

Records Retention Schedule Reference Guide

Note: this is a summary of the State of Oregon Archives Division General Records Retention Schedule.

For the full text of the Oregon Administrative Rules, consult: http://www.sos.state.or.us/archives/rules/OARS_100/OAR_166/166_400.html

Type of Record	Minimum Retention	OAR Citation
<i>Administrative Records (OAR 166-400-0010)</i>		
Activity & Room Scheduling	1 year	166-400-0010(1)
Activity Reports, General Daily (<i>employees & volunteers</i>)	2 years	166-400-0010(2)
Annual Reports (<i>functional activities & accomplishments</i>)	Permanent	166-400-0010(3)
Association & Organization Membership Records	3 years after school year in which records were created	166-400-0010(4)
Audit Records, Internal Records (<i>fiscal, internal control</i>)	10 years	166-400-0010(5)
Bond Election Records	5 years after school year in which bond matures	166-400-0010(6)
Calendars & Scheduling (<i>includes personal day planners</i>)	1 year	166-400-0010(7)
Child Care Facility License Records	a) License expired or renewed: 1 year after expiration or renewal b) License revoked: 3 years after revoked	166-400-0010(8)
Committee & Board Meeting Records	a) School Board minutes & agendas: Permanent b) Exhibits, other minutes, supporting materials: 5 years after school year in which records were created c) Sound recordings, if transcribed or abstracted: 1 year after minutes approved	166-400-0010(9)
Committee & Board Member Records (<i>election, appointment</i>)	5 years after term expires	166-400-0010(10)
Conference & Workshop Records (<i>conferences, seminars, workshops, training activities attended or sponsored</i>)	a) Significant program: 5 years after school year in which records were created b) Other records: 2 years after school year in which records were created	166-400-0010(11)

Type of Record	Minimum Retention	OAR Citation
Contracts & Agreements	a) Building construction, alteration, or repair: 10 years after substantial completion b) Other contracts and agreements: 6 years after expiration	166-400-0010(12)
Correspondence (<i>communications created or received that are directly related to program or administration</i>)	File with associated program or administrative records. (<i>Retention of program records found in state agency special schedules. Retention of administrative records typically found in State Agency General Records Retention Schedule.</i>) Communications not meeting criteria: Retain as needed	166-400-0010(13)
Eighth Grade Examination (<i>no longer being created</i>)	Permanent	166-400-0010(14)
Fax Reports	a) If used for billing: 3 years b) All other reports: 1 year	166-400-0010(15)
Food/Nutrition Service Program (<i>operational documents</i>)	3 years (or as specified by 7 CFR 210.7-28 and 255.6-16)	166-400-0010(16)
Health Log Book (<i>daily activities to Health Room/Nurses office</i>)	6 years after school year in which created, destroy	166-400-0010(17)
Immunization Records (<i>immunization status of students</i>)	1 year	166-400-0010(18)
Legal Case Records (<i>in-house or outside counsel</i>)	10 years after final disposition of case	166-400-0010(19)
Legal Opinion & Advice Records	a) Legislative bills, statutes: 6 years b) Administrative rule preparation: 10 years after appeal of rule c) All other records: Permanent	166-400-0010(20)
Legislative Tracking Records	2 years	166-400-0010(21)
Lobbyist Records	a) Expenditure reports: 4 years b) All other records: 5 years after last activity	166-400-0010(22)
Mitigation Program (<i>plans, strategies, policies, procedures, seismic surveys and structural upgrade records, hazard mitigation grant records</i>)	a) Adopted plans: Permanent b) All other records: For the life of the structure	166-400-0010(23)
Notary Public Log Books	7 years after date of commission expiration	166-400-0010(24)
Oregon School Register (<i>enrollment, attendance, membership</i>)	Permanent	166-400-0010(25)
Organization (<i>hierarchy, administrative responsibility</i>)	4 years after superseded or obsolete	166-400-0010(26)

