Grant Soil and Water Conservation District
Records Retention Policy

It is the policy of Grant Soil and Water Conservation District to follow Oregon Secretary of State Archives Division published administrative rules covering County and Special District Records Retention Schedules in Oregon Administrative Rules (OAR) Chapter 166 Division 150. A copy of which is attached for reference.

Approved at the June 3rd, 2010 Board Meeting of the Grant Soil and Water Conservation District.

Patrick Voigt, Chair

6-3-10
Date

Notes:

1. Electronically created records may be retained in that format if the retention period for the type of record is less than 99 years.
2. A record need not be created simply because it appears on this schedule.
3. Records marked with * are considered essential or vital records

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MINIMUM RETENTION SCHEDULE

ADMINISTRATIVE RECORDS REF: 166-150-005

1. Activity and Room Scheduling Records: 1 YEAR

2. Activity Reports: 2 YEARS

3. Annual Reports: PERMANENT

4. Audit Records: 10 YEARS

    (includes audit reports, supporting documentation, comments, correspondence)

5. Calendars and Scheduling Records: 1 YEAR

6. Citizen Awards: 6 YEARS

(from the district: award nominations, certificates, presentation ceremony records & photos & related records)

*7. Contracts, Leases, and Agreements

    a. Construction Contracts: 10 YEARS after completion
    b. Collective Bargaining: PERMANENT
    c. Other contracts, leases, agreements: 6 YEARS after expiration

8. Correspondence: FILE AND RETAIN WITH ASSOCIATED RECORD

9. Fax Reports

    a. If used for billing: 3 YEARS

    b. All others: 1 YEAR

*10. Intergovernmental Agreements

a. Significant and Historical Agreements: PERMANENT

b. All others: 6 YEARS after expiration

*11. Key and Key Card Records

a. Access and Entry Logs: 3 YEARS
b. Other records: 2 YEARS after key is turned in

12. Legislative Tracking Records: 2 YEARS

13. Lobbyist Records

a. Expenditure Records: 4 YEARS

b. Other records: 5 YEARS after last activity

14. Mailing Lists: UNTIL SUPERCEDED OR OBSOLETE

*15. Meeting Records, Board of Directors

a. Minutes, agenda, resolutions, exhibits: PERMANENT

b. Executive Session Minutes: 10 YEARS

c. Audio or visual recordings: 1 YEARS after minutes approved

d. Other, non pertinent records/exhibits: 5 YEARS

16. Meeting Records, Staff: 2 YEARS

*17. Mitigation Program Records

a. Adopted Plans: PERMANENT

b. Other records: LIFE OF THE STRUCTURE

18. News/Press Releases

a. Policy and Historic: PERMANENT

b. Routine releases: 2 YEARS

20. Organizational Records: 2 YEARS after superceded

*23. Planning Records (APOW, Long Range, Business Plans): 20 YEARS

*24. Policy and Procedure Guidelines and Manuals (SWCD GENERATED ONLY)

