

**Department of Human Services**  
**Addictions and Mental Health Division**  
**Oregon State Hospital**  
Records Retention Schedule: 2009-0002  
Effective Date: February 2010  
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# OREGON STATE ARCHIVES Records Retention Schedule

Edition: February 2010

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Administration

## *Program Description*

Administration includes the OSH Superintendent, Deputy Superintendent, Chief Medical Officer, Chief Nursing Officer, Nursing Director, and their support staff. The Superintendent and Chief Medical Officer are designated by the director of DHS (ORS 426.020). The powers and duties of the Superintendent are outlined in ORS 179.360, and further described in OAR 309.

Administration provides direction and leadership to assure coordination and accomplishment of goals and objectives consistent with legislative intent, directives of the governing body and standards of the Joint Commission (formerly the Joint Commission on Accreditation of Healthcare Organizations), and other licensure and regulatory bodies. Administration develops OSH policies and procedures, and ensures the appropriate utilization of public funds. It plans, organizes, supervises and evaluates all OSH services, activities and programs to ensure delivery of the highest quality mental health treatment and care, and the safety of patients and staff.

Administration coordinates OSH's implementation of the Behavioral Health Integration Project (BHIP), which is a DHS/AMH initiative to produce a mental health and addiction services management information system for secure portability of client data across the continuum of behavioral health services; DHS/AMH maintains the official copy of BHIP records. BHIP is designed to improve psychiatric care by tracking services; scheduling patients within a treatment milieu; facilitating patient transfers to lower levels of care; tracking treatment resource availability; and providing patients improved access to health records, as required by Health Insurance Portability and Accountability Act (HIPAA) (P.L. 104-191; 45 CFR 160 and 164).

The Office of Investigations and Training (OIT) investigates allegations of abuse and neglect at OSH, and maintains the official copy of OSH patient abuse investigation records; OIT is organizationally part of the DHS Administrative Services Division (ASD). OSH Administration maintains a convenience copy of OIT's OSH patient abuse investigation records for hospital use.

## *Program Records*

### **001 Child Abuse Report Records**

Retain 5 years after reporting to law enforcement (per ORS 419B.007 et seq.), destroy

### **002 Ethics Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

### **003 Institutional Review Board Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

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- 004 Labor Management Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy
- 005 Patient Grievance Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy
- 006 Superintendent's Advisory Council Records, 2005 – [ongoing] 1 c.f.**  
(a) Retain meeting minutes, agendas, exhibits and final reports permanently, transfer to State Archives after 10 years  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 10 years, destroy
- 007 Superintendent's Cabinet Records [formerly known as Superintendent's Council] 1883 – [ongoing] 1 c.f.**  
(a) Retain meeting minutes, agendas, exhibits and final reports permanently, transfer to State Archives after 10 years  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 10 years, destroy
- 008 Superintendent's Correspondence, 1883 – [ongoing] 2 c.f.**  
(a) Retain policy-related correspondence permanently, transfer to State Archives at end of each administration  
(b) Retain all other correspondence until conclusion of the records retention period of the associated program or administrative record, destroy
- 009 Superintendent's Presentations, Reports and Speeches, 1883 – [ongoing] 2 c.f.**  
Retain permanently, transfer to State Archives at end of each administration
- 010 Wellness Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## ***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Administration

## ***Program Description***

Clinical Services is composed of professionals belonging to four clinical disciplines: Psychology, Rehabilitation Services, Social Work, and Vocational and Educational Services. Staff in each of these clinical disciplines are involved in patient treatment from admission to discharge. The phases of treatment are assessment and evaluation, treatment care planning, therapeutic interventions, and discharge planning. Each clinical discipline is managed by a Discipline Chief or Director who reports to the Director of Clinical Services. Clinical Services is also supported by the Community Reintegration (CRP) and Consumer and Family Services programs.

## ***Program Records***

None

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Security Records  
Visitor Logs  
Facilities/Property Records (OAR 166-300-0020)  
Asset Inventory Reports  
Equipment Maintenance Records  
Financial Records (OAR 166-300-0025)  
Accounts Receivable Reports  
Personnel Records (OAR 166-300-0040)  
Employee Training Records  
Position Description and Reclassification Records  
Recruitment and Selection Records  
Work Schedules and Assignment Records

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## ***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Community Reintegration Program (CRP)

## ***Program Description***

The Community Reintegration Program (CRP) provides patients with community placement; confidence in their ability to be self-sufficient; and a transition to Community Mental Health Providers (CMHPs). CRP is composed of five specialty treatment areas: Co-Occurring Disorder Treatment (CODTP); Community Transition (CTP); Sex Offender Treatment (SOTP); Supported Employment and Supported Education; and Psychology Assessment and Consultation Services (PACS). CRP's primary treatment population consists of Psychiatric Security Review Board (PSRB) patients within Forensic Psychiatric Services (FPS), although services and consultation may be provided for other OSH patients.

## ***Program Records***

### **011 Community Reintegration Program (CRP) Case Files**

- (a) Retain discharge readiness, discharge planning, consumer survey, community evaluation, conditional release, outreach, tracking, scoring, and revocation records 10 years, destroy
- (b) Retain all other records 2 years after superseded or obsolete, destroy

### **012 Community Reintegration Program (CRP) Reports**

- (a) Retain final annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

### **013 Psychology Assessment and Consultation Service (PACS) Records**

- (a) File results, reports, releases and formal consents in Patient Medical Record, and retain licensee copy 7 years after last service date (per OAR 858-010-0060), destroy
- (b) Retain raw psychological testing data 10 years, destroy
- (c) Retain all other records 2 years, destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Personnel Records (OAR 166-300-0040)  
Position Description and Reclassification Records

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## ***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Consumer and Family Services

## ***Program Description***

Consumer and Family Services provides direct services to consumers, families and significant others in their navigation of the hospital and the mental health system in Oregon. It provides education and resources for handling the issues and challenges faced by individuals with mental illness. It makes suggestions to improve OSH and the state-wide system of care, and participates in solving the issues presented. Consumer and Family Services provides patient advocacy. It serves as a liaison to the Legislative Assembly, Governor's Advocacy Office, Disability Rights of Oregon, and DHS on multiple issues related to mental health. Consumer and Family Services provides services by telephone, mail, e-mail and in person. The director of Consumer and Family Services chairs the Level 2 Grievance Committee (OAR 309 Division 118) (see Administration).

## ***Program Records***

### **014 Consumer and Family Services Patient Records**

- (a) Retain guardianship, placement, and progress records 5 years, destroy
- (b) Retain patient grievance records 3 years after final resolution of claim, destroy
- (c) Retain all other records 2 years, destroy

### **015 Consumer and Family Services Program Reports**

- (a) Retain final annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Policy and Procedure Guidelines and Manuals

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Psychology

**Program Description**

The Psychology unit provides assessment and treatment services to enhance OSH patient recovery. It utilizes a biopsychosocial approach to address the assessment and treatment of cognitive, emotional, behavioral, and relational difficulties. Specific areas of service include: neuropsychology, sex offender treatment, co-occurring disorders, geriatric, forensic evaluations (competency and criminal responsibility), risk assessment, behavior support plans, cognitive rehabilitation, treatment plan coordination, and group and individual therapies. The unit is supported by psychologists and other mental health specialists, as well as administrators and administrative support specialists.

