

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA WEDNESDAY, DECEMBER 2, 2015
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, OR 97058

Public Comment: Individuals wishing to address the Commission on items not already listed on the Agenda may do so during the first half-hour and at other times throughout the meeting; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

Departments: Are encouraged to have their issue added to the Agenda in advance. When that is not possible the Commission will attempt to make time to fit you in during the first half-hour or between listed Agenda items.

NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900.

9:00 a.m.

CALL TO ORDER

Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board.

- Corrections or Additions to the Agenda
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda) [VOCA Grant Agreement](#), [Records Retention Policy](#), [Courthouse Improvement IGA](#), [Home at Last Deed](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 11.4.2015 Regular Session](#), [Codes Compliance Lien](#)

9:30 a.m. [Road Rename Application](#) – Dawn Baird

9:45 a.m. [Road Vacation Report](#) – Arthur Smith

10:00 a.m. [Youth Think/AMA Grant Agreement](#) – Debby Jones

10:10 a.m. [LUDO Update Resolution](#)
 [State Marijuana Laws Discussion](#) } Angie Brewer

BREAK

5:30 p.m. [Building Codes in Wasco County](#) - A Discussion

NEW / OLD BUSINESS
ADJOURN

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
DECEMBER 2, 2015

PRESENT: Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant
ABSENT: Scott Hege, Commission Chair

At 9:00 a.m. Acting Chair Runyon opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. He announced that Chair Hege is absent due to the birth of his first grandchild. He added a volunteer award to the agenda.

Volunteer Award

Acting Chair Runyon commended Jennifer Borne, Work Source Disabled Veterans Employment Representative and member of the Wasco County Veterans Services Advisory Committee, for her work in organizing a Veterans Stand Down at the Civic Auditorium in The Dalles. He stated that the event was an excellent service to the community and presented Ms. Borne with a certificate of appreciation.

Ms. Borne said that the event served 45 veterans – 39 male veterans and 6 female veterans. Most of the veterans were from The Dalles area but there were some from other areas – 3 from Portland, 1 from Hood River, 1 from Mosier, 1 from Eugene, 1 from Carson, Washington, 5 from Dallesport, 2 from Salem, 1 from Ranier, 1 from Wasco, 1 from Springfield and 1 from Wishram, Washington. Ten of the veterans were identified as homeless. Fourteen veterans received dental care – some of it extensive. Other services that were provided included mental health, eyeglasses from

the Lions, housing and shelter, employment and job training assistance, veterans benefit counseling, personal hygiene kits and haircuts.

Ms. Borne reported that 22 veterans received surplus. She said that 27 volunteers participated in the event from various local and out-of-area organizations including the Lions Club, Red Hat Society, Hope for Heroes, the Veterans Services Advisory Committee, Salvation Army, VFW Auxiliary, and the Veterans Ad Hoc Committee. She added that she has a list of additional providers she would like to have join the event next year: the DMV, legal services, flu shots, medical screenings, audiometry, faith counseling, social security and substance abuse.

Discussion List – VOCA Grant

Victims Assistance Coordinator Judy Urness said that they have someone on staff that will be working for three hours a day in the Victims Assistance program; the DA's Office is looking for someone to cover the reception desk for those three hours. She said that they hope to hire that part-time position by January 1, 2016.

Commissioner Kramer asked about the gap between the end of the grant and the reporting requirement deadline. He also noted that the contract appears to say that we do not have to report and yet sets a timeline for reporting. Ms. Urness replied that she does have to report; legal would have to explain the contradiction. She stated that they allow one month for staff to complete and submit the report following the end of the grant cycle.

Acting Chair Runyon asked about the requirement to return unused funds. Ms. Urness responded that although funds have been carried over, to her knowledge none have had to be returned.

{{{Commissioner Kramer moved to approve the 2015-2017 VOCA and CFA Non-competitive Grant Agreement VOCA/CFA-2015-WascoCo.DAVAP-0005. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Discussion List – Records Retention Policy

Ms. White explained that the County has followed the Secretary of State's retention schedule but has never formally adopted a policy that directs the use of the State's retention schedule. This policy will correct that oversight.

{{{Commissioner Kramer moved to approve Resolution #15-016 in the matter

of adopting the Wasco County General Records Retention Schedule. Acting Chair Runyon seconded the motion which passed unanimously.}}

Discussion List – Courthouse Improvement IGA

Mr. Stone explained that this IGA is for the improvements to the Courthouse regarding the emergency generator. The IGA formalizes OJD's financial contribution. It is great that we have gotten a grant; this will update the Courthouse electrical including the generator – it has been on the capital improvement list for 10 years.

{{{Commissioner Kramer moved to approve the Courthouse Improvement Intergovernmental Agreement OJD Contract #160027. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Discussion List – Home at Last Deed Donation

Mr. Stone reported that the County has been working on this for some time. Since County Counsel drafted both documents, he is comfortable moving forward in her absence. Ms. White explained that there is a consideration to be paid by Home At Last to cover the County's legal costs for the donation; she asked that if the Board approves the deed sale, that they do so pending payment.

{{{Commissioner Kramer moved to approve the Memorandum of Donation Agreement whereby Wasco County will donate certain property to Home at Last Animal Friends, Inc. Acting Chair Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve the Statutory Bargain and Sale Deed with Possibility of Reverter pending Home at Last's payment of consideration for County legal expenses. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Public Comment – Marijuana Options

Kathleen Cantrell of Dufur Valley Road asked if the Board has made a determination regarding the possibility of opting out of the State laws on marijuana. She provided the Board with a print out of a web page and said that Wasco County automatically falls under the rule that states we must put it on the ballot. She stated that she has been in contact with many agencies including OLCC and suggested that the Board make contact with them as well – she spoke to Roslynn @ 503.872.6366. She said that it is

not in the Board's hands and we may not need to invest anymore time.

Acting Chair Runyon said that one thing the Board has learned is that this is a complex issue. He said that the information will be passed on to County Counsel and the AOC representative to get it sorted out.

Consent Agenda – 11.4.2015 Minutes & Property Lien

Ms. White explained that the property lien is the last step in a process already approved by the Board. The Codes Violation carried with it a daily fine which cumulatively cannot exceed \$10,000; that maximum fine has been reached which triggers the lien.

{{{Commissioner Kramer moved to approve the Consent Agenda. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Road Renaming Application

Associate Planner Dawn Baird reviewed the staff report included in the Board packet. She said that the applicant, John Blanck, had wanted to attend but icy road conditions prevented him from traveling. Ms. Baird reported that the application submission had been triggered when Mr. Blanck and Ms. Bushman requested a street address for a residence they will be building. She explained that there is no state law governing the naming/renaming of streets; each local jurisdiction is free to develop their own process – Wasco County has established a process which is being followed. She stated that all the affected property owners support the change and the Planning department recommends approval.

{{{Commissioner Kramer moved to approve Order 15-140 in the matter of the request by John Blanck and Mary Bushman to rename the portion of Dell Vista Drive located between Mount View Way and Dundas Way to Dundas Way. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Planning Director Angie Brewer announced that Associate Planner Patricia Neighbor had family business to attend to and has left her position with Wasco County. She went on to say that her department has recently added three new staff members; there is still one position they are working to fill and will now begin the process to fill Ms. Neighbor's position.

Commissioner Runyon noted that the new positions have been planned for some time and are in the budget. Ms. Brewer concurred, saying that the positions are not new but had been vacated due to previous budget concerns; these additions to the staff are building the department back as well as part of transition planning.

Agenda Item – Road Vacation Report

Public Works Director Arthur Smith stated that the road being proposed for vacation is part of a 1910 subdivision that has never been developed; the road is unbuildable and there is no public need for a road at that location. He reported that there is one utility easement and that will remain in place. He observed that the petitioning landowner owns both sides of the road.

Commissioner Kramer noted that this is an area motorcyclists have been using but is private property all around. He asked if there are fences on the property lines. Mr. Smith replied that there are no fences but they have a temporary cable gate where their ownership begins. He stated that the landowner's intention would be to fence it to delineate where their line is for development. He pointed out that there is still the west end of Road H that is accessible for us with a dedicated public right-of-way that will still be there. He said that nothing has happened with this road in over 100 years and he has no expectation that anything will. He said that the petitioner's fee was adequate to cover the costs of research and reporting.

Acting Chair Runyon asked when development will begin. Mr. Smith replied that he expects site prep will begin soon with building to start in the spring.

It was noted that the title of the vacation order was inaccurate; Ms. White said that she would get it corrected before the Board signs.

{{{Acting Chair Runyon moved to approve Order 15-039 with the following corrected title: In the matter of the proposed vacation of a portion of Public Road "H", within Fruitland Park Addition, adjoining Lots 46, 47, 59 and 60, Section 5, T1N, R13E, and Section 32, T1N, R13E, W.M. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Youth Think AMA Healthy Living Grant Contract

Prevention Coordinator Debby Jones explained that this is the third time in eight years the County has received this award. The AMA does not allow any entity to receive the

grant funding in consecutive years. She said that the current plan for this funding is to run an intense three-month campaign much like the Parents-Who-Host campaign. She said that part of the campaign will be presentations by Dr. McElvane for the public, in schools and for medical providers. She noted that this grant was significant in getting the local law enforcement on board for a drug box turn-in program which has been very successful.

Commissioner Kramer said that he would like to meet with Ms. Jones to talk about how to tie her efforts in with the Hazardous Waste program to get more drop boxes in place.

{{{Commissioner Kramer moved to approve the AMA Foundation 2015 Healthy Living Grant Agreement for prescription drug safety. Acting Chair Runyon seconded the motion which passed unanimously.}}}

The Board asked Ms. Jones to weigh in on the current discussions regarding the State marijuana laws. Ms. Jones replied that in a perfect world Youth Think would have liked for voters to have voted down the marijuana law. She said that they would like to know from the cities and County if they are marijuana friendly or marijuana restrictive; they want to see families and children protected. She added that Youth Think would like for cities and the County to consider the 3% local tax to address the social debris that will result from legalization.

Acting Chair Runyon called a recess at 10:02 a.m.

The session reconvened at 10:10 a.m.

Agenda Item – LUDO Update Resolution

Ms. Brewer stated that this resolution formalizes the Board's direction from the October 21, 2015 Board Session and is a necessary part of the process to implement their direction to develop time, manner and place regulations for the growing of marijuana.

Acting Chair Runyon observed that the Board decided to do this regardless of any future decision regarding opting out of the State marijuana laws. Ms. Brewer added that these developing regulations will have no effect on the opt-out process.

{{{Commissioner Kramer moved to approve Resolution 15-017 in the matter of

directing and authorizing the Wasco County Planning and Development Department to initiate a legislative text amendment to the Land Use and Development Ordinance pursuant to changes resulting from HB 3400 of the 2015 Oregon Legislative Session (File Number PLALEG-15-11-0001). Acting Chair Runyon seconded the motion which passed unanimously.}}

Agenda Item – State Marijuana Laws Discussion

Ms. Brewer reported that the Planning Commission has been working through the draft ordinance; it is posted on their Long-Range Planning web page and they have sent out Measure 56 notices. She stated that they have not had many people attending the work sessions but Ms. Jones and the Water Master have attended. She reported that they are modeling after the Clackamas County ordinance which Deschutes County is also using. She stated that the ordinance being developed at the Wasco County Planning Commission is a little more restrictive – the current draft prevents residential and rural residential zones from growing; most of the growing will be in agricultural and forest zones with processing restricted to industrial and light industrial. She said that it imposes 1,000 foot setbacks from schools, parks, etc. She pointed out that it is still a draft and subject to change. The first hearing is scheduled for December 16th with a built in continuance for December 21st. It is scheduled to come before the Board of Commissioners on December 28th.

Acting Chair Runyon said that he has looked at the documents that are posted online; there is a lot of good information there. He added that the Planning Commission meetings begin at 3:00 p.m. and are held at the Discovery Center.

Acting Chair Runyon went on to say that Ms. Cantrell had brought forward some information earlier in the session – looking at it, Wasco County is doing just what it should do. He noted that the piece missing from Ms. Cantrell's information was what the County can do under the legislation – if the County chooses to opt out, it will automatically go to the ballot; if the County does nothing, it will not go to the ballot unless the public takes it there. Ms. Brewer pointed out that the current work being done by the Planning Commission has no effect on that process.

Ms. Jones said that she appreciates the foresight being exercised to amend the ordinance which will prevent grandfathered uses. Acting Chair Runyon reminded everyone that these regulations will only apply to the unincorporated portions of the County.

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Ms. Brewer stated that the Planning Commission wanted to start with a draft that is protective of families and residences and then let developers make their arguments for revisions – the Planning Commission is trying to consider both sides.

Mr. Stone asked if there is a way for people to find out where they will fall in the proposed zoning restrictions. Ms. Brewer responded that on the home page of the Planning website there is a tool; staff is available to help the public navigate that if they have any problems. Mr. Stone asked if there is any way to simplify the map. Ms. Brewer said she would talk to the GIS Coordinator to see what can be done.

Owen Papworth asked how the proposed language will impact patients who want to grow their own. Ms. Brewer responded that the County has no role in personal grows of up to four plants. She said that they are still looking at the medical program. Mr. Papworth cautioned against restricting patients' rights; these are the people who get the most benefit. He said that he thinks the Clackamas ordinance makes sense. Ms. Brewer asked that he submit his comments in writing and encouraged him to attend the December 16th Planning Commission hearing.

The Dalles Chronicle Reporter Derek Wiley asked how long an ordinance would take to go into effect. Ms. Brewer replied that it can be done as an emergency ordinance which would take effect upon adoption.

Acting Chair Runyon stated that he is pleased with the County response to a difficult issue; there have been town halls and it has remained on the agenda for many sessions. He said that the County is trying to be open and educational along with taking input from the public. Ms. Brewer reported that she is the only staff working on this right now; she has received voice mails on both sides of the issue and is continuing to receive public input.

John Pearson of Mosier said that he appreciates the town halls and information. He said that he did not know there had been Planning Commission work sessions. Ms. Brewer said that the work sessions are open to the public and have been noticed in both the local paper and on the Planning website. She said that no more work sessions are planned but they will do more outreach before the December 16th hearing. She said she would be happy to talk with him further and accept comments for the hearing.

Ms. Brewer thanked Ms. Jones and Juvenile Director Molly Rogers for the time they

have given to help and the input from the leadership team.

Commission Call

Commissioner Kramer stated that he would like to invite the District Attorney's Office to provide input regarding the ramifications of Measure 91 and House Bill 3400. He shared a draft letter extending that invitation and asked if the Board would like to join him in the invitation or prefer that he send it under his own name. Acting Chair Runyon said that he would be glad to sign the letter.

*****The Board was in consensus to send a letter to the District Attorney's Office inviting them to the December 16th Board session to provide input regarding the ramifications of Measure 91 and House Bill 3400.*****

Acting Chair Runyon recessed the session at 10:30 a.m. noting that the session would reconvene at 5:30 p.m. for a scheduled discussion of the future of Building Codes in Wasco County.

The session reconvened at 5:33 p.m.

Agenda Item – Building Codes in Wasco County

Acting Chair Runyon stated that the Board is here to listen; the County is working through a process. He noted that neither he nor Commissioner Kramer has participated on any committees and no vote is being proposed at this time.

Mr. Stone reminded everyone that several weeks ago the Commission tasked administration to put together a group to look at Building Codes Services as they are offered in Wasco County. He said that the group determined that in order to start that process they should determine what would be good for Wasco County – what would be the ideal service? He said that through that process, in a limited time frame, they produced a report that they knew would need additional information and adjustments – there are a number of areas that need to be added.

Acting Chair Runyon said it is key to understand that this is moving the discussion forward.

Mr. Stone went on to say that they compared different models to the vision of the ideal, evaluating the current model as well as a model housed and operated under Wasco County, a contracted model and a State-run model against that ideal. He noted

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that there was no weighting of factors – one standard was not deemed more important than another. He said that if the Board determines that one factor is more important than another, they would re-evaluate based on that input. He said that the report has not been revised since issued; new information has come in that will need to be analyzed. In addition, public input on the vision will have an impact. He stated that the vision is the most important aspect to come out of the process – if the vision is right, then whatever is chosen can move toward that vision.

Acting Chair Runyon observed that Hood River has already chosen to pull out of MCCOG for their Building Codes services and did so without public input. Mr. Stone reported that Wasco County did not send Building Codes to MCCOG; MCCOG asked for it from the State – it should have come through the County. There is no agreement between the County and MCCOG for Building Codes services.

City Councilman, Contractor and Project Team Member Taner Elliot said that most of what he heard from contractors at the last Board session is a concern that they would lose the relationships they have built with inspectors. He pointed out that there are very few people in this area with the expertise to be an inspector – whatever the model, it is likely that the current inspectors will be retained to provide the service. He said that we are here to be transparent; these models need to be considered. He said that although the Project Team worked on a short timeline, there were in-depth, detailed discussions and the meat of the report is solid and consistent.

Master Electrician Wayne Lease said that the report has merit and the team did a good job. He pointed out that his complaints have never been about Building Codes; they have been about MCCOG's governance of Building Codes. He pointed out that out of the 132 Building Codes entities in the State, two are run by the State. He said that he believes giving it back to the State will reduce the cost to the consumer by 15-20% and encouraged the Board to consider that.

Mr. Stone asked Mr. Lease to elaborate on how those savings would be realized. Mr. Lease said that if you look at the permit fees for the State-run entities, they are less. Mr. Elliot noted that the State does not want to run local building codes offices. Mr. Lease replied that it is irrelevant.

A discussion ensued regarding how the State's 12% surcharge is applied. Mr. Lease pointed out that it is essentially a tax on a tax. He said that the Board is his representative and has a responsibility to him. Mr. Taner noted that Mr. Lease is not a

resident of Oregon.

Acting Chair Runyon asked what option Mr. Lease thinks is best, noting that it is clear that Mr. Lease does not want it to stay under MCCOG. Mr. Lease replied that he believes the only choice is to give it to the State. Mr. Stone asked what impact Mr. Lease believes that choice would have on the service level. Mr. Lease responded that the law requires certain service levels be maintained. He said that everything he says can be supported with documentation. Commissioner Kramer asked if he could have a copy of the notebook Mr. Lease maintains on this issue. Mr. Lease declined to share that with the Board. He said that he would let Mr. Kramer look at it in his presence, but would not provide a copy of the documents.

Acting Chair Runyon stated that this is not the end of this issue; the County is in the beginning stages and the discussion will continue. Mr. Lease asked if the Board will allow for written comment. Acting Chair Runyon replied that the Board is always open to written comment.

Commission Call – Forest Collaborative Funding

Commissioner Kramer reported that there has been a delay in the State's funding process for the Forest Collaboratives which will leave the local Collaborative with two months that are not funded. He said that although the facilitator has reduced his fee, there will still be a short-fall. Regional Solutions is looking for funding to help fill that gap, but that funding has not yet been identified. He said that the Collaborative's work needs to continue and he would like to use up to \$2,000 of Special Projects funds to push the work forward until the State funding is in place.

{{{Commissioner Kramer moved to use up to \$2,000 to fund the Wasco County Forest Collaborative Group in the absence of State funding. Acting Chair Runyon seconded the motion which passed unanimously.}}}

Acting Chair Runyon adjourned the session at 6:39 p.m.

Summary of Actions

Motions Passed

- To approve the 2015-2017 VOCA and CFA Non-competitive Grant Agreement VOCA/CFA-2015-WascoCo.DAVAP-0005.

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- To approve Resolution #15-016 in the matter of adopting the Wasco County General Records Retention Schedule.
- To approve the Courthouse Improvement Intergovernmental Agreement OJD Contract #160027.
- To approve the Memorandum of Donation Agreement whereby Wasco County will donate certain property to Home at Last Animal Friends, Inc.
- To approve the Statutory Bargain and Sale Deed with Possibility of Reverter pending Home at Last's payment of consideration for County legal expenses.
- To approve the Consent Agenda: 11.4.2015 Regular Session Minutes & Property Lien.
- To approve Order 15-140 in the matter of the request by John Blanck and Mary Bushman to rename the portion of Dell Vista Drive located between Mount View Way and Dundas Way to Dundas Way.
- To approve Order 15-039 with the following corrected title: In the matter of the proposed vacation of a portion of Public Road "H", within Fruitland Park Addition, adjoining Lots 46, 47, 59 and 60, Section 5, T1N, R13E, and Section 32, T1N, R13E, W.M.
- To approve the AMA Foundation 2015 Healthy Living Grant Agreement for prescription drug safety.
- To approve Resolution 15-017 in the matter of directing and authorizing the Wasco County Planning and Development Department to initiate a legislative text amendment to the Land Use and Development Ordinance pursuant to changes resulting from HB 3400 of the 2015 Oregon Legislative Session (File Number PLALEG-15-11-0001).
- To use up to \$2,000 to fund the Wasco County Forest Collaborative

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Group in the absence of State funding.

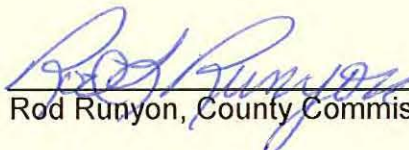
Consensus

- To send a letter to the District Attorney's Office inviting them to the December 16th Board session to provide input regarding the ramifications of Measure 91 and House Bill 3400.

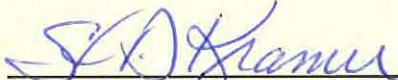
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OF COMMISSIONERS



Scott Hege, Commission Chair



Rod Runyon, County Commissioner



Steve Kramer, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
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DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. [VOCA Grant Agreement](#) – Judy Urness
2. [Records Retention Policy](#) – Kathy White
3. [Courthouse Improvement IGA](#) – Tyler Stone
4. [Home at Last Deed](#) – Kristen Campbell

Discussion Item

VOCA Grant Agreement

- [Staff Memo](#)
- [DOJ Memo](#)
- [Grant Award Cover Sheet](#)
- [2015-2017 VOCA & CFA Non-Competitive Grant Agreement VOCA/CFA-2015-WasacoCo.DAVAP-00055](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: VOCA GRANT AGREEMENT
DATE: 11/27/2015

BACKGROUND INFORMATION

At the 9.16.2015 Session, the Board approved Ms. Urness' proposal to accept increased Victims Assistance Grant funding. This agreement formalizes that funding.

ELLEN F. ROSENBLUM
Attorney General



FREDERICK M. BOSS
Deputy Attorney General

DEPARTMENT OF JUSTICE
CRIME VICTIMS' SERVICES DIVISION

MEMORANDUM

DATE: October 1, 2015

TO: 2015-2017 VOCA and CFA Non-Competitive Grant Recipients

FROM: Cathy Relang, Fund Coordinator
Jeanette Ewald, Fund Coordinator

Attached is your agency's 2015-2017 VOCA and CFA Non-Competitive Grant Agreement. Please download the entire document and have your authorized official sign the following pages:

- The final page of the Grant Agreement;
- Exhibit A – Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements;
- Exhibit B – Standard Assurances;
- Exhibit C – Single Audit Certification Letter;
- Exhibit D – Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Subgrants issued by the Oregon Department of Justice; and
- Exhibit E – Victims of Crime Act Special Conditions.

Once the Grant Agreement and Exhibits are signed, please **change the application status in CVSD E-Grants to “Application Accepted”** and upload a copy of the signed Grant Agreement and Exhibits in the “Grantee Signed Grant Agreement” upload field on the “Grant Agreement Upload” page in your application in E-Grants.

Once the signed Grant Agreement and Exhibits have been uploaded in E-Grants, a copy of the Grant Agreement signed by both your authorized official and CVSD Director Shannon Sivell will be uploaded into E-Grants and the status of your application will be changed to “Grant Awarded.” You will find the uploaded copy of your grant agreement under the “Agreement Upload” form on the Forms Menu of your application.

If you have any questions regarding this agreement, please contact Cathy Relang, VOCA Fund Coordinator, at 503-378-4476 or Jeanette Ewald, CFA Fund Coordinator, at 503-378-6881.

DEPARTMENT OF JUSTICE

Crime Victims' Services Division

VICTIMS OF CRIME ACT**CRIMINAL FINE ACCOUNT****2015-2017 VOCA AND CFA NON-COMPETITIVE
GRANT AWARD COVER SHEET**

1. Grantee Name and Address: Wasco County, acting by and through its District Attorney's Office 511 Washington St., Ste. 304 The Dalles, OR 97058-2231 Contact Name: Ms. Judy Urness Telephone: (541) 506-2685 Fax: (541) 506-2681 E-mail: judyu@co.wasco.or.us	2. Special Conditions: This grant Program is approved subject to such conditions or limitations as set forth the attached Grant Agreement. 3. Statutory Authority for Grant: VOCA: Federal Victims of Crime Act of 1984, as amended, 42 U.S.C. 1061 ET SEQ and ORS 147.231 (1) CFA: ORS 147.227 and OAR 137-078-0000
4. Award Number: VOCA/CFA-2015-WascoCo.DAVAP-00055	5. Award Date: October 1, 2015
6. Grantee Tax Identification Number: 95-6002315	7. DUNS Number: 084415959
8. Type of Party Receiving Funds: <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor Government Agency / Prosecutor - County District Attorney	8. Program Period: October 1, 2015 – September 30, 2017
9. VOCA Category: General Victim Assistance	10. Total VOCA Grant Award Amount / Match Amount: \$ 98,774.00/ \$ 24,693.50
11. VOCA CFDA Number: CFDA 16-575	12. Total CFA Grant Award Amount: \$ 50,592.00
13. Indirect Cost Rate: None	14. Total Federal Award Amount: \$ 98,774.00
15. VOCA and CFA Narrative Report and CFA Statistical Report Due Dates: October 31, 2015 October 31, 2016 (final)	16. VOCA and CFA Financial & Outcome Measures Reports and VOCA PMT Report Due Dates: January 31, 2016 January 31, 2017 April 30, 2016 April 30, 2017 July 20, 2016 July 20, 2017 October 31, 2016 October 31, 2017 (final)
This award is contingent upon the Grantee agreeing to the terms of award for the grant entitled "2015-2017 VOCA and CFA Non-Competitive Grant Award". The grant agreement document must be signed by an authorized official in order to validate the acceptance of this award.	

**OREGON DEPARTMENT OF JUSTICE
VOCA AND CFA INTERGOVERNMENTAL GRANT AWARD**

**2015-2017 VOCA and CFA NON-COMPETITIVE GRANT AGREEMENT
VOCA/CFA-2015-WASCOCo.DAVAP-00055**

BETWEEN: State of Oregon, acting by and through (Grantor)
its Department of Justice,
1162 Court St. NE
Salem, Oregon 97301-4096
Fax: 503-378-6974

AND: Wasco County, acting by and through its District Attorney's Office(Grantee)
511 Washington St., Ste. 304
The Dalles, OR 97058-2231
Fax: (541) 506-2681

PROGRAM START DATE: October 1, 2015

**SECTION 1
LEGAL BASIS AND DESCRIPTION OF AWARD**

Section 1.01. Legal Basis of Award.

- (a) Pursuant to the federal Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601 *et.seq.* (“VOCA”), and ORS 147.231, Grantor is authorized to enter into a grant agreement and to make an award, from funds received under VOCA, to Grantee for the purposes set forth herein.
- (b) Pursuant to ORS 137.143, a monetary obligation is imposed upon a convicted person. Those obligations are deposited into the Criminal Fine Account (“CFA”), and pursuant to ORS 147.227 (1), Grantor is authorized to enter into a Grant Agreement and to make an award, from funds in the Criminal Injuries Compensation Account that are received from the Criminal Fine Account, to Grantee for the purposes set forth herein.

Section 1.02. Agreement Parties. This Intergovernmental Grant Award Agreement, hereafter referred to as Agreement, is between the Grantor and the forenamed Grantee.

Section 1.03. Effective Date. When all parties have duly executed this Agreement, and all necessary approvals have been obtained, this Agreement shall be effective as of October 1, 2015.

Section 1.04. Agreement Documents. This Agreement includes the following documents listed in descending order of precedence and incorporated into this Agreement. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control.

- (a) This Agreement without any Exhibits;
- (b) Exhibits A through E as described in Section 2.04 (d); and
- (c) Exhibit F.

This Agreement is also subject to the terms of the following documents, to the extent they do not conflict with the Agreement. In the event of a conflict between two or more of the following documents, the language in the document with the higher precedence shall control.

- (a) The most current versions of the CFA Grant Management Handbook available at http://www.doj.state.or.us/victims/pdf/cfa_grant_management_handbook.pdf, (“CFA Grant Management Handbook”) and the VOCA Grant Management Handbook available at http://www.doj.state.or.us/victims/pdf/voca_grant_management_handbook.pdf (“VOCA Grant Management Handbook”).
- (b) 2015-2017 VOCA and CFA Non-Competitive Program Grant Request for Application Instructions and any Amendments (“VOCA and CFA RFA”).
- (c) Grantee’s VOCA and CFA Application from the VOCA and CFA RFA to include the general information for all Grantees (Form A, Cover Page; Form D, Staff Roster; Form G, Crime Victim Compensation Information; Form H, Project Description; Form J, Coordination and Collaboration, Memorandum of Understanding, and Subcontracting; and Form K, Uploads), the Grantee’s VOCA Application as defined in Section 1.04 (d) herein, and the Grantee’s CFA Application as defined in Section 1.04 (e) herein, are collectively referred to as the “Grantee’s VOCA and CFA Application.”
- (d) Grantee’s VOCA Application from the VOCA and CFA RFA to include the following and collectively referred to as “Grantee’s VOCA Application.”
 - (i) The services included in the Services Checklist (Form B of the Grantee’s VOCA and CFA Application);
 - (ii) As appropriate, the organizational capacity to deliver services to underserved communities included in Underserved Funds (Form C of the Grantee’s VOCA and CFA Application); and
 - (iii) The budget forms, (Forms L-P of the Grantee’s VOCA and CFA Application, the “VOCA Budget”).
- (e) Grantee’s CFA Application from the VOCA and CFA RFA to include the following and collectively referred to as “Grantee’s CFA Application.”
 - (i) The Grantee’s policies and procedures included in the Policies and Procedures Narrative (Form I of the Grantee’s VOCA and CFA Application);
 - (ii) As appropriate, the organizational capacity to deliver services to underserved communities included in Underserved Funds (Form C of the Grantee’s VOCA and CFA Application); and
 - (iii) The budget forms, (Forms L, M, N and P of the Grantee’s VOCA and CFA Application, the “CFA Budget”).

Section 1.05. Requirements for Pass-Through Entities. Information required by 2 CFR 200.331 for pass-through entities to include on all subawards is contained herein or available for VOCA at:

http://www.doj.state.or.us/victims/pdf/2015_voca_nc_pass_through_agreement_reqs.pdf.

SECTION 2
GRANT AWARD

Section 2.01. Grant. In accordance with the terms and conditions of this Agreement, Grantor shall provide Grantee maximum not-to-exceed amount of **\$149,366.00** (the “Grant”) from the Fund(s) in the category(ies) outlined below to financially support and assist Grantee’s implementation of the Grantee’s VOCA Application and Grantee’s CFA Application (as described in Section 1.04) from the Grantee’s VOCA and CFA Application, all of which are incorporated herein by this reference and collectively referred to as the “Program”.

Fund	Category	Year 1 Funds	Year 2 Funds	Total Maximum Funds
VOCA	DV			
VOCA	CA			
VOCA	US			
VOCA	GEN	\$ 49,387.00	\$ 49,387.00	\$ 98,774.00
CFA	N/A	\$ 25,296.00	\$ 25,296.00	\$ 50,592.00

Section 2.02. Grant Award and Performance. In accordance with the terms and conditions of this Agreement, Grantee shall implement the VOCA and CFA as described in the Program.

Section 2.03. Disbursement of Grant Money. Subject to Sections 2.04, 2.05, and 2.06, Grantor shall disburse the Grant money to Grantee as follows:

- (a) For VOCA funds, disbursements shall be on a quarterly eligible expense reimbursement basis after this Agreement is fully executed by all necessary parties and all required approvals, if any, obtained and when Grantor has received from Grantee a quarterly financial report (as described in Section 5.07) appropriately describing the expenses for which the reimbursement is claimed until the earlier of (i) the entire Grant amount has been disbursed, (ii) the Availability Termination Date as defined in Section 2.06 or (ii) this Agreement terminates as provided herein.
- (b) For CFA funds, the first installment shall be disbursed as soon as practicable after this Agreement is fully executed by all necessary parties and all required approvals, if any, obtained. Thereafter the Grant shall be disbursed in amounts to be determined by Grantor on or about each following January 31, April 30, July 31, October 31 until the earlier of (i) the entire Grant amount has been disbursed, (ii) the Availability Termination Date as defined in Section 2.06 or (ii) this Agreement terminates as provided herein.

Section 2.04. Conditions Precedent to Each Disbursement. Grantor’s obligation to disburse Grant money to Grantee pursuant to Section 2.03 is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- (a) Grantor has received sufficient funds under VOCA, CFA and the Criminal Injuries Compensation Account to allow the Grantor, in the reasonable exercise of its administrative discretion, to make the disbursement;
- (b) Grantor, the CFA and the Criminal Injuries Compensation Account has each received sufficient funding, appropriations, limitations, allotments and other expenditure authorizations to allow Grantor, in the reasonable exercise of its administrative discretion, to make the disbursement;
- (c) Grantor has received a copy of the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements; Standard Assurances; Single Audit Certification Letter; Certification of Compliance with Regulations, Office for Civil

Rights, Office of Justice Programs for Subgrants Issued by the Oregon Department of Justice; Victims of Crime Act Special Conditions; and Subcontractor Insurance Requirements, all in the form attached hereto as **Exhibits A - F** respectively, and incorporated herein by this reference, duly executed and delivered on behalf of Grantee by an authorized official of Grantee;

- (d) Grantee certifies insurance coverage is in full force for the duration of this Agreement;
- (e) If Grantee expends \$500,000 or more in federal funds from all sources in a fiscal year beginning prior to December 26, 2014, Grantee has submitted the most recent single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133;
- (f) If Grantee expends \$750,000 or more in federal funds from all sources in a fiscal year beginning December 26, 2014 or later, Grantee has submitted the most recent single organization-wide audit conducted in accordance with the provisions of 2 CFR Part 200, subpart F;
- (g) If Grantee agency does not claim an exemption from the EEOP requirement (Grantee is an educational, medical or non-profit institution or an Indian Tribe; or Grantee has less than 50 employees; or Grantee was awarded less than \$25,000 in federal U.S. Department of Justice funds), Grantee has prepared, maintained on file, submitted to the Office for Civil Rights for review (if receiving a single award of \$500,000 or more), and implemented an EEOP;
- (h) Grantee is current in all reporting requirements of all active or prior VOCA grants including, but not limited to:
 - (i) Grantor has received from Grantee a quarterly financial report (as described in Section 5.07) appropriately describing the expenses for which the reimbursement is claimed;
 - (ii) Grantor has received the completed Semi-Annual VOCA Non-Competitive Narrative Report as described in the most recent version of the VOCA Grant Management Handbook; and
 - (iii) Grantor has received the completed Semi-Annual VOCA Non-Competitive Victim Statistics Report as described in the most recent version of the VOCA Grant Management Handbook.
- (i) Grantee is current in all reporting requirements of all active or prior CFA grants, including, but not limited to:
 - (i) Grantor has received from Grantee a quarterly financial report (as described in Section 5.07) appropriately describing the expenses for the reporting period; and
 - (ii) Grantor has received from Grantee the completed CFA Annual Report as described in the most recent version of the CFA Grant Management Handbook.
- (j) No default as described in Section 6.03 has occurred; and
- (k) Grantee's representations and warranties set forth in Section 4 are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.

Section 2.05. Supplemental Grant Agreement Conditions. If Grantee fails to satisfy any of the following conditions, Grantor may withhold disbursement:

“None”

Section 2.06. Grant Availability Termination. The availability of Grant money under this Agreement and Grantor's obligation to disburse Grant money pursuant to Section 2.03 shall end on **September 30, 2017**

(the “Availability Termination Date”). Grantor may not disburse any Grant money after the Availability Termination Date. Unless extended or terminated earlier in accordance with its terms, this Agreement shall terminate when Grantor accepts Grantee’s completed performance or on **September 30, 2017**, whichever date occurs last. Agreement termination shall not extinguish or prejudice Grantor’s right to enforce this Agreement with respect to any default by Grantee that has not been cured.

SECTION 3 USES OF GRANT

Section 3.01. Eligible Uses of Grant. Grantee’s use of the Grant money is limited to those expenditures necessary to implement the Program and that are eligible under applicable federal and State of Oregon law, and as described in the most recent versions of the VOCA Grant Management Handbook and the CFA Grant Management Handbook. Furthermore, Grantee’s expenditure of Grant money must be in accordance with the Program budget and narrative (the “Budget”) set forth in the Grantee’s VOCA and CFA Application.

The VOCA year one maximum allocation described in section 2.01 may only be allocated for Program costs incurred between October 1, 2015 and September 30, 2016. Any funds that may remain unexpended from the year one allocation may be carried forward and included in the year two allocation. The VOCA year two allocation described in section 2.01 may only be allocated for Program costs incurred between October 1, 2016 and September 30, 2017.

Section 3.02. Ineligible Uses of Grant. Notwithstanding Section 3.01, Grantee shall not use the Grant money for (i) indirect costs defined in 2 CFR 200.56 in excess of a federally-approved Negotiated Indirect Cost Rate, or in excess of ten percent (10%) if Grantee does not have a federally approved Negotiated Indirect Cost Rate, (ii) unallowable costs as listed in 2 CFR Part 200 and OAR 137-078-0041 (2)(a), (iii) to provide services to persons other than those described in Section 5.15(a), (iv) for any purpose prohibited by any provision of this Agreement, or (v) to retire any debt or to reimburse any person or entity for expenditures made or expenses incurred prior to the date of this Agreement. A detailed list of unallowable costs can be found in the most recent versions of the VOCA Grant Management Handbook and the CFA Grant Management Handbook.

Section 3.03. Unexpended Grant Money. Any VOCA Grant money disbursed to Grantee, or any interest earned by Grantee on the VOCA Grant money, that is not expended by Grantee in accordance with this Agreement by the earlier of the Availability Termination Date or the date this Agreement is terminated shall be returned to Grantor. Grantee may, at its option, satisfy its obligation to return unexpended VOCA funds under this Section 3.03 by paying to Grantor the amount of unexpended funds or permitting Grantor to recover the amount of the unexpended funds from future payments to Grantee from Grantor. If Grantee fails to return the amount of the unexpended VOCA funds within fifteen (15) days after the earlier of the Availability Termination Date or the date this Agreement is terminated, Grantee shall be deemed to have elected the deduction option and Grantor may deduct the amount demanded from any future payment from Grantor to Grantee, including but not limited to, any payment to Grantee from Grantor under this Agreement and any payment to Grantee from Grantor under any contract or agreement, present or future, between Grantor and Grantee.

If any CFA Grant money disbursed to Grantee, or any interest earned by Grantee on the CFA Grant money, is not expended by Grantee in accordance with this Agreement by the earlier of the Availability Termination Date or the date this Agreement is terminated, then at Grantor’s discretion: (i) Grantee may retain a portion or all of such money with a demonstration satisfactory to Grantor of how it will be incorporated into the new fiscal year program or used in a subsequent grant award, or (ii) some or all of the unexpended CFA Grant money shall be returned to Grantor. Grantee may, at its option, satisfy its obligation to return unexpended CFA funds under this Section 3.03 by paying to Grantor the amount of

unexpended funds or permitting Grantor to recover the amount of the unexpended funds from future payments to Grantee from Grantor.

SECTION 4 GRANTEE'S REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Grantor as follows:

Section 4.01. Existence and Power. Grantee is a political subdivision of the State of Oregon. Grantee has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.

Section 4.02. Authority, No Contravention. The making and performance by Grantee of this Agreement (a) have been duly authorized by all necessary action of Grantee, (b) do not and will not violate any provision of any applicable law, rule, or regulation or order of any court, regulatory commission, board or other administrative agency, or any provision of Grantee's charter or other organizational document and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties are bound or affected.

Section 4.03. Binding Obligation. This Agreement has been duly authorized, executed and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with its terms.

Section 4.04. Approvals. No authorization, consent, license, approval of, filing or registration with, or notification to, any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.

SECTION 5 GRANTEE'S AGREEMENTS

Section 5.01. Program Commencement. Grantee shall cause the Program to be operational no later than 60 days from the date of this Agreement. If the Program is not operational by that date, Grantee must submit a letter to Grantor describing steps taken to initiate the Program, reasons for delay, and the expected Program starting date. If the Program is not operational within 90 days of the date of this Agreement, the Grantee must submit a second letter explaining the additional delay in implementation, and the Grantor may, after reviewing the circumstances, consider the Grantee in default in accordance with Section 6.03 and may terminate the Agreement in accordance with Section 6.02.

Section 5.02. Program Completion. Grantee shall complete the Program no later than **September 30, 2017** provided, however, that if the full amount of the Grant is not available because one or both of the conditions set forth in Sections 2.04 (a) and (b) are not satisfied, Grantee shall not be required to complete the Program.

Section 5.03. Federal Assurances and Certifications. Grantee will comply with all of the federal requirements, including, but not limited to, those set forth in Exhibits A – E (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Standard Assurances; Single Audit Certification Letter; Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Subgrants Issued by the Oregon Department of Justice; and Victims of Crime Act Special Conditions) attached hereto.

Section 5.04. Civil Rights and Victim Services.

- (a) Grantee shall collect and maintain statutorily required civil rights statistics on victim services as described in the most recent version of the VOCA Grant Management Handbook.
- (b) Grantee shall comply with the following Oregon Department of Justice, Crime Victims' Services Division ("CVSD") policies for addressing discrimination complaints,
 - (i) *Procedures for Responding to Discrimination Complaints from Employees of the Oregon Department of Justice, Crime Victims' Services Division's Subrecipients under U.S. Department of Justice Grant Programs*, available at http://www.doj.state.or.us/victims/pdf/civil_rights_complaints_employees.pdf; and
 - (ii) *Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants, or Consumers of the Oregon Department of Justice, Crime Victims' Services Division and the Oregon Department of Justice, Crime Victims' Services Division Subrecipients* available at http://www.doj.state.or.us/victims/pdf/civil_rights_complaints_participants.pdf.
- (c) Grantee shall complete and certify completion of civil rights training as described under Training on CVSD Civil Rights Requirements web page available at http://www.doj.state.or.us/victims/pages/civil_rights.aspx. Grantee shall conduct periodic training to Grantee employees on the procedures set forth in the policies referenced in subsection (b) of this Section.
- (d) Grantee shall prominently display at locations open to the public and shall include on publications, websites, posters and informational materials a notification that Grantee is prohibited from discriminating on the basis of race, color, national origin, religion, sex, age or disability and the procedures for filing a complaint of discrimination as described in the "Civil Rights Fact Sheet" developed by CVSD and available at http://www.doj.state.or.us/victims/pdf/civil_rights_fact_sheet.pdf.

Section 5.05. Volunteers. Grantee will use volunteers in implementation of the VOCA Program unless a waiver has been obtained from CVSD.

Section 5.06. Training Requirements.

- (a) Grantee shall ensure that direct service staff, volunteers and members of the board of directors, or governing body or designated leaders with direct responsibility for domestic violence and sexual assault programs attend training that meets the requirements adopted by the Department of Human Services ("DHS") Advisory Committee:
http://www.doj.state.or.us/victims/pdf/dvsa_training_requirements.pdf.
- (b) Grantee shall ensure that VOCA-funded staff providing direct services in City and County Government-based agencies, Child Abuse Intervention Centers, and Special Population organizations attends the Oregon Basic State Victim Assistance Academy (SVAA) training: <http://www.oregonvictims.org/basic-svaa>. Child Abuse Intervention Centers and Special Population organizations may alternatively submit a 40-hour training plan for CVSD approval that covers topics relevant to the VOCA-funded staff position(s), which may be from SVAA, DHS Advisory Committee adopted training requirements described in subsection (a) of this Section, VAT *Online* described in subsection (c) of this Section, and additional population-specific topics.

- (c) Volunteers and interns providing VOCA-funded direct services in City and County Government-based agencies, Child Abuse Intervention Centers, and Special Population organizations are required to successfully complete the Office for Victims of Crime (OVC) Victims Assistance Training *Online* (VAT *Online*) or a training program that minimally covers the topics included in VAT *Online*: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm. Alternatively, Child Abuse Intervention Centers and Special Population organizations may submit a training plan for CVSD approval that covers topics relevant to volunteer position(s), which may be from VAT *Online*, DHS Advisory Committee adopted training requirements described in subsection (a) of this Section, SVAA described in subsection (b) of this Section, and additional population-specific topics.
- (d) VOCA-funded staff providing direct services is encouraged to attend the CVSD-sponsored Crime Victims Compensation Training at least once every four years.
- (e) Grantee shall notify the CVSD when any staff training is completed by updating the Staff Roster in the CVSD web-based grant application and reporting system ("CVSD E-Grants"). Grantee shall document training completed by volunteers, interns and members of the board of directors, or governing body or designated leaders.
- (f) Grantee shall attend all appropriate CVSD-sponsored training unless specific written permission excusing attendance has been obtained from CVSD.

Section 5.07. Reporting Requirements.

- (a) Grantee shall submit the following reports as described in the VOCA Grant Management Handbook:
 - (i) Quarterly Financial Reports. No later than 30 days after the end of the calendar quarters ending December 31, March 31, and September 30, and no later than July 20 for the calendar quarter ending June 30, Grantee shall provide Grantor with quarterly financial reports.
 - (ii) Quarterly Performance Measurement Tool Reports. No later than 30 days after the end of the calendar quarters ending December 31, March 31, and September 30, and no later than July 20 for the calendar quarter ending June 30, Grantee shall provide Grantor with quarterly performance measurement tool reports.
 - (iii) Annual Narrative Reports. No later than 31 days after the end of the calendar quarter ending September 30, Grantee shall prepare and submit to Grantor an Annual Narrative Report covering the reporting period just ended from October 1 through September 30.
 - (iv) Quarterly Client Feedback Form and Outcome Measure Report. Grantee agrees to distribute a client feedback form to all victims served by the Program, as deemed appropriate by the Program. The client feedback form must include the three (3) CVSD Common Outcome Measures as designated by the Grantor in the most recent version of the VOCA Grant Management Handbook as well as collect other data as requested by CVSD. Grantee shall encourage return of the client feedback form with a survey completion and return rate goal of at least 10%. Grantee must report on the responses quarterly no later than 30 days after the end of the calendar quarters ending December 31, March 31, and September 30, and no later than July 20 for the calendar quarter ending June 30.
- (b) Grantee shall submit the following reports as described in the CFA Grant Management Handbook:

- (i) Quarterly Financial Reports. No later than 30 days after the end of the calendar quarters ending, September 30, December 31, March 31, and no later than July 20 for the calendar quarters ending June 30, Grantee shall submit through CVSD E-Grants to Grantor quarterly financial reports.
- (ii) Annual Reports. No later than 31 days after the end of the calendar quarter ending September 30, Grantee shall prepare and submit to Grantor an Annual Narrative Report and an Annual Statistical Report covering the reporting period just ended from October 1 through September 30.

Section 5.08. Procurement Standards. Grantee shall follow the same policies and procedures it uses for procurement from any other state or federal funds. Grantee shall use its own procurement procedures and regulations, provided that the procurement conforms to applicable federal and state law and standards as noted in 2 CFR 200.317 through 2 CFR 200.326.

Section 5.09. VOCA Matching Funds. Grantee shall obtain and expend VOCA Program matching funds as identified in the Budget and Narrative. Grantee is required to provide matching funds equal to 25% of the VOCA Grant funds received.

Section 5.10. Confidentiality. In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, Grantee shall protect the confidentiality and privacy of persons receiving services. Grantee shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through Grantee's programs; or reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an un-emancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this Program or any other federal, state, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

If release of information described in the previous paragraph is compelled by statutory or court mandate, Grantee shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and Grantee shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

Grantee may share (1) non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying information in order to comply with federal, state, tribal, or territorial reporting, evaluation, or data collection requirements; (2) court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (3) law-enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

The term "personally identifying information," "individual information," or "personal information" means individually identifying information for or about an individual victim of domestic violence, dating violence, sexual assault, or stalking, including (1) a first and last name; (2) a home or other physical address; (3) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (4) a social security number; and (5) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information would serve to identify any individual.

Grantee shall notify the Grantor promptly after receiving a request from the media for information regarding a recipient of services funded with Grant monies.

Section 5.11. Criminal History Verification. Grantee shall obtain a criminal history record check on any employee, potential employee or volunteer working with victims of crime as follows:

- (a) By having the applicant as a condition of employment or volunteer service, apply for and receive a criminal history check from a local Oregon State Police Office and furnish a copy thereof to Grantee; or
- (b) As the employer, by contacting a local Oregon State Police office for an “Oregon only” criminal history check on the applicant/employee/volunteer; or
- (c) By use of another method of criminal history verification that is at least as comprehensive as those described in sections (a) and (b) above.

A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with victims of crime.

Grantee shall develop a policy or procedures to review criminal arrests or convictions of employees, applicants or volunteers. The review will examine: (1) the severity and nature of the crime; (2) the number of criminal offenses; (3) the time elapsed since commission of the crime; (4) the circumstances surrounding the crime; (5) the subject individual’s participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and (6) the police or arrest report confirming the subject individual’s explanation of the crime.

Grantee shall determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of one of the crimes described in this Section, and whether based upon the conviction the person poses a risk to working safely with victims of crime. If Grantee intends to hire or retain the employee, potential employee or volunteer, Grantee shall confirm in writing the reasons for hiring or retaining the individual. These reasons shall address how the applicant/employee/volunteer is presently suitable or able to work with victims of crime in a safe and trustworthy manner, based on the policy or procedure described in the preceding paragraph of this Section. Grantee will place this explanation, along with the applicant/employee/ volunteer’s criminal history check, in the employee/volunteer personnel file for permanent retention.

Section 5.12. Maintenance, Retention and Access to Records; Audits.

- (a) Maintenance and Retention of Records. The Grantee agrees to maintain accounting and financial records in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Office of the Chief Financial Officer set forth in the most recent version of the Office of Justice Programs (OJP) Financial Guide, including without limitation in accordance with Office of Management and Budget (OMB) Circular A-133 (if applicable), and 2 CFR Part 200, 2 CFR Part 215, and 2 CFR Part 230. All financial records, supporting documents, statistical records and all other records pertinent to this grant or agreements under this Grant shall be retained by the Grantee for a minimum of six years following termination or expiration of this Agreement for purposes of State of Oregon or federal examination and audit provided, however, that if there is any audit issue, dispute, claim or litigation relating to this Agreement or the Grant, Grantee shall retain and keep accessible the books of account and records until the audit issue, dispute, claim or litigation has been finally concluded or resolved. It is the responsibility of the Grantee to obtain a copy of the OJP Financial Guide from the Office of the Chief Financial Officer available at: <http://ojp.gov/financialguide/DOJ/index.htm> and apprise itself of all rules and regulations set forth.