Type of Record	Minimum Retention	OAR Citation
Parent-Teacher Organization Records	a) Minutes, constitutions, by-laws, committee records: 10 years after school year in which records were created b) All other records: 3 years after school year in which records were created	166-400-0010(27)
Policy & Planning (<i>policies, AR's, mission statements, goals, strategic plans</i>)	a) Official copies: Permanent b) Planning documents: 10 years c) Working papers & draft materials: 1 year after school year in which final document produced	166-400-0010(28)
Policy Statements & Directive Series	10 years after superseded or obsolete	166-400-0010(29)
Procedure Manuals (<i>procedures, handbooks, desk manuals</i>)	a) Routine clerical: 2 years after superseded or obsolete b) Construction or engineering projects: 10 years after substantial completion c) One copy of all other manuals: Permanent	166-400-0010(30)
Professional Membership (<i>institutional, individual</i>)	3 years	166-400-0010(31)
Public Notice (<i>assessments, elections, land use changes</i>)	3 years	166-400-0010(32)
Reports & Studies (<i>curriculum, programs, services, operations</i>)	a) Annual reports and studies with historical value or policy implications: Permanent b) Other reports and studies: 5 years or as required by government or agency c) Working papers & draft materials: 1 year after school year in which final document produced	166-400-0010(33)
Requests & Complaints (<i>not specified elsewhere</i>)	2 years after last action	166-400-0010(34)
Routing and Job Control Records (<i>routing slips, batch slips</i>)	1 year	166-400-0010(35)
School Census (<i>no longer being created</i>)	Permanent	166-400-0010(36)
School, District History (<i>newsletters, press releases, scrapbooks, newspaper clippings, publications, articles</i>)	Permanent	166-400-0010(37)
Special Education Census	5 years after school year in which records were created	166-400-0010(38)
Special Event and Celebration Records	a) Records documenting significant aspects of event: Permanent b) All other records: 2 years after event	166-400-0010(39)

Type of Record	Minimum Retention	OAR Citation
Staff Meeting Records (<i>minutes, agendas, notes, reports</i>)	Until end of school year	166-400-0010(40)
Standardization Records (<i>ODE visits, self-evals, on-site inspection, waiver authorization, plans for correction</i>)	6 years after school year in which records were created	166-400-0010(41)
Student Information & Demographic Records	a) Years ending in 0 & 5: Permanent b) All others: 5 years	166-400-0010(42)
Student Organization Administrative Records	a) Constitution & by-laws: Until superseded or obsolete b) All others: 2 years after school year when in which records were created	166-400-0010(43)
Superintendent of Schools (<i>no longer being created</i>)	Permanent	166-400-0010(44)
Surveys, Polls & Questionnaires (<i>public opinion regarding various issues, actions, concerns</i>)	a) Summary reports and abstracts: 3 years b) All others records: Until summary report is completed or 3 years, whichever is sooner	166-400-0010(45)
Test Administration (<i>rosters, rules, regulations, exams, tests</i>)	3 years after school year in which records were created	166-400-0010(46)
Work Order Records	a) Completed by county personnel: 1 year b) Completed by outside vendors: 3 years	166-400-0010(47)
Work Schedules and Assignments	5 years	166-400-0010(48)
Year 2000 (Y2K) Planning	Destroy	166-400-0010(49)

Curriculum and Instruction Records ([OAR 166-400-0015](#))

Course Descriptions	10 years after school year in which records were created	166-400-0015(1)
Curriculum Development	3 years after superseded or obsolete	166-400-0015(2)
Instructional Materials Selection & Adoption	6 years after school year in which records were created	166-400-0015(3)
Teacher Daily Instructional Plans	1 year after school year in which records were created	166-400-0015(4)
Talented & Gifted Program (TAG)	5 years after school year in which records were created	166-400-0015(5)

