission Meeting Records, 1979-[ongoing] 3.00 c.f.

- (a) Retain minutes, agendas, packets, reports, exhibits and handouts permanently, transfer to State Archives after 10 years
- (b) Retain tape recordings 1 year after summarized, destroy or recycle tapes
- (c) Retain all other records 5 years, destroy

002 Special Project Records

- (a) Retain in-state projects 5 years, destroy
- (b) Retain federal and multi-state projects 10 years, destroy

003 Waivers

Retain 10 years after superseded or revoked, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Meeting Records

Policy Development and Planning Records (Strategic Plan Records)

Databases

None

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Directors Office

Section: Human Resources

Program Description

The Human Resources Section provides personnel actions and provides technical advice and assistance to department management and staff regarding employee personal actions and services. Human Resources assist with recruitment and selection of staff and maintain and update employee personnel records. Staff prepare and maintain the agency's affirmative action reports and supports/provides relevant training to agency staff upon request. In addition, Human Resources is responsible for managing the Coffee and Social Clubs. The clubs are voluntary donations made by staff via direct deposit to pay for refreshments and social occasions for agency staff.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Agency Organizational Records

Correspondence

Policies and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Petty Cash Fund Records (Coffee/Social Club Fund Records)

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Databases

PPDB

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Directors Office

Section: Marketing and Communications

Program Description

The Marketing and Communications Section staff provides marketing and public information services for the agency and its programs in an effort to attract business interests and visitors to Oregon. The section is the “face” of ECDD providing public information and press services.

Brand Oregon is a concept announced in 2003 and instituted per direction of Governor Kulongoski to create a unified, statewide communication and marketing effort promoting Oregon products and industry. Brand Oregon seeks to leverage marketing efforts therefore optimizing their impact and bringing greater return to Oregon businesses and economy. Brand Oregon is one of the key initiatives in the Oregon Business Plan.

Program Records

004 Agency Annual Report

Retain 10 years, destroy

005 Media Plan

(a) Retain final document 6 years after superseded, destroy

(b) Retain work notes, drafts, etc 1 year after plan produced, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Mailing (Contact) Lists

Policy Development and Planning Records (Strategic Plan)

Press Releases

Publication Preparation Records

Databases

None

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade Development

Program Description

The Business and Trade Development Division works with cities, counties, small business's and foreign based business and governments to foster quality growth in Oregon's business sector which provides jobs for Oregonians. Division staff provide technical expertise, direction, assistance and clarification in applying for funding and support to agency partners. Division staff assists partners to access funding and status within Oregon.

The Business and Trade Development Division is responsible for managing the Strategic Reserve Fund, established by the Legislative Assembly, which supports economic and community development within Oregon. Emphasis is placed upon investments which assist communities, businesses and industries with cost effect projects that create, expand, and preserve principal traded sector industries within Oregon. All projects eligible for reserve funding are submitted to the Governors Office for approval.

The ISO Fund is a resource for industry clusters, statewide and regional economic development groups and international trade-oriented businesses to increase their capacity, competitiveness and growth in the global marketplace. ISO funds are available to individual businesses, business associations and consortiums, development partners and others with a common goal of promoting Oregon business.

Program Records

006 ISO Fund Records

- (a) Retain individual project records 10 years after project closes, destroy
- (b) Retain ISO program records 5 years after program sunsets, destroy

007 Strategic Reserve Fund Records

- (a) Retain Strategic Reserve Fund Program Records 30 years, destroy
- (b) Retain individual project records 10 years after project completed, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

ACT

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade

Program: Old Growth

Program Description

The Old Growth Program provided funds to rural/distressed communities suffering economic hardship due to the loss of the timber industry. Funds were provided in the form of grants and could be used for a broad range of needs including business development, community development, gap funding for community projects and job creation. In 2002 the last funds were provided to ECDD and the program will sunset once all the requirements for all grant funding have been met by the recipients.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Financial Record (OAR 1667-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade

Section: Business Development Officers (BDO's)

Program Description

Business Development Officers provide support to communities to help attract and retain private investment. The BDO's provide hands on recruiting and support to business and industry researching and/or establishing operation within Oregon. They also help international and domestic businesses find business locations and facilities in Oregon. They act as a link between local communities and businesses and federal and state programs, helping break through bureaucratic barriers. Business Development Officers also work with other agency divisions and state agencies to provide economic information about Oregon to inquiring firms. BDO's report directly to the ECDD Director. In addition they participate in various task forces, councils, and ad hoc committees that study economic and business related issues.