- (b) Access to Records. Oregon Department of Justice/CVSD, Oregon Secretary of State, the Office of the Comptroller, the General Accounting Office (“GAO”) or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of Grantee and any contractors or subcontractors of Grantee, which are pertinent to the Grant, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained.
- (c) Audits. Grantee shall comply, and require all subcontractors to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or federal law. If Grantee expends \$500,000 or more in federal funds (from all sources) in its fiscal year, beginning prior to December 26, 2014, Grantee shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. If Grantee expends \$750,000 or more in federal funds (from all sources) in a fiscal year beginning on or after December 26, 2014, Grantee shall have a single organization-wide audit conducted in accordance with the provisions of 2 CFR Part 200, subpart F. Copies (electronic or URL address) of all audits must be submitted to CVSD within 30 days of completion. If Grantee expends less than \$500,000 in federal funds in a fiscal year beginning prior to December 26, 2014, or less than \$750,000 in a fiscal year beginning on or after that date, Grantee is exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials as provided in subsection (b) of this Section.
- (d) Audit Costs. Audit costs for audits not required in accordance with OMB Circular A-133 or 2 CFR Part 200, subpart F are unallowable. If Grantee did not expend \$500,000 or more in federal funds in a fiscal year beginning prior to December 26, 2014, or \$750,000 or more in federal funds in a fiscal year beginning on or after that date, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to this Grant.

Section 5.13. Compliance with Laws. Grantee shall comply with (and when required cause its subgrantees to comply with) all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the Grant money and the activities financed with the Grant money. Without limiting the generality of the foregoing, Grantee expressly agrees to comply with:

- (a) **Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq.** (prohibiting discrimination in programs or activities on the basis of race, color, and national origin) and the **Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c)(1)** (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, age, disability, and sex in the delivery of services).
 - (i) These laws prohibit discrimination on the basis of race, color, religion, national origin, age, disability, and sex in the delivery of services.
 - (ii) In the event a federal or state court, or a federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex, age, or disability against the Grantee, the Grantee shall forward a copy of the finding to the Oregon Department of Justice, Crime Victims’ Services Division, 1162 Court Street N.E., Salem, OR 97301-4096 and the Office for Civil Rights, OJP, U.S.D.O.J. 810 7th Street N.W., Washington D.C. 20531.
- (b) **Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et. seq.** (prohibiting discrimination in employment practices or in programs and activities on the basis of disability).

- (c) **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131**, and ORS 659.425 (prohibiting discrimination in services, programs, and activities on the basis of disability); the **Age Discrimination Act of 1975, 42 U.S.C. § 6101-07** (prohibiting discrimination in programs and activities on the basis of age); and **Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et. seq.** (prohibiting discrimination in educational programs or activities on the basis of gender); as well as all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws prohibit discrimination on the basis of race, color, religion, national origin and sex in the delivery of services. In the event a federal or state court, or a federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex, age, or disability, against the Grantee, the Grantee shall forward a copy of the finding to the Oregon Department of Justice, Crime Victims' Services Division, 1162 Court Street N.E., Salem, Oregon 97301-4096.
- (d) The **Federal Funding Accountability and Transparency Act (FFATA) of 2006**, which provisions include, but may not be limited to, a requirement for Grantee to have a Data Universal Numbering System (DUNS) number and maintain a current registration in the System for Award Management (SAM) database.
- (e) **Services to Limited English-Proficient Persons (LEP)** which includes national origin discrimination on the basis of limited English proficiency. Grantee is required to take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing its proposal and budget and in conducting its Program and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice (USDOJ) has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
- (f) **Equal Treatment for Faith-Based and Community Organizations**, codified at 28 C.F.R. Part 38, and Executive Order 13279, regarding Equal Protection of the Laws for Faith-Based and Community Organizations(ensuring equal treatment for faith-based organizations and non-discrimination of beneficiaries on the basis of religious belief) ensures that no organization will be discriminated against in a USDOJ funded program on the basis of religion and that services are available to all regardless of religion. Executive Order 13279 ensures a level playing field for the participation of faith-based organizations as well as other community organizations.
- (g) All regulations and administrative rules established pursuant to the foregoing laws, and other regulations as provided at <http://ojp.gov/funding/Explore/SolicitationRequirements/OtherRequirements.htm> and www.ojp.usdoj.gov/ocr.
- (h) Further, Grantee shall not retaliate against any individual for taking action or participating in action to secure rights protected by these laws and agrees to report any complaints, lawsuits, or findings from a federal or state court or a federal or state administrative agency to the Oregon Department of Justice, CVSD, 1162 Court Street N.E., Salem, OR 97301-4096 and the Office for Civil Rights, OJP, U.S.D.O.J. 810 7th Street N.W., Washington D.C. 20531.

Section 5.14. VOCA Eligibility Requirements. Grantee will comply with the federal eligibility criteria established by VOCA and the Office of Justice Programs Financial Guide in order to receive VOCA funds as described in the Grantee's VOCA Application.

Section 5.15. Assurances. The Grantee assures that it will:

- (a) Utilize Grant funds only to provide authorized services to victims of crime;
- (b) Obtain prior approval from the Oregon Department of Justice, CVSD for:
 - 1. Redirection of funds in or out of the Personnel category; OR
 - 2. Movement of funds that totals more than \$500 in the Services and Supplies or Other Services categories; OR
 - 3. To add a budget category or line item that did not exist in the original budget; OR
 - 4. Delete an existing category.
- (c) Comply with the requirements of the current version of the Office of Justice Programs, Financial Guide, available at: <http://ojp.gov/financialguide/DOJ/index.htm>; and
- (d) Comply with the terms of the most recent versions of the VOCA Grant Management Handbook and the CFA Grant Management Handbook.

SECTION 6 TERMINATION AND DEFAULT

Section 6.01. Mutual Termination. This Agreement may be terminated by mutual consent of both parties.

Section 6.02. Termination by Either Party or by Grantor. Either party may terminate this Agreement, for any reason, upon 30 days advance written notice to the other party. In addition, Grantor may terminate this Agreement effective immediately upon written notice to Grantee, or effective on such later date as may be established by Grantor in such notice, under any of the following circumstances: (a) Grantor, the CFA or the Criminal Injuries Compensation Account, fails to receive sufficient appropriations or other expenditure authorization to allow Grantor, in the reasonable exercise of its administrative discretion, to continue making payments under this Agreement, (b) Grantor fails to receive sufficient federal funds under VOCA to allow Grantor, in the reasonable exercise of its administrative discretion, to continue making payments under this Agreement, or (c) there is a change in federal or state laws, rules, regulations or guidelines so that the Program funded by this Agreement is no longer eligible for funding, or (d) in accordance with Section 6.04.

Section 6.03. Default. Either party shall be in default under this Agreement upon the occurrence of any of the following events:

- (a) Either party shall be in default if either party fails to perform, observe or discharge any of its covenants, agreements or obligations contained herein or in any exhibit attached hereto; or
- (b) Any representation, warranty or statement made by Grantee herein or in any documents or reports relied upon by Grantor to measure progress on the Program, the expenditure of Grant monies or the performance by Grantee is untrue in any material respect when made; or
- (c) Grantee (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or of all of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) is adjudicated a bankrupt or insolvent, (v) commences a voluntary case under the federal Bankruptcy Code (as now or hereafter in effect), (vi) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vii) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an

involuntary case under the federal Bankruptcy Code (as now or hereafter in effect), or (viii) takes any action for the purpose of effecting any of the foregoing; or

- (d) A proceeding or case is commenced, without the application or consent of Grantee, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Grantee, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Grantee or of all or any substantial part of its assets, or (iii) similar relief in respect to Grantee under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Grantee is entered in an involuntary case under the federal Bankruptcy Code (as now or hereafter in effect).

Section 6.04. Remedies Upon Default. If Grantee's default is not cured within fifteen (15) days of written notice thereof to Grantee from Grantor or such longer period as Grantor may authorize in its sole discretion, Grantor may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of this Agreement, return of all or a portion of the Grant money, payment of interest earned on the Grant money, and declaration of ineligibility for the receipt of future VOCA or CFA awards. If, as a result of Grantee's default, Grantor demands return of all or a portion of the Grant money or payment of interest earned on the Grant money, Grantee may, at Grantee's option, satisfy such demand by paying to Grantor the amount demanded or permitting Grantor to recover the amount demanded by deducting that amount from future payments to Grantee from Grantor. If Grantee fails to repay the amount demanded within fifteen (15) days of the demand, Grantee shall be deemed to have elected the deduction option and Grantor may deduct the amount demanded from any future payment from Grantor to Grantee, including but not limited to, any payment to Grantee from Grantor under this Agreement and any payment to Grantee from Grantor under any other contract or agreement, present or future, between Grantor and Grantee.

SECTION 7 MISCELLANEOUS

Section 7.01. No Implied Waiver, Cumulative Remedies. The failure of Grantor to exercise, and any delay in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

Section 7.02. Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit, or proceeding (collectively, "Claim") between Grantor (and/or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. GRANTEE, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURT.

Section 7.03. Notices. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto pertaining to this Agreement or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Grantee or Grantor at the address or number set forth on page 1 of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this section. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting

machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

Section 7.04. Amendments. This Agreement may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties or as described and certified through CVSD E-Grants and no term of this Agreement may be waived unless the party against whom such waiver is sought to be enforced has given its waiver in writing.

Section 7.05. Subcontracts, Successors and Assignments.

- (a) Grantee shall not enter into any subcontracts for any of the Program activities required by this Agreement without Grantor's prior written consent. Grantee shall require any subcontractors to comply in writing with the terms and conditions of this Agreement and provide the same assurances as the Grantee must in its use of federal funds. Grantor's consent to any subcontract shall not relieve Grantee of any of its duties or obligations under this Agreement.
- (b) This Agreement shall be binding upon and inure to the benefit of Grantor, Grantee, and their respective successors and assigns, except that Grantee may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of Grantor.

Section 7.06. Entire Agreement. This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

Section 7.07. Contribution and Indemnification.

- (a) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- (b) With respect to a Third Party Claim for which the Grantor is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the Grantor shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the Grantor on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantor on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantor's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the Grantor had sole liability in the proceeding.
- (c) With respect to a Third Party Claim for which the Grantee is jointly liable with the Grantor (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of

expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantor in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the Grantor on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the Grantor on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- (d) **Alternative Dispute Resolution.** The parties should attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- (e) **Indemnification by Subcontractors.** Grantee shall take all reasonable steps to cause each of its contractors that are not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the gross negligence or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims.
- (f) **Subcontractor Insurance Requirements.** Grantee shall require each of its first tier contractors that is not a unit of local government as defined in ORS 190.003, if any, to: i) obtain insurance complying with the requirements set forth in Exhibit F, attached hereto and incorporated by reference herein, before the contractor performs under the contract between Grantee and the contractor (the "Subcontract"), and ii) maintain such insurance in full force throughout the duration of the Subcontract. The insurance must be provided by an insurance company or entity that is authorized to transact the business of insurance and issue coverage in the State of Oregon and that is acceptable to Grantor. Grantee shall not authorize contractor to begin work under the Subcontract until the insurance is in full force. Thereafter, Grantee shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Grantee shall incorporate appropriate provisions in each Subcontract permitting it to enforce contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing a stop work order (or the equivalent) until the insurance is in full force or terminating the Subcontract as permitted by the Subcontract, or pursuing legal action to enforce the insurance requirements. In no event shall Grantee permit a contractor to work under a Subcontract when the Grantee is aware that the contractor is not in compliance with the insurance requirements. As used in this section, a "first tier" contractor is a contractor with which the Grantee directly enters into a contract. It does not include a subcontractor with which the contractor enters into a contract.

Section 7.08. False Claim Act. Grantee will refer to the Grantor any credible evidence that a principal, employee, agent, sub-grantee contractor, contractor or other person has submitted a false claim under the False Claims Act (31 USC 3729-3733; ORS 180.750-180.785) or has committed a criminal or civil

violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving funds provided under this Grant Agreement.

Section 7.09. Time is of the Essence. Grantee agrees that time is of the essence with respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

Section 7.10. Survival. All provisions of this Agreement set forth in the following sections shall survive termination of this Agreement: Section 3.03, Unexpended Grant Money; Section 5.12, Maintenance, Retention and Access to Records; Audits; and Section 7, MISCELLANEOUS and any other provisions that by their terms are intended to survive.

Section 7.11. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

Section 7.12. Severability. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

Section 7.13. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent contracting parties and neither party hereto shall be deemed an agent, partner, joint venturer or related entity of the other by reason of this Agreement.

Section 7.14. Headings. The section headings in this Agreement are included for convenience only, do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.

Section 7.15. No Third Party Beneficiaries. Grantor and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below their respective signatures.



STATE OF OREGON

Acting by and through its Department of Justice

By: _____

Name: Shannon L. Sivell

Title: Director, Crime Victims' Services Division

Date: _____

WASCO COUNTY, ACTING BY AND THROUGH ITS DISTRICT ATTORNEY'S OFFICE

By: _____

Name: _____

Title: _____

Date: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

EXHIBIT A

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing

a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check here ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check here ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



OMB APPROVAL NUMBER 1121-0140

As modified by the Office of Criminal Justice Services
Pursuant to request of the OJP Office of Civil Rights

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; 2 CFR Part 200; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include:
 - Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d);
 - Victims of Crime Act (42 U.S.C. § 10604(e));
 - Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b));
 - Civil Rights Act of 1964 (42 U.S.C. § 2000d);
 - Rehabilitation Act of 1973 (29 U.S.C. § 7 94);
 - Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34);
 - Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86);
 - Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07);
 - Ex. Order 13279 (equal protection of the laws for faith-based and community organizations);
 - Equal Treatment for Faith-Based Organization (28 C.F.R. pt. 38); and
 - Nondiscrimination, Equal Employment Opportunity, Policies and Procedures (28 C.F.R. pt. 42).

In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

Additionally, all grant recipients (including subgrantees or contractors) agree to report any complaints, lawsuits, or findings from a federal or state court or a federal or state Administrative Agency regarding a civil rights finding.

7. If a governmental entity:

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Print Name of Authorized Official

Title

Signature of Authorized Official

Date

SINGLE AUDIT CERTIFICATION LETTER

October 1, 2014

Ms. Judy Urness
Wasco County, acting by and through its District Attorney's Office
511 Washington St., Ste. 304
The Dalles, OR 97058-2231

RE: Subrecipient Audit Requirements of OMB Circular A-133 (2 CFR Part 200, Subpart F for audits of fiscal years beginning on or after December 26, 2014) Grant Agreement between the Oregon Department of Justice and for the period of October 1, 2015 – September 30, 2017 under the VOCA Non-Competitive Grant Award/CFDA#16-575 /\$ 98,774.00.

Dear Ms. Judy Urness,

The Oregon Department of Justice is subject to the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* and 2 CFR Part 200, subpart F. As such, the Oregon Department of Justice is required to monitor our subrecipients of federal awards and determine whether they have met the audit requirements and whether they are in compliance with federal laws and regulations. A copy of Circular A-133 can be found at the following web address:

http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf and a copy of 2 CFR Part 200, Subpart F can be found at the following web address: <http://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377ef5213a51c149de40cab&node=2:1.1.2.2.1&rgn=div5#2:1.1.2.2.1.6>

Accordingly, we are requesting that you check one of the following, provide all appropriate documentation regarding your organization's compliance with the audit requirements (CVSD will only accept the URL address for your organization's audit or an electronic copy), sign and date the letter and return this letter along with your Grant Agreement and Exhibits A, B, D, and E.

1. _____ We have completed our single audit for our most recent fiscal year, ending _____. The URL address indicated below or an electronic copy of the audit report and a schedule of federal programs by major program have been provided. (If material exceptions were noted, the responses and corrective actions taken have also been provided.)
URL address for single Audit:
2. _____ We expect our single audit for our most recent fiscal year, ending _____, to be completed by _____. The URL address or an electronic copy of our audit report and a schedule of federal programs by major program will be forwarded to the Oregon Department of Justice within 30 days of receipt of the report. (If material exceptions are noted, a copy of the responses and corrective actions taken will be included.)
3. _____ We are not subject to the single audit requirement because:
_____ We are a for-profit organization.
_____ We expend less than \$500,000 in federal funds in a fiscal year beginning prior to December 26, 2014, or less than \$750,000 in a fiscal year beginning on or after that date.
_____ Other (please explain) _____

Print Name of Fiscal Officer

Title

Signature of Fiscal Officer

Date

Please address all correspondence to:
Oregon Department of Justice, CVSD
1162 Court Street NE
Salem, OR 97301-4096

Oregon Department of Justice – Crime Victims’ Services Division
CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS
FOR SUBGRANTS ISSUED BY THE OREGON DEPARTMENT OF JUSTICE

INSTRUCTIONS: Complete the identifying information, which is found on the Grant Award face sheet, in the table below. Read the form completely, **identifying, under “I,” the person responsible for reporting civil rights findings; and checking only the one certification under “II” that applies to your agency.** Have your Authorized Official sign as appropriate on page 2, forward a copy to the person you identified under “I”, keep a copy for your records, and return the original to the Oregon Department of Justice, Crime Victims’ Services Division, 1162 Court Street NE, Salem, OR 97301-4096 along with your Grant Agreement and Exhibits A, B, C, and E.

Grant Award: VOCA/CFA-2015-WascoCo.DAVAP-00055		Grant Title: VOCA Non-Competitive Grant Award
Grantee Name (Funded Entity): Wasco County, acting by and through its District Attorney's Office		
Address: 511 Washington St., Ste. 304, The Dalles, OR 97058-2231		
Program Period: Start Date: 10/1/2015 End Date: 9/30/2017		Award Amount: \$ 98,774.00
Contact Name, Phone # & E-mail address: Ms. Judy Urness, (541) 506-2685, judyu@co.wasco.or.us		

AUTHORIZED OFFICIAL’S CERTIFICATION: As the Authorized Official for the above Grantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. **REQUIREMENTS OF SUBGRANT RECIPIENTS:** All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

◆ I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et seq.*; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (*See also*, 2000 Executive Order #13166).

◆ I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the Oregon Department of Justice within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of receipt of this form. A copy of this Certification will be provided to this person, as identified here:

Person responsible for reporting civil rights findings of discrimination:

I certify that _____ [Grantee] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

 Print or Type Name and Title

 Signature

 Date

II. **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:**

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute’s administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. Check the box before **ONLY THE ONE APPROPRIATE CERTIFICATION** (A, B or C below) that applies to this Grantee agency during the period of the grant duration noted above.

☐ **CERTIFICATION A: Declaration Claiming Complete Exemption from the EEOP Requirement**

Please check all the following boxes that apply:

- ☐ Grantee is an educational, medical or non-profit institution or an Indian Tribe; and/or
- ☐ Grantee has less than 50 employees; and/or
- ☐ Grantee was awarded less than \$25,000 in federal U.S. Department of Justice funds.

I, _____ [authorized official],
certify that _____ [Grantee]
is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

Print or Type Name and Title

Signature

Date

☐ **CERTIFICATION B: Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review**

If a recipient agency has fifty or more employees and is receiving a single award of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [authorized official],
certify that _____ [Grantee],
which has fifty or more employees and is receiving a single award for \$25,000 or more, but less than \$500,000,
has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required
by applicable federal law, it is available for review by the public, employees, DOJ/CVSD, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

_____ [organization],

_____ [address].

Print or Type Name and Title

Signature

Date

☐ **CERTIFICATION C: Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review**

If a recipient agency has fifty or more employees and is receiving a single award of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [authorized official],
certify that _____ [Grantee],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP
in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

* * * * *

This original signed form must be returned to the Oregon Department of Justice, Crime Victims' Services Division, 1162 Court Street NE, Salem, OR 97301-4096, along with your Grant Agreement and Exhibits A, B, C, and E. You must also forward a signed copy to the person you identified under "I" on page 1. Electronically scan the signed document and send the signed document to EEOPForms@usdoj.gov with EEOP Certification in the subject line. Please retain a copy for your records.

For more information regarding EEOP requirements, please access the Office for Justice Programs, Office for Civil Rights web page at: <http://www.ojp.usdoj.gov/ocr>.

VICTIMS OF CRIME ACT SPECIAL CONDITIONS

1. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the United States Department of Justice (USDOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by USDOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.
2. Under the Part 200 Uniform Requirements, a time-limited grace period for procurement standards may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (found at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

1. Grantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").
2. Grantee acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if Grantee is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of its Standard Assurances executed but h Grantee, and may result in suspension of funding until such time as the Grantee is in compliance, or termination of the award.
3. Grantee understands and agrees that DOJ may withhold award funds, or may impose other related requirements, if the Grantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
4. Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of DOJ.
5. Grantee and any subcontractors must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.
6. No Grantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the Grantor, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the Grantee --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the Grantor, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Grantor.

2. If the Grantee does or is authorized to make subawards or contracts under this award --

a. it represents that --

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any contractor or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the Grantor, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Grantor.

7. Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without express prior written approval of DOJ.
8. Grantee agrees to comply with any additional requirements that may be imposed during the Grant performance period if the Grantor determines that the Grantee is a high-risk grantee.
9. Grantee agrees to comply with applicable requirements regarding registration with the SAM, System for Award Management (or with a successor government-wide system officially designated by OMB and OJP). The details of Grantee obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

10. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Grantee to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
11. Grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").
12. Grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles available at <http://www.ojp.usdoj/funding/ojptrainingguidingprinciples.htm>.
13. Grantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the Grantee will promptly notify, in writing, the Fund Coordinator for this award, and, if so requested by DOJ, seek a budget-modification or change-of-project-scope grant amendment to eliminate any inappropriate duplication of funding.
14. Grantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
15. Grantee understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
16. A Grantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise DOJ in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
17. Grantee must collect, maintain, and provide to DOJ, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by DOJ. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.
18. VOCA Requirements
Grantee will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.
19. Grantee will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

20. Grantee understands that this award is subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. Grantee agrees to assist DOJ in carrying out its responsibilities under NEPA and related laws, if the Grantee plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.) Grantee also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.
21. Grantee agrees to submit (and, as necessary, require subcontractors to submit) performance reports on the performance metrics identified by OVC, and in the time and manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, Grantee agrees to submit (and, as necessary, require sub-recipients to submit) such information quarterly.
22. Grantee, if a non-profit entity, agrees to make its financial statements available online (either on the Grantee's website or another publicly available website). DOJ will consider Grantee organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.
23. Grantee, if a non-profit entity, agrees to certify its non-profit status. Grantees may certify their non-profit status by submitting a statement to the recipient (to be placed in the grant file) affirmatively asserting that the Grantee is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the Grantee's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the Grantee's state/territory certificate of incorporation that substantiates its non-profit status. Grantee that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the Grantee is a local non-profit affiliate.

Certification: I certify that I have read and reviewed the above assurances and the grantee will comply with all provisions of the Victims of Crime Act of 1984 (VOCA), as amended, and all other applicable Federal laws.

Print Name of Authorized Official

Title

Signature of Authorized Official

Date

Print Name of Fiscal Officer

Title

Signature of Fiscal Officer

Date

SUBCONTRACTOR INSURANCE REQUIREMENTS

A. REQUIRED INSURANCE. Subcontractor shall obtain at Subcontractor's expense the insurance specified in this section prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement. Subcontractor shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to Grantor.

i. **WORKERS COMPENSATION.** All employers, including Subcontractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2).

ii. **EMPLOYERS' LIABILITY.**

☒ **Required by Agency** ☐ **Not required by Agency.**

If Subcontractor is a subject employer, as defined in ORS 656.023, Subcontractor shall obtain employers' liability insurance coverage.

iii. **PROFESSIONAL LIABILITY**

☒ **Required by Agency** ☐ **Not required by Agency.**

If in the conduct and implementation of the Subcontract, Subcontractor provides professional advice or services, Subcontract shall obtain and maintain Professional Liability Insurance in a form and with coverages that are satisfactory to the State covering any damages caused by an error, omission or any negligent acts related to the professional services to be provided under this Agreement.

iv. **COMMERCIAL GENERAL LIABILITY.**

☒ **Required by Agency** ☐ **Not required by Agency.**

Subcontractor shall obtain and maintain Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to the State. This insurance shall include personal injury liability, products, and completed operations. Coverage shall be written on an occurrence basis.

v. **AUTOMOBILE LIABILITY INSURANCE: AUTOMOBILE LIABILITY.**

☒ **Required by Agency** ☐ **Not required by Agency.**

If in the conduct and implementation of the Subcontract, Subcontractor provides transportation for or transports individuals in automobiles, Subcontractor shall obtain and maintain Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability").

B. ADDITIONAL INSURED. The Commercial General Liability insurance and Automobile Liability insurance required under this Agreement shall include the State of Oregon, its officers, employees and agents as Additional Insureds but only with respect to Subcontractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

C. "TAIL" COVERAGE. If any of the required professional liability insurance is on a "claims made" basis, Subcontractor shall either maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of this Agreement, for a minimum of 24 months following Subcontractor's completion and Grantor's acceptance of all performance required under this Agreement. Notwithstanding the foregoing 24-month requirement, if Subcontractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then Subcontractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace for the coverage required under this Agreement. Subcontractor shall provide to Grantee or Grantor, upon Grantee or Grantor's request, certification of the coverage required under this Exhibit F.

D. CERTIFICATE(S) OF INSURANCE. Subcontractor shall provide to Grantee Certificate(s) of Insurance for all required insurance before performance required under this Agreement. The Certificate(s) must specify all entities and individuals who are endorsed on the policy as Additional Insured (or Loss Payees). Subcontractor shall pay for all deductibles, self-insured retention and self-insurance, if any. **The Subcontractor shall immediately notify the Grantee of any material change in insurance coverage.**

Discussion Item

Records Retention Policy

- [Staff Memo](#)
- [Resolution 15-016 Adopting Records Retention Policy](#)
- [State Archivists Rules of Retention for Counties & Special Districts](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: RECORDS RETENTION POLICY
DATE: 11/27/2015

BACKGROUND INFORMATION

We have followed the State Retention Schedule for some time. It recently came to our attention that it needs to be formally adopted by the Board.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF ADOPTING THE)	
WASCO COUNTY GENERAL RECORDS)	RESOLUTION
RETENTION SCHEDULE)	#15-016

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board being present; and

WHEREAS, the County has possession of and continues to receive a wide range of records in the normal course of conducting the County's business; and

WHEREAS, Wasco County desires to implement the use of the Records Retention Schedule as a means of systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all public records; and

WHEREAS, the Oregon State Archivist has statutory responsibility and authority to authorize destruction of public records per ORS 192.105 and Records Retention Schedule published by Oregon Administrative Rules Chapter 166, Division 200, is the mechanism by which that authority is given to counties; and

WHEREAS, The Record Retention Schedule (the Schedule) authorizes the destruction of certain records, it does not require destruction, but allows the County to retain documents for a longer period of time if desired by the County; and

NOW, THEREFORE, THE WASCO COUNTY BOARD OF COMMISSIONERS
HEREBY RESOLVES

1. To authorize the use of the State Archivist's General Records Retention Schedule for Oregon counties to determine the length of time records created and received by Wasco County are to be retained.
2. No records will be removed or destroyed until they have reached the end of their specific retention period.

DATED this 2nd day of December, 2015.

WASCO COUNTY
BOARD OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County General Counsel

Steven D. Kramer, County Commissioner

 Search

► **The Oregon Administrative Rules contain OARs filed through October 15, 2015** ◄

QUESTIONS ABOUT THE CONTENT OR MEANING OF THIS AGENCY'S RULES?
CLICK HERE TO ACCESS RULES COORDINATOR CONTACT INFORMATION

SECRETARY OF STATE, ARCHIVES DIVISION

DIVISION 150

COUNTY AND SPECIAL DISTRICT RETENTION SCHEDULE

166-150-0005

Administrative Records

NOTE: Inclusion of a record series in this schedule does not require the series to be created. If a record is created electronically, it can be retained in electronic format only as long as the retention period is 99 years or less.

(1) Activity and Room Scheduling Records: Records documenting scheduling and reservations related to public participation and use of various agency activities, events, classes and facilities. Includes schedules, logs, lists, requests, and similar records. (Minimum retention: 1 year)

(2) Activity Reports, General: Daily, weekly, monthly, or similar reports documenting the activities of employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (Minimum retention: 2 years)

(3) Advertising and Promotion Records (Non-State Fair): Series is used to prepare and produce promotional materials, and to document promotions, advertising campaigns, marketing initiatives and public relations efforts. Records may include event programs and schedules, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, and correspondence. (Minimum retention: 2 years)

(4) Annual Reports: Reports documenting the program or primary functional activities and accomplishments of the office for the previous year. These are often compiled from monthly, quarterly, or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. (Minimum retention: Permanent)

(5) Audit Records, Internal: Records document the examination of the agency's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by agency or contracted auditors. Records may include audit reports, supporting documentation, comments, and correspondence. (Minimum retention: 10 years)

(6) Calendars and Scheduling Records: Records document planning, scheduling, and similar actions related to meetings, appointments, trips, visits and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records, regardless of format. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information that is not summarized or otherwise included in reports or similar documents. Calendar and Scheduling information recorded in a personal day planner or personal electronic device may be a public record under ORS Chapter 192. (Minimum retention: 1 year)

(7) Citizen Awards: Awards presented by the agency to honor volunteers for civic contributions. May include award nominations, award certificates, presentation or ceremony records and photographs, lists of past recipients, and related records. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. (Minimum retention: 6 years)

(8) Communication Logs: Logs document communications made or received through a variety of electronic devices, including but not limited to telephone, smart phone, facsimile (fax), radio, computer-aided dispatch, pager, and teletype, AND are not otherwise specified in this general records retention schedule (OAR 166 Division 150). Logged information may include time, date and disposition of communication, name of caller, number called or received, and action taken. SEE ALSO Correspondence in this section. (Minimum retention: 1 year)

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(9) Contracts, Leases, and Agreements*: Documents the duly executed and binding contractual agreements between the agency and other parties. May include contracts, exhibits, bid documents, change orders, proposals, and significant related correspondence. Types of contracts include purchase of equipment and supplies, interagency, personal service, capital construction (documenting building construction, alterations, or repair), grant funding, and others. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. (Minimum retention: (a) Construction contract records: 10 years after substantial completion, as defined by ORS 12.135(3) (b) Collective bargaining contract records: Permanent (c) Other contracts, leases and agreements: 6 years after expiration) Caution: Agencies who enter into contracts with the federal government must ensure that their contracts and agreements meet federal requirements specified in the Code of Federal Regulations.

(10) Correspondence: Records that: 1. document communications created or received by an agency AND 2. directly relate to an agency program or agency administration AND 3. are not otherwise specified in the County and Special District General Records Retention Schedule (OAR 166-150) or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs. (Disposition: File with the associated program or administrative records. Retentions for county and special district records are found in the County and Special District General Records Retention Schedule. Communications not meeting the above criteria do not need to be filed and may be retained as needed.)

(11) Fax Reports: Records document facsimile transactions of the agency. Reports may also be used for billing purposes. Information includes date and time fax transmitted or received and recipient/sender's fax number. (Minimum retention: (a) Retain if used for billing: 3 years (b) Retain all other reports: 1 year)

(12) Intergovernmental Agreements*: Agreements entered in-to by the agency with the state, school districts, service districts, cities, or other governmental units. Often refers to consolidating departments, jointly providing administrative officers, and sharing facilities or equipment. Major agreements usually set funding responsibilities, fee apportionment, duration of agreement, rights to terminate agreement, and transfers of property, personnel, and employment benefits. Also includes intergovernmental agreements for common services, equipment, maintenance, etc. (Minimum retention: (a) Significant and historic agreements: Permanent (b) Other agreements: 6 years after expiration)

(13) Key and Keycard Records*: Records document the issuance of keys and keycards to staff to enable access to buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records. Minimum retention: (a) Retain access and entry logs 3 years (b) Retain other records 2 years after key is turned in)

(14) Legislative Tracking Records: Series used to monitor legislation that may have an impact on an agency's current operations or policies. Records include concept statements, proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, committee reports, agendas, and correspondence. (Minimum retention: 2 years)

(15) Lobbyist Records: Records document lobbyist and lobbyist employer activities and are used to report to these activities to the Oregon Government Ethics Commission. Records may include but are not limited to expenditure reports, registration statements, termination records, guidelines, and correspondence. (Minimum retention: (a) Retain expenditure reports 4 years (b) Retain all other records 5 years after last activity)

(16) Mailing Lists: Lists compiled to facilitate billing, community outreach, and other functions of the agency. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data. (Minimum retention: Until superseded or obsolete)

(17) Meeting Records, Governing Body*: Records documenting the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710), that is under agency jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, tape recordings, and related documentation and correspondence. SEE ALSO Meeting Records, Staff and Meeting Records, in this section and Board, Commission, and Committee in the County Court and Commissioners Records section. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanent (b) Retain executive session minutes: 10 years (c) Audio or visual recordings: 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes: 5 years)

(18) Meeting Records, Staff: Records documenting meetings within government which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer retention periods if the subject matter of the meeting adds significant information to that series. (Minimum retention: 2 years)

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(19) Mitigation Program Records*: Records document the establishment and maintenance of the agency mitigation programs, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of agency facilities, project reports, hazard mitigation grant records, and related documentation, which may include capital improvement records. SEE ALSO the Emergency Management section. (Minimum retention: (a) Adopted plans: Permanent (b) Other records: for the life of the structure)

(20) News/Press Releases: Prepared statements, announcements, news conference transcripts, and similar records issued to the news media. Subjects include the adoption of new programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Also may include news releases announcing routine events or actions carried out within the scope of existing policies. (Minimum retention: (a) Policy and historic news/press releases: Permanent (b) Routine news/press releases: 2 years)

(21) Notary Public Log Books: Records documenting notarial transactions completed by a notary public and employed by a government agency. Agencies may retain logbooks by agreement with the notary after their separation from employment. Agencies retaining notary public log books without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction. (Minimum retention: 7 years after date of commission expiration)

(22) Organizational Records: Records documenting the arrangement and administrative structure of an agency. Includes charts, statements, studies, and similar records. May also include studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the administrative hierarchy. (Minimum retention: 2 years after superseded)

(23) Passport Transmittal Records: Records document the processing of passport applications. May include but is not limited to calendars, copies of transmittals sent to the United States Passport Office. Information includes daily and weekly totals of passports processed, applicants' names, amount paid, and departure date. (Minimum retention: 1 year)

(24) Permit and License Records, Agency-Issued*: Records documenting agency review, background investigations, recommendations and other actions related to permits and licenses issued for various activities not specified elsewhere in this general schedule. Permits may include but are not limited to those for taxi cab drivers, dances, parades, rocket launching, second hand dealers, alarm system dealers, liquor licenses, keeping livestock, and solicitors. Usually includes applications, background investigation reports, permits, licenses, and related records. (If a specific permitting function is included in another records series under a program or functional area such as public works or law enforcement in this general schedule, the retention period specified in that program or functional area supersedes the retention period listed in this series.) (Minimum retention: (a) Retain fee permits of license records: 3 years after expiration, revocation, or denial (b) Retain free permits or license records: 2 years after expiration, revocation, or denial)

(25) Planning Records: Series documents long-range plans and the development of an agency's mission statement and work objectives. Records include strategic plans, mission statements, preliminary drafts, work notes, and related correspondence. (Minimum retention: (a) Mission Statements and plans: 20 years (b) Other records: 5 years)

(26) Policy and Procedure Guidelines and Manuals*: Written instructions, rules, and guidelines in manual form documenting current and past authorized agency policies and procedures. Used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes, and other instances. Includes manuals documenting the procedures of departments with higher risk or exposure to liability such as police, fire, emergency medical services, public works, etc. This series also includes routine documentation and basic clerical instructional procedures covering such subjects as formatting letters, data entry, telephone etiquette, and others. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. The minimum retention periods refer only to agency-generated manuals. Manuals from other sources should be retained as needed or as mandated by a specific regulating body (federal or state agency, etc.), usually until superseded or obsolete. SEE ALSO Technical Manuals, Specifications, and Warranties in the Public Works-Operations and Maintenance section for published technical manuals and related materials. (Minimum retention: (a) Routine clerical manuals: 2 years after superseded or obsolete (b) Manuals relating to specific construction and/or engineering projects: 10 years after substantial completion, as defined by ORS 12.135(3) (c) One copy of all other manuals: Permanent)

(27) Policy Statements and Directives*: Series documents review, assessment, development, and authorization of an agency's formal policies and procedures that have been approved by a governing body. Records may include authorizing bulletins and advisories, mission and goal statements, manuals, and final policy statements and directives. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. SEE ALSO Policy and Procedure Guidelines and Manuals in this section. (Minimum retention: 20 years after superseded or obsolete)

(28) Polygraph Examiners Licensing Records: Documents statutory requirement that each polygraph examiner shall register with the County Clerk and that the Clerk shall maintain a list of examiners. Includes name of examiner and business address. (Minimum retention: 60 years)

(29) Postal Records: Records documenting transactions with the U.S. Postal Service and private

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carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items. (Minimum retention: 3 years)

(30) Professional Membership Records: Records documenting institutional or agency-paid individual memberships and activities in professional organizations. (Minimum retention: 3 years)

(31) Program Accreditation Records: Records document the evaluation, certification, and accreditation of an agency program by a nationally or regionally recognized accrediting organization AND are not otherwise specified in this general records retention schedule (OAR 166 division 150). Records may include but are not limited to self-evaluation reports; reports sent to accrediting organization; statistical data; evaluation reports; final accreditation reports and certifications; and related documentation and correspondence. Some records in this series may have historic value. SEE ALSO Professional Membership Records in this section. (Minimum retention: Retain current and one previous accreditation cycle, destroy)

(32) Public Notice Records*: Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO Competitive Bid Records in the Financial section for public notices related to bid openings and awards. (Minimum retention: 3 years)

(33) Publications: Published records produced by or for the agency or any of its departments or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. Does not include publications received from federal, state, private, or other sources — these publications and extra copies of agency-produced publications should be retained as needed. (Minimum retention: (a) Policy and historic publications: Permanent (b) All others: Until superseded or obsolete)

(34) Reports and Studies: Records document special reports or studies conducted on non-fiscal aspects of an agency's programs, services, or projects, compiled by agency personnel, or by consultants under contract that are not noted elsewhere in this schedule. Includes final report distributed either internally or to other entities and the work papers used to compile the report or study. (Minimum retention: 5 years)

(35) Requests and Complaints: Records documenting complaints or requests concerning a variety of agency responsibilities not specified elsewhere in this general schedule. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. (If a specific request or complaint is listed in another records series under a functional area such as law enforcement in this general schedule, the retention period specified in that functional area supersedes the retention period listed in this series.) (Minimum retention: 2 years after last action)

(36) Resolutions*: Formal statements of decisions or expressions of opinions adopted by the agency. Information includes date, number, and text. SEE ALSO Meeting Records, Governing Body in the County Court and County Commissioners Records section. (Minimum retention: Permanent)

(37) Routing and Job Control Records: Records used to control the routine flow of documents and other items and actions in and between offices in the agency. Includes routing slips, job control records, status cards, receipts for records charged-out, batch slips, and similar records. (Minimum retention: 1 year)

(38) Security Records*: Series documents security provided for agency buildings and grounds. Records include surveillance records, security logs, sign-in sheets, security reports, incident reports, and related records. SEE ALSO Fire and Security Alarm System Records in the Fire and Emergency Medical Services section; Computer System Security Records in the Information and Records Management section; or Alarm Records and Surveillance Tapes in the Law Enforcement section. (Minimum retention: 2 years)

(39) Seminar and Conference Records, Agency-Sponsored: Records documenting the design and implementation of agency sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records. For records documenting registration billings and related fiscal actions, see the Financial Records section. (Minimum retention: (a) Significant program records: 5 years (b) Class enrollment and attendance records: 2 years (c) Other records: 1 year)

(40) Seminar and Conference Records, Non-Agency Sponsored: Records documenting activities of seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the agency but attended by agency officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records. (Minimum retention: 2 years)

(41) Special District Charters*: Constitution, bylaws, and all amendments to agency charters approved by voters or the State Legislature. Generally includes original charter, amendments, and related significant records. (Minimum retention: Permanent)

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(42) Special District Codes*: Codified ordinances passed by a special district. Provides reference to all laws for both information and enforcement. Information may include ordinance numbers, amending ordinance numbers, code numbers, and text. (Minimum retention: Permanent)

(43) Special District Ordinances*: Legislative action of a special district to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. Ordinances typically include a title, preamble, ordaining clause, subject clause, penalty for violation (when applicable), effective date, authorizing signature and seal. May also include indexes calendars, and documentation presented to support action. (Minimum retention: Permanent)

(44) Special Event and Celebration Records: Records documenting agency-sponsored celebrations of special and historic occasions such as centennials, pioneer days, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other significant aspects of the celebration. These significant records may include studies, publications, photographs, attendance summaries, final reports, and other significant documents. This series also includes routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, memoranda, volunteer information, and related records. Records may also include scrapbooks, but does not include news clippings. News clippings are not public records and may be discarded. (Minimum retention: (a) Records documenting significant aspects of the event: Permanent (b) Other records: 2 years after event)

(45) Surveys, Polls, and Questionnaires: Records documenting the measurement of public opinion by or for the agency related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and significant related records. Examples of summaries include studies which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for agency service, and other records which distill survey data into summary form. (Minimum retention: (a) Summary reports and abstracts: 3 years (b) Other records: Until summary report is completed or 3 years, whichever is sooner)

(46) Visitor Logs: Records document visitors to county buildings. Records name include visitors' names, visitor badges issued, and entrance and exit times. (Minimum retention: 1 year)

(47) Work Orders: Records documenting requests and authorizations, according to existing contracts or agreements, for needed services and repairs to agency property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records. (Minimum retention: (a) Retain work completed by county personnel: 1 year (b) Retain work completed by outside vendors: 3 years)

(48) Work Schedules and Assignments: Records documenting the scheduling and assigning of shifts, tasks, projects, or other work to agency employees. Useful for budget and personnel planning and review, assessing employee work performance, and other purposes. May include calendars, schedules, lists, charts, rosters, and related records. (Minimum retention: 5 years)

(49) Year 2000 (Y2K) Planning Records: Records document the planning and development of agency Y2K contingency plans. Records may include but are not limited to meeting minutes, correspondence, draft plans, work notes, plan test results, and final plan. Information includes type of systems vulnerable to Y2K, level of priority, and party responsible for system solution or troubleshooting. (Minimum retention: Destroy)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 2-2005, f. & cert. ef. 5-10-05; OSA 3-2012, f. & cert. ef. 10-29-12; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0010

Airport

(1) Activity Reports, Airport: Records documenting various indicators of activity associated with the agency airport. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, and car rental outlets, as well as others. (Minimum retention: (a) Annual reports: Permanent (b) Other reports: 2 years)

(2) Airport Certification Records: Records documenting certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. Federal Aviation Administration related records include agency prepared airport certification manuals for airports servicing aircraft with seating capacities of more than 30 passengers, as well as airport certification specifications for "limited" airports. Manuals include procedures for the maintenance of paved and unpaved areas, lighting systems, and traffic and wind direction indicators. They also include procedures for self-inspection, rescue and fire fighting, and the control of hazardous substances and ground vehicles, as well as plans for snow and ice control, emergencies, wildlife hazard management, and others. (Minimum retention: (a) Certification manuals or specifications: Permanent (b) Other records: 2 years after expiration)

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(3) Airport Security Program Records: Records documenting the agency airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Program contents include a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate information, airport statistics, and related subjects. (Minimum retention: (a) Program records described in 14 CFR 107.3: Permanent (b) Other records: 2 years after superseded or obsolete)

(4) Airport Self-Inspection Reports: Reports and related records documenting Federal Aviation Administration (FAA) mandated inspections by airport staff to assure safe conditions. These generally are performed daily or more frequently if unusual conditions caused by construction, weather, or any accident or incident are present. Inspections include runway, ramp, and taxiway conditions, fire and reserve facilities, bird hazards, wind indicating devices, standby power system, and lighting. (Minimum retention: (a) Reports documenting incidents: 2 years (b) Other reports: 6 months)

(5) Civil Aviation Register: Series documents civil airplane registrations as listed by the Federal Aviation Administration. The register is updated on a monthly basis and is used for reference. Information includes description of aircraft including make, model, size, and weight. Also includes name and address of registrant. (Minimum retention: Until superseded or obsolete)

(6) Complaint Records, Airport: Records documenting complaints or requests related to noise or other aspects of airport operations. Information often includes name, phone number, and address of person making complaint, name of person receiving and/or responding to complaint, description of complaint, resolution (if any), and other data. (Minimum retention: 2 years after last action)

(7) Law Enforcement Action Records: Records documenting various types of security actions taken by the airport as described in 14 CFR 107.23(b). Examples include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; as well as the number of detentions and arrests, and the immediate disposition of each person detained or arrested. (Minimum retention: 2 years)

(8) Maps, Aviation: Series provides visual cartographic documentation that aids in airport functioning. Used for reference in the planning process. Contains maps, plats, charts, field notes, terrain sketches, and related records. Types of maps include topological maps of roads, ditches, fences, and subterranean pipes and tanks. Also includes zoning and noise contour maps. (Minimum retention: Until superseded or obsolete)

(9) Navigational Facilities Maintenance and Operation Reports: Records documenting the maintenance and operation of various types of airport navigational equipment. Examples include nondirectional radio beacon facilities, instrument landing system facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. Includes meter readings and adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, and other documents. See applicable record series in the Public Works, Operations and Maintenance section for records not related to navigational facilities. (Minimum retention: 2 years after equipment permanently removed from service)

(10) Noise Compatibility Program Records: Records documenting agency development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Includes studies, reports, noise exposure and other maps, hearing records, public statements, and related documents. Program information includes a description and analysis of alternate measures, program measures to reduce or eliminate noncompatible land uses, a description of public participation, actual and anticipated effect of the program, and other summaries and descriptions. (Minimum retention: (a) Program records described in 14 CFR 150.23(e): Permanent (b) Other records: 5 years after program approved)

(11) Notice To Airmen (NOTAM) Reports: Reports the notification of air carriers as to changes in airport conditions. Subjects include construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, and others. Includes Notice to Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data. (Minimum retention: 1 year after notice expired)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0015

Assessment and Taxation Records

(1) Additional Tax Due and Valuation Notices: Used to notify property owners of disqualification of specially assessed property or errors made in the valuation process. Types of disqualifications include farm, forest, historical, residential or commercial zone, and others. Types of valuation changes include omitted property, clerical error, and others. Records notifying property owners of adjudicated notices may include name, address, value, tax assessed, tax year, and reason for disqualification or change. (Minimum retention: 3 years after entered on tax roll)

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- (2) Annual Tax Certification Records: Record of certified levies to be collected for each taxing district which was placed on the tax roll and is filed with the County Clerk. Summarizes taxes levied by property type and levy type. May include the following information by district: levies, value, offsets, tax rates, tax losses, add taxes, and percentage of distribution. (Minimum retention: 6 years)
- (3) Appraisal Records: Record of land and building appraisals including all elements used to determine the value of the property. May include property identification number and legal description, owner name and address, diagram cards, appraisal activity log, current value, remarks, sales and building permit history, roll value history, sketch notes, appeal history, construction detail, improvement valuation, land valuation, and special use valuation. Also may include records documenting valuation by year. (Minimum retention: 12 years)
- (4) Assessment and Tax Roll: Official record of assessments, tax levied, and changes to the tax roll on all properties. May include name, address, assessed value, real market value, taxes levied, legal description, sites address, code area, property class, and any changes made since previous tax roll. May also include additional tax rolls previously maintained for deferred homesteads, yield tax, reforestation, additional tax on timber, and others. (Minimum retention: (a) Years through 1905: Permanent (b) Fiscal Years ending in 0 and 5 after 1905: Permanent (c) Fiscal Years 1906 and later (except years ending in 0 and 5): 50 years)
- (5) Assessment Appeal Records: Notification to the Assessor that a property owner disagrees with the assessed value of the property. May include Board of Property Tax Appeals, Department of Revenue, or tax magistrate petitions and orders. May also include correspondence relating to the appeal. Original petition, evidence, and order are filed with the County Clerk or the Department of Revenue. (Minimum retention: 2 years)
- (6) Assessment Rolls: Compilation of real and personal property values as established by May 1 of each calendar year. Used to generate taxes in the following tax year. These records were created prior to the legislative change combining the assessment and tax rolls. May include name, address, location, account numbers, legal description, and valuation. (Minimum retention: If Tax Rolls do not exist for the below-specified time periods, or if the tax and appraisal function is documented in one record for a particular time period, use the following: (a) Years through 1905: Permanent (b) Fiscal Years ending in 0 and 5 after 1905: Permanent (c) Fiscal Years 1906 and later (except years ending in 0 and 5): 50 years (d) If separate Tax Rolls exist for the above specified time periods: 6 years)
- (7) Assessor's Maps: Cartographic records produced and maintained by the Assessor outlining the boundaries of each land parcel subject to separate assessment within the county, with the parcel's tax lot or account number shown on the parcel. May include code area boundaries and the assigned code area numbers. (Minimum retention: Retain until superseded or obsolete)
- (8) Bankruptcy Records: Monitors the actions of U.S. Bankruptcy Courts as it pertains to the assessing and collecting of property taxes. May include notification from the court, request for relief of automatic stay, reorganization and payment plans, discharges, and related correspondence. (Minimum retention: 2 years after case closed)
- (9) Department of Motor Vehicles Form 113: Used to certify that taxes have been paid on manufactured structures so that they can be moved, sold, or dismantled. Information may include owner name and address, property location, appraised value, taxes due and taxes paid. This program moved to Department of Business and Consumer Services Building Codes Division in May 2005 which issues trip permits in lieu of DMV Form 113's. (Minimum retention: (a) Tax Collector information: 1 year (b) Assessor information: Life of the structure)
- (10) Disqualified Tax Payments: Used to document the collection of taxes for properties that have been disqualified as having a special assessment. Information may include property owner name and address, tax year, market or non special assessment value, farm use value, tax rate, number of years for rate, total additional tax per year, total tax due, reason for disqualification, and disqualification value. (Minimum retention: 7 years)
- (11) Exemption Claims: Applications by war veterans or veteran's widows and qualifying exempt organizations for total or partial property tax exemption. May include applications, marriage licenses, death certificates, military service discharge records, by-laws, rental agreements, and other records. (Minimum retention: 2 years after superseded or exemption disqualified)
- (12) Foreclosure Records: Documents the actions of the Tax Collector during foreclosure and redemption of real property. May include declarations of delinquency, notifications to property owner and lien holders, official publication lists, applications for final judgment and decree, final judgment and decree, record of lien holders, redemption certificates, deeds of foreclosed property, and related correspondence. (Minimum retention: 6 years after property deeded to county or redeemed by recorded interest holder)
- (13) Homeowner's Property Tax Relief Records: Applications for property tax reduction based on legislatively mandated amounts distributed through the Department of Revenue. May include applications, adjustment, fund transfer, denial, and disqualification records. (Minimum retention: 2 years)
- (14) Journal Vouchers-Roll Changes: Assessor's copy of request to Tax Collector to change or correct the tax roll in counties where separate records are maintained. May indicate value, tax

