

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 2:** Clinical Support Services

**POLICY: 2.006**

**SUBJECT:** Records Retention and Destruction

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**POINT** JONI DETRANT

**PERSON:** DIRECTOR HEALTH INFORMATION

**APPROVED:** GREGORY P. ROBERTS  
SUPERINTENDENT

**DATE:** April 30, 2012

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### I. POLICY

To retain and destroy public records in accordance with state law that includes maintaining a current record retention schedule approved by the State Archivist for unique record series in use at the Oregon State Hospital. Each person/area is responsible for following the General Record Schedule as outlined in Oregon Administrative Rule, Chapter 166, as well as OSH Record Retention Schedule.

### II. DEFINITIONS

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

### III. PROCEDURES

- A. The Director of Health Information serves as the hospital's Records Officer and liaison to the Archives Division.
- B. Files shall be purged in accordance with the Record Retention Schedule. (See Attachment 1)
  - 1. When needed, the record series may be transferred and stored off-site following DHS-050-005, Archives Policy.
  - 2. When a record series can be destroyed, the responsible area must safeguard the confidentiality of materials. Confidential record series shall be placed in receptacles marked CONFIDENTIAL for proper destruction.

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C. The Records Officer shall coordinate review of the schedule every five years. Additions/changes to the schedule during this time must be added as a special addendum. Approval by the State Archivist and the OSH Deputy Superintendent is required.

D. Between review cycles, please visit the following website for the most current version of the Retention Schedule:

<http://arcweb.sos.state.or.us/pages/recmgmt/sched/index.html>

### **III.     ATTACHMENTS**

Attachment 1

### **IV.     REFERENCES**

Oregon Administrative Rule, Chapter 166, Secretary of State, Archives Division.

Oregon Revised Statute 192.105.

Oregon State Archives General Records Retention Schedule

Records Management Manual - Oregon State Archives

DHS-050-005 Policy, DHS Archives

Replaces Oregon State Hospital Policy and Procedure 2.006, *Records Retention and Destruction*, dated 7/2/2008.