

**OREGON STATE ARCHIVES  
Records Retention Schedule**

**Edition: 10/2010**

**Expires: 10/2015**

**Oregon Department of Fish and Wildlife  
Records Retention Schedule 2010-0010  
Effective: October 2010  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Program Description**

The Oregon Department of Fish and Wildlife (ODFW) is responsible for protecting and enhancing Oregon's fish and wildlife populations and habitat for use and enjoyment by present and future generations of Oregonians. The Department puts into practice the policies and standards adopted by the State Fish and Wildlife Commission concerning the management and conservation of fish and wildlife resources, establishes seasons, methods of harvest and bag limits for recreational and commercial take and decisions allowing for the best social, economic and recreational utilization of wildlife resources. The ODFW Director is appointed by the State Fish and Wildlife Commission to serve a four-year term. The Commission may reappoint the Director to additional terms.

The State Fish and Wildlife Commission formulates state programs and policies concerning the management and conservation of fish and wildlife resources and establishes seasons, methods of harvest and bag limits for recreational and commercial harvesting. The Commission is comprised of seven members appointed by the Governor and subject to Senate confirmation. Pursuant to ORS 496.090 one member shall be appointed from each of Oregon's five congressional districts, one member from west of the Cascade Mountains and one member from east of the Cascade Mountains. Members shall be residents of the state and must have knowledge of fish and wildlife issues as well as a working knowledge of the operations and functions of public policy boards and commissions. The Commission was formed July 1, 1975 when the formerly separate fish and wildlife commissions were merged.

**Program Records**

**001 Regional Manager Team Records**

Retain 2 years, destroy

**002 Resource Management Team Records**

Retain 2 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Conference, Seminar and Training Program Records (Annual Executive Leadership Meeting Records)

Correspondence

Legislative Tracking Records

Litigation Records

Lobbyist Records

OREGON STATE ARCHIVES  
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Policy Development and Planning Records  
Public Records Disclosure Request Records

***State Boards and Commission General Records Retention Schedule Records***

*Includes but not limited to*

Boards and Commission Records (OAR 166-350-0010)

Board and Commission Member Records

Board and Commission Members Personnel Records

Board and Commission Meeting Minutes

***Databases***

CORRESPONDENCE/PUBLIC RECORDS REQUEST TRACKING

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administration  
**Section:** Administrative Services  
**Program:** Budget Services

***Program Description***

Budget Services is responsible for providing technical expertise and accuracy while facilitating, developing, analyzing, communicating and monitoring ODFW's biennial budgets. Staff responds to requests for information from ODFW staff and management, the Department of Administrative Services, the Legislative Fiscal Office and stakeholders. Staff provides continuous support and education to agency staff and managers during the budget development process.

***Program Records***

**003 Budget Execution Records**

Retain current and previous biennium, 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)  
Budget Preparation Records

***Databases***

EXPENDITURE PROJECTIONS  
POSITION INVENTORY CONTROL SYSTEM

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Section:** Business Operations

***Program Description***

The Business Operations section provides risk management services, manages the purchasing/issuance/control of mobile communication devices, manages assets and provides ODFW's fleet management services.

**Program Records**

**004 Security Committee Records**  
Retain 2 years, destroy

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

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements (Leases)  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports  
Vehicle Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures (Business Continuity Plan Records)  
Incident Reports  
State Accident Insurance Fund (SAIF) Claim Records  
Vehicle Accident Records

***Databases***

None

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Program:** License Services

***Program Description***

The License Services program is responsible for the issuance of all sport, occupational and commercial licenses involving fish and wildlife in Oregon, responding to queries on license and rule requirements, providing support to ODFW contracted licensing agents in Oregon and responding to questions from the public. The program issues computerized, mail order and faxed license applications. In addition, the program oversees all court ordered suspensions from purchasing tags and licenses.

***Program Records***

- 005 New Point of Sale System Records**  
Retain 1 year after life of system, destroy
- 006 Suspension Records**  
Retain 3 years after suspension lifted, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Policy and Procedure Guidelines and Manuals

***Databases***

COMMERCIAL CRAB FISHERY

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Program:** License Services  
**Board:** Commercial Fisheries Permit Board

**Program Description**

The Commercial Fisheries Permit Board is comprised of three members representing commercial fishers from each of the following fisheries: sea urchin, roe herring, Columbia River gill net salmon, ocean troll salmon, ocean shrimp/scallop, ocean crab, sardine, bay clam dive, developmental fisheries, brine shrimp, blue and black rockfish and near shore fisheries. In addition two members represent the public at large. The Board reviews limited entry permit denials made by ODFW and requests permit transfers for the involved fisheries.

**Program Records**

- 007 Commercial Fisheries Permit Board Permit Review Records, 1990 – [ongoing] 1.00 c.f.**  
Retain permanently, transfer to State Archives after 50 years
- 008 Commercial Fisheries Permit Board Formation and Organization Records, 1990 – ongoing 1.00 c.f.**  
Retain permanently, transfer to State Archives 5 years after members term ends
- 009 Commercial Fisheries Permit Board Meeting Minutes Records, 1990 – ongoing 1.00 c.f.**  
Retain permanently, transfer to State Archives after 20 years

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence

**Databases**

None

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Program:** License Services  
**Section:** Controlled Hunt

***Program Description***

The Controlled Hunt Section is responsible for supervising all controlled hunt draws, tag sales and other licenses issued outside of the regular sales process including but not limited to Mentored Youth Hunt, First Time Youth, Emergency Hunts, and Tribal Tags. In addition the section co-manages the Mentored Hunt program with the Information and Education Division. Numerous factors can be part of the controlled hunt application and draw process including but not limited to number of points held by applicants, and whether applicants apply as a group. Applications are submitted using the IPOS System at license retailers. In addition, applications on paper are mailed and faxed to the section. Controlled hunts include emergency hunts, controlled hunts decided by draw or points, and landowner preference.

***Program Records***

**010 Controlled Hunt Application and Permit Records**  
Retain 6 years after expiration, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence

***Databases***

BRIDGE  
TLDE  
IFTTR  
EGITST  
EHENT  
IEHSF  
FIRST TIME YOUTH  
MENTOR YOUTH

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Program:** License Services  
**Section:** License Sales

**Program Description**

The License Sales Section is responsible for the issuance of all licenses, disability permits, and general sale tags to hunters, trappers, falconers and anglers. The section issues commercial fishing license/permits, which can be sold or transferred with a vessel upon its sale, issue occupational license to trappers and hide/horn/fur dealers and register trapper brands. Trapper brands are issued once to a single individual for life. In addition, the section oversees the sale of all recreational fishing license and tags including the Pioneer and Disabled Vet licenses, granting life time fishing and hunting to the recipients. Except for the Pioneer, Disability Permits and Disabled Vet License, all licenses are issued for a term of one year.

**Program Records**

**011 Commercial Fishing License/Permit Records**

Retain 5 years after license/permit revoked/surrendered/sold, destroy

**012 Occupational License Records**

- (a) Retain trapper license records 50 years from issuance of trapper brand, destroy
- (b) Retain hide/horn license 5 years, destroy

**013 Recreation/Sport License and Tag Sale Records**

- (a) Retain pioneer license and disabled vet license records 75 years or until ODFW notified participant no longer qualified, destroy
- (c) Retain disability permits 4 years after expired, destroy
- (b) Retain all other 4 years after expiration, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

**Databases**

BRIDGE  
DISABILITY PERMITS  
FALCON  
2009 VESSEL ENTRY  
MISCELLANEOUS LICENSE ENTRY  
FISH DEALER ENTRY  
FURTAKEER ENTRY  
IPOS

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Section:** Fiscal Services

**Program Description**

The Fiscal Services section is responsible for processing revenue and expenditures for ODFW programs, provides accounts receivable and payable services, oversees agency inventory and fixed assets and develops financial reports. In addition, Fiscal Services is responsible for managing ODFW's payroll services. All financial records and information filed and maintained by Fiscal Services are the official agency record copy. The section receives and processes incoming funds, oversees account reconciliation and processes and approves all outgoing payments including reimbursements for travel, uniforms and housing. In addition the section issues all grant payments.

**Program Records**

**014 Uniform/Housing Reimbursement Records**

Retain 6 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements (Leases)  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports  
Financial Records (OAR 166-300-0025)  
Account Reconciliation Records  
Checks  
Credit Card (SPOTS) Records  
Encumbrance Registers  
Grant Records  
Invoices  
Travel Expense Records  
Purchasing Records  
Payroll Records (OAR 166-300-0035)  
Employee Payroll Records  
Employee Time Records  
Family Medical Leave Records  
Leave Applications

OREGON STATE ARCHIVES  
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*Databases*

PPDB  
OSPS  
SFMA

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Program:** Human Resources

***Program Description***

The Human Resources Program provides technical advice and assistance to division and unit management and staff regarding employee personnel actions, labor relations and services. The Human Resources Program assists with the recruitment and selection of staff and maintains and updates employee personnel records. Human Resources prepare and maintain the agency's affirmative action reports and supports/provides relevant training to agency staff upon request.

***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  
Correspondence  
LEDS Certification Records  
Policy and Procedure Guidelines and Manuals  
Personnel Records (OAR 166-300-0040)  
Affirmative Action Records  
Criminal Background Check Records  
Drug Testing Records  
Employee Medical Records  
Employee Personnel Records  
Recruitment and Selection Records  
Risk Management Records (OAR 16-300-0045)  
Hazard Exposure Records  
Incident Reports  
Safety Program Records

***Databases***

PPDB

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Administrative Services  
**Section:** Procurement

**Program Description**

The Procurement Section is responsible for overseeing the development of contracts, including intergovernmental agreements, personal service contracts, interstate agreements, cooperative agreements with land owners, agreements with other nations including Native nations; the development of federal grant applications, purchasing of goods and services, land acquisition, easement and permits.

All agreements, contracts, lease and purchasing records, except the Contract Authorization Log Book, are transferred to Fiscal Services upon completion and acceptance of the action.

**Program Records**

- 015 Contract Authorization Book Records**  
Retain 6 years after final entry into log, destroy
- 016 Agreement/Contract/Lease Records**  
Retain until accepted and signed by all parties, transfer to Fiscal Services
- 017 Grant Records**  
Retain until accepted and signed by all parties, transfer to Fiscal Services
- 018 Purchasing Records**  
Retain until accepted and signed by all parties, transfer to Fiscal Services

**State Agency General Records Retention Schedule Records**

Administrative Records (OAR 166-300-0015)  
Attorney General Opinions  
Correspondence  
Financial Records (OAR 166-300-0025)  
Purchasing Records

**Databases**

ORPIN

OREGON STATE ARCHIVES  
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*Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish

*Program Description*

The Fish Division is responsible for meeting the ODFW mission to protect and enhance Oregon's fish and wildlife resources and their habitats for use and enjoyment by present and future generations. The Department is charged by statute (ORS 506.036) to protect and propagate fish in the state. The Fish Division has direct responsibility for regulating the harvest of fish, ensuring the protection of fish, the enhancement of fish populations through habitat improvement, and the rearing and release of fish into public waters. ODFW maintains hatcheries throughout the state to provide fish for program needs. The division accomplishes its mandate through a variety of programs located throughout Oregon.