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code, exemptions and other changes. May include vouchers, opinion and order from Department of Revenue, Board of Property Tax Appeals orders, and tax court and supreme court orders. (Minimum retention: 6 years, or until real property tax rolls of the year affected by the voucher have been foreclosed and the foreclosed property deeded to the agency)

(15) Partition Plats and Subdivision Plats: Used to document that taxes have been paid on properties prior to the partition/subdivision development. Information may include parcel description, name of partition or subdivision, tax lot information, number of parcels and acres, and amount of taxes paid. (Minimum retention: 2 years)

(16) Personal Property Delinquent Tax Records: Notification by individual correspondence or official publication to property owner of intent to issue a judgment lien on personal property for non-payment of taxes. Also used to record or release lien against owner of property on tax roll. Lien is recorded and retained by the County Clerk. Includes owner name, type of personal property, account number, years and amounts delinquent, and authorizing signature. (Minimum retention: 2 years after the associated liens are issued)

(17) Personal Property Returns: Documents the value all business machinery and equipment within the county to determine the valuation of personal property for taxing purposes. May include name of taxpayer/business, address, location, signatures, and purchase price and date purchased of business machinery. (Minimum retention: 6 years)

(18) Ratio Studies: Used to update appraisal values between reappraisals of property. May include sales data cards, sales verifications, sales ratio report, and supporting documents. Information on report may include property sales by neighborhood or reappraisal areas, ratio of sales to property values, previous study statistics, and individual sales listings. (Minimum retention: 6 years)

(19) Refund Records: Used to record the overpayment of taxes and then to document that notification was to over payers requesting information on who the refund should be issued to. Information may include account name and number, property location, tax lot number, amount of overage, cause of overage, and deadline for response. (Minimum retention: 6 years)

(20) Revenue (Department of) Reports: Reports sent to the Department of Revenue summarizing information placed on the tax roll and providing detail of expenditures supporting reimbursement for operational expenses. Reports may include Summary of Assessments and Levies (SAL) Report, Property Tax Program Grant Document Detail Report, and Tax Collection Year-End Report. (Minimum retention: 6 years)

(21) Senior and Disabled Citizens Tax Deferral Applications: Applications by senior citizens to defer property taxes or special assessments. Disqualification occurs with death of applicant, property sale, or exceeding income limit. Taxes are paid by the state with lien attached to property. Applications may include name, address, location, account number, legal description, deed references, and authorizing signatures. This series may also include applications for delay of foreclosure. (Minimum retention: 2 years after disqualified or lien satisfied)

(22) Special Valuation Applications: Requests for special assessment of properties on the basis of special use. Uses include forest land, farmland, historic properties, enterprise zones, and single family residence in commercial zones. Applications and worksheets may include name, address, account number, number of acres in use, farm income documentation, historic designation, year assessed, and real market value (RMV) of property. (Minimum retention: 6 years after disqualified)

(23) Tax Collection and Distribution Records: Records summary of taxes collected and distributed. May include date of collection and distribution, amount distributed, percentage of collection and distribution, year of tax, and adjustments. (Minimum retention: (a) Percentage Distribution Schedule: 25 years (b) All other records: 3 years)

(24) Tax Lot Cards: Records contain official descriptions of real property and are used to track land ownership and lot size and also may serve as a deed reference. Records include tax lot number; the location of the land in reference to township, range, and section; and a description and record of changes to the property, acreage, and land owner. (Minimum retention: Permanent)

(25) Tax Payment Records: Records individual payments made by taxpayers on an account. May include county name, fiscal year for which taxes entered, address, code area, date paid, amount, and property for which taxes paid. (Minimum retention: 7 years)

(26) Tax Statement Requests: Authorization for lender to pay property taxes on individual properties. Provides lender information on assessed values and levied taxes on individual properties. May include account number, lender name and loan number. (Minimum retention: 2 years)

(27) Tax Turnover Records: Documents amounts paid to each taxing district based on the Tax Collection and Distribution schedule calculated by the Tax Collector. Includes date of distribution, district name, and amount distributed. May also include percentage of collection and distribution, year of tax, and adjustments. (Minimum retention: 6 years)

(28) Taxing District Records: Notification to the Assessor from city, fire, school, and other special

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districts to levy taxes. Includes records received from districts such as notifications to levy taxes, categorizations of levies, resolutions from governing body to levy taxes, detail budgets, and public notices. Also may include tax rate computation sheets and other records used or created by the Assessor in calculating the tax rates. (Minimum retention: (a) Notice of Property Tax Levy and Certification of Categorization: 6 years (b) All other records: 2 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2006, f. & cert. ef. 8-30-06

166-150-0020

Building

(1) Building Activity Records: Reports or statistical compilations tracking building activity on a monthly and annual basis. Used to plan budgets and staffing, as well as to monitor growth and chart building trends. Usually tracks number of permits issued, type of activity, value of projects, fees collected, and related information. May consist of reports compiled for the U.S. Bureau of the Census. (Minimum retention: (a) Retain reports summarizing activities on an annual basis: Permanently (b) Retain other reports: 2 years)

(2) Building Board of Appeals Records: Records of appeals to decisions made by the agency staff regarding alternate building materials or methods of construction. The board interprets building code and requirements. Often includes staff reports, applications to appeal, minutes, exhibits, and related significant correspondence and memoranda. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanently (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain other records and exhibits not pertinent to minutes: 5 years)

(3) Building Code Violation Records: Building department documentation related to violations of building, electrical, sign, heating, plumbing, and related codes. May include notices of infractions, summons, complaints, compliance agreements, log books, compliance information, and related significant correspondence and memoranda. (Minimum retention: 10 years after last action)

(4) Building Inspection Records: Records documenting on-site visits by inspectors. Usually includes comments noted as construction progresses. (Minimum retention: (a) Final inspections: For the life of the structure (b) All other inspections: 2 years)

(5) Building Permit Applications: Applications from property owners to erect new structures, including signs, or make structural modifications to existing ones. Information usually includes name, address, phone number, and signature of applicant, permit number, type and location of building, name of builder or contractor, legal description, description of work, and value of construction. (Minimum retention: (a) If permit issued: 2 years (b) If no permit issued: 180 days)

(6) Building Permits: Permits granted to property owners to erect new structures, including signs, or make structural to existing ones. Serves as official authorization for construction including installation of plumbing, electrical, and mechanical equipment and other related work. (Minimum retention: (a) Retain permits for completed structures: for the life of the structure (b) Retain demolition permits: 10 years after demolition (c) Retain other permits: 2 years after revoked or expired)

(7) Building Plans, Nonresidential Blueprints: and specifications submitted by building contractors or owners applying for a permit to build commercial, industrial, or apartment structures. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand, of materials used, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. Often includes change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed: 10 years after substantial completion (as defined by ORS 12.135(3)) (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired: 180 days after expiration date)

(8) Building Plans, Publicly-Owned Structures: Blueprints and specifications submitted by building contractors or government agencies applying for a permit to construct government buildings. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand of materials used as well as details related to temporary facilities, job cleanup, deadlines, and other conditions. May also include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed: For the life of the structure (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired: 180 days after expiration date)

(9) Building Plans, Residential: Blueprints, drawings, and specifications submitted by building contractors or owners applying for a permit to build residential structures. Used for enforcement of building codes and reference for later modifications. Often includes specifications of type, grade, and brand of materials, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. May include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed 2 years after substantial completion (as defined by ORS 12.135(3)) (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired 2 years)

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(10) Certificates of Occupancy Certificates: recognizing compliance with the minimum standards set by state and local laws for structures. Usually includes building name and location, city or county, occupancy, classification, load limit, date issued, and fee. (Minimum retention: For the life of the structure)

(11) Registered Contractor Lists: Lists issued quarterly by the State Construction Contractors Board verifying registration by contractors with the Board. Used to ensure compliance with state requirements regarding insurance, bonding, etc. before the issuance of building permits. Includes registration number, name of contractor, county code, type of building trade, and related information. (Minimum retention: Until superseded or obsolete)

(12) Unsafe Building Records: Records documenting the demolition, boarding, or other actions related to structures determined to be unsafe. Includes structures determined to be unsafe due to the manufacture of illegal drugs. Also documents related repairs or actions to remedy deficiencies. Used for reference and litigation. Usually includes complaints, building inspection reports, letters to property owners, and demolition documents. May also include photographs, copies of contracts and payment records, and related significant records. (Minimum retention: 5 years after final action)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0025

Community Corrections Records

(1) Alcohol Diversion Evaluator Records: Series documents the evaluation of clients for referral to a program that will provide appropriate information or rehabilitation services. Records may include evaluation results, a written narrative summary of the interview, a copy of the client's driving record, documentation of the client's Blood Alcohol Content (BAC) at the time of the DUII (Driving Under the Influence of Intoxicants) arrest, a copy of the Diagnostic and Referral Report, and copies of reports on the client filed with the Office of Alcohol and Drug Abuse Programs. Information may include client's name, diagnosis, and status in diversion programs. (Minimum retention: 7 years following date of completion or discontinuance of treatment services)

(2) Case Assignment and Report Log: Series is used to assign and track new cases, reports, and transfers. It is used as a defacto index to parole/probation case files. Records include listings of new probations, paroles, temporary transfer requests, special reports, early terminations, revocations, and the name of the assigned officer. (Minimum retention: 3 years)

(3) Community Service Work Records: Series documents community service performed in lieu of or in addition to criminal sentencing. Records may include judges orders for bench parole, other court orders, and requirements for fulfilling community service order. Information includes offender's name, date of sentence, hours of community service, and dates and times of community service. (Minimum retention: 6 months after case closed)

(4) Offender Case Files: Series documents the supervision, management, and tracking of offenders in the community corrections program. Records may include face sheets, court orders, Board of Parole and Post Prison Supervision orders, commutations, death certificates, expungement, presentence investigations, parole officer notes, police reports, sanction hearing documentation, and community risk assessments. Department of Corrections (DOC) Information Systems Division maintains statewide record copy of information on the Corrections Information System. As stated in OAR 291-070-0080(1) DOC requires certain documents to be transferred to DOC Central Records, as they are created, for maintenance as state-wide record copy. (Minimum retention: (a) Retain felony offender case files: 2 years after case closed (b) Retain all other case files: 1 year after case closed)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0030

Counsel

(1) Civil Case Files: Documentation of pending and closed cases filed by the agency and against the agency. Often contains complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, and important related records. (Minimum retention: 10 years after case closed or dismissed, or date of last action)

(2) Criminal Case Files, Attorney: Records related to the prosecution of criminal cases by the attorney's office. May include copies of citations, law enforcement reports, driving records, DUII documents and tape recordings, complaints, subpoenas, motions, judgments, copies of records from other courts, and related significant material. (Minimum retention: 10 years after case closed or dismissed, or date of last action)

(3) Dispute Resolution Records: Records documenting personnel disputes resolved through

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mediation or arbitration instead of pursuing action through the court system. May include pleadings, investigation reports, dispositions, and related records. (Minimum retention: 3 years)

(4) Land Use Board of Appeals (LUBA) Case Files: Records related to land use decisions made by the agency that have been appealed to and reviewed by the Land Use Board of Appeals. May include staff reports, land use orders, pleadings, briefs, and related significant records. SEE ALSO Board of Commissioners Records in the County Administration Records section. (Minimum retention: 10 years after final decision)

(5) Legal Opinions: Formal opinions rendered by the attorney's office for various agency departments or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion. (Minimum retention: (a) Formal opinions: Permanent (b) Informal opinions: 10 years)

(6) Tort Claim Notices: Records documenting the notification given to the agency of potential suits against it. ORS 30.275 requires these to be filed with the agency before a potential claimant can bring certain actions against the agency. (Minimum retention: 3 years after closure of claim)

(7) Victim/Witness Assistance Program Records: Documents showing the administration of victim/witness assistance programs. Generally includes reports, activity logs, expense statements, records documenting state action, and significant related memoranda and correspondence. (Minimum retention: 5 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0035

County Clerk — Elections

(1) Absentee Ballot Requests: Used to enter a citizen's request for a ballot to be sent to them for the purpose of voting, or to change their current status as an absentee voter. Information includes voter name, address of residence, and mailing address. (Minimum retention: 1 year)

(2) Abstract of Votes (Record of Elections): Documents election results for General, Primary, Emergency, Recall, and Special Elections. Information includes candidate name/ballot title, precinct name, total votes per candidate/ballot title, total per precinct, under/over votes, and certification by County Clerk or election official. (Minimum retention: Permanent)

(3) Ballots: Documents ballots of voters who voted in Primary, General, Emergency, Recall, District, and Special elections. (SEE Vote by Mail Records)

(4) Contribution and Expenditure Reports: Documents contributions and expenditures by candidates or political action committees. Includes statement of organization, amount, source, and detail of contributions and expenditures. May also include receipts for expenditures. The Secretary of State Elections Division maintains the statewide record copy of Statements of Organization. (Minimum retention: (a) Statements of Organization: 6 years (b) All other records: 4 years after the date required to file update reports)

(5) Election Filings (Candidates and Referrals): Documents all necessary papers required to be filed by a candidate or governing body for primary, general, emergency, and special elections. May include petition of nomination, declaration of candidacy, certification of nomination, certificate of election, notice of measure election, and withdrawal of candidates. (Minimum retention: 4 years)

(6) Election Preparation Records: Used to prepare and administer elections. Records may include such information as number of ballots and ballot styles for each precinct, listing of measures and candidates by precinct, ballot layout records, and public certification test records. May also include documents on reconciliation. (SEE Vote by Mail Records)

(7) Election Security Plan: Records document the clerk's compliance with ORS 254.074 in which they clearly outline, in writing, the county's procedures for ensuring a secure elections process. Information in the plan includes but is not limited to a written security agreement entered into with any vendor handling ballots; security procedures for transporting ballots; security procedures at official places of deposit for ballots; security procedures for processing ballots; security procedures governing election observers; security procedures for ballots located in county elections work areas, buildings and storage areas; security procedures for vote tally systems, including computer access to vote tally systems; and postelection ballot security. These plans are required to be filed with the Secretary of State by the January 31 in each calendar year or one business day after any revision is made to the county elections security plan. (Minimum retention: 5 years)

(8) Help America Vote Act Identification Records: Records are used to verify the identity of a person registering to vote exists and their residence in the county they are attempting to register to vote in. Records include but are not limited to current and valid photo identification containing voter name and address, or a current copy of a utility bill, bank statement, government check, paycheck, or other government document that shows their name and address. The address listed must match the residence or mailing address submitted on their voter registration card. (Minimum

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retention: Retain until verified by county elections official)

(9) Initiative, Referendum, and Recall Records: Documents the initiative, referendum, and recall process by which voters propose laws and amendments to the State Constitution, refer an act of the Legislature or other governing body to a vote of the electorate, or recall a public official. Includes petitions, signature sheets, summaries of signature verification, text of proposed law, amendment, or response from public official. (Minimum retention: (a) Initiative & Referendum Signature Sheets: 6 years after election if measure is approved, as defined by ORS 250.235 & 255.205; (b) Recall Signature Sheets: 4 years after election if measure is approved; (c) Signature sheets if measure is not approved: 90 days after election or 90 days after deadline for sufficient signatures; (d) Initiative & Referendum Copy of Measure: Permanent, if measure is approved; and (e) All other records: 4 years)

(10) Legal Notices and Publications: Documents required pre-election legal notices by the County Clerk. May include publication of ballot title and notice of election. (Minimum retention: 4 years)

(11) Poll Books: Records issuance of ballot to eligible voter in an election. Includes name of elector, party affiliation, home address, ballot number, precinct number, and signature of voter. NOTE: Vote by Mail replaced poll elections in 2000. (Minimum retention: (a) Records created prior to 1931: Permanent; (b) All other records: 2 years)

(12) Registration List Authorizations: Documents the request and authorization for transmittal of voter registration information to citizens. Record consists of request and authorization for list of electors for a particular political boundary. (Minimum retention: 2 years)

(13) Secretary of State Reports: Documents required reports to the Office of the Secretary of State summarizing election registration, participation, and costs. May include Special District Election Report, Election Equipment Amortization Worksheet, Average Ballots Cast Worksheet, Allocated Cost Worksheet, and Local Elections Billing Worksheet. (Minimum retention: 2 years)

(14) Vote by Mail Records: Records are used to prepare, administer and abstract elections conducted by mail. Records include counted, duplicated, rejected, and defective ballots; returned signed, non-deliverable, and secrecy envelopes; and other documents used to prepare, administer and abstract elections conducted by mail. (Minimum retention: (a) Retain counted, duplicated, rejected, and defective ballots 2 years after elections containing federal candidates; (b) Retain counted, duplicated, rejected, and defective ballots 90 days after the last day to contest the election for all other elections not containing federal candidates; (c) Retain unused ballots 45 days after the election regardless of federal/nonfederal candidates; (d) Retain returned signed envelopes 2 years after the election regardless of federal/nonfederal candidates; (e) Retain secrecy and non-deliverable envelopes 60 days after the last day to contest the election for all elections regardless of federal/nonfederal candidates; and (f) Retain all other records used to prepare, administer and abstract elections conducted by mail 2 years after the election to which they relate)

(15) Voter Registration Records: Documents the registration or cancellation of registration of eligible voters or the cancellation of confidential voter status. Voter Registration Cards include the following information: name, signature, mailing and residence address, previous registration information, if ever registered in Oregon, date of birth, affirmation of citizenship, state residency, and political party. May also include records canceling or making inactive voter registration such as the notice of deceased list from Secretary of State, notice of change of address from Department of Motor Vehicles, U.S. Postal Service notice, and related correspondence (ORS 247.580). (Minimum retention: (a) Voter Registration Cards and all other records scanned into Oregon Centralized Voter Registration (OCVR): Destroy after entered into Oregon Centralized Voter Registration system; (b) All other records: 2 years)

(16) Voters Pamphlet Records: Documents the compilation, publication, and distribution of the County Voters' Pamphlet for primary, general, and statewide special elections. The County Voters' Pamphlet contains candidate statements, candidate photographs, ballot measure arguments, explanatory statements of ballot measures, and other information to assist voters. (Minimum retention: (a) Retain 1 copy permanently; (b) Retain pamphlet preparation records: 4 years after election)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 10-2009, f. & cert. ef. 12-23-09; OSA 3-2012, f. & cert. ef. 10-29-12; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0040

County Clerk — General

(1) Board of Property Tax Appeals Meeting Records: Documents the proceedings of the Board of Property Tax Appeals. Includes copy of order appointing board members, oaths of office of members, verification of training, delegation of legal counsel, affidavit of publication, record of appointment of board appraiser, agendas, date of meeting, list of those present who present evidence and a short discussion of the evidence presented, all material presented as evidence, all motions and who made them, results of all votes and how each member voted, petitions, authorizations to represent, defective petition notices, copy of hearing notice mailed to petitioner, recommendations and orders made by the board, and summary of actions. The following

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information is entered into the journal of the county governing body: date members appointed, positions to which the members were appointed, and a record of the date the board convened and the date the board adjourned. (Minimum retention: 6 years)

(2) Budgets (Taxing Districts): Documents budgets required to be filed by taxing districts within the county for the purpose of making them available for public inspection. Budget documents may include budget overview, budget policies, organization charts, budget detail reports, and summary schedules (Minimum retention: (a) County budget: Permanent (b) Other taxing district budgets: 2 years)

(3) County Charter: Constitution, bylaws, and all amendments to agency charters approved by voters or the State Legislature. Generally includes original charter, amendments, and related significant records. (Minimum retention: Permanent)

(4) County Code: Codified ordinances passed by the county. Provides reference to all laws for both information and enforcement. Information may include ordinance numbers, amending ordinance numbers, code numbers, and text. (Minimum retention: Permanent)

(5) Court Records (Circuit and District): Consists of Circuit or District court records in the official custody of the County Clerk which were not transferred to the Office of State Court Administrator. These records document court functions and responsibilities prior to the administrative change in 1981. May include, but are not limited to, Adoption Records, Change of Name Records, Civil and Domestic Case Files, Criminal Case Files, Delayed Birth Case Files, Mentally Ill or Deficient Case Files, Probate Records, Guardianship Records, Conservatorship Records, Court Reporter Notes, Journal or Order Records, Judgment Dockets, Naturalization and Immigration Records, and related indexes. (Minimum retention: Refer to the Oregon Judicial Department, Office of State Court Administrator, for retention and disposition information)

(6) Deed Instruments: Documents conveyance or encumbrance of an interest in real property. May include deeds; condominiums, plats, and partition plats; leases; contracts; easements; covenants, conditions, restrictions; options, and affidavits. Depending on local filing practices, this series also may be included as part of a Book of Records. (Minimum retention: Permanent)

(7) Deeds to Agency Owned Land: Recorded evidence of agency ownership of public lands and right-of-ways. Exhibits may include maps and legal descriptions, title transfers, and significant related correspondence. Information typically includes a description of property, signatures of previous owner and agency representative, and date of transfer. (Minimum retention: 3 years after property is no longer owned by the county)

(8) Easements: Recorded grants by property owners to the agency for use of private property for public uses. Examples consist of street, utility, bikeway, sewer, storm drain, and landscaping easements. May include maps or other exhibits. Information includes property owner's name and signature, location of property, type of easement, terms, and date of signing. (Minimum retention: Permanent)

(9) Fee Records: Records documenting billing and collection of fees or assessments for instruments received for recording. Information includes date and time of reception, name of grantor, name of grantee, to whom delivered, and fees received. (Minimum retention: 3 years)

(10) Filed but Not Recorded Records: Records documenting records that are required to be filed, but not recorded with the county clerk. Records may include but are not limited to quarantine orders, lost property notices, affidavits of publication, meeting notices, and hearing notices. (Minimum retention: 2 years)

(11) General Index (Direct and Indirect): Documents statutory requirement to create a direct and indirect index at least once a year of recorded instruments. May include date and time of reception, names of grantor, names of grantee, nature of instrument, volume and page where recorded, remarks, and brief description of tract. Depending on local filing practices, this series also may be included as part of a Book of Records. (Minimum retention: Permanent)

(12) Lien Instruments: The County Clerk Lien Record documents orders or warrants assessing a civil penalty issued by state or federal agencies or others. Serves as a public notice of an encumbrance judgment docket for civil penalties and has the effect of a judgment entered in a circuit court docket. The order or warrant becomes a lien upon any interest in real property or against an individual whom the order is issued. Information may include name of person incurring the penalty, name of officer or agency issuing, amount of civil penalty including penalty interest and other charges, date received and recorded, and full or partial satisfactions. Also may include other liens such as construction liens, chattel liens, and hospital liens which may not be included in the County Clerk Lien Record. Depending on local filing practices, this series also may be included as part of a Book of Records. (Minimum retention: (a) County Clerk Lien Record: Permanent (b) Other Statutory Lien Records: 10 years)

(13) Marriage Records: Documents licenses issued and solemnization of marriages. Includes (Health Division, Vital Records Unit) Record of Marriage, Consent to the Marriage of a Minor, Affidavit that there is no Parent or Guardian in Oregon, Waiver of Waiting Period, and related records. Also may include the copy of the marriage license if the County Clerk performed the ceremony. (Minimum retention: Permanent)

(14) Miscellaneous Recordings (Not Authorized by Statute): Documents recordings of various

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instruments not authorized by statute. Historically, this series may be referred to as Miscellaneous Records, and may include recordings of documents which were authorized by statute but that recorded events which occurred outside the county. Examples of records currently filed in this series include: not notarized earnest money agreements, personal papers, legal instruments, and other miscellaneous writings. (Minimum retention: (a) Records created prior to 1965: Permanent (b) All other records: 10 years)

(15) Mortgage Instruments: Documents conveyance of lands to secure the payment of a debt. May include mortgages, trust deeds, weatherization liens, senior citizen tax deferrals, Uniform Commercial Code (UCC) filings, and supporting records. (Minimum retention: Permanent)

(16) Municipal Corporation Claims: Documents description of property in which a municipal corporation claims assessment liens for local improvement. May include property description, record owner, and date of notice. (Minimum retention: 6 years after satisfaction)

(17) Oaths of Office: Signed oaths taken by various elected and appointed officials before discharging duties of office. Information typically includes date, name, office held, text, and signatures. (Minimum retention: 6 years after expiration)

(18) Property or Goods Finders Records: Documents requirement that a person who finds money or goods valued at \$250 or more must give notice in writing to the County Clerk. The finder becomes the owner of the property or goods if not claimed by a specified time period. Includes description of property or goods, date, and location found. (Minimum retention: 2 years)

(19) Public Notification of County Contracts: Documents statutory requirement for the County Clerk to list all contracts entered into by the county for the year covered by the report in counties not having a County Accountant. Includes name of contractor, work contracted for, amount of the work contracted for, whether bonds were required, and the amount and whether let privately or by public bidding. May also include certified statement documenting assets and liabilities of the county, claim and warrant report, sheriff collection reports, and treasurer's collection report. NOTE: ORS 294.230 repealed requirement for creation of this series in 1999. (Minimum retention: Destroy)

(20) Public Recordings (Authorized by Statute): Documents recordings of various instruments authorized by statute for the purpose of making a public record. Examples include bulk transfers, cooperative agreements, military discharge records, mining claims, occupation and professional licenses, power of attorney, and water rights records. This series may be referred to as the Book of Records. (Minimum retention: Permanent)

(21) Special District Records: Documents the formation, merger, operation, and dissolution of special districts within the county. May include ordinances, orders, formation records, annexations, maps, petitions, and assessments required to be filed in the Office of County Clerk. (Minimum retention: Permanent)

(22) Undeliverable Recorded Instruments: Documents recordings returned as undeliverable. The primary reason for nondelivery is incorrect disposition information provided by the person recording instrument. Examples include wrong address given, forwarding information incorrect, or not picked up at office as previously specified. (Minimum retention: 1 year)

(23) Declaration of Oregon Registered Domestic Partnership Records: Documents declaration of Oregon registered domestic partnerships. Includes (Public Health Division, Vital Records Unit) Record of Domestic Partnership and related records. (Minimum retention: Permanent)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0045

County Court and Commissioners Records

(1) Annexation Records: Records documenting the annexation of areas into boundaries. Used to determine legal areas in which permitting, elections, taxation, and other services will be provided. May include description of property annexed, effective date of annexation, map of area annexed, and approval from Department of Revenue. May also include staff reports, petitions, service district withdrawal records, surveys, boundary commission recommendations and judgments, census reports, franchise notices, maps, and important related correspondence and memoranda. (Minimum retention: Permanent)

(2) Board of Commissioners or County Court Meeting Records: Official proceedings of regularly scheduled, special, executive session, and emergency meetings of the governing body. Includes date, time, and location of meeting, names of members present and absent, subjects discussed, statements of intent, and records of actions taken. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits not retained permanently elsewhere in agency records: Permanent (b) Retain executive session minutes: 10 years (c) Retain audio or visual recordings: 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes: 5 years)

(3) Ordinances: Legislative action of the Board of Commissioners or County Court to regulate,

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require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. Ordinances typically include a title, preamble, ordaining clause, subject clause, penalty for violation (when applicable), effective date, authorizing signature and seal. May also include indexes calendars, and documentation presented to support action. (Minimum retention: Permanent)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0050

County Fair Records

(1) Annual Fair Advertising and Promotion Records: Series is used to prepare and produce promotional materials, and to document promotions, advertising campaigns and public relations efforts for the annual County Fair. Series also documents categories of exhibit competitions, entry requirements, and prizes offered for 4-H and Open Class exhibits. Records may include fair programs, exhibitor's handbooks (premium books), schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, and correspondence. (Minimum retention: (a) Fair programs and exhibitor's handbooks (premium books): Permanent (b) All other records: 2 years)

(2) Commercial Vendor Records: Series documents vendor reservations for exhibit booth space at the County Fair. Records may include reservation forms, cash receipts, and exhibitor rosters. (Minimum retention: 4 years)

(3) Communications Equipment Licensing Records: Series documents Federal Communications Commission (FCC) authorization for the County Fair to operate a radio station and use radio frequencies. Records include radio station applications and licenses, frequency coordination requests, vendor brochures, radio warranties, and correspondence. (Minimum retention: 1 year after permit expires)

(4) Exhibit Entry, Judging and Award Records: Series documents all activities related to judging and awards for adult, 4-H and Future Farmers America (FFA), and open class County Fair exhibits. Records include press releases, entry forms, entrant rosters, judging sheets, award listings, brochures, booth duty schedules, questionnaires, photographs, news clippings, and correspondence. Records may also include receipts for fees received and awards paid. (Minimum retention: 4 years)

(5) Exit Polls and Post-Fair Survey Records: Series is used to research and develop marketing and planning strategies. Records may include polls and surveys, objective statements, methodology documents, sampling variability, summaries, exit poll analysis, tables and graphs. (Minimum retention: 5 years)

(6) Fairgrounds Development Records: Series documents the development of the County Fairgrounds and physical facilities. Records may include correspondence, drawings, blueprints, maps, permits, contracts, deeds, real estate appraisals, studies and reports, budget reports, long-range development plans, warranties, photographs, and correspondence. (Minimum retention: Permanent)

(7) First Aid Reports: Series documents first aid treatment of fairgoers, employees, exhibitors, vendors or others, and may be used to report to the county or other parties. Series does not cover workers' compensation claims and related records. The reports show report number, patient name, injury or illness, treatment description, date, time, and the name of the doctor, nurse or EMT. (Minimum retention: 2 years)

(8) Gambling Winnings Statements: Series is used to report to Internal Revenue Service (IRS) gambling winners and amounts paid by the County Fair on horse racing bets. Records include statements (IRS W-2G) and transmittal forms (IRS 1096). (Minimum retention: 4 years)

(9) Miscellaneous Fairgrounds Event Files: Series documents various events at the fairgrounds which are not documented in other record series. Records may include calendars of events, minor repair and construction projects records, security and law enforcement plans, camping regulations, minor personal injury or property damage reports, and correspondence. (Minimum retention: 6 years after event)

(10) Non-Fair Event Records: Series documents planning and preparation for non-fair events at county fair facilities. Records include ticket distribution/sales, contracts and agreements, and other related records. (Minimum retention: 6 years after event occurs or is cancelled)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0055

County Health — Developmental Disabilities Records

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(1) Adult Foster Home Provider: Series documents the administration of a system of adult foster homes which provide care for developmentally disabled clients in residential settings. Adult foster homes are licensed annually and, therefore, subject to an annual inspection and evaluation process in order to maintain the license to provide foster care. Series may include records such as license applications; inspection reports; fire drill records; facility information; references; progress notes; correspondence; meeting notes; financial records; annual license evaluation; annual agreement or contract; and a copy of the annual license. (Minimum retention: 6 years after expiration of contract or agreement)

(2) Developmental Disabilities Intake Reports: Series documents the initial contact with a potential client in order to determine if the person is eligible for developmental disability programs. Series may include records such as an information sheet; application; signed release forms for other records such as school records, psychological reports, social security, and skill assessments; progress notes; letter of decision; and appeals of the decision. If the person is eligible for service, the intake report file becomes part of the Developmental Disabilities Service Records. (Minimum retention: (a) If eligible for DD programs: Transfer to Developmental Disabilities Service Records (b) All other cases: 10 years)

(3) Developmental Disabilities Service Records: Series documents services provided to persons with developmental disabilities. This county agency is the entry point for all developmentally disabled eligible persons and determines the needs and appropriate programs for the client. Services include intake and case management, crisis services, and family support services. Services such as residential, vocational, and transportation services, may be contracted out. Information contained in the records may include applications for service; referrals; progress notes; medical records; individual service plans (ISP); diagnostic and evaluation results; and financial and legal records. (Minimum retention: (a) Individual Service Plans: 10 years (b) All other records if death date is known: 7 years after date of death (c) All other records if case is closed, inactive, or death date is unknown: 70 years)

(4) Family Support Records: Series documents the screening of applications for financial aid to support the families of clients in developmental disability programs. Series includes the application and other records including progress notes, financial information, family assessment, and treatment and support plans. (Minimum retention: 5 years)

(5) Protective Service Reports: Series documents investigations of clients over the age of 18 and enrolled in developmental disability programs who are suspected of having received physical or sexual abuse. Records may include investigation reports, police reports, and interview notes. A copy of the report goes to the State Mental Health and Developmental Disabilities Services Division. (Minimum retention: (a) Interview notes for substantiated criminal findings: 10 years (b) Interview notes for unsubstantiated findings: 3 years (c) Reports: 20 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0060

County Health — Mental Health Records

(1) Mental Health Reports: Series documents internal reviews conducted by mental health services providers to document their activities. Series may include reports concerning quality assurance reviews and random reviews of cases to insure compliance with federal regulations or staffing reviews of serious incidents, such as the death of a client. (Minimum retention: 5 years after last service or until 21st birthday whichever is longer)

(2) Mental Health Service Records: Series documents the diagnosis and treatment services provided to children, adults, or families with emotional problems or mental illness. Services provided may include outpatient treatment and residential services; crisis services; and coordination of regional and local inpatient services including commitment and discharge. Series may include records such as a history of previous service; referrals; testing and evaluation reports; treatment plans; progress notes; correspondence; enrollment, fee, and billing records; legal records; permission to treat; medical assessment including laboratory and other tests, emergency room services, and medication and prescription records; and school reports. (Minimum retention: 6 years after last service or until 21st birthday, whichever is longer)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0065

County Health — Public/Community Health Records

(1) Alcohol and Drug Service Records: Series documents services provided to clients in alcohol and drug treatment programs. These services may include residential treatment and care, outpatient services, detoxification, DUI education and treatment, sex offender treatment, methadone treatment, and other services. Series may consist of clinical records or patient files including assessment records, treatment plans, progress notes, treatment reviews, termination reports, and medical records. (Minimum retention: 6 years after last service or until 21st birth-day,

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whichever is longer)

(2) Board of Health Reports: Series documents the activities of the county health departments such as public or community health, mental health, environmental health, family mediation, alcohol and drug, developmental disabilities, deputy medical examiner, and fiscal administration. Series includes semi-annual reports to the County Board of Health prepared by the various departments. The reports summarize department activities, and discuss concerns and problems of future importance. Series may also contain reports on special topics such as AIDS and other issues. Reports may be sent to the Board of County Commissioners. (Minimum retention: (a) Reports filed with County Commissioners: 10 years (b) Reports not filed with County Commissioners: Permanent)

(3) Car Seat Rental Service Records: Series documents the rental of car seats for infants and young children. Information contained in the records may include name, weight, and date of birth of child; name and address of recipient; signatures; witnesses; conditions for loan; car seat number; and related documentation. (Minimum retention: (a) If car seat returned: Until return of car seat (b) If car seat is not returned: 5 years)

(4) Communicable Disease Intake Report: Series is used to identify persons with communicable diseases such as sexually transmitted diseases, HIV, tuberculosis, food-borne diseases, and others. Information contained in the report may include name of disease, patient identification, name of physician, symptoms, laboratory results, and other related data. Information from this intake report may be transferred to the investigation report or the intake report may be attached to the investigation report. (Minimum retention: 1 year)

(5) Communicable Disease Investigation Reports: Series documents investigations into reports of communicable diseases. The investigation form is used by nurses to compile information about persons with a communicable disease. Information contained in the investigation reports (there are forms for different diseases) may include patient identification; demographics; sources of report; basis of diagnosis including clinical data, laboratory data and report, and epi-linkage; infection timeline indicating exposure and communicable periods; and other related data. The Notice of a Disease or Condition form may contain disease, patient identification, date of onset of disease, names and addresses of physician and person reporting, and other related data. Copies of both forms are sent to the Oregon Health Division. (Minimum retention: (a) Investigation Form: 5 years (b) Notice of a Disease or Condition Form: 3 years)

(6) Communicable Disease Log: Series documents communicable diseases by providing a summary of information taken from the intake report. Information contained in the log may include type of disease, patient name, date of report, and other related data. Series is used for quick reference and to compile statistics. (Minimum retention: 5 years)

(7) Complaint Correspondence Records: document formal and informal complaints involving extended investigation and/or litigation concerning environmental health issues; staff or division policies; or other perceived health problems in the community. Records may include letters, memorandum, hearing transcripts, Board of County Commissioner minutes, and other records which document or add significant information to the complaint. (Minimum retention: 10 years after resolution)

(8) Health Insurance Portability and Accountability Act: (HIPAA) Disclosure Notices Records document notification to clients about the agency's practices regarding client medical records and information under HIPAA. Records include notification forms and related records. (Minimum retention: 6 years after last service)

(9) HIV Test Records: Series documents the results of anonymous or confidential HIV tests. Information contained in the records may include test results, demographic information, patient history, number of test results, and other related data. Anonymous testing programs do not give the name of the patient, and may include only a client number and demographic information such as race, age, and sex. Confidential programs include the name and address of the patient which is then kept confidential. (Minimum retention: 2 years)

(10) Immunization and Injection Records: Series documents immunizations received by a patient. Services may include immunizations for infants, children, and adults; TB skin tests; flu and pneumonia shots; and overseas immunizations for travelers. Information contained in the records may include name and date of birth of patient; name, address, and phone number of parent/guardian; type of vaccine; dose number; date; and other related data. Records may include ITARS (Immunization Tracking and Recall System) documentation. (Minimum retention: (a) Immunization records: 10 years (b) ITARS records: 25 years from date of last service (c) Other records: 6 years after last service or until 21st birthday, whichever is longer)

(11) Immunization Authorization Records: Series documents authorizations and parental/guardian consent for children and other patients to receive immunizations. Information contained in the records may include name and address of person receiving immunization; name and signature of patient or parent/guardian; date vaccinated; manufacturer and lot number of vaccine; site of injection; signature of provider; and other related data. (Minimum retention: 10 years)

(12) Immunization Cards Series: used to enter information about immunizations given to clients in the county's immunization database. Information includes type of vaccine, PPD results, and a clients contraindications of precautions regarding a specific vaccine. Vaccines include Measles, Mumps, Rubella; Diphtheria/Pertussis/Tetanus; Polio; Immune Globulin; Hepatitis A; Hepatitis B;

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Haemophilus Influenza Type B; Influenza; Pneumococcal; and Varicella. (Minimum retention: Until entered into system and verified)

(13) Interpreter Service Records: Series documents the scheduling of interpreters for needed county departments, and the services provided for payment purposes. Records may include interpreter scheduling and request forms, on-call invoices, timesheets, and related records. (Minimum retention: 2 years)

(14) Laboratory Logs Series: documents laboratory tests per-formed for patients. Types of laboratory tests may include hematocrits, urinalysis, GC cultures, wet mounts, serologies, blood typing and Rh factor, and pregnancy tests. Information contained in the logs may include name of patient, date, name of test, results of test, date of results, name of person who performed the test, and other related data. (Minimum retention: 2 years)

(15) Maternal-Child Health: (Children and Family) Service Referral Reports Series documents referrals involving maternal-child health concerns from other providers, such as physicians or hospitals. Information contained in the reports may include the name and address of the family; name and age of child; reason for referral; history and concerns; and any actions or services provided by the referral agency. If services are provided to the patient, the referral report becomes part of the Public Health Service Records. (Minimum retention: (a) If services provided: Transfer to Public Health Service Records (b) All other cases: 2 years)

(16) Medicaid Financial Screening Records: Series documents the screening of clients who appear eligible for Medicaid for a final eligibility determination by Adult and Family Services (AFS). Records contained in the series include Medicaid Financial Screening Form, which indicates the client's income status, lists of clients, and AFS forms which indicate the client's personal data as it applies to eligibility, client's understanding of rights and responsibilities, effective date of eligibility pending client's provision of appropriate documentation, narrative notes completed by screeners, information on insurance already held by client, and information relating to injuries caused by automobile accidents. (Minimum retention: 2 years)

(17) Medical Examiner Case Files: Series documents investigations into deaths by the county medical examiner, coroner, or other designated official. Series contains records on any deceased person that requires medical examiner involvement. Records include the autopsy report and the medical examiners report. Records may also include other data that is considered significant as to the manner of death such as a police report, family interview, personal identification, and disposition of unclaimed funds. (Minimum retention: (a) Pre-1965 Coroner's Reports: Permanent (b) Post-1965 case files: 25 years (c) No case file developed: 5 years)

(18) Pharmacy Logs Series: documents the dispensing or issuing of drugs such as birth control pills or antibiotics. Information contained in the log may include identification number, client name, date, name of drug, dosage, number of pills, initials of person dispensing the drug, and other related data. (Minimum retention: 3 years)

(19) Public Health Service Index: (Master Patient Index) Cards Series provides an index to patients and the services provided to them. Information contained in the index may include patient name, address, and birthdate; services provided; program; first date of service; dates admitted and discharged; health record number; and other related data. Separate indexes may be kept for different programs. (Minimum retention: 25 years after date of last service)

(20) Public Health Service Records: Series documents the services given to a patient. Series contains records for patients in specialized programs such as the Women, Infants, and Children (WIC) nutrition program; clinical services (including tuberculosis, HIV, sexually transmitted diseases, hepatitis, and immunizations); dental services; sero-wellness; family planning and pregnancy testing; car-seat rental; maternal-child health nursing services concerning high risk pregnancies, high risk infants, or young children with major health problems or disabilities; and public health field nursing services which may include counseling, teaching, and referral services concerning maternal and child health care, pregnancy and postpartum health, child development, parenting skills, and Sudden Infant Death Syndrome (SIDS). Series may include correspondence; reports; professional notations; laboratory reports; treatment and x-ray authorizations; release of information; clinical or medical records including client identification, progress notes, and records of visits; and other related data. (Minimum retention: (a) Outpatient physical therapy and speech-language pathology service records: 6 years after last service or until 21st birthday, whichever is longer (b) Dental patient records: 7 years after last service (c) All other outpatient service records: 6 years after last service (d) Counties participating in the Medicare Advantage Program, retain all records 10 years after contract expires (42CFR 422.504)

(21) Sero-Positive Wellness Program Charts: Series documents the services and treatment provided to people with HIV. Information contained in the charts may include a record of service and treatment, laboratory results, work plans, and other related data. The records are used for counseling and education purposes. The records may be transferred to the Oregon Health Division upon closure, or they may become part of the patient's clinical file in the Public Health Service Records. (Minimum retention: 6 years after last service)

(22) Sexually Transmitted Disease Epidemiological Reports: Series documents the investigation into sexually transmitted diseases. Information is compiled on two forms. The Confidential Sexually Transmitted Disease Case Report contains information such as patient identification; diagnosis, site, and treatment of disease; provider name and address; and other related data. The Field Report (a form provided by the U.S. Department of Health & Human Services) contains

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information such as patient identification; exposure, referral, examination, and treatment information; interview notes; and other identifying or medical information. Copies of both records may be forwarded to the Oregon Health Division. Individuals who are seen and treated at STD clinics will have a clinical file in the Public Health Service Records. (Minimum retention: (a) If patient is treated: transfer to Public Health Service Records (b) If patient is not treated: 5 years)

(23) Tuberculosis Client Records: (Tuberculosis Registry) Series documents patients with active and inactive cases of tuberculosis. Records may contain information such as patient identification; source of specimen; drug treatment information such as dosage and dates; dates the case was opened and closed; epidemiological reports; and other related data. (Minimum retention: (a) Active cases where death date is known: retain for life of individual (b) Active cases where death date is unknown: retain for 70 years after last service (c) Inactive cases with patients on preventive drug therapy: 6 years after last service)

(24) Tuberculosis Negative Cases Epidemiological Reports: Series documents service to patients with negative tuberculosis tests, that is, patients with positive skin tests who do not have the disease and have not received treatment. Information contained in the reports may include patient name, date, x-ray report, skin test results, and other related data. (Minimum retention: 2 years; destroy reports when recorded in Tuberculosis Client Records (Registry))

(25) Tuberculosis X-Ray Authorization Records: Series documents authorizations and parental consent for children and other patients to receive tuberculosis x-rays. Information contained in the records may include patient identification, demographics, PPD test results, name of radiology lab, and related documentation. (Minimum retention: 6 years after last service)

(26) Tuberculosis X-Ray Records: Series documents x-rays used to screen and diagnose cases of tuberculosis. Records may include registration cards and x-ray film. Information contained in the records may include patient identification, demographics, medical history, x-ray results, assessment of condition, treatment plan, drugs ordered, and related documentation. (Minimum retention: (a) Active cases where death date is known: Retain for life of individual (b) Active cases where death date is unknown: Retain for 70 years after last service (c) Inactive cases with patients on preventive drug therapy: 6 years after last service)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 5-2006, f. & cert. ef. 12-15-06

166-150-0070

County Health — Sanitation and Waste Management Records

(1) Food Handlers Registration Records: Series documents the registration of food handlers such as cooks, chefs, waiters, and cafeteria workers. Information contained in the records may include name, address, phone number, and signature of food handler; place of employment; current communicable diseases; result of examination; and other related data. (Minimum retention: 1 year after expiration or non-renewal of registration)

(2) Franchised Service Provider Case Files: Series documents the issuance of certificates for franchised garbage haulers providing services for medical or bio-hazard material, hazardous material, or municipal waste; special services; or recyclers. Case files may include correspondence, applications, bonds, maps of service area, and other related data. (Minimum retention: 3 years after expiration of franchise)

(3) Franchised Service Provider Financial Review Records: Series documents the annual or periodic review of financial records. Information contained in the records may include number and type of customers, tonnage of recycled material collected, labor costs, money collected, and other related data. The report and recommendations for proposed new or changed rates are forwarded to the Solid Waste Advisory Committee and the County Board of Commissioners. (Minimum retention: 8 years)

(4) Franchised Service Provider Performance Review Records: Series documents the periodic performance review of holders of franchised service provider certificates. Records may include complaints received by phone or mail, inspections, report, recommendations, and other related data. A copy of the report is forwarded to the Solid Waste Advisory Committee. (Minimum retention: 3 years after expiration of franchise)

(5) Land Fill Case Files: Series documents the regulation and certification of landfills. Case files may include correspondence; certificates; site plans; site assessments; operations plans; regulations or material to accept; special recommendations; violations; franchise fee records; and other related data. Records also may include a periodic review of land fills; a report which is forwarded to the Solid Waste Advisory Committee; Oregon Department of Environmental Quality site plans, operational plans, and permits; correspondence with DEQ concerning compliance conditions; and land fill records monitoring ground water, surface water, land fill gas, and storm water according to federal regulations. (Minimum retention: (a) Periodic review and report to SWAC: 5 years (b) Case files for sites not chosen: 15 years (c) Case files for all other sites: 30 years after closure)

(6) Nuisance Violation Records: Series documents nuisance violations and complaints. Types of complaints or nuisances include complaints of solid waste nuisances; accumulations on private

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property of household garbage, junk, or abandoned vehicles; bad odors; solid or hazardous waste or garbage problems; pesticide misuse allegations; electromagnetic fields; standing or stagnant water; rodent and insect problems; housing concerns such as substandard housing, unclean living conditions, home drug lab contamination, asbestos, lead issues (paint, food, water), radon worries, formaldehyde, carbon monoxide, illnesses thought to be caused by indoor air, sewage or drinking water issues; and other environmental concerns. Series may include complaints; investigation reports; inspections and assessments; warrants; citations, warnings, or other enforcement actions; correspondence; and other documentation. (Minimum retention: 5 years)

(7) Private Well Water Sample Records: Series documents the analysis of water samples collected from private wells. Information contained in the report on the water supply system may include dates; fees; assessor's map information; address; owner's and purchaser's names; information supplied by the seller such as plot plan, well log, and problems; results of the investigation; and other related data. A copy of the laboratory report may be attached to the report. (Minimum retention: 1 year)

(8) Public Facilities Sanitation Records: Series documents the inspection and licensing of public facilities such as swimming pools, restaurants, school and daycare food services, tourist and travelers facilities; vending facilities including mobile units, commissaries, vending machines, and warehouses; and profit and non-profit temporary restaurants. Series may include applications; inspection reports listing type of inspection, any deficiencies, inspection score, date and time of inspection, and signatures; copies of the licenses issued; and other related data. Series may include a plan review. A copy of each license is forwarded to the Oregon Health Division. (Minimum retention: (a) Temporary restaurants: 1 year after date of event (b) Closed facilities: 2 years after closure (c) Other facilities: 7 years)

(9) Regulation Violation and Challenge Records: Series documents the violations and challenges to regulations concerning franchises, haulers and collectors, and flow control. Series may include reports, complaints, inspections and assessments of the site and of records, the citation, and other related data. (Minimum retention: 5 years)

(10) Septic System Sanitation Records: Series documents subsurface, individual sewage disposal (septic) systems. Series may include application; building site inspection report; site map; site evaluation; construction permit and application; plot plan; correspondence; approval or denial of permit; copy of permit; and other related data. Series may also include repair and alteration permits and records. (Minimum retention: 20 years after abandonment notification)

(11) Special and Hazardous Waste Records: Series documents the activities of programs to handle special and hazardous waste materials such as petroleum contaminated soil, industrial wastes, manufacturing by-products and wastes, chemical spills and spill cleanup material, and medical wastes. Records may include case files for special wastes that have been accepted for disposal; and rules, ordinances, regulations, criteria, and standards adopted by the agency for the control and acceptance of special and hazardous wastes. (Minimum retention: 30 years)

(12) Waste Management Annual Plans and Reports: Series documents annual plans, which contain implementation goals and objectives designed to meet state and regional mandates concerning landfills; disposal and transfer stations; hauling and collection of wastes; recycling including waste reduction, refuse, composting, and resource recovery; and regulations. Series also documents annual reports to state and local entities and biannual reports to the Environmental Protection Agency. Reports document the program or primary functional activities and accomplishments of the office for the previous year. They are often compiled from monthly, quarterly, or other subsidiary activity reports. Information contained in the plans and reports may include statistics, narratives, graphs, diagrams, and other related data. (Minimum retention: (a) Annual Reports: 50 years (b) Annual Plans: 20 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0075

County Health — Vital Statistics

(1) Birth Abstracts Series: documents selected information abstracted from the birth certificate. The abstract may include name of the child and parent(s), sex of child, place and date of birth, residence address of parent(s), and alphabetical index. (Minimum retention: 2 years)

(2) Birth Records Series: is used to record births occurring within the county. Series contains certificates, indexes, and other records listing births. Information contained in the records may include name of child, mother, and father, state of residence of parents, and name of physician or attendant. (Minimum retention: (a) Through 1915: Permanent (b) After 1915: retain the original record 1 week, then send to the Oregon Health Division (c) After 1915: retain copies 6 months)

(3) Death Abstracts Series: documents selected information abstracted from the death certificate. The abstract may include name of the decedent, place and date of death, name of the decedent's spouse, if any, and alphabetical index. (Minimum retention: 2 years)

(4) Death Records Series: is used to record deaths occurring within the county. Series contains certificates, indexes, and other records listing deaths, including fetal deaths or stillbirths.