Program Records

008 Business Case Files

- (a) Retain successful project records 5 years after project completion, destroy
- (b) Retain unsuccessful proposals 3 years after notification of firm locating elsewhere, destroy.
- (c) Retain case summaries 10 years, destroy

009 Business Development Officers Weekly Reports

Retain 1 year, destroy

010 Key Oregon Business Records

Retain 5 years, destroy.

011 Research Project Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

ACT

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade

Program: Business Marketing Support/Recruitment

Program Description

The Business Marketing Support/Recruitment Program provides technical expertise, research services, liaison services and assistance to Business Development Officer and Industry/Business looking to locate operations within Oregon. Program staff provides the first line of contact and information answering queries from companies. Interested companies submit site requirement forms which program staff process and enter into ECDD systems. The information of the Site Requirement Forms is essential to providing companies interested in locating operation in Oregon with comprehensive information on optimum sites and infrastructure.

Program Records

012 Site Requirement Forms/Records

Retain 5 years after last contact with company, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Databases

ACT

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade Development

Program: Tax Incentives

Program Description

The Tax Incentives program works with local governments to designate special zones where new or expanding businesses may receive property tax abatement and other incentives in order to encourage investment. Qualifying investments improve the quality and quantity of available local jobs, promote economic growth, diversify an area's business base, or contribute to private sector capacity and activity in the local economy. County Assessors and local zone managers handle day-to-day oversight of the enterprise zone property tax exemptions and business assistance. Enterprise Zones, once established, are in place for 10 years. In addition, Enterprise Zone staff manages the Oregon Investment Advantage, a 10 year income tax break available to business in specific counties. Oregon Investment Advantage provides a 10 year waiver on all income/excise taxes related to company operations equating to a reduction/elimination of state business tax liability for the 10 year period. Participating companies must create at least five full time, year round jobs; operations must be a first of their kind for the participating company within Oregon and cannot compete within the local economy.

Program Records

013 Enterprise Zone Designation Records

Retain 5 years after termination or participant leaves program, destroy

014 Enterprise Zone Director's Orders and Executive Orders

Retain 30 years after zone terminated, destroy

015 Enterprise Zone Authorization Forms

Retain 6 years, destroy

016 Enterprise Zone Program Summaries and Tax Exemption Records

Retain 15 years, destroy

017 Oregon Investment Advantage Records

(a) Retain successful/accepted applicant records 5 years after approval or participant leaves program, destroy

(b) Retain all other records 3 years, destroy

018 Strategic Investment Program Records

(a) Retain successful/accepted applicant records 20 years after commission approval, destroy

(b) Retain all other records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Databases

ACT

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade Development

Program: Strategic Investment

Program Description

The Strategic Investment program is a 15-year partial exemption from taxation on new investment property. It is subject to local agreement and determination by the Economic and Community Development Commission.

Program Records

019 Strategic Investment Program Records

- (a) Retain successful/accepted applicant records 20 years after commission approval, destroy
- (b) Retain all other records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Databases

ACT

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade Development

Section: International Trade

Program Description

The International Trade Section provides information and assistance to Oregon businesses interested in opening up new foreign markets for their manufactured products and services. Section staff provides technical expertise and assistance to identify prospective overseas markets for Oregon small to medium size businesses. The section maintains two types of presence in selected markets, either fully staffed offices in selected countries or representatives/consultants, both helping companies develop and foster government and business contacts.

Section staff participate in various domestic and international committees and other groups involved with international trade. They produce, or participate in, conferences and seminars promoting international trade and host visiting international business, trade and governmental delegations.

The Section also develops and manages international trade shows, conferences, missions and cultural exchanges, including those involving the Governor and other elected officials.