**Program Records**

**019 Ad Hoc Reports**

Retain until administrative need ends, destroy

**020 Commercial Fish Ticket Records, 1990 – [ongoing] 5.00 c.f.**

Retain permanently, transfer to State Archives after 50 years

**021 2006 Angler Survey Records**

(a) Retain full report 10 years, destroy

(b) Retain summary 20 years, destroy

(b) Retain drafts, work notes, etc 1 year after completion of survey, destroy

**022 Statewide Angling Plan Records, 2006 – [ongoing] 1 c.f.**

(a) Retain final approved report permanently, transfer to State Archives after 20 years

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

*State Agency General Records Retention Schedule Records*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

*Databases*

FISH TICKETS

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Inland Fisheries  
**Section:** Facilities and Screens  
**Program:** Fish Screening and Passage

**Program Description**

The Fish Screening and Passage program provides technical and financial assistance to land owners/water users for the installation of fish screening and passage facilities in support of ORS 509.580. ODFW is charged with identifying the current and historic status of migratory fish species and the risks posed by obstructions and water diversion. Passages enable fish to circumvent obstacles; culverts, dams, etc while screens prevent fish from entering water diversion systems. Financial assistance is provided to property owners through a cost share program with ODFW paying 60% of the approved costs. ODFW or the approved landowner build the designed facility and bill the other participant for their cost share. The program provides engineering and biological technical assistance. Program funds include revenue received from Measure 66 and the Mitchell Act. Screen shops provide construction, installation, technical and maintenance support for screens and passage infrastructure. Landowners with passage concerns/issues either submit and receive approval from ODFW of a Fish Passage Plan or receive either a waiver or exemption from providing passage.

The Fish Screening Task Force consists of seven members, appointed by the Oregon Fish and Wildlife Commission, representing agricultural, fishing/conservation and public interests.

The Fish Passage Task Force consists of nine members appointed by the ODFW Director representing water users, fishing/conservation and the public interest.

**Program Records**

**023 Fish Screen and Passage Project Records**

- (a) Retain facility design/engineering records, waivers, exemptions and passage plans for life of structure, destroy
- (b) Retain financial documentation including grant records 6 years after grant/agreement end, destroy

**024 Fish Screening Task Force Records**

Retain 6 years, destroy

**025 Fish Passage Task Force**

Retain 6 years, destroy

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

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

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

Forms Development Records

***Databases***

CULVERT CROSSINGS

FISH SCREENING AND PASSAGE (Housed in NRIMP)

OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Fish Restoration and Enhancement (R&E)

**Program Description**

The Fish Restoration and Enhancement program originated in response to the Oregon Fisheries Restoration and Enhancement Act signed into law in 1989. The Act allows the Department of Fish and Wildlife to undertake a comprehensive program to restore state-owned fish hatcheries, enhance natural fish production, expand hatchery production, and provide additional public access to fishing waters. The program provides increased recreational fishing opportunities and supports and improves the commercial salmon fishery through efforts to create and improve access, support propagation and the restoration/enhancement of habitat, support research and monitoring of species and increase awareness amongst anglers and landowners through education. Program funding is provided via a surcharge on all sport fishing license and commercial fishing license and poundage fees effective January 1<sup>st</sup>. The Fish Restoration and Enhancement Board is comprised of seven members appointed by the Commission providing oversight to the program and applicants for program services per ORS 496.286. In addition, the program issues fish transportation permits documenting the purchasing and stocking of trout from certified sources for release in ponds, grass carp stocking permits and the issuance of non-game netting permits which allow the harvesting of minnow and carp for use as bait and/or food.

**Program Records**

- 026 Fishworks Newsletter, 2006 – [ongoing] .15 c.f.**  
Retain permanently, transfer to State Archives after 5 years
- 027 Fish Transport Permits**  
Retain 6 years after expiration, destroy
- 028 Fish Restoration and Enhancement Board Records**  
Retain 10 years, destroy
- 029 Fish Restoration and Enhancement Legislative Report, 2003 – [ongoing] .15 c.f.**  
Retain permanently, transfer to State Archives after 5 years
- 030 Grass Carp Stocking Permits**  
Retain 6 years, destroy
- 031 Non-Game Netting Permits**  
Retain 6 years, destroy
- 032 Restoration and Enhancement Project Records**  
Retain 20 years after project completion, destroy

OREGON STATE ARCHIVES  
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***State Agency General Records Retention Schedule Records***

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

***Databases***

RE

OREGON STATE ARCHIVES  
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*Organizational Placement*

Schedule number: 2010-0010

**Agency:** Oregon Department of Fish and Wildlife  
**Division:** Fish  
**Program:** Inland Fisheries  
**Section:** Freshwater Management

*Program Description*

The program issues fish transportation permits documenting the purchasing and stocking of trout from certified sources for release in ponds, grass carp stocking permits and the issuance of non-game netting permits which allow the harvesting of minnow and carp for use as bait and/or food.

**Program Records**

- 033 25-Year Angling Enhancement Plan Records**  
Retain 6 years after expiration, destroy
- 034 Fish Transport Permits**  
Retain 6 years after expiration, destroy
- 035 Grass Carp Stocking Permits**  
Retain 6 years, destroy
- 036 Non-Game Netting Permits**  
Retain 6 years, destroy

*State Agency General Records Retention Schedule Records*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence

*Databases*

None

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Fish

**Program:** Natural Production

**Sub-Program:** Salmon Trout Enhancement Program (STEP)

## *Program Description*

Created by the Legislative Assembly in 1981, The Salmon Trout Enhancement Program fosters the use of volunteers in the restoration of native stocks of salmon and trout in Oregon. The goal of STEP is to enhance and restore self-sustaining populations of salmon and trout as outlined in ODFW management plans. STEP is a statewide program involving volunteers in projects designed to rehabilitate fish resources. Volunteers collect physical and biological information and data on streams, undertake habitat enhancement work and stock fish into under seeded areas. In addition, STEP develops and implements educational programs as well as volunteer and educational programs.

STEP biologists staff regional offices providing an onsite, field presence. The STEP biologists are technical advisors to cooperatively developing fish enhancement projects with citizen volunteers. Coordinators work with ODFW staff to identify informational needs and fish enhancement opportunities within district work plans, train and supervise volunteers and coordinate project implementation with department staff and county, state and federal entities. A statewide STEP coordinator manages the program on a statewide level and coordinates policy issues.

The STEP Advisory Committee (STAC) was established with STEP in 1981 to serve as an advisory committee to the Oregon Department of Fish and Wildlife (ODFW) and the Fish and Wildlife Commission. STAC duties outlined in statute include the review of ODFW policies concerning the implementation of STEP and to make recommendations to the Department and the Commission. STAC is comprised of thirteen members that represent established regions of the state. STAC members are appointed by the Governor and can serve a maximum of two four-year terms.

## **Program Records**

### **037 STEP Advisory Committee Records, 1981 – [ongoing] 2.00 c.f.**

a) Retain individual committee member records 4 years after member leaves committee, destroy

b) Retain meeting materials permanently, transfer to State Archives after 10 years

### **038 STEP Annual Progress Report, 1981 – [ongoing] 1.00 c.f.**

Retain permanently, transfer to State Archives after 10 years

### **039 STEP Project Records**

Retain 6 years after completion, destroy

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Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Personnel Records (OAR 166-300-0040)

Volunteer Program Records

***Databases***

EGG 2008/2009

VOLUNTEER

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Fish Propagation

**Program Description**

The Fish Propagation program is responsible for producing fish through hatchery production. The program augments the natural production of fish species providing fish for sport and commercial fisheries. Program staff raise and release fish per management programs developed by Natural Production, Marine resources and Inter-jurisdictional programs. ODFW operates hatcheries, remote rearing and collection facilities throughout Oregon. More than 70 percent of fish harvested by recreational anglers and 75 percent of the commercial catch are hatchery produced fish.

**Program Records**

**040 Fish Health Policy**

- (a) Retain final approved policy 20 years after superseded or obsolete, destroy
- (b) Retain drafts, work notes, correspondence 1 year after final policy produced, destroy

**041 Hatchery Management Policies**

- (a) Retain final approved policy 20 years after superseded or obsolete, destroy
- (b) Retain drafts, work notes, correspondence 1 year after final policy produced, destroy

**042 Fish Commission Reports, 1921 – 1975 5.00 c.f.**

Retain permanently, transfer to state Archives 10 years after commission sunset

**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**

CODED WIRE TAG (CWT)  
HATCHERY PRODUCTION PLANNING  
HMIS  
SPORTS HARVEST

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Propagation  
**Unit:** Hatchery Production

### *Program Description*

Hatchery Production is responsible for the harvesting and fertilization of eggs, hatching and raising the fry, releasing the smolt into watersheds and the collection and processing of hatchery raised fish that are not harvested by commercial fishery or sport anglers. Hatchery production is conducted at Fish hatcheries located throughout Oregon. The ODFW Hatchery Management Policy defines hatchery programs as either harvest or conservation programs. Harvest programs enhance or maintain fisheries without impairing naturally reproducing populations. Conservation programs maintain or increase the number of naturally produced fish without reducing the productivity of naturally reproducing populations. Funding for hatchery operations comes from a variety of sources including the Mitchell Act, passed on May 11, 1938, which dictates that efforts will be made to mitigate the impact dams on the Columbia Main stem, pollution, water diversions and logging have on the fish populations.

ODFW operates hatcheries and several rearing ponds statewide. These facilities raise salmon, steelhead and several species of trout. Salmon make up more than half the number of fish raised. Almost one-third of the department's employees are involved in some phase of hatchery operations. Hatcheries play a vital role in ODFW's overall efforts to maintain healthy fish populations in waters throughout the state. Hatchery Fish help repopulate endangered species, supplement natural stocks and provide angling opportunities in areas that would not support natural production.

### **Program Records**

- 043 Annual Fish Propagation Report Records, 1975 – [ongoing] 1.5 c.f.**  
(a) Retain final approved report permanently, transfer to State Archives after 20 years  
(b) Retain drafts, work notes, etc 5 years after report approved, destroy
- 044 Fish Hatchery and Genetic Management Plan Records, 2003 – [ongoing] 1.00 c.f.**  
(a) Retain final approved plan permanently, transfer to State Archives 30 years after superseded  
(b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy.
- 045 Fish Health Management Policy Records, 2003 – [ongoing] 1.00 c.f.**  
(a) Retain final approved plan permanently, transfer to State Archives 30 years after superseded  
(b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy
- 046 Fish Hatchery Management Policy Records, 1921 – [ongoing] 1.00 c.f.**  
(a) Retain final approved plan permanently, transfer to State Archives 20 years after superseded  
(b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy

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Expires: 10/2015

- 047 Native Fish Conservation Policy, 1921 – [ongoing] 1.00 c.f.**  
(a) Retain final approved plan permanently, transfer to State Archives 20 years after superseded  
(b) Retain drafts, work notes, issue papers 2 years after final plan approved, destroy
- 048 Individual Hatchery Management Plan Records**  
(a) Retain final, approved/adopted plan 6 years after superseded or obsolete, destroy  
(b) Retain work notes, drafts, etc 1 year after final plan adopted, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

***Databases***

HATCHERY MANAGEMENT INFORMATION SYSTEM (HMIS)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Propagation  
**Unit:** Hatchery Production  
**Facility:** Fish Hatchery

***Program Description***

Fish hatcheries are responsible for implementing the production and conservation programs impacting the fish stocks in Oregon streams and rivers. Fish hatcheries, located throughout Oregon, propagate and rear native and non-native fish species for recreational and commercial purposes and assist species via brood programs to increase stocks of native, wild fish in selected locations. In addition to hatcheries, ODFW operates a number of rearing ponds separate from hatchery facilities, acclimation facilities and adult trapping facilities. Many ODFW hatcheries have been in operation since the early 1900's. Some hatcheries are federally funded, some state funded and several are funded by a combination of state and federal funds. Some hatchery production is accomplished through STEP Program and STEP facilities.