a. Routine Clerical Manuals: 2 YEARS after superceded or obsolete

b. Specific Construction / Projects: 10 YEARS after completion

c. 1 copy of all other manuals: PERMANENT

*25. Policy Statements and Directives: 20 YEARS after superceded or obsolete

27. Postal Records: 3 YEARS

28. Professional Membership Records: 3 YEARS

*29. Public Notice Records: 3 YEARS

30. Publications (PRODUCED BY OR FOR THE SWCD)

a. Policy and Historic Publications: PERMANENT

b. All others: UNTIL SUPERCEDED OR OBSOLETE

31. Reports and Studies: 5 YEARS (unless longer retention required elsewhere)

32. Requests and Complaints: 2 YEARS after last action

*33. Resolutions: PERMANENT

34. Routing and Job Control Records: 1 YEAR

*35. Security Records: 2 YEARS

36. Seminar and Conference Records (SWCD Sponsored): 5 YEARS

37. Seminar and Conference Records (NON SWCD Sponsored): 2 YEARS

*38. Special District Charters: PERMANENT

*39. Special District Codes: PERMANENT

*40. Special District Ordinances: PERMANENT

41. Special Event and Celebration Records: PERMANENT

42. Surveys, Polls, and Questionnaires: 3 YEARS

43. Telecommunications Logs: 1 YEAR

44. Visitor Logs: 1 YEAR

45. Work Schedules and Assignments: 5 YEARS

46. Year 200 (Y2K) Planning Records: 5 YEARS

COUNTY CLERK ELECTIONS REF: 160-150-0035

*2. Abstract of votes (Record of Elections): PERMENANT

COUNTY CLERK GENERAL REF: 160-150-0040

*17. Oaths of Office: 6 YEARS after expiration

*21. Special District Records: PERMENANT

EMERGENCY MANAGEMENT RECORDS REF: 160-150-0100

*3. Disaster Preparedness Planning and Recovery Records: UNTIL SUPERSEDED OR OBSOLETE

5. Emergency and Disaster Incident Records

a. Designated or Declared Emergencies: PERMENANT

b. Non-designated Emergencies: 5 YEARS

EQUIPMENT AND PROPERTY RECORDS REF: 160-150-0105

*1. Building Records: LIFE OF STRUCTURE

2. Damaged/Stolen Property Records: 4 YEARS

*3. Deed Instruments (including Easements)

a. Instruments recorded with County Clerk: UNTIL PROPERTY NO LONGER OWNED

b. Instruments not recorded with County Clerk: PERMANENT

*4. Deed to Agency-Owned Land: 3 YEARS after property is no longer owned by agency

*5. Easements: SEE #3 above

8. Equipment Maintenance Records: 1 YEAR after equipment disposed of

6. Fuel Records: 2 YEARS

10. Property Dispositions Records: 3 YEARS after disposition of property

*13. Technical Manuals, Specifications, and Warranty

a. Manuals: UNTIL DISPOSITION OF VEHICLE OR EQUIPMENT

b. Warranties: UNTIL EXPIRATION

14. Vehicle maintenance and repair records: 2 YEARS after disposition of vehicle

*15. Vehicle title and Registration Records

a. Titles: UNTIL VEHICLE IS SOLD OR DISPOSED OF

b. Registration: UNTIL SUPERSEDED OR VEHICLE DISPOSED OF

16. Vehicle Usage and Expense Records: 3 YEARS

FINANCIAL RECORDS REF: 160-150-0110

*1. Accounts Payable: 3 YEARS

*2. Accounts Receivable: 3 YEARS

4. Audit Records, external: PERMANENT

5. Balances, Status, and Projection Reports: 3 YEARS

*7. Bond Records (Employee): 6 YEARS after expiration

8. Budget Records: 2 YEARS

9 Budget Preparation Records: 2 YEARS

6. Competitive Bid Records

a. Retain accepted bids: 10 YEARS after completion

b. Retain other accepted bids: 6 YEARS after bid awarded or canceled

c. Retain rejected bids and bid exemptions: 2 YEARS

11 Credit Slips: 3 YEARS after credit redeemed or expired

12. Financial Impact Analysis Records: 3 YEARS

13. Financial Reports

a. Annual Reports: PERMANENT

b. Other Reports: 3 YEARS

*14. General Ledgers

a. Year end ledgers: 10 YEARS

b. other general ledgers: 3 YEARS

15. Gift and Contribution Records: 3 YEARS (unless contractual – see Admin Contracts)

16. Grant Records

a. Final Reports from Significant grants: PERMENANT

b. Purchase / Disposal of Real Property: 10 YEARS

c. Other grants: 3 YEARS after final report submitted or longer if required by grant

d. Unsuccessful grant applications: 1 YEAR after rejection or withdrawal

*18. Inventory Records

a. Capitalized assets: 3 YEARS after disposal or replacement of asset

b. Expendable property: 3 YEARS or until superseded whichever is longer

19. Petty Cash Fund Records: 3 YEARS

20. Purchasing Records: 3 YEARS

*21. Signature Authorization Records: 6 YEARS after authorization superseded or expired