Program Records

020 Company Information Files

Retain until superseded or obsolete, destroy

021 International Trade Project/Trip Files, 1980-[ongoing] 2.00 c.f.

(a) Retain final Trip Report and Governor's Briefing Book permanently, transfer to State Archives after 10 years

(b) Retain all other records 10 years, destroy

022 International Trade Commission and Committee Records, 1980-2007 2.00 c.f.

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

(b) Retain all other records 1 year, destroy

023 Website Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

ACT

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Business and Trade Development

Section: Small Business Services

Program Description

The Small Business Services Section provides technical expertise and financial assistance to Oregon businesses in transition due to economic stress and industry/market change. Funding assistance is provided through the Economic Stabilization and Conversion fund per ORS 285a.224, assisting with the retention, employee ownership and response to plant/industry closures or stress. Through the fund, ECDD provides grants financing marketing, manufacturing technical assistance and management and consulting services. In addition, the Section supports and makes grants available to help form and improve Small Business Development Centers within Oregon. These centers provide training and expert resource people to help small businesses develop and improve skills in such areas as marketing, management and capital formation. The section utilizes private sector consultants to assist distressed businesses. Skilled business consultants are matched to specific business needs and requirements.

Program Records

024 Small Business Council Records

Retain 10 years, destroy

025 Small Business Survey Records

(a) Retain survey report 20 years, destroy

(b) Retain survey results 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Competitive Bid Records

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Central Operations

Program Description

The Central Operations Division provides oversight and direction to support and administrative functions for Economic and Community Development staff and programs including but not limited to the management of facilities, purchasing, safety and telecommunications system management. Central Operations staff are responsible for manning the agency's front desk/reception area, booking conference rooms and providing mail services to agency staff. Staff provide expertise and services involving the drafting and filing of administrative rules, drafting and review Oregon statute, function as the Legislative Liaison for the Department, and manage public records requests. In addition, Division staff provide contract services, financial services including but not limited to disbursement of funds and accounting and information systems services.

Program Records

026 Customer Service Questionnaires

- (a) Retain survey records until superseded or obsolete, destroy.
- (b) Retain final reports and action plans 5 years, destroy.

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Key Assignment Records

Policy and Procedure Guidelines and Manuals

Postal Records

Security Records

Visitor Logs

Work Orders

Facilities Records (OAR 166-300-0020)

Asset Inventory Reports

Building Records

Damaged/Stolen Property Records

Equipment/Property Disposition Records

Financial Records OAR (166-300-0025)

Competitive Bid Records

Purchasing Records

Databases

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Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Central Operations

Section: Contracts

Program Description

The Contracts Section staff are responsible for writing/generating contracts and contract addendums upon request by ECDD program staff. Requests are sent to the section from coordinators/managers for the creation of a contract or addendum. Section staff generate the contract documents using records and information provided by the originator of the request. Once the section has completed writing the contract it is sent to the unit it was created for which in turn monitors, manages the contract. The Department of Justice reviews all contracts before their release to the requesting unit.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

CTS

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Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Central Operations

Section: Finance

Program Description

The Finance Section helps businesses access financing from a variety of sources including the Oregon Business Development Fund, Capital Access Program, Credit Enhancement Fund, Entrepreneurial Development Loan Fund, and Industrial Development Bond Program. The Section provides technical expertise and assistance with loan and grant applications, reviews applications, assesses for risk and approves or denies all applications. Staff support the Finance Committee of the Economic Development Commission, which considers and approves or disapproves financing applications to two of the above listed funds. The section processes applications for funding of public; i.e. Community Development Block Grant and Safe Drinking Water projects, and the development of private industry that will foster Oregon's livability and economy. When necessary the section works with the Department of Administrative Services and other entities to collect outstanding debts through garnishments, liens and seizure of property. All seized/surplused property is disposed of by the Department of Administrative Services.