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Information contained in the records may include name, address, place of death, spouse, cause of death, attendant, date of death, date of birth, sex, race, and cemetery. (Minimum retention: (a) Through 1915: Permanent (b) After 1915: retain original record 1 week, then send to the Oregon Health Division (c) After 1915: retain copies 6 months)

(5) Paternity Affidavits Series: establishes paternity by identifying the natural father of a child born out-of-wedlock. The affidavit includes the name, birthdate, and birthplace of child; name and birthdate of mother; name, birthdate, and state of birth of father; new name of child to appear on the birth certificate; signatures of mother and father; and certification with seal of notary. (Minimum retention: Transfer to Oregon Health Division)

(6) Report and Abstract of Birth and Death Cards: Documents abstracted information from official death and birth certificates. Used for reference to requests for information about recent births and deaths. All information duplicated on official certificates held by the Health Division, Vital Statistics section. (Minimum retention: 2 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0080

County Juvenile Department Records

(1) Delinquent Case Files, Adjudicated (Formal): Series documents cases of minors who fall under the jurisdiction of the Juvenile Department because they have committed an act, which would be a criminal offense if done by an adult, and whose cases are adjudicated by the Juvenile Court. Records may include but are not limited to police reports, correspondence, formal accountability agreements, intake assessments, referrals from other agencies, school records, psychological evaluations, fingerprints, disposition records, counselor's record of client contact, social histories, card files, court reports, court orders, petitions and pleadings, risk assessments, referrals to residential placement centers, and related documentation. SEE ALSO Juvenile Temporary Custody Records in the Law Enforcement section. (Minimum retention: (a) Until court ordered expunction (ORS 419A.262) (b) If the crime is defined by ORS 419A.260(J): Retain until court ordered expunction (c) If case not expunged: Until the individual is 25 years of age and the case closed for 3 years)

(2) Delinquent Case Files, Informal: Series documents cases of children who fall under the jurisdiction of the Juvenile Department, but whose cases have not been adjudicated by the Juvenile Court. Minors are referred to the department by the police if they have committed an act that would constitute a criminal offense if committed by an adult. Informal delinquent cases are those cases in which no official court action was taken and may include cases that were not legally sufficient to adjudicate and therefore no action was taken by the District Attorney. Records include but are not limited to police reports, correspondence, formal accountability agreements, intake assessments, referrals from other agencies, school records, psychological evaluations, fingerprints, victim restitution records. Supervision fee records are transferred to the offender's case file after the case has been terminated. SEE ALSO Juvenile Temporary Custody Records in the Law Enforcement section. (Minimum retention: (a) Until court ordered expunction (ORS 419A.262) (b) If case is not expunged: Until the individual is 18 years of age and the case has been closed for 3 years)

(3) Dependency Case Files: Series documents cases involving children who have been placed in the custody and/or supervision of the State Office for Services to Children and Families by the Juvenile Court because of their welfare was endangered. Although the county Juvenile Department may not provide services, they maintain a file on the child for informational purposes, in case the child later becomes involved in criminal activities, or because the court directs the Juvenile Department to perform investigations such as home studies or custody studies. The Juvenile Department may act as liaison between the court and the State Office for Services to Children and Families for assisting in the legal intervention for the child. Records may include but are not limited to petitions, citizen review board reports, court reviews, legal correspondence from attorneys, working notes, related documentation, and correspondence. (Minimum retention: (a) Until court ordered expunction (ORS 419A.262) (b) If case is not expunged: Until case closed for 10 years or individual is 23 years of age)

(4) Detention Use Reports: Series documents the use of detention facilities by the Juvenile Department. The log which tracks use of detention facilities is compiled monthly and may include but is not limited to the name of the youth, reason for detention, dates of detention and release, and the name of the probation officer assigned to the youth. Statistics are used for budgeting purposes and for reporting to the community and to the county commissioners. (Minimum retention: Until the individual is 18 years of age)

(5) Informal Restitution Records: Series documents the payment of restitution to victims in informal cases involving children who fall under the jurisdiction of the Juvenile Department, but whose cases have not been adjudicated by the Juvenile Court. Records may include but are not limited to the name and address of the youth, name and address of the victim, amount owed, payment schedule, and related documentation. When the case is terminated, victim restitution records are placed in the offender's case file. (Minimum retention: 3 years after payment or deemed uncollectible)

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(6) Supervision Fees: Series documents payment of supervision fees paid by the youth to the Juvenile Department upon order of the court. Records include payment information and are transferred to the youth's case file when the case is terminated. (Minimum retention: 3 years after payment or deemed uncollectible)

(7) Special Programs (Diversion Programs): Series describes programs that are implemented by county juvenile departments that act as diversions to first and second time misdemeanor offenders. The programs are individual to each respective county department and may not exist in every county juvenile department. Programs may include but are not limited to assault diversion, trespass diversion, anger management and conflict resolution, work crew programs, victim offender mediation, and intake programs for low-risk offenders. (Minimum retention: Until the individual is 18 years old)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0085

County Museums and Historical Societies Records

(1) Annual Reports: Series provides a record of the primary functional activities and accomplishments of the museum and historical society for the previous year. Reports may include narratives, statistics; graphs; diagrams; member lists; descriptions of programs; events and exhibits; and annual financial statements. (Minimum retention: Permanent)

(2) Board Member Personnel Records: Series documents the appointment or election and subsequent personnel actions for board members. Records may include appointment letters, resumes, applications, personnel action forms, job descriptions, and employee data sheets. (Minimum retention: 10 years after final term expires)

(3) Board of Director's Records: Series documents the activities and decisions of the board responsible for governing museum and historical society operations or for advising its operations. Records may include minutes, agendas, tape recordings, and Board Committee records. Records may also include constitution and by-laws, intergovernmental agreements, organization charts, draft and approved budgets. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records): Permanently (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain exhibits not pertinent to minutes: 5 years)

(4) Committee Records: Series documents the activities, decisions, and reports of staff committees that oversee or advise programs or functions of the museum and historical society. Committees may include but are not limited to acquisitions, finance, membership, exhibits, education, and facility. Records may include committee agendas, minutes, proposed budgets, reports and correspondence. (Minimum retention: 10 years)

(5) Copyright and Reproduction Records: Series provides a record of the activities, policies and procedures related to copyright ownership and reproduction of museum owned objects and publications, and of the museum's use of items owned by other organizations. Series also documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of museum owned objects and publications. Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photograph release forms, photographic service request forms, requests for permission to reproduce or publish photographs or documents, fee schedules, correspondence, and work orders for purchase of printed materials. (Minimum retention: (a) Fee schedules and work orders: 3 years (b) All other records: 5 years after superseded or expired)

(6) Development Program Records: Series provides a record of administration of the museum and historical society development program. The development program raises funds and other resources for support of the organization and its programs through cultivation of individual, corporate, government and foundation support and special events. The program also develops, submits and reports on grants. Records may include publicity and promotion records, reports, budgets, grant records, fund raising event and project records, records of gifts in kind and financial donations, mailing lists, bulk mailing records, and correspondence. (Minimum retention: (a) Endowment records: 10 years after funds disbursed and account audited (b) All other records: 5 years)

(7) Director's Records: Series provides a record of the administrative activities of the museum director such as executive leadership of the organization, financial and personnel management, policy development, budget development and approval, public contact and lobbying. Records may include correspondence, memos, policies, statistical and narrative reports, draft budget data, and financial reports. (Minimum retention: 5 years)

(8) Exhibit Records: Series documents the planning, development, installation and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits. Records may include exhibit contracts, design and installation records, permanent and temporary exhibit inventory listings, exhibit catalogs, art catalogs, photographs and slides, exhibit scheduling records, brochures, research records, price lists, and correspondence. SEE ALSO Equipment Maintenance Records in the Equipment and Property

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Records section. (Minimum retention: (a) Brochures, exhibit catalogs, installation photographs and slides, and inventory lists: Permanent (b) All other records: 10 years after exhibit ends or is removed)

(9) Loans and Collections Insurance Records: Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, correspondence, damage and loss claims, and reports. (Minimum retention: (a) Damage loss and claim records: 5 years after claim paid and resolved (b) All other records: 5 years after superseded or expired)

(10) Member Records: Series documents administration of the museum and historical society's membership program and the status of its membership. Records may include publicity and promotion records, individual member records, membership rosters, reports, membership drive records, mailing lists, address changes, bulk mailing records, and correspondence. (Minimum retention: (a) Individual member records: 5 years after membership ends (b) Address changes: until entered and verified (c) All other records: 5 years)

(11) Permanent Collection Records: Series documents the accession, use, care, maintenance, storage and disposition of objects in the permanent collection. Series also provide a record of deaccession of objects no longer in the collection. Records may include acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog worksheets, hardcopy and/or electronic catalog records, accession records, deaccession records, deeds of gift, donor records, temporary custody receipts, inventory and location records, condition/conservation records, photographs of objects, conservation records, collections use records, and library shelf lists and finding aids. (Minimum retention: (a) Catalog worksheets: until entered in catalog records and verified (b) Inventory and location records: until superseded or obsolete (c) Temporary custody receipts: until accessioned, or disposition of object (d) All other records: Permanent)

(12) Research Inquiry and Response Records: Series provides a record of research requests received and responses made to them by museum staff. Records may include written or electronic inquiries and responses. Information may include name of researcher, subject of inquiry or request, and reply. (Minimum retention: 1 year)

(13) Temporary Loan Records: Series documents the processing and documentation of incoming objects loaned from outside sources and objects being loaned out from the permanent collection. Records may include policies and procedures, loan requests and agreements, facilities reports, insurance records, descriptions of objects received or loaned out, inspection and conditions reports, acknowledgments and receipts, lender lists, photographs and videotapes of objects, inventory listings, deeds of gift, packing and shipping records, damage reports, and insurance reports. Records may also include U.S. and foreign customs forms. (Minimum retention: (a) Policies, procedures and facility reports: 2 years after superseded or obsolete (b) All other records: 5 years after object returned or insurance claim paid)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0090

County Veterans Service Offices Records

(1) Contact and Inquiry Index Records: Series used to assign, track and retrieve information about claimants seeking veterans' benefits through county Veterans Services Officers. Some contacts do not result in formal action. Records consist of index cards or information sheets, or an electronic index. Information may include veteran's name, birth date, social security number, service number, claim numbers, date file started, dates actions performed, power of attorney designee, beneficiaries names, file status (active/inactive), death date, date file closed and related information. (Minimum retention: 10 years after final case activity)

(2) Death Certificates: Series provides a record of the death of a veteran and is used to help determine eligibility of heirs and dependents for veterans benefits and to provide copies to heirs and dependents and for reference. Records include copies of death certificates which show deceased name, certificate number, date of birth, date and location of death, cause of death, and certifying signatures. Records may be kept separately or in Veterans Case Files. (Original State of Oregon Death Certificates are at the Oregon Health Division.) (Minimum retention: 20 years)

(3) Military Discharge Records: Series used to verify and document a veteran's discharge from military service and to determine eligibility to apply for veterans' benefits. Records consist of DD 214 forms and a manual or electronic index. Information includes name, service dates, branch, military history, service number, birth date, Social Security Number, discharge terms, and related information. Records may be kept separately or in Veterans Case Files. (Minimum retention: 75 years after discharge)

(4) Statistical Reports: Series documents activity levels for various services provided to veterans. Records are used to report to state and federal veterans' departments, county commissioners and others, to prepare budgets, and for research. Records consist of statistical reports. Information may include various categories of services and numbers of activities performed, such as phone, mail and in person inquiries, office visits, home and nursing home visits, interviews, files

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opened/closed, claims filed, counseling provided and referrals. (Minimum retention: 10 years)

(5) Veterans' Case Files: Series used to document activities and services performed for veterans and their dependents, heirs and beneficiaries. Series also provides a record of documentation received regarding the eligibility of veterans for state and federal benefits. Records may include but are not limited to interview worksheets; biographical and service information about the veteran and family; interview and contact records (file face sheets); military, Veterans Administration, and civilian medical records; copies of applications and claim forms; military service records including form DD 214s; income verification; residence verification; release authorizations; medal award forms; state and federal benefits award and denial notices; VA claims deadlines sheets; inquiry status sheet; transmittal sheets; copies of service records; copies of marriage and death certificates; loan records; and correspondence. (Minimum retention: (a) DD214s: 75 years after discharge (b) Death Certificates: 20 years (c) Service and medical records: 20 years (d) All other records: 10 years after last activity)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0095

District Attorney Records

It should be noted that the District Attorney in each Oregon County is an official employee of the State. Due to the status of the District Attorney position, the State Archives would recommend utilizing the State Agency General Records Retention Schedule for all financial records produced in county District Attorney offices.

(1) Attorney General Opinions: Records document Attorney General Opinions and attorney's letters of advice. Records may include but are not limited to requests for opinions; opinions; letters of advice; copies of legislative bills, statutes, and administrative rules; and correspondence. The Department of Justice maintains the statewide record copy of Attorney General Opinions. (Minimum retention: 5 years)

(2) Case or Docketed Files: Records document criminal cases tried and filed by the District Attorney for the county. Records may contain but are not limited to police reports, copies of court documents, computerized criminal histories, District Attorney notes, court exhibits, and related correspondence. Information may include defendant's name, date of birth, address and social security number; victim's name, date of birth, address and social security number; and description of the crime and crime scene. (Minimum retention: (a) Retain cases of murder, treason, or Class A felony, with a judgment of guilty: 60 years or 3 years after sentence expires, whichever is longer (b) Retain all other felonies, with a judgment of guilty: 3 years after sentence expires (c) Retain felony cases, dismissed or with judgment of not guilty: 3 years (d) Retain misdemeanor cases: 3 years after termination (e) Retain violation cases: 1 year after termination (f) Retain support enforcement cases: 3 years after all support paid)

(3) Civil Forfeiture and Asset Seizure Files: Records document cases involving seizure of assets for civil forfeiture. Records contain police reports, District Attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, and Asset Forfeiture Oversight Advisory Committee forms and reports. Records may contain information regarding the incident leading to seizure, owner's and interested parties' personal information, and statistical and budget information. (Minimum retention: 5 years)

(4) Denied Prosecution Files: Series documents correspondence between District Attorney's office and an outside investigative agency (police department) concerning the inability to prosecute cases based on a lack of evidence. These documents are generated in response to police investigations and consist mainly of correspondence and case descriptions. (Minimum retention: 1 year)

(5) District Attorney Opinions: Series documents official recommendations, advice or opinions of the District Attorney issued to local officials. Records may include requests for opinions, opinions, letters of advice, and grand jury notes. Topics may include establishment, modification or discontinuance of policies or services, and studies, plans, research, or discussions of facilities, services, or issues in the criminal justice system. (Minimum retention: Permanent)

(6) Grand Jury Records: Series describes the documents produced by the Grand Jury in relation to individual cases. The records document the progress and deliberations within the grand jury. Grand Jury Proceedings may include notes, votes, subpoenas, and dockets. These records are not released into the general criminal files and are retained separately from the respective criminal files. (Minimum retention: (a) Retain notes, votes, and dockets: 10 years (b) Retain subpoenas and member lists: 1 year)

(7) Grand Jury Reports: Series documents reports filed by the grand jury at the completion of the mandated tours of public institutions and courts. ORS 132.440 requires that the grand jury inquire into the condition and management of every correctional and juvenile facility in the county as defined in ORS 162.135 at least once a year. Information may include tour date, facility name, and any findings of the grand jury. (Minimum retention: (a) Retain reports not filed with the courts: 20 years (b) Retain reports filed with the court: 2 years)

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(8) Indictment Returned Lists: Series documents lists of grand jury indictments returned, schedules of people awaiting grand jury hearings, or cases pending hearings or trial. Information may include names of people awaiting hearings, and names of cases pending or of returned indictments. (Minimum retention: 2 years)

(9) Investigation Files: Records document criminal cases investigated, but not tried, by the District Attorney. Records may contain but are not limited to police reports, computerized criminal histories, District Attorney notes, grand jury notes, and related correspondence. Information may include suspect's name, date of birth, address and social security number; victim's name, date of birth, address and social security number; and description of the crime and crime scene. (Minimum retention: (a) Retain cases of murder or treason: Permanent (b) Retain class A felony cases: 25 years (c) Retain class B felony cases: 10 years (d) Retain class C felony cases and support enforcement cases: 5 years (e) Retain accident and death investigations: 3 years (f) Retain misdemeanor cases: 2 years (g) Retain violations cases: 1 year)

(10) Mental Commitment Hearing Files: Records document cases involving incidents or possibly crimes involving mentally ill persons. Records may include police reports, mental health evaluations and referrals, legal pleadings, commitment orders, District Attorney notes, subpoenas, and correspondence. Information may include person's personal information, a victim's personal information (if applicable), and/or witness information. (Minimum retention: 5 years)

(11) Multi-Disciplinary Team Records: Records document the activities and management of the county Multi-Disciplinary Team (MDT). Respective MDTs may have members from city, county, or state agencies. Records may include grant and account records, meeting minutes, annual reports and budgets, member lists, interagency agreements, and correspondence. (Minimum retention: 5 years)

(12) Official Business Register: Series documents the scheduling and status of actions, suits, or legal proceedings involving the District Attorney. Information may include names of individuals or cases, dates or court events, grand jury dockets, and cases scheduled. (Minimum retention: 25 years)

(13) Public Records Disclosure Request Records: Series documents public appeals to the District Attorney when initial requests for access to public documents was initially denied. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer to another district, approvals, denials, copies of petitions to the District Attorney for review of disclosure denials, District Attorney Orders to grant or deny disclosure, correspondence, and related documentation. (Minimum retention: (a) Approved requests: 2 years (b) Denied requests: 2 years after last action)

(14) State Breathalyzer Permits: Series documents the maintenance of copies of the state breathalyzer permits issued to local law enforcement personnel by the state to perform breathalyzer tests. Information includes name of individual permit issued to, date of issuance, and expiration date. (Minimum retention: Retain most current copy)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0100

Emergency Management Records

(1) Alert and Notification Records: Records documenting any written emergency warnings/notifications issued by the county, the Oregon Emergency Management Division, National Oceanic and Atmospheric Agency (NOAA), or the Federal Emergency Management Agency (FEMA). Subjects may include landslides, earthquakes, windstorms, floods, fires, and other hazards. (Minimum retention: 30 days)

(2) Civil Preparedness Guidance (CPG) and State and Local Guide (SLG) Records: Records issued by the Federal Emergency Management Agency (FEMA) to provide guidance to state and local agencies on appropriate elements of emergency management programs. These guidelines (known as CPGs or SLGs) provide mandatory policies and procedures for federally funded emergency management programs. (Minimum retention: Until superseded or obsolete)

(3) Disaster Preparedness Planning and Recovery Records: Records documenting plans and procedures for the continuity of government in case of a major disaster which has destroyed or compromised the operations of the agency. Components of the recovery plan include but are not limited to physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, and reconnect networks; reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. (Minimum retention: Until superseded or obsolete)

(4) Emergency Exercise Records: Records documenting emergency training exercises performed on a regular basis, as required by the State and Local Assistance and Emergency Management Assistance Programs. Documentation usually includes statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material),

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evaluation points, critique and follow-up actions reports, lists of players, and names of controllers and evaluators. (Minimum retention: 4 years after annual or final expenditure report submitted)

(5) Emergency and Disaster Incident Records: Records documenting actions taken with respect to emergency planning and response activities during and after emergency incidents. Used for planning, analysis, and reference. Types of incidents may include floods, storms, hazardous material releases, fires, public utility failures, earthquakes, and others. Records often include photographs, damage reports, response reports, incident action plans, resource ordering and tracking records, financial documentation, logs, messages, notes, and related documents. (Minimum retention: (a) Designated or declared emergencies: Permanent (b) Non-designated emergencies: 5 years)

(6) Emergency Management Assistance Activity Reports: Reports documenting the agency's emergency management work plan. These are created on a quarterly basis as required by the Federal Emergency Management Agency (FEMA). The reports provide a narrative of emergency management program elements that were accomplished annually, along with supporting documentation (samples of completed work). Subjects include personnel, equipment, current projects, progress reports, training, and others. (Minimum retention: 3 years after annual or final expenditure report submitted)

(7) Emergency Management Assistance Staff Pattern Records: Records documenting the agency's personnel involved in the emergency management program. It is submitted annually to the Oregon Emergency Management Division and is the basis for determining eligibility for funded staffing support for Emergency Management Assistance jurisdictions. Records include appropriate Federal Emergency Management Agency (FEMA) forms and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted)

(8) Emergency Operations and Management Plans Records: documenting the development, implementation, and updating of emergency operations and management plans. The plans are required by the federal government as part of a Comprehensive Cooperative Agreement (CCA) and must be reevaluated and updated at least every four years. Records often include adopted plans, notes, outlines, drafts, correspondence, and related documents. SEE ALSO Disaster Preparedness Planning and Recovery Records in this section. (Minimum retention: (a) Adopted plans: Until superseded or obsolete (b) Other records: 3 after annual or final expenditure report submitted)

(9) Hazard Analysis Records: Records documenting potential natural and manmade hazards in an area. The Federal Emergency Management Agency (FEMA) requires documentation for federally funded Emergency Management Assistance jurisdictions. Types of hazards include earthquakes, droughts, fires, floods, nuclear incidents, and others. Records include government forms and related documents. Information includes geographic descriptions of locations, definitions of hazards, vulnerability identifications, hazard histories, potential maximum threats, probabilities, and related data. (Minimum retention: 30 years)

(10) Hazard Shelter Records: Records documenting the condition of buildings designated to be used as hazard shelters in case of emergency. Used for emergency planning and reference. Records may include documents issued by federal and state emergency management agencies, as well as related materials such as sketches and photographs. Information usually includes address, building name, structural dimensions, building composition, potential occupancy, inspection results, and related data. (Minimum retention: Until superseded or obsolete)

(11) Public Education Program and Publications Records: Records related to the design and implementation of emergency management educational and outreach programs and presentations provided to the public by the agency. Often includes class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, audio-visual records, brochures, pamphlets, booklets, newsletters, and related documents. (Minimum retention: (a) Reports, booklets, newsletters, and speeches: Permanent (b) Brochures, pamphlets, and leaflets: Until superseded or obsolete (c) Retain program development records: 5 years (d) Retain class enrollment and attendance records 2 years (e) Retain other records: 1 year)

(12) Resource Lists, Emergency Management: Lists documenting emergency resources such as manpower, equipment, supplies, and services. Includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names. (Minimum retention: Until superseded or obsolete)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0105

Equipment and Property Records

(1) Building Records: Series documents building configuration and may also document real property equipment installed, hazardous chemicals used, radiation hazards housed in the building, and emergency response procedures. Records may include asbuilts, remodeling, major repair, and engineering blueprints, chemical identification data, and safety materials such as copies of Material Safety Data Sheets (MSDS). (Minimum retention: Life of structure)

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(2) Damaged/Stolen Property Records: Used to prepare reports relating to damaged or stolen property. Records may include yearly risk report, restoration fund inventory report, policy manual, property transfer report, self-insurance manual, real property report, money and negotiable securities report and a general risk survey. (Minimum retention: 4 years)

(3) Deed Instruments: Documents conveyance or encumbrance of an interest in real property. May include deeds; condominiums, plats, and partition plants; leases; contracts; easements; covenants, conditions, restrictions; options, and affidavits. Depending on local filing practices, this series also may be included as part of the County Clerk's Public Recordings. (Minimum retention: (a) Retain Instruments recorded as part of County Clerk's Public Recordings: until property no longer owned by the agency (b) Retain Instruments not recorded with the County Clerk: Permanently)

(4) Deeds to Agency-Owned Land: Recorded evidence of agency ownership of public lands and right-of-ways. Exhibits may include maps and legal descriptions, title transfers, and significant related correspondence. Information typically includes a description of property, signatures of previous owner and agency representative, and date of transfer. Depending on local filing practices, this series also may be included as part of the County Clerk's Public Recordings. (Minimum retention: 3 years after property is no longer owned by the agency)

(5) Easements: Recorded grants by property owners to the agency for use of private property for public uses. Examples consist of street, utility, bikeway, sewer, storm drain, and landscaping easements. May include maps or other exhibits. Information includes property owner's name and signature, location of property, type of easement, terms, and date of signing. Depending on local filing practices, this series also may be included as part of the County Clerk's Public Recordings. (Minimum retention: (a) Retain Easements recorded as part of County Clerk's Public Recordings: until property no longer owned by the agency (b) Retain Easements not recorded with the County Clerk: Permanently)

(6) Fuel Records: Records documenting the amount of gasoline, diesel, and oil used by agency-owned vehicles. Often includes logs, reports, and related documents. (Minimum retention: 2 years)

(7) Equipment Calibration Records: Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor technical operations. Useful to verify equipment reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information often includes date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related data. (Minimum retention: Life of equipment)

(8) Equipment Maintenance Records: Records may include purchase orders, lease agreements, warranties, vendor statements, service contracts, charge call bills, fax activity reports, property disposition requests, invoices for equipment repair, purchase request forms, and memoranda. SEE ALSO Vehicle Maintenance Records in this section. (Minimum retention: 1 year after equipment disposed of)

(9) Property Dedication Records: Recorded dedication of private property for public uses such as transportation facilities (streets, sidewalks, bikeways) and parks. May include dedication agreements, maps, correspondence, and important related materials. (Minimum retention: Permanent)

(10) Property Disposition Records: Records documenting disposition of agency-owned non-real property, usually through public auction, competitive bidding, or destruction. Information often includes date, department, description of item, value, disposition, reason for disposition, condition, and authorization. SEE ALSO Real Property Transaction Records in this section and Grant Records in the Financial Records section for documents related to the disposition of real property. (Minimum retention: 3 years after disposition of property)

(11) Property Vacation Records: Recorded property vacations, including streets, alleys, easements, public utilities, subdivisions, and right-of-ways. May include petitions to vacate, maps, descriptions of property, staff reports, approval orders, and related significant correspondence. (Minimum retention: Permanent)

(12) Real Property Transaction Records: Records documenting acquisitions, dispositions, and reallocations of real property and right-of-ways by the agency for urban renewal projects, parks, sewers, streets, water lines, traffic signals, and other reasons. Records may include offer letters, options, agreements of short duration, staff reports, appraisal reports and reviews, inspection reports, letters of transmittal, summaries, and related records. SEE ALSO Deeds to Agency-Owned Land in the Clerk — Recording section. (Minimum retention: 10 years after substantial completion)

(13) Technical Manuals Specifications, and Warranties: Owners manuals and warranties for agency-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment. (Minimum retention: (a) Manuals: Until disposition of vehicle or equipment (b) Warranties: Until expiration)

(14) Vehicle Maintenance and Repair Records: Records document the maintenance and repair history of all agency-owned vehicles. Records may include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information

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often includes a description of work completed, parts and supplies used, date of service, date purchased, price, vehicle number, make and model, and other data. SEE ALSO Contracts and Agreements in the Administrative Records section for contract records related to private companies maintaining and repairing agency-owned vehicles. SEE ALSO Daily Work Records in the Public Works-Operations and Maintenance section and Work Orders in this section. (Minimum retention: 2 years after disposition of vehicle)

(15) Vehicle Title and Registration Records: Records documenting ownership and registration of all agency vehicles with the Oregon Division of Motor Vehicles. (Minimum retention: (a) Retain titles until vehicle is sold or disposed of (b) Retain registration records until superseded or disposition of vehicle)

(16) Vehicle Usage and Expense Records: Records documenting usage and expenses associated with agency-owned vehicles. Used for maintenance, budgeting, and planning. Information may include vehicle number, make, and model, beginning and ending mileage, driver's name and signature, fuel used, repairs needed, and other data. (Minimum retention: 3 years)

(17) Waivers of Remonstrance: Agreements made by private citizens/property owners to forego their rights to remonstrate (oppose/protest) against certain agency actions in exchange for other considerations. Often relates to the extension of water or sewer service beyond certain areas that later may be annexed or formed into local improvement districts. Waivers usually include name and signature of grantor, location of property, purpose of document, date, and signature of agency representative. (Minimum retention: 6 years after expiration)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0110

Financial Records

NOTE: Inclusion of a record series in this schedule does not require the series to be created. If a record is created electronically, it can be retained in electronic format only as long as the retention period is 99 years or less.

(1) Accounts Payable Records: Records documenting payment of agency bills for general accounts excluding grants. Includes reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar records. SEE ALSO Grant Records in this section for records documenting expenditure of grant funds. (Minimum retention: 3 years)

(2) Accounts Receivable Records: Records documenting revenues owed to the agency by vendors, citizens, organizations, governments, and others to be credited to general accounts excluding grants. Also documents billing and collection of moneys. May include reports, receipts, invoices, awards, logs, lists, summaries, statements, and similar records. Information often includes, receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data. SEE ALSO Grant Records in this section for records documenting receipt of grant funds. (Minimum retention: 3 years after collected or deemed uncollectible)

(3) Audit Reports, External: Records documenting annual audits of the financial position of the agency conducted by external auditors in accordance with statutory requirements described in ORS 297.405 through 297.555. Subjects include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the agency. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data. SEE ALSO Internal Audit Records in the Administrative section. (Minimum retention: Permanent)

(4) Balance Status and Projection Reports: Reports created for internal use documenting the status of funds, bank accounts, investments, and other accountings of agency funds. Includes budget allotment and fund reconciliation reports. Also includes projection records related to future receipts and disbursements. Reports are generated on a daily, weekly, monthly, quarterly or similar basis. Information includes date, account balances, type and summary of activity, and related data. (Minimum retention: 3 years)

(5) Bond Records (Employee): Records documenting the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. Details of bonds vary, however information usually includes name and position(s) of individual or group, amount of coverage, effective and expired dates, and related data. (Minimum retention: 6 years after expiration)

(6) Budget (Adopted) Records: Documenting the final annual financial plan approved by a governing body for all agency expenditures. Information may include budget message, financial summaries, revenues and expenditures, operating programs, debt service, position and wage analysis, overhead allocations, organization charts, previous actual and budgeted amounts, and related data. Duplicate copies should be retained as needed. (Minimum retention: (a) County budgets filed with the County Clerk: Permanent (b) Special district and other budgets: 2 years)

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(7) Budget Preparation Records: Records documenting the preparation of department budget requests presented to the specified governing body. May include staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and similar records. (Minimum retention: 2 years)

(8) Check Conversion Records: Records document checks received from customers that are electronically deposited after being imaged and converted to an Automated Clearing House (ACH) transaction or Image Replacement Document (IRD) (Minimum Retention: (a) Retain original paper instrument 30 days, destroy (b) Retain ACH transaction or IRD 6 years, destroy)

(9) Competitive Bid Records: Records document the publication, evaluation, rejection and award of quoted bids to vendors and other entities. Records may include but are not limited to requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, correspondence, and related records. SEE ALSO Purchasing Records in this section. (Minimum retention: (a) Retain accepted bids 10 years after substantial completion (as defined by ORS 12.135(3)) (b) Retain other accepted bids: 6 years after bid awarded or canceled (c) Retain rejected bids and bid exemptions: 2 years after bid awarded or canceled)

(10) Credit and Debit Receipts: Agency's copy of credit or debit card receipts documenting payment received by an agency. Records include customer's name and account information. (Minimum Retention: Retain 36 months after transaction, destroy)

(11) Credit Slips: Slips issued to citizens who have withdrawn from agency-sponsored classes or activities and are due credit for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of citizen, and related data. (Minimum retention: 3 years after credit expired or redeemed)

(12) Financial Impact Analysis Records: Records documenting the financial analysis of various agency practices. Useful for planning future budget proposals. Records include reports, studies, worksheets, and similar records. Subjects may include the impact of specific ballot measures, proposals to increase permit fees, sick leave use analysis, and the agency's relationship with various utilities. (Minimum retention: 3 years)

(13) Financial Reports: Reports documenting the general financial condition and operation of the agency. Includes information on the value of all agency owned property and an accounting of all income and expenditures in relation to the final budget. Records may include monthly, quarterly, annual and similar reports. (Minimum retention: (a) Annual reports: Permanent (b) Other reports: 3 years)

(14) General Ledgers: Records documenting the summary of accounts reflecting the financial position of the agency. Information often includes debit, credit, and balance amounts per account, budget, fund, and department numbers, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, and accounts payable, as well as other data. (Minimum retention: (a) Year end ledgers: 10 years (b) Other general ledgers: 3 years)

(15) Gift and Contribution Records: Records documenting gifts and contributions given to the agency by sources outside of government. Records may include memorial donation records related to money to be used by the agency in the name of an individual. Often contains donor and acknowledgement letters, acquisition lists itemizing purchases with contributed money (books, art, equipment, etc.) checks, receipts, and related records. (Minimum retention: (a) For retention of conditional gift, contribution and donation records: see Contracts and Agreements in the Administrative Records section (b) Retain other records: 3 years)

(16) Grant Records: Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the agency is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundations or other funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. (Minimum retention: (a) Retain final reports from significant (as defined by county or special district policy) grants to the county or special district: Permanent (b) Retain records documenting the purchase and/or disposal of real property: 10 years after substantial completion (as defined by ORS 12.135(3)), or 3 years after final disposition, or as specified in agreement, whichever is longer (c) Retain other grant records: 3 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer (d) Retain unsuccessful grant applications: 1 year after rejection or withdrawal)

(17) Improvement Records, Administrative and Financial: Records documenting the non-technical and financial administration of assessable and non-assessable county improvements including capital improvements, local improvement districts (LID), urban renewal, and economic

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improvement districts. Records often include affidavits of posting, notices or proposed assessment, certificates of mailing, interested party letters, bid quotes, reports, and awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related administrative and financial records not located elsewhere in this schedule. SEE ALSO Assessment Dockets, Ledgers, and Registers; Bond Authorization Records; and other record series in the Financial section for records documenting legislative actions such as resolutions of intent to assess and ordinances for improvements. (Minimum retention: (a) Retain records of project cost: 3 years after disposal or replacement of facility, structure, or system (b) Retain all other improvements 10 years after substantial completion (as defined by ORS 12.135(3))

(18) Inventory Records: Inventory records documenting the capitalized assets and expendable property of the agency. Examples of capitalized assets may include but are not limited to buildings, real estate, infrastructure assets, vehicles, equipment, and furniture. Examples of expendable assets include office supplies and other small, office purchases. Information often contains asset number, description, purchase order number, location of asset, date received, purchase price, replacement cost, depreciation, and related data. This record series applies to routine control inventories. SEE ALSO Grant Records for inventories of property purchased with grant funds. For inventories documenting other special uses, see Historic Structure Inventory Records in the Planning and Development section; Bridge Inspection Records in the Public Works-Engineering section; and Property and Evidence Control and Disposition Records in the Law Enforcement section. (Minimum retention: (a) Retain records of capitalized assets: 3 years after disposal or replacement of asset (b) Retain records of expendable property: 3 years or until superseded, whichever is longer)

(19) Petty Cash Fund Records: Records document petty cash activity for the agency. Records include requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, copies of receipts and invoices. (Minimum retention: 3 years)

(20) Purchasing Records: Records documenting orders, authorizations, and evidence of receipt of the purchase of goods and services by the agency. Includes purchase orders and requests, purchase authorizations, requisitions, contract release orders, material and cost specifications, central stores or printing orders, telephone service orders, and similar records. SEE ALSO Competitive Bid Records in this section; and Grant Records in this section for records documenting expenditure of grant funds and Improvement Administrative and Financial Records in this section for related purchasing records. (Minimum retention: 3 years)

(21) Signature Authorization Records: Records documenting the authorization of designated employees to sign fiscal and contractual documents. Useful as an aid for management control over expenditures. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data. (Minimum retention: 6 years after authorization superseded or expired)

(22) Subsidiary Ledgers, Journals, and Registers: Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, day books, and other account books that provide backup documentation to the general ledger. May include details of revenues, expenditures, encumbrances, cash receipts, warrants, and others. (Information often includes date, payee, purpose, fund credited or debited, check number, and similar or related data. SEE ALSO Grant Records in this section for records documenting transaction of grant funds. (Minimum retention: (a) Year end payroll register: 75 years (b) Trust fund ledgers: 3 years after trust fund closed (c) Other subsidiary ledgers, journals, and registers: 3 years)

(23) Travel Records, Employee: Records documenting requests, authorizations, reimbursements, and other actions related to employee travel. Includes expense reports and receipts, vouchers, requests, authorizations, and related documents. Retention applies to private vehicle usage as well. Information often includes estimated costs, prepayments, final costs, destination, method of transportation, travel dates, approval signatures, and related data. (Minimum retention: 3 years)

(24) Unclaimed Property Report Records: Records document annual reports submitted to the Department of State Lands of financial assets being held for a person or entity that cannot be found. Series includes Holder Report, owner information, correspondence and other related documents. Note: Unclaimed property is not real estate, abandoned personal property, or lost and found items. (Minimum Retention: 3 years after the property is remitted to the Department of State Lands)

(25) Vendor Lists: Lists documenting vendors providing goods and services to the agency. Information usually includes vendor name of person or company, address, and phone number, name of contact person, as well as a description of goods or services provided. (Minimum retention: Until superseded or obsolete)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 2-2005, f. & cert. ef. 5-10-05; OSA 1-2010, f. 7 cert. ef. 5-27-10; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0115

Fire and Emergency Medical Services

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(1) Activity Reports, Fire and Emergency Medical Services (EMS): Individual Shift, project, or other activity reports or logs filed on a daily, weekly, monthly, or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information usually includes name, shift, date, description of activities, and various statistical categories for tracking department emergency responses, training, public outreach, inspections, maintenance, and other work. (Minimum retention: 2 years)

(2) Ambulance Licensing Records: Records documenting application by the agency to the Oregon Health Division for licenses to operate ambulances. May also include records related to applications submitted to the agency by private ambulance services for operation in areas that have ordinances regulating ambulance services as defined in ORS 823.220. Records often include applications, licenses, affidavits of compliance, certificates of insurance, bonds, and related documents. Information includes name and address, person, or company, and a description of the ambulance, including make, year, registration number, as well as related data. (Minimum retention: 2 years after denial, revocation, or expiration)

(3) Automobile Display Permits: Permits issued to allow the display of automobiles or any vehicles which carry fuel inside public or commercial buildings. Permits usually include date of display or expiration date, location, name, address, and telephone number of person or organization requesting the permit, conditions related to the display, comments, and other information. (Minimum retention: 2 years after permit denied, revoked or expired)

(4) Base Camp Expenditure Records: Series documents expenses incurred for operation of base camps. Used to monitor costs of operations and for budget preparation. Contains base camp cost report, unit operational cost report, base camp/food service report, recorder food supplies and staples report, and related records. Includes date, unit, items requested, quantity purchased, cost, and related information. (Minimum retention: 4 years)

(5) Burning Permits: Permits issued to individuals for open air burning within the area serviced by the agency fire department. Information may include name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date, and signatures of permittee and issuing officer. (Minimum retention: 2 years after denial, revocation, or expiration)

(6) Controlled Substance Inventory and Tracking Records: Series documents the possession, storage, use and tracking of controlled substances purchased by or surrendered to the department, pursuant to 21 CFR 1304.04. Records may include but are not limited to logs; inventory reports; sign-in, sign-out sheets; substance administration data; and substance name, quantity, manufacturer, and expiration dates. (Minimum retention: 3 years, or until superseded, whichever is longer).

(7) Emergency Equipment Procurement Case Records: Series is used to record information on the use of civil defense equipment from the federal government by the county. Contains loan agreement, project application, procurement agreement, transfer order, and transfer report. Includes date, type of equipment, equipment numbers, location, reason for loan, maintenance information, and related information. (Minimum retention: 3 years after equipment returned or disposed of)

(8) Emergency Medical Incident Records: Records documenting services provided by the agency fire and emergency medical services department to sick or injured people. May include pre-hospital care reports, medical aid liability release forms, and related documents. Information often includes name and address of patient, location of incident, description of illness or injury, actions taken, and related data. (Minimum retention: 10 years)

(9) Explosives Storage and Use Permits: Records documenting the issuance of permits authorizing the use of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. Records may include permits, applications, insurance verifications, and related documents. Information often includes name and address of permittee, location of use, amount and type of explosives used, conditions, and related data. (Minimum retention: 2 years after permit denied, revoked, or expired)

(10) Fire and Security Alarm System Records: Records documenting the agency fire department role in issuing permits, testing, and maintaining fire and security alarms that connect to an agency alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data. (Minimum retention: (a) Permit records: 2 years after expiration (b) Other records: 2 years)

(11) Fire Investigation Records: Records documenting investigations conducted by the agency fire department. May include investigative reports, supplemental reports, photographs, maps, drawings, correspondence, memoranda, laboratory reports, notes, and other significant related records. (Minimum retention: (a) Records documenting fires involving loss of life: 75 years (b) Other records: 10 years)

(12) Fire Reports: Reports documenting each fire responded to by the agency fire department. These reports are required by the State Fire Marshal. Subjects include cause, casualties, and property loss. Information includes date, run number, location of fire, weather conditions, owner's name and address, property damage, loss estimate, and other data. Includes additional reports if

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injuries occurred. (Minimum retention: 10 years)

(13) Grass and Weed Control Records: Records documenting agency enforcement of regulations designed to help prevent fires caused by overgrown grass, weeds, or shrubs. May include complaints, inspection reports, notices, violations, contractor mowing bills, receipts, and related records. Information includes name of property owner, address of property, name of complainant, date and expiration of notice, name of fire personnel inspecting property, date, time, and method of grass and weed removal, charges, signature of contractor, and related data. (Minimum retention: 3 years after last action or final payment)

(14) Hazardous Material Emergency Incident Records: Records documenting agency response to hazardous material emergencies. Subjects usually pertain to spills and other accidental releases. Includes reports, complaints, and similar documents. Information often includes location, date and time, type of pollutant, extent of pollution, cause, action taken, person reporting pollution, witnesses, related injuries, name and address of responsible party and related data. (Minimum retention: Permanent)

(15) Hazardous Substance Employer Survey Summaries: Records documenting the storage and use of hazardous materials within the area served by the fire department. Usually consists of summaries of employer surveys conducted by the State Fire Marshal as well as related records generated by the agency. Information includes employer name and location, emergency phone numbers and procedures, location, type, and quantity of hazardous substances, and related data. State employer surveys are updated each year. (Minimum retention: Until superseded or obsolete)

(16) Inspection and Occupancy Records: Records documenting fire prevention inspections performed periodically by the agency fire department. Inspections determine if any violations of fire code are present in premises within the area served by the department. Usually filed by address. Inspection records may include reports, notices, citations, and related documents. Information often includes occupancy name, location, person contacted, violations found, inspector's name, number of days to correct violations, comments, and other data. Also may include occupancy and pre-fire planning records such as floor plans, sketches, reports, lists, and related documents. Information often includes address, name of property owner, description and fire history of property, name of occupant, potential hazards or exposures, regulated substances, fire escapes, water supply, sprinklers, roof construction, and other data useful in fire fighting situations. (Minimum retention: Retain current and previous inspection reports or 10 years whichever is longer)

(17) Maps, Fire and Emergency Medical Services: Maps and related records maintained by the agency fire department for address location reference and for tracking various trends such as fire frequency and location, arson fires, and others. Includes lists, books, and other methods of address location. Some maps may have historic value. For appraisal assistance, contact the State Archives. (Minimum retention: Until superseded, obsolete, or no longer needed)

(18) Public Education Program Records, Fire and EMS: Records related to the design and implementation of educational and other outreach programs provided to the public by the agency fire department. Often includes class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, and related records. (Minimum retention: (a) Class enrollment and attendance records: 2 years (b) Other records: Until superseded or obsolete)

(19) Public Education Publications, Fire and EMS: Publications created by the agency fire department and distributed to the public as part of the department's public education program or other outreach effort. Often used in conjunction with presentations. Subjects may include CPR, electric wiring, fire prevention, fire safety for children, Christmas fire safety, and others. (Minimum retention: (a) Retain brochures, pamphlets, and leaflets: until superseded or obsolete (b) Retain one copy of all others: Permanently)

(20) Regulated Substances Storage and Use Records: Records documenting the storage and use of regulated substances such as gasoline, crude oil, fuel oil, and diesel oil. May include applications, permits, inspection reports and related records for agency regulation of above ground storage tanks as well as reports of substance releases from underground storage tanks. Agencies that administer their own underground storage tank program as described in ORS 466.730 may have additional records such as underground storage tank applications, permits, inspection reports, and related documents. SEE ALSO Inspection and Occupancy Records in this section for regulated substance storage and use records related to structures. (Minimum retention: (a) Records related to underground storage tanks: 25 years after tank removed (b) Records related to above ground storage tanks: 5 years)

(21) Search and Rescue Mission Case Files: Series records information about search and rescue missions undertaken by the county. Records include Oregon search and rescue mission report, criminal complaint (incident) report, mission roster, lost/missing person report, equipment involved, description of events, and related information. (Minimum retention: 3 years)

(22) Search and Rescue Unit Case Records: Series records administrative and general information about individual search and rescue units. Contains monthly membership update, membership roster, operational cost report, volunteer activity report, volunteer's personal expense record, and related records. Information includes unit number, personnel names and addresses, hours worked, activities, expenses incurred, and related information. (Minimum retention: 6 years)

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(23) Search Rosters: Series tracks movements of participants of search and rescue missions. Includes name, date, location, time in and out, and related information. (Minimum retention: 3 years)

(24) State Fire Marshal Exemption Records: Records documenting partial or full agency exemption from statutes, rules, and regulations administered by the State Fire Marshal. Exemptions are granted if the agency enacts and enforces adequate regulations to conform with state and national fire standards defined in ORS 476.030(4). Certificates are renewed every two years. Usually includes applications, supporting documentation, reports, exemption certificate, and related documents. (Minimum retention: 2 years after denial, revocation, or expiration)

(25) Youth Fire Prevention and Intervention Records: Series documents multi-disciplinary prevention and intervention services provided to children who have a history of or are at risk for setting fires. Community-based services are provided under the guidance of the Office of State Fire Marshal. SEE ALSO County Juvenile Department Records section. (Minimum retention: (a) Until court ordered expunction (ORS 419A.262), (b) If case is not expunged: 5 years after last action, or youth reaches age of majority, whichever is longer).