Type of Record	Minimum Retention	OAR Citation
<i>Property and Equipment Records</i> (OAR 166-400-0020)		
Architectural Drawings, Blueprints and Maps	Life of the structure	166-400-0020(1)
Asbestos Management Records	a) Management plan: 3 years after superseded or obsolete b) Measurements taken to monitor employee exposure to asbestos: 30 years after employee separation c) All other records: 5 years after building or property disposed of	166-400-0020(2)
Building & Grounds Repair, Remodeling & Construction	a) Floor plans, layouts, specifications, final inspection reports, permits for completed structure: Life of structure b) Other permits: 2 years after revoked or expired c) Contracts and agreements documenting building construction, alterations or repair: 10 years after substantial completion d) All other records: 4 years	166-400-0020(3)
Capital Construction Projects	a) Contracts & agreements documenting building construction, alterations or repair: 10 years after expiration as defined by ORS 12.135(3) b) All other records: Life of the structure	166-400-0020(4)
Damaged/Stolen Property Records	4 years	166-400-0020(5)
Equipment Loan (<i>may include but not limited to musical instruments, athletic equipment</i>)	a) Overdue records: Until equipment returned or debts reconciled or deemed uncollectible b) All other records: 2 years after school year in which equipment is returned c) Loan agreements: 6 years	166-400-0020(6)
Equipment Records (<i>for warranty, operation, maintenance, service, and repair</i>)	2 years after disposal of equipment	166-400-0020(7)
Facility Use Records	a) Approved application records: 3 years after school year in which records were created b) Denied applications: 1 year after school year in which records were created	166-400-0020(8)

Type of Record	Minimum Retention	OAR Citation
Hazardous Materials Management (<i>identification, location, safe handling, storage, transportation, and disposal of hazardous waste materials</i>)	a) Material safety data sheets: Until superseded or obsolete b) All other records: 6 years after school year in which records were created	166-400-0020(9)
Inventory Records (<i>expendable & non-expendable property</i>)	2 years after superseded or obsolete	166-400-0020(10)
Property Disposition Records (<i>non-real property and equipment</i>)	3 years after disposition of property	166-400-0020(11)
Property Records (<i>purchase, ownership & sale of land or buildings</i>)	3 years after property is no longer owned	166-400-0020(12)
Underground Storage Tank Management Records	25 years after removal	166-400-0020(13)
Utilities System Operating & Maintenance Records	a) Permits: 5 years b) All other records: Until equipment is no longer in service	166-400-0020(14)
Work Order Records	3 years after school year in which records were created	166-400-0020(15)

Financial Records ([**OAR 166-400-0025**](#))

Accounts Payable (<i>invoices, purchase orders</i>)	a) Expenditure of federal funds: 5 years after final or annual expenditure report accepted b) All other: 4 years	166-400-0025(1)
Accounts Receivable (<i>invoices, billing records, receipts</i>)	a) Recovery of federal funds: 3 years after final or annual expenditure report accepted b) All other records: 3 years after collected or deemed un-collectable	166-400-0025(2)
Audit Reports (<i>internal or independent, including student body fund accounts</i>)	a) Audit report, official copy: Permanent b) Grant fund audit records: 5 years after final or annual expenditure report accepted c) Other records: 4 years	166-400-0025(3)
Bank Transaction Records (<i>includes student body funds</i>)	a) Grant fund transactions: 5 years after final or annual expenditure report accepted b) Other records: 3 years	166-400-0025(4)
Bond Records (<i>authorizations, ratings, sample copies</i>)	3 years after final payment	166-400-0025(5)

Type of Record	Minimum Retention	OAR Citation
Budget Preparation Records (<i>budget requests, spending plans</i>)	2 years	166-400-0025(6)
Budget Records (<i>adopted budgets, messages, debt service</i>)	a) Adopted budget, official copy: 20 years b) Other records: 3 years	166-400-0025(7)
Check Conversion Records	a) Original paper instrument: 30 days, destroy b) ACH transaction or IRD: 6 years, destroy	166-400-0025(8)
Competitive Bid Records (<i>RFP, RFI, accepted and rejected bids</i>)	a) Accepted bids: 10 years after substantial completion b) Other accepted bids: 6 years after awarded or canceled c) Rejected bids & bid exemptions: 2 years	166-400-0025(9)
Credit & Debt Receipts	36 months after transaction, destroy	166-400-0025(10)
Credit Slips	3 years after credit expired or redeemed	166-400-0025(11)
Employee Bond Records (<i>name, amount of coverage, dates</i>)	6 years after expiration	166-400-0025(12)
Financial Reports (<i>organization statements, balance sheets</i>)	a) Annual report, official copy: Permanent b) Working papers & draft material: 1 year after acceptance of Annual Report c) All other financial reports: 3 years	166-400-0025(13)
General Ledger Records	a) Year-end ledgers: 10 years b) All other general ledgers: 3 years	166-400-0025(14)
Gift and Contribution Records	a) Conditional gift: 6 years after expiration of agreement or conditions met b) All other records: 3 years	166-400-0025(15)
Grant Records	a) Final reports - significant grants: Permanent b) Documenting purchase and/or disposal of real property: 10 years after substantial completion, or 3 years after final disposition, or as specified in agreement, whichever is longer c) Other grant records: 3 years after annual or final expenditure report submitted and approved, or as specified in the agreement, whichever is longer d) Unsuccessful grant applications: 1 year after rejection or withdrawal	166-400-0025(16)
Investment Records (<i>certificates of deposit, interest income distribution, tax anticipation notes</i>)	3 years after investment maturity	166-400-0025(17)