Program Records

027 Capital Access Program Loan Records

- (a) Retain staff reports 10 years after loan paid, destroy
- (b) Retain approved loan records 5 years after loan closed/charged off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

028 Industrial Development Bond Program Loan Records

- (a) Retain staff reports 10 years after bonds paid, destroy
- (b) Retain approved loan records 5 years after loan closed/charged off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

029 Oregon Business Development Fund Records

- (a) Retain staff reports 10 years after loan paid, destroy
- (b) Retain approved loan records 5 years after loan closed/charged off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

030 Entrepreneurial Development Loan Fund Records

- (a) Retain staff reports 10 years after loan paid, destroy
- (b) Retain guarantee records 5 years after loan closed/charged off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

031 Credit Enhancement Fund Records

- (a) Retain staff reports 10 years after loan paid, destroy
- (b) Retain loans approved 5 years after last activity, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

032 Finance Committee Records

- (a) Retain minutes 20 years, destroy
- (b) Retain all other records 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Central Operations

Section: Fiscal Services

Program Description

The Fiscal Services Section provides technical expertise and services relevant to financial accounting and financial services to the agency including managing accounts receivable, payroll and the creation and management of the agency's budget. Specific functions include accounts payable and receivable, budget preparation and allotment, financial statements and reports, and receipts. In addition the Section provides centralized processing and financial tracking of agency contracts and grants.

Program Records

033 Federal Appropriations Files

Retain 10 years, destroy

034 Loan Records

Retain 6 years after loan closed/collected/charged off, destroy

035 Project Records

Retain 6 years after project closed/canceled, destroy

036 Revenue Bond Sale Records

Retain 40 years after bond sale, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Audit Reports

Budget Allotment Records

Budget Preparation Records

Credit Card Records

Expenditure and Revenue Reports

Grant Records

Payroll Records (OAR 166-300-0035)

Deduction Registers

Employee Payroll Records

Employee Time Records

OSPA Reports

Databases

CTS

Loan Ledger

OSPS

SFMA

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Central Operations

Section: Information Services

Program Description

The Information Systems Section operates and maintains the agency's computer systems and related networks. Staff develop, implement, oversees and manages the agency's servers and information technology systems. Staff maintain the agency network, all hardware and software; provide assists for projects; oversee system security; disaster and contingency planning and provide desk top-level support to agency users.

Program Records

037 Disaster and Contingency Planning Records

Retain until obsolete or superseded, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Information System Planning and Development Records

Software Management Records

User Support Records

Databases

ISS access all agency databases and electronic systems in support of its mission.

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development

Program Description

The Community Development Division assists communities by providing funding solutions and assistance to a variety of community infrastructure needs. Division staff administer state and federal funds through loans and grants written and maintained by a number of programs responsible for the creation of jobs, improvement of livability in Oregon and the growth of business. Program initiatives include the certification of industrial sites, rural development, tribal relations, Brownfield's and assistance to ports.

The Division provides policy direction and general oversight to sections and programs, including budget preparation, personnel management and legislative planning. In addition, it gathers information about the infrastructure, tax and economic conditions of counties and cities and provides information to businesses looking for sites. The Division helps communities through a variety of programs to finance projects to build infrastructure; including but not limited to water systems, sewers, roads, housing and community facilities.

Program Records

038 Immediate Opportunity Fund Records

Retain 10 years, destroy

039 Project Awards by County/Region Records

Retain 6 years after award paid off/charged off/closed, destroy

040 Research Project Records

(a) Retain final report 20 years, destroy

(b) Retain drafts, work notes, etc 1 year after final report produced, destroy

041 Special Project records

Retain 10 years after project closed, destroy

042 Virtual Project File System Records

Retain system records 1 year after the life of the system, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and manuals

Press Releases

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

ID IS (A Department of Housing and Urban Development DB)

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development

Program: Brownfield's Redevelopment Fund (BRF)

Program Description

The Brownfield's Redevelopment Fund is a revolving loan and grant fund used to finance the evaluation and clean up of contaminated sites prior to site redevelopment. Grant requirements include a match of other funds depending on the type of applicant. Loans are available to public and private organizations. Grants are available only to public entities and eligible non-profit organizations. The fund assists in economic development, community development and the protection of the public's health and the environment through site clean up and mitigation. Funds may not be used for evaluation and cleanup of properties intended primarily for residential use.