**Program Records**

**016 Psychological Testing Records**

- (a) File results, reports, releases and formal consents in Patient Medical Record, and retain licensee copy 7 years after last service date (per OAR 858-010-0060), destroy
  - (b) Retain raw psychological testing data 10 years, destroy
- NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

**017 Psychology Program Reports**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

**018 Psychology Staff Continuing Education Records**

Retain 2 years after current reporting period (per OAR 858-040-0065), destroy

**019 Psychology Staff Credentialing and Licensing Records**

File record copy in Medical Staff Office

**State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

**Databases**

OP/RCS (Oregon Patient/Resident Care System)

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**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Rehabilitation Services

## *Program Description*

Rehabilitation Services assesses new OSH admittees to provide a cognitive functional evaluation for programming purposes; provides direct services to patients; engages in patient treatment planning as members of the Interdisciplinary Team (IDT); provides patient consultation; and engages in patient discharge preparation. Staff represent five disciplines: art, music, occupation, physical therapy, and recreational therapy. Rehabilitation Services also provides barbering and hair design services, canteen refreshments, and evening and weekend recreational opportunities.

## *Program Records*

### **020 Falls Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

### **021 Patient Barbering, Esthetics and Hair Design Records**

Retain 2 years (per OAR 817-015-0065), destroy

### **022 Patient Physical Therapy Records**

File in Patient Medical Record, and retain licensee copy 7 years from date of last entry (per OAR 848-040-110(15), destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

### **023 Patient Rehabilitation (Non-Physical Therapy) Records**

- (a) File evaluative reports, plans, releases and formal consents in Patient Medical Record
- (b) Retain all other records 3 years, destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

### **024 Physical Therapist Continuing Education Records**

Retain 4 years after certification date (per OAR 848-035-0040), destroy

### **025 Rehabilitation Services Operating Records**

- (a) Retain curriculum, lesson plans, operating policies/procedures, and outcome measures 2 years after superseded or obsolete, destroy
- (b) Retain all other records 3 years, destroy

### **026 Rehabilitation Services Program Reports**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

### **027 Rehabilitation Services Staff Credentialing and Licensing Records**

File record copy in Medical Staff Office

### **028 Research Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy



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***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Equipment/Property Disposition Records  
Financial Records (OAR 166-300-0025)  
Credit Card Records  
Personnel Records (OAR 166-300-0040)  
Employee Personnel Records  
Employee Training Records  
Recruitment and Selection Records  
Risk Management Records (OAR 166-300-0045)  
Incident Reports

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Social Work

## *Program Description*

Social Work supports patient recovery with individualized, strengths-based and trauma-informed care. Services include psychosocial assessment, individualized and group therapy, and case coordination. In providing case coordination, Social Work liaises with patient families and other support systems, including DHS's AMH and Seniors and People with Disabilities (SPD) Divisions, County Mental Health Services Programs, Psychiatric Security and Review Board (PSRB), federal Social Security Administration, and the federal Veterans Administration. These interagency partnerships enable Social Work staff to successfully address the patients' family, financial, legal, residential, support and other system issues impeding discharge.

Social Work enhances collaboration between patients and their Interdisciplinary Team (IDT) to facilitate patient movement in the least restrictive environment. Social Work also oversees the Patient Affairs Office, which provides assistance to patients applying for Social Security and other benefits; and the Spiritual Care Program, which addresses the spiritual needs of patients.

## *Program Records*

### **029 Clinical Social Work Patient Records**

File in Patient Medical Record, and retain licensee copy 7 years from date of last session (per OAR 877-030-0100(3)), destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

### **030 Patient Affairs Office Records (including Patient Benefit Records)**

(a) Retain benefit applications 3 years after accepted or denied, destroy

(b) Retain all other records 6 years after superseded or obsolete, destroy

### **031 Patient Voter Registration Records**

Retain until superseded or obsolete, destroy

### **032 Social Work Program Accreditation, Certification and Licensing Records**

File record copy in Quality Improvement program

### **033 Social Work Program Reports**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain drafts and supporting documentation 1 year after completion of report, destroy

### **034 Social Work Staff Continuing Education Records**

Retain 2 years after completion of reporting period (per OAR 877-025-0021), destroy

### **035 Social Work Staff Credentialing and Licensing Records**

File record copy in Medical Staff Office

### **036 Social Work Student Records**

Retain 10 years after separation, destroy

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**037 Social Worker Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

**038 Spiritual Care Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

**039 Spiritual Care Program Accreditation, Certification and Licensing Records**

File record copy in Quality Improvement program

**040 Spiritual Care Program Reports**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Mailing Records

Visitor Records

Personnel Records (OAR 166-300-0040)

Employee Training Records

Volunteer Program Records

Work Schedules and Assignment Records

***Databases***

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**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Clinical Services  
**Unit:** Vocational and Educational Services

## *Program Description*

Vocational and Educational Services provides patients with paid employment and therapeutic interventions that support employment skills. It also provides educational programming for patients, from basic skills through college level coursework.

Occupational Therapists (OTs) provide clinical leadership within Vocational and Educational Services. They are responsible for patient assessment and provide assistance in planning and implementing treatment as well as providing consultative services to other department staff. OTs also provide liaison services to the referring treatment wards and assure that treatment care goals address patient needs. OTs are assisted within Vocational and Educational Services by Certified Occupational Therapy Assistants, Manual Arts Instructors, Rehabilitation Industries Representatives, Support Staff, Student Interns, Institutional Teachers, and Vocational Rehabilitation Counselors.

Vocational and Educational Services is certified as a Sheltered Workshop by the United States Department of Labor (29 CFR 525). This certification allows sub-minimum wage payments to patients who would otherwise be unable to participate in work activities.

## *Program Records*

- 041 Occupational Therapist Continuing Education Records**  
Retain 4 years (per OAR 339-020-0080), destroy
- 042 Occupational Therapy Patient Records**
  - (a) File evaluative reports, plans, progress reports and releases in Patient Medical Record,
  - (b) Retain all other records 3 years, destroyNOTE: Patient Medical Records (record copy) maintained by Medical Record Services.
- 043 Occupational Therapy Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office
- 044 Patient Employment Records**
  - (a) File Patient Payroll Records in Finance – Business program
  - (b) File Patient Benefit Records in Clinical Services – Social Work program
  - (c) Retain monthly reports 5 years, destroy
  - (d) Retain attendance/sign-in sheets and work adjustment skills records 3 years, destroy
  - (e) Retain all other records 2 years after superseded or obsolete, destroy
- 045 Vocational Rehabilitation Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program

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**046 Vocational Rehabilitation Operating Records**

- (a) Retain piece-rate time studies 5 years, destroy
- (b) Retain waiting lists 2 years after superseded or obsolete, destroy
- (c) Retain all other records 2 years, destroy

**047 Vocational Rehabilitation Program Reports**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Accounts Receivable Reports

Invoices

Vendor Reports

Personnel Records (OAR 166-300-0040)

Work Schedules and Assignment Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## ***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Dental Clinic

## ***Program Description***

The Dental Clinic examines and treats oral conditions of the patients at OSH. A separate dental record is maintained in the Dental Clinic that includes a copy of the patient's current medications and most recent physical exam. Patient dental records include documentation of decayed, missing and filled teeth, periodontal condition, radiographs taken, and the dental treatment plan. Each patient visit to the Dental Clinic is entered and described in the IDT/MD Notes section. Medication, including antibiotics, analgesics, and sedatives are often prescribed by the Dental Clinic. The Dental Clinic additionally orders its own supplies, arranges for biomedical equipment maintenance, and maintains daily, weekly and monthly safety logs. The Dental Clinic is governed by ORS 678 (Dentists) and 679 (Dental Hygienists and Denturists), and OAR 818.