Type of Record	Minimum Retention	OAR Citation
Lease Records	6 years after expiration	166-400-0025(18)
Petty Cash Fund Records	3 years	166-400-0025(19)
Purchasing Records (<i>including purchases through student body acct.</i>)	a) Expenditure of federal funds: 5 years after final or annual expenditure report accepted b) All other records: 3 years	166-400-0025(20)
Revenue Records (<i>federal, ODE, other state agencies</i>)	a) Federal and state sources: 5 years after final or annual expenditure report accepted b) All other records: 3 years	166-400-0025(21)
Signature Authorization Records	6 years after authorization superseded or expired	166-400-0025(22)
Student Organization Financial (<i>including student body acct.</i>)	3 years after school year in which records were created	166-400-0025(23)
Subsidiary Ledgers, Journals & Registers Records	a) Year-end payroll register: 75 years b) Trust fund ledgers: 3 years after trust fund closed c) All others subsidiary ledgers, journals, and registers: 3 years	166-400-0025(24)
Travel Expense Records	3 years	166-400-0025(25)
Unclaimed Property Report (<i>annual reports to Dept of State Lands</i>)	3 years after the property is remitted to the Department of State Lands	166-400-0025(26)
Vendor Records	Until superseded or obsolete	166-400-0025(27)

Information & Records Management Records ([OAR 166-400-0030](#))

Computer System Maintenance Records	a) Related to system or component repair or service: Life of system or component b) Related to regular or essential records backups: 1 years after superseded or obsolete	166-400-0030(1)
Computer System Program Documentation Records	a) Mitigation plans: until superseded or obsolete b) All other records: 1 year after system superseded or obsolete	166-400-0030(2)
Computer System Security Records	3 years after superseded	166-400-0030(3)

Type of Record	Minimum Retention	OAR Citation
Computer System Wiring Records	Current plus previous version	166-400-0030(4)
Federal Communications Commission (FCC) Licenses	5 years after school year in which license expires	166-400-0030(5)
Filing System Records	3 years after superseded or abolished	166-400-0030(6)
Forms Development Records	Until superseded or obsolete	166-400-0030(7)
Information Service Subscription Records	3 years	166-400-0030(8)
Information System Planning & Development Records	a) Implemented systems: Life of the system b) Unimplemented systems: 3 years	166-400-0030(9)
Microfilm & Image Quality Control Records	Same as related microfilm or digital image	166-400-0030(10)
Public Records Disclosure Request Records	a) Approved requests: 5 years b) Denied requests: 2 years after last action	166-400-0030(11)
Records Management Records	a) Destruction records: Permanent b) All other records: 5 years after superseded	166-400-0030(12)
Software Management Records	2 years after software disposed of or upgraded	166-400-0030(13)
Telecommunications System Management Records	a) Repair & service order records: 4 years b) All other records: 1 year after system superseded or obsolete	166-400-0030(14)
User Support Records	1 year	166-400-0030(15)

Library & Media Records ([OAR 166-400-0035](#))