Program Records

043 Loan Records

(a) Retain funded loan records 6 years after loan repaid or charged off, destroy

(b) Retain denied/withdrawn/revoked applications 3 years, destroy

044 Brownfield's Redevelopment Fund Program Records

Retain 10 years after program sunsets, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: Coalition Brownfield's Cleanup Fund (BCF)

Program Description

The Coalition Brownfield's Cleanup Fund is a federally funded revolving loan and grant program funded through a cooperative agreement from the U.S. Environmental Protection Agency administered by ECDD on behalf of a coalition of partners. Federal funds require a 20% match from other funds brought to the program or a project by either ECDD or project applicants. Program funds are used to finance the clean up of contaminated sites prior to site redevelopment. Loans are available to public and private organizations or persons subject to federal law. Grants are limited to public entities and qualifying non-profit organizations. The fund assists in economic and community development and the protection of the public's health and environment through site clean up and mitigation.

Program Records

045 Loan Records

- (a) Retain funded loan records 6 years after loan repaid or charged off, destroy
- (b) Retain denied/withdrawn/revoked applications 3 years, destroy

046 Coalition Brownfield's Cleanup Fund Program Records

Retain 10 years after program sunsets, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: EPA – Assessment Grant

Program Description

The EPA Assessment Grant program is a federally funded grant program through a cooperative agreement from the U.S. Environmental Protection Agency and administered by ECDD.

Program funds are used to finance environmental assessments of contaminated sites prior to redevelopment. Grants are limited to public entities and qualifying non-profit organizations. The fund assists in economic and community development and the protection of the public's health and the environment through site clean up and mitigation.

Program Records

047 Brownfield's Assessment Grant Program Records

Retain 10 years after program sunsets, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department
Division: Community Development Division
Section: Community Development Block Grant Program (CDBG)

Program Description

The Community Development Block Grant program is a non-entitlement program funded by the Department of Housing and Urban Development (HUD) and administered by ECDD. The program is responsible for the development of viable/livable communities through expansion of economic opportunities and the provision of decent, suitable housing and living environment. CDBG targets persons of low to moderate income levels. ECDD identifies the activities and communities eligible for funding under the CDBG program. CDBG monies are distributed to fund community facilities, public water and waste water projects, economic development activities, assistance to micro enterprises, housing rehabilitation and other public service activities.

CDBG process local grant applications, awards funds to non-entitlement cities and counties; tracks, monitors and closes out project grants; provides technical assistance and handles the programs administrative functions. CDBG submits annual funding requests, responds to HUD audits, tracks program income data, reviews and approves income surveys and prepares various reports/plans required by HUD.

Program Records

048 Community Development Block Grant Program Records

Retain 20 years after program sunsets, destroy

049 Community Development Block Grant Project Records

(a) Retain funded projects 20 years, destroy

(b) Retain unfunded projects 3 years, destroy

050 Income Survey Records

Retain 20 years, destroy

051 1% Fund Project Records

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records OAR (166-300-0025)

Grant Records

Databases

CTS

IDIS (Housing and Urban Development DB)

DRGR (Housing and Urban Development DB)

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: Special Public Works Fund - Industrial Site Certification

Program Description

The Industrial Site Certification program is responsible for providing technical expertise and assistance to certify sites as "project-ready" for industrial development. The program assists site owners, state agencies and communities in developing sites to specific criteria sets required by developers for sighting of projects.

Certified sites must be immediately available, have all utilities in place or plans for utilities to be in place within 180 days, are physically/environmentally safe and developable and do not create impediments to transportation. Site certifications are good for two years. Sites are certified per ORS 284.565.

Program Records

052 Industrial Site Certification Records

Retain site certification records 5 years after certification lapses/is revoked/withdrawn or property developed, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: Water Wastewater Financing

Program Description

The Water wastewater Financing program is a loan and grant program to provide funding for the design and construction of public infrastructure needed to ensure compliance with the Safe Drinking Water Act and Clean Water Act.

Assistance is provided using lottery funded loans and grants to cities, counties, port districts, water and sewer districts and federally recognized native nations. Funds are also available from the Oregon Bond Bank which pools municipal loans into one bond issue providing small communities affordable access to financial insurance. State revenue bonds are issued and then repaid by local revenues at low interest. Some projects or facilities have a life span of more than 30 years.