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 -192.170 & 357.805 - 357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0120

Housing and Community Development Records

(1) Community Development Project Records: Records related to the assessment, funding determination, planning, design, and construction of various homeowner improvement projects, including facilities, structures, and systems. Records include work plan, and specifications, bid and contract information, project management/monitoring records, feasibility studies, plans, amendments, inspector reports, change orders, status reports, and related records. May be useful for litigation, reference, or budget planning. (Minimum retention: 10 years after substantial completion, or 3 years after final disposition, or as specified in agreement, whichever is longer)

(2) Environmental Review Records: Series documents individual environmental impact review studies for community development and transit projects in accordance with the National Environmental Policy Act (NEPA). Records may include duplicate materials from project records, environmental assessments, evaluations, determinations, reporting information to the federal Department of Housing and Urban Development (HUD), supporting documentation, and related records. (Minimum retention: Permanent)

(3) Housing Authority Bylaws, Rules, and Policies: Documents defining the powers and purposes of the housing authority, as well as implementation policies in accordance with federal and state laws. Includes bylaws. May also include rules and policies on confidentiality, purchasing, tenant grievances, and other subjects. (Minimum retention: Permanent)

(4) Housing Authority Individual Tenant History Records: Files documenting the history of individual tenant and housing authority actions from application to separation from the program. May contain application, landlord references, rental agreements, leases, periodic reexamination and hardship data, income verification, billing statements, maintenance requests, damage complaints, eviction notices, grievance hearing records, and significant related material. (Minimum retention: 5 years after separation from program)

(5) Housing Authority Program Management Records: Records documenting the activities and status of various programs administered by the housing authority (Section 8, etc.). Records may include staff meeting records and reports, waiting lists, maintenance records, tenant statistics, and related significant records generated in the administration of housing authority programs not specified elsewhere in the schedule. (Minimum retention: 3 years after annual or final expenditure report submitted)

(6) Housing Authority Property Management Records: Records documenting the actions of the housing authority in managing housing not owned by the agency. May include applications for funding, sub-grants, insurance policies, contracts, and non-profit organization records such as articles of incorporation, bylaws, budgets, minutes, agendas, as well as related significant records. (Minimum retention: 6 years after expiration)

(7) Housing Authority Rejected Assistance Application Records: Rejected applications and related records from individuals seeking assistance from the housing authority. Application information may include name, age, occupation, social security number, size of unit needed, assets, annual income, and related information. Records may also include verification forms and related significant records. (Minimum retention: 3 years)

(8) Housing Development Project Records: The Housing Development Program utilizes funding from the federal HOME Investment Partnership Program to expand the supply of decent and affordable housing, particularly rental housing, for very low- and low-income citizens. Records related to the assessment, funding determination, planning, design, and construction of various housing development projects, including facilities, structures, and systems, as well as documentation on the acquisition of existing housing structures for housing. Information includes work plan, and specifications, bid and contract information, project management/monitoring

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records, feasibility studies, plans, amendments, inspector reports, change orders, status reports, and related records. (Minimum retention: 10 years after substantial completion of new structures or acquisition of existing housing units)

(9) Housing Rehabilitation Loan Records: County Housing Rehabilitation Programs provide low-income homeowners with loans for needed and critical home repairs. To qualify for the program, a household's total annual gross income must be below HUD's Section 8 income limits. Series documents client application, verification of income, credit report information, deeds of trust, project specifications and work plan, copy of agency agreement with homeowner, financial information by loan type; DPL, CHIP, or Rental Rehabilitation, Cancelled Housing Rehabilitation and related records/correspondence. (Minimum retention: (a) Deferred Payment Loans (DPL): 5 years after homeowner leaves home, sells home, transfers the title, refinances the mortgage, or a change of use (b) County Home Improvement Program Loans (CHIP): 5 years after loan pay-off or foreclosure (c) Rental Rehab Loans: 5 years after loan pay-off or foreclosure (d) Cancelled Housing Rehabilitation Loans: 10 years after loan cancellation)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0125

Information and Records Management Records

(1) Computer System Maintenance Records: Records document the maintenance of computer systems and are used to ensure compliance with any warranties or service contracts; schedule regular maintenance and diagnose system or component problems; and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and procedures, and backup tape inventories, and related documentation. SEE ALSO Technical Manuals, Specifications, and Warranties in the Public Works-Operations and Maintenance section. (Minimum retention: (a) Records related to system or component repair or service: Life of the system or component (b) Records related to regular or essential records backups: 1 year after superseded or obsolete)

(2) Computer System Program Documentation: Records document the addition, modification, or removal of software from a computer system. Records usually fall into six categories: Records that document operating systems; Records that document the in-house creation and modification of application programs; Records that document the structure and form of data sets; Records that document the use of commercial software packages; Records that document the structure of the system; and Records that document system-to-system communication. Records may include but are not limited to system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. SEE ALSO Software Management Records in this section. (Minimum retention: (a) Retain migration plans: until superseded or obsolete (b) Retain other records: 1 year after system superseded or obsolete)

(3) Computer System Security Records: Records documenting the security of the computer systems. Includes employee access requests, passwords, access authorizations, encryption keys, and related documentation. (Minimum retention: 3 years after superseded)

(4) Computer System Wiring Records: Records documenting the wiring of the computer network system. Includes blueprints or drawings of building computer system wiring, cables, computer equipment connections, and related documentation. (Minimum retention: Current plus previous version)

(5) Filing System Records: Records document the establishment, maintenance, alteration, or abolition of filing systems. Records may include but are not limited to include master file lists, organizational charts, program descriptions, and correspondence. (Minimum retention: 3 years after superseded or abolished)

(6) Forms Development Records: Records document the development of new or revised forms. Records may include but are not limited to sample forms, drafts, revisions, form logs/listings, proposals, authorizations and illustrations. (Minimum retention: Until superseded or obsolete)

(7) Information Service Subscription Records: Records document subscriptions to information services. Records may include but are not limited to subscriptions, invoices, and correspondence. (Minimum retention: 3 years)

(8) Information System Planning and Development Records: Records document the planning and development of information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help the institution fulfill its missions, are cost effective, conform to adopted information standards, and integrate with existing institution

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information systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence. (Minimum retention: (a) Implemented systems: Life of the system (b) Unimplemented systems: 3 years)

(9) Microfilm and Imaging Quality Control Records: Records document that microfilm or digital images produced by or for counties and special districts conforms to the specifications required by Oregon Administrative Rules (OAR) chapter 166. Records may include but are not limited to microfilmed and digitally imaged records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and correspondence. (Minimum retention: Same as related microfilm or digital images)

(10) Records Management Records: Records document the authorized retention, scheduling, inventory, and disposition of public records. Records may include but are not limited to records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and correspondence. (Minimum retention: (a) Destruction records: Permanent (b) Record retention schedules: 5 years after superseded (c) Other records: 5 years)

(11) Software Management Records: Records document the use of software in information systems to insure that institution software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, software inventories, software licenses, site licenses, and correspondence. (Minimum retention: 2 years after software disposed of or upgraded)

(12) Telecommunications System Management Records: Records document the creation, modification, or disposition of telecommunications systems. Records may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts, telecommunications service orders, and correspondence. (Minimum retention: (a) Repair and service orders: 4 years (b) Other records: 1 year after system superseded or obsolete)

(13) User Support Records: Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution. (Minimum retention: 1 year)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0130

Justice and Family Courts

(1) Civil Files: Series documents cases heard in the Justice Court relating to small claims and civil filings up to \$2500.00. Records include original charge, filing of plaintiff, hearing records, satisfaction, penalty bio-sheet, records of payment, correspondence, motions, judgments, orders, and petitions. (Minimum retention: (a) Retain records prior to 1940 permanently (b) Retain records after 1940 6 years as long as there is no outstanding judgment)

(2) Couples Counseling/Mediation Client Files: Records document the counseling and mediation process for couples experiencing marital problems or who have formally filed for separation or dissolution. Record may contain information on couples' history, financial information, session notes, reports to the Court, if applicable, and summarizations of any agreements reached by the couple through mediation. (Minimum retention: 6 years after completion of counseling/mediation sessions or dissolution of marriage)

(3) Criminal Files Series: documents cases heard in the Justice Court relating to misdemeanors, criminal felonies arraigned and if in custody, and violations. Records include original charge, filing of plaintiff, hearing records, satisfaction, penalty bio-sheet, records of payment, correspondence, motions, judgments, orders, and petitions. (Minimum retention: (a) Retain records prior to 1940: Permanently (b) Retain records after 1940: 6 years as long as there is no outstanding judgment)

(4) Docket Books Series: used to track cases through the Justice Court. Information includes docket number, plaintiff and defendant names, date filed, and scheduled hearing and trial dates. (Minimum retention: (a) Retain records prior to 1940: Permanently (b) Retain records after 1940: 6 years as long as there is no outstanding judgment)

(5) Marriage Records Documents: licenses issued and solemnization of marriages by the Justice Court. Includes (Health Division, Vital Records Unit) Record of Marriage, Consent to the Marriage of a Minor, Affidavit that there is no Parent or Guardian in Oregon, Waiver of Waiting Period, and related records. The official copy of the marriage license is filed with the county clerk. (Minimum retention: (a) Retain Clerk's copy: Permanent (b) Retain court copy: 1 year after filed)

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with the clerk)

(6) Parent Education Client Files: Records document the classes for parents who file for divorce or separation or changes in custody or visitation. Records include payment history, class attendance information, and copy of completion certificate. (Minimum retention: 6 years after class completion)

(7) Search Warrants Series: documents an official order issued by the Justice Court to legally search private property to aid in the investigation of law enforcement officials. Information includes judge's name, date, and purpose of warrant. (Minimum retention: Retain 2 years after warrant served or recalled by the court)

(8) Traffic Citations Series: is used to document the full payment of traffic fines in court. Information includes citation number, amount paid, whom citation issued to, infraction type, issuing officer, and receipts. (Minimum retention: Retain 3 years after citation paid in full)

(9) Youth and Family Mediation: Case Records Record documents mediation provided to families and youths for conflict resolution. Record may contain family and youth backgrounds and histories, any criminal histories, mediator session and case notes and reports, and court reports if applicable. (Minimum retention: Until youth(s) reach 21 years of age)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0135

Law Enforcement

(1) Activity Reports, Law Enforcement: Individual officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or annual basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties such as dispatch, confinement, investigations, and patrol. Information usually includes name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, and other indicators. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. Information may include date, categories, totals, and related data. (Minimum retention: (a) Annual reports and monthly reports for years in which no annual report exists: Permanent (b) Other reports: 2 years)

(2) Alarm Records: Records documenting the licensing, use, and response to security alarms. Licenses and permits usually contain name and address of holder, type of alarm, location, instructions to officers responding to call, names of individuals to be contacted when alarm sounds, fee charged, and related data. Other records may include alarm response reports and false alarm reports. False alarm reports are used to document ordinance violations concerning the number of false alarms in a given period. (Minimum retention: (a) Alarm licensing and permit records: 3 years after expiration or revocation (b) Other records: 3 years)

(3) Animal Control Records: Records document activities relating to animal control. Records may include reports, logs, lists, cards, receipts, and related correspondence. Records may relate to dog or cat licenses, lost and found animals, animals running at large, and bite reports. Animal license information usually includes name, address and phone number of owner, name and description of animal, vaccination dates, and related information. (Minimum retention: (a) Licensing records: 3 years after expiration (b) Other records and reports: 2 years)

(4) Arrest Warrant Log Records: Records documenting the status of arrest warrants as served, unserved, or recalled by the court. May include logs, validation listings, checkout sheets, and related records. Logs usually include date of warrant, subject's name, charge, date, warrant served or recalled, and related information. (Minimum retention: Until superseded or obsolete)

(5) Arrest Warrant Records: Records related to a written order made by the court on behalf of the commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes date, court, judge's name, individual's name and date of birth, charge, and related data. (Minimum retention: Until served, recalled, or cancelled by the court)

(6) Bail Records: Records document the receipt of bail monies or recognizance bonds by the county as stipulated in ORS 135.720. Records may include logs of monies received, names of individuals posting bonds and inmate it applies to, staff member who accepted payment, and dollar totals of deposits made to the State Court. (Minimum retention: 3 years)

(7) Block Home Program Records: Records documenting the application for and review, denial, or approval of block home designations. The Block Home Program is designed to provide safety and protection to school age children. The department conducts background checks on applicants. Information often includes date, name, address, date of birth, Social Security number, educational and work background, police record check, approval or denial decision, and related data. (Minimum retention: (a) Approved application records: 2 years after withdrawal from program (b) Denied application records: 2 years)

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- (8) Booking Records: Books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information usually includes name, charges, date of confinement, date of release, physical condition, and related data. Booking records related to individuals known to be dead need not be retained. (Minimum retention: (a) Homicides: 20 years (b) Felonies: 10 years (c) Misdemeanors: 5 years)
- (9) Briefing Records: Records document internal communications between supervisors and shift workers or between staffs on different shifts to alert them to problems, issues, or activities. This can include jail, patrol, and other agency staff. Records may include briefing logs and teletype/computer messages. (Minimum retention: (a) Retain messages of interest to law enforcement agency not warranting inclusion in INCIDENT CASE FILES or other record series: 1 year other record series: 1 year (b) Retain all other messages: Until read)
- (10) Bulletins from other Agencies: Bulletins, circulars, and related records received from federal, state, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the department. (Minimum retention: Until superseded or obsolete)
- (11) Chaplain/Religious Counsel: Records document the role of the agency or jail chaplain/religious counsel, volunteer chaplains, or groups that volunteer their time to the agency for religious purposes. Duties may include counseling of staff and/or inmates, counseling of family members of staff and/or inmates, victim's assistance, death notifications, crisis intervention, and special services, including weddings and funerals. Records may include individual guidance records, schedules, activity reports, authorizations of inmate articles (i.e. prayer feathers, medicine bags, wedding rings, etc.), and marriage and death records. (Minimum retention: (a) Retain inmate counseling records: 3 years after inmate release (b) Retain all other counseling records: 1 year)
- (12) Civil Emergency/SWAT Team Records: Records document the planning for and performance of hostage negotiations, riot response, bomb threats, or other tactical situations. Records may include maps rosters, equipment inventory, training records, and situation reviews. (Minimum retention: 3 years)
- (13) Civil Enforcement Case Files: Record of actions taken relating to a specific civil case. Information may include attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order. (Minimum retention: 3 years after action completed)
- (14) Computer Inquiry Records: Logs or other hard copy records documenting requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects. (Minimum retention: Until superseded or obsolete)
- (15) Computer Validation Records: Logs or similar hard copy records detailing validation requests and proof of verification for NCIC or other law enforcement information networks. Useful to document maintenance of network standards. (Minimum retention: 5 years or until audited by NCIC or other applicable law enforcement network, whichever is shorter)
- (16) Concealed Weapons Permit Records: Records documenting issuance of concealed handgun licenses and renewals as specified in ORS 166. Records include license applications, license renewal applications, copies of identification, background check results, license revocations and denials, and related records. Information must include the applicant's legal name, current address and telephone number, date and place of birth, hair and eye color, height and weight, applicant's residence address or addresses for the previous three years, photograph of applicant, fingerprints of applicant, and applicant's signature. (Minimum retention: (a) Revoked permits: 4 years after revocation or denial (b) All other records: 2 years after expiration or transfer of permit)
- (17) Crime Analysis Records: Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, trend or prediction information, photographs, sound and video tape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others. (Minimum retention: (a) Major crime analyses or studies: 10 years (b) Other records: Until superseded or obsolete)
- (18) Crime Prevention Community Policing Organization Records: Mailing lists, plans, evaluations, notes, reports, and other records documenting community organizations, associations, individual volunteers, and others engaged in or interested in crime prevention efforts. Information is also used to develop community support for law enforcement programs and events. Records include presentations, publications, brochures, and newsletters. (Minimum retention: Until superseded or obsolete)
- (19) Crime Prevention Community Policing Event Records: Records document annual or one-time events organized by the agency or participated in where personnel are available to answer questions and provide educational information. Examples include National Night Out, safety fairs, bicycle rodeos, and open houses. Records include site information, schedules, volunteer rosters, and event evaluations. (Minimum retention: (a) Records of events considered significant and/or historical by local officials: Permanent (b) Retain all other event records: 1 year)
- (20) Crime Prevention and Community Policing Program Records: Records documenting

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department efforts to train citizens in crime prevention. May contain training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related records. Subjects usually include neighborhood watches, home security, and others. (Minimum retention: (a) Retain significant program records: 5 years (b) Retain class enrollment and attendance records: 2 years (c) Retain other records: 1 year)

(21) Crime Prevention Security Survey Records: Records documenting citizen requested officer surveys of homes and businesses and subsequent recommendations related to security. Usually contains a detailed checklist of problems or security defects. Subjects often includes areas of potential break in, blocked exits, landscaping that can hide crime, and similar topics. Survey usually is compiled into a report that is sent to the owner or renter. (Minimum retention: 2 years)

(22) Crime Prevention Vacation House Inspection Records: Records documenting the inspection of homes and other properties while the occupants are away. Information often includes name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions at the house or property, dates and times officers checked the house or property, and related data. (Minimum retention: 30 days after inspections end)

(23) Criminal Arrest History Records: Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related documents. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, and more. Records may be destroyed earlier if individual is known dead. (Minimum retention: (a) Homicides: 20 years (b) Felonies: 10 years (c) Misdemeanors: 5 years)

(24) Criminal History Dissemination Records: Logs and other records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes date of release, subject of information, recipient of information, reason information was requested, and identification numbers. (Minimum retention: Until case completed or suspended)

(25) Criminal Intelligence System Database Records: Records documenting possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Information is categorized into file groupings as defined by OAR 137-090-0080 after collection and evaluation. Retentions are based on procedures detailed in 137-090-0160. Includes investigatory reports, statistical reports, correspondence, memoranda, and related records. Information includes suspect identification, alleged activity, location, date, source validity, and other data. Sources include law enforcement and regulatory agencies, and private citizens. (Minimum retention: (a) "Permanent Files" as defined by 137-090-0080: 5 years (b) "Temporary Files" as defined by 137-090-0080: 1 year (c) "Working Files" as defined by 137-090-0080: 30 working days)

(26) Debriefings: Records documenting law enforcement operations, which are distributed in order to improve communication. Records include, but are not limited to, mission sheets, after action reports and operations order records. (Minimum retention: 3 years)

(27) Detoxification Confinement Logs: Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual, and related information. (Minimum retention: 2 years)

(28) Dog Handler Reports: Records documenting training and performance of dogs involved in law enforcement operations. Note: For limitations, see ORS 131.125, 131.155, 166.715-177.735, and other applicable statutes. (Minimum retention: 1 year after statute of limitations on case expires)

(29) Electronic Home Detention Records: Records documenting the application and use of electronic monitors for inmates selected for electronic home detention monitoring. Documentation includes computerized tracking reports, printouts and computer schedules; documentation on offender violations, including unauthorized absences or activities; notifications to apprehend and control any absconding offenders; system troubleshooting notations and other related correspondence. (Minimum retention: 3 years after removal of monitor)

(30) Emergency Telephone Calls Continuous Audio Files: Records document incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 9-1-1 calls. Files are maintained on a 24 hour basis. Recordings of serious incidents may warrant longer retention for legal reasons. These should be transferred onto a separate medium and retained until legal action is resolved. (Minimum retention: 7 months)

(31) Equipment Issued/Quartermaster Records: Records documenting equipment issued to an agency law enforcement agency and other agency personnel. Items include but are not limited to handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data. (Minimum retention: Until superseded or obsolete)

(32) Expunged or Sealed Records: Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related

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records according to ORS 137.225. "Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding." Also applies to records related to juveniles as outlined in ORS 419A.260 and 419A.262. (Minimum retention: (a) Dispose expunged records according to the directive of the court (b) Retain expungement orders 75 years or according to the directive of the court (c) Retain sealed records 75 years or according to the directive of the court)

(33) Field Interrogation Reports: Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data. (Minimum retention: 1 year)

(34) Fingerprint Cards: Cards containing fingerprints, palmprints, toeprints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in an area. Information often includes name, address, date and place of birth, Social Security number, alias, occupation, employer, name of individual taking prints, and related data. Fingerprint cards of individuals known to be dead need not be retained. Fingerprint cards are currently transmitted to the Oregon State Police and maintained there. (Minimum retention: Until transmission to the Oregon State Police verified)

(35) Fingerprint Cards, Latent: Cards containing latent fingerprints and palmprints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case. (Minimum retention: (a) Unnatural death: 75 years (b) Sexual felonies defined in ORS 131.125: 27 years (c) Other felonies: 6 years (d) Other offenses: 3 years)

(36) Handgun Dealers' Sales Records: Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the law enforcement agency and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the agency. Information includes series number, sheet number, sales person, Date and time, city/county, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, color of eyes and hair, local address (if traveling), and signatures of purchaser and sales person. ORS 166.412(7) states that "the department may retain a record of the information obtained during a request for a criminal records check for no more than five years." (Minimum retention: 3 years)

(37) Impounded and Abandoned Vehicle Records: Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge, if any, towing company used, release conditions, name and address of individual to whom vehicle was released, and other data. (Minimum retention: 3 years after disposition for records not included in Incident Case Files)

(38) Incident Case File Indexes: Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information. (Minimum retention: Until superseded or obsolete)

(39) Incident Case Files: Central case files documenting complaints or other actions or incidents investigated by the department. Usually filed by case number. Records may include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUII test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/evidence reports, custody reports, and other related documents. Information usually includes suspect identification, alleged activity, location, date, validity of source information and other data. Sources include law enforcement and regulatory agencies and private citizens. SEE ALSO Juvenile Temporary Custody Records in this section. (Minimum retention: (a) Retain cases involving crimes with no statutes of limitations: 75 years after case closed (b) Retain Missing Persons Reports: Until cleared (c) Retain all other cases: until statute of limitations expires)

(40) Indemnity Bonds: Copies of insurance bonds issued to indemnify the law enforcement agency against claims of wrongful actions in civil seizure cases. (Minimum retention: 2 years after seizure has been completed and a return has been made to the court of issuance)

(41) Informant Case Files: Records documenting information about informants used by department personnel. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. (Minimum retention: Until superseded or obsolete)

(42) Inmate Accountability Records: Logs, lists, rosters, and other records documenting inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all

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inmates by head counts at regular intervals. (Minimum retention: 1 year)

(43) Inmate Case File Indexes: Indexes used to access inmate case files. Usually cross referenced by name, case number, and other identifiers. (Minimum retention: Until superseded or obsolete)

(44) Inmate Case Files: Records documenting non-medical information on inmates confined in an agency correctional facility. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, and other relevant information concerning the arrest and confinement of an individual. (Minimum retention: 3 years after release)

(45) Inmate Grievances: Records documenting the receipt of, investigation of and actions taken in regard to inmate grievances. (Minimum retention: 3 years after last action)

(46) Inmate Meal Records: Records documenting menus used to plan and schedule inmate meals. May include listings of those inmates who received meals. Information may include month, day, meal, menu, inmates served, and related data. (Minimum retention: 6 months)

(47) Inmate Medical Records: Records documenting outpatient medical treatment given to inmates. Often contains treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, medication records and related records. Information may include inmate's name, date of treatment, description of treatment, medications given and information regarding the medication dispensed and related data. (Minimum retention: 6 years after inmate release)

(48) Inmate Program Records: Records documenting the education, recreation and miscellaneous programs that inmate participated in while at the facility. (Minimum retention: 3 years)

(49) Inmate Telephone and Mail Records: Logs and other records documenting telephone calls and mail sent and received by inmates. Information may include name of inmate, date and time of telephone call or mail, and related data. (Minimum retention: 1 year)

(50) Inmate Visitor Records: Records documenting information about visitors to inmates confined in an agency correctional facility. May include logs, request slips, and related records. Information often includes date, time in, visitor's signature and address, object of visit, time out, and related data. (Minimum retention: 1 year)

(51) Inmate Work Programs: Records documenting the control of and participation of inmate work programs. (Minimum retention: 3 years)

(52) Internal Investigations Case Files: Records documenting investigations of department personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data. (Minimum retention: (a) Investigations resulting in Termination: 10 years after employee separation (b) Investigations resulting in disciplinary action or exoneration: 2 years after resolution (c) Unfounded Investigations: 1 year)

(53) Jail Monitoring Records: Records include audio and video recordings of prisoners booked into the jail facility. Video recordings are also made during inmate altercations and incidents where the Corrections Emergency Response Team (C.E.R.T.) members are utilized for inmate control. These recordings typically contain footage of use of force that are used in staff training sessions, but may also serve as evidence in criminal proceedings. (Minimum retention: (a) Prisoner booking videos: 30 days (b) C.E.R.T. training videos: Until superseded or obsolete (c) C.E.R.T. videos as evidence in criminal proceedings: destroy by order of the court)

(54) Jail Canteen, Commissary or Kitchen Records: Records documenting the routine operations and control of jail canteens, commissary and kitchens. Includes inventory control records, inmate accounting records, and other related files. (Minimum retention: 3 years or until audited, whichever is longer)

(55) Juvenile Offender/Victim Restitution Records: Records documenting the facilitation of restitution for crime victims of first time juvenile offenders. Typical cases may include criminal mischief, vandalism, minor assault, theft, and harassment. Information may include name, address, and phone number of person filing complaint, case number, date of activity, narration of the complaint, name of offender, date case closed, and other data. (Minimum retention: 5 years after last action, or youth reaches age of majority, whichever is longer)

(56) Juvenile Temporary Custody Records: Records documenting children taken into temporary custody by the department as defined in ORS 419B.150 through 419B.175. The action is not considered an arrest. Information may include the name, age, and address of the child, the name and address of the person having legal or physical custody of the child, reasons for and circumstances under which the child was taken into temporary custody, and other data. SEE ALSO Delinquent Case Files, Adjudicated (Formal); and Delinquent Case Files, Informal in the County Juvenile section. (Minimum retention: 3 years)

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(57) Lost and Found Property Records: Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records. (Minimum retention: 2 years after disposition)

(58) Maps, Law Enforcement: Maps and related records maintained for reference and for tracking various trends. Examples include but are not limited to Neighborhood Watch Program maps, Block Home Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area. (Minimum retention: Until superseded or obsolete)

(59) Marine Enforcement Reports: Records document the marine enforcement activities of the county sheriff's department. Information includes types of waterway and watercraft violations, citations issued and other related information. (Minimum retention: (a) Annual Reports: 5 years (b) Monthly Reports: Retain until annual report created)

(60) Master Name Index Records: Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information may include name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data. (Minimum retention: Until superseded or obsolete)

(61) Mug Shots: Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. Mug shots of individuals known to be dead need not be retained. (Minimum retention: (a) Retain homicides: 20 years (b) Retain felonies: 10 years (c) Retain misdemeanors: 5 years)

(62) Neighborhood Dispute Resolution Records: Records documenting a county's dispute resolution program to handle complaints by citizens about concerns or disputes with neighbors or merchants. Typical cases may include animal control, landlord/tenant issues, noise, harassment, property disputes, and business/consumer issues. Records may include budget, activity, and statistical reports, mediation training information, evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include name, phone number, and address of person filing complaint, case number, date of activity, narration of request or complaint, name and address of offender, action taken, and other data. (Minimum retention: (a) Retain case records 5 years after last action (b) Retain other records 2 years)

(63) Officer Notes: Notes written by officers during the course of a shift containing information which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data. Note: Officer notes recorded on handheld electronic organizers (e.g. Palm Pilots) are public records under ORS 192. Information on electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period. (Minimum retention: 2 years)

(64) Officer Weapon Registration Records: Records documenting weapons assigned to law enforcement officers. Information includes officer's name, and the make, model, serial number, and caliber of the weapon. (Minimum retention: Until superseded or obsolete)

(65) Patrol Car Camera Videotapes: Records document patrol activities. Patrol officers may manually activate cameras when calls come in or cameras may automatically activate upon rapid vehicle acceleration or deceleration. (Minimum retention: (a) Retain tapes used as evidence until case reaches final disposition (b) Retain tapes used for internal investigations until investigation ends (c) Retain all other tapes 30 days)

(66) Pawn Broker and Second Hand Dealer Reports: Reports submitted to the department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes name, address, identification, and personal description of pledgor, as well as the date, dealer's name, and description of article. (Minimum retention: 2 years)

(67) Peer Court Records: Records documenting the peer court system where youths who have committed certain first time misdemeanors or violations are judged through a court system of their peers (aged 12–17 years). Records may include policy and procedures manuals, budget, activity and statistical reports, guidelines and instructions for participants, applications to participate in the program, juvenile consent form, intake interview form, defendant questionnaire, summary report, attorney's analysis, jury verdict record, bailiff record, clerk's record, community service log, judge's notes, officer's status reports, defendant evaluation, parent evaluation, and related documentation. SEE ALSO Policy and Procedure Manuals and Guidelines in the Administrative section. (Minimum retention: (a) Case records: 5 years after final disposition of case, or youth reaches age of majority, whichever is longer (b) Participant guidelines and instructions: Until superseded or obsolete (c) Other records: 2 years)

(68) Photo Identification Records: Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. (Minimum retention: Until superseded or obsolete)

(69) Photo Radar Records: Records documenting traffic infractions by drivers that have been

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photographed by the county sheriff's photo radar equipment. Records may include photographic negatives and prints, copies of citations, copies of drivers' licenses, forms to dismiss, logs, and related documentation. (Minimum retention: (a) Retain photo radar citations issued and logs: 2 years (b) Retain photo radar citations not issued 30 days)

(70) Polygraph Records: Records documenting polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information. (Minimum retention: (a) Retain cases involving crimes with no statute of limitations 75 years (b) Retain all other cases 1 year after statute of limitations expires)

(71) Property and Evidence Control and Disposition Records: Records used to track property and evidence coming into department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, and other documents. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, and other data. (Minimum retention: (a) Retain cases involving crimes with no statute of limitations 75 years (b) Retain all other cases 1 year after statute of limitations expires)

(72) Property Registration Records: Records documenting the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number, and related data. (Minimum retention: Until registration is expired, superseded or obsolete)

(73) Property Sales/Deed Records: Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued. (Minimum retention: 6 years)

(74) Scene Reconstruction Visuals: Exhibits and other visual aids created for use in court. Crime scenes were reconstructed and photographed in order to visually present information. (Minimum retention: (a) Retain cases involving crimes with no statute of limitations: Retain 75 years after case closure (b) Retain all other cases: Retain 1 year after statute of limitations expires)

(75) Subpoenas: Records document subpoenas issued to law enforcement personnel to appear in court for the purpose of testifying. Information contains date of issuance, date requested, and location. (Minimum retention: Until court appearance)

(76) Surveillance Tapes: Records documenting the routine monitoring of courts and other facilities through the use of video recordings. These recordings contain daily footage of activities in the courthouse or other county facilities and may also serve as evidence in criminal proceedings. (Minimum retention: (a) Retain tapes used as evidence: until case reaches final disposition (b) Retain tapes used for internal investigations: until investigation ends (c) Retain all other tapes: 30 days)

(77) Teletype Messages: Incoming and outgoing teletype messages concerning a variety of subjects of interest to the department. Subjects include incidents, meetings, arrests, warrant confirmation and others. Information includes date, time, originating agency, and text. (Minimum retention: (a) Retain messages of interest to law enforcement agency not warranting inclusion in INCIDENT CASE FILES or other record series: 1 year (b) Retain all other messages: Until read)

(78) Towed Vehicle Records: Rotation lists and related records documenting tow truck requests and responses. Information usually includes date, name of requestor, name of towing company called, location, and other data. Records may also include documentation of vehicles towed from private property at the request of citizens. This information is used to prevent towed vehicles from being reported as stolen. (Minimum retention: 1 year)

(79) Traffic, Transit and Other Citation Logs: Logs listing various information related to citations issued by the department. Usually includes type of citation, ticket number, name of violator, date of issue, and officer's name. (Minimum retention: 1 year)

(80) Traffic, Transit and Other Citations: Department copies of citations issued for traffic, transit, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, and others. Information includes city and county, date and time, name and address, date of birth, sex, occupation, license number, state, year, make and model of vehicle, location of violation, law allegedly violated, conditions, name of officer issuing citation, and related data. (Minimum retention: 2 years)

(81) Traffic, Transit Violation Warning Records: Series documents warnings issued for alleged traffic, transit and other minor offenses. Records are often used to identify repeat offenders and support follow-up investigations. Information includes date, time, category, name, address, phone number, date of birth, race, sex, hair and eye color, height, weight, drivers license number, make and model of vehicle, location of violation, description of violation, signatures, and related data.

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(Minimum retention: 1 year)

(82) Transportation of Prisoner Records: Records documenting the movement of prisoners from one place to another. Includes times, dates, employee in charge, prisoners transported, locations where prisoners were transported, etc. (Minimum retention: 3 years)

(83) Used Firearm Transfer Records: Records document the sale or transfer of a firearm. Information includes business name and address, individual purchasing or trading firearm, time and date of transaction, firearm description, including serial number, caliber, form of identification presented by the seller/trader, and dealer and seller/trader signatures and phone numbers. (Minimum retention: 1 year)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 6-2004, f. & cert. ef. 11-15-04; OSA 3-2012, f. & cert. ef. 10-29-12; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0140

Library

(1) Accession Records: Information related to library acquisitions. Documentation for book accessions usually includes author, title, publisher, jobber, year purchased, purchase price, and other bibliographic and accession data. Non-book media contain other pertinent information. (Minimum retention: Until superseded or obsolete)

(2) Borrower Registration Records: Records used to grant citizens library cards and privileges as well as to control circulation of library holdings. Individual borrower registration information may include name, address, telephone number, date of birth, signature, expiration date, identification number, and related data. (Minimum retention: Until superseded or 1 year after expiration)

(3) Catalogs: Finding aids which provide patrons with access to library holdings by subject, title, keyword, and author. Usually includes author's name, title of book or other media, call number, bibliographic description, and related information. (Minimum retention: Until superseded or obsolete)

(4) Circulation Records: Records documenting information pertinent to the circulation of materials such as books, magazines, record albums, compact disks, dvd's, audio and video tapes, and computer software. May include patron identification, date circulated and date due. (Minimum retention: Until transaction is completed)

(5) Inter-library Loan Records: Records documenting materials borrowed and loaned by the library through an interlibrary loan program in response to patron and other library requests. May include requests, notices, tracking logs, and other records. (Minimum retention: 6 months after materials returned to owner library)

(6) Library Publications: Publications distributed to the public to advertise library services, programs, and activities. May include brochures, newsletters, activities calendars, bookmobile schedules, special events flyers, and other records. (Minimum retention: (a) Retain brochures, pamphlets, and leaflets until superseded or obsolete (b) Retain one copy of all others permanently)

(7) Master Shelf Lists/Inventories: Records document inventories of all library holdings, including volumes and titles added or withdrawn from the collection. Usually arranged by call number, showing title, author, accession number, publisher, date bought, cost, and number of copies. Used as an inventory control by library personnel. (Minimum retention: Until superseded or obsolete)

(8) Library Reports: Statistical and narrative monthly reports documenting collection, registration, circulation, lost books, children's programs, and other activities. Useful in program planning and budget preparation. May include various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, and volunteer hours. May also include narrative reports addressing new activities, services, events, and issues. (Minimum retention: (a) Retain reports summarizing activities on an annual basis: Permanently (b) Retain other reports: 2 years)

(9) Oregon State Library Annual Reports: Agency copy of a report filed with the Oregon State Library in satisfaction of ORS 357.520 to monitor library programs. Includes statistics on circulation, patrons served, interlibrary loan transactions, children's programs, and other subjects. (Minimum retention: Permanent)

(10) Overdue Book Records: Records used to monitor status of overdue books and other media. Also used to notify patrons to return overdue library materials. Often includes notices and lists. Lists document long overdue materials and can be useful in collection action. (Minimum retention: Until materials returned, or debts reconciled or deemed uncollectible)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

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9-1-1/Public Safety Answering Point Records

(1) Briefing Records: Records document internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues, or activities. Records may include but are not limited to briefing logs, teletype messages, and bulletins from other agencies. (Minimum retention: 7 days)

(2) Data Management System Records: Records document the maintenance and update of current information used to provide and direct incident response within a 9-1-1/public safety answering point service area. Information may include but is not limited to address data, response unit's assignments, response codes, responsible person data, and related documentation. (Minimum retention: Until superseded or obsolete)

(3) Dispatch Incident Records: Records document specific incidents when a call is received by the 9-1-1/public safety answering point and subsequent response activities. Information may include but is not limited to caller's name; address, and telephone number; details of incident or complaint; call taker/dispatcher name; which agency responded and when; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber's telephone number, and subscriber's telephone service location. (Minimum retention: 2 years)

(4) Enhanced 911 Service Plans: Records document the planning, development, and implementation of enhanced 9-1-1/public safety answering point systems. Plans and any subsequent amendments are required to be submitted to the Oregon State Police, Emergency Management Division for approval. The plan may be periodically revised and updated. Records may include but are not limited to preliminary and final plans, drafts and worksheets, correspondence, and other records described in OAR 104-080-0020. (Minimum retention: (a) Approved plans and amendments: 5 years after superseded or obsolete (b) Preliminary plans, drafts, worksheets, and supporting materials: Until plan approved by Oregon State Police, Emergency Management Division)

(5) Master Street Address Guide (MSAG) Maintenance Forms: Records document the 9-1-1/public safety answering point's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Forms are usually maintained by the agency's MSAG Coordinator. Information may include but is not limited to new or updated address, customer, and responder information. (Minimum retention: 2 years)

(6) Master 24-Hour Audio Files: Files document recorded incoming emergency and non-emergency calls; law enforcement, fire, and emergency medical services dispatches; radioactivity; and 9-1-1/public safety answering point calls. Files are maintained on a 24-hour basis. (Minimum retention: 7 months)

NOTE: Specific recordings of incidents may warrant longer retention for legal reasons

(7) Operational Logs Records: document chronological tracking of activities related to 9-1-1/public safety answering point operations. Records may include but are not limited to radio logs, telephone logs, tow logs, and criminal background check request logs. (Minimum retention: 1 year)

(8) Premise Information Records: Records document information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include but is not limited to hazardous materials storage locations, whether building plans were submitted to the fire department, unique information about buildings such as utility shutoffs, and related documentation. (Minimum retention: 2 years, or until renewed, superseded, or expired, whichever is sooner)

(9) Quality Assurance Records: Records document the evaluation, analysis, and assessment about the performance and quality of services provided by the 9-1-1/public safety answering point system. Records may include but are not limited to system evaluations, system performance reports, satisfaction surveys and questionnaires, quality improvement reports and recommendations, quality assurance committee minutes, and related documentation. (Minimum retention: (a) Survey instruments: 2 years, or until summary report completed, whichever is sooner (b) Other records: 2 years)

(10) Statistical Reports: Records document the compilation of statistical data about the actions and activities of the 9-1-1/public safety answering point system. Data may be compiled on a daily, weekly, monthly, quarterly, and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include but is not limited to data about response times, number of calls received and dispatched, and responses by individual agency. (Minimum retention: (a) Data instruments used to compile statistics: Until statistical report completed (b) Daily and weekly reports: Until compiled into monthly reports (c) Monthly and quarterly reports: 1 year (d) Annual reports: 10 years)

(11) System Error/Malfunction Records: Records document 9-1-1/public safety answering point electronic systems errors or malfunctions and subsequent corrective action. Records may include

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but are not limited to enhanced system error reports, trouble logs, work orders, correspondence, and related documentation. (Minimum retention: 2 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0150

Parks and Recreation

(1) Chemical Application Records: Records documenting the application of chemicals such as pesticides, herbicides, and fertilizers to parks and other property. Information usually includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate. (Minimum retention: 3 years after application)

(2) Park and Facility Inspection Records: Records documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance. Includes inspections of play equipment, lighting, sidewalks, restrooms, storage areas, picnic tables, swimming pools, and other property and equipment. Records often include inspection worksheets or checklists, reports, and related documents. Information includes property or equipment location and description, type of inspection, recommended repair, dates of inspection, and other data. (Minimum retention: 2 years)

(3) Park and Facility Use Permits: Permits issued to individuals or organizations for special uses of parks and facilities. Examples include fun runs, bicycle races, events with more than a specified number of participants, events including amplified sound, and those at which alcoholic beverages will be served. May also include other special use permits such as for the use of metal detectors and other equipment on park property. (Minimum retention: 2 years after denial, revocation, or expiration of permit)

(4) Park Caretaker Records: Records documenting the maintenance, construction, operation, and rehabilitation of county parks, waysides, and recreational areas. The park caretaker provides visitors with parks related information through distribution of publications and educational presentations. The caretaker may also issue permits and collect fees, and issue citations and written warnings. SEE ALSO Permit and License Records, Agency-Issued in Administrative section. (Minimum retention: 3 years after caretaker separation)

(5) Participant Registration and Attendance Records: Records documenting registration and attendance of participants in various agency sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and more. (Minimum retention: 3 years)

(6) Rental and Loan Records: Records documenting the rental or loan of agency owned facilities or equipment. Examples include short term rental of facilities and structures as well as rental or loan of sports equipment, tools, gardening implements, and other items. Records often include applications, calendars, lists, receipts, and related documents. Information usually includes name, address, and phone number of renter or borrower, description of facility or equipment, date and time rental or loan expires, signature, and other data. (Minimum retention: 3 years)

(7) Swimming Pool Operation and Maintenance Records: Records documenting the operation and maintenance of agency swimming pools. Information includes results of pool water quality tests described in OAR 333-060-0200(3), date and time of filter backwash, dates during which the pool was emptied and/or cleaned, and periods of recirculation equipment operation and/or malfunction and repair. May also include records documenting inspection and maintenance of safety equipment. (Minimum retention: 2 years after facility closes)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0155

Payroll Records

(1) Deduction Authorization Records: Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records. (Minimum retention: 3 years after superseded, terminated, or employee separates)

(2) Deduction Registers: Registers or records serving the same function of documenting voluntary and/or required deductions from the gross pay of agency employees. Types of deductions include federal income and social security taxes, state tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, prewritten checks, garnishments,

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levies, charitable contributions, and others. Information may include employee name and number, pay period, social security number, total deductions, net pay, check number, and related data. (Minimum retention: (a) Registers documenting state and federal taxes: 5 years (b) Other registers: 3 years)

(3) Employee Time Records: Records documenting hours worked, leave hours accrued, and leave hours taken by agency employees. Information usually includes employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates, and related data. SEE ALSO Leave Applications in this section. (Minimum retention: 4 years)

(4) Federal and State Tax Records: Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (Minimum retention: (a) For the retention of records documenting expenditure of grant funds: see Grant Records in the Financial section (b) Retain other records: 4 years)

(5) Garnishment Records: Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold for the Oregon Department of Human Resources, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes employee name and number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data. (Minimum retention: 3 years after resolution)

(6) Leave Applications: Applications or requests submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes employee name, department, date, leave dates requested, type of leave requested, and related data. SEE ALSO Employee Time Records in this section. (Minimum retention: 3 years)

(7) Leave Balance Reports: Reports documenting individual employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes employee name and number, social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. SEE ALSO Employee Benefits Records in the Personnel section. (Minimum retention: (a) Year-end leave balance reports: 75 years after date of hire (b) Other reports: 4 years)

(8) Payroll Administrative Reports: Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others. (Minimum retention: 3 years)

(9) Payroll Registers: Registers or records serving the same function of documenting the earnings, deductions, and withholdings of agency employees. Information usually includes employee name and number, social security number, hours worked, rate, overtime, vacation value, leave taken or accrued, various allowances, gross pay, federal and state withholding, voluntary deductions, net pay, and related data. (Minimum retention: (a) Retain year-end, or month-end if no year-end payroll registers: 75 years (b) Retain other payroll registers: 3 years)

(10) Unemployment Compensation Claim Records: Records documenting claims submitted by former agency employees for unemployment compensation. Usually includes claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. (Minimum retention: 3 years)

(11) Unemployment Reports: Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes employee name, social security number, quarterly earnings, days worked, totals, and other data. (Minimum retention: 3 years)

(12) Wage and Tax Statements: Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax. Also known as federal tax form W-2. Information includes agency name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (Minimum retention: 5 years)

(13) Withholding Allowance Certificates: Certificates documenting the exemption status of individual agency employees. Also described as W-4 forms. Information includes employee name and address, social security number, designation of exemption status, and signature. (Minimum retention: 5 years after superseded or employee separates)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

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Personnel Records

(1) Affirmative Action Records: Records documenting agency compliance with the statutes and regulatory requirements of the U.S. Equal Employment Opportunity Commission. May include plans, updates, policy statements, reports, and supporting information. (Minimum retention: (a) Plans, updates, and policy statements: Permanent (b) Other records: 3 years)

(2) Benefits Continuation Records: Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination of during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. The records typically consist of notices sent and correspondence. Records may be filed with the Employee Benefits Records or Employee Personnel Records. SEE ALSO Employee Payroll Records in the Payroll section. (Minimum retention: 3 years after employee separation of eligibility expired)

(3) Collective Bargaining Records: Records documenting negotiations between the agency and employee representatives. May include contracts, reports, negotiation notes, arbitration findings, cost analyses, minutes, tape recordings, and related significant records. (Minimum retention: (a) Contracts and minutes: 75 years after contract expires (b) Other records: 6 years after contract expired)

(4) Comparable Worth Study Records: Records documenting the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the agency and its employees. May include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, study outlines, graphs, tables, and significant related records. (Minimum retention: (a) Final study or report: Permanent (b) Other records: 5 years)

(5) Criminal Background Check Records: Records document the pre-employment or periodic criminal records checks performed on prospective or current staff, faculty, and volunteers. Records may include but are not limited to a log recording when background checks are done and whom they are done on, and a fingerprint based criminal history verification form documenting the result of a criminal history background check coordinated by the Oregon Law Enforcement Data System (LEDS). The form includes name and other personally identifiable information, indication of existence or absence of criminal record, and related documentation. (Minimum retention: (a) Retain background check log: until superseded or obsolete (b) Retain all other records: 90 days)

(6) Disciplinary Action Records: Records documenting termination, suspension, progressive disciplinary measures, and other actions against employees. May include statements, investigative records, interview and hearing records, findings, and related records. May be filed with Employee Personnel Records. (Minimum retention: (a) Retain investigations resulting in termination: 10 years after employee separation (b) Retain investigations resulting in disciplinary action or exoneration: 3 years after resolution (c) Retain unfounded investigations: 3 years)

(7) Drug Testing Records: Records document the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. (Minimum retention: (a) Retain positive test results: 5 years (b) Retain negative test results: 1 year)

(8) Employee Benefits Records: Records document an individual agency employee's benefit information such as selection of insurance plans, retirement, pension, and disability plans, flexible benefits, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, and related documentation. Records may be filed with the Employee Personnel Record. SEE ALSO Payroll Section. (Minimum retention: (a) Year-end leave balance reports and official copy of retirement enrollment records: 75 years after date of hire (b) Other records: 3 years after employee separation or eligibility expired)

(9) Employee Medical Records: Records document an individual employee's work related medical history. These records are not personnel records and must be kept physically separate from employee personnel records — in a separate location, as required by the Americans with Disabilities Act. Records may include but are not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, drug testing records, first-aid incident records, physician statements, release consent forms, and related correspondence. SEE ALSO Hazard Exposure Records in this section. (Minimum retention: (a) Hazard exposure records: 30 years after separation (29 CFR 1910.1020) (b) Other records: 6 years after separation)

(10) Employee Personnel Records: Records document an individual employee's work history. Records may include but are not limited to applications; notices of appointment; employment applications; training and certification records; records of health limitations; salary schedules; tuition reimbursement records; personnel actions; performance appraisal evaluations; letters of commendation and recommendation; letters of reprimand; notices of disciplinary action; notices of layoff; letters of resignation; home address and telephone disclosures; emergency notification

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forms; grievance and complaint records; and related correspondence and documentation. SEE ALSO Disciplinary Action Records; Employee Benefits Records; Employee Medical Records; Grievance and Complaint Records; Recruitment and Selection Records; and Volunteer Worker Records in this section. SEE ALSO Oaths of Office in the County Clerk-General section. (Minimum retention: (a) Retain letters of reprimand and notices of disciplinary action 3 years (b) Retain all other records 6 years after separation)

(11) Employee Recognition Records: Recognition of employees for special service to the agency. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. SEE ALSO Employee Suggestion Award Records in this section. (Minimum retention: 6 years)

(12) Employee Suggestion Award Records: Records documenting an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in agency operations. Employees may receive awards for adopted suggestions. Records may include suggestion forms and evaluations, award information, and related documentation. SEE ALSO Employee Recognition Records in this section. (Minimum retention: (a) Adopted suggestions: 2 years (b) Suggestions not adopted: 1 year)

(13) Employment Eligibility Verification Forms (I-9): Records document the filing of U.S. Immigration and Naturalization Service Form I-9 form that verifies that an applicant or employee is eligible to work in the United States. Information includes employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents that establish identity and eligibility, and employer's signature certifying that documents have been checked. (Minimum retention: 3 years after date of hire or 1 year after employee separation, whichever is longer (8 CFR 274a.2))

(14) Equal Employment Opportunity Compliance Records: Reports and records maintained by the agency with 15 or more employees in compliance with the U.S. Equal Opportunity Commission regulations. Contains EEO-4 reports and all records related to the completion of the reports. (Minimum retention: 3 years)

(15) Equal Employment Opportunity Complaint Records: Case files maintained in relation to discrimination complaints made against the agency. Records may include complaints, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, and related documentation and correspondence. (Minimum retention: 3 years after final decision issued)

(16) Equal Employment Opportunity Policy Development Records: Records documenting the adoption and administration of agency programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. May contain antidiscrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, and related records. (Minimum retention: (a) Plans, updates, and policy statements: Permanent (b) Other records: 3 years)

(17) Grievance and Complaint Records: Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts. Records often include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings, and related records. (Minimum retention: 3 years)

(18) Hazard Exposure Records: Records document an agency employee's exposure to hazardous conditions such as chemicals, toxic substances, bloodborne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. These records are not personnel records and should be maintained in an Employee Medical File. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. SEE ALSO Employee Medical Records in this section. (Minimum retention: 30 years after separation (29 CFR 1910.1020))

(19) Hearing Test Records: Records documenting employee participation in the State Hearing Conservation Program as required by the Oregon Workers' Compensation Division. The program applies to employees exposed to working conditions that may impair hearing. Contains measurement records that include audiogram number, employee's name and department, technician's name, date tested, and remarks. Also contains hearing test results which include employee's name, department, job classification, length of service, phone number, date of birth, previous hearing condition, exposure to sound levels, results of noise exposure and audiometer tests, comments, and related information. (Minimum retention: Until employee separation (29 CFR 1910.95))

(20) Layoff Records: Series documents procedures and computations used in laying off agency employees. May include service credit computations, service credit lists, and layoff ranking lists. Related records may be filed in Employee Personnel Files. (Minimum retention: 3 years)

(21) Photo Identification Records: Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

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(Minimum retention: Until superseded or obsolete)

(22) Position Description, Classification, and Compensation Records: Records document the description, classification, reclassification, and compensation of agency jobs and positions, a process also known as desk auditing. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, job analyses, interview data, selection criteria, authorizations, agreements, and significant related records. (Minimum retention: 3 years after superseded or obsolete)

(23) Recruitment and Selection Records: Records document the recruitment and selection of agency employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section. (Minimum retention: (a) Retain announcement records, position description, and records documenting creation of test and rating scale 10 years (b) Retain unsolicited applications and resumes 3 months if not returned to solicitor (c) Retain unsuccessful applications and other records 3 years after position filled or recruitment cancelled)

(24) Training Program Records: Records related to the design and implementation of training programs provided to employees by the agency. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related significant records. (Minimum retention: (a) Significant program records: 5 years (b) Class enrollment and attendance records: 2 years (c) Other records: 1 year)

(25) Volunteer Program Records: Records documenting the activities and administration of volunteer programs and volunteers in the agency. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records. SEE ALSO Volunteer Worker Records in this section for records related to individual volunteers. (Minimum retention: Retain 5 years)

(26) Volunteer Worker Records: Records documenting work performed for the agency by citizens without compensation for their services. May include agreements, applications, skill test results, training documentation, task assignment and monitoring records, and related information. (Minimum retention: 3 years after separation)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

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Planning

(1) Comprehensive Plan Records: Records indicating the types of uses and activities allowed in particular land designations. Used to guide long term growth and development and to comply with state and federal laws. Usually contains public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs, and other significant records. (Minimum retention: Permanent)

(2) Conditional Use Records: Applications and decisions related to requests for certain land uses within a zone that require special review and approval. May include applications, site plans, zoning maps, staff reports, administrative action reports, and related significant records. (Minimum retention: 10 years after expiration, revocation, or discontinuance of use)

(3) Design and Development Review Records: Architectural reviews of exterior renovations or new construction within particular geographical areas. Used to ensure integration of visual architectural standards. May include design review board or commission records such as minutes, agendas, and exhibits. Records also may include applications, site plans, staff reports, maps, review and appeal records, tape recordings, and related significant documents. Three dimensional exhibits such as sample boards of brick, tile, and other building materials are not public records. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records): Permanently (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain exhibits not pertinent to minutes: 5 years (d) Retain all other records if permit issued and structure completed: 2 years after substantial completion (as defined by ORS 12.135(3)) (e) Retain if no permit issued: 180 days (f) Retain if permit issued, but structure not started or completed: 2 years)

(4) Enterprise Zone Records: Records documenting the creation and management of enterprise zones by the agency or in conjunction with other agencies. Designation used to encourage

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business growth by providing tax, permit, and regulatory relief to development within the zone. May include reports, applications for zone status, nominations for federal status, and significant related records. (Minimum retention: (a) Retain reports summarizing results or activities permanently (b) Retain other records 4 years after zone designation expires)

(5) Flood Plain Permit Records: Permits issued for construction within a flood plain zone. Records also may include elevation certificates, applications, review records, check lists, and other significant documents. Permit information usually includes date, permit holder's name and address, U.S. map number, type of structure, and related data. (Minimum retention: (a) Retain permits and elevation certificates, 10 years after the life of the structure or area determined not to be a flood plain, whichever is longer (b) Retain other records 10 years)

(6) Historic Structures Inventory Records: Records documenting the results of inventory projects to designate historic properties within a particular geographic area. Inventory is in conjunction with Oregon Land Conservation and Development Commission Goal 5 procedures. Information usually includes street address, legal description, neighborhood, owner's name and address, date constructed, historic and architectural significance, and references used. (Minimum retention: Until superseded or obsolete)

(7) Historic Structures Rehabilitation Project Reviews: Routine reviews of proposals for rehabilitation of structures that have been designated historically significant or are 50 years old. Used to meet grant funding conditions and to protect the historical integrity of structures. Reviews often include address of structure, legal description, owner's name and address, proposed work, rehabilitation specialist's evaluation, violations noted, photographs, and related information. May also contain significant related correspondence. (Minimum retention: 3 years after project closed)

(8) Land Use Hearings Officer Records: Records documenting appeals to the agency's hearings officer and decisions reached concerning variances and changes to the zoning code and comprehensive plan. May refer to conditional uses, zone changes, partitions, code variances, and other proposed actions. Records may include applications, hearings minutes, findings of fact, agendas, exhibits such as maps, reports, photographs, etc., tape recordings, and significant related records. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in agency records): Permanent (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain exhibits not pertinent to minutes: 5 years)

(9) Neighborhood/Citizen Association Charters and Bylaws: Charters and bylaws documenting the creation and organization of neighborhood associations designed to meet citizen involvement requirements and goals set by state and federal agencies concerned with urban development and land use issues. Usually includes articles of incorporation, amendments, and significant related records. (Minimum retention: Permanent)

(10) Partition Records: Records documenting the partitioning of land into two or three parcels. Includes both major and minor partitions. Records often contain applications, staff reports, technical notes, approval orders, maps, and related significant records. (Minimum retention: (a) If approved and agency conditions met: Permanent (b) If not: 10 years after expiration or revocation)

(11) Sign Review Records: Records documenting planning department review of sign construction. Often contains descriptions, drawings, photographs, reports, applications, and related significant records. (Retention: For the life of the structure)

(12) Subdivision Records: Records documenting actions on requests to divide one piece of land into four or more lots. Often includes applications, site locations, descriptions of requests, site plans, staff reports, appeals reports, decision statements, maps, and related significant records. Records documenting actions on requests to divide one piece of land into four or more lots. Often includes applications, site locations, descriptions of requests, site plans, inspection reports, appeals reports, decision statements, maps, photographs, bonds and assurances, insurance records, engineering reports, test records, and related significant records. (Minimum retention: (a) If approved and agency conditions met: Permanent (b) If not: 10 years after expiration or revocation)

(13) Temporary Use Records: Records documenting action on permits for temporary activities in commercial and industrial zones such as allowing temporary placement of structures incidental to construction. Records often contain applications, permits, staff reports, technical notes, approval orders, and other significant documents. (Minimum retention: 5 years after permit expiration)

(14) Urban Renewal Plans and Reports: Plans and reports mandated by ORS 457.085 to provide descriptions and justifications for proposed development in urban renewal areas within a particular geographic area. Includes plans, amendments, reports, hearings records, impact statements, feasibility studies, maps, relocation studies, and related significant records. (Minimum retention: Permanent)

(15) Urban Renewal Project Records: Records documenting individual renewal projects within urban renewal areas. Projects include but are not limited to construction, demolition, and rehabilitation of buildings, streets, and utilities. May include project area committee documents, reports, and related records, project plans, design reviews, maps, photographs, consultant studies, feasibility studies, agreements, and other significant records. Some records may have historic value. (Minimum retention: (a) Retain agreements: 10 years after substantial completion

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(as defined by ORS 12.135(3)) (b) Retain other records: 50 years)

(16) Variance Records: Applications and decisions in cases of minor deviations from zone code requirements. Often includes applications, site locations, description of requests, site plans, zoning maps, staff reports, and significant related records. (Minimum retention: 10 years after expiration, revocation, or discontinuance of use)

(17) Withdrawn Land Use Application Records: Records document land use applications and supporting documentation withdrawn by the applicant before a decision has been issued by the county or special district. Records may include but are not limited to applications, site location descriptions, site plans, maps and correspondence. (Minimum retention: 180 days if not returned to applicant at the time of withdrawal).