## ***Program Records***

### **048 Dental Clinic Accreditation, Certification and Licensing Records**

File record copy in Quality Improvement program

### **049 Dental Clinic Continuing Education Records**

Retain 4 years (per licensure cycles in OAR 818 Division 21), destroy

### **050 Dental Clinic Program Reports**

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain drafts and supporting documentation 1 year after completion of report, destroy

### **051 Dental Clinic Staff Credentialing and Licensing Records**

File record copy in Medical Staff Office

### **052 Patient Dental Records**

File in Patient Medical Record, and retain licensee copy 7 years from date of last entry (per OAR 818-012-0070(3)), destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Key Assignment Records

Risk Management Records (OAR 166-300-0045)

Safety Compliance and Inspection Records

Safety Program Records

## ***Databases***

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Diversity and Cultural Competency

## *Program Description*

The Diversity and Cultural Competency program promotes increased understanding of the relevance of culture, race and ethnicity in an organization that effectively meets the needs of its diverse patient population, and provides a safe and respectful environment for the OSH workforce. The program contributes to a system-wide improvement in the provision of care and treatment for the mentally ill, and furthers DHS cultural competence and diversity initiatives.

## *Program Records*

### **053 Annual Diversity Walk Records**

Retain until superseded or obsolete, destroy

### **054 Diversity and Cultural Competency Performance Records**

(a) Retain Quality Improvement quarterly reports 5 years, destroy

(b) Retain survey records 1 year after completion of final report, destroy

### **055 Diversity Committee Records**

(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy

(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy

(c) Retain all other records 3 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Volunteer Program Records

Equal Employment Opportunity Commission Compliance Records

Equal Employment Opportunity Complaint Records

## *Databases*

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**Organizational Placement**

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Education and Development

**Program Description**

Education and Development provides OSH staff with education and training necessary for the acquisition of knowledge and skills essential for the safety, appropriate care and treatment of OSH patients. Education and Development also oversees and maintains OSH's staff library.

Education and Development additionally administers the Professional Assault Crisis Training (Pro-Act) program, which is a workshop for professionals who work with individuals whose disabilities can be manifested in assaultive behavior. Pro-ACT responds with a defined emphasis on principles to problem-solve potentially dangerous situations and avoid or eliminate restraint.

**Program Records**

**056 Library Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

**057 Professional Assault Crisis Training (Pro-Act) Records**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain curriculum, plans, and procedures 2 years after superseded or obsolete, destroy
- (c) Retain class enrollment, attendance and all other records 2 years, destroy

**058 Staff Library Program Records**

- (a) Retain accession and inventory lists until superseded or obsolete, destroy
- (b) Retain circulation records until transaction is completed, destroy
- (c) Retain all other records 2 years, destroy

**State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Conference, Seminar, and Training Program Records  
Correspondence  
Financial Records (OAR 166-300-0025)  
Competitive Bid Records  
Payroll Records (OAR 166-300-0035)  
Employee Time Records  
Personnel Records (OAR 166-300-0040)  
Employee Training Records

**Databases**

None



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**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Finance – Business

## *Program Description*

Finance – Business is responsible for all accounting functions at OSH, including accounts payable, accounts receivable, travel, and patient trust accounts and patient payroll (including tax reporting). It maintains the record copy of all purchasing records, contracts and agreements between OSH (and vendors and providers) and external local, state and federal public agencies.

Finance – Business manages OSH's Statement of Conditions, a Joint Commission document used to maintain compliance with the National Fire Protection Association's Life Safety Code. The program also maintains all patient account, billing and personnel records for the hospital.

## *Program Records*

### **059 Patient Account Records**

- (a) Retain patient trust account records 10 years, destroy
- (b) Retain all other patient account records 6 years, destroy

### **060 Patient Billing Records**

Retain 6 years after final disposition of billing, destroy

### **061 Patient Payroll Records**

- (a) Retain deduction authorizations, withholding allowance certificates, and beneficiary information 5 years after superseded or employee separation, destroy
- (b) Retain all other patient payroll records 5 years, destroy

### **062 Patient Personnel Records**

- (a) Retain employment applications and personnel actions 5 years after employee separation, destroy
- (b) Retain all other patient personnel records 5 years, destroy

### **063 Statement of Conditions from the Joint Commission**

Retain until superseded or obsolete, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Facility Work Orders  
Financial Records (OAR 166-300-0025)  
Accounts Receivable Reports  
Competitive Bid Records  
Information and Records Management Records (OAR 166-300-0030)  
Records Management Records

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*Databases*

ADPICS (Advanced Purchasing and Inventory Control System)

ORPIN (Oregon Procurement Information Network)

OP/RCS (Oregon Patient/Resident Care System)

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Food and Nutrition Services

## *Program Description*

Food and Nutrition Services is responsible for supplying OSH patients with three meals and a snack every day. Program staff manage all records supporting the menu, production, purchasing, scheduling, meal counts, safety and sanitation measures, and inspections.

Food and Nutrition Services is regulated by the Oregon Dietetics Practice Act (ORS 691.405 – 691.585); OAR 333 Divisions 150, 520 and 525; OAR 834 Division 10, and the federal Health Insurance Portability and Accountability Act (HIPAA) (P.L. 104-191; 45 CFR 160 and 164).

## *Program Records*

- 064 Dietician Consultation Productivity Reports**  
Retain 3 years, destroy
- 065 Food and Nutrition Services Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 066 Food and Nutrition Services Program Reports**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain drafts and supporting documentation 1 year after completion of report, destroy
- 067 Food and Nutrition Services Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office
- 068 Food Preference Surveys**  
Retain 3 years, destroy
- 069 Hazard Analysis Critical Control Point (HACC) Records**  
Retain 1 year, destroy
- 070 Meal Transportation Records**  
Retain 1 year, destroy
- 071 Patient Food Grievance Records**  
Retain 3 years after final resolution of claim, destroy
- 072 Refrigerator Temperature Logs**  
Retain 1 year, destroy
- 073 Recipes**  
Retain 2 years after final use, destroy
- 074 Sharps Logs**  
Retain 2 years after superseded, destroy
- 075 Tray Audit Records**  
Retain 1 year, destroy
- 076 Ward Food Orders**  
Retain until superseded or obsolete, destroy

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***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Key Assignment Records  
Facilities/Property Records (OAR 166-300-0020)  
Equipment Maintenance Records  
Financial Records (OAR 166-300-0025)  
Asset Inventory Reports  
Purchasing Records  
Risk Management Records (OAR 166-300-0045)  
Safety Compliance and Inspection Records

***Databases***

None

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Forensic Evaluation Services (FES)

## *Program Description*

Forensic Evaluation Services (FES) operates a Joint Commission accredited, and Centers for Medicare and Medicaid Services certified, public psychiatric hospital at OSH. The mission of FES is to provide psychiatric hospital and residential treatment services to individuals committed by the courts as part of the state mental health service system. FES provides mental health evaluation reports to courts to facilitate their decisions relating to mental health issues. FES routinely works with patients under the care of FPS (see Forensic Psychiatric Services program).