***Program Records***

- 049 All Adult Transaction (AAT) Records**  
Retain 20 years, destroy
- 050 Mark Recovery Sampling Forms**  
Retain 20 years, destroy
- 051 Egg and Fry Records (EFR)**  
Retain 20 years, destroy
- 052 Monthly Poned Fish Reports (MPR)**  
Retain 20 years, destroy
- 053 Fish Loss Report/Investigation Records**  
Retain 20 years, destroy
- 054 Predator Mortality Report**  
Retain 20 years, destroy
- 055 Fish Liberation Reports**  
Retain 25 years, destroy
- 056 Coded-Wire Tag Release Reports**  
Retain 25 years, destroy
- 057 Waste Discharge Monitoring Records**  
Retain 6 years, destroy

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***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  
Security Records (Alarm Logs)  
Facilities/Property Records (OAR 166-300-0020)  
Building Records  
Equipment Maintenance Records  
Facility Work Orders  
Financial Records (OAR 166-300-0025)  
Budget Preparation Records  
Purchasing Records

***Databases***

CAPTIVE BROOD  
HATCHERY MANAGEMENT INFORMATION SYSTEM (HMIS)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Project:** Aquatic Inventory

***Program Description***

Created in 1990, the Aquatic Inventories Project is a statewide freshwater and estuarine research project responsible for assessing aquatic habitat, conducting fish presence/absence surveys, monitoring fish populations, establishing salmonid watershed prioritization, monitoring habitat restoration projects, and reconstructing historical salmonid life history. Project staff are based at the Corvallis Research Lab.

**Program Records**

- 058 Basin Habitat Survey Records**  
Retain 75 years, destroy
- 059 Fish Inventory Records**  
Retain 75 years, destroy
- 060 Habitat Restoration Monitoring**  
Retain 75 years, destroy
- 061 Oregon Plan Survey Records**  
Retain 75 years, destroy
- 062 Salmon Conservation Strategy Records**  
Retain 75 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  
Policy and Procedure Guidelines and Manuals

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Engineering and Facilities Management

**Program Description**

The Engineering and Facilities Management Section of the Fish Division provides engineering and related services necessary for design, construction, repair and maintenance of the department's buildings and structures including but not limited to fish hatcheries, fish ladders, fish screening facilities, and office buildings throughout the state. Section staff are responsible for planning, coordinating and directing the activities of the engineering program by developing and implementing the program priorities consistent with Oregon Fish and Wildlife Commission and fish division goals and objectives. Staff develop and review engineering designs for accuracy and compliance with applicable codes and sound engineering practices while conforming to criteria set forth by appropriate Fish Division and Regional program personnel. In addition, the section develops, monitors and reports on the work order program in conjunction with priority meetings with Fish Division personnel to obtain an efficient way of handling design, maintenance, repair, and construction projects. The program establishes and executes the department's maintenance and deferred maintenance programs. Staff review the status of Department's water rights, applications for new water rights, collection and submission of water use reports to Water Resource Department. In addition, staff prepare drawings, specifications, as built and cost estimates for facility and engineering projects.

**Program Records**

**063 Asbestos Management Plan Records**

- (a) Retain Master Plan 30 years after superseded or obsolete, destroy
- (b) Retain drafts, work notes, issue papers 2 years after final Master Plan approved/adopted, destroy

**064 Water Usage Input Records**

Retain until submitted to and accepted by Water Resources Department, destroy

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***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  
Signature Authorizations  
Facilities/Property Records (OAR 166-300-0020)  
Building Records  
Equipment/Property Disposition Records  
Facility Work Orders  
Financial Records (OAR 166-300-0025)  
Competitive Bid records  
Purchase Orders

***Databases***

WATER RIGHTS

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

## *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Oregon Plan for Salmon and Watersheds

## *Program Description*

The mission of the Oregon Plan for Salmon and Watersheds is the restoration of native fish populations and the aquatic systems that support them to productive and sustainable levels that will provide substantial environmental, cultural, and economic benefits. The Plan has a strong focus on salmon because they have such great cultural, economic and recreational importance to Oregonians - and because they are important indicators of watershed health.

In 1997 the Oregon Legislature and Governor established the Oregon Plan for Salmon and Watersheds. Motivated at first by the conviction that Oregon must devise its own homegrown response to listings of Coho and other salmon species under the federal Endangered Species Act, the plan quickly evolved and expanded into a statewide program to preserve and profit from Oregon's natural legacy.

The Oregon Plan for Salmon and Watersheds organizes specific actions - called "measures" - around the factors that contribute to the decline in fish populations and watershed health. Most of these focus on actions to improve water quality and quantity and restore habitat. Landowners and other private citizens, community organizations, interest groups, and all levels of government come together to organize, fund, and implement these measures. Watershed councils and soil and water conservation districts lead efforts in many watersheds.

## **Program Records**

**065 Oregon Plan for Salmon and Watersheds Records, 1997 – [ongoing] 5.00 c.f.**  
Retain permanently, transfer to State Archives 10 years after plan/program sunsets

## *State Agency General Records Retention Schedule Records*

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence

## *Databases*

REACHSUMMCURRENT.MDB

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Realty

***Program Description***

The Realty Section provides technical expertise, support and services in the acquisition, management and surplusing of all land owned and leased by ODFW. Land is acquired by either purchase, through quit claim actions and as gifts to ODFW by individuals and groups. In addition, the department has long term leases with Federal Agencies to manage and operate specified facilities. Section actions are documented in correspondence, quit claim deeds, agreements, easements, and appraisals.

**Program Records**

**066 Realty/Land Records**

Retain 6 years after property surplused/sold, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence

***Databases***

LANDS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Water Quality/Quantity  
**Sub-Program:** Hydro Power

***Program Description***

ODFW is a member of the state Hydroelectric Application Review Team working closely with facility operators, agencies, stakeholders and interest groups in re-licensing hydroelectric facilities. The Hydro Power Program consists of statewide and regional coordinators and implementation staff reviewing preliminary permit applications, applications to re-permit or extend facility operating permits. Projects/facilities generating 5 megawatts or less are subject to state review, projects over 5 megawatts are subject to federal review.

**Program Records**

**067 Hydroelectric Site Permit/License Records**

Retain 25 years after structure relicensed/permitted/removed, destroy

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

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Facility:** Screen Shop

**Program Description**

Screen Shops are responsible for providing technical expertise and construction/repair services in the design, sighting, construction and maintenance of structures installed which impact the passage, diversion or screening as part of the Fish Passage Program. Screen Shops are sited in different regions servicing, supporting different drainages. Screen Shops do work in shop, on site and contract services out when appropriate. The majority of passages, diversions and screen facilities are located on private lands. Facilities with a less than 30 cubic feet per second (CFS) flow rate have major maintenance work done by screen shop staff while land owners respond to minor issues. All maintenance of those with flow rates of 30 CFS or greater is the responsibility of the landowner.

**Program Records**

**068 Fish Screen and Passage Project Records**

- (a) Retain facility design/engineering records, waivers, exemptions and passage plans until project completion, transfer to Fish Screens and Passage program at Salem HQ
- (b) Retain financial documentation until project completion, transfer to Screens and Passage program at Salem HQ
- (c) Retain facility maintenance records for life of structure, 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)  
Budget Preparation Records  
Purchasing Records  
Personnel Records (OAR 166-300-00)  
Employee Time Records

**Databases**

None

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

## *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Unit:** Fish Management  
**Sub-Program:** Oregon Hatchery Research Center (OHRC)

## *Program Description*

The Oregon Hatchery Research Center is responsible for developing better fish management techniques through scientific research. The Center fosters understanding of the differences between hatchery and wild fish stocks. The Center raises and maintains stocks of fish for research, not propagation purposes, into innovative and new approaches to better culture fish. OHRC is a cooperative research project/effort between ODFW and Oregon State University Department of Fisheries and Wildlife.

Initially conceived in 2002, planning got underway with ground breaking for the Center in 2004. The Center is located at the Old Fall Creek ODFW Fish hatchery. The Center opened for operations in 2005. ODFW staff and a volunteer host live on site. The Center has dormitory housing for visiting scientist/students to conduct research and observations, meeting and conference facilities.

## **Program Records**

- 069 Fall Creek Hatchery Facility Records, 1930 – 2003 2.00 c.f.**  
Retain permanently, transfer to State Archives immediately
- 070 OHRC Progress News Letter, 2006 – [ongoing] .25 c.f.**  
Retain permanently, transfer to State Archives after 5 years
- 071 OHRC Advisory Committee Records, 2005 – [ongoing] 1.5 c.f.**
  - (a) Retain reports, agendas, meeting minutes permanently, transfer to State Archives after 20 years
  - (b) Retain all other records 5 years, destroy
- 072 OHRC Facility Records, 2004 – [ongoing] 2.00 c.f.**  
Retain design records, as built, exceptions, etc permanently, transfer to State Archives 5 years after program sunsets
- 073 OHRC Program Records, 2003 – [ongoing] 2.00 c.f.**  
Retain permanently, transfer to State Archives 20 years after program sunsets

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence

OREGON STATE ARCHIVES  
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Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports (Equipment Inventory Records)  
Building Records  
Equipment Maintenance Records

***Databases***

HATCHERY MANAGEMENT INFORMATION SYSTEM (HMIS)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Marine Resources (MRP)

**Program Description**

The Marine Resource Program (MRP) studies and manages the fish, invertebrate, and marine mammal populations in ocean and estuarine waters along Oregon's 369 miles of coastline. The program focuses on marine resources policy, management and regulation; fisheries monitoring and data collection; research of marine fisheries, ocean species and habitats. MRP's goal is to increase the quality and quantity of stock assessments and biological information collected through improved at-sea and dockside sampling programs and through carefully designed research projects. The MRP collaborates with partners including but not limited to Oregon State University, the University of Oregon, the National Marine Fisheries Service, other state agencies, and the fishing community. The program is based in Newport at the Hatfield Marine Science Center, and has field labs located in Astoria, Brookings, Charleston and Gold Beach.

**Program Records**

**074 Oregon Nears Shore Strategy, 2005 – [ongoing] .15 c.f.**

- (a) Retain final, adopted strategy permanently, transfer to State Archives 10 years after superseded or obsolete
- (b) Retain all other records 1 year after strategy adopted, destroy

**075 Permits**

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  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Financial Records (OAR 166-300-0025)  
Grant Records

**Databases**

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: 10/2010

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### *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Fish

**Program:** Marine Resources

**Sub-Program:** Ocean Salmon Management (OSMP)

### *Program Description*

The Ocean Sampling Project (Ocean Salmon Management Program (OSMP)) monitors ocean commercial and recreational salmon fisheries for the Oregon Department of Fish and Wildlife (ODFW). The project collects and analyzes data from Oregon's commercial and recreational ocean salmon fisheries, including catch and fishing effort, recovers Coded Wire Tags (CWTs), and gathers average weight data from commercial salmon landings. The program uses data from these and other sources to assist in the development of management recommendations for the best use of Oregon's salmon resources, and to evaluate proposed ocean salmon fishery regulations.

The Ocean Sampling Project is made up of two sub-units: The Commercial Troll Salmon Project (CTSP) and the Ocean Recreational Boat Survey (ORBS). ORBS collects the information needed to manage Oregon's ocean sport fisheries, while the CTSP gathers needed information for management of the ocean commercial salmon seasons.

ORBS make estimate effort and catch in the ocean recreational boat fishery. The ORBS estimates total ocean sport effort by boat type (charter and private), and interviews are conducted randomly of ocean boats to generate estimates of catch for both salmon and non-salmon species. All sampled salmon are examined for the presence of a CWT. Additional biological data are collected from salmon and non-salmon species, and anglers are also interviewed regarding released fish species.

The Ocean Sampling Project is staffed by a project leader and an assistant project leader at Newport, and two sampling coordinators; one each at Tillamook and Charleston. The sampling coordinators serve as liaison between field samplers, fishery participants, and program staff at Newport; deliver data and coded wire tags to Newport; and also provide additional sampling when needed. Program staff regularly sample fishery landings at all primary Oregon coastal ports.

### **Program Records**

#### **076 Action Notices**

Retain 2 years after completed/posted, destroy

#### **077 Quota Updates**

Retain 2 years after completed/posted, destroy

OREGON STATE ARCHIVES  
**Records Retention Schedule**

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***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***

COMMERCIAL TROLL SALMON SAMPLING

OREGON RECREATIONAL BOAT SURVEY

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Fish

**Program:** Marine Resources

**Sub-Program:** Marine Finfish

**Program Description**

The Marine Finfish Sub-program provides information about commercial and sport fisheries including ground fish and Pacific halibut for the public and interested stakeholders. The program operates as a clearinghouse providing information about ground and pelagic species to the public via internet, telephone, mail and email. Information on the status of species is posted on the program's website.

