



**Policy 1.2.1: Record Retention Schedule - East Multnomah Soil Water Conservation District**

<b>Policy originally approved by EMSWCD Board of Directors on:</b>								<b><u>5/12/2009</u></b>
<b>Policy previously updated on:</b>								<b><u>12/20/2017</u></b>
<b>Policy revised and approved by EMSWCD Board of Directors on:</b>								<b><u>10/7/2019</u></b>
<p>This policy outlines the retention schedule of all documentation and records within EMSWCD. This retention schedule is in accordance and compliant with the Oregon's Secretary of State Office, Archives Division - Chapter 166 and Division 150 (County and Special District Retention Schedule). Oregon Administrative Code (OAR) 166-150-0005 through 166-150-0215.</p>								
<p><b>Secretary of State, Archives Division - Chapter 166, Division 150: County &amp; Special District Retention Schedule:</b></p>								
<p><a href="https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=589">https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=589</a></p>								
<p>Additionally, this policy refers to OAR 166-017-0005 through 166-017-0095 (<b>Division 17 Electronic Records</b>) in the retention schedule where the Division 150 does not specify. The Electronic Records schedule under Division 17 is located here and included in this policy by reference. For specific electronic media in question, please refer to:</p>								
<p><a href="https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=559">https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=559</a></p>								
<p>EMSWCD will follow Oregon Revised Statutes (ORS) with regards to Public Records, access thereof, and the retention schedule of said records (outline in OAR and in this spreadsheet). EMSWCD will fully comply with Oregon's Public Records Law (ORS 192.311 - 192.431) and is outlined in EMSWCD's Policy 1.2.3 Public Records.</p>								



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90 DAYS		
Section	Personnel Records	REF: 166-150-0160
5	Criminal Background Check Records	All not part of the back ground check log



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<b>3 MONTHS</b>		
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
23	Recruitment and Selection Records	Unsolicited Applications and Resumes (If not returned to solicitor)



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<b>1 YEAR</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
1	Activity and Room Scheduling Records	
6	Calendar and Scheduling Records	Records document planning, scheduling, and similar actions related to meetings, appointments, trips, visits and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records, regardless of format. This applies to records that contain significant information that is not summarized or otherwise included in reports or similar documents. Calendar and Scheduling information recorded in a personal day planner or personal electronic device may be a public record under ORS Chapter 192.
8	Communication Logs:	Logs document communications made or received through a variety of electronic devices, including but not limited to telephone, smart phone, facsimile (fax), radio, computer-aided dispatch, pager, and teletype, AND are not otherwise specified in this general records retention schedule (OAR 166 Division 150). Logged information may include time, date and disposition of communication, name of caller, number called or received, and action taken.
11	Fax Records	Non-billing use only
17	Meeting Records, Board of Directors, after minute approval	Audio or visual recordings only (See 5 yr, 10 yr, and Permanent for other type of Meeting record retention schedules)
37	Routing and Job Control Records	
46	Visitor Logs	
<b>Section</b>	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
8	Equipment Maintenance Records	After equipment is disposed of
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
16	Grant Records	Unsuccessful grant applications (after rejection or withdrawal)



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<b>1 YEAR</b>		
<b>Section</b>	<b>Information &amp; Records Management Records</b>	<b>REF: 166-150-0125</b>
1	Computer System Maintenance	Essential Records Backup
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
7	Drug Testing Records	Negative Results only
12	Employee Suggestion Award Records	Suggested not adopted
13	Employment Eligibility Verification Forms (I-9)	After Separation



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<b>2 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
2	Activity Reports	
13	Key and Key Card Records	After key is turned in, records other than entry and access logs
14	Legislative Tracking Records	
18	Meeting Records, Staff	
20	News/Press Releases	Routine Releases
22	Organizational Records	After being superceded
26	Policy Procedure Guidelines and Manuals	Routine Clerical Manuals (After superceded or obsolete)
35	Requests and Complaints	After last action
38	Security Records	
40	Seminar and Conference Records	Non-CWP Sponsored
<b>Section</b>	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
6	Fuel Records	
14	Vehicle Maintenance and Repair Records	After disposition of records
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
6	Budget (Adopted) Records	
7	Budget Preparation Records	
9	Competitive Bid Records	Retain Rejected bids and bid exemptions
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
12	Employee Suggestion Award Records	Adopted suggestions
<b>Section</b>	<b>Public Works-Operation and Maintenance</b>	<b>REF: 166-150-0175</b>
2	Building and Grounds Maintenance and Repair Records	Records Requiring engineering stamp (after life of structure)
2	Building and Grounds Maintenance and Repair Records	All not part of the records requiring engineering stamps