Most mental evaluations provided by FES staff are for competency to stand trial and criminal responsibility. Other legal matters requiring FES evaluations include partial responsibility, sex offender issues, issues related to alcohol and drug abuse, extreme emotional disturbance, risk assessment, and factors attendant to the Psychiatric Security Review Board (PSRB).

Individuals under the treatment of OSH to restore competency to stand trial require periodic re-evaluations for the courts of jurisdiction; FES tracks and performs this work. Upon court order for a specific evaluation, individuals are transported to FES for a brief admission (generally less than one day) to enable FES staff to complete the needed assessment. FES also conducts evaluations on an outpatient basis. FES evaluators provide testimony on their evaluation work product when required by the courts. FES also plays an active role in the education and supervision of mental health professional trainees aspiring to learn forensic evaluation skills.

## *Program Records*

### **077 Court Ordered Psychiatric and Psychological Evaluation Records**

- (a) File court orders and evaluation reports in Patient Medical Record
- (b) Retain evaluation testing records 10 years after completion of final report, destroy
- (c) Retain all other records 2 years, destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

### **078 Evaluation Transportation Scheduling Records**

- (a) Retain schedules, logs and related records 1 year, destroy
- (b) Retain Department of Corrections preference lists until superseded, destroy

### **079 Forensic Evaluation Services Accreditation, Certification and Licensing Records**

File record copy in Quality Improvement program

### **080 Forensic Evaluation Services Program Reports**

- (a) Retain annual and biennial reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

### **081 Forensic Evaluation Services Staff Credentialing and Licensing Records**

File record copy in Medical Staff Office

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**082 Patient Rights Records**

File in Patient Medical Record

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Information and Records Management Records (OAR 166-300-0030)

Records Management Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Forensic Psychiatric Services (FPS)

## *Program Description*

Forensic Psychiatric Services (FPS) provides care and treatment to adults found guilty except for insanity and sentenced to supervision by the Psychiatric Security Review Board (ORS 161.327). The FPS program also provides treatment to restore fitness to proceed in a trial to individuals determined not competent to aid and assist their attorney (ORS 161.370).

FPS works in conjunction with the FES program (see Forensic Evaluation Services), which conducts psychological and psychiatric evaluations, including determination of an individual's ability to aid and assist their attorney in a trial and determination if a mental disease or defect limits an individual's criminal responsibility. FPS is primarily regulated by OAR 309-031-0010

## *Program Records*

- 083 Forensic Psychiatric Services Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 084 Forensic Psychiatric Services Patient Records (Non-Medical)**  
(a) Retain tracking and other non-medical records (e.g. correspondence) 5 years, destroy  
(b) Retain all other records 2 years, destroy  
NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.
- 085 Forensic Psychiatric Services Program Reports**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain drafts and supporting documentation 1 year after completion of report, destroy
- 086 Forensic Psychiatric Services Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Visitor Records  
Financial Records (OAR 166-300-0025)  
Credit Card Records

## *Databases*

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Human Resources  
**Unit:** Administration

## *Program Description*

Human Resources provides personnel, payroll, and training-related services for OSH. It recruits new employees, presents new employee orientations, and processes personnel transactions. It provides advice and assistance to agency management and staff about personnel functions and issues. The program also develops plans for staffing and maintains all official personnel records.

Human Resources performs agency payroll functions, such as processing pay and benefit changes; updates and maintains employee payroll and personnel files; and provides technical assistance to OSH staff concerning timesheet preparation, payroll, and deduction information in compliance with applicable laws, rules, procedures and labor union agreements. Human Resources also oversees the hospital's safety management (see Safety Management unit).

## *Program Records*

### **087 Employee Investigation Records**

- (a) Retain records resulting in employee termination or disciplinary action 10 years after employee separation, destroy
- (b) Retain all other records 3 years, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Litigation Records  
Payroll Records (OAR 166-300-0035)  
Family Medical Leave Records  
Personnel Records (OAR 166-300-0025)  
Employee Medical Records  
Personnel Records (OAR 166-300-0040)  
Employee Personnel Records  
Equal Employment Opportunity Commission Compliance Records  
Recruitment and Selection Records  
Risk Management Records (OAR 166-300-0045)  
State Accident Insurance Fund (SAIF) Claim Records  
Hazard Exposure Records

## *Databases*

None



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***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Human Resources  
**Unit:** Safety Management

***Program Description***

Safety Management ensures a physical environment free of hazards and provides staff activities to reduce the risk of injuries. It ensures a safe care environment for patients, staff and visitors by offering expertise, consultation and guidance in safety matters to OSH management and staff.

***Program Records***

None

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Facilities/Property Records (OAR 166-300-0020)  
Building Records  
Master Material Safety Data Records  
Risk Management Records (OAR 166-300-0045)  
Incident Reports  
Safety Compliance and Inspection Records  
Safety Program Records  
State Accident Insurance Fund (SAIF) Claim Records

***Databases***

None

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**Organizational Placement**

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Infection Control

**Program Description**

The Infection Control Program reduces hospital-associated (nosocomial) infections for patients and occupationally acquired infections for health care workers by emphasizing early recognition of risk and use of prevention and control measures at OSH. The program promotes health and improves the quality of clinical care and the working environment by emphasizing prevention and/or control of infectious diseases. Infection Control reduces patient morbidity related to nosocomial infection, and advocates methods to reduce risks to health care workers, considering the cost-effectiveness of each of its recommendations.

**Program Records**

**088 Adolescent Testing Records [no longer created]**

File in Patient Medical Record

NOTE: Patient Medical Records maintained by OSH Medical Record Services program.

**089 Incident and Outbreak Records**

(a) Retain final reports 20 years, destroy

(b) Retain drafts and supporting documentation 5 years after completion of final report, destroy

(c) Retain daily summaries and incident/outbreak surveillance records 1 year, destroy

NOTE: Retain employee hazard exposure records 30 years after separation (per 29 CFR 1910.1020), destroy

**090 Infection Control Committee Records**

(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy

(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy

(c) Retain all other records 3 years, destroy

**091 Patient Chest X-Ray (CXR) Examination Records**

(a) File interpretive reports and findings in Patient Medical Record

(b) Retain all other clinical records 7 years after discharge (per OAR 333-505-0050(18), destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

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***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Key Assignment Records  
Policy and Procedure Guidelines and Manuals  
Financial Records (OAR 166-300-0025)  
Invoices  
Information and Records Management Records (166-300-0030)  
Forms Development Records  
Personnel Records (OAR 166-300-0040)  
Employee Medical Records (e.g. X-rays)  
Employee Training Records  
Risk Management Records (OAR 166-300-0045)  
Hazard Exposure Records (e.g. blood test or other laboratory results)  
Safety Compliance and Inspection Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Laboratory Services

## *Program Description*

Laboratory Services conducts laboratory testing ordered by OSH physicians for patients under their care. Laboratory Services collects testing samples from patients in the hospital wards, performs testing, analyzes results, and conducts research in the reference laboratory. Laboratory Services maintains an extensive variety of instruments and supplies necessary for the successful support of its diverse testing needs. Laboratory Services is regulated by ORS 438, and OAR 333 Division 24 (Clinical Laboratories), 56 (Infectious Waste Management), and 64 (Accreditation). Federally, the program receives regulatory guidance from the Clinical Laboratory Improvement Amendments of 1988 (P.L. 100-578), as amended (42 U.S.C. 201 and 263a; 42 CFR 493); the federal laboratory retention requirements are listed in 42 CFR 493.1105 and 21 CFR 606.160(d).