(18) Zone Change Records: Applications and decisions related to rezoning land within the scope of an existing comprehensive plan. Often includes applications, staff reports, technical notes, approval orders, and related significant records. (Minimum retention: (a) Applications, findings of fact, and decision documents: Permanent (b) Other records: 10 years after approval or denial)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0170

Public Works Records — Engineering

(1) Aerial Photographs: Color and black and white photographs and negatives documenting topographical and physical features of a particular geographic area. Useful for planning and land management purposes. Information often includes date, location, frame sequence numbers, and other descriptive information. (Minimum retention: Permanent)

(2) Bench Mark Records: Bench marks placed by the agency or the United States Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes location monument number, elevation, description, and related data. Usually filed numerically by bench mark number. (Minimum retention: Permanent)

(3) Bridge Inspection Records: Records related to bridge inspections required by the United States Department of Transportation 23 CFR 650.305. Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and significant related documents. May also include bridge inventory records described in 23 CFR 650.311. (Minimum retention: 2 years after bridge removed from service)

(4) Engineering Project Technical Records: Records related to the planning, design, and construction of various agency improvement projects, including facilities, structures, and systems. Examples include those documenting both assessable and non-assessable improvements such as but not limited to streets, sidewalks, traffic lights, street lights, bikeways, water lines and wells, water and wastewater treatment facilities, buildings, and sewers. May be useful for litigation, reference, or budget planning. Records often include impact statements, feasibility studies, plans, amendments, policy and procedure manuals, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (Minimum retention: 10 years after substantial completion, as defined by ORS 12.135(3))

(5) Maps, Plans, and Drawings: Maps, plans, and drawings created by the agency or contracted specifically for the agency. These include various types of maps such as system schematic, as built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are often derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. Series also includes as built plans, drawings, and details documenting agency engineering and construction projects. (Minimum retention: (a) Final versions: Permanent (b) Working maintenance maps: Until superseded or obsolete (c) Non-agency created maps: Until superseded or obsolete)

(6) Master Plans Records: Documenting the present and projected needs of the agency for water, sewer, storm drainage, street, bikeway, and other systems. Often includes an implementation schedule for construction. Records often include plans, reports, evaluations, cost analyses, drawings, and significant related documents. Subjects may include rates, inventory evaluations, system rehabilitation or replacement, distribution of services, and others. (Minimum retention: Permanent)

(7) Right-of-Way Permit Records: Permits issued for private use or construction on public right-of-ways such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, and block parties and other uses. Information can include owner's name, address, and phone number, contractor's name, address, and phone number, location and description of activity, permit conditions, fee amount, date, signatures, and related data. (Minimum retention: (a) Construction related records: 10 years after substantial completion (as defined by ORS 12.135(3)) of project (b) Retain other records: 2 years after expiration, revocation, or discontinuance of use)

(8) Wetlands Conservation Planning Records: Records documenting the identification, delineation

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and management of wetlands on agency property or right-of-ways. May include plans, amendments, annual reports, consultant reports, and significant related records. Wetlands conservation plans include descriptions, maps, inventories, and assessments of wetlands, as well as mitigation plans, policies, specifications, and monitoring provisions for managing wetlands. See ORS 196.678 for further description. (Minimum retention: Permanent)

(9) Wetlands Removal and Fill Permits Records: documenting agency application and receipt of permits regulating the removal or fill of material from wetlands on agency property or right-of-ways. Permits are issued by the Oregon State Division of Lands for up to five years before renewal is required. Includes applications, permits, and significant related records. Applications may include maps, project plans, spoils disposal plans, public use and need analyses, impact studies, and related records. Permits may include approvals and any attached conditions. (Minimum retention: 30 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0175

Public Works Records — Operations and Maintenance

(1) Backflow Prevention Device Test Records: Records documenting test results on backflow prevention devices designed to protect the water system from pollution related to substances backing into water lines. Information usually includes date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data. (Minimum retention: 10 years)

(2) Buildings and Grounds Maintenance and Repair Records: Records of all maintenance and repairs to buildings, grounds, and right-of-ways owned or leased by the agency. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section, and Administrative and Financial Improvement Records in the Financial section. (Minimum retention: (a) Records requiring engineering stamps: 2 years after life of structure (b) Other records: 2 years)

(3) Cross Connection Control Survey Records: Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include reports, surveys, checklists, and related documents. Information often includes address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other data. (Minimum retention: 1 year after disconnection or 10 years, whichever is longer)

(4) Delivery Tickets: Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, topsoil, etc.) Information usually includes date, time, amount and type of supplies received, and related data. (Minimum retention: 2 years)

(5) Fill and Leaf Delivery Records: Records documenting citizen requests and agency delivery of fill material and leaves to private property. Often includes conditions, signature, address, and phone number of property owner, number of loads requested, desired dumping location, and related information. (Minimum retention: 2 years)

(6) Hydrant Records: Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the water system. May include lists, charts, logs, reports, and related records. Information often includes location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related data. (Minimum retention: (a) Location and specification records: Until hydrant permanently removed from service (b) Maintenance, test, and repair records: 2 years)

(7) Permit-Required Confined Space Program Records: Records document OSHA program outlined in CFR 29.1910.146(e)(6) requiring employers to issue safety permits for employees entering potentially hazardous confined spaces, such as sewers. Records include permit, preentry testing data, field notations, and observations. (Minimum retention: 1 year)

(8) Sewer and Storm Drainage Maintenance and Repair Records: Records documenting the maintenance and repair of agency sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related data. SEE ALSO Permit Required Confined Space Program Records in this section. (Minimum retention: (a) Records requiring an engineering stamp: 2 years after sewer or storm drain permanently removed from service (b) Other records: 2 years)

(9) Sewer Smoke Test Records: Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information often includes maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related data. (Minimum retention: 10 years)

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(10) Sewer Television/Videoscan Inspection Records: Reports documenting television inspections used to determine the condition of sewer lines. Inspections locate problems and defects so that corrective measures can be taken. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information often includes date, type of inspection, conditions found, repairs needed, distances from manholes, and related data. (Minimum retention: (a) Written reports: 10 years or until superseded or obsolete, whichever is first (b) Video tapes: 1 year after written report submitted)

(11) Temporary Access/Construction Easement Records: Records documenting temporary easements allowing entrance and work on property not owned by the easement holder. Permits usually apply to agency crews and utility workers. Information can include applicant name, address, and phone number, contractor name and license number, utility involved, location, description of work, security deposit, surface restoration material used, signature, date, comments, permit number, and related data. (Minimum retention: 5 years after easement expires)

(12) Valve Maintenance Records: Records documenting the location, specifications, maintenance, and repair of valves in the water and sewer systems. May include lists, charts, drawings, reports, logs, and related records. Information often includes valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related data. (Minimum retention: (a) Location and specification records: Until valve permanently removed from service (b) Maintenance and repair records: 5 years)

(13) Water Line Maintenance and Repair Records: Records documenting the maintenance and repair of agency-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes, location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (Minimum retention: (a) Records requiring an engineering stamp: 2 years after water line permanently removed from service (b) Other records: 10 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0180

Public Works Records — Public Utilities

(1) Utility Account Change Records: Records documenting routine information changes to customer accounts. Includes name, address, and similar change orders for current and final accounts. (Minimum retention: 2 years)

(2) Utility Application/Disconnect Records: Applications completed by customers requesting water, sewer, power, garbage, or other agency provided services. Information usually includes customer's name, address, and phone number, meter information, date, and approval signatures. (Minimum retention: 3 years)

(3) Utility Billing Adjustment Records: Records documenting adjustments to customer water, sewer, power, garbage, or other agency provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes customer's name and address, type of adjustment, justification, amount changed, authorizing signatures, and other data. (Minimum retention: 3 years)

(4) Utility Customer Security Deposit Records: Records documenting customer payment of a security deposit to receive water, sewer, power, garbage, or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related data. (Minimum retention: 3 years after refund or last action)

(5) Utility Installation and Connection Records: Records documenting the connection of specific properties to water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data. (Minimum retention: 2 years after physical disconnection)

(6) Utility Line Location Request Records: Records documenting requests and agency action to locate underground lines in the vicinity of a construction site. Information often includes name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data. (Minimum retention: 2 years)

(7) Utility Meter Installation, Maintenance and Repair Records: Records documenting the installation, maintenance, and repair of agency operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes address, narrative of work completed, personnel completing work, dates, and related data. (Minimum retention: 5 years)

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(8) Utility Meter Test and Calibration Records: Records documenting the testing and calibration of agency operated water and power meters for accuracy. May include logs, reports, lists, charts, and similar records. Information can include address, test and calibration results, repairs needed, comments, and related data. (Minimum retention: Life of the equipment)

(9) Utility Service Bill Remittance Stubs: Bill stubs received with payments for water, sewer, power, garbage, and other agency provided services. These document receipt and posting of customer payments. Information usually includes account number, name, service address, payment received, and receipt date and number. (Minimum retention: 3 years)

(10) Utility Service Billing Register Records: Documenting transactions on the water, sewer, power, garbage, or other agency provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes customer's name, service address, meter reading, water or power usage, utility changes, payments, adjustments, prior balance due, current balance due, and related data. (Minimum retention: 3 years)

(11) Utility Service Meter Books Records: Documenting the readings of customer water or power meters by agency employees for billing purposes. Information usually includes name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data. (Minimum retention: 3 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0185

Public Works Records — Traffic Engineering and Maintenance Records

(1) Alternative Transportation Committee Meeting Records: Records documenting the proceedings of the board of committee responsible for making recommendations to the county on alternative transportation issues, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Alternative modes of transportation include walking, public transit, and bicycling among others. Committee may provide input on footpath development as well. Records usually include minutes, agendas, exhibits, tape recordings, and related items. Subjects may include design, location, construction maintenance, projected needs, and development of master plans for alternative transportation mediums. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanently (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain other records and exhibits not pertinent to minutes: 5 years)

(2) Bridge and Culvert Maintenance and Repair Records: Records documenting maintenance and repairs on bridges and culverts. Includes pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. (Minimum retention: (a) Records with engineering stamps documenting structural maintenance or repairs: 2 years after bridge or culvert permanently removed from service (b) Other records: 2 years)

(3) Crosswalk Records: Records documenting the location and use of crosswalks. Useful in determining the need for and placement of existing and proposed crosswalks. May include reports, maps, studies, and related records. (Minimum retention: 2 years after superseded or obsolete)

(4) Railroad Crossing Records: Records documenting agency activities in relation to railroad crossings. Records may include crossing plans and drawings, Oregon Public Utility Commission (PUC)/Oregon Dept. of Transportation (ODOT) public hearings records and rulings, reports and studies, accident records, and related documentation and correspondence. Records may also include documentation of corrective action taken in response to PUC/ODOT inspection reports. Oversight responsibility of railroad and rail safety responsibilities was transferred from the PUC to ODOT in 1995. (Minimum retention: Permanent)

(5) Speed Zone Records: Records documenting the establishment and review of speed zones. Includes zones set by the Oregon State Speed Control Board and those established by the agency under OAR 701-010-0010. Records may include reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors. (Minimum retention: 2 years after superseded or obsolete)

(6) Street Banner Records: Records documenting proposals for and installations of banners on streets, often in relation to civic events or celebrations. Records may include plans, maps, proposals, reports, applications, and other documents. Applications usually include applicant's name, address, and phone number, organization name, banner message, display period requested, signature of official approving permit, and related information. (Minimum retention: 2 years)

(7) Street and Road Condition Inventory Records: Inventory records documenting the condition of streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and

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planning. Information can include street or road name, location, year surveyed, constructed, and surfaced, bed and surface type, surface size, condition, and other data. (Minimum retention: 5 years after annual audit report issued)

(8) Street Light Inventory Records: Inventory records of all street lights in an area. Information can include addresses, pole numbers, and map numbers of lights, types of lights, dates of purchase and installation, notes, and other data. (Minimum retention: Until superseded or obsolete)

(9) Street Light Maintenance and Repair Records: Records documenting maintenance and repairs on street lights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. (Minimum retention: 3 years after annual audit report issued)

(10) Street Light Request and Survey Records: Records documenting requests by citizens for the installation of street lights, as well as surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records. (Minimum retention: 2 years after last action)

(11) Street Maintenance and Repair Records: Records documenting maintenance and repairs of agency-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. SEE ALSO Daily Work Records in this section. (Minimum retention: (a) Records requiring an engineering stamp: 10 years after substantial completion (as defined by ORS 12.135(3)) (b) Other records: 2 years)

(12) Street Surface Maintenance Records: Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (Minimum retention: 3 years)

(13) Traffic Accident Analysis Records: Records documenting the study of traffic accidents. Useful in identifying hazardous locations and determining possible corrective action. Records may include various statistical data on accidents related to fixed objects, parked automobiles, complicated intersections, bridges, pedestrians, streets/highways/roads, and other factors. May also include records of individual accidents documenting site, date, direction, driver's sex and age, weather, vehicle type, and related information. SEE ALSO Survey Field Records in the County Surveyor Records section. (Minimum retention: (a) Reports and summaries: 10 years (b) Other records: 5 years)

(14) Traffic Control Equipment Maintenance and Repair Records: Records documenting maintenance and repair of traffic signals and signs in an area. May include reports, summaries, and similar records. Information often includes location, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. (Minimum retention: (a) Traffic signals: 3 years after equipment permanently removed from service (b) Traffic signs: 3 years)

(15) Traffic Control Equipment Inventory Records: Records documenting the location, type, and use traffic control equipment. Often includes an inventory of all traffic signs and signal equipment. Also may include information noting the timing intervals of traffic signals for red, green, yellow, and pedestrian cycles, type of equipment, date of purchase and installation, location, notes, and other data. (Minimum retention: 2 years after superseded or obsolete)

(16) Traffic Research and Study Records: Records documenting data gathering and analysis concerning traffic patterns, speed, direction, and other topics. May include information on vehicles, bicycles, and pedestrians for a given location and period of time. Usually includes machine and manual traffic counts, reports, summaries, and related records. SEE ALSO Engineering Project Technical Records in the Public Works-Engineering section. (Minimum retention: (a) Reports and summaries: 10 years (b) Other records: Until information is summarized or obsolete)

(17) Transit System Records: Records document transit system routes, stops, stations and crossings in a particular geographic area, related transit schedules and amenities. Also may contain records related to agency review and approval or denial of individual stops or crossings, and service changes proposed by a transit district. Records may include reports, surveys, decision statements, notifications to affected individuals and property owners, and related records. SEE ALSO Meeting Records, Governing Body, and Special District Ordinances in the Administrative Records section. (Minimum retention: (a) Stop, station and crossing review records: 2 years after denied or approved and stop or crossing removed (b) Transit system maps: Until superseded or obsolete)

(18) Truck Route Records: Records documenting the designation of truck routes for transporting goods within and through a particular geographical area. May include reports, maps, studies, and related documents. Subjects often include hazardous materials, triple trailer trucks, log trucks,

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buses, and others. (Minimum retention: 2 years after superseded or obsolete)

Stat. Auth.: ORS 192 & 357

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166-150-0190

Public Works Records — Wastewater Treatment

(1) Annual Inspection Records: Records documenting annual inspections of agency wastewater treatment operations by the Oregon Department of Environmental Quality to monitor compliance with National Pollution Discharge System (NPDES) permit conditions. May include reports and supporting documentation. Information includes date, location, areas evaluated during inspection, summary of findings, pretreatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related data. (Minimum retention: (a) Reports: Permanent (b) Other records: 5 years)

(2) Confined Spaces Permits: Records used to document that employers have issued permits according to the requirements outlined in 29 CFR 1910.146 relating to the testing for hazardous materials in confined spaces (sewers). Permits must be issued prior to employees' entrance into the confined space. Records may include but are not limited to permit, preentry testing data, field notations and observations. In addition, the employer is required to make note of any problems encountered during an entry operation on the pertinent permit so that appropriate revisions to the permit space program can be made. (Minimum retention: 1 year (29 CFR 1910.146(e)(6)))

(3) Discharge Monitoring Records: Records documenting the amount of pollution discharged from the agency's wastewater treatment facility. Reports are submitted to the U.S. Environmental Protection Agency and the Oregon Department of Environmental Quality. May also include supporting documentation. Information includes date, period covered, permit number, discharge number, frequency of analysis, sample type, and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals, as well as other data. (Minimum retention: (a) Reports: Permanent (b) Other records: 5 years)

(4) Hazardous Situation Permits: Records document the issuance of a permit by the employer notifying employees that they may be exposed to hazardous substances and/or conditions in confined spaces, most notably a sewer. Records include permit, pre-entry testing data, field notations and observations. (Minimum retention: 1 year after permit cancelled (29 CFR 1910.146(e)(6)))

(5) Industrial Pre-treatment Permits: Permits issued by the agency to private industries allowing the discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information may include influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (Minimum retention: (a) Permits, addenda, and modifications: Permanent (b) Other records: 5 years after expiration or revocation)

(6) Mobile Waste Hauler Dumping Records: Records documenting the dumping of septic pumpings and other wastes from various sources at the agency waste treatment facility. Usually includes logs, manifests, and similar documents. Information often includes name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related data. (Minimum retention: 5 years)

(7) National Pollution Discharge Elimination System Permits: Records documenting the application for and issuance of a permit to the agency under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information includes influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (Minimum retention: (a) Permits, addenda, and modifications: Permanent (b) Other records: 5 years after expiration or revocation)

(8) Sewage Sludge Application Site Logs: Logs documenting the agricultural application of sewage sludge to approved sites. OAR 340-050-0035(1) requires that agencies maintain these logs permanently. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied. (Minimum retention: Permanent)

(9) Sewage Sludge Management Plans: Plans submitted to the Oregon Department of Environmental Quality by the agency to engage in sludge disposal or application activity. Information includes method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations. (Minimum retention: Permanent)

(10) Strip and Circle Chart Records: Records documenting the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to pump flows, influent and effluent water flows, secondary total flow, influent pH, chlorine residue, and related subjects. (Minimum retention: 3 years)

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(11) Wastewater Treatment Operations Records: Program records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records. (Minimum retention: (a) Annual reports: Permanent (b) Other records: 5 years)

(12) Water Pollution Control Facilities (WPCF) Permit Records: Records documenting the application for and issuance of a Water Pollution Control Facilities permit to the agency by the Oregon Department of Environmental Quality. The permit authorizes the agency to construct and operate a disposal system with no discharge to navigable waters. Examples include sewage lagoons, septic tanks, and drain fields. Records often include applications, permits, addenda, modifications, and related supporting documentation. (Minimum retention: (a) Permit, addenda, and modifications: Permanent (b) Other records: 5 years after expiration or revocation)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0195

Public Works Records — Water Treatment

(1) Consumer Confidence Reports: Records documenting the presence of any contaminants in county water over the course of a year. Reports are mailed to county residences and businesses receiving county water. (Minimum retention: 5 years)

(2) Non-Compliance Corrective Action Records: Records documenting action taken by the agency to correct violations of primary drinking water regulations. May include reports, logs, and related records. (Minimum retention: 3 years after last action (40 CFR 141.33))

(3) Sanitary Survey Records: Records documenting surveys examining the overall condition of the agency water system. May be conducted by the agency, private consultants, or county, state, or federal agencies. Records may include written reports, summaries, and related significant documents. (Minimum retention: (a) Retain reports: Permanently (b) Retain other records 5 years)

(4) Secondary Contaminant Reports: Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which at levels generally found in drinking water do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information may include date, report number, analyst, time of sample collection, contaminant levels, and related data. (Minimum retention: 10 years)

(5) Variance and Exception Record: Records documenting variances and exceptions granted to the agency by regulatory agencies concerning water treatment operations. Information may include date, conditions of variance or exception, expiration date, and related data. (Minimum retention: 5 years after expiration or revocation of variance or exception)

(6) Water Bacteriological Quality Analysis Reports: Reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis. (Minimum retention: 5 years)

(7) Water Chemical and Radiological Analysis: Records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis. (Minimum retention: 10 years)

(8) Water Consumption Reports: Reports documenting statistics of daily water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs. (Minimum retention: (a) Annual reports: Permanent (b) Information summarized in annual report: 1 year (c) Information not summarized in annual report: 10 years)

(9) Water Quality Complaint Records: Records documenting complaints received from the public about the quality of agency provided water. Information often includes name, address, and phone number of complainant, nature of complaint, location, description of water, name of person responding to complaint, narrative of investigation, and resolution. (Minimum retention: 3 years after last action)

(10) Water Treatment Operations Records: Program records not listed elsewhere in this schedule that document water treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records. Subjects may include amount and types of chemicals used, filter rates, and others. (Minimum retention: (a) Annual reports: Permanent (b) Other records: 5 years)

(11) Water Turbidity Reports: Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report

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number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data. (Minimum retention: 10 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

166-150-0200

Risk Management Records

(1) Contractor Liability Insurance Verification Records: Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Information usually includes insurance company name and address, issue date, expiration date, amount of coverage, type of coverage, special provisions, signature of insurance company representative, and related data. (Minimum retention: (a) If related to county or special district improvement project: 10 years after substantial completion, (as defined by ORS 12.135(3)) (b) Other records: 6 years after expiration)

(2) Contractor Performance Bond Records: Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the agency. May include letters, certificates, copies of bonds, and similar records. Information usually includes name of individual or company covered, amount of coverage, effective and expires dates, name of bonding agent, authorized signatures, and related data. (Minimum retention: (a) If related to county or special district improvement project: 10 years after substantial completion, (as defined by ORS 12.135(3)) (b) Other bond records: 6 years after expiration)

(3) Hazard Communications Program Records: Records documenting participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data. (Minimum retention: 75 years after superseded or obsolete)

(4) Hazardous Substance Employer Survey Records: Series documents the locations, quantities, and individuals responsible for specific hazardous chemicals housed by an agency. This record is sent to the State Fire Marshal. Records include hazardous chemical compositions, lot numbers, and emergency disposition instructions. (Minimum retention: Until superseded or obsolete)

(5) Incident Reports: Series documents incidents which result in an investigation of fraud. Information includes correspondence documenting incident, investigation report, and resolution/final determination. (Minimum retention: 5 years)

(6) Injury Reports, Public Use: Records documenting injuries sustained by non-employees on county or special district property such as parks, courthouses, libraries, and administrative buildings. Information usually includes date, time, location, and description of injury, name, address, phone number, sex, and age of injured person, witnesses, date reported, and related data. (Minimum retention: (a) If claim filed: See Liability Claims Records (b) If no claim filed: 3 years)

(7) Insurance Fund Claims: Series documents requests for payment of insurance claims from insurers. Records may include Auto/Liability/Property Claim Reports, estimates of repairs, accident reports, police reports, and correspondence. (Minimum retention: 5 years)

(8) Insurance Policy Records: Records documenting the terms and conditions of insurance policies between the agency and insurers. Types of insurance include liability, property, group employee health and life, motor vehicle, workers' compensation, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, and related documents. (Minimum retention: (a) Group employee health and life, property, and liability insurance: 75 years after expiration if no claims pending (b) Other insurance: 6 years after expiration if no claims pending)

(9) Liability Claims Records: Records documenting various types of liability claims filed against the agency. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents. (Minimum retention: (a) If action taken: 10 years after case closed, dismissed, or date of last action (b) If no action taken: 3 years)

(10) Liability Waivers Records: Documenting the release of the agency from liability related to various activities that include citizen involvement. Examples include but are not limited to riding in police or emergency medical services vehicles, participating in agency sponsored runs or other activities such as recreational classes including canoeing, kayaking, tennis, basketball, and others. Information usually includes release terms, date, signatures, and related information. (Minimum retention: 3 years)

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(11) Master Material Safety Data Records: Series documents all hazardous chemicals used and held by an agency. Records include hazardous materials safety sheets, safety instructions, and emergency instructions. (Minimum retention: Until superseded or obsolete)

(12) Occupational Injury and Illness Records: Series documents occupational injuries and illnesses, as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). Records may include logs and summaries, serious injury reports, injury cost reports, and annual occupational injuries and illnesses surveys. SEE ALSO Workers' Compensation Claim Records in this section. (Minimum retention: 6 years)

(13) Personnel Accident Incident Reports: Series used to report employee accidents to agency supervisors. Records may include SAIF accident reports, accident reports, occupational injury report and investigation, and employee identification and physical assessment form. (Minimum retention: 10 years after case closed)

(14) Property Damage Records: Reports, photographs, and other records documenting damage to agency property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual who caused damage (if known), value of damage, billing costs, and related data. (Minimum retention: (a) If litigated: see Civil Case Files in the Counsel or District Attorney section for retention (b) If not litigated: 3 years after date of last action)

(15) Risk Factor Evaluation Records: Series is used to assess various risk factors for an agency and determine appropriate insurance needs. Records may include studies, worksheets, yearly risk reports, restoration fund inventory reports, policy manuals, property transfer reports, self insurance manuals, real property reports, money and negotiable securities reports, a general risk survey and correspondence. (Minimum retention: 4 years)

(16) Safety Inspection and Compliance Records: Series provides a record of safety inspections and documents agency compliance with state and local safety regulations. Records may include reports on building, fire alarm system, elevator, boiler, transit, and construction inspections performed by state and local agencies as well as citations received by the agency. Also includes follow-up actions and correspondence. (Minimum retention: 10 years)

(17) Safety Program Records: Records document the agency's program to promote safety on agency-owned property and systems. Records may include safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence. SEE ALSO Engineering Project Technical Records in the Public Works Records — Engineering section. (Minimum retention: (a) Retain safety policies, plans, and procedures: 5 years after superseded or obsolete (b) Retain inspection reports, evaluations and recommendations: 10 years (c) Retain committee minutes, exhibits, and agendas: 3 years (d) Retain other records: 5 years)

(18) State Accident Insurance Fund (SAIF) Claim Records: Series documents job-related injury and illness compensation claims made by agency employees to the State Accident Insurance Fund and the resulting claim disposition. Records may include case histories, employer's payroll reports, SAIF premium reports, hearing transcripts, notices of claim acceptance, injury reports, supervisor's accident investigation reports, SAIF injury report summaries, opinions and orders, appeal letters, claim adjustment documentation, physician's reports, cost statements, and associated correspondence. (Minimum retention: 6 years after claim closure)

(19) State Accident Insurance Fund (SAIF) Injury Reports: Series documents the information submitted to the State Accident Insurance Fund about personal injuries incurred by agency employees. (Minimum retention: 1 year)

(20) Vehicle Accident Records: Records documenting accidents involving agency vehicles. May include dispatch reports with information such as name and address of parties involved, date and time, complaint, description of damage, and other data. Records may also contain motor vehicle accident reports which include the driver's name, address, phone number, date of birth, and driver's license number, as well as passenger and witness names, description of events, make and model of vehicle(s), vehicle identification number, and related data. Photographs and correspondence also may be part of these records. (Minimum retention: (a) If litigated: SEE Civil Case Files in Legal Counsel section (b) If not litigated: 3 years)

(21) Workers' Compensation Claim Records: Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Includes records satisfying the procedural requirements of the State Workers' Compensation Division and the State Workers' Compensation Board, as well as those of (depending on agency arrangements) the State Accident Insurance Fund (SAIF), private insurance providers, or self-insurance. Records may include claim disposition notices, claim reporting and status forms; injury reports; determination orders; insurance premium data; hearing requests; safety citations; inspection reports; medical status updates and reports; investigation reports; reimbursement and payment records; and related correspondence and documentation. SEE ALSO Employee Medical Records in the Personnel section for records describing the job related injury or illness and the related subsequent medical condition of the employee. These often include workers' compensation accident reports, medical reports, vocational rehabilitation evaluations, disability determinations and related records. (Minimum retention: (a) Records describing injuries and illnesses: SEE Employee Medical Records in the Personnel Records

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section (b) Other records: 6 years after claim closed or final action)

(22) Workers' Compensation Program Records: Series used to provide a record of an agency's occupational injury/accident claims, safety compliance inspections, insurance coverage, and related reimbursement issues. Records may include claim disposition notices, claim reporting/status forms, injury reports, WCD Determination Orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates, investigation records, and correspondence. (Minimum retention: 6 years)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 3-2012, f. & cert. ef. 10-29-12

166-150-0205

Surveyor Records

(1) Bench Marks Records: Records document bench marks placed by the United States Geological Survey, United States Corps of Engineers, Oregon Department of Transportation, a city surveyor's office, or the County Surveyor's office to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information contained in the records includes location, monument number, elevation, description, and related data. Series may include horizontal control surveys. Records are usually filed numerically by bench mark number. (Minimum retention: Permanent)

(2) Corner Restoration (Bearing Tree) Records: Records identify specific characteristics of government corners and their accessories. Records may include the original description of the corner; description of the new corner; dates and names of witnesses; field notes or diagrams of the corner, brass cap, or accessories; and photographs. (Minimum retention: Permanent)

(3) County Road Records: Records document the official description of county roads determined by surveying and mapping county roads and city streets which are extensions or segments of county roads. Records include road surveyor field notes, field books, maps, and road registers. Information may include legal description of the road; road name and number; plans and profiles; and may also include records of the petition and resolution process and reference to corner and road monuments. (Minimum retention: Permanent)

(4) Land Division Plats: Plats are used to create the title identity to a piece of land and may include subdivision, partition, condominium, or cemetery plats. Records include map and accompanying survey narrative, property description, declaration by owner, dedication of streets to public use, and approval by public bodies. Records may also include plat and partition checking files which include subdivision guarantees, closure sheets, fee checks and receipts, findings, and decisions. Records may also include post monumentation records including deposits, requests for release of funds and interior corner monumentation documents. The plats are produced by registered professional land surveyors. The original is filed with the County Clerk and generally a true and exact copy is filed with the County Surveyor. (Minimum retention: (a) Final Accepted Plats Permanent (b) All other plat records: 3 years)

(5) Records of Survey Records: identify land boundaries and disclose the finding, establishment, or restoration of survey corners or monuments. Records include maps and accompanying survey narrative and description of corners. The surveys are produced by registered professional land surveyors and then reviewed, accepted, and filed by the County Surveyor. Records may be called Bearing Tree Records or Survey Maps and may include donation land claims and other federal land grant surveys such as GLO (General Land Office) or BLM (Bureau of Land Management) surveys. Records may also include the Global Positioning System (GPS) and other surveys produced with new technologies and required to be filed with the County Surveyor. (Minimum retention: Permanent)

(6) Reference Maps: Maps may include copies of highway, railroad, topographical, flood plain, and other maps used for reference. (Minimum retention: Retain until superseded or obsolete)

(7) Survey Field Records: Records include detailed field notes and other records related to surveys done for boundary work, local improvement districts, special requests, and other purposes such as dams, canals, and power lines. Field records may include investigative surveys made of crime or accident scenes at the request of law enforcement officials; notes on traverses, boundary and right-of-way location, construction (including levels, cuts, and grades), and other information; as well as sketches related to the survey. (Minimum retention: (a) Boundary and right-of-way location records: Permanent (b) All other records: 10 years after substantial completion of project)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005 - 192.170 & 357.805 - 357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 2-2008, f. & cert. ef. 5-30-08

166-150-0210

Treasurer/Controller

(1) Bancroft Bond Records: Documents long-term property owner financing of assessments

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levied for county improvements. May include applications for installment financing, receipts of payment of property assessment, and foreclosure records. (Minimum retention: (a) Bond Receipts: 2 years (b) All other records: two years after final payment, redemption, sale, or action)

(2) Bank Transaction Records: Records documenting the current status and transaction activity of agency funds held at banks. May include account statements, deposit and withdrawal slips, checks, and related records. Information includes bank and account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and related data. SEE ALSO the Financial Records section. (Minimum retention: 3 years)

(3) Bond Expenditure Reports: Records documenting all information relating to the expenditures of bond proceeds, including the bond principle and interest. Also includes earning process of investments, checks issued and related information. SEE ALSO the Financial Records section. (Minimum Retention: 3 years)

(4) Bonds and Coupons, Paid: Records documenting paid bonds and coupons issued for capital improvements financed by property tax levies, special assessments, and utilities user payments. Debt types include general obligation, special assessment, water and sewer, tax allocation, and others. The paid (canceled or redeemed) bonds and coupons are received from paying agents and include bond number, maturity date, series number, interest payable date, dollar amount, sale conditions, and related information. Series includes related information contained in official transcripts. SEE ALSO the Financial Records section. (Minimum retention: 3 years)

(5) Bonds Issued Registers: Registers or similar records documenting all agency bond issues and related information. Useful for ensuring accurate information about the overall indebtedness of the agency. Information often includes bond number, date paid, place of payment, maturity date, date registered, and related data. SEE ALSO the Financial Records section. (Minimum retention: 3 years after final payment)

(6) Investment Records: Records documenting and tracking various investments made by the agency. Often contains bank statements documenting investment information, journal entries, confirmations of purchase of U.S. Treasury Bills, confirmations of deposit in local investment pool, and deposit slips, correspondence, and memoranda related to specific investments. SEE ALSO the Financial Records section. (Minimum retention: 3 years)

(7) Revenue Sharing Records: Evidence of receipt and administration of federal and/or state revenue sharing funds including those from state liquor and cigarette taxes. Used to track how funds are spent, for budgeting future funds and for other uses. May include transmittals, affidavits of publication, planned and actual use reports, supporting documentation used to qualify for revenue sharing funds, and related records. (Minimum retention: 3 years)

(8) Tax Turnover Records: Documents amounts paid to each taxing district based on the Tax Collection and Distribution schedule calculated by the Tax Collector. Includes date of distribution, district name, and amount distributed. May also include percentage of collection and distribution, year of tax, and adjustments. SEE the Financial Records section.

(9) Trust Fund Records: Records documenting bequests to the agency or funds held in trust by the agency for specific parties. Used to determine trust fund spending for reporting to trustees. May include wills, other legal documents, expenditure records, chronologies, resolutions establishing trust funds by the agency, records documenting subject matter approved for purchase, acquisition lists, and related records. Some records may have historic value. SEE ALSO the Financial Records section. (Minimum retention: Records not duplicated elsewhere in agency records: 3 years after trust fund closed)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04; OSA 1-2014, f. & cert. ef. 2-25-14

166-150-0215

Vector Control Records

(1) Aerial Spray Reports: Reports documenting the acreage sprayed by air, the amount of chemical used to spray, and the cost of air time and materials used. Includes pounds used per acre, date and time, area maps, plane rate, pilot, application cost, total cost, invoice number, and operator. (Minimum retention: 3 years)

(2) Chemical Inventory Records: Records documenting chemicals stored and used by Vector Control for use in their rodent and mosquito control programs. Records include asset transfer forms, product inventories, chemical use records, acquisition records, correspondence, and related records. (Minimum retention: 3 years (ORS 634.146))

(3) Field Technicians Daily Reports: Records documenting pest breeding sources and daily work performed by the field technician. These reports include copies of topographic maps and other data collected by field technicians (Minimum retention: 3 years)

(4) Field/Operational Data Maps: Maps documenting pest breeding sources, in order to determine locations for field technicians. These maps are updated yearly, and depict all known pest breeding

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sources within the geographic areas. (Minimum retention: 3 years)

(5) Fish Stocking Permits Records: documenting the distribution of fish to county residents for mosquito larvae control. Permits are required by the State Department of Fish and Wildlife and governed by OAR 635-007-0620. Permits show recipient's name and address, shipping location, number transferred, and authorizing signatures. Also includes an annual list of stocking done. (Minimum retention: (a) Stocking list: retain 5 years (b) Other records retain 10 years)

(6) Pest Breeding Site Monitoring Records: Records documenting Vector Control's monitoring of sites likely to breed mosquitoes and other pests. Records include breeding site master list, storm drain master list, daily checking record, monthly checking summary, larvae and mosquito sampling records, and related records. (Minimum retention: Permanent)

(7) Pest Complaints Records: documenting citizen complaints about pests, Vector Control's response, spraying, etc. Common complaints include sites likely to breed mosquitoes and other pests, rats on property, sewer breaks, dog feces, and illegal dumping. Records include standard complaint form, inspector assignment form, recheck form, hearing officer order, notice of violation, notice of civil penalty assessment, abatement notice, hearing notice, inspector's report, phone messages, evidence (usually photographs), and related records. Information includes type of complaint, complainant's name and address, description of complaint, date of complaint, inspection date, inspector's name, and description of complaint resolution. (Minimum retention: 5 years)

(8) Pesticide Application Records: Records documenting the application of pesticides to agency buildings or grounds as required by the Oregon Department of Agriculture (ODA). Records may include but are not limited to pesticide applicator license information, lists of pesticides used, amount of pesticides used, dates of application, applicator notes, and work orders. (Minimum retention: 2 years after report submitted to ODA, destroy)

(9) Pesticide And Application Equipment Technical Information Records: documenting proper use of pesticides and their chemical makeup. Includes technical information sheets issued by manufacturers, application and use information, equipment specifications, reports and articles about the use of certain pesticides, and related correspondence. (Minimum retention: 30 years)

(10) Pesticide Use Plans: Used to fulfill state Department of Fish and Wildlife requirements concerning the application of pesticides. Plan shows type(s) of pesticide applications, area of application(s), proposed date of application(s), reasons for use, predicted environmental impact, and related information. (Minimum retention: Permanent)

(11) Specified Animal Permit Records: Records documenting permits issued for certain animals (bees, exotic animals, domesticated animals, and livestock). Records include copy of annual permit, application, and copies of fee receipts. May also include complaint, notice of violation, inspection records, and related correspondence. (Minimum retention: (a) Retain fee records: 3 years (b) Retain all other records: 6 years after permit revoked or non-renewal)

Stat. Auth.: ORS 192 & 357

Stats. Implemented: ORS 192.005–192.170 & 357.805–357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04

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Discussion Item
Courthouse Improvement IGA

- [Courthouse Improvement IGA – OJD Contract #160027](#)

Courthouse Improvement
INTERGOVERNMENTAL AGREEMENT
OJD Contract No. 160027

This Agreement is between the State of Oregon Judicial Department (OJD) and Wasco County (County), a political subdivision of the State of Oregon.

RECITALS:

- A. The Wasco County Courthouse (the Courthouse) is owned by the County and occupied by the Wasco County Circuit Court and County offices. Both parties are interested in making necessary improvements to the Courthouse. The Parties agree that the existing electrical switch and back-up generator need to be replaced.
- B. OJD has agreed to provide 50% of the cost of the electrical switch and back-up generator, up to \$87,900, from the 2015-17 State Court Facilities Security Account (ORS 1.178). County has agreed to provide the remaining 50% and if necessary any amount over OJD's contribution of \$87,900. This Agreement will outline the process of funding the purchase and installation of the new electrical switch, new back-up generator and all necessary connecting wiring (Project) and identify each party's responsibilities.
- C. County and OJD are authorized by ORS 1.002, ORS 8.125, and ORS 190.110 to enter into an intergovernmental agreement for any lawful purpose, including this Agreement.

The Parties agree as follows:

- 1. **RECITALS ARE CONTRACTUAL:** The Recitals are incorporated into the substantive provisions of this Agreement.
- 2. **TERM:** This Agreement shall be effective upon its execution and shall continue until the Project is finished and County has completed all of its responsibilities set forth in subsections 3.a through 3.j below or August 31, 2016, whichever is earlier.
- 3. **COUNTY'S RESPONSIBILITIES:**
 - a. County shall initiate and complete a procurement process for Project contractor (Contractor) and such other services needed to complete the Project in conformance with laws and rules applicable to County procurements.
 - b. Within one week of making the award of the contract to the Contractor, County shall provide OJD with an electronic copy of the executed contract to the OJD contacts identified in Section 16 below.
 - c. County shall provide the OJD contacts identified in Section 16 below progress reports at various milestones related to the Project including when the County initiates its procurement process, awards the contract, begins and completes the Project and such other times as reasonably requested by OJD.
 - d. County shall cooperate with the TCA to minimize the impact of the Project on the daily operation of the Court. County shall include the TCA in the planning and implementing of those portions of the Project that will affect Court administration.

- e. County shall ensure that the Contractor completes the Project, including all required inspections, by no later than August 31, 2016.
- f. County shall contribute funds equal to %50 of the cost of the Project plus any excess costs necessary after OJD has paid \$87,900.
- g. County agrees to use the funds County receives from OJD solely to pay the costs due under the Project-related contracts.
- h. County shall make full payment to the Contractor and other persons or entities entitled to payment related to the Project and shall provide electronic copies of all paid invoices to the OJD contacts identified in Section 16 below.
- i. In the event that the Project costs less than \$ 87,900, or in the event that County is unable to complete the Project, County shall return to OJD any unexpended funds transferred pursuant to this Agreement by no later than one month after the cancellation or completion of the Project, including required inspections, or by August 31, 2016, whichever is earliest.
- j. County shall approve the completed Project in accordance with provisions contained in its plans, procurement documents and contract documents.
- k. County shall pursue its warranty rights to correct any defects of the completed Project against the appropriate party, as applicable, in the event that performance issues arise during the warranty period.
- l. County shall own the electrical switch gear and back-up generator and shall be responsible for all obligations and costs associated with ongoing maintenance, repairs and performance related to the Project.
- m. The responsibilities included in subsections 3.k, and 3.l will survive the expiration of this Agreement.

4. OJD'S RESPONSIBILITIES:

- a. Within 14 days of OJD receiving from the County a copy of the fully executed contract for the Contractor and such other contracts and official estimates necessary to prove Project cost, OJD will make a one-time transfer State Court Facilities Security Account funds to County in the total amount of the Project-related expenses or \$ 87,900, whichever is less. OJD shall not be responsible or liable for any additional funds that may be required to complete the Project.
- b. OJD shall not be responsible for any aspect of the procurement process, contract award, or contract administration associated with the Project.
- c. OJD shall not own the electrical switch gear or the back-up generator or be responsible for any obligations or costs associated with ongoing maintenance, repairs or performance related to the Project.

5. REPRESENTATIONS AND WARRANTIES: County represents and warrants to OJD that:

- a. County has the power and authority to enter into and perform this Agreement;
- b. The making and performance by County of this Agreement (a) has been duly authorized by County, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of County's charter or other organizational document and (c) does not and will not result in the

breach of, or constitute a default or require any consent under any other agreement or instrument to which County is party or by which County may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by County of this Agreement, other than those that have already been obtained;

- c. This Agreement has been duly executed and delivered by County and constitutes a legal, valid and binding obligation of County enforceable in accordance with its terms;
- d. County has the skill and knowledge possessed by well-informed members of the industry, trade or profession most closely involved in providing the services under this Agreement, and County will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the highest standards prevalent in the related industry, trade or profession; and
- e. County shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement.

The representations and warranties set forth in this section are in addition to, and not in lieu of, any other representations or warranties provided by County.

6. HOLD HARMLESS AND CONTRIBUTION:

- a. Upon completion of any transfer of funds by OJD pursuant to this Agreement, County agrees to be solely responsible for any and all future expenditures of those funds and shall defend and hold harmless OJD and its officials and employees from any action or claim arising out of this Agreement, for the future use of the funds transferred hereunder including, but not limited to any action or claim by or on behalf of the State of Oregon or any of its agencies.
- b. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (a "Third Party Claim") against a Party (the "Notified Party") with respect to which the other Party (the "Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this Section and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 10 with respect to the Third Party Claim.
- c. With respect to a Third Party Claim for which OJD is jointly liable with County (or would be if joined in the Third Party Claim), OJD shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by County in such proportion as is appropriate to reflect the relative fault of OJD on the one hand and of County on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of OJD on the one hand and of County on the other

hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. OJD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

- d. With respect to a Third Party Claim for which County is jointly liable with OJD (or would be if joined in the Third Party Claim), County shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by OJD in such proportion as is appropriate to reflect the relative fault of County on the one hand and of OJD on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of County on the one hand and of OJD on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- 7. **INDEMNIFICATION BY SUBCONTRACTORS:** County shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of County's contractor or any of the officers, agents, employees or subcontractors of the contractor("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.
- 8. **COUNTY DEFAULT:** County will be in default under this Agreement upon the occurrence of any of the following events:
 - a. County fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement;
 - b. Any representation, warranty or statement made by County in this Agreement or in any documents or reports relied upon by OJD to measure the delivery of services, the expenditure of funds or the performance by County is untrue in any material respect when made;
 - c. County (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy

Code, or (h) takes any action for the purpose of effecting any of the foregoing; or

- d. A proceeding or case is commenced, without the application or consent of County, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of County, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of County or of all or any substantial part of its assets, or (c) similar relief in respect to County under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against County is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

9. **OJD DEFAULT:** OJD will be in default under this Agreement if OJD fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

10. **REMEDIES:** In the event either party is in default under this Agreement, the other party may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity. The party may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

11. **LIMITATION OF LIABILITY:** EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 6, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

12. **INSURANCE:** County shall maintain insurance as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

13. **ACCESS TO RECORDS:** County shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, County shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of County, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document County's performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of County, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." County acknowledges and agrees that OJD and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. County shall retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, County shall maintain Records

in accordance with the records retention schedules set forth in OAR Chapter 166.

14. **AMENDMENT:** No amendment to this Agreement shall be effective unless it is made in writing and is signed by both parties.
15. **PARTIES TO THIS AGREEMENT:** OJD and County agree that they are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or otherwise, to any other third parties.
16. **CONTACTS AND NOTICES:** Any notice, payment, or any or all of the material that either Party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of such delivery or, if mailed, on the third business day after the mailing of the same by prepaid post addressed to the other party at the address set forth below or, if emailed, on the date delivered to the email address set forth below as confirmed by a return receipt:

OJD:

Sherry Bryant
Trial Court Administrator-7th Judicial District
Sherry.L.Brayant@ojd.state.or.us
Wasco County Courthouse
P.O. Box 1400
The Dalles, OR 97058-1400
(541) 506-2709

David Moon
Business & Fiscal Services Division Director
David.t.moon@ojd.state.or.us
Office of the State Court Administrator
1163 State Street
Salem, OR 97301-2563
(503) 986-5150

County:

Fred Davis
Facilities Operations Manager for Wasco
County
FredD@co.wasco.or.us
511 Washington St., Suite 101
The Dalles, Oregon 97058
(541) 506-2553

Tyler Stone
Chief Administrative Officer of Wasco County
TylerS@co.wasco.or.us
511 Washington St., Suite 101
The Dalles, OR 97058
(541) 506-2552

Either party may, from time to time, advise the other by notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified will, for the purposes of Section 16, be conclusively deemed to be the address of the party giving such notice.

17. **WAIVER:** The failure of either party to enforce any provision of this Agreement, or the waiver of any violation or nonperformance of this Agreement in one instance, shall not constitute a waiver by the party of that or any other provision, nor shall it be deemed to be a waiver of any subsequent violation or nonperformance. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties, and with respect to OJD's waiver or consent, all necessary OJD or State of Oregon approvals have been obtained. Such waiver, consent, modification, or

change, if made shall be effective only in the specific instance and for the specific purpose given.