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<b>3 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
11	Fax Reports	If used for billing
13	Key and Key Card Records	Access and Entry Logs
29	Postal Records	Records documenting transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.
30	Professional Membership Records	
32	Public Notice Records	
45	Surveys, Polls, and Questionnaires	
<b>Section</b>	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
4	Deed to Agency-Owned Land	After Property is no longer owned by agency
10	Property Dispositions Records	After disposition of property
16	Vehicle Usage and Expense Records	
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
1	Accounts Payable	
2	Accounts Receivable	
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
4	Balances, Statuses, and Projection Reports	
11	Credit Slips	After credit redeemed or expired
12	Financial Impact Analysis Records	
13	Financial Reports	All not part of Year end Ledgers
15	Gift and Contribution Records	Non-Contractual
16	Grant Records	All not part of Significant Fund Grants (after final report submitted, longer if required by grant)
18	Inventory Records (Capitalized Assets)	Capitalized Assets (after disposal or replacement of asset)
18	Inventory Records	Expendable Property (Until superseded whichever is longer)
19	Petty Cash Fund Records	
20	Purchasing Records	
22	Subsidiary Ledgers, Journals, Registers	Trust Fund Ledgers
22	Subsidiary Ledgers, Journals, Registers	All not part of year end payroll and trust fund ledgers
23	Travel Records, Employee	



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<b>3 YEARS</b>		
<b>Section</b>	<b>Information &amp; Records Management Records</b>	<b>REF: 166-150-0125</b>
3	Computer System Security Records	
5	Filling System Records	After superseded or abolished
7	Information Service Subscription Records	
<b>Section</b>	<b>Payroll Records</b>	<b>REF: 166-150-0155</b>
1	Deduction Authorization Records	After superseded or terminated
2	Deduction Registers	All not part of state and federal taxing
5	Garnishment Record	After Resolution
6	Leave Applications	
8	Payroll Administrative Reports	
9	Payroll Registers	All not part of year end register
10	Unemployment Compensation Claim Records	
11	Unemployment Reports	
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
1	Affirmative Action Records	All not part of plans, updates and policy statements
2	Benefit Continuation Records	After seperation or expiration
6	Disciplinary Action Records	Investigations resulting in disciplinary action or exoneration (after completion)
6	Disciplinary Action Records	Unfounded Investigation
8	Employee Benefits Records	All not part of year end leave balance reports
10	Employee Personnel Records	Letters of reprimand and notices of disciplinary action
13	Employment Eligibility Verification Forms (I-9)	After the hire
15	Equal Opportunity Complaint Records	After final decision is issued
17	Greivance and Complaint Records	
20	Layoff Records	
22	Position Description, Classification, and compensation Records	After Superseded
23	Recruitment and Selection Records	Unsuccessful applications and other records
26	Volunteer Worker Records	After seperation
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
6	Injury Report, Public Use	If no claim filed
9	Liability Claims Records	If no action is taken
10	Liability Waivers Records	
14	Property Damage Records	If not litigated
17	Safety Program Records	Committee minutes, exhibits, agendas
20	Vehicle Accident Records	If not litigated





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<b>3 YEARS</b>		
<b>Section</b>	<b>Treasurer/Controller</b>	<b>REF: 166-150-0210</b>
2	Bank Transaction Records	
3	Bond Expenditure Records	
4	Bonds and Coupons Paid	
5	Bonds Issued Registers	After final payment
6	Investment Records	
9	Trust Fund Records	After trust fund closes



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<b>4 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
15	Lobbyist Records	Expenditure Reports
<b>Section</b>	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
2	Damaged/Stolen Property Records	
<b>Section</b>	<b>Payroll Records</b>	<b>REF: 166-150-0155</b>
3	Employee Time Records	
4	Federal and State Tax Records (W-9, 1099, 941, 8109, etc.)	
7	Leave Balance Reports	All not part of End of Year balance reports
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
15	Risk Factor Evaluation Records	