## *Program Records*

- 092 Accession Logs**  
Retain 2 years, destroy
- 093 Infection Control Documentation Records**  
Retain 2 years, destroy
- 094 Instrument Printout Records**  
Retain 2 years, destroy
- 095 Laboratory Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 096 Laboratory Equipment and Instrument Documentation and Maintenance Records**  
Retain 1 year after equipment or instrument disposed of, destroy
- 097 Laboratory Proficiency Testing Records**  
Retain 2 years, destroy
- 098 Laboratory Services Quality Improvement (QI) Project Records**  
Retain 2 years, destroy
- 099 Laboratory Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office
- 100 Laboratory Standards and Procedures**  
Retain 2 years after superseded or discontinued, destroy
- 101 Laboratory Test Performance and Quality Control Records**
  - (a) Retain pathology, cytology and histopathology control records 10 years (per OAR 333-024-0037(17)), destroy
  - (b) Retain immunohematology control records 5 years (per OAR 333-024-0050(2)), destroy
  - (c) Retain all other specialty control records 2 years (per OAR 333-024-0050(2)), destroy
- 102 Research Information Sheets**  
Retain 2 years, destroy

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- 103 Specimen Blocks**  
Retain 2 years after examination (per OAR 333 Division 24), destroy
- 104 Specimen Examination Records**  
(a) Retain pathology, cytology and histopathology testing records 10 years (per OAR 333-024-0050(2)), destroy  
(b) Retain immunohematology testing records 5 years (per OAR 333-024-0050(2)), destroy  
(c) Retain all other testing records 2 years (per OAR 333-024-0050(2)), destroy
- 105 Test Reports (Laboratory Test Results)**  
File in Patient Medical Record  
NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.
- 106 Test Requisitions and Authorizations**  
Retain 2 years, destroy
- 107 Test Slides**  
(a) Retain histopathology slides 10 years (per OAR 333-024-0050(3)), destroy  
(b) Retain cytology slides 5 years (per OAR 333-024-0050(3)), destroy  
(c) Retain all other slides as needed, destroy
- 108 Tissue Remnants**  
Retain until completion of diagnosis on the specimen, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Key Assignment Records  
Policy and Procedure Guidelines and Manuals  
Work Orders  
Financial Records (OAR 166-300-0025)  
Budget Allotment Reports  
Personnel Records (OAR 166-300-0040)  
Position Description and Reclassification Records  
Work Schedules and Assignment Records  
Risk Management Records (OAR 166-300-0045)  
Hazard Exposure Records  
Incident Reports  
Safety Compliance and Inspection Records

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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**Organizational Placement**

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Medical Clinic

**Program Description**

The Medical Clinic provides medical care to patients via unit and clinic visits by physicians and nurse practitioners. It provides specialized nursing procedures and holds specialty clinics on a regular basis with outside physician contractors. The program also provides radiology services.

**Program Records**

- 109 Electrocardiograph and Electroencephalograph (ECG, EEG, EKG) Records**  
(a) File interpretive summaries in Patient Medical Record  
(b) Retain all other clinical records 7 years after discharge (per OAR 333-505-050(18)),  
destroy  
NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.
- 110 Medical Clinic Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 111 Medical Clinic Equipment Documentation and Maintenance Records**  
Retain 1 year after equipment disposed of, destroy
- 112 Medical Clinic Program Reports**  
(a) Retain annual and biennial reports 10 years, destroy  
(b) Retain drafts and supporting documentation 1 year after completion of report, destroy
- 113 Medical Clinic Service Records**  
Retain 3 years, destroy
- 114 Medical Clinic Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office
- 115 Neurologic Records**  
(a) File diagnostic and evaluative reports in Patient Medical Record  
(b) Retain all other clinical records 7 years after discharge (per OAR 333-505-050(18)),  
destroy  
NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.
- 116 Optometric Records**  
Retain 7 years from date of last clinical notation (per OAR 852-010-0051), destroy  
NOTE: For minor patients retain 7 years, or until patient is 21 years, whichever is longer
- 117 Patient Scheduling Records**  
Retain 7 years, destroy
- 118 Quality Improvement (QI) Project Records (Medical Clinic)**  
Retain 2 years, destroy
- 119 Radiologic Records (internal and external)**  
(a) File interpretive summaries in Patient Medical Record  
(b) Retain all other clinical records 7 years after discharge (per OAR 333-505-050(18)),  
destroy  
NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

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***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Mailing Lists

Work Orders

Financial Records (OAR 166-300-0025)

Accounts Payable Records

Competitive Bid Records

Purchasing Records

Information and Records Management Records (OAR 166-300-0030)

Forms Development Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Medical Record Services (MRS)

## *Program Description*

Medical Record Services (MRS) is the core of OSH's medical records system, which includes all programs and treatment disciplines. The process of collecting, monitoring and retrieving medical records information between MRS, treatment staff, reimbursement, Mental Health Information System, and Administration continues for the duration of each patient's stay at OSH.

MRS is responsible for administering medical records and patient information throughout the hospital; transcribing treatment reports into the patient medical record; processing the patient's medical record upon discharge; and coordinating the collection, maintenance and retrieval of all current patient information. MRS maintains the record copy of all OSH patient medical records. The program is regulated primarily by OAR 333-505-0050.

## *Program Records*

- 120 Arson Reports (to State Fire Marshal)**  
File in Patient Medical Record, and retain program copy 1 year, destroy
- 121 Confidentiality and Non-Disclosure Agreements**  
File record copy with Employee Personnel Records in OSH Human Resources program
- 122 Medical Record Forms Subcommittee Records**
  - (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
  - (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
  - (c) Retain all other records 3 years, destroy
- 123 Medical Record Services Special Project Records**  
Retain 3 years, destroy
- 124 Medical Records Committee Records**
  - (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
  - (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
  - (c) Retain all other records 3 years, destroy
- 125 Monthly Death Reports**  
Retain 10 years, destroy
- 126 Morbidity and Mortality Incident and Death Reports**  
Retain 10 years, destroy
- 127 OSH Commitment Tracking Sheets**  
Retain 1 year, destroy
- 128 OSH Master Patient Index (Admissions, Discharges, Deaths), 1883 – [ongoing] 2 c.f.**  
Retain permanently, transfer to State Archives 75 years after last activity
- 129 OSH Patient Cremation Records, 1883 – [ongoing] 2 c.f.**
  - (a) Retain log and card file permanently, transfer to State Archives after 75 years
  - (b) Retain all other records 25 years, destroy