Acquisition & Deaccession Records	a) Registers: Until superseded or obsolete b) All other records: 3 years after school year in which records were created	166-400-0035(1)
Audio-Visual Materials & Equipment Loan Records	a) Extension & cancellation records: 1 month b) Equipment inventories: 3 years after superseded or obsolete c) All other records: 3 years after school year in which records were created	166-400-0035(2)
Circulation Records	a) Overdue records: Until material is returned or debts reconciled or deemed uncollectible b) All other records: 1 year after school year in which records were created	166-400-0035(3)

Type of Record	Minimum Retention	OAR Citation
Copyright & Duplication Records	6 years after agreement expires	166-400-0035(4)
Library & Media Inventory Records	3 years after superseded	166-400-0035(5)
Library Catalog Records	Until superseded or disposal of material	166-400-0035(6)
Supplemental Materials Selection & Adoption Records	7 years after school year in which records were created	166-400-0035(7)
<i>School Administration Records (OAR 166-400-0040)</i>		
Communication Logs (<i>made or received through variety of electronic devices</i>)	1 year	166-400-0040(1)
District Boundary Records	Permanent	166-400-0040(2)
District Clerk's Records (no longer created)	Permanent	166-400-0040(3)
Interscholastic Athletic Activity Program Records	5 years after school year in which records were created	166-400-0040(4)
Key & Keycard Records	a) Access and entry logs: 3 years b) Other records: 2 years after key is turned in	166-400-0040(5)
Mailing Lists Records	Until superseded or obsolete	166-400-0040(6)
Parking Records	a) Citation records: 3 years after resolved b) All other records: 3 years	166-400-0040(7)
Postal Records	3 years after school year in which records were created	166-400-0040(8)
Press Releases	a) Policy and historic press/news releases: Permanent b) Routine news/press releases: 2 years	166-400-0040(9)
Publications Records	a) Significant publications, official copy: Permanent b) Preparation records: Until published c) All other publications and records: 2 years	166-400-0040(10)
Scheduling Records	2 years after school year in which records were created	166-400-0040(11)
Security Records	3 years after school year in which records were created	166-400-0040(12)

Type of Record	Minimum Retention	OAR Citation
Student Handbooks Records	a) Official copy: Permanent b) All other copies: Until superseded or obsolete	166-400-0040(13)
Visitor Log Records	1 year	166-400-0040(14)
<i>Payroll Records (OAR 166-400-0045)</i>		
Deduction Authorization Records	3 years after superseded, terminated, or employee separates	166-400-0045(1)
Deduction Registers	a) Registers documenting state & federal taxes: 5 years b) All other registers: 3 years	166-400-0045(2)
Employee Payroll Records	a) PERS enrollment forms, official copy: 75 years after date of hire b) All other records: 3 years after employee separation	166-400-0045(3)
Employee Time and Attendance Records	4 years	166-400-0045(4)
Federal and State Tax Records	a) Records documenting expenditure of grant funds: See Grant Records in the Financial section b) All other records: 4 years	166-400-0045(5)
Garnishment Records	3 years after resolution	166-400-0045(6)
Leave Applications	3 years	166-400-0045(7)
Leave Balance Reports	a) Year-end leave balance reports: 75 years after date of hire b) All other reports: 4 years	166-400-0045(8)
Payroll Administrative Reports	3 years	166-400-0045(9)
Payroll Register Records	a) Year-end payroll register: 75 years b) Leave accrual & monthly payroll registers: 10 years c) All other registers: 3 years	166-400-0045(10)
Unemployment Compensation Claim Records	3 years	166-400-0045(11)
Unemployment Report Records	3 years	166-400-0045(12)