**Program Records**

**078 Data Use Agreements**

Retain 75 years, destroy

**079 Fishery Monitoring/Sampling Records**

Retain 75 years, destroy

**080 Landing Reports**

Retain 75 years, destroy

**081 Log Book Records**

Retain 75 years, destroy

**082 Species Reports**

Retain 75 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**

NON-ROCKFISH SPECIES COMPOSITION SAMPLES

BIOLOGICAL MARKET SAMPLES

COMMERCIAL NEARSHORE LOGBOOKS

ENHANCED DATA COLLECTION PROJECT

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife  
**Division:** Fish  
**Program:** Marine Resources  
**Sub-Program:** Shellfish

***Program Description***

The Shellfish sub-program provides information about marine shellfish and estuarine habitats including commercial and sport fisheries and research projects for the public and interested stakeholders. The program operates as a clearinghouse providing information to the public via internet, telephone, mail and email. Information on the status of species, regulations and research projects is posted on the program's website.

**Program Records**

- 083 Shellfish Research Project Records**  
Retain 50 years, destroy
- 084 Commercial Crab Logbook Records**  
Retain 75 years, destroy
- 085 Recreational Shellfish Creel Surveys**  
Retain 75 years, destroy
- 086 Shellfish Research Records**  
Retain 75 years, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Publication Preparation Records

***Databases***

COMMERCIAL CRAB LOGBOOK  
RECREATIONAL SHELLFISH CREEL  
SHELLFISH RESEARCH

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Marine Resources  
**Project:** Marine Habitat

## *Program Description*

The Marine Habitat project's mission is to address emerging marine habitat management issues and provide a habitat component to species-based MRP. The project originated in 1989. Project goals include an inventory of marine habitats and their biological communities and the development of information for sound management of activities affecting marine habitats. Project staff participate in resource management forums affecting marine habitats and formulate management plans, strategies, and regulations. In addition, the project educates the public about marine habitats and ecosystems.

Current research includes inventorying near shore rocky reefs, developing techniques for fishery-independent population assessment of near shore reef rockfish, and on-going development of an ocean and coastal GIS. These data collection efforts are intended to address two high priority management needs in near shore resource management: assessing fish stocks and developing marine protected area policy. Habitat and fish survey methods include use of advanced sonar technologies, a remotely operated vehicle (ROV), aerial photography, and several other research tools. Project staff collaborates with analogous projects in California and Washington, as well as researchers at Oregon State University.

## **Program Records**

### **087 Aerial Photographs**

Retain 99 years, destroy

### **088 Marine Habitat Reports and Survey Records, 1995 – ongoing 1.00 c.f.**

a) Retain reports permanently, transfer to State Archives after 25 years

b) Retain survey records 99 years, destroy

### **089 ROV Survey Records**

Retain 99 years, destroy

## *State Agency General Records Retention Schedule Records*

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Publication Preparation Records

Financial Records (OAR 166-300-0025)

Grant Records

## *Databases*

None

OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Fish

**Program:** Marine Resources

**Sub-Program:** Developmental Fisheries

**Program Description**

The Developmental Fisheries Sub-program began in response to requests from the commercial fishing industry to allow for the controlled development of new commercial fisheries. In 1993, the Legislature established policy for the State of Oregon "to institute a management system for developmental fishery resources that addresses both long term commercial and biological values, and that protects the long term sustainability of those resources through planned commercial development when appropriate". An annual list of species qualifying for the program and harvest conditions are established by the Developmental Fisheries Board and the Fish and Wildlife Commission each year. The Developmental Fisheries Board, established by the Legislature to assist the Department, is made up of members from a broad range of commercial fishing interests - harvesters, processors, and agencies.

The program provides controlled development to encourage those who might pioneer a fishery to invest their time and energy. Limiting the number of participants provides incentives for experimentation and information gathering by safeguarding the investment of those who explore new ideas. Controlled development is a means to collect sufficient information to understand the effects of fishing, determine sustainable harvest levels and determine how to minimize impacts on other marine resources. This information is required by Statewide Planning Goal 19 (Ocean Resources) and the Territorial Sea Plan.

**Program Records**

**090 Developmental Fisheries Board Records**

Retain 5 years, destroy

**091 Developmental Fisheries Species List**

Retain until superseded, destroy

**092 Developmental Fishery Permits**

Retain 5 years after expired, destroy

**093 Sardine Report**

Retain 10 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

**Databases**

None

# OREGON STATE ARCHIVES Records Retention Schedule

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## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Fish

**Program:** Marine Resources

**Sub-Program:** Marine Mammals Research

## ***Program Description***

In response to the 1972 Marine Mammal Protection Act, ODFW has been using limited state program funds along with funding support from National Marine Fisheries Service to study pinnipeds (seals and sea lions). Research has been focused in three areas: assessment of population status and trends; description of food habits and foraging behaviors; and examination of site-specific situations where locally abundant pinnipeds might have a negative impact on depleted fishery resources. At least twenty-nine different species of marine mammals occur in Oregon coast waters, including many whales, dolphins, and porpoises. However, the most commonly seen marine mammals, and those that most often come into conflict with sport and commercial fishing activities, are the pinnipeds.

In 1972 the Marine Mammal Protection Act (MMPA) transferred management jurisdiction for pinnipeds from state government to the National Marine Fisheries Service (NMFS). Consequently, the Oregon Department of Fish and Wildlife (ODFW) currently has no management authority for these species. Given the multitude of issues that NMFS is mandated to deal with, and considering the strong protective nature of the MMPA, the various conflicts between pinnipeds and fisheries have not been a high priority for the federal government.

Marine Mammal Research is responsible for providing sound information on the levels of predation that abundant pinnipeds in specific locations can apply to a depleted fishery resource. Ultimately this type of information will be needed by fisheries managers to evaluate the added risk to stock recovery that results from such predation. This information, along with an understanding of pinnipeds population status, may be used by fish and wildlife staff, managers and legislators who may wish to propose and implement changes to the Marine Mammal Protection Act, with the objective of providing a more balanced approach to the conservation of both fishery resources and marine mammal populations.

## **Program Records**

**094 Marine Mammals Research Program Reports and Publications, 1972 – [ongoing]  
1.5 c.f.**

(a) Retain permanently, transfer one copy to State Archives after published

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

OREGON STATE ARCHIVES  
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*Databases*

AERIAL SURVEY  
EJ MARK-RESIGHT  
ZC MARK-RESIGHT  
PV PREDATION  
CR HAZING  
GB HAZING

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management (OSCRP)

**Program Description**

The Ocean Salmon and Columbia River Management Program is responsible for evaluating and managing Oregon fish populations that cross international, federal and interstate jurisdictions. The program is comprised of the Columbia River Management (Fisheries), Columbia River Coordination and Ocean Salmon Fisheries Management sections. The fisheries management sections are involved with U. S. v Oregon, Columbia River Compact, Pacific Fishery Management Council, Pacific Salmon Commission, and Klamath Fishery Management forums. Program staff primarily operate from the NW Region Headquarters located in Clackamas. Regulations impacting/controlling the fisheries and management are established in Oregon Administrative Rule. The Columbia River Management Plan, first implemented in 1988, was replaced with a new, updated ten year plan in 2008.

**Program Records**

- 095 Columbia River Management Plan, 1988 – [ongoing] 1.00 c.f.**  
(a) Retain final adopted plan permanently, transfer to State Archives 5 years after superseded  
(b) Retain drafts, work notes, issue papers, research materials 1 year after plan superseded, destroy
- 096 Commercial Catch Records**  
(a) Retain sampling records 50 years, destroy  
(b) Retain catch information 20 years, destroy  
(c) Retain catch estimates 2 years, destroy
- 097 Joint Columbia Task Force Records**  
Retain 10 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Financial Records (OAR 166-0030)  
Grant Records

**Databases**

None

OREGON STATE ARCHIVES  
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Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management (OSCRP)  
**Section:** Columbia River Fisheries

***Program Description***

The Columbia River Fisheries section is responsible for promoting opportunities to fish for salmon, steelhead, sturgeon, shad and a variety of warm water species. Management of the river and its fisheries is a responsibility shared by state, federal and tribal agencies. The overarching management objective is to meet conservation requirements while providing optimum sport and commercial fishing opportunities.

***Program Records***

**098 Species Management Records**

Retain 20 years after superseded or obsolete, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management (OSCRP)  
**Section:** Columbia River Coordination

***Program Description***

The Columbia River Coordination (CRC) Section is responsible for working with other entities in multi-jurisdictional forums, and for collecting, coordinating, and disseminating information regarding Oregon's fish populations and their habitats in the Columbia River Basin and other areas that cross jurisdictions. Section staff often represents the department in regional forums involving the Columbia Basin Fish and Wildlife Authority (CBFWA), the Northwest Power and Conservation Council, the Lower Columbia River Estuary Program, and others. Staff assists with recovery planning for listed salmonid in the Columbia River Basin, provides technical support to department and state policy makers, and represents the department on technical committees such as the CBFWA Anadromous and Resident Fish Advisory committees, the Columbia River Basin lamprey Technical Workgroup and others. The Columbia River Investigations Program is part of the CRC section.

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management  
**Section:** Columbia River Management

**Program Description**

The Columbia River Management (CRM) section is responsible for the management of the anadromous fish runs and fisheries of the Columbia River. CRM cooperatively develops harvest regulations with the State of Washington, federal agencies, the treaty Indian tribes, and in some cases the State of Idaho, that are compatible with the *U. S. vs. Oregon* Columbia River Fish Management Plan. Records include the Columbia River Management Reports consisting of annual; joint staff; live capture reports.

**Program Records**

- 099 Action Notices**  
Retain 1 year after completed/posted, destroy
- 100 Columbia River Fish Working Group Records**  
Retain 10 years, destroy
- 101 Columbia River Management Reports**  
Retain 75 years, destroy
- 102 Species Management Records**  
Retain 20 years after superseded or obsolete, destroy
- 103 Willamette Falls Fish Passage Records**  
Retain for life of structure, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Correspondence Records

**Databases**

WILLAMETTE FALLS LAMPREY HARVEST PERMITS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management (OSCRP)  
**Section:** Fisheries Management

***Program Description***

The Fisheries Management section is responsible for ensuring/promoting opportunities to fish for salmon, steelhead, sturgeon, shad and a variety of warm water species. Management of the river and its fisheries is a responsibility shared by state, federal and tribal agencies. The overarching management objective is to meet conservation requirements while providing optimum sport and commercial fishing opportunities.

***Program Records***

**104 Fisheries Management Reports**

Retain stock status and fisheries; smelt and sturgeon; fall species reports 75 years, destroy

**105 Species Management Records**

Retain 20 years after superseded or obsolete, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Correspondence

***Databases***

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

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### *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife  
**Division:** Fish  
**Program:** Ocean Salmon and Columbia River Management  
**Section:** Columbia River Coordination – Columbia River Investigations  
**Program:** Northern Pikeminnow Management (NPMP)

### *Program Description*

The Columbia River Investigations section oversees the evaluation of the Northern Pikeminnow Management program that is administered by the Pacific States Marine Fisheries Commission (PSMFC). Primary evaluation activities include monitoring the relative effects of northern Pikeminnow removals by program anglers, and modeling potential reductions in predation based on abundance estimates for northern Pikeminnow prior to the program's implementation. Tag recoveries are used to assess and monitor northern Pikeminnow catch. Modeling results based on indexes of abundance and consumption rates – indicate that northern Pikeminnow predation on juvenile salmonid has decreased. Modeling results translate into a 38% reduction in piscivore related mortality on juvenile salmonid that migrated through the Columbia River. In addition, ODFW monitors smallmouth bass, walleye, and the remaining northern Pikeminnow for signs of compensatory responses (e.g. increases in population density, diet composition, fecundity, and changes in size structure) to the fishery. Even though there has been no evidence of compensation by northern Pikeminnow or other sources, continued monitoring will be prudent and is planned, as long as removal fisheries are implemented.