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<b>5 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
15	Lobbyist Records (After Last Activity)	Other records outside expenditure reports
17	Meeting Records, Board of Directors	Non pertinent records and exhibits (See 1 yr, 10 yr, and Permanent for other type of Meeting record retention schedules)
34	Reports and Studies	Unless further retention required elsewhere
39	Seminar and Conference Records	CWP Sponsored
48	Work Schedules and Assignments	
<b>Section</b>	<b>EMERGENCY MANAGEMENT RECORDS</b>	<b>REF: 166-150-0100</b>
5	Emergency and Disaster Incident Records	Non-designated emergencies
<b>Section</b>	<b>Information &amp; Records Management Records</b>	<b>REF: 166-150-0125</b>
10	Records Management Reports	Record Retention Schedules (After superseded)
10	Records Management Reports	All not part of Destruction Records and Record Retention Schedules
<b>Section</b>	<b>Payroll Records</b>	<b>REF: 166-150-0155</b>
2	Deduction Registers	Registers documenting state and federal taxes
12	Wage and Tax Statements (W-2)	
13	Withholding Allowance Certificates (W-4)	After superceded or separation
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
4	Comparable Worth Study Records	All not part of final study or report
7	Drug Testing Records	Positive result
25	Volunteer Program Records	
<b>Section</b>	<b>Public Works-Operation and Maintenance</b>	<b>REF: 166-150-0175</b>
11	Temporary Access/Construction Easement Records	After expiration
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
5	Incident Report	
7	Insurance Fund Claims	
17	Safety Program Records	Policies, plans, procedures
17	Safety Program Records	All not part of policies, plans, procedures, inspection reports, evaluations, recommendations, committee minutes, exhibits, agendas



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<b>6 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
7	Citizens Awards	Awarded from the district (nominations, certificates, presentation ceremony records, photos, related records)
9	Contracts, Leases, and Agreements (after expiration)	Leases, contracts and agreements All that are not part of construction or collective bargaining
12	Intergovernmental Agreements	All that are not part of Significant and Historical Agreements
<b>Section</b>	<b>County Clerk GENERAL</b>	<b>REF: 166-150-0040</b>
17	Oaths of Office	After expiration
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
5	Bond Records (Employees)	After expiration
9	Competitive Bid Records	Retain other accepted bids (after bid awarded or canceled)
21	Signature Authorization Records	After authorization is superceded or expired
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
3	Collective Bargaining Records	All not part of contracts and minutes
9	Employee Medical Records	All not part of hazard exposure records
10	Employee Personnel Records	All not part of letters of reprimand or disciplinary action
11	Employee Recognition Records	
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
1	Contractor Liability Insurance Verification Records	All not related to SWCD project
2	Contractor Liability Insurance Verification Records	All not related to SWCD project
8	Insurance Policy Records	All not part of group employee health life property and liability with no claim pending
12	Occupational Injury and Illness Records	
21	Workers Compensation Claim Records	All not part of records describing injuries (after claim closes)
22	Workers Compensation Program Records	



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<b>10 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
5	Audit Records	Audit reports, supporting documentation, comments, correspondence
9	Contracts, Leases, Agreements	Construction Contracts
17	Meeting Records, Board of Directors	Exexecutive Session Minutes (See 1 yr, 5 yr, and Permanent for other type of Meeting record retention schedules)
26	Policy and Procedure Guidelines and Manuals	Specific Construction/Projects (after completion)
<b>Section</b>	<b>Equipment &amp; Property Records</b>	<b>REF: 166-150-0105</b>
12	Real Property Transaction Records	acquisition, disposition, reallocations of real property & right of ways.
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
9	Competitive Bid Records	Retain accepted bids (after completion)
14	General Ledgers	Year end ledgers
16	Grant Records	Purchase of Real Property
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
6	Disciplinary Action Records	Investigation resulting in termination
23	Recruitment and Selection Records	Announcement, position description, test
<b>Section</b>	<b>Public Works - ENGINEERING</b>	<b>REF: 166-150-0170</b>
4	Engineering Project Technical Records	After Completion
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
1	Contractor Liability Insurance Verification Records	If related to SWCD project (after completion)
2	Contractor Performance Bond Records	If related to SWCD project (after completion)
9	Liability Claims Records	If action is taken (after case closed)
13	Personnel Accident Incident Reports	After case closed
14	Property Damage Records	If litigated in civil court
16	Safety Inspection and Compliance Records	
17	Safety Program Records	Inspection Reports, evaluations, recommendations,
20	Vehicle Accidents Records	If litigated in civil court



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<b>20 YEARS</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
25	Planning Records	APOW, Long Range, Business Plans
27	Policy Statements and Directives	After superceded or obsolete



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30 YEARS		
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
9	Employee Medical Records	Hazard exposure records (after separation)
<b>Section</b>	<b>Public Works - ENGINEERING</b>	<b>REF: 166-150-0170</b>
9	Wetlands Removal and Fill Permits	
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
21	Workers Compensation Claim Records	Record describing injuries and illnesses



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<b>75 YEARS</b>		
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
22	Subsidiary Ledgers, Journals Registers	Year end payroll register
<b>Section</b>	<b>Payroll Records</b>	<b>REF: 166-150-0155</b>
7	Leave Balance Reports	End of year balance reports (after hire date)
9	Payroll Registers	Year end
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
3	Collective Bargaining Records	Contracts and Minutes (after contract has expired)
8	Employee Benefit Records	Year end leave balance reports and official copy of Retirement enrollment records (after hiring)
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
3	Hazard Communications Program Records	After superseded or obsolete
8	Insurance Policy Records	Group employee health, life, property, and liability with no claims pending (after expiration)