Type of Record	Minimum Retention	OAR Citation
Wage & Tax Statement Annual	5 years	166-400-0045(13)
Withholding Allowance Certificates	5 years after superseded or employee separates	166-400-0045(14)
<i>Personnel Records</i> (OAR 166-400-0050)		
Affirmative Action Records	a) Plans, updates, and policy statements: Permanent b) All other records: 3 years	166-400-0050(1)
Benefits Continuation Records	3 years after employee separation of eligibility expired	166-400-0050(2)
Collective Bargaining Records	a) Contracts: 75 years after contract expires b) All other records: 6 years after contract expires	166-400-0050(3)
Comparable Worth Study (<i>pay equity, alleged discrimination</i>)	a) Final study or report: Permanent b) All other records: 5 years	166-400-0050(4)
Compensation Plan (<i>development, operation, maintenance</i>)	a) Compensation plans: 20 years b) Pay range tables, merit matrixes: Until superseded c) All other records: 3 years	166-400-0050(5)
Criminal Background Check Records	a) Background check logs: Until superseded or obsolete b) Fingerprint cards: Until return of card or receipt of investigation findings c) All other records: 90 days, destroy	166-400-0050(6)
Disciplinary Action Records	a) Investigations resulting in termination: 10 years after employee separation b) Investigations resulting in disciplinary action or exoneration: 3 years after resolution c) Unfounded investigations: 3 years	166-400-0050(7)
Drug Testing Records	a) Positive test results: 5 years b) Negative test results: 1 year	166-400-0050(8)
Employee Benefits Records	a) PERS enrollment records, official copy: 75 years after date of hire b) All other records: 3 years after employee separation or eligibility expired	166-400-0050(9)

Type of Record	Minimum Retention	OAR Citation
Employee Medical (must be kept separate from personnel)	a) Hazard exposure records: 30 years after separation b) All other records: 6 years after separation	166-400-0050(10)
Employee Personnel Records	a) Employment applications, licensure, personnel actions, home address/telephone, emergency notification form: 75 years after date of hire b) Grievance, complaint, and disciplinary records: 3 years c) All other records: 3 years after separation	166-400-0050(11)
Employment Eligibility Verification Forms (I-9)	3 years or 1 year after employee separation, whichever is longer	166-400-0050(12)
Employee Recognition Records	6 years	166-400-0050(13)
Employee Suggestion Award Records	a) Adopted suggestions: 2 years b) Suggestions not adopted: 1 year	166-400-0050(14)
Equal Employment Opportunity Commission Compliance	a) Plans, updates, and policy statements: Permanent b) Complaint records and documentation: 3 years after final decision issued c) All other records: 3 years	166-400-0050(15)
Grievance Records	3 years	166-400-0050(16)
Hazard Exposure Records	30 years after separation	166-400-0050(17)
Layoff, Dismissal, and Non-renewal Records	3 years after final disposition	166-400-0050(18)
Personnel Research Records (<i>study and analysis of personnel issues</i>)	a) Final study or report: Permanent b) All other records: 5 years	166-400-0050(19)
Photo Identification Records	Until superseded or obsolete	166-400-0050(20)
Position Description and Classification Records	3 years after superseded or obsolete	166-400-0050(21)
Recruitment and Selection Records	a) Announcement records, position description, and records documenting creation of test and rating scale: 10 years b) Unsolicited applications and resumes: 3 months if not returned to solicitor c) Unsuccessful applications and other records: 3 years after position filled or recruitment cancelled	166-400-0050(22)

Type of Record	Minimum Retention	OAR Citation
Teacher Registration and Licensure (Certification)	a) Licensed (Certificated) personnel records: 2 years after school year in which records were created b) Substitute teacher records: 1 year after school year in which records were created c) All other records: 75 years after date of hire	166-400-0050(23)
Training Program Records	3 years after school year in which records were created	166-400-0050(24)
Volunteer Program Records	a) Volunteer worker records: 3 years after separation b) All other records: 5 years	166-400-0050(25)
Wellness Program Records	3 years after school year in which records were created	166-400-0050(26)
Safety and Risk Management Records (OAR 166-400-0055)		
Accident and Injury Reports	a) Employee hazard exposure records: 30 years after employee separation b) Other records, if no claim filed: 3 years c) Other records, if claim filed: Transfer to claim record	166-400-0055(1)
Contractor Liability Insurance Verification Records	a) If related to county or special district improvement project: 10 years after substantial completion b) All other records: 6 years after expiration	166-400-0055(2)
Contractor Performance Bond Records	a) If related to county or special district improvement project: 10 years after substantial completion b) All other bond records: 6 years after expiration	166-400-0055(3)
Disaster Preparedness Plan Records	Until superseded or obsolete	166-400-0055(4)
Emergency Response and Safety Plans and Procedures	a) Fire drill reports: 1 year after school year in which records were created b) All other records: 1 year after superseded or obsolete	166-400-0055(5)
Hazard Communications Program Records (<i>OR-OSHA</i>)	75 years after superseded or obsolete	166-400-0055(6)
Hazardous Substance Employer Survey Records	Until superseded or obsolete	166-400-0055(7)
Insurance Claim Records	5 years after final disposition of claim	166-400-0055(8)