18. **INDEPENDENT CONTRACTORS:** The Parties agree and acknowledge that their relationship is that of independent contracting parties and that County is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.
19. **GOVERNING LAW:** This Agreement shall be governed by, and shall be construed and enforced in accordance with, the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding collectively, "Claim" between the Parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the jurisdiction of the Circuit Court of Marion County for the State of Oregon; provided however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court of the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of the jurisdiction of any court or of any form of defense to or immunity from any Claim, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise. COUNTY, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.
20. **THIRD PARTY BENEFICIARIES:** OJD and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.
21. **SURVIVAL:** All rights and obligations shall cease upon termination or expiration of this Agreement, except the rights and obligations which by their nature extend beyond contract termination, including those set forth in Section 3.k, 3.l, 3.m, 6, 7, 10, 11, and 13, provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.
22. **SEVERABILITY:** The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
23. **COMPLIANCE WITH THE LAW:** In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law.
24. **TERMINATION:**
 - a. The Parties find may terminate this Agreement at any time by mutual agreement.
 - b. Either Party may terminate this Agreement, for any cause or no cause, by providing the other Party no fewer than 30 (thirty) days advance written notice of termination.
 - c. Either Party may terminate this Agreement by providing the other Party no fewer than ten days advance written notice of termination if United States, Oregon or local laws, regulations, or

guidelines are modified or interpreted in such a way that either Party's continued performance or making of payments under this Agreement is prohibited.

- d. Either Party may terminate this Agreement, in whole or in part, by providing the other Party no fewer than ten days advance written notice of termination, if either Party commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement and the defaulting Party fails to correct such material breach, default or failure to perform within 14 calendar days after receipt of notice of the breach or default, or such longer period as the notifying Party may specify in such notice.
- e. OJD may terminate this Agreement immediately upon written notice to County, if OJD fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in OJD's reasonable administrative discretion, to perform its obligations under this Agreement.

Each Party, by the signature of its authorized representative, hereby agrees to be bound by the terms and conditions of this Intergovernmental Agreement.

Wasco County

The Oregon Judicial Department, by and through
the Office of State Court Administrator

By: _____
Scott Hege, Wasco County Commissioner, Chair

By: _____

Title: _____

By: _____
Steve Kramer, Wasco County Commissioner,
Chair

Date: _____

By: _____
Rod Runyon, Wasco County Commissioner

Date: _____

Approved as to Form:

Kristen A. Campbell, Attorney at Law

TKB:gll/L2G15055

**EXHIBIT A
COURTHOUSE IMPROVEMENT INTERGOVERNMENTAL AGREEMENT
INSURANCE REQUIREMENTS**

County: Wasco County OJD Contract No. 160027

Required Insurance: County shall obtain at County's expense the insurance specified in this Exhibit A, prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement and all warranty periods. County shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to OJD.

- 1. Workers Compensation:** All employers, including County, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If County is a subject employer, as defined in ORS 656.023, County shall obtain employers' liability insurance coverage limits of not less than \$1,000,000. Contractor shall require and ensure that each of its subcontractors complies with these requirements.

2. Professional Liability:

☒ **Required by OJD** ☐ **Not required by OJD**

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Agreement. County shall provide proof of insurance of not less than the following amounts:

\$2,048,300.00 per occurrence limit for any single claimant; and
\$4,096,600.00 per occurrence limit for multiple claimants.

3. Commercial General Liability:

☒ **Required by OJD** ☐ **Not required by OJD**

Commercial General Liability Insurance covering bodily injury, death and property damage in a form and with coverages that are satisfactory to the State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence basis. County shall provide proof of insurance of not less than the following amounts:

Bodily Injury/Death:

\$2,048,300.00 per occurrence limit for any single claimant; and
\$4,096,600.00 per occurrence limit for multiple claimants.

AND

Property Damage:

Per occurrence limit for any single claimant:

From the Effective Date through June 30, 2016: \$112,000.
From July 1, 2016 and every year thereafter the adjusted limitation as determined by the State Court Administrator pursuant to ORS 30.273(3).

Per occurrence limit for multiple claimants:

From the Effective Date through June 30, 2016: \$560,000.
From July 1, 2016 and every year thereafter the adjusted limitation as determined by the State Court Administrator pursuant to ORS 30.273(3).

4. **Automobile Liability Insurance:**

☒ **Required by OJD** ☐ **Not required by OJD**

Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Contractor shall provide proof of insurance of not less than the following amounts:

Bodily Injury/Death:

\$2,048,300.00 per occurrence limit for any single claimant; and
\$4,096,600.00 per occurrence limit for multiple claimants.

AND

Property Damage:

Per occurrence limit for any single claimant:

From the Effective Date through June 30, 2016: \$112,000.

From July 1, 2016 and every year thereafter the adjusted limitation as determined by the State Court Administrator pursuant to ORS 30.273(3).

Per occurrence limit for multiple claimants:

From the Effective Date through June 30, 2016: \$560,000.

From July 1, 2016 and every year thereafter the adjusted limitation as determined by the State Court Administrator pursuant to ORS 30.273(3).

5. **Additional Insured.** The Commercial General Liability insurance and Automobile Liability insurance required under this Contract shall include the State of Oregon, its officers, employees and agents as Additional Insureds but only with respect to County's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.
6. **Notice of Cancellation or Change.** There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without 60 days' written notice from County or its insurer(s) to OJD. Any failure to comply with the reporting provisions of this clause shall constitute a County default under this Agreement and shall be grounds for OJD's immediate termination of this Agreement.
7. **Proof of Insurance.** County shall provide to OJD evidence, satisfactory to OJD, of all required insurance before commencing performance under this Agreement. County shall pay for all deductibles, self-insured retention and self-insurance, if any.
8. **"Tail" Coverage.** If any of the required liability insurance is on a "claims made" basis, County shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the Effective Date of this Agreement, for a minimum of 24 months following the later of: (i) County's completion and OJD's acceptance of all services required under this Agreement, or, (ii) the expiration of all warranty periods provided under this Agreement. Notwithstanding the foregoing 24-month requirement, if County elects to maintain "tail" coverage and if the maximum time period "tail" coverage is reasonably available in the marketplace is less than the 24-month period described above, then County shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace for the coverage required under this Agreement. County shall provide to OJD, upon OJD's request, certification of the coverage required under this Section 8.
9. **Self-Insurance.** County may fulfill its insurance obligations herein through a program of self-insurance, provided that County's self-insurance program complies with all applicable laws, and provides insurance coverage equivalent in both type and level of coverage to that required in this Exhibit A. Notwithstanding section 7 of this Exhibit A, County shall furnish an acceptable insurance certificate to OJD for any insurance coverage required by this Agreement that is fulfilled through self-insurance.

Discussion Item

Home at Last Deed

- [Staff Memo](#)
- [Memorandum of Donation Agreement](#)
- [Statutory Bargain & Sale Deed with Possibility of Reverter](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: HOME AT LAST DEED
DATE: 11/27/2015

BACKGROUND INFORMATION

At the 10.7.2015 Session, the Board approved a Donation Agreement to transfer the shelter property to Home at Last. The documents in today's packet finalizes that agreement.

After recording, return to:

Kristen Campbell
Timmons Law PC
PO Box 2350
The Dalles, OR 97058

MEMORANDUM OF DONATION AGREEMENT

This Memorandum of Donation Agreement is made and entered into as of December 2, 2015, by and between Wasco County, a political subdivision of the State of Oregon ("**Donor**"), and Home at Last Animal Friends, Inc., an Oregon non-profit organization ("**Donee**"), with reference to the following:

Donor and Donee have entered into a Donation Agreement whereby Donor is donating to Donee certain real property located in Wasco County, Oregon, more particularly described as follows, (the "**Property**"):

A tract of land lying in the Northwest 1/4 of Section 28, Township 2 North, Range 13 East, Willamette Meridian, City of The Dalles, Wasco County, Oregon, being more particularly described as follows:

Beginning at Engineer's Station 42+21.47 on the Northerly right-of-way of River County Road, said point bears North 45°15'56" West 1722.16 feet from the Northeast corner of the JOHN L. IRVINE DONATION LAND CLAIM NO. 39; thence along said Northerly right-of-way on a 1462.40 foot radius curve to the left 263.53 feet (the long chord of which bears North 52°45'15" West 263.18 feet); thence North 58°55'00" West 42.73 feet; thence leaving said right-of-way North 05°09'42" West 54.59 feet; thence on a 110.00 foot radius curve to the left 93.71 feet (the long chord of which bears South 62°13'47" East 90.90 feet); thence South 86°38'02" East 182.76 feet; thence South 35°57'57" West 215.06 feet; thence South 43°07'55" West 100.00 feet to the Northerly right-of-way of said River Road; thence along said Northerly right-of-way North 47°35'30" West 94.84 feet to the point of beginning and there terminating.

Pursuant to the Donation Agreement:

Donor and Donee desire to have this Memorandum recorded in the Official Records of Wasco County, Oregon, in order to put interested parties on notice of the possibility of reverter associated with the Property.

Now, therefore, the parties agree as follows:

Reverter. Should Donee fail, for any reason, to manage and operate the property as the Wasco County Animal Control Shelter, Donor shall have the right of reentry and, on reentry, all rights and title of Grantee, its assigns or successor, shall terminate.

Information. Any party who is interested in acquiring an interest in the Property should contact the Donor and the Donee.

In witness whereof, the parties have executed this Memorandum on the dated listed above.

HOME AT LAST ANIMAL FRIENDS, INC.

WASCO COUNTY
BOARD OF COMMISSIONERS

By: _____
Diana Bailey, President

By: _____
Scott C. Hege, Commission Chair

By: _____
Mary Martin, Secretary

By: _____
Rod L. Runyon, County Commissioner

By: _____
Steven D. Kramer, County Commissioner

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Diana Bailey, President of Home at Last Animal Friends, Inc., an Oregon non-profit corporation, and acknowledged the foregoing instrument to be her voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Mary Martin, Secretary of Home at Last Animal Friends, Inc., an Oregon non-profit corporation, and acknowledged the foregoing instrument to be her voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Scott C. Hege, Commission Chair of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Rod L. Runyon, County Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Steven D. Kramer, County Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

**Until a change is requested,
all tax statements shall be sent to:**

Home at Last Animal Friends, Inc.
200 River Road
The Dalles OR 97058

After recording return to:

Kristen Campbell
Timmons Law PC
PO Box 2350
The Dalles, OR 97058

Consideration: _____

**STATUTORY BARGAIN AND SALE DEED
WITH POSSIBILITY OF REVERTER**

Wasco County, a political subdivision of the State of Oregon, Grantor, conveys to Home At Last Animal Friends, Inc., an Oregon non-profit corporation, Grantee, the following described real property:

A tract of land lying in the Northwest 1/4 of Section 28, Township 2 North, Range 13 East, Willamette Meridian, City of The Dalles, Wasco County, Oregon, being more particularly described as follows:

Beginning at Engineer's Station 42+21.47 on the Northerly right-of-way of River County Road, said point bears North 45°15'56" West 1722.16 feet from the Northeast corner of the JOHN L. IRVINE DONATION LAND CLAIM NO. 39; thence along said Northerly right-of-way on a 1462.40 foot radius curve to the left 263.53 feet (the long chord of which bears North 52°45'15" West 263.18 feet); thence North 58°55'00" West 42.73 feet; thence leaving said right-of-way North 05°09'42" West 54.59 feet; thence on a 110.00 foot radius curve to the left 93.71 feet (the long chord of which bears South 62°13'47" East 90.90 feet); thence South 86°38'02" East 182.76 feet; thence South 35°57'57" West 215.06 feet; thence South 43°07'55" West 100.00 feet to the Northerly right-of-way of said River Road; thence along said Northerly right-of-way North 47°35'30" West 94.84 feet to the point of beginning and there terminating.

Excluding therefrom and reserving to Grantor:

1. That Collocation Lease dated September 8, 2008, attached hereto as Exhibit A and by this reference incorporated herein, including the right to in Grantor's sole discretion extend, amend or renew said lease; and
2. The right of Grantor to enter into cell tower leases on the Property for the benefit of Grantor and at such location(s) and on such terms as agreed in a certain Donation Agreement entered into by and between Grantor and Grantee

on October 7, 2015, a memorandum of which is attached hereto as Exhibit B and by this reference incorporated herein.

And, further, subject to all encumbrances of record and to the Post-Closing Conditions and Obligations set forth in Article 6 of the Donation Agreement.

And further, on condition that, if Grantor should ever cease using the above described property for a public, non-profit animal shelter, County shall have the right of reentry and, on reentry, all rights and title of Grantee, its assigns or successors, shall terminate.

The true consideration for this conveyance is Grantee's acceptance and compliance with the terms, conditions and obligations set forth in the Donation Agreement referenced above.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED: _____, 20____.

WASCO COUNTY
BOARD OF COMMISSIONERS

By: _____
Scott C. Hege, Commission Chair

By: _____
Rod L. Runyon, County Commissioner

By: _____
Steven D. Kramer, County Commissioner

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Scott C. Hege, Commission Chair of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Rod L. Runyon, County Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

STATE OF OREGON)
) ss. _____, 20____
County of Wasco)

Personally appeared the above named Steven D. Kramer, County Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be his voluntary act and deed.

Notary Public for Oregon

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
DECEMBER 2, 2015**

CONSENT AGENDA

1. [11.4.2015 Regular Session Minutes](#)
2. [Recorded Property Lien](#)

Consent Agenda Minutes

- [11.4.2015 Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
NOVEMBER 4, 2015

PRESENT: Scott Hege, Commission Chair
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

At 9:00 a.m. Chair Hege opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. Ms. White asked to add the following items to the Discussion List:

- Wasco Electric Cooperative Ballot
- Wasco County Forest Collaborative letter of support for OWEB grant
- Emergency Management Program Grant Contract 15-533

Public Comment – District Attorney & Executive Sessions

Wayne Lease commented that he is discouraged about the District Attorney who should have an interest in representing the people and should step up to do so.

As a separate issue, Mr. Lease went on to comment that executive sessions are an important part of governing and some honor has to be shown to that process; it is great for people to want to be involved but they need to allow government to work. He stated that if there are issues that need to be addressed in executive session, the Board should be able to do that.

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
NOVEMBER 4, 2015
PAGE 2

Staff Introduction –Human Resources Manager

Mr. Stone introduced Paula Brunt, newly hired Human Resources Manager, who is located in Office 206. He said that we are looking forward to great things! Ms. Brunt responded that she is happy to be here. She has lived in the area for 15 years and most recently worked in Multnomah County; before that she worked at the North Wasco County School District. The Commissioners welcomed her aboard.

Discussion List – Reserve Transfer

County Assessor Jill Amery reported that County Counsel had been consulted on language to affect the transfer of funds into a reserve account in response to the ongoing Comcast tax appeal which will impact the Charter Communications taxation calculations. She said that her office is satisfied with the order in today's packet.

Assessor Consultant Tom Linhares noted that the chart presented at the last session had an error which has been corrected and submitted in today's packet; the original contained the undisputed amount of taxes; it should have been the disputed amount. He stated that although the new calculation increases the possible liability, the Assessor's Office is still comfortable that the recommended \$75,000 is an adequate reserve amount.

Commissioner Kramer thanked them for the extra time they took to ensure the appropriate language is in place.

{{{Commissioner Kramer moved to approve Order 15-134 setting aside \$75,000 in the Reserve Fund for the Charter Communications Appeal. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – Forest Collaborative Appointment

Commissioner Kramer announced that BARK has come forward to serve as the environmentalist voice on the Wasco County Forest Collaborative Group Steering Committee. He explained that BARK asked that the entity be appointed rather than a specific staff member. The broad appointment will allow them some flexibility as to which staff member attends a meeting; they will base the representation upon the current project to provide the appropriate expertise.

{{{Commissioner Kramer moved to approve Order 15-136 appointing a BARK representative to the Wasco County Forest Collaborative Group Steering

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
NOVEMBER 4, 2015
PAGE 3

Committee. Commissioner Runyon seconded the motion which passed unanimously.}}

**Discussion List – Emergency Management Performance Grant
Contract**

Emergency Manager Kristy Beachamp explained that this is a standing, annual grant for the Emergency Management Program. She stated that it is a 50/50 match; nothing has changed from last year and it has already been approved through the budget process.

Chair Hege noted that the cities of The Dalles, Mosier and Dufur help to fund the program. He asked about the cities of Antelope and Shaniko. Ms. Beachamp stated that although they have previously been invited to join the program she has not recently contacted them; they probably cannot afford to participate.

Chair Hege asked if we do anything to help them in this area. Ms. Beachamp said that they can use the County Emergency Plan; if they want to have a plan that is specific to their municipality, their contribution to the program would fund that work.

{{{Commissioner Runyon moved to approve Oregon Military Department, Office of Emergency Management, Emergency Management Performance Grant, DFDA #97.042 Wasco County \$39,000, Grant #15-533. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – LPSCC Appointment

Ms. White explained that the recently retired Director of the Northern Wasco Corrections facility had served in an at-large position on the Local Public Safety Coordinating Council. The Council feels that is a valuable voice and would like to have the new Director, Bryan Brandenburg, appointed to fill that position. Mr. Brandenburg has agreed to accept an appointment to serve on the Council.

{{{Commissioner Runyon moved to approve Order 15-107 appointing Bryan Brandenburg to the Local Public Safety Coordinating Council. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – Forest Collaborative OWEB Grant Letter of Support

Commissioner Kramer explained that Oregon Watershed Enhancement Board is where the State houses funding for the Forest Collaboratives; OWEB will review the

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
NOVEMBER 4, 2015
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applications and administer the grants. This letter will support the WCFCG grant application.

Chair Hege asked what the amount of the grant is expected to be. Commissioner Kramer replied that it is not known; the Collaborative estimated their need to be \$50,000 – a number arrived at through discussions with Regional Solutions and other collaborative groups around the state.

*****The Board was in consensus to sign the letter of support for the Wasco County Forest Collaborative Group's OWEB grant application.*****

Discussion List – Wasco Electric Cooperative Ballot

Ms. White explained that this is a ballot for district seats on the Wasco Electric Cooperative Board of Directors; as a customer, the County is a voting member of the Cooperative. Commissioner Kramer recommended Bob Hammel for District 1, Lowell Forman for District 2 and Jeff Burgener for District 3. Commissioner Kramer stated that all three are active members of their communities and will provide good representation on the Board.

{{{Commissioner Runyon moved to cast the County votes for the Wasco Electric Cooperative Board of Directors as recommended by Commissioner Kramer: Bob Hammel for District 1, Lowell Forman for District 2 and Jeff Burgener for District 3. Commissioner Kramer seconded the motion which passed unanimously.}}}

Consent Agenda – 10.21.2015 BOCC Regular Session Minutes

Ms. White explained that Commissioner Kramer had contacted her to let her know that the first paragraph under the ODFW Gray Wolf Delisting item in the 10.21.2015 minutes noted that the Fish and Wildlife Commission is advisory to the Oregon Department of Fish and Wildlife which is not accurate. She said that she has removed that reference from the minutes.

{{{Commissioner Kramer moved to approve the Consent Agenda with the noted correction to the 10.21.2015 minutes. Commissioner Runyon seconded the motion which passed unanimously.}}}

Departments – Assessor's Office

Ms. Amery reported that tax bills went out on October 16th – payments that are

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mailed go to US Bank in Portland and a daily file is sent to the County. She reported that previously, at this time of year, there would be boxes of mail in the office – everyone would have to stop what they were doing to go through the mail. She stated that from the 16th through the end of October, \$4.6 million has been deposited in the bank which is significantly more than this time last year. She pointed out that the staff is now more available and able to provide better service; the accuracy and efficiency has been amazing.

Chair Hege asked if people are still coming in to pay in person. Ms. Amery replied that they are and her office will always be available for those who want to pay in person.

Agenda Item – Lot Line Vacation
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At 9:25 a.m. Chair Hege opened a public hearing to consider an application for a lot line vacation for Robert and Meredith Berkovich – PLALLV-15-05-0001. The Oregon Revised Statutes 368.326 to 368.366 allows a county governing body to vacate interior subdivision lot lines through a defined process and when certain conditions are met, without a public hearing. This is not a land use decision.

Chair Hege explained that the process will be:

- Review staff report presented by Staff
- Hear those who wish to speak in favor of the application
- Hear those who wish to in opposition of the application
- Close the hearing for questions, deliberations and a decision

Associate Planner Patricia Neighbor reviewed the staff report included in the packet. She noted that the process for this is the same as a street vacation; it will be recorded at the office of the County Clerk. She explained that the Board can approve the application with the findings and conditions, approve with additional findings, deny the application and show that it does not comply with statute or LUDO or continue the hearing to a date and time certain. She stated that Planning recommends approval with the outlined findings and conditions.

Chair Hege noted that the applicant is not present and asked if there is anyone wishing to speak in favor of the application. There were none. He asked if there is anyone wishing to speak in opposition to the application. There were none.

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Chair Hege closed the hearing at 9:32 a.m. and opened deliberations.

Commissioner Runyon asked if the applicants are aware of the barn on the property and that it may not meet code. Ms. Neighbor replied that she has spoken to them about it more than once; they are aware that it may go over the western property line and it is an issue.

{{{Commissioner Kramer moved to approve Order 15-137 accepting vacation of an interior lot line between Lot 1 and Lot 2, Mill Creek Wayside subdivision, and adopting findings of fact contained in PLALLV-15-05-0001. Commissioner Runyon seconded the motion which passed unanimously.}}}

Chair Hege stated that the notice of this decision will be forwarded to affected agencies, adjacent property owners, and those awarded by party status. Appeal deadlines and procedures will be detailed in the Notice of Decision.

Planning Director Angie Brewer announced that the Planning Department is in the process of trying to fill four vacant positions and have begun interviews for three of the four. One of the four positions will be shared with Household Hazardous Waste. She said that they have so many qualified applicants for the associate planner position that it is taking some time to move through that process. She added that staff is also working on manuals.

Ms. Brewer went on to say that Planning staff has been in mandatory overtime for thirty days and have made progress; they will continue in overtime for the next two weeks which should get everything in place to avoid missing time lines.

Commissioner Runyon noted that all of the positions being filled were budgeted and we are just now getting to the hiring stage.

Chair Hege asked if they have good candidates for the other positions. Ms. Brewer replied that they did; however, they are seeking more applicants for the shared position. She added that they are working with Facilities to find space for the new employees.

The Board asked if there is anything to report regarding the recent codes violation case. Ms. Brewer replied that they have made some progress and the Codes Compliance Officer will continue to monitor the situation.

Agenda Item – Historic Columbia Gorge Highway Centennial Celebration

Judy Davis and Francie Royce, Wasco County representatives on the Historic Columbia Gorge Highway Advisory Committee, stated that they are here to update the Board on the status of the work being done on the Historic Highway. They provided the Board with a map (attached) outlining the sections of the highway still needing work. They noted that one section of the work is not yet funded but once it is completed, cyclists will be able to ride all the way to The Dalles.

Ms. Davis said that the centennial celebration will be held on June 6, 2016 supported by the Discovery Center, Chambers of Commerce and communities along the Highway. The kick-off will be at Multnomah Falls. She said that other events will take place to tie in with the celebration. She said they are here asking for Wasco County's support with a resolution.

{{{Commissioner Kramer moved to approve Resolution 15-013 supporting the Historic Columbia River Highway's 2016 Centennial Celebration. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Solid Waste Advisory Committee (SWAC) Rate Increase Recommendations

Public Health Officer and SWAC Chair Dr. Vern Harpole reported that SWAC had met to discuss the rate increase using the CPI required in the agreements. He noted that the DEQ will be raising their rates considerably over the next year and he anticipates that an additional increase above what is calculated through the CPI formula will be needed for next year's increase.

Dr. Harpole went on to say that the site manager for the Landfill is currently a voting member of SWAC which creates a conflict. He said that the Committee recommends changing that to a non-voting position on the committee. He added that it is not clear how the County Health Officer became a part of the Committee but it is probably not necessary. He pointed out that the Health Officer's hours will be cut in half at the end of the year. He said that they would recommend language that the lead should be Household Hazardous Waste or whomever the County deems appropriate. He added that they would like to get more citizen involvement; although the public is welcome and there are positions for citizens on the Committee, they have never had a citizen attend. Dr. Harpole continued by saying that there are other items in the

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agreements that should be addressed.

Chair Hege asked who currently serves on SWAC. Dr. Harpole replied that the Environmental Health Specialist, City Manager for The Dalles, Mayor of Maupin and two citizens – however, the citizens never attend.

Chair Hege asked if they would be coming back with language in the future. Environmental Health Specialist John Zalaznick replied that they are looking at the ordinance – there is a lot of work to be done there and with the licensing agreement – they are 20 years old and need to be revised. He said that it is hard finding time to dedicate to that work.

Commissioner Kramer thanked them for the work they have done and agreed that the documents need to be updated. He said that the work will go forward on that.

Chair Hege asked if there is some question on the CPI formula. Mr. Stone replied that he had not seen a specific set of parameters for the CPI; there are a variety of criteria that can be used to determine the CPI. He said he just wanted to understand how that was chosen. Mr. Zalaznick replied that he believes it is set out in one of the founding documents; he said that he would locate and provide it to the Board. Dr. Harpole added that the parameters used were those the SWAC felt most closely represented the region.

{{{Commissioner Kramer moved to approve Resolution 15-014 in the matter of approving rate increases for the Wasco County Landfill. Commissioner Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve Resolution 15-015 in the matter of approving rate increases for the Waste Connections. Commissioner Runyon seconded the motion which passed unanimously.}}}

Erwin Swetnam said that he wants to streamline the process for next year so that the DEQ increases can be included in the annual increase and not have to bring it to the Board separately.

Chair Hege asked the status of recycling for the southern part of Wasco County. Commissioner Kramer replied that he and Mr. Swetnam have been having conversations with the Mayor of Maupin, Frank Kay. He added that just yesterday there was a subcommittee meeting; there is a possible solution for the Tygh Valley depot.

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Chair Hege called for a recess at 10:08 a.m.

The session reconvened at 10:12 a.m.

**Agenda Item – Mid-Columbia Economic Development District
(MCEDD) Membership**

MCEDD Executive Director Amanda Hoey announced that they have received a request from Gilliam and Wheeler counties to become members of MCEDD. She said that currently MCEDD membership includes Oregon counties - Sherman, Wasco, and Hood River – and Washington counties - Skamania and Klickitat. She explained that Gilliam and Wheeler counties believe that their needs more closely align with MCEDD than with the Greater Eastern Oregon Development Corporation to which they currently belong. She reported that she has already contacted all the other members of MCEDD who have responded positively to the request. She added that the additional counties would increase the size of the MCEDD board and change its make-up.

Commissioner Runyon stated that he is concerned that MCEDD staffing will be stretched too thinly. He asked how large the Board would become with the additional membership. Ms. Hoey replied that it is currently a 21-member board and would grow to 27 members with the addition of Gilliam and Wheeler Counties. She added that Gilliam and Wheeler Counties are proposing that they hire staff as an interface with MCEDD. She noted that both Counties have their own loan fund programs; Gilliam may contract with MCEDD for management of the funds.

Ms. Hoey stated that MCEDD is proposing a modified version of the number of seats but it would be an odd number. She went on to say that it is the executive board that does most of the day to day work; that board currently has 9 members and would go to 11. She reported that Hood River also expressed concern about the size of the MCEDD Board.

Chair Hege asked if all of the private sector positions are required. Ms. Hoey replied affirmatively saying that they designate those positions in industry clusters and hope to expand that with the additional positions. She said that transportation issues are a concern for both Gilliam and Wheeler County.

Commissioner Runyon added that the Port is also a concern for Gilliam County; they better align with MCEDD in that area as well. He pointed out that the MCEDD

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Board is already huge.

The Board was in consensus that their only concern in adding Gilliam and Wheeler Counties to MCEDD is the growing size of the MCEDD Board.

Agenda Item – Building Codes

County Clerk Lisa Gambée explained that a cross-functional team has spent many hours working to develop the report included in the packet – Tyler Stone, Angie Brewer, Taner Elliot and Paul Ferguson, with Kary Holloway providing research on private firms. Chair Hege stated that it is an impressive amount of work in a short span of time.

Mr. Stone pointed out that this is outside the realm of County Clerk duties and is an indication of a change in culture; we are using cross-functional teams to tackle large projects . . . had anyone person been tasked with this, it could not have been done.

Ms. Gambée reviewed the report noting that the team members were tasked with different pieces to bring back to the group for discussion. She stated that the underlying vision was what a great building codes department would look like in Wasco County – better use of technology, one-stop shopping, etc. She reported that a previous group had identified what is and is not working; the team reviewed their work. She explained that the vision for the best program possible is what drove the analysis and they looked at the models that were most realistic, creating criteria in order to be able to evaluate models objectively.

Ms. Gambée went on to review the criteria and the results of the evaluations for the four models being considered:

- Current services provided by MCCOG
- Enhanced MCCOG services
- Contracting with an outside firm
- Bring services in-house and combining them with the Planning Department

Ms. Gambée explained that the criteria were each given equal weight; the Board may decide that some are more important than others – if so, they will have to be re-evaluated based on that information.

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Commissioner Kramer said that he would like to hear from the trades on this subject. Chair Hege noted that this is just rolling out – no one has had a long time to think about the information. He said he anticipates that there will be a gathering in the future to have a more in-depth discussion. He stated that his goal is to get the report out, hear from the project team and go from there.

Mr. Ferguson stated that it is important to realize that the team's time was limited and there may be more information that could be used. He said that the service that is currently being given may be good service but there are issues that have been raised; those issues were used to help determine the criteria against which the four models were assessed. He stated that the team was thorough and continued to confirm that the agreed-upon criteria were being used as the models were evaluated. He went on to say that the team tried to ensure fair ratings, comparing to the vision rather than the current service.

Mr. Stone added that everyone in the room will have a different interpretation of the criteria; the team worked on how to interpret them. Others may have a different view; it is a working document.

Ms. Brewer stated that the team felt it important to look at the long term implications, recognizing that any transition will be complex and implementation will require an investment.

Mr. Elliot said that when the team put the models together, there was a different aspect to each to attain the vision. He said that we are here today, in the interim, to address the transparency issue and create a vision that the County, contractors and end-users may want. Mr. Stone agreed saying that the most important thing that came out of this work is the vision of what could be. He encouraged everyone to take some time to understand the vision.

Ms. Gambiae echoed Mr. Stone's statements saying that the team's recommendation has caveats. Based on the limited time and available information there are other considerations even when looking at a County in-house model. She asked the Board to look at the report thoroughly; the team encourages other meetings to get more input. She said that no matter which model is pursued, there will be issues. She added that the team did not have time to look at a transition plan, but that will be necessary.

Mr. Ferguson said that there is always risk – is the vision worth the risk? He said that is for the Board to determine; the team did not consider that and it would be difficult

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to quantify. Ms. Gambee reported that the team met over ten times in the month with some meetings lasting as long as 4 hours plus work done by the team members and support staff outside the meetings. The team felt that this was the best product to provide the Board with a solid recommendation.

Chair Hege pointed out that there are other projects underway similar to this one as the County strives to determine if we are doing things efficiently with the highest level of service.

Commissioner Runyon asked if the team has received any other feedback. Ms. Gambee replied that they have requested information from MCCOG and expect a 720 page document from them at some point. She said that some of the numbers used in the report are based on information from the State.

Mr. Stone stated that the team did some modeling on what an in-house department would look like; there are probably seven different ways to do that which is also true for some of the other models. He said we can look at shared services; it would be a complex process. There are a lot of factors in play that can be further addressed.

Commissioner Runyon said that it is important to get this out and he intends to review the report several more times. He said that he would like to hear from the public; while the report was a thirty-day effort, the project is much longer. It is important to examine how we do things to make sure we are doing the best we can – the work done by the team is a good, collaborative effort.

Further discussion ensued regarding the information in the appendices and next steps. Mr. Ferguson observed that Hood River uses Clair Company for a lot of their work and will be completely separate from MCCOG in April.

*****The Board was in consensus to schedule a session to hear more from the public regarding Building Codes in Wasco County.*****

MCCOG Executive Director Bob Francis provided a letter of response (attached) to the Board. He stated that he appreciates the fact that the 30-day rush can create errors and he believes there are errors in the report. He said that he does not see how a non-existent program can be assessed and doing so creates bias. He stated that some of the numbers in the report are wrong; he added that the requested report is 839 pages and he has struggled to make it electronic. He said he would send it as soon as he returns to his office.

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Mr. Francis went on to say that the team included only one tradesman and should have included MCCOG, Building Codes and contactors. He said that MCCOG would like to sit on the team. He said that the anecdotal information cannot be substantiated. He criticized planning saying that that is where the long delays occur.

Mr. Francis stated that while the report notes multiple MCCOG requests for rate hikes, there was only one – that misinformation needs to be struck from the report. He agreed that there has been a lack of transparency at MCCOG, saying that there has been a change in that circumstance . . . that is why he was hired. He said that the MCCOG Building Codes program may need some fine tuning but it is not broken. He said we should work together to improve; he fears that if Wasco moves forward with their own Building Codes program, it will be an impediment to development and fiscal sustainability will suffer.

Chair Hege said that there are benefits to integrating Building Codes with Planning which is why other counties do that. He said that there will be more meetings; there is a lot of information to digest and more to hear.

A citizen asked what would happen to the smaller counties using MCCOG for Building Codes. Chair Hege said that right now we are looking at how Wasco County can best serve its citizens. The citizen asked if Wasco County would inspect for the smaller counties. Chair Hege replied that Wasco County does not currently have an agreement with MCCOG which is what pushed this issue forward; there had been internal discussions about the issue. He said that she makes a valid point and he understands the concern. Commissioner Runyon said that it is not off the table; Wasco County could still contract with other counties for services.

Ron Hagen stated that he has been here since the early 1980's; the City of The Dalles tried this. He said that he does not know if a one-stop shop is possible – there is City Planning and Public Works as well as County Planning and Public Works. He noted that the contractors already know the inspectors and their expectations; he cautioned that a change could cause problems – it is a hard job.

Mr. Francis said he would ask that as this is reviewed, MCCOG becomes part of the group or he can make his staff available to provide support to the group. He acknowledged that State law allows for the County to take over Building Codes but he asked that they look at the issue in the long term; another recession will impact services.

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Scott Zeigenhagen said that he would like more time to review and comment; he is happy with the current service. He said that requesting multiple inspections at the same time doesn't happen often. He said he would not be in support of too much automation and outside help – you lose the one-on-one relationships. He said that the local inspectors are helpful even on the smaller projects and work after hours to get the job done. He said that the current system works well for him.

Garry Hage asked Chair Hege if he thinks there is a problem. Chair Hege replied that he has been critical of the management of the program and its transparency . . . this is not new, the County has been working on this well before Mr. Francis came to MCCOG. He went on to say that there have not been a lot of helpful changes and that is why he has been pushing the issue – this is a comprehensive look. He said that we have been talking to Hood River to learn why they are moving away from the MCCOG model; what are the benefits they see?

Mr. Hage said he sat on the original committee and resigned. He said he does not think there is anything wrong with building codes; there is something wrong with MCCOG. He said that other members of the original committee also felt as though MCCOG was the problem, not the Building Codes program. He said that they should fix the County first and then look at this; maybe the new director at MCCOG can fix these problems.

Commissioner Runyon stated that he does not think the County has a problem with Building Codes, but rather where it is housed. He said that the County is looking at that to keep the service contractors have come to expect. The County is looking at the whole picture.

Mr. Francis said that people who have a problem with MCCOG can come directly to him.

Commissioner Runyon went on to say that the County looking at things is not a problem. It is why there is a Board of Commissioners – to make sure that we are doing the best we can for the citizens. He said that this will continue; we will get more information and feedback to see what, if anything needs to happen.

Chair Hege said that there will be another meeting. Ms. White encouraged people to sign up on the County website for the agenda notice.

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Agenda Item – State Marijuana Laws

Ms. Brewer reported that the Planning Commission met last night; she provided them with an update on what has been discussed in Board sessions and a copy of the Clackamas County work-in-progress which will be a good starting point for Wasco County. The Planning Commission does not play a part in whether or not the County opts out; they are looking at time, manner and place ordinance in regard to marijuana.

Ms. Brewer said that January 4th is very ambitious to have an ordinance in place and there is likely to be a gap between January 4th and the take-effect date of any ordinance. She explained that part of the process for OLCC licensing is to get sign-off from the jurisdictional government – she doesn't know how that timing will be applied to the what rules affect a particular application for Wasco County. She said that as soon as she hears back from State regarding the timelines, she will inform the Board.

Chair Hege said that it is his hope that we can have those rules in place in time; he does not want to create additional problems. Ms. Brewer said that the Planning Commission understands the importance of timing. She reported that they will be holding weekly meetings to get the work done as quickly as possible. She added that this will be a good trial run of the update process for the Land Use Development Ordinance (LUDO). She noted that whatever we put in place now, can be reviewed and modified through the process of the overall LUDO update. She announced that the OLCC guidelines were approved last week but will still need to be approved through the state process.

Ms. Brewer went on to say that the Planning Commission is looking at rural residential and agricultural zones; they are trying to solicit the public to participate in the process. She said that they are getting help from County Counsel for existing buildings. One of the issues is the need for a license to have a qualifying farm plan. She said that if people change from one crop to another, they do not need approval but if they want to build a new building it will be an issue. She said that an important component is making sure to protect our vulnerable populations for the consequences of a decision.

Further discussion ensued regarding the issue of grandfathered uses. Commissioner Runyon noted that this has been pushed out so piecemeal from the State that there are likely to be more things that come up that we are not aware of now. Prevention Coordinator Debby Jones said that the Board has made such a great effort to be responsive; she said she is happy to make herself available to help.

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Youth Services Director Molly Rogers emphasized the importance of messaging. She said that she has seen six citations in six days for kids. She said that the kids are confused; open communication is important. She said people need to know that marijuana is not legal for kids and it is the parents' responsibility. She stated that growers are willing to help with that message and we need to take advantage of that. She said that law enforcement has been at the middle school consistently over the last 2 weeks – they have even discovered marijuana lip balm. She stressed that we need to be clear in our message.

Chair Hege said that the County can help with the messaging but observed that what the County is doing now is connected but very different. No matter what decision the County makes, it will not affect that circumstance. He said that this involves the production of marijuana; the County is trying to make sure that outside the EFU, conflicts are reduced. He stated that he wants to get the ordinance in place to help people already residing in those areas. He pointed out that the most of the growers want to be regulated. He stated that we are getting to the point that we need to make a decision to or not to opt out so people who want to get it on the ballot can move forward if they choose.

Ms. Jones asked that if enough signatures are gathered will a moratorium go into effect. Chair Hege replied that it does not trigger a moratorium; the petition would just put it on the November ballot. Ms. Brewer added that the information she has is that it is probably not possible to do a temporary moratorium. Ms. Jones said that she thinks it would be good for the City and County to be consistent in decision-making; divergent actions will further the confusion.

City of The Dalles Mayor Steve Lawrence said that the City has been clear that they have no desire to get in the way of the process of what was voted through the State election process. He said he does not believe that the City Council will vote to opt out. He said that another issue is that meth and heroine have been on the rise in The Dalles – law enforcement reports that it is getting in the schools. He said that he does not want to so focus on the marijuana issue that those issues are forgotten. He said that he would be willing to put out a joint statement if that would be helpful. He said that he has asked the City Attorney and Planning Director to look at this issue.

Chair Hege asked if the City has looked at time, manner and place. Mayor Lawrence replied that the City ordinance already prohibits sales within certain distances of residences which eliminates a lot of space for the retail sale of marijuana.

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Chair Hege said that a joint message would be useful and the City and County should look at that.

Ms. Jones said eliminating the word “recreational” when talking about marijuana would be a good step. Chair Hege asked Ms. Jones to help with that messaging.

Garrett Booth said that Wasco County voted down the legalization of marijuana; he said that the Board should follow the voters and put the moratorium in place to give citizens the time to consider and the opportunity to vote.

Chair Hege recessed the session at 12:01 p.m.

The session reconvened at 5:30 p.m. in the Dufur School cafeteria.

Agenda Item – What the Festival Outdoor Mass Gathering Application Hearing

Chair Hege opened the hearing at 5:30 p.m. for the purpose of considering PLAOMG-15-10-0001: a request for an Outdoor Mass Gathering permit for a music and art festival entitled “What the Festival” June 16-20, 2016 with estimated attendance of 5,000-6,000 and maximum attendance of 7,500.

He announced that the hearing will be open to public testimony and that sign-up sheets are available for those who wish to speak; not signing up does not preclude anyone from speaking. He stated that the Planning Department would present their Staff Report and recommendation to be followed by an opportunity for the applicant to make a presentation. Following presentations, the public will have time to comment after which the applicant can rebut testimony. At the close of testimony, the Board will deliberate and make a motion for approval or denial.

Chair Hege asked if any Commissioners wished to disqualify themselves for any personal or financial interest in this matter. There were none.

Chair Hege asked if any member of the audience wished to challenge the right of any Commissioner to hear this matter. There were none.

Chair Hege asked if any member of the audience who wished to question the jurisdiction of this body to act on behalf of Wasco County in this matter. There were none.

Chair Hege asked if any Commissioners need to disclose *ex-parte* contacts. There were

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none.

Senior Planner Dustin Nilson reviewed his staff report using a slide presentation (attached). He explained that this is not a land use decision but the Planning Department serves as the hub for the application process. He noted that the County exceeds the state requirements set forth in the Administrative Rules by noticing neighbors of the application and hearing. He noted that Oregon law states that counties *shall* issue OMG permits as long as the organizers comply or show the ability to comply with OHA Administrative Rules.

Mr. Nilson completed his review of the Planning Department's report. Elaine Albrich, counsel for the applicant, thanked the staff for their work and coordination efforts with various agencies. She stated that the applicant has provided supplemental information (attached) and will reserve their time to address any new concerns raised during testimony.

Commissioner Runyon asked what the attendance was for last year's event. Ms. Albrich replied that they had 4,016 including staff at last year's event and expect a 15-20% increase this year. She noted that last year they expected 3,200-3,500. Event site owner Glen Boyd noted that this is the festival's fifth year and the response to the event has increased.

Ed Holbrook with Bishop Services said that the organizers of the event do a great job and it is a privilege to work with them.

Charla Koselisky with Dufur Market and the Dufur Chamber of Commerce said that they 100% endorse the WTF event and hope that it continues.

Gabriel Watson said that he has attended the event for three years. He said that as time goes by, what the opposition has to say begins to lose credibility. He said that organizers execute the event well. He stated that he is a fire fighter in the City of Portland; the organizers go to great pains to prevent fires. He said that the staff report clearly demonstrates the work that they do to ensure safety.

Claire Sierra with the Balch Hotel and member of the Chamber of Commerce stated that she is in support of the festival. She reported that they had staff at the Balch Hotel last year and it was a very positive experience; they are excellent to work with. She said that she does not have knowledge of others' conflicts, but she sees it as a very positive event in the County.

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Ms. Sierra went on to say that she saw no negative impact on traffic. She has lived in other places with large events and knows it can impact neighbors; in those cases things were done to mitigate that for the neighbors. She said that in terms of what it brings into the County, it is a large positive impact for a short term inconvenience.

Commissioner Kramer observed that he met with Dufur Mayor Robert Wallace who has spoken to several businesses and the chamber – all were in support.

David Whitely stated that he owns property next to the event; they have employed him to thin out their woods to mitigate fire. He said that they do a magnificent job of cleaning up the woods.

Dr. David Wehrly stated that he has the residence physically closest to the event site. He said that his original comments still hold true. He then read a statement (attached).

Jeff Handley said that he is a little for and a little against the event. He stated that it is their right to have a gathering and he would not tell them that they cannot have it; that is why there are laws. He noted that this is a commercial endeavor in the forest zone and the land is not being used for forest or farm; this event is the main income for this property. He said that in the future, he would ask that the Planning Department look at time, place and manner rules that will address some of the issues. He suggested that the County research what other counties have done to see if we can do it better. He said that he has talked to property owners who have given up on coming to meetings as they do not think they are being heard.

Mr. Handley went on to say that two years ago he attended the event for five or six hours; it was run smoothly and well secured. He said he witnessed staff enforcing the smoking restrictions. It was very well run.

Shawn Sorenson said that he has been affected by the noise. He stated that it is clear that the event is well run, but neighbors hear the noise every night. He asked what the limits are on the hours that music is played. Mr. Boyd responded that the main stages end at midnight and they are committed to keeping the noise down. Mr. Sorenson responded that last year was less noise. He asked Chair Hege if a noise ordinance is still a priority for the County.

Chair Hege stated that the Board held a work session regarding a noise ordinance; Dr. Wehrly made a proposal at that session and several others were reviewed. At the time it was determined that the County would not go forward to enact an ordinance. He

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stated that Chief Deputy Magill had expressed concern regarding the Sheriff's Department's ability to enforce such an ordinance.

Chief Deputy Lane Magill stated that in larger counties there is code enforcement staff to enforce a noise ordinance; we cannot staff that. He said that he had obtained and reviewed ordinances from a number of other Oregon counties and it was determined that it is very complicated to get an ordinance customized for each area and very difficult to construct an ordinance that can work – too complicated to be effective. He noted that some call for a certified noise meter and personnel trained in its use; Wasco County does not have adequate staffing to support that.

Chair Hege asked Chief Deputy Magill to address the issue of noise in regard to what is enforceable today. Chief Deputy Magill replied that if it becomes criminal, it is disorderly conduct. He said that deputies go out to talk to the offender and complainant – it is usually in residential areas. He reported that there is usually good compliance from both sides and it works out well.

Mr. Sorenson said that he is asking them to be quiet.

Chief Deputy Magill said that he is here to address public safety. He stated that the Commissioners and Planning Department have asked him to help with the after-action report. He reported that last year the main stage shut down at midnight. He said that a little later he was in the area and could hear the noise to the east, while Wolf Run Road had a bare minimum of noise. Mr. Boyd went with him for 30-45 minutes with a noise meter and he agreed that the noise was carrying too far. Mr. Boyd returned to the event site and when Chief Deputy Magill went back to the east side, it was much more like the Wolf Run side. He said that the County's relationship with the organizers and property owners has been good; they have been very compliant and responded to all the County's recommendations. He stated that from a public safety standpoint, they are in compliance.

Mr. Sorenson asked about traffic enforcement. Chief Deputy Magill said that two years ago he beefed up the patrols but has been able to reduce that number since there has not been a demonstrated need for the additional patrols. He stated that two years ago there were unforeseen congestion issues in Dufur. It happened that cherry picking was occurring at the same time and the exodus of farm workers from the area coincided with the influx of festival attendees. He said that the Sheriff's Department asked the organizers to promote different times for event arrival; they did and it was

WASCO COUNTY BOARD OF COMMISSIONERS
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very successful. He said that another issue was signage; that has also been changed. In addition, the event planners have provided better education to their attendees on how to get to the event. He reported that there had been two crashes over that weekend – one was unrelated to the event; the other was a DUI that occurred in The Dalles. He noted that there were no actual arrests on the grounds last year; two years ago there had been three arrests, the year before there had been five arrests. He added that when the event was held in Tygh Valley there had been some trespassing issues; there were no trespassing issues at last year's event.

Dr. Wehrly stated that Oregon has substantial disturbing the peace laws with a large section on amplified sound – that would be the target of an ordinance he would support.

Chair Hege asked if there was a noise meter last year. Chief Deputy Magill responded affirmatively saying that he and Commissioner Kramer drove around with one but he cannot remember the readings.

Mr. Sorenson asked if the event is still contributing to the Dufur School. Mr. Boyd replied that they are.

Ms. Albrich stated that the applicant has nothing further and would direct the Board to their written response; the comments tonight do not raise any new issues.

Discussion ensued regarding the zoning and use of the land. Ms. Albrich stated that outdoor mass gatherings are allowed outright as long as organizers demonstrate the ability to comply with the rules set forth in OARS/ORS. She noted that they can occur at the same site every three months but this is an annual event. Chair Hege asked if there is a requirement for forest operations. Ms. Albrich replied that there are ongoing farm operations for haying.

Chair Hege closed the hearing for testimony at 6:33 p.m.

Commissioner Runyon stated that there are a few people who think the Board hears about this only once each year; that is not true – there is an after action report and the Commissioners meet with various departments. He said that it may not be perfect, but the County and organizers continue to try to make it more livable. He observed that the event is properly inspected. He went on to say that it is a growing event and the majority of people the Board has heard from are in favor of it. He said that there is always room for improvement, but the organizers have addressed every issue raised.

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Chair Hege stated that in a letter, Ken Thomas comments about unpermitted alterations and improvements to the site. He said that everything is temporary and is all taken down after the event. Mr. Nilson added that the OMG application does not permit any permanent improvements. He said that there are improvements that are permitted for other land use permits – things that are for uses outside of the 96 hours of this event. He stated that there are no improvements permitted for this event.

Chair Hege asked if there have been post-event inspections. Planning Director Angie Brewer replied that there have been and nothing has been left behind after the event.

Commissioner Kramer said that he thinks the staff report is excellent and the applicant went above and beyond to do an excellent job. Based on the testimony he is in favor of granting the permit.

Commissioner Runyon said that he appreciates the staff work and follow-up they do each year. He said that the County did its due diligence to explore the possibility of a noise ordinance with the advice of law enforcement. He added that it is something that can be explored again in the future.

Chair Hege said that the Board does listen to the citizens. People may think that when something is not decided in their favor that they were not heard, but that is not true. He said that in this process, the County has continued to work to improve things for the residents and it is much better than it was three years ago.

{{{Commissioner Kramer moved to approve the application for an Outdoor Mass Gathering as proposed in planning file number PLAOMG-15-10-0001, and accept the findings and conditions contained in the Summary and Staff Report dated October 28, 2015. Commissioner Runyon seconded the motion which passed unanimously.}}}

Chair Hege adjourned the hearing and the session at 6:41 p.m.

Summary of Actions

Motions Passed

- **To approve Order 15-134 setting aside \$75,000 in the Reserve Fund for the Charter Communications Appeal.**
- **To approve Order 15-136 appointing a BARK representative to the**

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Wasco County Forest Collaborative Group Steering Committee.