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<b>PERMANENTLY</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
4	Annual Reports	
9	Contracts, Leases, Agreements	Collective Bargaining
12	Intergovernmental Agencies	Significant and Historical Agreements
17	Meetings Records, Board of Directors	Minutes, Agendas, Resolutions, Exhibits (See 1 yr, 5 yr, and 10 yr for other type of Meeting record retention schedules)
19	Mitigation Program Records	Adopted Plans
20	News/Press Releases	Policy and Historic
26	Policy and Procedure Guidelines and Manuals	1 copy of all materials
33	Publications	Policy and Historic Publications
36	Resolutions	
41	Special District Charters	
42	Special District Codes	
43	Special District Ordinances	
44	Special Event and Celebration Records	
	<b>County Clerk ELECTIONS</b>	<b>REF: 166-150-0035</b>
2	Abstract of Votes	Record of elections
	<b>County Clerk GENERAL</b>	<b>REF: 166-150-0040</b>
21	Special District Records	
	<b>EMERGENCY MANAGEMENT RECORDS</b>	<b>REF: 166-150-0100</b>
5	Emergency and Disaster Incident Records	Designated or Declared Emergencies
	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
3	Deed Instruments (Including Easements)	Instruments not recorded with County Clerk
1	Building Records	For Life of Structure
1	Building & Grounds Maintenance	For Life of Structure
	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
3	Audit Records, External	
13	Financial Reports	Annual Reports
16	Grant Records	Final Reports from Significant Grants
	<b>Information &amp; Records Management Records</b>	<b>REF: 166-150-0125</b>
10	Records Management Records	Destruction Records
	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
1	Affirmative Action	Plans, updates and policy statements
4	Comparable Worth Study Records	Final study or report



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<b>PERMANENTLY</b>		
	<b>Public Works - ENGINEERING</b>	<b>REF: 166-150-0170</b>
1	Aerial Photographs	
5	Maps, Plans, Drawings	Final Versions
8	Wetlands Conservation Planning Records	



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<b>UNTIL EXPIRATION</b>		
<b>Section</b>	<b>Administrative Records</b>	<b>REF: 166-150-0005</b>
14	Mailing Lists	Until Superseded or Obsolete
17	Mitigation Program Records	All that are not part of Adopted Plans
33	Publications	All that are All that are not part of Policy and Historic Publications
<b>Section</b>	<b>EMERGENCY MANAGEMENT RECORDS</b>	<b>REF: 166-150-0100</b>
3	Disaster Preparedness Planning and Recovery Records	
<b>Section</b>	<b>Equipment and Property Records</b>	<b>REF: 166-150-0105</b>
1	Building Records	
3	Deed Instruments (With Easements)	Instruments recorded with County Clerk
13	Technical Manuals, Specifications and Warranties	Manuals (Until disposition of equipment)
13	Technical Manuals, Specifications and Warranties	Warranties
15	Vehicle Title and Registration Records	Titles (Until Vehicle sold or disposed of)
15	Vehicle Title and Registration Records	Registration (Until Expiration or vehicle disposed of)
<b>Section</b>	<b>Financial Records</b>	<b>REF: 166-150-0110</b>
25	Vendor List	
<b>Section</b>	<b>Information &amp; Records Management Records</b>	<b>REF: 166-150-0125</b>
1	Computer System Management	System Repair or Service
6	Forms Development Records	Until Superseded or Abolished
<b>Section</b>	<b>Personnel Records</b>	<b>REF: 166-150-0160</b>
5	Criminal Background Check Records	Back ground check log (until superseded or obsolete)
21	Photo Identification records	
<b>Section</b>	<b>Public Works - ENGINEERING</b>	<b>REF: 166-150-0170</b>
5	Maps, Plans, Drawings	Working Maps (Until Superseded or Obsolete)
5	Maps, Plans, Drawings	Non-SWCD created maps (Until superseded or obsolete)
<b>Section</b>	<b>Risk Management Records</b>	<b>REF: 166-150-0200</b>
11	Master Material Safety Data Records	



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MISCELLANEOUS		
Section	Administrative Records	REF: 166-150-0005
10	Correspondence: Records that: 1. document communications created or received by an agency AND 2. directly relate to an agency program or agency administration AND 3. are not otherwise specified in the County and Special District General Records Retention Schedule (OAR 166-150) or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs.	File and retain with associated program or administrative records.