Type of Record	Minimum Retention	OAR Citation
Insurance Policy Records	a) Property, liability, and employee group insurance: 75 years after expiration if no claims pending b) All other insurance: 6 years after expiration if no claims pending	166-400-0055(9)
Liability Claims Records	a) If action taken: 10 years after case closed, dismissed, or date of last action b) If no action taken: 3 years	166-400-0055(10)
Liability Waivers Records	3 years after school year in which records were created	166-400-0055(11)
Master Material Safety Data Records	Until superseded or obsolete	166-400-0055(12)
Occupational Injury and Illness Records	6 years	166-400-0055(13)
Risk Factor Evaluation Records	4 years	166-400-0055(14)
Property Damage Records	a) If litigated: see Civil Case Files in the Counsel or District Attorney section for retention b) If not litigated: 3 years after date of last action	166-400-0055(15)
Safety Committee Records	3 years	166-400-0055(16)
Safety Inspection and Compliance Records	10 years	166-400-0055(17)
Accident Insurance Fund Claim Records	a) Injury reports: 1 year b) All other records: 6 years after settlement of claim	166-400-0055(18)
Tort Liability Claim Records	a) Statistical reports: 5 years b) Other records, if action taken: 10 years after final disposition of claim c) Other records, if no action taken: 3 years	166-400-0055(19)
Vehicle Accident Records	a) If litigated: See also Civil Case Files in Legal Counsel section b) If not litigated: 3 years	166-400-0055(20)
Worker's Compensation Claim Records	a) Records describing injuries and illnesses: See Employee Medical Records in the Personnel Records section b) All other records: 6 years after claim closed or final action	166-400-0055(21)

Type of Record	Minimum Retention	OAR Citation
Worker's Compensation Reports	a) OSHA logs and summaries, official copy: 5 years after end of year to which they relate b) All other records: 3 years	166-400-0055(22)
<i>Student Education Records (OAR 166-400-0060)</i>		
Alternative School Referral Records	3 years after school year in which records were created	166-400-0060(1)
Student Athletic Activity Records	5 years after school year in which records were created	166-400-0060(2)
Attendance Records	3 years after school year in which records were created	166-400-0060(3)
Behavioral Records (Major - Class/Group A)	Until student turns 21	166-400-0060(4)
Behavioral Records (Minor - Class/Group B)	Until end of school year	166-400-0060(5)
Child Abuse Reports	3 years after school year in which records were created	166-400-0060(6)
Child Care Facility Residency Records	3 years after school year in which records were created	166-400-0060(7)
Certificate of Advanced Mastery (CAM) Records	Until student reaches age 21 or graduates, whichever is longer	166-400-0060(8)
Certificate of Initial Mastery (CIM) Records	Until student reaches age 21 or graduates, whichever is longer	166-400-0060(9)
Compensatory Education Programs Student Records	a) Records that show compliance with all federal program requirements: 5 years after school year in which records were created b) All other records: 3 years after school year in which records were created	166-400-0060(10)
Compulsory Attendance Excuse Records	Until student reaches age 21 or graduates, whichever is longer	166-400-0060(11)
Educational Programs Student Records	a) Records showing compliance with all federal program requirements: 5 years after school year in which records were created b) Other records: 3 years after school year in which records were created	166-400-0060(12)
Grade Records	6 years after school year in which records were created	166-400-0060(13)

