

## Operational Policy

<b>Policy title:</b>	Policy on Records Retention and Management Structure		
<b>Policy number:</b>	OHA-010-018		
<b>Original date:</b>	09/01/2016	<b>Last update:</b>	03/27/2019
<b>Approved:</b>	Kris Kautz, Deputy Director OHA		

### Purpose

The Oregon Health Authority (OHA) is committed to accountability and transparency in government and fosters these values through appropriate management and retention of public records in compliance with state and federal law, shared DHS and OHA policy and Executive Order No. 16-06.

### Description

This policy provides the staffing responsibilities and structural requirements for the management of agency records as outlined in DHS|OHA-010-018 and is supplemental to that policy.

### Applicability

This policy applies to all OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy

1. OHA shall designate a member of the Central Operations staff to lead and coordinate OHA's records management program as outlined by the shared services policy on records retention and management.
2. The OHA records management program shall ensure agency efficiency in accessing, storing, and destroying records as required by statute, rule and policy by setting standards related to naming conventions, version control requirements, storage guidelines and staff training.
3. Each OHA division shall appoint at least one agency records officer to:
  - a. Work directly with the State Archivist in fulfilling the statutory requirements outlined in ORS 192.105.
  - b. Work with assigned division programs and offices to ensure implementation of an approved records management process.
4. Each OHA program or office shall identify a lead for retention and archiving work.
5. Each program or office lead shall work with their assigned division agency records officer in consultation with the State Archives Division to:
  - A. Determine whether a special retention schedule is required for the program.
  - B. Create an approved special retention schedule, if required

6. In coordination with their assigned agency records officer, program or office leads shall:
  - a. Ensure that office or program records are retained, archived and destroyed in accordance with the retention schedule and archiving policy.
  - b. Maintain a list of destroyed records for annual submission to the designated records custodian, the Agency Records Officer and the State Archivist, in accordance with administrative rules.
7. A list of agency records officers and retention and archiving leads shall be maintained by the Central Operations records management program coordinator.

## References

[Chapter 192 of the Oregon Revised Statutes](#)  
[Section 166 of the Oregon Administrative Rules](#)  
[General retention schedules](#)  
[Medical Assistance Program schedule](#)  
[Public Health retention schedule](#)  
[State Hospital retention schedule](#)

## Related policies

[DHS|OHA-010-018-01 Records management and retention guidelines](#)  
[DHS|OHA-010-014 Agency Compliance with Statewide Administrative Policy](#)  
[DHS|OHA010-006 Business Continuity Planning](#)  
[DHS-120-004 Social Media](#)  
[OHA-010-010 Public Records Requests](#)

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