22. Subsidiary Ledgers, Journals, Registers

a. Year end payroll register: 75 YEARS

b. Trust fund Ledgers: 3 YEARS after trust fund closed

c. Other: 3 YEARS

23. Travel Records, Employee: 3 YEARS

24. Vendor Lists: UNTIL SUPERSEDED OR OBSOLETE

INFORMATION & RECORDS MANAGEMENT RECORDS REF: 166-150-0125

1. Computer System Maintenance

a. System repair or Service: LIFE OF SYSTEM

b. Essential Records Backup: 1 YEAR

*3. Computer System Security Records: 3 YEARS

5. Filing System Records: 3 YEARS after superseded or abolished

6. Forms Development Records: UNTIL SUPERCEDED OR ABOLISHED

7. Information Service Subscription Records: 3 YEARS

10. Records Management Records

    a. Destruction Records: PERMENANT

    b. Record retention schedules: 5 YEARS after superseded

    c. Other records: 5 YEARS

PAYROLL RECORDS REF: 166-150-0155

1. Deduction Authorization Records: 3 YEARS after superseded or terminated

2. Deduction Registers

    a. Registers documenting state and federal taxes: 5 YEARS

    b. Other registers: 3 YEARS

*3. Employee time records: 4 YEARS

*4. Federal and State Tax Records (W-9, 1099, 941, 8109, etc.): 4 YEARS

5. Garnishment Records: 3 YEARS after resolution

6. Leave Applications: 3 YEARS

7. Leave Balance Reports

    a. End of Year balance report: 75 YEARS after hire date

    b. Other reports: 4 YEARS

8. Payroll Administrative Reports: 3 YEARS

*9. Payroll Registers

a. Year end: 75 YEARS

b. other: 3 YEARS

10. Unemployment Compensation Claim Records: 3 YEARS

11. Unemployment Reports: 3 YEARS

12. Wage and Tax Statements (W-2): 5 YEARS

13. Withholding Allowance Certificates (W-4): 5 YEARS after superceded or separation

PERSONNEL RECORDS REF: 166-150-0160

1..Affirmative Action Records

a. Plans, updates, and policy statements: PERMANENT

b. Other records: 3 YEARS

2. Benefits Continuation Records: 3 YEARS after separation or expiration

*3. Collective Bargaining Records

a. Contracts and minutes: 75 YEARS after contract expires

b. Other records: 6 YEARS after contract expires

4. Comparable Worth Study Records

a. Final study or report: PERMANENT

b. Other records: 5 YEARS

5. Criminal Background Check Records

    a. Back ground check log: UNTIL SUPERSEDED OR OBSOLETE

    b. All other records: 90 DAYS

6. Disciplinary Action Records

    a. Investigations resulting in termination: 10 YEARS after separation

    b. Investigations resulting in disciplinary action or exoneration: 3 YEARS after

    c. Unfounded investigations: 3 YEARS

7. Drug Testing Records

    a. Positive Results: 5 YEARS

    b. Negative Results: 1 YEAR

8. Employee Benefits Records

    a. Year end leave Balance Reports and official copy of Retirement Enrollment records: 75 YEARS after hire

    b. Other records: 3 YEARS after separation or eligibility expired

9. Employee Medical Records

    a. Hazard exposure Records: 30 YEARS after separation ((29 CFR 1910.1020)