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- 130 OSH Patient Death Register**  
Retain 10 years, destroy
- 131 OSH Patient Statistical Reports, 1883 – [ongoing] 1 c.f.**  
(a) Retain final monthly reports permanently, transfer to State Archives after 10 years  
(b) Retain report preparation records 2 years after completion of final report, destroy
- 132 Patient Mail Tracking Records**  
Retain 1 year, destroy
- 133 Patient Medical Records, 1883 – [ongoing] 10 c.f.**  
Record series documents the admission, evaluation, testing, treatment, and discharge of OSH patients. Treatment is both psychiatric and medical. Records include, but are not limited to clinical assessments, progress notes, consultations, treatment plans, informed consents, property sheets, and legal documents. Series includes juvenile patient records (through 2005), and Dammasch State Hospital patient records (through 1995). Records may be exempt from disclosure for 75 years (per ORS 192.496 and ORS 192.502(2)).  
(a) Retain face sheets; discharge/death summaries; autopsy reports; reports of death and burial permits (discontinued approximately 1970); physician's admission record (also known as case history, admission history, or clinical history); physical examination (also known as medical history); social service history (also known as psychosocial history or assessment); and psychological reports (also known as psychology and/or neuropsychology assessments) permanently, transfer to State Archives 75 years after last activity  
(b) Retain all other records 75 years after last activity, destroy
- 134 Patient Status Records**  
(a) File court orders in subject's Patient Medical Record  
(b) Retain delinquency reports 3 years, destroy  
(c) Retain diagnosis code change reports 1 year after most recent entry, destroy  
(d) Retain driving records 1 year after received from issuing agency, destroy  
(e) Retain data updates 2 years after superseded or obsolete, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Staff Meeting Records

Information and Records Management Records (OAR 166-300-0030)

Forms Development Records

Litigation Records

Records Management Records

Personnel Records (OAR 166-300-0040)

Employee Training Records

Work Schedule and Assignment Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Medical Staff Office

## *Program Description*

The Medical Staff Office maintains credentialing and privileging records for OSH's Medical and Allied Health Professional Staff. It maintains a database to track staff credentialing and privileging, licensure status, federal Drug Enforcement Agency (DEA) certification, board certification, personal identification information (PIN, UPIN), appointment data, and privileges. The Nursing Services program maintains credentialing records for OSH nurses.

The office schedules interdisciplinary patient care monitor meetings; coordinates recruitment and retention of physicians (including securing locum tenens coverage) in conjunction with OSH Human Resources; solicits contractors for specialty physician and other professional positions in conjunction with OSH Operations; prepares and processes physician training requests; and maintains a database to track educational leave. The office also tracks informed consent reviews by outside consultants; works with Oregon Health Sciences University (OHSU) to coordinate the scheduling of residents assigned to OSH-Portland and fellows assigned to OSH-Salem; and maintains resident/fellow information pursuant to Joint Commission and other requirements.

The Medical Staff Office gathers and prepares rate setting information for annual submission to DHS's Institutional Revenue section; monitors the completion of Medicare provider forms for physicians; prepares and distributes a monthly department calendar of events; and prepares and distributes updates to the OSH Medical Department Manual, and other publications as requested.

The office also hosts and compiles/maintains the records and meeting minutes for Medical and Allied Health Professional Staff (MAHPS), and the following hospital committees: MAHPS Executive; Medical Executive; Credentialing; Bylaws; and Morbidity and Mortality.

## *Program Records*

### **135 Bylaws Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

### **136 Credentialing Committee Records**

- (a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy
- (b) Retain meeting audio or video recordings 1 year after minutes approved, destroy
- (c) Retain all other records 3 years, destroy

### **137 Medical and Allied Health Professional Staff Credentialing and Licensing Records**

Retain 30 years after separation from Oregon State Hospital, destroy

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- 138 Medical and Allied Health Professional Staff Executive Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy
- 139 Medical and Allied Health Professional Staff Organizational Records**  
(a) Retain by-laws, mission and policy statements, and final reports 25 years, destroy  
(b) Retain all other records 10 years, destroy
- 140 Medical Executive Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy
- 141 Morbidity and Mortality Committee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy
- 142 Oregon State Hospital Medical Department Manual**  
Retain 20 years after superseded or obsolete, destroy
- 143 Physician Continuing Education Records**  
Retain 10 years, destroy

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Conference, Seminar, and Training Program Records  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Policy Development and Planning Records  
Professional Membership Records  
Publication Preparation Records  
Staff Meeting Records  
Personnel Records (OAR 166-300-0040)  
Employee Training Records  
Work Schedules and Assignment Records

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

# OREGON STATE ARCHIVES Records Retention Schedule

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Nursing Services

## *Program Description*

Nursing Services is a major clinical discipline within OSH's organizational structure. The program is responsible for providing quality nursing treatment and services to OSH patients, establishing and updating nursing policies and procedures, and adhering to the standards of practice in patient care set forth in the Oregon Nurse Practice Act (ORS 678.010 to 678.445; OAR 851). Nursing Services additionally maintains credentialing records for OSH nurses.

## *Program Records*

- 144 Confidentiality and Non-Disclosure Agreements**  
File record copy with Employee Personnel Records in OSH Human Resources program
- 145 Nursing Services Program Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 146 Nursing Services Program Reports**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain drafts and supporting documentation 1 year after completion of report, destroy
- 147 Nursing Services Staff Credentialing and Licensing Records**  
Retain 10 years after separation from Oregon State Hospital, destroy

## *State Agency General Records Retention Schedule Records*

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Personnel Records (OAR 166-300-0040)  
Position Description and Reclassification Records

## *Databases*

OP/RCS (Oregon Patient/Resident Care System)

OREGON STATE ARCHIVES  
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**Organizational Placement**

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Operations

**Program Description**

Operations maintains all OSH facilities, including heating, ventilation and air conditioning systems, hot and cold domestic water systems, electrical systems, plumbing systems, building automation control systems, security cameras and gates, hospital grounds, fleet services, remodeling and minor to moderate sized construction projects, and fire/life safety code compliance. Operations also coordinates physical plant accreditation and compliance pursuant to the Joint Commission's standards; maintains Statement of Conditions records; and provides emergency maintenance and repair services (ORS 441; and OAR 333 Divisions 515 and 530).

**Program Records**

**148 Operations Program Reports**

- (a) Retain final reports 10 years, destroy
- (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

**149 OSH Facilities Accreditation, Certification and Licensing Records**

File record copy with OSH Program Accreditation, Certification and Licensing Records in OSH Quality Improvement program

**State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Key Assignment Records  
Work Orders  
Facilities/Property Records (OAR 166-300-0020)  
Building Records  
Equipment Maintenance Records  
Hazardous Substance Employer Survey Records  
Master Material Safety Data Records  
Financial Records (OAR 166-300-0025)  
Accounts Payable Reports  
Competitive Bid Records  
Credit Card Records  
Personnel Records (OAR 166-300-0040)  
Position Description and Reclassification Records  
Work Schedules and Assignment Records

**Databases**

None

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Pharmacy

## *Program Description*

The Pharmacy program supports the pharmaceutical care needs of OSH patients. Pharmacists ensure the safety of OSH patients by reviewing medication orders for drug interactions, adverse reactions, therapeutic duplication, and/or medical contraindications each time a medication is dispensed. The Pharmacy program procures and compounds all medications, including oral, topical, and injectable medications as prescribed for patients. The program monitors laboratory values for certain medications and works collaboratively with physicians, nurses, and other healthcare team members to monitor and adjust medication dosing. The Pharmacy program also provides clinical medication therapy management services, research support, and patient and staff education/training. The Pharmacy program additionally works with DHS's Office of Payment Accuracy and Recovery (OPAR) to secure claim reimbursement for Medicare Part D enrollees. The program is governed by the Oregon Pharmacy Act (ORS 689) and OAR 855.