In 1990 regional managers approved the use of targeted fisheries for harvesting northern Pikeminnow (formerly known as northern squawfish) within the lower Columbia and Snake rivers. Earlier research (1983–1986) had indicated that predation related juvenile salmonid mortality was substantial, larger northern Pikeminnow were more piscivorous and more susceptible to angling, and that a modest removal (10–20% exploitation per year) of northern Pikeminnow could result in a 30–50% reduction in piscivorous predation. Three fisheries have since been used in an attempt to employ this strategy, 1) site specific setlines and nets (1994–2002) were used near areas where high levels of predation was believed to occur (e.g. hatchery release points and dams, 2) Angling by trained personnel casting directly from dams (1991–2002, 2006–2009) targeting larger northern Pikeminnow, and 3) sport reward fishery using angler participants from the public. The site specific fishery and dam-angling have had limited success with the bulk of the approximately 2.6 million northern Pikeminnow removed under the auspices of the anglers participating in the sport-reward fishery. Successful anglers are issued catch vouchers for each northern Pikeminnow turned in at any of the program run check stations. Anglers submit vouchers to PSMFC for monetary compensation.

OREGON STATE ARCHIVES  
**Records Retention Schedule**

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**Program Records**

**106 Northern Pikeminnow Management Report Records**

(a) Retain annual , approved progress report 75 years, destroy

(b) Retain drafts, work notes, issue papers 5 years after final report accepted, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** ODFW Library

***Program Description***

The ODFW Library, located at NW Region in Clackamas, is a repository of original note books, logs, drawings and information dating from the inception of fish and wildlife in Oregon to present day. In addition to original ODFW documents, the Library houses a large number of monographs and periodicals on fish and wildlife management issues.

***Program Records***

**107 ODFW Library Records, 1880 – [ongoing] 30 c.f.**

- (a) Retain maps, plans, notebooks, engineering plans permanently, transfer to State Archives immediately
- (b) Retain all other records according to administrative need, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence

***Databases***

None

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

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## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Facility:** Research Lab

## ***Program Description***

The ODFW Research Lab is responsible for promoting and optimizing ODFW research projects. The Lab is under the NW Region headquartered in Clackamas. Many projects are cooperative ventures involving ODFW, the Bonneville Power Administration, Oregon State University, etc. Administration of onsite staff is split between the Fish Division in Salem and the Research Lab administrator. Staff conduct a number of research projects from surveys involving habitat, its state/health, and population counts and species inventories. Projects include Aquatic Inventories, Estuary Studies, habitat restoration under the Western Oregon Stream Restoration Program, surveys of spawning grounds used by Coho/Chinook/Chum salmon, the recovery of native species and processing of coded wire tags taken from salmon. Many projects directly support or have originated due to the Oregon Plan established by Governor Kitzhaber in the 1990's.

## **Program Records**

- 108 Coded Wire Tag Records**  
Retain 25 years, destroy
- 109 Estuary Study Records**  
Retain 75 years, destroy
- 110 Individual Research Project Records**  
Retain 75 years, destroy
- 111 Native Fish Species Conservation Plan Records**  
Retain 5 years after superseded or obsolete, destroy
- 112 Survey Records**  
Retain 75 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  
Policy and Procedure Guidelines and Manuals  
Facilities/Property Records (OAR 166-300-0020)  
Equipment Maintenance Records  
Facility Work Orders  
Financial Records (OAR 166-300-0025)  
Budget Preparation Records  
Employee Personnel Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Edition: 10/2010**

**Expires: 10/2015**

*Databases*

JUVENILE

NATIVE SPECIES

OASIS

WORP

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Water Quality/Quantity

**Program Description**

The Water Quality/Quantity section is involved with many water issues that directly or indirectly impact fish and wildlife. This includes commenting on applications for water use that may impact streams, reviewing and conducting in stream flow studies, reviewing hydroelectric applications and managing a large quantity of natural resource information. Water Quality/Quantity addresses these four primary issues through sub programs: Water Quality/Quantity; Hydro Power; Natural Resource Information management; and Vector Control. Hydro Coordinators work at the regional level providing technical expertise and services involving the licensing/permitting of dams and hydroelectric generating facilities.

**Program Records**

None

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Staff Meeting Records

**Databases**

None

OREGON STATE ARCHIVES  
Records Retention Schedule

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Water Quality/Quantity  
**Sub-Program:** Hydro Power

**Program Description**

The Hydro Power program represents the Oregon Department of Fish and Wildlife (ODFW) (ODFW) as a member of the state Hydroelectric Application Review Team and works closely with facilities operators, other agencies, and interest groups in re-licensing efforts. Hydro Power program staff participate in implementation of settlement agreements for projects. The hydropower program reviews preliminary permit applications or preliminary permits including those to develop wave energy projects off the Oregon coast.

**Program Records**

**113 Hydro Project Records**

Retain 50 years after permit superseded/obsolete or facility removed, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence

**Databases**

None

# OREGON STATE ARCHIVES

## Records Retention Schedule

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### *Organizational Placement*

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Water Quality/Quantity  
**Sub-Program:** Natural Resources Information Management (NRIMP)

### *Program Description*

The Natural Resources Information Management Program represents ODFW within the regional StreamNet Project, a cooperative venture involving federal, state and tribal government within the Pacific Northwest. The program provides information and services essential to ODFW's mission to protect and enhance Oregon's fish and wildlife populations and habitat for the enjoyment of present and future generations.

StreamNet is a cooperative effort involving The Oregon Departments of Agriculture, Environmental Quality, Fish and Wildlife, Forestry, Transportation, Water Resources, State Lands, State Police and Parks and Recreation. In addition, the Forest Resources Institute, Geospatial Information Clearing House, Hatfield Marine Science Center, Marine Board and Watershed Enhancement Board are State of Oregon based participants.

The program is responsible for the identification and prioritization of natural resource information and data, the development and promotion of modern data collection and analysis techniques and the promotion of technology benefitting ODFW's natural resource data collection and management. In addition, the program is tasked with developing and providing access to consistent, quality information and development and promotion of multidisciplinary approaches to fish, wildlife and habitat management.

The program provides GIS based data, mapping products and reports, and establishes and maintains data standards and protocols.

### **Program Records**

#### **114 Natural Resources Information Management Maps**

Retain until superseded or obsolete, 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 Documentation Records

Information System Planning and Development Records

OREGON STATE ARCHIVES  
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***Databases***

NRIMP access a variety of Databases and sources as part of its mandate

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** Natural Production  
**Section:** Water Quality/Quantity  
**Sub-Program:** Vector Control

**Program Description**

The Vector Control program is responsible for the review and approval/rejection of pesticide use plans prior to applications for vector control per ORS 452.140 and ORS 452.245. "Vectors" are any non-domestic animal that transmits disease to humans including but not limited to mosquitoes, rats and mice. Review and approval of pesticide use plans is critical to ODFW's mission since mosquito control pesticides may be applied to or near natural areas, wetlands, and waterways where fish and wildlife occur.

ODFW's goal in review and approval of vector control plans is to minimize effects on fish, wildlife and their habitats while not interfering with disease prevention and containment focusing on protecting sensitive areas and species and will advise vector control districts of measures to prevent any potential impacts to fish and wildlife and their habitats.

**Program Records**

**115 Vector Control Plan Review Records**

Retain 2 years after plan superseded or obsolete, destroy

**State Agency General Records Retention Schedule Records**

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence

**Databases**

None

OREGON STATE ARCHIVES  
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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Fish  
**Program:** NE Oregon Research and Development Program (NEORD)

***Program Description***

The NE Oregon Research and Development Program is responsible for providing through field investigations, laboratory experimentation and literature biological knowledge necessary for the effective management of Oregon's fish and wildlife resources. Research projects are designed to produce new knowledge and techniques to solve problems that will ultimately result in recovery and enhancement of Oregon's fish resources and their habitats.

**Program Records**

- 116 Research Records**  
Retain 75 years, destroy
- 117 Survey Records**  
Retain 75 years, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Policy and Procedure Guidelines and Manuals

***Databases***

None

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

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## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information Systems

## ***Program Description***

The Information Systems Division is responsible for network management, application programming, Databases management and management of the Point of Sale System. Information Systems is charged with developing and implementing Information Technology solutions that support ODFW's mission to enhance and protect Oregon's fish and wildlife resources. In addition to the design and implementation of Information Systems Technology, division staff develops and supports custom application systems and provides service and support to data and telecommunications systems. Division staff coordinate and manage application and technology licensing and provide help desk support. The Division Administrator and support staff order and track inventory and assets, develop policy and procedures, prepare purchasing records and contracts/agreements involving the Division, and manage the Division website. Official agency financial documentation is held by Fiscal Services while contracts and agreements are filed with the Administrators Office.

## ***Program Records***

- 118 Desktop Work Orders**  
Retain until action closed, destroy
- 119 Legacy Point-of-Sale System Records (POS)**  
Retain 1 year after life of system, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Staff Meeting Records  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory reports  
Equipment Maintenance Records  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Budget Preparation Records  
Purchasing Records  
Information and Records Management Records (OAR 166-300-0003)  
Computer System Maintenance Records  
Computer System Program Documentation  
Personnel Records (OAR 166-300-0040)  
Employee Personnel Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

*Databases*

ASSET

ORPIN

TRACK IT

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information Systems  
**Section:** Application Development

**Program Description**

The Application Development section is responsible for the planning, development, support, and maintenance of all software applications created for and adopted by ODFW. Section staff reviews all application development projects to ascertain if ODFW has the resources to develop the application. If the agency does not have the resources the application development is contracted to an outside source. The Section is responsible for policy development involving application development. Section staff identifies and documents the development of software applications including: scope, design, testing, and implementation. Section actions are documented by correspondence, policy, planning and meeting records.

**Program Records**

**120 Application/Software Development Records**

- (a) Retain completed/adopted project records 1 year after software is superseded or obsolete, destroy
- (b) Retain withdrawn/abandoned project records 3 years after last action, 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)  
Software Management Records

**Databases**

MS PROJECT  
SUBVERSION  
TRACK IT

OREGON STATE ARCHIVES  
Records Retention Schedule

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information Systems  
**Section:** Network

**Program Description**

The Network Section is responsible for providing technical expertise in support of ODFW's information systems technology infrastructure. The unit supports the ODFW network, data storage, agency servers, and personal computers. The section provides storage and access for all of ODFW's electronic records. The Network section houses files, provides system back up, uses protection software, ensures connectivity between ODFW offices and maintains all computer communication, i.e. switches and routers, equipment. In addition, the section manages ODFW email assets and infrastructure.

**Program Records**

**121 Information Security (InfoSec) Committee Records**  
Retain 5 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Information and Records Management Records (OAR 166-300-0040)  
Computer System Security Records  
Computer System Wiring Records  
User Support Records

**Databases**

TRACK IT  
SHARE POINT

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information Systems  
**Section:** Help Desk

***Program Description***

The Help Desk Section is responsible for providing user and systems support including technical support for access and use of Unisys database, check in all equipment and software using the Track-IT system and serve as the nexus between the iPOS Unisys systems. The section backs up ODFW servers and stores the backed up data offsite with a contracted vendor. The section assists agency programs by running reports from data sets on the servers upon a program's request. In addition section staff set up equipment for use by ODFW staff including computers, printers and peripherals.