    b. Other records: 6 YEARS after separation

10. Employee Personnel Records

    a. Letters of reprimand and notices of disciplinary action: 3 YEARS

    b. All other records: 6 YEARS after separation

11. Employee Recognition Records: 6 YEARS

12. Employee Suggestion Award Records

    a. Adopted suggestions: 2 YEARS

    b. Suggestions not adopted: 1 YEAR

13. Employment Eligibility Verification Forms (I-9): 3 YEARS after hire or 1 YEAR after sep.

15. Equal Opportunity Complaint Records: 3 YEARS after final decision issued

17. Grievance and Complaint Records: 3 YEARS

20. Layoff Records: 3 YEARS

21. Photo Identification Records: UNTIL SUPERSEDED OR OBSOLETE

22. Position Description, Classification, and Compensation Records: 3 YEARS after superseded

23. Recruitment and Selection Records

    a. Announcement, position description, test: 10 YEARS

    b. Unsolicited applications and resumes: 3 MONTHS if not returned to solicitor

    c. Unsuccessful applications and other records: 3 YEARS

25. Volunteer Program Records: 5 YEARS

26. Volunteer Worker Records: 3 YEARS after separation

PUBLIC WORKS – ENGINEERING REF: 166-150-0170

*1. Aerial Photographs: PERMANENT

*4. Engineering Project Technical Records: 10 YEARS after completion

*5. Maps, Plans, Drawings

a. Final Versions: PERMANENT

b. Working maps: UNTIL SUPERSEDED OR OBSOLETE

c. Non-SWCD created maps: UNTIL SUPERSEDED OR OBSOLETE

8. Wetlands Conservation Planning Records: PERMANENT

*9. Wetlands Removal and Fill Permits: 30 YEARS

PUBLIC WORKS–OPERATION AND MAINTENANCE REF: 166-150-0175

*2. Building and Grounds Maintenance and Repair Records

a. Records Requiring engineering stamp: 2 YEARS after life of structure

b. Other records: 2 YEARS

*11. Temporary Access/Construction Easement Records: 5 YEARS after expiration

RISK MANAGEMENT RECORDS REF: 166-150-0200

*1..Contractor Liability Insurance Verification Records

a. If related to SWCD project: 10 YEARS after completion

b. Other records: 6 YEARS

*2. Contractor Performance Bond Records

a. If related to SWCD project: 10 YEARS after completion

b. Other records: 6 YEARS

3. Hazard Communications Program Records: 75 YEARS after superceded or obsolete

*5. Incident Reports: 5 YEARS

6. Injury Reports, Public Use

a. If claim filed see Liability Claims Records below

b. If no claim filed: 3 YEARS

7. Insurance Fund Claims: 5 YEARS

*8. Insurance Policy Records

a. Group employee health, life, property, and liability: 75 YEARS after expiration w/no claims pending

b. Other insurance: 6 YEARS after expiration with no claims pending

*9. Liability Claims Records.

a. If action taken: 10 YEARS after case closed

b. If no action taken: 3 YEARS

*10. Liability Waivers Records: 3 YEARS

*11. Master Material Safety Data Records (MSDS): UNTIL SUPERSEDED OR OBSOLETE

12. Occupational Injury and Illness Records: 6 YEARS

13, Personnel Accident Incident Reports: 10 YEARS after case closed

*14. Property Damage Records

a. If litigated: See civil case files in Counsel or Dist. Atty. Section

b. If not litigated: 3 YEARS

15. Risk Factor Evaluation Records: 4 YEARS

*16. Safety Inspection and Compliance Records: 10 YEARS

17. Safety Program Records

a. Policies, plans, procedures: 5 YEARS after superseded

b. Inspection reports, evaluations, recommendations: 10 YEARS

c. Committee minutes, exhibits, agendas: 3 YEARS

d. Other records: 5 YEARS

*20. Vehicle Accident Records

a. If litigated: See Civil Case files in Legal Counsel section

b. If not litigated: 3 YEARS

21. Workers Compensation Claim Records

a. Records describing injuries and illnesses: See employee med. Records in pers. section

b. Other records: 6 YEARS after claim closed

22. Workers Compensation Program Records: 6 YEARS

*2. Bank Transaction Records: 3 YEARS

*3. Bond Expenditure Reports: 3 YEARS

*4. Bonds and Coupons Paid: 3 YEARS

5. Bonds Issued Registers: 3 YEARS after final payment

*6. Investment Records: 3 YEARS

7. Trust Fund Records: 3 YEARS after trust fund closed