



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject :

Records Retention, Destruction and Archiving

Section – Policy Number:

E: Information Management – 2.0

Supersedes:

I-E-2.0 (09/11)

I-E-2.0 (08/06)

I-E-2.0 (08/96)

Effective Date:

09/30/2016

Date of Last

Review:

09/30/2020

Related Standards and References:

- [ORS 357.835](#) (Transfer of public records to State Archivist)
- [OAR Chapter 166, Division 300](#) (State Agency General Records Retention Schedules)
- National Commission on Correctional Health Care, *Standards for Health Services In Juvenile Detention and Confinement Facilities* Y-65 (Retention of Health Records)
- [OYA Retention Schedule](#)
- [OYA Policy](#): I-E-3.2 Information Asset Classification and Protection
I-E-1.4 Public Records Management

Related Procedures:

- [OYA Support Staff Manual III](#): Annual Archiving of OYA Youth Case Files (Facility, YCF Medical and Parole/Probation); Requesting Archived Youth Case Files; Archive Representative Procedures: Requesting Archived Youth Case Files; and Annual Archiving Youth Case Files
- [SSM I-E-2.0](#) Youth Termination Report

Policy Owner:

Public Policy and Government Relations Manager

Approved:



Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides standards for the retention, destruction, and archiving of agency paper records.

II. POLICY DEFINITIONS: None

III: POLICY:

OYA is responsible for managing its records to be accessible for administrative purposes, preserved for historical or research purposes, and destroyed when they are no longer necessary. Records management practices must comply with state and federal laws, and the Oregon Secretary of State, State Archives and Audits Division.

All master documents have a designated retention period. OYA is legally protected when its records are maintained and destroyed according to retention schedules approved by the Secretary of State. Records may not be destroyed until the retention period has expired. They must be destroyed at the end of the retention period unless they are related to an active tort claim or lawsuit, in which case they must be kept until the conclusion of the litigation.

IV. GENERAL STANDARDS:

A. Record retention

1. An agency retention coordinator must develop and maintain OYA record retention schedules. The retention coordinator must also provide information and consultation to OYA staff about records retention and destruction.
2. Staff may refer to OYA policy I-E-1.4 Public Records Management for guidance on whether or not certain types of communication (e.g., voicemail messages, e-mail, text messages) should be retained as public records.

B. An agency archive coordinator must develop and maintain agencywide archiving procedures and provide information and consultation to OYA staff about records storage and archiving.

The agency archive coordinator must consult the State Archivist for advice and assistance with determining the disposition of certain record types not accounted for in the agency or statewide special retention schedules.

C. The supervisor/manager for each OYA work unit must appoint an archive and retention representative who will collaborate with the agency archive coordinator and agency retention coordinator to achieve the following:

1. Proper access, storage and destruction of records that safeguards confidentiality of materials and does not allow access by unauthorized persons, pursuant to OYA policy I-E-3.2 (Information Asset Classification and Protection);
2. Cost effective record storage and access;
3. Regular destruction of records according to retention schedules; and
4. Transfer of records to the State Archive Center, when necessary.

V. AGENCYWIDE PROCEDURE REQUIRED: YES

The public policy and government relations manager must ensure an agencywide procedure addresses the following topics:

1. Maintenance of an archive and retention representative list.

2. Who may access and order archived records.
3. Standard process to request, receive and return records that are waiting to be archived, and currently archived records.
4. Standard process to coordinate, assemble and prepare terminated youth case files and records for transfer to the State Archive Center by July 1 of each year.
5. Standard process to ensure records that have reached retention expiration are destroyed.