## *Program Records*

- 150 Adverse Drug Reaction Records**  
Retain 5 years, destroy
- 151 Clozapine Administration and Testing Records**  
Retain 5 years, destroy
- 152 Compound Product Preparation, Verification, Dispensation and Transfer Records**  
Retain 3 years (per OAR 855-045-0270), destroy
- 153 Controlled Substance Inventories**  
Retain 3 years (per OAR 855-080-0070), destroy
- 154 Monthly Ward Inspection Records**  
Retain 3 years, destroy
- 155 Patient Prescription Records**  
Retain 3 years from first dispensation (per OAR 855-041-0060), destroy
- 156 Pharmacist-in-Charge (PIC) Inspection and Audit Records**  
Retain 3 years after date of completion (per OAR 855-019-0300), destroy
- 157 Pharmacist-in-Charge (PIC) Pharmacy Self-Inspection Reports**  
Retain 3 years after date of completion (per OAR 855-019-0300), destroy
- 158 Pharmacy Accreditation, Certification and Licensing Records**  
File record copy in Quality Improvement program
- 159 Pharmacy Prescription Service Records**
  - (a) Retain daily fill and pull lists until administrative need ends, destroy
  - (b) Retain all other records 1 year, destroy
- 160 Pharmacy Program Reports**
  - (a) Retain annual and biennial reports 10 years, destroy
  - (b) Retain drafts and supporting documentation 1 year after completion of report, destroy

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- 161 Pharmacy Staff Credentialing and Licensing Records**  
File record copy in Medical Staff Office
- 162 Prescription Fill-Error Reports**  
Retain 5 years, destroy
- 163 Vaccination and Immunization Records**  
Retain 3 years after administration (per 855-019-0290), destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

- Administrative Records (OAR 166-300-0015)
- Calendar and Scheduling Records
- Correspondence
- Key Assignment Records
- Policy and Procedure Guidelines and Manuals
- Financial Records (OAR 166-300-0025)
- Accounts Receivable Reports
- Personnel Records (OAR 166-300-0040)
- Employee Training Record
- Position Description and Reclassification Records

***Databases***

- OP/RCS (Oregon Patient/Resident Care System)

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***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Psychiatric Recovery Services (PRS)

***Program Description***

Psychiatric Recovery Services (PRS) primarily serves non-forensic OSH patients who have been civilly committed due to serious and persistent mental illness. It also serves forensic and non-forensic patients from all areas of OSH who have a physical illness or other medical need; patients who have suffered brain damage; and patients requiring general geriatric medical care. PRS provides services at Salem and Portland campuses.

***Program Records***

**164 Geriatric Treatment Services Nursing Log**

Retain 1 year, destroy

NOTE: Patient Medical Records (record copy) maintained by Medical Record Services.

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Financial Records (OAR 166-300-0025)  
Credit Card Records  
Purchasing Records  
Personnel Records (OAR 166-300-0040)  
Work Schedules and Assignment Records  
Risk Management Records (OAR 166-300-0045)  
Incident Reports

***Databases***

OP/RCS (Oregon Patient/Resident Care System)



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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Quality Improvement (QI)

## *Program Description*

The Quality Improvement (QI) program is responsible for preparing OSH for external regulatory surveys, and monitoring key hospital-wide quality indicators. When opportunities for improvement are identified, either by internal monitoring or external surveyors, the QI program helps to develop and track corrective action plans. The QI program coordinates activities related to the hospital's Quality Council, including numerous operating committees. It plays a lead role in the multi-year, multi-department Continuous Improvement Plan, first initiated in 2007. QI also maintains the record copy of all OSH program accreditation, certification, and licensing records.

The Quality Council is responsible for designing, measuring, assessing and improving hospital performance. It minimizes duplication; enhances communication between programs, departments and other committees; and synthesizes information gathered from a variety of sources.

Committees reporting to the Quality Council include: Patient Safety; Pharmacy and Therapeutics; Clinical Executive; Infection Control (see Infection Control program); Emergency Operations Center; Education and Development; Medical Records; Utilization Review; and Process Improvement. Subcommittees of the Patient Safety Committee include: Catastrophic Incident Response Plan (CIRP); Hospital Accreditation Program (HAP); Primary Care Council; Falls (see Rehabilitation Services unit); and Seclusion and Restraint. Subcommittees of the Emergency Operations Center Committee include Emergency Preparedness and Hospital Safety. Subcommittees of the Process Improvement Committee include: Staffing Effectiveness; Failure Mode and Effects Analysis (FMEA); Root Cause Analysis; and Rapid Process Improvement.

QI administers the Medical Department Continuous Quality Improvement (MDCQI) program, which is the quality improvement mechanism for OSH physicians. MDCQI works to improve the quality of psychiatric and somatic care at OSH, and maintains a standard of physician practice acceptable to hospitals nationwide. MDCQI is overseen by the MDCQI Committee. QI also coordinates and maintains OSH's Joint Commission accreditation records, regularly submitting required information about OSH programs via the commission's Accreditation Manager Plus (AMP) software to maintain continuous compliance for the hospital. The Joint Commission is a private, non-profit organization that accredits hospitals nationwide.

## *Program Records*

### **165 Joint Commission Accreditation Records**

- (a) Retain final reports to the Joint Commission 6 years, destroy
- (b) Retain Joint Commission standards 5 years after superseded or obsolete, destroy
- (c) Retain accreditation survey records 2 years after submission of final report, destroy
- (d) Retain Written Plans of Professional Service until superseded or obsolete, destroy

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- 166 Medical Department Continuous Quality Improvement Committee Records**  
(a) Retain approved written meeting minutes 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other committee records 5 years, destroy
- 167 Medical Department Continuous Quality Improvement Program Records**  
(a) Retain final quarterly and annual reports 10 years, destroy  
(b) Retain monthly chart audit records 1 year after completion of final report, destroy  
(c) Retain all other program records 5 years, destroy
- 168 Oregon State Hospital Continuous Improvement Plan Records**  
(a) Retain final Oregon State Hospital Continuous Improvement Plans 20 years, destroy  
(b) Retain all other Oregon State Hospital Continuous Improvement Plan development and planning records 2 years after completion of final document, destroy
- 169 Oregon State Hospital Program Accreditation, Certification and Licensing Records 1883 – [ongoing] 1 c.f.**  
Retain permanently, transfer to State Archives after 20 years
- 170 Patient Satisfaction Records**  
(a) Retain final summary reports 5 years destroy  
(b) Retain survey records 1 year after completion of final report, destroy
- 171 Quality Council Records [formerly known as Quality Improvement Committee] 1980 – [ongoing] 2 c.f.**  
(a) Retain meeting minutes, agendas, exhibits and final reports permanently, transfer to State Archives after 10 years  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 10 years, destroy
- 172 Quality Council, Committee and Subcommittee Records**  
(a) Retain meeting minutes, agendas, exhibits and final reports 10 years, destroy  
(b) Retain meeting audio or video recordings 1 year after minutes approved, destroy  
(c) Retain all other records 3 years, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

***Databases***

Accreditation Manager Plus (AMP)

OP/RCS (Oregon Patient/Resident Care System)

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## ***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Risk Management

## ***Program Description***

Risk Management is the central repository for OSH incident reports, including medication variance data. The Risk Management program coordinates and tracks incident report follow-up activity, data trending, and intercommunication with clinical and non-clinical areas throughout the hospital. The program collects data and distributes reports to OSH staff and administration.

