

OREGON STATE HOSPITAL

POLICY

SECTION 2: Clinical Support Services **POLICY: 2.006**

SUBJECT: Records Retention and Management

POINT PERSON: Director of Health Information

APPROVED: Dolores Matteucci **DATE: 09/13/2023**
Dolores Matteucci
Superintendent

SELECT ONE: New policy Minor/technical revision of existing policy
 Reaffirmation of existing policy Major revision of existing policy

I. PURPOSE AND APPLICABILITY

- A. This policy establishes records retention, storage and archival, and destruction procedures for Oregon State Hospital (OSH) records and documents. This policy procedures for making records available to both the public and the Office of the State Archivist.
- B. This policy applies to all staff.

II. POLICY

- A. OSH adopts Shared Services policy DHS|OHA-010-018, "Records Retention and Management," and other relevant regulations including, but not limited to, Oregon Administrative Rule (OAR), Chapter 166, Division 300. State Agency Special Schedules can be found on the Secretary of the State website.
- B. OSH designates the Director of Health Information to coordinate OSH's records management program. The Director of Health Information is appointed as OSH's Agency Records Officer to fulfill the statutory requirements outlined in ORS 192.105.
- C. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.

- D. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

III. DEFINITIONS

- A. A “public record” is a document, book, paper, file, sound recording, machine readable electronic record or other material, regardless of form or characteristic, technology or medium, prepared, owned, used or retained by OSH in connection with the transaction of the public’s business.
- B. “Staff” includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

IV. RELATED OSH POLICIES AND PROTOCOLS

V. REFERENCES

- Oregon Administrative Rule §§ 166-017.
- Oregon Administrative Rule §§ 166-020.
- Oregon Administrative Rules §§ 166-300.
- Oregon Public Records law