Program Records

053 Water Wastewater Financing Program/Project Records

- (a) Retain accepted loan records 10 years after loan paid, destroy
- (b) Retain grant records 10 years after grant paid off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

054 Water Wastewater Bond Financed Program/Project Records

- (a) Retain individual, accepted loan records 10 years after bond paid/closed, destroy
- (b) Retain bond records 10 years after bond paid/closed, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development

Section: Ports

Program Description

The Ports Section coordinates plans and provides technical and financial assistance in support of Oregon port activities involving marine transportation and industrial, commercial and recreational development. The Section is responsible for providing technical expertise and assistance to ports seeking funding streams to assist in the development and expansion of facilities. The Section assists ports with marine related and business planning projects, grant and loan applications; and regulatory permits. The Section currently administers grants and loans made from the Marine Navigation Fund, Port Revolving Loan Fund and Port Planning and Marketing Fund. Ports meeting the requirements of incorporation under ORS 777 and 778 may apply for funding.

Program Records

055 Governor's Advisory Committee for Maritime Affairs Records

- (a) Retain final reports 20 years, destroy
- (b) Retain minutes 10 years, destroy
- (c) Retain all other records 5 years, destroy

056 Inter-Agency Policy Development and Coordination Records

- (a) Retain Tillamook railroad records 20 years, destroy
- (b) Retain all other records 5 years, destroy

057 Marine Navigation Improvement Fund Records

- (a) Retain grant records 10 years after project closed, destroy
- (b) Retain loan records 10 years after project closed, destroy
- (c) Retain applications not approved, withdrawn, revoked 3 years, destroy

058 Oil Spill Prevention Planning Committee Records

- (a) Retain final reports 20 years, destroy
- (b) Retain minutes 10 years, destroy
- (c) Retain all other records 5 years, destroy

059 Oregon Port Revolving Loan Fund Records

- (a) Retain loan records 10 years after loan paid, destroy
- (b) Retain applications not approved, closed or withdrawn 3 years, destroy

060 Oregon Ports Advisory Council Records

- (a) Retain final reports 20 years, destroy
- (b) Retain minutes 10 years, destroy
- (c) Retain all other records 5 years, destroy

061 Port Planning and Development Advisory Committee Records

- (a) Retain final reports 20 years, destroy
- (b) Retain minutes 10 years, destroy
- (c) Retain all other records 5 years, destroy

062 Port Planning and Marketing Fund Records

- (a) Retain records 10 years after project completed, destroy
- (b) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: Regional Investment Fund and Rural Investment Fund

Program Description

The Regional Investment Fund and the Rural Investment Fund exist to strengthen and diversify Oregon's regional economies by developing six-year strategic plans and short term investment strategies based upon economic conditions and need in each region. County governing bodies in each region appoint a board comprised of public and private sector representatives which develops the region's strategic plan. The Oregon Economic and Community Development Commission approve each plan thereby ensuring coordination with Oregon's economic development priorities.

Every biennium funding is provided to each board from the two funds. The Boards award grants and loans for projects which implement their approved strategic plan. During the six-year timeframe of the strategic plans the boards update their short-term investment plans each biennium.

At the discretion of the Economic and Community Development commission a portion of the Regional Investment Fund may be set aside to address issues and opportunities from a statewide perspective, as those issues and opportunities identified by the Boards in their strategic plans (Multi-Region Projects). A Multi-region Project may be managed by the Department or a Board which has assumed the lead for a particular project.

Program Records

063 Regional Investment Fund and Rural Investment Fund Records

- (a) Retain accepted loan records 10 years after loan paid, destroy
- (b) Retain grant records 10 years after grant paid off, destroy
- (c) Retain strategic plan records 20 years after superseded, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

064 Regional Investment Fund: Multi-Region Project Records

Retain 10 years after close of project, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Community Development Division

Program: Safe Drinking Water Revolving Loan Fund (SDWRLF)

Program Description

The Safe Drinking Water Revolving Loan Fund program is a federally funded loan program requiring a 20% funds match from the State Water/Wastewater Fund. The program is managed jointly with the Department of Human Services and has a maximum loan cap of six million dollars per project unless waived after review by the Drinking Water Advisory Committee. Grants are available through a program set-aside provision specific to Source Water Protection projects. Funds are used to sustain safe drinking water supplies/facilities for communities.