Risk Management coordinates OSH's response to tort claims and other litigation. In conjunction with OSH staff and attorneys, the Risk Management program responds to inquiries from the Oregon Department of Administrative Services (DAS); oversees exhaustive records production requests; conducts confidential staff interviews; and prepares depositions, affidavits and investigatory reports. Risk Management staff also make determinations and recommendations regarding staff claims regarding property loss due to patient actions or tort claims.

Risk Management is responsible for following state and federal legislation, and for responding to measures and amendments with written analysis and testimony, particularly when the Oregon Legislative Assembly is in session. Following each legislative session, Risk Management analyses measure outcomes and delivers compliance recommendations to the administration.

The Risk Management program works on a wide variety of OSH investigations, patient cases, building projects, legal research, and policy changes. It manages OSH Health Licensure complaints, plays a role in responding to Occupational Safety and Health Administration (OSHA) complaints and achieving compliance with the Joint Commission. Risk Management is also involved in OSH's business continuity planning and emergency preparedness.

## ***Program Records***

**None**

## ***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Correspondence  
Litigation Records  
Risk Management Records (OAR 166-300-0045)  
Incident Reports

## ***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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***Organizational Placement***

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Security/Communications Center

***Program Description***

The OSH Security/Communications Center is responsible for providing security for individuals and property on the OSH campus; providing transportation of patients; responding to emergencies; investigating incidents within the boundaries of the campus; dispatching emergency responders; maintaining the centralized communication center for phone system, information and assistance; securing patient property; and maintaining the OSH mail service.

***Program Records***

- 173 Employee and Patient Property Claim Records**  
Retain 10 years, destroy
- 174 Patient Package Receipt Records**  
Retain 3 years, destroy
- 175 Patient Release Revocation Records**  
Retain 5 years, destroy
- 176 Patient Transportation and Trip Records**  
Retain 5 years, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Key Assignment Records  
Postal Records  
Security Records  
Telecommunications Logs  
Information and Records Management Records  
Telecommunications System Management Records  
Facilities/Property Records (OAR 166-300-0020)  
Equipment/Property Disposition Records  
Personnel Records (OAR 166-300-0040)  
Position Description and Reclassification Records  
Risk Management Records (OAR 166-300-0045)  
Emergency Response Plans and Procedures  
Incident Reports  
Safety Program Records  
Vehicle Accident Records

***Databases***

OP/RCS (Oregon Patient/Resident Care System)

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**Organizational Placement**

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Strategic Planning

**Program Description**

Strategic Planning acts as OSH's liaison with DHS's Office of Information Services and other state technology organizations. It acquires and implements new technology at OSH, and manages change requests to existing technology. Strategic Planning also administers OSH's Management of Information Services (MIS) program, which maintains OSH population records and reports.

**Program Records**

**177 Oregon State Hospital Population Records**

- (a) Retain daily census and summary reports until end of subsequent biennium, destroy
- (b) Retain all other records until superseded or obsolete, destroy

**State Agency General Records Retention Schedule Records**

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Contracts and Agreements  
Correspondence  
Work Orders  
Facilities/Property Records (OAR 166-300-0020)  
Equipment/Property Disposition Records  
Facility Work Orders  
Financial Records (OAR 166-300-0025)  
Budget Preparation Records  
Information and Records Management Records (OAR 166-300-0030)  
Computer System Maintenance Records  
User Support Records

**Databases**

OP/RCS (Oregon Patient/Resident Care System)

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## *Organizational Placement*

**Schedule Number: 2009-0002**

**Agency:** Department of Human Services (DHS)  
**Division:** Addictions and Mental Health (AMH)  
**Section:** Oregon State Hospital (OSH)  
**Program:** Volunteer Services

## *Program Description*

Volunteer Services coordinates the provision of donated time, services and goods to enhance patient care at OSH. It assists hospital staff in providing the care necessary to prepare patients to return to the community as quickly as possible. The program enhances patient services with time and goods not provided in the agency budget by recruiting and coordinating the work of volunteers with special skills (e.g. tutoring, pet visitation, arts and crafts). It also solicits and distributes donations to OSH. It works with groups and individuals within and outside OSH.

Volunteer Services helps patients maintain contact with the community, which aids their ultimate return to the community. It maintains and enhances OSH's contact with the community by maintaining relationships with supportive groups and individuals. Volunteer Services manages the Peggy Ross Trust fund, a memorial trust that provides annual interest-earned grant funds for OSH patient benefit. Grants are proposed by OSH staff, programs or departments, and reviewed and awarded by the Peggy Ross Grants Committee with the approval of the Superintendent's Council. Volunteer Services manages the Portland-OSH (POSH) Corner Store, a gift shop staffed by volunteers for the benefit of OSH; the store was previously overseen by the Oregon State Hospital Foundation, which ceased operations in 2008. Volunteer Services also publishes the hospital newsletter, "OSH Recovery Times," which is printed and posted to DHS's website.

## *Program Records*

- 178 Oregon State Hospital "Bulletin" Newsletter [September 1991 to May 2003], .5 c.f.**  
Retain permanently, transfer to State Archives
- 179 Oregon State Hospital Foundation Records [1990 – 2008], 1 c.f.**  
(a) Retain annual reports, articles of incorporation, board meeting minutes, awarded funding proposals, award letters, bylaws, policies and resolutions, financial statements (year-end), tax exempt application and determination letters, and tax returns permanently, transfer to State Archives after 20 years  
(b) Retain all other records 7 years, destroy
- 180 "OSH Recovery Times" Newsletter, July 2005 – [ongoing], .5 c.f.**  
Retain as needed, transfer to State Library for permanent access, per ORS 357.090 et seq.
- 181 Peggy Ross Trust Fund Records**  
(a) Retain grant records 5 years after annual or final expenditure report accepted, destroy  
(b) Retain unsuccessful grant applications 3 years after rejection or withdrawal, destroy  
(c) Retain all other fund records 6 years, destroy
- 182 Student Worker Records**  
(a) Retain applications, notices of fitness, reference checks, employment agreements, work and evaluation records 5 years after separation, destroy  
(b) Retain all other records 3 years, destroy

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- 183 Volunteer Confidentiality/Non-Disclosure Agreements and**  
Retain 6 years after separation, destroy
- 184 Volunteer Services Program Records**  
(a) Retain final reports 5 years, destroy  
(b) Retain all other records 5 years after superseded, destroy
- 185 Volunteer Survey Records**  
(a) Retain summary reports 3 years, destroy  
(b) Retain all other records until completion of summary report or 3 years, whichever is sooner, destroy

***State Agency General Records Retention Schedule Records***

*Records include but are not limited to:*

Administrative Records (OAR 166-300-0015)  
Calendar and Scheduling Records  
Correspondence  
Staff Meeting Records  
Financial Records (OAR 166-300-0025)  
Grant Records  
Legislatively Approved Budgets  
Personnel Records (OAR 166-300-0040)  
Volunteer Program Records

***Databases***

None