***Program Records***

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Information and Records Management Records (OAR 166-300-0040)  
Computer System Program Documentation  
Telecommunications System Management Records

***Databases***

TRACK IT

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Information and Education

**Program Description**

The Information and Education Division is responsible for educating and informing the public about statewide fish and wildlife issues, recreational opportunities and the promotion of hunting, fishing and wildlife viewing activities. Division staff and volunteers educate outdoor recreationalists through a variety of programs and workshops. In addition, Division staff disseminate information to media representatives and the public via telephone, mail, email, brochures and the internet. Information and Education, using data and resources from ODFW programs formats all agency pamphlets, brochures, directional/interpretive/informational signs and publications in preparation for printing. The Division is responsible for developing a strategic, long term angling plan.

**Program Records**

**122 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)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

Publication Preparation Records (Brochures, Pamphlets, etc)

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Damaged/Stolen Property Records

Equipment/Property Disposition Records

**Databases**

ASSET INVENTORY

OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Information

**Program Description**

The Information Team provides technical expertise and services in the design and creation of media relations materials for the Oregon Department of Fish and Wildlife (ODFW). Staff prepare, upon request, news and media releases addressing specific issues. In addition, the team designs, formats and produces newsletters and publication for all ODFW programs, projects and facilities.

**Program Records**

- 123 Annual Fishing Forecasts**  
Retain 10 years, destroy
- 124 Annual Hunting Forecasts**  
Retain 10 years, destroy
- 125 Individual Program Newsletters**  
Retain 2 years, destroy
- 126 Frequently Asked Question (FAQ) Sheets**  
Retain until superseded, or obsolete 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 Lists  
Press Releases  
Publication Preparation Records (Brochures, Pamphlets, etc)

**Databases**

None

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education

***Program Description***

The Education section is responsible for the design, implementation and delivery of workshops and programs educating and informing the public in outdoor recreational opportunities. Volunteers provide expertise and experience in workshop and classroom settings to program participants. The section maintains a store of outdoor equipment including but not limited to angling equipment, firearms, camping gear and kayaks for use by training volunteers/programs and during workshops.

**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  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Records  
Equipment Maintenance Records  
Equipment/Property Disposition Records

***Databases***

ANGLER INVENTORY  
HE FIREARMS INVENTORY

OREGON STATE ARCHIVES  
Records Retention Schedule

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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Outdoor Skills Education

***Program Description***

Outdoor Skills Education includes the Becoming an Outdoors Woman (BOW) program which teaches introductory outdoor skills in hunting, shooting, fishing and other activities to women in a supportive and non-threatening atmosphere. From inception the BOW program has been a success with thousands of women participating in workshops and field events. The success of the BOW program has led to the Information and Education Division extending its offered workshops via Outdoor Skills and education to include adults and families. Workshops and seminars limited to enrollment of women will continue to be offered; however, ODFW seeks to maximize public participation and awareness in outdoor recreation by offering outdoor skills educational opportunities to everyone.

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar and Training Program Records  
Correspondence  
Publication Preparation Records

***Databases***

BOW PARTICIPANT

OREGON STATE ARCHIVES  
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***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Angler and Aquatic Education

***Program Description***

The Angler and Aquatic Education Program combines the disciplines of aquatic ecology and sport angling in a comprehensive format to create and heighten awareness and understanding of the relationship between aquatic environments and the sport of angling. The program emphasis is youth-oriented programs with the goal to provide youth, aged 8 to 15, with an understanding of aquatic environments in conjunction with developing the skills; knowledge and responsibility of an informed, accomplished sport angler. The program is conducted/delivered statewide by certified volunteer instructors who completed a 6 to 8 hour training program, a team teaching session and background check. The program focuses upon teaching basic fishing skills, aquatic conservation and stewardship, ethical conduct and responsibilities and water safety to the public. Program services are free and delivered through a variety of organizations to optimize impact including but not limited to school districts, boys and girls clubs, police activity leagues and parks and recreation departments.

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar and Training Program Records (Participant Registration Records)  
Correspondence  
Publication Preparation Records  
Personnel Records OAR 166-300-0040  
Criminal Background Check Records  
Volunteer Program Records

***Databases***

ANGLER ED 2002  
BOW PARTICIPANT

OREGON STATE ARCHIVES  
Records Retention Schedule

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Hunter Education

**Program Description**

The Hunter Education Program is responsible for developing safe, responsible hunters through education. All hunters under 18 must complete Hunter Education unless they are hunting on property owned by their parents or legal guardian. The Hunter Education Course lasts between 14 and 16 hours with students evaluated by a written test, practical test of safe firearms handling and an evaluation of the student's attitude and responsibility as demonstrated throughout the class. Program participants may register for and attend class room course, study and complete the examination online or via work book. All participants are required to participate and complete a field day. In addition to Hunter Education classes the program conducts Bow Hunter education, a voluntary service offered to in state hunters. Several states now require completion of hunter education/certification courses for each hunter regardless of age or method of harvest. Hunter Education Course Completion/Certification Records identify the completion of and awarding of competency certificates to individuals.

**Program Records**

**127 Hunter Education Course Completion/Certification (Student Card) Records**

Retain 50 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar and Training Program Records  
Correspondence  
Personnel Records (OAR 166-300-0040)  
Criminal Background Check Records  
Volunteer Program Records

**Databases**

HE INSTRUCTOR

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Master Hunter

## ***Program Description***

The Master Hunter Program is an advanced hunter education program helping hunters increase their knowledge of the sport and concerns of landowners. The program fosters positive relations between hunters and private landowners, increases private land access by enabling landowners to identify Master Hunters, improve public image of hunters and develop a pool of ethical and knowledgeable hunters for use in damage control situations/hunts.

Program applicants must complete four phases to become a Master Hunter achieving 80% on each of phases one - three. Phase one is a home study course, phase 2 is a four hour classroom session, phase 3 is a weapons competency examination including the handling and firing of an applicant's weapon type of choice. Phase 4 requires applicants to complete a minimum of 20 hours of volunteer work that benefits wildlife. Master Hunter certifications are good for the life of the hunter or until revoked by ODFW. Individuals submit an application to the program, undergo a background check and are tested on their skills, knowledge and ethical standards.

## **Program Records**

### **128 Master Hunter Certification Records**

Retain 50 years or until Master Hunter dies/certificate is revoked; whichever is shorter, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar and Training Program Records  
Correspondence  
Personnel Records (OAR 166-300-0040)  
Criminal Background Check Records  
Volunteer Program Records

## ***Databases***

None

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Mentored Youth Hunter

***Program Description***

The Mentored Youth Hunter program allows youths 9 to 13 years old to hunt without first passing an approved hunter education program. Unlicensed youths receive one-on-one mentoring and guidance on ethics, safety, responsibility and the enjoyment of hunting from a licensed adult. Participating youth receive preference points as incentive to take part in the program.

**Program Records**

**129 Participant Registration 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

Conference, Seminar and Training Program Records

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Information and Education  
**Section:** Education  
**Program:** Youth Angling Enhancement Program (YAEP)

***Program Description***

The Youth Angling Enhancement Program (YAEP) offers a host of fishing opportunities at stocked ponds throughout the state. On-site volunteers provide equipment, teach children how to bait and cast, and help kids "reel in" their catch. Program funding comes from the Wildlife Restoration Act (Pittman-Robertson) and the Federal Aid in Sport Fish Restoration Act (Wallop-Breaux).

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Conference, Seminar and Training Program Records  
Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife

***Program Description***

The Wildlife Division has direct responsibility for monitoring the numbers and health of wildlife species, setting population conservation and management objectives, overseeing wildlife habitat restoration and maintenance, and regulating harvest of game animals. The Wildlife Division is organized into three key program areas – Diversity, Game and Habitat. In addition, the Division maintains a Land Resources program.

**Program Records**

None

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

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

***Databases***

BEAR AND COUGAR SIGHTING COMPLAINT

DAMAGE COMPLAINTS

WILDLIFE COMPLAINTS

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Conservation

***Program Description***

Habitat program staff oversee wildlife management areas that provide valuable habitat for native and migrating species, oversee statewide habitat development, conduct wildlife research projects, and provide assistance to landowners for enhancement of private property for the benefit of fish and wildlife.

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Correspondence  
Financial Records (OAR 166-300-0025)  
Grant Records

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Operations  
**Unit:** Wildlife Management Areas

**Program Description**

As part of its mission, ODFW operates wildlife areas throughout the state. These sites provide recreational opportunities including but not limited to bird watching, wildlife and fish viewing, and hunting opportunities. The Oregon Department of Fish and Wildlife (ODFW) owns or manages by agreement nearly 200,000 acres of land set aside for wildlife use and public recreation. Oregon's first wildlife area was the Summer Lake Wildlife Area opened in 1944. Most state-operated wildlife areas provide either marshes and wetlands for migratory waterfowl, or rangelands where big game animals can seek refuge from harsh winter weather. The Pittman-Robertson Act in the late 1930's placed a federal manufacturer's excise tax on hunting arms and ammunition. These funds are allocated to each state based on the number of hunting licenses sold and size of the state. In Oregon, these dollars pay for habitat enhancement and hunter education. Oregon's wildlife areas serve the needs of wildlife as well as wildlife-oriented recreation and public hunting access. Many areas offer a variety of non-hunting opportunities including hiking, viewing and fishing.

Each wildlife area represents a distinct eco-system and mission. Wildlife areas may provide habitat and/or recovery areas for species, propagation of species, enhanced range through agriculture and habitat management. Each Wildlife area has a specific management plan.

**Program Records**

**130 Wildlife Area Management Plan Records**

- (a) Retain final, adopted plan until superseded, obsolete, destroy
- (b) Retain all other records 5 years after adoption of final plan, destroy

**State Agency General Records Retention Schedule Records**

Administrative Records (OAR 166-300-0015)  
Administrative Rule Preparation Records  
Calendar and Scheduling Records  
Correspondence  
Visitor Logs

**Databases**

None

# OREGON STATE ARCHIVES Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Diversity

## ***Program Description***

ODFW's Wildlife Diversity Program is charged with serving a large nongame population through management and conservation programs. The program also seeks to inform, to educate and to enhance recreational opportunities involving wildlife. Conserving the diversity of wildlife species and their habitats is not only critical to the continued health of lands and waters within and beyond the state's borders, it also enriches the lives of Oregonians who enjoy wildlife in their backyards or in travels around the state. In addition, many tourists come to Oregon to enjoy its fish and wildlife resources and contribute significantly to the state's economy.

Diversity program staff conduct statewide species surveys; coordinate conservation and management of threatened and endangered species; oversee the importation, possession, confinement, transportation and sale of non-native species; perform research projects on the ecological requirements for a variety of non-game species; coordinate with the Fish Division's Marine Resources Program to oversee the health of marine mammals; and develop statewide plans to restore and enhance wildlife populations and habitats to keep wildlife from becoming endangered or threatened.

The Oregon Conservation Strategy provides a blueprint and action plan for the long-term conservation of Oregon's native fish and wildlife and their habitats through a non-regulatory, statewide approach to conservation. The Conservation Strategy is not a management plan for ODFW. The strategy provides a broad strategy for all of Oregon offering roles and opportunities to residents, government agencies and organizations.

## **Program Records**

### **131 *On the Ground News Letter, 2005 – [ongoing] .15 c.f.***

Retain permanently, transfer to State Archives after 5 years

### **132 *Oregon Conservation Strategy Records, 2005 – [ongoing] 1.00 c.f.***

(a) Retain final, accepted plan and monitoring records permanently, transfer to State Archives 10 years after superseded or obsolete

(b) Retain all other records 5 years after plan superseded or obsolete, destroy

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

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (Wildlife Diversity Plan)

Correspondence

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Edition: 10/2010**

**Expires: 10/2015**

*Databases*

FEDERAL GRANT REPORT

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Conservation

**Sub-Program:** Threatened and Endangered Species

***Program Description***

The Threatened and Endangered Species program is responsible for coordination, conservation and management efforts involving threatened and endangered species. Program staff coordinate with federal, state and private organizations and stakeholders to conduct inventories, monitor populations, support and oversee research, maintain data and implement conservation and recovery programs. The program operates under the Oregon Endangered Species Act to determine if listing or delisting is warranted. In addition program staff and ODFW operate under the federal endangered species act.