Program Records

065 Loan Records

- (a) Retain accepted loan applicant records 10 years after loan repaid, destroy
- (b) Retain denied/rejected/withdrawn application records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department
Division: Regional Development Division
Program: Special Public Works Fund

Program Description

The Special Public Works Water Fund provides funding to municipalities for eligible activities and projects including but not limited to disaster mitigation by assisting municipalities to return their water facilities/infrastructure to pre-disaster condition, preliminary design and specification work and phased projects via loans and grants. Technical assistance and loans and grants are also available for preliminary engineering so communities can plan for capital construction projects.

Assistance is provided through Lottery funded loans and grants to cities, counties, port districts, water, districts, sewer districts, and federally recognized Indian tribes. Funds are also available from the Oregon Bond Bank that pools municipal loans into one bond issue and provides small communities affordable access to financial markets. State revenue bonds are issued and then repaid by local revenues at low interest. Some projects or facilities have a life-span of 30 or more years.

Program Records

066 Special Public Works Fund Project Records

- (a) Retain accepted loan records 10 years after loan paid, destroy
- (b) Retain grant records 10 years after grant paid off, destroy
- (c) Retain applications not approved, closed or withdrawn 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Innovation and Economic Strategies (IES)

Program Description

The Innovation and Economic Strategies Division provides technical expertise and leadership to foster innovation and global competitiveness within and through Oregon by leveraging available economic opportunities. Division staff work with public/private partners to promote economic and industrial suitability and innovation within thereby making Oregon progressive and adaptable to economic opportunities and markets.

Division staff provide outreach and press services keeping the public and stake holders informed of Division actions. Staff also organize and conduct conferences, seminars and trainings to assist businesses to access Oregon markets and bring innovate business solutions to local markets and industry. Division personnel staff and support the Oregon Innovation Council. In addition staff provide research and analysis services to agency programs and stake holders upon request, economic impact analysis for the Business Development Officers and provides reimbursement funding to small business to assist them in accessing federal grants.

Division staff support industry clusters providing technical expertise, liaison services and assistance supporting the establishment and growth of industry clusters in Oregon. The Division is a sponsor of The Competitiveness Institute, a multi-day conference discussing the concept and development of clusters and global competitiveness. Industry Clusters are geographically specific and usually form themselves. Current clusters in Oregon include timber, high-tech, information and software.

Division staff monitors and maintain the remnants of the Telecommunications Program established by SB622 to facilitate and promote the use of telecommunications infrastructure supporting innovation and the creation of economic opportunities in Oregon. SB622 provided for a series of funding projects to improve the telecommunications infrastructure within Oregon to attract business and industry to Oregon. In addition, the Telecommunications program provides support and technical assistance to Business development Officers. The Telecommunications program (coordinator positions) was funded through 2004.

Finally, Division staff provides technical expertise, assistance, oversight and grant funding in support of the sustainability initiative. Staff provides assistance in policy and program development which fosters sustainability, works with government entities in Oregon addressing sustainability issues. Grant funds assist agencies in planning and development of sustainable energy programs. In addition, staff operates the Oregon Sustainability Awards, a self-nominating award, designed to evaluate sustainability programs, collect data on program for ECDD use and provide positive reinforcement to government organizations with sustainable programs. The program originated per executive order in 2001 under the Sustainability Act.

Program Records

067 Ad Hoc Reports

Retain 20 years, destroy

068 Economic Analysis Records

Retain 10 years, destroy

069 Oregon Innovation Council Records, 2005 – [ongoing] 1.00 c.f.

- (a) Retain meetings minutes and agendas, permanently, transfer to State Archives after 25 years
- (b) Retain innovation plan records permanently, transfer to State Archives after 15 years
- (c) Retain all other records 10 years, destroy

070 SB622 Program Records

Retain 10 years after program sunsets, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Press Releases

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

CTS

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Oregon Arts Commission

Program Description

The Arts Commission fosters excellence in the arts in Oregon and enriches the livability of Oregon through funding leadership and services to Oregon artists, art organizations, students and communities. The Commission also promotes Oregon's cultural resources outside the state.

Commission activities are organized into five program areas: Grants and Services, Community Art Services, Public Art and Arts in Education. In 2003 the operations of the Arts Commission and the Oregon Cultural trust were merged, strengthen Oregon's services to arts and culture state wide.