Type of Record	Minimum Retention	OAR Citation
Grade Reports, Administrative Records	3 years after school year in which records were created	166-400-0060(14)
Grievance Records (<i>Student initiated</i>)	3 years after resolution	166-400-0060(15)
Education Counseling Records	3 years after school year in which records were created	166-400-0060(16)
High School Dual Program Student Records	3 years after school year in which records were created	166-400-0060(17)
Home Schooling Records	75 years after school year in which records were created	166-400-0060(18)
Inter-district Transfer Agreement Records	6 years after expiration	166-400-0060(19)
Intervention Programs Student Records	a) Records that show compliance with all federal program requirements: 5 years after school year in which records were created b) All other records: 3 years after school year in which records were created	166-400-0060(20)
Non-resident Student Records	3 years after school year in which records were created	166-400-0060(21)
Parent-Teacher Conference Records	3 years after school year in which records were created	166-400-0060(22)
Parental/Custodial Delegation Records	Until student reaches age 21 or graduated, whichever is longer	166-400-0060(23)
Personal/Locker Search Records	3 years after school year in which records were created	166-400-0060(24)
Psychological Guidance and Counseling Records	Until student turns 21 or 5 years after last action	166-400-0060(25)
Registration Records	a) Completed registrations: 3 years after school year in which records were created b) Incomplete/withdrawn registration records: 3 years after school year in which records were created	166-400-0060(26)
Report Card Records	a) If information has been recorded on Oregon Student Record: 6 years after school year in which records were created b) If information has not been recorded on Oregon Student Record: 75 years	166-400-0060(27)

Type of Record	Minimum Retention	OAR Citation
Special Education Student Records	a) Records documenting speech pathology and physical therapy services: Until student reaches age 21 or 5 years after last seen, whichever is longer b) ESD copies, if program at district level: Transfer records to home district after end of student participation c) Readable photocopies of records necessary to document compliance with State and Federal audits retained by the former educational agency or institution when a student transfers out of district: 5 years after end of school year in which original record was created	166-400-0060(28)
Student Health Records	Until student reaches age 21 or graduates, whichever is longer	166-400-0060(29)
Student Health Screening Records	Until student reaches age 21 or graduates, whichever is longer	166-400-0060(30)
Student Immunization Records	a) Certificate of Immunization Status (CIS): Until student reaches age 21 or graduates, whichever is longer b) Immunization Status Records - Susceptible (Tracking Cards): Until student attendance ends	166-400-0060(31)
Oregon Student Record	a) Original: 75 years b) Readable photocopy retained by the former educational agency or institution when a student transfers out of district: 1 year	166-400-0060(32)
Transfer Application Records	3 years after school year in which records were created	166-400-0060(33)
Truancy Records	3 years after school year in which records were created	166-400-0060(34)
Tutoring Records	3 years after school year in which records were created	166-400-0060(35)
Withdrawal Records	3 years after school year in which records were created	166-400-0060(36)
Transportation Records (OAR 166-400-0065)		
Bus Driver Records	4 years after school year in which records were created	166-400-0065(1)
Bus Incident and Vandalism Reports	1 year after school year in which records were created	166-400-0065(2)

Type of Record	Minimum Retention	OAR Citation
Bus Schedule and Route Records	a) Annual bus route reports: 5 years after school year in which records were created b) All other records: 1 year after school year in which records were created	166-400-0065(3)
Bus Service Records	a) Quarterly reports: 10 years after school year in which records were created b) Release forms: 3 years after school year in which records were created c) All other records: 1 year after school year in which records were created	166-400-0065(4)
Fuel Records	2 years	166-400-0065(5)
Transportation Complaint Records	3 years after school year in which complaint resolved	166-400-0065(6)
Transportation Safety Records	a) Hazard reports: 1 year after school year in which hazard eliminated b) All other records: 1 year after school year in which records were created	166-400-0065(7)
Vehicle Maintenance Records	a) Annual reports: 5 years after school year in which records were created b) All other records: 3 years after disposal of vehicle	166-400-0065(8)
Vehicle Records (title, registration, warranties)	a) Title application materials: Until title received b) Title: Until vehicle disposed of c) All other records: 3 years after disposal of vehicle	166-400-0065(9)
Vehicle Usage Records	3 years	166-400-0065(10)