SECTION 2: Clinical Support Services

SUBJECT: Public Records Retention and Destruction

POINT PERSON: DIRECTOR HEALTH INFORMATION

APPROVED: GREGORY P. ROBERTS

DATE: DECEMBER 16, 2016

SUPERINTENDENT

I. POLICY

A. Oregon State Hospital (OSH) will retain and destroy public records in accordance with state law. OSH will maintain a current record retention schedule approved by the State Archivist for unique record series in use at OSH.

B. Public records must be maintained and purged according to the General Record Schedule as outlined in Oregon Administrative Rule Chapter 166, as well as the OSH Record Retention Schedule located at: http://arcweb.sos.state.or.us/pages/recmgmt/sched/index.html

   1. When needed, the record series may be transferred and stored off-site in accordance with the Oregon Health Authority policy DHS-050-005, “Archives Policy”, and related procedures.

   2. When a record series may be destroyed according to the Records Retention Schedule, the responsible area must place the records in receptacles marked “CONFIDENTIAL” for proper destruction.

C. The Director of Health Information serves as the OSH Records Officer and liaison to the Archives Division, and coordinates the schedule review.

   1. Changes to the schedule must be added as a special addendum.

   2. The schedule must be reviewed and approval by the State Archivist and the OSH Superintendent.

II. DEFINITIONS

“Public Record” includes, but is not limited to, a document, book, paper, photograph, file, sound recording, or machine readable electronic record, regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use (Oregon Revised Statute 192.005).
III. REFERENCES


Oregon Health Authority (2008, June). *Public records request fees and waivers*, 010-010-01. Author.

Oregon Administrative Rule § 166-001-0000 — 166-500-0055.

Oregon Administrative Rule § 407-003-0010.

Oregon Revised Statute § 192.005.

Oregon Revised Statute § 192.018.

Oregon Revised Statute § 192.108.