The nine-member Governor appointed Commission determines policy, establishes long-range plans, and reviews applications to grants programs to determine funding levels. The Commission was established in 1967 and became a part of the Economic and Community Development Department in 1993.

The Commission is funded via the state General Fund with federal grant funds from the National Endowment for the Arts; and assessments from state agencies for administration of the Percent for Art Program.

The Arts Commission offers grants in the following programs: Arts Builds Communities, Arts Learning, Operating Support, Arts Services, Arts Recognition, Career Opportunities, and the Media Arts Fellowship, partnerships with the Oregon Folk Arts program, the Governors Awards for the Arts and the Percent for Arts program.

Commission staff maintains a database of grantees and applicants, artists, arts organizations, arts supporters and donors to the Oregon Cultural Trust. It also provides technical assistance to artists, arts and cultural groups and creative Oregon businesses.

Program Records

071 Annual Reports

Retain 10 years, destroy

072 Arts Commission Meeting Records, 1967-[ongoing] 2.50 c.f.

(a) Retain minutes and agendas permanently, transfer to State Archives after 20 years

(b) Retain all other records 10 years, destroy

073 Arts Commission Newsletters

Retain 5 years, destroy

074 Posters, 1967-[ongoing] 1.00 c.f.

- (a) Retain final posters one copy permanently, transfer to State Archives after 20 years
- (b) Retain preparation records until final poster published, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy Development and Planning Records (Strategic Plan Records)
Financial Records (OAR 166-300-0025)
Grant Records

Boards and Commission Records Retention Schedule

Includes but not limited to

Boards and Commission Records (OAR 166-350-0010)
Board and Commission Member Records
Board and Commission Member Personnel Records
Board and Commission Meeting Minutes

Databases

PEARL

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Oregon Arts Commission

Program: Education (Community Development)

Program Description

The Education Program promotes educational opportunities for Oregonians in art disciplines. The program works with Regional Arts Education Network to foster the delivery of arts education services and administration, provides funding opportunities through grants in support of arts education and is committed to foster arts education programs in Oregon schools. Working with partners the education Program supports artist residencies, training for educators and volunteers, the development of arts education curriculum and develops and supports educational conference, workshops and seminars. The Program also oversaw the Rural Artist Residency Program.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

PEARL

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Oregon Arts Commission

Program: Percent for Public Art

Program Description

The Percent for Public Art program, established by the Legislative Assembly in 1975, is responsible for enhancing public spaces in Oregon by directing the selection and acquisition of art for display in public spaces per ORS 276.075. In 1977 the program was extended to mandate that every state building with a construction budget of \$100,000+ is required to spend 1% on the acquisition or commission of art work. Panels convene to decide what type or concept of art is desired for specific spaces. Request for proposals are submitted by artists for review and final acceptance/denial by a panel. Artists retain specific rights to their work under the Visual Artist Rights Act of 1990 per 17 U.S. Code Ch. 1, Section 106A for the life of the artist.

Program Records

075 Connections Newsletter Records

Retain 5 years, destroy

076 Percent for Art Project/Registration Records

(a) Retain successful applicant records until art disposed of/destroyed/returned to Artist, destroy

(b) Retain denied/revoked/withdrawn applications 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

PEARL

Organizational Placement

Schedule number: 2007-0020

Agency: Economic and Community Development Department

Division: Oregon Cultural Trust

Program Description

The Cultural Trust is charged with preserving, strengthening and expanding Oregon's cultural heritage by developing an endowment that will provide long term assistance to the maintenance and growth of culture within Oregon per ORS 359.400-.444. Funding is distributed in support of cultural priorities through a competitive grant process. The fund seeks to assist county and tribal governments to solidify and increase access to their respective cultures, promote and support cultural organizations throughout Oregon and strengthen existing and establish relationships with emerging cultural organizations and entities. The goal of the Trust is to create a \$200,000,000 fund from which to provide grants. The Trust grows via tax-deductible charitable contributions and sale of the Oregon Cultural trust license plate.

Program Records

077 Cultural Trust Board Records, 2002 – [ongoing] 2.5 c.f.

- (a) Retain meeting minutes and agendas permanently, transfer to State Archives after 25 years
- (b) Retain all other records 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but not limited to

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Policy Development and Planning records

Press Releases

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Grant Records

Databases

PEARL