**Program Records**

**133 Annual Threatened and Endangered Species Reports**

Retain 20 years, destroy

**134 Scientific Taking Permits**

Retain 5 years after expired, destroy

**135 Threatened and Endangered Species Management Records**

Retain 5 years after species removed from list, destroy

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

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records (Wolf Management Plan)

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Conservation

**Sub-Program:** Wildlife Marine Diversity

***Program Description***

The Wildlife Marine Diversity program coordinates with the Marine Resources program to oversee the health of marine mammals. Staff conduct studies of pinnipeds populations, seal and sea lion predation, and interactions of these animals with other marine resources and human activities in the coastal zone.

**Program Records**

See Marine Resources program

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Conservation

**Sub-Program:** Conservation Planning

***Program Description***

The Conservation Planning program is responsible for keeping species from becoming threatened and endangered by providing assistance, expertise and funding to private landowners and public land managers, providing information on species; habitats; conservation issues; recommendations for actions. Diversity Biologists are assigned to regional offices to provide field services in wildlife diversity.

**Program Records**

**136 Species Study Records**

Retain 75 years, destroy

**137 Survey Records**

Retain 50 years, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-0025)

Grant Records

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Game

**Program Description**

Game program staff work with landowners to prevent and reduce wildlife damage to agricultural and timber crops, conduct inventories of game mammals, establish and update game harvest regulations, conduct hunter surveys, and investigate wildlife diseases. Program staff are responsible for regulating game birds, both upland and waterfowl; deer and elk; bear; cougar; antelope, bighorn sheep and mountain goat; and furbearers. Regulations governing the harvesting of game species is the primary tool employed by program staff to manage game populations. Program staff coordinate with Districts involving projects, research, changes in regulations and clarification regarding ODFW programs. Program staff draft species management plans, which are adopted in administrative rule. In addition the program issues and/or holds permits for wildlife control operators, rehabilitators, scientific taking, hide/horn/fur dealers, propagation, holding and taxidermists.

**Program Records**

**138 Game Program Reports**

Retain until administrative need ends, destroy

**139 Permit Records**

- (a) Retain accepted application/issued permit records 3 years after permit invalid, destroy
- (b) Retain denied permit applications 1 year, destroy

**140 Survey/Statistic Records**

Retain 50 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

Correspondence

Mailing Lists

Financial Records (OAR 166-300-0025)

Budget Preparation Records

**Databases**

DAMAGE

COMPLAINTS

BEAR AND COUGAR COMPLAINT

WILDLIFE SIGHTING



OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Game

**Sub-Program:** Cervids

**Program Description**

The Cervids program is responsible for regulating the propagation and raising of domesticated cervids, deer and elk, in Oregon. The program regulates domestic cervids native to the state and fallow/reindeer stocks. Licenses to raise cervids are given via a lottery type system. The program provides updates to the cervid harvesting regulations for adoption by the Commission.

**Program Records**

**141 Cervid Program Records**

(a) Retain successful farm license application and citation records 1 year after license superseded or obsolete, destroy

(b) Retain unsuccessful farm license application records 3 years, destroy

(c) Retain individual animal records for life of animal, destroy

(d) Retain survey records 25 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

**Databases**

CERVID

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Game

**Sub-Program:** Game Birds

**Program Description**

The Game Birds program is responsible for promoting the health and management of waterfowl, wild turkey and Spruce Grouse populations in Oregon. The program deals with resident and non-resident bird populations. The program conducts population surveys and selects shooting times, maintains data on permitted goose hunts and oversees the selection of artwork and issuance of Oregon Bird Stamps. The program provides updates to the waterfowl harvesting regulations for adoption by the Commission as administrative rule. In addition, species' management plans are drafted, adopted and periodically updated through the administrative rule process.

**Program Records**

**142 Annual Waterfowl Stamp Records, 1984 – [ongoing] 2.00 c.f.**

- (a) Retain records for annual adopted stamp permanently, transfer to State Archives after 10 years
- (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)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

**Databases**

BANDING

WATERFOWL BANDING

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Game

**Sub-Program:** Upland Game Birds

**Program Description**

The Upland Game Birds program is responsible for promoting the health and management of Upland Game Bird populations in Oregon. Upland Game Birds include but are not limited to Quail, most species of Grouse, Pigeons, Partridge and Doves. Oregon currently has 12 species of upland game birds. The program deals with resident and non-resident bird populations. The program provides updates to the upland bird harvesting regulations for adoption by the Commission as administrative rule. In addition, species management plans are drafted, adopted and periodically updated through the administrative rule process.

**Program Records**

**143 Annual Upland Bird Stamp Records, 1990 – [ongoing] 2.00 c.f.**

(a) Retain records for annual adopted stamp permanently, transfer to State Archives after 10 years

(b) Retain all other records 3 years, destroy

**144 Harvest Survey Records**

Retain 25 years, destroy

**145 Research Project Records**

Retain 25 years, destroy

**146 Special (Mountain Quail Translocation, etc) Project Records**

Retain 25 years after project completion, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Financial Records (OAR 166-300-0025)

**Databases**

SPRING TURKEY

FALL TURKEY

SAGE GROUSE

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Game  
**Sub-program:** Bear/Antelope/Mt. Goat/Cougar/Big Horn Sheep/Furbearers

**Program Description**

The Bear/Antelope/Mt. Goat/Cougar/Big Horn Sheep/Furbearers program administers the hunting regulations, collection of and distribution of data and management programs for the listed species. The program provides updates to the big game and furbearers harvesting regulations for adoption by the Commission as administrative rule. In addition, species' management plans are drafted, adopted and periodically updated through the administrative rule process.

**Program Records**

- 147 Furbearer Harvest Reports**  
Retain 25 years, destroy
- 148 Survey Records**  
Retain survey results/population records for 50 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  
Correspondence  
Telecommunications Log (Phone Log)

**Databases**

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Game  
**Project:** Sage Grouse Conservation

**Program Description**

The Sage Grouse Conservation project is responsible for researching, designing, implementing and monitoring a management strategy, which promotes the conservation of Sage Grouse and their habitat in Oregon. The Sage Grouse Conservation Plan is a direct result of the project's efforts. The project originated in 2001. A Memorandum of Understanding exists between all western states to coordinate efforts in managing Sage Grouse populations.

In addition to conducting research involving habitat and populations, the project trans locates stocks of grouse to other states participating in the agreement, which need brood or seed stock. The project works with ranch owners providing assistance in developing whole ranch land plans that promote sage grouse populations through mitigation of impact upon habitat and populations.

The project compiles population data, does trend analysis, and creates the Annual Harvest Report as part of the ODFW efforts to conserve Sage Grouse population within Oregon. In addition, the project coordinator responsibilities include coordinating the translocation of Sharp-tail Grouse.

**Program Records**

**149 Annual Harvest Report, 2001 – [ongoing] .25 c.f.**

- (a) Retain final report permanently, transfer to State Archives after 10 years
- (b) Retain drafts, work notes, issue papers 2 years after final report accepted/approved, destroy

**150 Sage Grouse Conservation Plan, 2004 – [ongoing] 2.00 c.f.**

- (a) Retain final, adopted plan permanently, transfer to State Archives 5 years after plan superseded or obsolete
- (b) Retain research records, information, population survey results 75 years, destroy
- (b) Retain drafts, work notes, issue papers 5 years after plan adopted, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling records

Correspondence

**Databases**

OREGON SAGE GROUSE V 2.0

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Operations

***Program Description***

Operations is one of four principle, statewide programs within the Wildlife Division of the ODFW. Program objectives are the protection, maintenance, and enhancement of wildlife habitat to meet Oregon's Wildlife Policy. Program objectives are met by manipulating habitat, acquiring land, developing habitat management and restoration techniques, providing technical assistance to state, federal, tribal, and local agencies and individuals; and providing funding through grants for habitat protection, restoration and enhancement.

**Program Records**

None

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Policy and Procedure Guidelines and Manuals

***Databases***

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Conservation

**Sub-Program:** BPA Wildlife Mitigation

***Program Description***

The Bonneville Power Administration (BPA) is required to mitigate for the loss of wildlife habitat from the construction and operation of hydro projects such as federal dams. The BPA provides funding through the Oregon Department of Fish and Wildlife (ODFW) for habitat acquisition, restoration work, and monitoring and evaluation of habitat enhancement programs. Currently, the primary focus of mitigation work is in the Willamette Basin. ODFW accepts and processes applications for program funds and provides oversight on fund recipients.

**Program Records**

**151 BPA Wildlife Mitigation Project Records**

Retain 6 years after project completion, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

***Databases***

PISCES (BPA managed db)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Game

**Sub-Programs:** Access and Habitat (A&H)

**Program Description**

The Access and Habitat Program is an incentive based program aimed at improving wildlife habitat and public hunting access on Oregon's private lands. The A&H Program's motto, "Landowners and Hunters Together for Wildlife," conveys the program's basic mission to foster partnerships between landowners and hunters for the benefit of the wildlife they value. Funding for the A&H Program is generated through the auction/raffle of special big game tags and a surcharge on hunting licenses. A&H Program funds are used on a wide range of habitat projects, including wetland restoration, forest stand improvement, riparian area protection, wildlife forage seeding, controlled burns, water development, juniper removal, and noxious weed control. Regional A & H coordinators promote the program and assist with the development and review of project proposals. The Access and Habitat Board is comprised of seven citizens providing oversight of the Access and Habitat Program. Appointed by the Oregon Fish and Wildlife Commission, the board consists of 3 members representing agriculture and timber landowner interests, 3 members representing hunter interests, and 1 chair that represents the general public.

**Program Records**

**152 Access and Habitat Board Records**

Retain 10 years, destroy

**153 Access and Habitat Project Records**

Retain 6 years after project completion, destroy

**154 Access and Habitat Raffle Records**

Retain 6 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 Agreement

Correspondence

**Databases**

None

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Operations

**Sub-Program:** Wildlife Restoration and Management

**Program Description**

The Federal Aid in Wildlife Restoration also known as the Pittman-Robertson (PR) program, supports the operation and maintenance of 14 major wildlife areas across the state. Two additional wildlife areas funded by license dollars are also managed by this program and together the 16 areas encompass approximately 200,000 acres where over 2 million recreational use-days are recorded annually. The program supports seven regional habitat programs designed to provide technical assistance to public land managers and private landowners to enhance and protect wildlife habitats on public and private lands across the state.

**Program Records**

**155 Pittman-Robertson Reports and Work Plans**

Retain 6 years after finalized, 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 166-300-0035)

Grant Records

**Databases**

FEDERAL AID INFORMATION MANAGEMENT (FAIM) (federally controlled db)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Conservation

**Sub-Program:** Landowner Incentive

**Program Description**

The Landowner Incentive program is a federally funded, controlled competitive grant program originating in 2002 designed to support at risk species on private lands. ODFW manages the program at the state level. Landowners apply for grant funds to be used for several types of habitat and game/fish impact mitigation including but not limited to improving fish passage, access, and habitat. Field biologist monitor projects to ensure compliance with the agreement. The program reports annually to the US Fish and Wildlife Service (USFWS).

**Program Records**

**156 Landowner Incentive Project Records**

Retain 6 years after project completion, destroy

**157 Landowner Incentive Report Records**

Retain until submission to/acceptance by USFWS, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

**Databases**

FEDERAL AID INFORMATION MANAGEMENT (FAIM) (federally controlled db)

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Habitat Resources  
**Sub-Program:** Western Oregon Stream Restoration Program (WOSRP)

***Program Description***

The Western Oregon Stream Restoration Program (WOSRP) provides direct technical support to Watershed Councils and private landowners in Western Oregon to implement Oregon Plan measures directing the restoration and enhancement of Oregon's salmonid habitats in the region. The goal is "Sticks and Stones for Fish Homes". This includes projects to increase in stream habitat complexity by adding large wood or boulders, enhancing riparian areas by protection or planting, and correcting fish passage problems. Program staff provide technical assistance, monitoring and direction to program participants. Projects range from the introduction of materials to enhance the riparian and in-stream habitat to removal of barriers. Initially the program originated in 1994 in response to the listing of Coho salmon. In 2006 the program gained "permanent" status and funding using Measure 66 Capital and Non-Capital funds and General Fund monies. Project staff work from the Corvallis Research Lab.

***Program Records***

**158 Western Oregon Stream Restoration Project Records**

Retain 6 years after post project monitoring completion, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

**Databases**

AQUATIC INVENTORIES DB

RESTORATION.MDB

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 10/2010

Expires: 10/2015

**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Habitat Resources

**Program Description**

The Habitat Resources Program helps guide land-use activities in Oregon that affect fish and wildlife habitats. The program offers tax incentives, grants and technical assistance to private and public landowners, businesses and governments to promote conservation of fish and wildlife habitats, and to ensure environmental protection standards are met. Staff provide technical advice and assistance to local, state and federal agencies regarding land-use activities and proposed developments, technical expertise to other natural resource agencies on removal-and-fill actions, energy facility location, mining, transportation and forest management issues. The program ensures statewide consistency and application of natural resource protection statutes, coordinates ODFW's responses to hazardous material spill events that affect fish, wildlife, or habitat, and obtains compensation for damages under state or federal Natural Resource Damage Assessment (NRDA) statutes. Program staff provide assistance to landowners for enhancement of private property for the benefit of fish and wildlife, provide technical assistance for the best seed mixtures to use when reseeding lands burned by wildfires, and coordinate with other agencies to address land and water use issues associated with fish and wildlife habitats.

The Habitat Resources program is responsible for the issuance of in-water blasting permits, as required by ORS 509.140 and OAR 635-425-0000 through 635-425-0050, whenever the use of explosives is desired in the course of removing any obstruction in any waters of this state, in constructing any foundations for dams, bridges or other structures, or in carrying on any trade or business. In addition, the Program maintains and monitors compliance of the guidelines for timing of in-water work.

In addition, the Program is responsible for inter-agency coordination by acting as liaison between the Oregon Departments of Energy, Forestry, Geology and Mineral Industries, Land Conservation and Development, State Lands, Transportation and the Bureau of Land Management. Staff provide comments and recommendations to other agencies regarding the rules, regulations, and statutes being developed and implemented. In addition comments/recommendations are made regarding large plans; forest management plans. Staff interact with ODFW District biologists on issues including but not limited to land use actions, forest operations, timber sales, and energy development projects. The program represents ODFW interests and mandate.

**Program Records**

**159 Permit Records**

- (a) Retain issued permit records 6 years after permit expires, destroy
- (b) Retain rejected permit applications 3 years, destroy

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- 160 Natural Resource Damage Assessments, 1970 - [ongoing] 5.00 c.f.**  
(a) Retain assessments from historic/precedent setting events (i.e. New Carissa, etc) permanently, transfer to State Archives 20 years after action closed  
(b) Retain all others 20 years after action closed, destroy
- 161 Habitat Resources Project Records**  
Retain until administrative need ends, destroy
- 162 Testimony/Comment Records**  
Retain until administrative need ends, destroy

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

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Correspondence

Policy and Procedure Guidelines and Manuals

***Databases***

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OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)

**Division:** Wildlife

**Program:** Habitat Resources

**Sub-Program:** Riparian Lands Tax Incentive

**Program Description**

The Riparian Lands Tax Incentive Program, authorized by ORS 308A.350—308A.383, offers a tax incentive to property owners for improving or maintaining qualifying riparian lands. Under this program, property owners receive a tax exemption for their riparian property. This can include land up to 100 feet from a stream. When the Riparian Lands Tax Incentive law was passed in 1981, the Oregon Legislative Assembly declared that "it is in the best interest of the state to maintain, preserve, conserve and rehabilitate riparian lands to assure the protection of the soil, water, fish and wildlife resources of the state for the economic and social well-being of the state and its citizens." Healthy riparian zones are important to the resource by providing: cooler water due to shading resulting in better habitat for salmon, trout and steelhead; more and better varieties of habitat for wildlife; increased water during summer low flow periods; erosion control by stabilizing stream banks with protective vegetation; and flood control.

A landowner and the Oregon Department of Fish and Wildlife must sign a riparian management plan and agreement. A management plan must detail measures the landowner will implement to preserve, enhance or restore the riparian area.

**Program Records**

**163 Landowner Riparian Tax Exemption Records**

Retain 6 years after exemption expires, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

**Databases**

RIPARIAN LANDS TAX INCENTIVE PROGRAM (RLTIP)

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## ***Organizational Placement***

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Division:** Wildlife  
**Program:** Land Resources  
**Sub-Program:** Wildlife Habitat Conservation and Management (WHCMP)

## ***Program Description***

The Wildlife Habitat Conservation and Management Program (habitat program), administered by the Oregon Department of Fish and Wildlife (ODFW), is a cooperative effort involving state and local governments and other partners to help private landowners voluntarily conserve native wildlife habitat. The Oregon Legislature created the habitat program to offer an incentive for private landowners who want to provide wildlife habitat on their properties instead of, or in addition to, farming, growing timber or other land uses. Under the habitat program, land subject to an approved Wildlife Habitat Conservation and Management Plan receives a wildlife habitat special assessment, where property taxes are assessed at the relatively low value that would apply if the land were being farmed or used for commercial forestry.

The objective of the habitat program is to preserve, enhance or improve the composition, structure or function of habitat for native wildlife species. Prior to 2003 the habitat program was available only to rural landowners with properties zoned for exclusive farm use or mixed farm and forest use. House Bill 3616 in 2003 added land that is clearly identifiable as containing significant wildlife habitat. Now counties and cities can select lands for eligibility based on zoning and/or significant native wildlife habitat.

Landowners submit applications, including management plans, for approval to participate in the program. Periodic monitoring to ensure compliance is conducted by ODFW staff. As long as the landowner remains in compliance with the terms of the program their property retains its exclusion status. ODFW and County Assessors use the data and information to ensure compliance regulations governing the tax status of participating properties.

## **Program Records**

### **164 Program Applicant/Participant Records**

- (a) Retain applications and compliance monitoring records 6 years after removal from program, destroy
- (b) Retain rejected/revoked applications 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

OREGON STATE ARCHIVES  
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*Databases*

WILDLIFE HABITAT CONSERVATION MANAGEMENT PROGRAM (WHCMP)

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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Office:** Region

**Program Description**

ODFW Region Offices provide oversight and management to the field operations of ODFW programs, “the boots on the ground”. Region managers and staff support ODFW programs and facilities to ensure the policy, procedures and standards developed by the Fish and Wildlife Commission and Salem Headquarters is applied in the field.

Regional functions include support, oversight and management of research projects, the management of wildlife and fish districts and administration of ODFW programs and staff assigned outside headquarters. Regions are staffed with managers, office and support staff, district biologist, fish biologist, diversity biologists and non-game biologist all representing the parent programs interests and mandate in the field. Regions use the Point of Sale License Sale System.

**Program Records**

- 165 Ad Hoc Reports/Issue Papers**  
Retain 10 years, destroy
- 166 Region/District Biologist Reports**
  - (a) Retain annual reports 25 years, destroy
  - (b) Retain all others 1 year, destroy
- 167 District Species Survey Records**  
Retain 75 years, destroy
- 168 Firearms/Controlled Substance Control Logs**  
Retain 5 years, destroy
- 169 Fireworks Permits**  
Retain 5 years, destroy
- 170 Fish Identification/Marking Records**  
Retain 25 years, destroy
- 171 Fish Management Records**  
Retain 10 years, destroy
- 172 Fish Pathology Examination Records**  
Retain 25 years, destroy
- 173 Fish District Survey Records**  
Retain 75 years, destroy
- 174 Permit Records**  
Retain 1 year after superseded or obsolete, destroy
- 175 Wildlife Damage Complaints**  
Retain 3 years after complaint closed/last action, destroy
- 176 Wildlife Management Records**

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Retain 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  
Contracts and Agreements  
Postal Records  
Staff Meeting Records  
Facilities/Property Records (OAR 166-300-0020)  
Equipment Maintenance Records  
Facility Work Orders  
Vehicle Records  
Financial Records (OAR 166-300-0025)  
Cash Receipt Records  
Credit Card Records  
Deposit Slips  
Purchasing Records

***Databases***

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OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Office:** Region  
**Facility/Site:** Wildlife Areas

**Program Description**

Wildlife Areas are tracts of land owned and/or managed by ODFW which are set aside for wildlife use and public recreation. Most state operated wildlife areas provide either marshes or wetlands for migratory waterfowl, rangelands providing refuge to big game species or a combination of both. Oregon's first wildlife area, Summer Lake Wildlife Area, was purchased in 1944. A variety of recreational opportunities are offered at wildlife areas, both hunting and non-hunting in nature. The majority of funding for Wildlife Areas is provided through the federal Pittman-Robertson program. Wildlife Areas operate a number of programs related to the area's mission, resident game and non-game species including species propagation. Wildlife area staff work to improve habitat, control noxious/invasive species and provide educational/informational opportunities to the public. In addition, Wildlife Areas provide accessible research venues for ODFW staff and stake holders including universities.

**Program Records**

- 177 Annual Records**
  - (a) Retain annual work plans 6 years, destroy
  - (b) Retain annual reports 6 years, destroy
- 178 Bird Propagation/Liberation Records**  
Retain 25 years, destroy
- 179 Habitat Improvement Records**  
Retain for life of facility, destroy
- 180 Hunt Count and Harvest Records**  
Retain 10 years, destroy
- 181 Hunt Permit Records**  
Retain 5 years after permit issued, destroy
- 182 Pet Store Inspections**  
Retain 10 years, destroy
- 183 Species Count Records**  
Retain 50 years, destroy
- 184 Species Management Records**  
Retain 50 years, destroy
- 185 Species Propagation Program Records**  
Retain 10 years after program sunsets, destroy
- 186 Water Log Records**  
Retain 10 years, destroy

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***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  
Telecommunications Logs  
Volunteer Program Records  
Facilities/Property Records (OAR 166-300-0020)  
Building Records  
Equipment and Maintenance Records  
Pesticide Application Records  
Vehicle Records  
Financial Records (OAR - 166-300-0030)  
Budget Preparation Records  
Grant Records

***Databases***

None

OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule number: 2010-0010**

**Agency:** Oregon Department of Fish and Wildlife (ODFW)  
**Office:** Regions  
**Program:** Volunteer Host Program

**Program Description**

The Volunteer Host Program provides opportunities for individuals to assist staff and programs at ODFW facilities and sites throughout the state. Volunteer hosts interact with the public and provide ODFW with assistance and expertise in landscaping, gardening and other ground maintenance; carpentry projects; assisting with farming to benefit wildlife; improving habitat; clerical and computer work ; raising and stocking fish; greeting visitors; giving tours and assisting with public outreach activities. Based in Corvallis, the Volunteer Host program is overseen by coordinators located in ODFW regional offices. The volunteer council develops and implements statewide policy and operating guidelines for using volunteers. In addition, the council provides administrative oversight and monitoring of the program. Region coordinators assist ODFW staff by interpreting policy, procedure and regulations; develop and update manuals; provide technical training to staff and volunteers; review ODFW program operations and write reports on volunteer use and its impact. In addition, region coordinators direct recruitment of volunteers for facilities within the administrative unit.

**Program Records**

**187 Volunteer Council Records**

Retain 5 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but not limited to*

Administrative Records (OAR 166-300-0015)

Correspondence

Personnel Records (OAR 166-300-0040)

Volunteer Program Records

**Databases**

GUZZLER INFORMATION

VOLUNTEER