- **To approve Oregon Military Department, Office of Emergency Management, Emergency Management Performance Grant, DFDA #97.042 Wasco County \$39,000, Grant #15-533.**
- **To approve Order 15-107 appointing Bryan Brandenburg to the Local Public Safety Coordinating Council.**
- **To cast the County votes for the Wasco Electric Cooperative Board of Directors as recommended by Commissioner Kramer: Bob Hammel for District 1, Lowell Forman for District 2 and Jeff Burgener for District 3.**
- **To approve Order 15-136 appointing a BARK representative to the Wasco County Forest Collaborative Group Steering Committee.**
- **To approve Order 15-137 accepting vacation of an interior lot line between Lot 1 and Lot 2, Mill Creek Wayside subdivision, and adopting findings of fact contained in PLALLV-15-05-0001.**
- **To approve Resolution 15-013 supporting the Historic Columbia River Highway's 2016 Centennial Celebration.**
- **To approve Resolution 15-014 in the matter of approving rate increases for the Wasco County Landfill.**
- **To approve Resolution 15-015 in the matter of approving rate increases for the Waste Connections.**
- **To approve the application for an Outdoor Mass Gathering as proposed in planning file number PLAOMG-15-10-0001, and accept the findings and conditions contained in the Summary and Staff Report dated October 28, 2015.**

Consensus

- **To sign the letter of support for the Wasco County Forest Collaborative**

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Group's OWEB grant application.

- **To schedule a session to hear more from the public regarding Building Codes in Wasco County.**

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott Hege, Commission Chair

Rod Runyon, County Commissioner

Steve Kramer, County Commissioner

Consent Agenda

Recorded Property Lien

- [Staff Memo](#)
- [Lien Document](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: PROPERTY LIEN
DATE: 11/30/2015

BACKGROUND INFORMATION

At the 10.21.2015 session the Board was presented with information regarding a codes violation case, after which the Board moved to affirm the Notice of Violation/Administrative Civil Penalties for Code Case CODENF-10-07-0059 with fines to begin as of October 21, 2015, for a maximum fine of \$10,000 – to be collected through a lien. The civil penalties have now reached that maximum; the recorded lien will conclude the process.

Return to Agenda

AFTER RECORDING RETURN ORIGINAL TO:

Wasco County Code Compliance
2705 East Second Street The Dalles, OR 97058
Phone: (541) 506-2564; Fax (541) 506-2561



SPACE RESERVED FOR RECORDER'S USE

RECORDED PROPERTY LIEN

Property Owner:	Floyd Barber Jr.	Map and Tax Lot:	2N 12E 12 DB 1200
File Number:	CODENF-10-07-0059	Account Number:	1117
Property's legal description is contained within Deed 2009-002659 of the Wasco County Clerk Records.			

Wasco County determines a violation of Section 2.060(A) of the Wasco County Code Compliance and Nuisance Abatement Ordinance (WCCNAO), accumulation, collection, or storage of junk and Section 2.060(C) storage of non-trash items on the aforementioned property. Due to the continuance of the stated violation and pursuant to provisions in the WCCNAO, **a lien in the amount of \$10,000** on the above-mentioned property is **hereby authorized for recordation** on the property's deed record. The following was affirmed by the Hearings Officers in Order #15-133:

The following was affirmed by the Hearings Officers on Wednesday, October 21, 2015 at The Dalles, Oregon:

1. The violations are valid as stated in the "Notice of Failure to Comply /Administrative civil Penalty sent to owners of record: Floyd Barber Jr., on September 03, 2015.
2. A "Recorded Notice of Violation" was recorded with the Wasco County Clerk on the deed for the property on November 03, 2015.
3. Property lien to cover all county charges, fees, and penalties accruing at a rate of \$280.00 per day, beginning October 21, 2015, to total no more than \$10,000. *Dated this Wednesday, December 02, 2015, at The Dalles, Oregon*

HEARINGS OFFICERS:

Scott Hege: Chair, County Commission

Rod Runyon: County Commissioner

Steve Kramer: County Commissioner

State of Oregon, County of Wasco County

This instrument was acknowledged before me on _____ 20____ by:

Notary Public – State of Oregon

My Commission expires: _____ 20____

Agenda Item

Road Rename Application

- [Staff Report](#)
- [Application](#)
- [Order 15-140 Renaming Road](#)
- [Exhibit A](#)



Wasco County Planning Department

"Service, Sustainability & Solutions"

2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

STAFF REPORT & RECOMMENDATION Prepared for the Board of County Commissioners

FILE # PLAROD-15-09-0001

REVIEW DATE: December 2, 2015

PREPARED: November 19, 2015

REQUEST: Rename the portion of "Dell Vista Drive" located between Mount View Way and Dundas Way, to "Dundas Way."

RECOMMENDATION: Approval, with conditions

APPLICANT/OWNER INFORMATION:

Applicants: John Blanck and Mary Bushman, P.O. Box 214, Mosier, Oregon, 97040

Owners: John Blanck/Mary Bushman, P.O. Box 14, Mosier, Oregon, 97040
Frederick and Rennee Walasavage, 7101 Sylvan Way, Mosier, Oregon, 97040
Nicholas and Kit Leitschuh, 1402 SW Kari Lane, Portland, Oregon, 97219
Claire Puchy, 2596 Palisades Crest Drive, Lake Oswego, Oregon, 97034

PROPERTY INFORMATION:

Zoning: R-R(5), Rural Residential on the west side of Dell Vista Drive, and F-F(10), Forest-Farm on the east side of Dell Vista Drive.

The subject properties are also located within the EPD-8, Sensitive Wildlife Habitat Overlay Zone (Low Elevation Winter Range).

Location: The affected properties are located on the east and west sides of Dell Vista Drive, between Mount View Way and Dundas Way, approximately 0.8 miles northeast of its intersection with State Road, located approximately 3.3 miles southeast of Mosier, Oregon. More specifically described as:

<u>Map/Tax Lot</u>	<u>Acct#</u>	<u>Acres</u>	<u>Zoning</u>
2N 12E 16 600	516	21.00	R-R(5)/EPD-8
2N 12E 16 601	17894	4.99	R-R(5)/EPD-8
2N 12E 16A 500	15998	11.61	F-F(10)/EPD-8
2N 12E 16A 900	16001	9.98	F-F(10)/EPD-8
2N 12E 16B 2900	15999	12.11	F-F(10)/EPD-8

ATTACHMENTS:

PREPARED BY: Dawn Baird, Associate Planner

A. Options & Staff Recommendation

B. Staff Report

ATTACHMENT A

OPTIONS & STAFF RECOMMENDATION

There is no adopted state or local requirement applicable to renaming a portion of an existing named road. Twenty plus (20+) years ago Wasco County established a road naming procedure, and staff has followed this procedure to change the name of a portion of Dell Vista Drive to Dundas Way.

An application was received by Mary Bushman and John Blanck on September 18, 2015, to change the portion of “Dell Vista Drive” north of Mount View Way to “Dundas Way.” All affected property owners have signed a petition agreeing to the proposed road renaming (Application, Page 5/13).

The following Staff Report addresses all points in the Wasco County Road Naming Procedure. After reviewing the road renaming request, Staff has identified the following options for the Board of County Commissioners.

Board of County Commissioner Options:

1. Approve the request to rename the portion of Dell Vista Drive between Mount View Drive and the intersection of Dundas Way/Sylvan Way, to Dundas Way.
2. Deny the request to rename the portion of Dell Vista Drive between Mount View Drive and the intersection of Dundas Way/Sylvan Way, to Dundas Way.

Staff Recommendation:

Staff recommends **Option 1** – Approve the request to rename the portion of Dell Vista Drive between Mount View Drive and the intersection of Dundas Way/Sylvan Way, to Dundas Way with the proposed findings contained in the following Staff Report.

ATTACHMENT B

STAFF REPORT

I. BACKGROUND

A. Legal Parcel: The affected properties were all created by subdivision.

Map/Tax Lot #	Account #	Owner	Created by?	Improvements
2N 12E 16 600	516	John Blanck & Mary Bushman	Dell Vista Subdivision	Single family dwelling
2N 12E 16 601	17894	John Blanck & Mary Bushman	Dell Vista Subdivision	Vacant
2N 12E 16A 500	15998	Frederick & Renee Walasavage	Rowena Wilds, Phase 1	Vacant
2N 12E 16A 900	16001	Nicholas & Kit Leitschuh	Rowena Wilds, Phase 1	Vacant
2N 12E 16B 2900	15999	Claire Puchy	Rowena Wilds, Phase 1	Vacant

Dell Vista Subdivision was recorded with the Wasco County Clerk on May 20, 1983.
Rowena Wilds Subdivision – Phase 1 was recorded with the Wasco County Clerk on September 9, 1996.

B. Site Description: The subject lots are located on the east and west sides of Dell Vista Drive between Mount View Way and Dundas Way. This portion of Dell Vista Drive is a private road. Lots on the west side of the road contain east-facing slopes of 15-29%. Lots on the east side of the road contain west-facing slopes averaging 15-25%. Rowena Creek flows south to north through lots on the east side of Dell Vista Drive. The affected lots are well wooded with Oregon white oak and Ponderosa pine trees, though some lots on the west side of the road have open grassy meadow areas. The five affected lots average 11.94 acres in size.

C. Maps:

This map shows the portion of Dell Vista Drive to be renamed Dundas Way



II. Wasco County Road Naming Procedure

A. Roads that must be named include:

1. New public roads
2. New private roads

FINDING: The request is to rename a portion of Dell Vista Drive, and does not involve a new public or private road.

B. Roads that may be named include:

1. Existing public roads
2. Existing private roads if serving 3 parcels or active homes or more than ¼ mile long.

FINDING: The request is to rename a portion of a private road from Dell Vista Drive to Dundas Way. The length of this road is 0.34 miles (1,800 feet plus or minus).

C. How to initiate road naming:

1. Obtain application from Planning Office for proposed road name, and submit with fee to Planning Office.
2. Complete application.

FINDING: The request complies with 1. and 2. John Blanck and Mary Bushman obtained and completed a Road Naming application, and returned it to the Planning Department with the appropriate fee.

3. Select a name to propose.

FINDING: The request complies with 3. The application proposes changing the portion of Dell Vista Drive north of Mount View Drive, to Dundas Way.

4. Obtain verification from Road Department Project Manager that proposed name is unique and uses appropriate nomenclature (road, street, lane, way, etc...).

FINDING: The request complies with 4. Staff contacted Arthur Smith, Public Works Director on November 9, 2015, regarding this request to verify that the proposed name is appropriate and used the appropriate nomenclature. Mr. Smith replied by e-mail on November 9, 2015, that he supports the proposed road renaming, and that it uses the appropriate nomenclature.

5. Complete petition of all affected landowners (recommended).

FINDING: The request complies with 5. The application includes a petition with the signatures of all affected property owners (see Page 4 of Staff Report).

Petition (original located in Planning Department file)

To:
Wasco Land Use Office
Wasco County Commissioners:

We, the undersigned property owners, do agree with the Road Naming Application for the portion of Dell Vista Road and petition Wasco County to rename the specified road section to be "Dundas Way" from this time forward. The specific portion of the road, that is a continuation of the road now named Dundas Way, is detailed in the application, on file with the county, as the road section between Sylvan Way and Mount View Way.

Our signatures are as owners of the following properties that touch that road:

2N 12E 16A 500 (Account 15998):


Frederick J. and Renee S. Walasavage

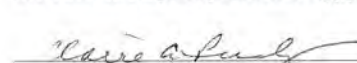
11/6/15
(date)

2N 12E 16A 900 (Account 16001):


Nicholas J. and Kit M. Leitschuh


10/28/15
(date)

2N 12E 16B 2900 (Account 15999):


Claire A. Puchy

10/28/15
(date)

2N 12E 16 600 (Account 516):


John E. Blanck and Mary J. Bushman

11-2-15
(date)

2N 12E 16 601 (Account 17894):


John E. Blanck and Mary J. Bushman

11-2-15
(date)

6. Submit application for notice (with adjacent property owner petition).

FINDING: Notice was provided to all affected property owners on November 19, 2015. The application and all related materials was submitted to the Board of Directors on November 24, 2015.

7. Department review of application.

FINDING: The Wasco County Planning Department and Public Works Department has reviewed the application and support its approval.

D. Process:

1. The Planning Office receives completed application including verification of Road Department review (proposed name is unique and appropriate nomenclature is used).

FINDING: The request complies with Criterion 1. A complete application was received by the Planning Department from John Blanck and Mary Bushman on September 18, 2015, to change the name of a portion of “Dell Vista Drive” to “Dundas Way.”

On November 9, 2015, the Planning Department requested comments from the Public Works Director about the proposed road renaming. In an e-mail dated November 9, 2015, Arthuyr Smith, Public Works Director stated: “After review, the Public Works Dept has no issues or concerns with this action. The request is reasonable, will benefit the public, and I support the road name change for that section from Dell Vista Drive to Dundas Way.”

2. The Planning Office determines appropriate house numbers for the road, and recommends approval conditions, based on Road Department review and comments regarding sign standards, installation and maintenance.

FINDING: The request complies with Criterion 2. The Planning Department recently issued a building permit application for a single family dwelling to the applicants on the section of Dell Vista Drive that is proposed to be renamed. The applicants submitted a request for an address for the new house, and it is pending, awaiting a decision on the road name.

According to Arthur Smith, Wasco County Public Works Director, if the request is approved, a new road sign will be placed at the intersection of Mount View Way/Dundas Way/Dell Vista Drive.

3. A Court Hearing is scheduled, and notice is sent to all landowners adjacent to road (unless a petition is submitted demonstrating full concurrence), and appropriate public agencies (Post Office, Fire Department, School District, etc.). Notice of the County Court hearing shall be mailed no less than 10 days prior to the hearing.

If unanimous decision on road name by all landowners, no public Court Hearing is required.

FINDING: The request complies with Criterion 3. The submitted application contains signatures of all property owners that abut the proposed portion of Dell Vista Drive to be changed to Dundas Way, therefore no public hearing is required.

4. The Board of Commissioners makes a decision on the road naming at the hearing.

FINDING: The Board of Commissioners will review this request on December 2, 2015, and will make a decision in this matter. As previously indicated, a public hearing is not necessary in this matter because all affected property owners have signed the application.

5. Tentative addresses are amended as necessary and assigned as permanent.

FINDING: Mary Bushman/John Blanck, the applicants in the road renaming request, recently received approval of a building permit application for a single family dwelling. In anticipation of the road renaming, the Planning Department tentatively issued an address for Dundas Way. This address cannot be finalized until the Board of Commissioners makes a decision in this

matter. If this request is approved, the tentative address will become final. If the request is denied, an address on Dell Vista Drive will be issued. There are no other existing addresses on the affected properties.

6. Road Department assigns permanent County Road # to approved road as named.

FINDING: The existing portion of Dell Vista Drive to be renamed is a private road. The road status will not change; only the name of the road will change.

7. The Board signs an Order finalizing the decision.

FINDING: Staff has prepared an Order approving the proposed road renaming for the Board of Commissioners' signatures. If the Board does not approve the request, staff will amend the Order and submit it for the Board of Commissioners' signatures.

8. Notice of the final decision is sent to all parties originally notified, plus any additional parties heard by the Board.

FINDING: Staff will mail the Board of Commissioner's decision on December 3, 2015, to all affected owners, agencies, and additional parties appearing before the Board.



Wasco County Planning Department
"Service, Sustainability & Solutions"
2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

ROAD NAMING APPLICATION

FILE NUMBER: PLA ROD-15-09-0001

FEE: \$200

Date Received: 9/18/15 Planner Initials: DB Date Complete: 11/3/15 Planner Initials: DB

APPLICANT INFORMATION

Name: MARY BUSHMAN/JOHN BLANCH

Address: [REDACTED]

City/State/Zip: MOJIB OR 97040

Phone: [REDACTED]

Email: [REDACTED]

OWNER INFORMATION

Name: JANE

Address: [REDACTED]

City/State/Zip: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

PROPERTY INFORMATION

Township/Range/Section/Tax Lot(s)	Acct #	Acres	Zoning
2N 12E 16 600	516	21.	R-R(5) ALL IN
2N 12E 16 601	17894	4.99	R-R(5) EPD-8
2N 12E 16B 2900	15999	12.11	F-F(10) (IMPACTED)
2N 12E 16A 500	15998	11.61	F-F(10) LOW ELEVATION
2N 12E 16A 900	16001	9.98	F-F(10) WINTER RANGE)

Property address (or location): N/A

Water source: WELLS Sewage disposal method: SEPTIC

Name of road providing access: DELL VISTA DRIVE

Current use of property: RES/VACANT Use of surrounding properties: N/A

Do you own neighboring property? ☐ NO ☐ YES (description) N/A

DETAILED PROJECT DESCRIPTION (proposed use, structures, dimensions, etc.):

CHANGE ROAD NAME OF A PORTION OF DELL VISTA DRIVE TO DUNDAS WAY.

☐ Additional description/maps/pictures attached

LEGAL PARCEL STATUS

Partition, Subdivision, OR

Most Recent Pre-9/4/1974 Deed #: _____ Date Filed: _____

Current Deed #: _____ Date Filed: _____

The deed and a map showing the property described in the deed(s) must accompany this application.

SIGNATURESApplicant(s): See Road Naming Application Date: __________
Date: _____

Property Owner(s): _____ Date: _____

Date: __________
Date: __________
Date: __________
Date: _____

PLEASE NOTE: Before this application will be processed, you **must** supply all requested information and forms, and address **all listed or referenced criteria**. Pursuant to ORS 215.428, this office will review the application for completeness and notify Applicant of any deficiencies within 30 days of submission. By signing this form, the property owner or property owner's agent is granting permission for Planning Staff to conduct site inspections on the property.

ALL LAND USE APPLICATIONS MUST INCLUDE:

- ☐ Application Fee – Cash or Check (credit cards now accepted with additional fee)
- ☐ Site Plan
- ☐ Elevation Drawing
- ☐ Fire Safety Self-Certification
- ☐ Other applicable information/application(s):

☐ _____☐ _____☐ _____**APPLICATIONS FOR PROPERTIES IN THE NATIONAL SCENIC AREA MUST ALSO INCLUDE:**

- ☐ Scenic Area Application/Expedited Review
- ☐ Color and Material Samples
- ☐ Landscaping Plan
- ☐ Grading Plan
- ☐ Other applicable information/application(s):

☐ _____☐ _____

9/15 Bf

PLAROD-15-09-0001
File Number: ~~STC~~

WASCO COUNTY
ROAD NAMING REQUEST APPLICATION

APPLICANT: JOHN BLANCK

APPLICATION REQUIREMENTS

1. Proposed Road Name: DUNDAS WAY (EXTENDING CURRENT DUNDAS WAY)

I have consulted with the Wasco County Road Department and the proposed road name meets their requirements?

☐ NO ☒ YES

Road cannot be the same as or similar to an existing road and contains the appropriate nomenclature (road, street, lane, way, etc...). WE ARE REQUESTING A RE-NAMING OF NORTHERNMOST SECTION OF DELL VISTA TO BE ADDED TO EASTERNMOST SECTION

2. How was the road created? OF DUNDAS WAY, SECTION OF THIS ROAD WILL BE BETWEEN DUNDAS WAY AND MOUNT VIEW WAY.

a. Result of another application(s)? ☒ NO ☐ YES

If yes indicate the application #(s) _____

b. Result of an old subdivision?

☒ NO ☐ YES

If yes indicate the subdivision # _____

c. Other? PARTS OF THIS "PUBLIC ACCESS" AND PRIVATE ROAD SECTIONS WERE NAMED AS A CONTINUATION OF DELL VISTA ☐ NO ☒ YES

Explain SUBDIVISION AND SOME WERE BUILT AS PART OF ROWENA WILDS

3. Name of Nearest Intersecting Road: DUNDAS

4. Status of Road:

a. Publicly dedicated, Private, or easement? PUBLIC ACCESS AND PRIVATE

b. Length & width of Road (existing, platted or proposed): 16' WIDE GENERALLY / 1585' LENGTH

c. Surface and base of Road: (Dirt, Gravel, etc...) GRAVEL

d. Complies with current road development standards. I have consulted with the Wasco County Road Department and the road complies with current development standards? ☐ NO ☒ YES

5. Number of existing properties and potential properties based on zoning density that have frontage along the road:

5 (TWO OF WHICH WE OWN)

6. Number of properties with existing homes and potential properties with homes that have frontage along the road:

1 (WE OWN ONE WITH AN EXISTING HOUSE THAT HAS "MOUNT VIEWWAY" ADDRESS + DRIVEWAY)

7. Site Plan: A site plan has been submitted which clearly identifies the items in questions 3 – 6 above?

ATTACHED

☐ NO ☒ YES

8. Petition: If a petition is submitted with the application containing 100% of the land owners who have frontage along the road, notice of the County Court hearing to name the road will not be sent to these landowners. If no petition is submitted or one that contains less than 100% of the landowners who have frontage along the road is submitted notice of the County Court hearing to name the road will be sent.

A petition with 100% of the landowners who have frontage along the road has been submitted with this application?

☒ NO ☐ YES

John Blanck 9-15-15 (JOHN BLANCK & MARY BUSHMAN)

PROCESS OVERVIEW:
JOHNBLANCK@GMAIL.COM

1. The Planning Office receives complete application and verifies the road can be named.
 - a. Roads that must be named include:
 - New public roads
 - New Access Road Easements (roads given private road status).
 - Roads with greater than 3 active residences or ¼ mile in length.
 - b. Roads that may be named include:
 - Existing public roads
 - Existing private roads if serving 3 parcels or active homes or more than ¼ mile long.
2. The Planning Office determines appropriate house numbers for the road, and recommends approval conditions, based on Road Department review and comments regarding sign standards, installation and maintenance.
3. A Court Hearing is scheduled, and notice is sent to all landowners adjacent to road (unless a petition is submitted demonstrating full concurrence), and appropriate public agencies (Post Office, Fire Department, School District, etc.). Notice of the County Court hearing shall be mailed no less than 10 days prior to the hearing.
4. The County Court makes a decision on the road naming at the hearing.
5. Tentative addresses are amended as necessary and assigned as permanent.
6. Road Department assigns permanent County Road # to approved road as named.
7. The Court signs an Order finalizing the decision.
8. Notice of the final decision is sent to all parties originally notified, plus any additional parties heard by the Court.
9. Sign Installation if Necessary: The applicant shall deposit with the County Roadmaster, an amount determined adequate to cover the costs of construction and installation of the permanent sign.

To:
Wasco Land Use Office
Wasco County Commissioners:

We, the undersigned property owners, do agree with the Road Naming Application for the portion of Dell Vista Road and petition Wasco County to rename the specified road section to be "Dundas Way" from this time forward. The specific portion of the road, that is a continuation of the road now named Dundas Way, is detailed in the application, on file with the county, as the road section between Sylvan Way and Mount View Way.

Our signatures are as owners of the following properties that touch that road:

2N 12E 16A 500 (Account 15998):


Frederick J and Renee S Walasavage

11/02/15
(date)

2N 12E 16A 900 (Account 16001):


Nicholas J and Kit M. Leitschuh

10/28/15
(date)

2N 12E 16B 2900 (Account 15999):


Claire A Puchy

10/28/15
(date)

2N 12E 16 600 (Account 516):


John E Blanck and Mary J Bushman

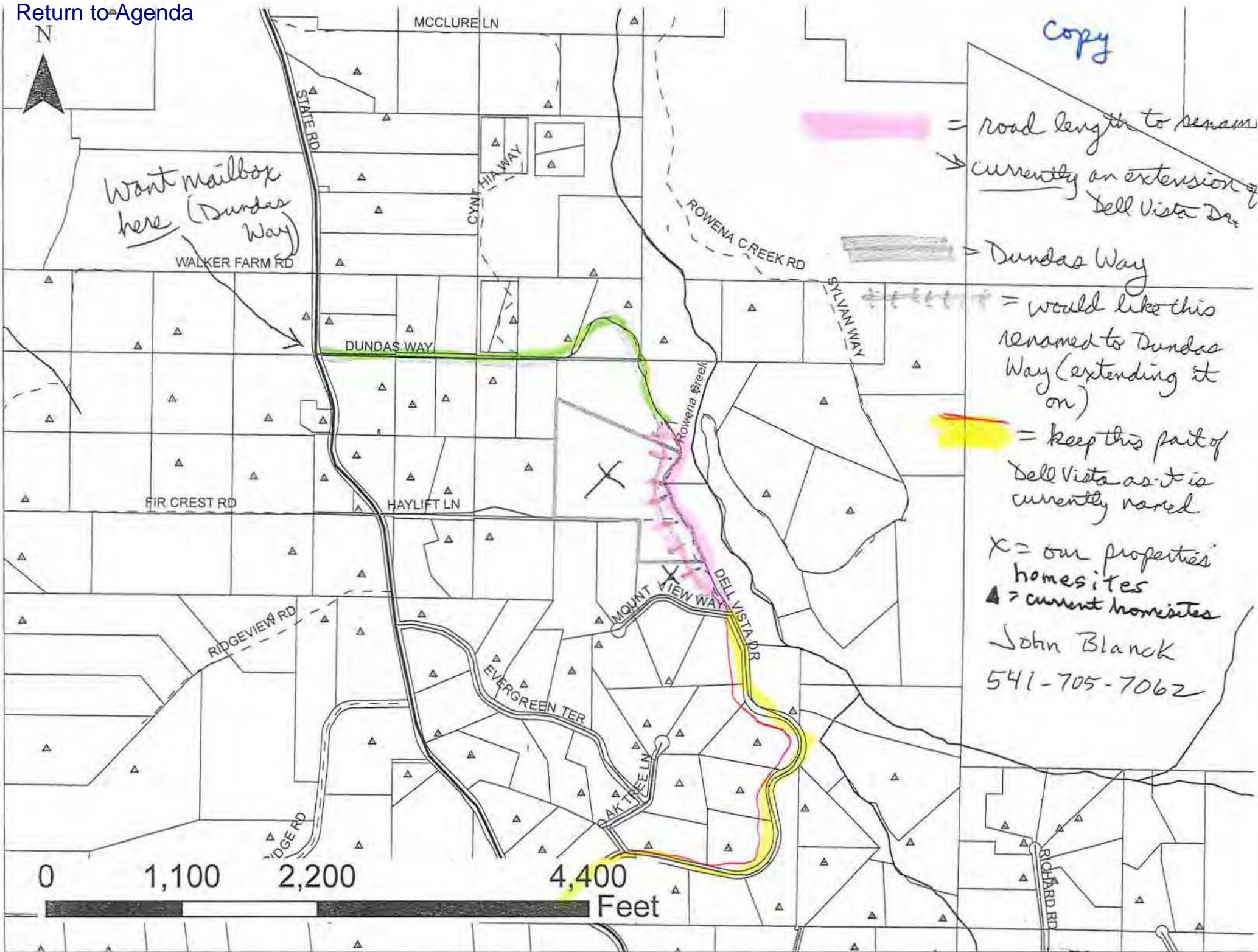
11-2-15
(date)

2N 12E 16 601 (Account 17894):

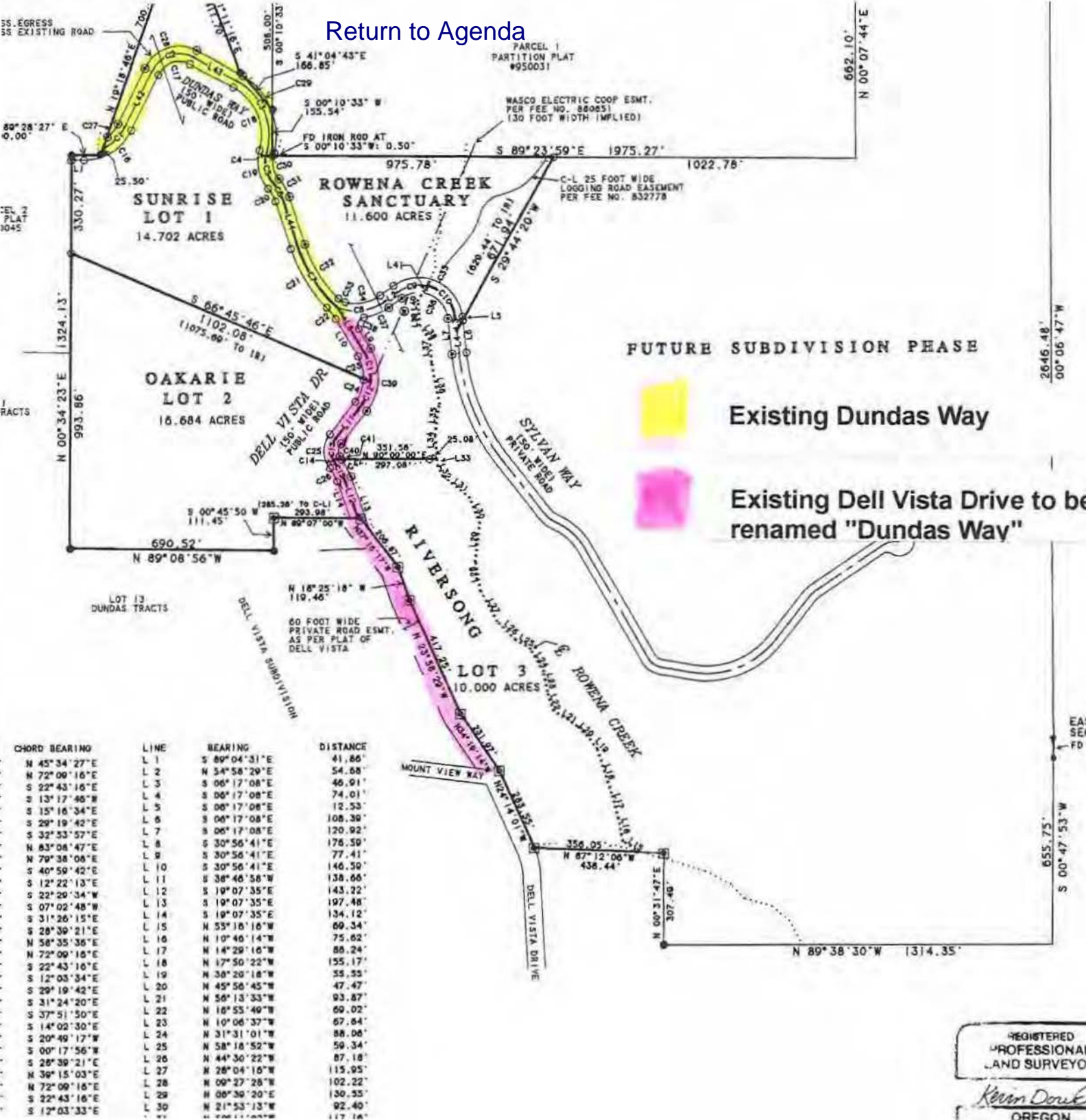

John E Blanck and Mary J Bushman

11-2-15
(date)

copy



Return to Agenda



50 FOOT WIDE ROAD RIGHTS OF WAY DEDICATED TO THE PUBLIC BY THIS PLAT. ROADS TO BE NAMED "DUNDAS WAY" AND "DELL VISTA" LOCATION AS SHOWN ON ANNEXED MAP.

50 FOOT WIDE PRIVATE ROAD AND PUBLIC UTILITY EASEMENT BY THIS PLAT. ROAD TO BE NAMED "SYLVAN WAY". LOCATION AS SHOWN ON ANNEXED MAP.

50 FOOT WIDE PUBLIC STORM DRAINAGE EASEMENT CREATED BY CENTERLINE OF SAID EASEMENT BEING THE CENTERLINE OF ROWENA CREEK.

EASEMENT FOR WATERLINES FROM WELL TO SERVICE INDIVIDUAL ACROSS THE ROWENA CREEK SANCTUARY CREATED BY THIS PLAT PIPELINE SIZE TO BE 1 1/2 INCH I.D.

AN EXISTING NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS, UTILITIES OVER AND UNDER AND ACROSS THAT PORTION OF THE EX ROAD LYING WITHIN LOT 4 "DUNDAS TRACTS" AS PER FEE NO. 873819. WASCO COUNTY DEED RECORDS.

AN EXISTING EASEMENT FOR ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE FOR THE BENEFIT OF WASCO ELECTRIC CO. AS PER FEE NO. 880851. WASCO COUNTY DEED RECORDS.

5 FOOT WIDE PUBLIC UTILITY POLE TIEBACK EASEMENTS ARE THIS PLAT WHERE THEY MAY BE NECESSARY.

A 25 FOOT WIDE EASEMENT OVER AN EXISTING LOGGING ROAD NO. 832778. LOCATION AS SHOWN ON ANNEXED MAP.

FUTURE SUBDIVISION PHASE

Existing Dundas Way

Existing Dell Vista Drive to be renamed "Dundas Way"

NARRATIVE:

PURPOSE OF THIS SURVEY IS TO MONUMENT THE EXTERIOR DARRIES AND LOTS OF PHASE ONE OF "ROWENA WILDS" SUB BOUNDARIES WERE ESTABLISHED BY HOLDING MONUMENTS / SURVEY #8-46 WHICH HAD PREVIOUSLY SURVEYED THE LOTS WERE ESTABLISHED AS PER CLIENT INSTRUCTION.

COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED AS FEE NO. 903608 ARE HEREBY INCORPORATED AS PART OF THIS PLAT.

NO PARTITIONING OR SALE OF A PORTION OF ANY PLATTED LOT IS PERMITTED.

EAST QUARTER CORNER SECTION 16
FD BRASS DISC

LOCATION:

SITUATED IN THE SOUTHEAST NORTHEAST AND NORTHWEST QUARTERS OF SECTION 16 T2 NORTH, R12 EAST, W.M WASCO COUNTY, OREGON

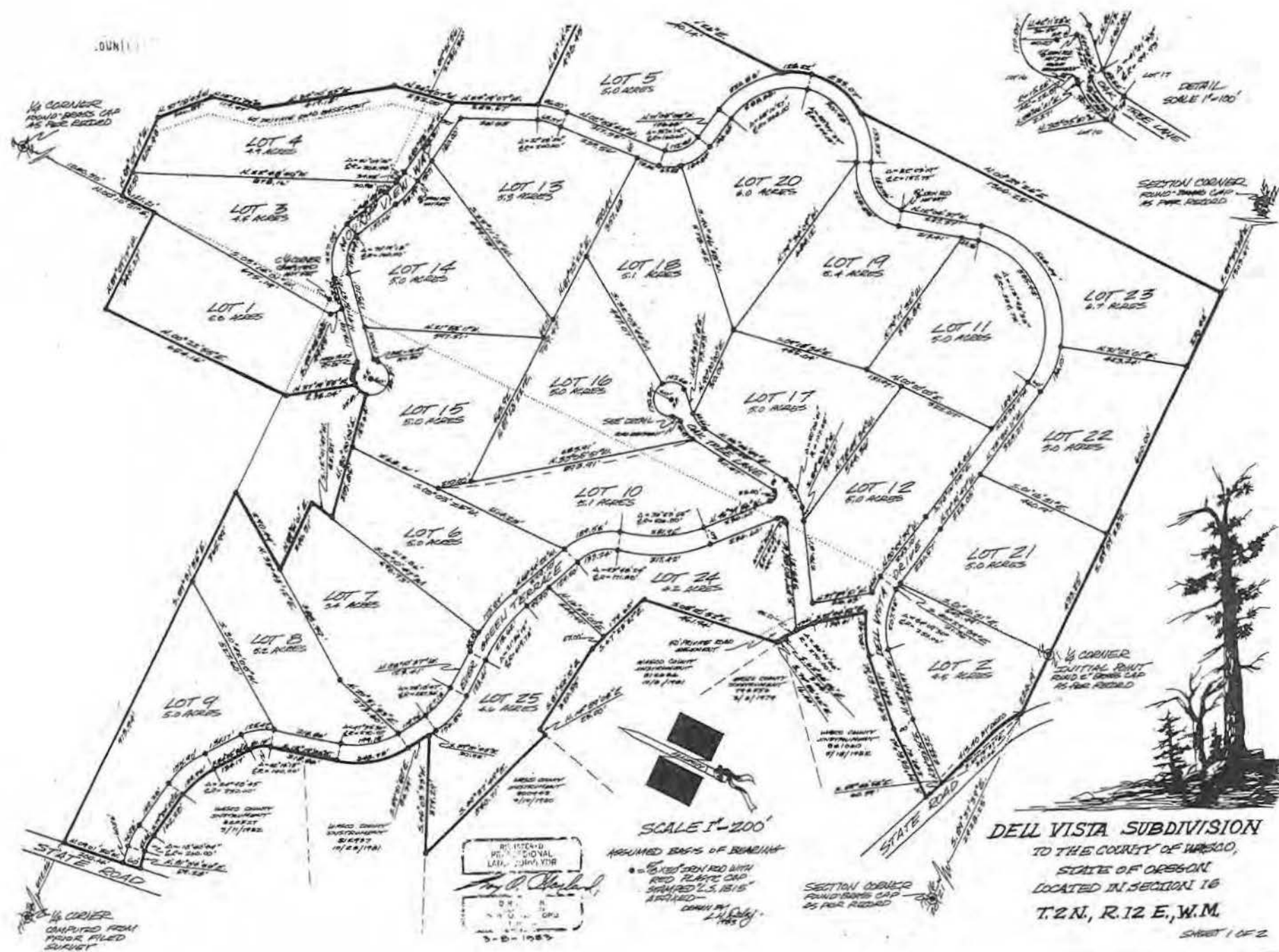
FOR:

DANIEL DANCER
121 TWO RIVERS ROAD
UNDERWOOD, WA 98651

DATE: AUGUST 7, 2011

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Kevin Dancer
OREGON



X-101020 GAYLORD, REGISTERED PROFESSIONAL LAND SURVEYOR FOR THE STATE OF OREGON, BEING FIRST JULY 2001, DEPOSE AND SAY THAT HE HAS DIRECTLY SURVEYED AND MARKED WITH LEGAL MONUMENTS THE LAND REPRESENTED ON THE ANNEKED PLAT OF DELL WISE SUBDIVISION TO WARD COUNTY, OREGON, AND THAT THE INITIAL POINT IS A 2" BOREHOLE AS MONUMENTED BY WARD COUNTY SURVEYOR (C.O.R.), AND 2" BOREHOLE CAP BEING THE SOUTH 1/4 CORNER OF SECTION 10, T.2 N., R.12 E., W.4 N., AND THAT DELL WISE SUBDIVISION IS DESCRIBED AS FOLLOWS:

BEGINNING AT A WHOLE COUNTY CORNER MARK CAP 1, THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 10; THENCE SOUTH 07°42'28" EAST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 1509.07 FEET TO THE SOUTHWEST CORNER OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°12'29" EAST ALONG THE EAST LINE OF SAID WEST HALF OF THE SOUTHWEST QUARTER A DISTANCE OF 1556.25 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY OF DELL WISLA DRIVE; THENCE ALONG SAID RIGHT-OF-WAY ALONG THE ARC OF A 274.15 FOOT RADIUS CURVE (THE LONG CHORD OF WHICH BEINGS NORTH 15°30'05" EAST A DISTANCE OF 236.11 FEET); AN ARC DISTANCE OF 253.07 FEET; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY ALONG THE ARC OF A 298.00 FOOT RADIUS CURVE (THE LONG CHORD OF WHICH BEINGS NORTH 25°09'02" WEST A DISTANCE OF 127.24 FEET); AN ARC DISTANCE OF 128.16 FEET TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER; THENCE CONTINUING ON SAID EAST LINE NORTH 00°27'28" EAST A DISTANCE OF 640.14 FEET; THENCE NORTH 87°14'48" WEST A DISTANCE OF 438.45 FEET TO THE EAST RIGHT-OF-WAY OF DELL WISLA DRIVE; THENCE NORTH 24°14'07" WEST ALONG THE EAST RIGHT-OF-WAY OF DELL WISLA DRIVE A DISTANCE OF 38.57 FEET; THENCE NORTH 33°14'07" WEST A DISTANCE OF 252.00 FEET; THENCE NORTH 24°00'25" WEST A DISTANCE OF 417.15 FEET; THENCE NORTH 15°12'28" WEST A DISTANCE OF 119.47 FEET; THENCE NORTH 37°15'55" WEST A DISTANCE OF 206.04 FEET; THENCE NORTH 87°07'11" WEST A DISTANCE OF 239.98 FEET TO THE EAST LINE OF LOT 12, DIVISION THIRTS; THENCE SOUTH 00°10'67" WEST ALONG THE EAST LINE OF SAID LOT 12 A DISTANCE OF 121.31 FEET TO THE NORTHEAST CORNER OF LOT 12 DIVISION THIRTS; THENCE NORTH 95°07'17" WEST A DISTANCE OF 345.57 FEET TO THE NORTHEAST CORNER OF THE EAST HALF OF SAID LOT 13; THENCE SOUTH 07°22'05" WEST A DISTANCE OF 654.16 FEET TO THE SOUTHWEST CORNER OF THE EAST HALF OF SAID LOT 13; THENCE SOUTH 31°14'55" EAST A DISTANCE OF 238.04 FEET TO THE CHUDE-SKE RIGHT-OF-WAY OF ACQUAT WISLA HWY; THENCE ALONG SAID RIGHT-OF-WAY ALONG THE ARC OF A 60.00 FOOT RADIUS CURVE (THE LONG CHORD OF WHICH BEINGS SOUTH 21°30'03" WEST A DISTANCE OF 62.40 FEET); AN ARC DISTANCE OF 65.93 FEET; THENCE SOUTH 80°00'00" WEST A DISTANCE OF 413.44 FEET; THENCE NORTH 12°04'41" EAST A DISTANCE OF 82.87 FEET; THENCE SOUTH 89°07'01" WEST A DISTANCE OF 240.61 FEET; THENCE NORTH 73°43'15" EAST A DISTANCE OF 240.44 FEET TO THE SOUTHWEST CORNER OF SAID LOT 13 DIVISION THIRTS; THENCE NORTH 87°14'58" WEST ALONG THE SOUTH LINE OF LOT 14 AND LOT 15 OF DIVISION THIRTS A DISTANCE OF 1579.98 FEET TO THE EAST RIGHT-OF-WAY OF COUNTY ROAD NUMBER 413; THENCE SOUTH 07°04'30" EAST ALONG SAID RIGHT-OF-WAY OF COUNTY ROAD A DISTANCE OF 260.45 FEET TO THE SOUTH RIGHT-OF-WAY OF SAID ANDERSSON TERRACE ROAD AND ALSO BEING THE NORTHEAST CORNER OF THAT TRACT OF LAND CONVEYED TO JAMES AND KATHA BEUES BY WISCO COUNTY INSTRUMENT NUMBER 82052 DATED MARCH 11, 1981; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID BEUES TRACT TO THE NORTHERLY CORNER THEREOF, ALSO BEING THE MOST NORTHERLY CORNER OF THAT TRACT CONVEYED TO MIESLEY AND DONALISA MIESLEY BY WISCO COUNTY INSTRUMENT NUMBER 81937 DATED OCTOBER 28, 1981; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID MIESLEY TRACT TO THE MOST EASTERLY CORNER THEREOF; THENCE SOUTHWESTERLY ALONG THE SOUTHERLY BOUNDARY OF SAID MIESLEY TRACT TO THE MOST NORTHERLY CORNER OF THAT TRACT CONVEYED TO ROBERT AND VIOLA CONNER BY WISCO COUNTY INSTRUMENT NUMBER 800443 DATED FEBRUARY 19, 1980; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID CONNER TRACT TO THE MOST NORTHERLY CORNER THEREOF, ALSO BEING ON THE WEST BOUNDARY OF THAT TRACT CONVEYED TO JASK AND CONNIE MEYERS AND CONNIE AND CALVIN ANDERSON BY WISCO COUNTY INSTRUMENT NUMBER 812886 DATED OCTOBER 9, 1981; THENCE NORTHEASTERLY TO THE MOST NORTHEASTERLY CORNER OF SAID MEYERS / ANDERSON TRACT; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID MEYERS / ANDERSON TRACT TO THE NEXT EASTERLY CORNER THEREOF, ALSO BEING ON THE NORTHERLY LINE OF THAT TRACT CONVEYED TO ROGER AND ARLINE JONES BY WISCO COUNTY INSTRUMENT NUMBER 79256 DATED AUGUST 5, 1979; THENCE SOUTHWESTERLY ALONG SAID JONES TRACT TO THE MOST EASTERLY CORNER THEREOF, ALSO BEING THE MOST NORTHERLY CORNER OF THAT TRACT CONVEYED TO EUGENE AND KATHA FORTH BY WISCO COUNTY INSTRUMENT NUMBER 821060 DATED MAY 15, 1981; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID FORTH TRACT TO THE MOST NORTHEASTERLY CORNER THEREOF; THENCE SOUTHWESTERLY ALONG THE SOUTHERLY BOUNDARY OF SAID FORTH TRACT TO THE MOST SOUTHWESTERLY CORNER THEREOF, ALSO BEING ON THE NORTHERLY BOUNDARY OF SAID COUNTY ROAD NUMBER 413; THENCE SOUTHWESTERLY ALONG THE NORTHERLY BOUNDARY OF SAID COUNTY ROAD TO THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 10.

PART 5 | 1700-1800

SAID SOUTH LINE SOUTH BY 85° 24' EAST A DISTANCE OF 22.14 FEET TO THE POINT OF BEGINNING.

SUBSCRIBED AND SWORN BEFORE ME THIS 3 DAY OF MARCH 1961

James B. Feltzer
NOTARY PUBLIC FOR THE STATE OF CALIFORNIA
MY COMMISSION EXPIRES: 1-18-1985



COVENANTS & RESTRICTIONS

ALL LOTS IN DELL VISTA SUBDIVISION SHALL INCORPORATE THE COVENANTS AND RESTRICTIONS AS DECLARED BY KARE A. JOHANSEN AND RUTH L. JOHANSEN IN THE ARTICLE "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR DELL VISTA SUBDIVISION" AS FILED AND RECORDED WITH THE CLERK OF CLATSOP COUNTY.

DEDICATION

WIFE, KAREL A. JOHNSON AND RUTH L. JOHNSON AS OWNERS IN FEE SIMPLE AND KAREL A. JOHNSON, ATTORNEY IN FACT, FOR D.L. AND SHARON WILLINGHAM AS OWNERS OF THE LAND SHOWN HEREON AND MORE PARTICULARLY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREINTO ATTACHED HEREBY DEDICATE TO THE PUBLIC PEOPLE ALL RIGHTS SHOWN ON THE ANNEKED FEAT AND FURTHER DECLARE THAT THE ANNEKED FEAT OF "DEEL VETER SUBDIVISION" TO WASCOS COUNTY TO BE A CORRECT FEAT.

Red & Green
Lute & Blue

E. L. Willingham
Stanton Willingham

ACKNOWLEDGEMENT

ON THIS 13 DAY OF ~~APR~~ APRIL, 1965, BEFORE ME APPEARED KENNETH A. JOHNSON, EDITH L. JOHNSON, D. E. WILLIAMSON and SAMUEL WILLIAMSON TO ME PERSONALLY KNOWN AND ONLY SEEN. I DID SAY THAT THEY HAD SIGNED THIS INSTRUMENT OF THREE FREE AND VOLUNTARY ACT...

Patrick McEll.
NOTARY PUBLIC FOR THE STATE OF CALIFORNIA
MY COMMISSION EXPIRES: 1-16-87



DELL VISTA SUBDIVISION
TO THE COUNTY OF WASCO, STATE OF OREGON
LOCATED IN SECTION 16, T.2 N., R.12 E., WM

APPROVALS

THE ANNEXED PLAN OF DELL VISTA SUBDIVISION WAS EXAMINED AND APPROVED THIS 13TH DAY OF NOV/1962

WOOD COUNTY SANITARIAN

THE SAILED PLAN OF DELL WASTE SUBDIVISION WAS EXAMINED AND APPROVED THIS 12th DAY OF MAY, 1983.

C. Dennis K. Hauer
WASCO COUNTY SHERIFF

W.F. CLARK L. SELLER, JESSE B. AND CAROL A. WOOD, TREASURERS OF ARIZONA COUNTY, OREGON, HEREBY CERTIFY THAT WE HAVE EXAMINED THE AUDITED PLAN OF DELL HESTER SUBDIVISION TO ARIZONA COUNTY, OREGON, AND THAT THE NAME ADOPTED FOR SAID PLAN IS A PROPER NAME AND NOT INCLUDED IN ANY OTHER SUBDIVISION IN ARIZONA COUNTY AND FURTHER CERTIFY THAT ALL TAXES AND ASSESSMENTS DUE THEREON HAVE BEEN PAID, AND AS REQUIRED BY LAW AND WE HEREBY APPROVED SAID PLAN.

Chas. L. Baker
HAROLD COUNTY TREASURER

Carl A. Wilson
NASCIO COUNTY TREASURER

THE AUGUSTED FOOT OF DALL WREST SURVIVISION WAS EXAMINED AND APPROVED THIS 4th DAY OF MAY, 1983.

Ernest Kalla
CHIEF OF POLICE, LOS ANGELES POLICE DEPARTMENT

THE ANSWERED PLAY OF DELL VICTA SUBMISSION WAS EXAMINED AND APPROVED PMS 4th DAY OF MAY, 1961.

H. Thiers & Thiers

Q. 115018

1945-46 1946-47

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
FOR DELL VISTA SUBDIVISION

WHEREAS, KARL A. JOHNSON, is the owner of all of that tract of land situated in Wasco County, Oregon, and described as follows, to wit:

A portion of the West one-half of the East one-half and Lot 13,
DUNDAS TRACT, in Section 16, Township 2 North, Range 12 East
of the Willamette Meridian.

WHEREAS, Karl A. Johnson has planned to form a Homeowners Association which is to be known as "DELL VISTA HOMEOWNERS ASSOCIATION" to be comprised of all beneficial owners of residential property in the tract above described and to set aside certain property within the tract for community parks and roadway purposes to be commonly owned by all members of said Homeowners Association. Each member is to own an undivided equal share of all of the commonly owned property in said Homeowners Association to administer the maintenance and upkeep of said commonly owned property and to levy the assessments and costs therefore.

WHEREAS, Karl A. Johnson plans to sell lots in the tract above described and desires that all lots in that tract be subject to restrictions, conditions, reservations, easements, right-of-ways, as hereinafter set forth.

NOW THEREFORE, Dell Vista Subdivision, Karl A. Johnson, Owner, hereby certifies and declares that it has established and does hereby establish, a general plan for the protection, development, improvement and maintenance of all of the property, designed for the mutual benefit of each and every portion thereof, and has fixed and does hereby fix the protective provisions, covenants, conditions, restrictions, reservations, easements, exceptions and charges hereinafter set forth, upon and subject to which all parts and portions of the respective lots and parcels of the property shall be improved, held, leased, sold or conveyed by Karl A. Johnson, his successors or assigns, as such owner, in each and all of which is and are for the mutual benefit of the property and shall run with the land, inure to, pass with the property and each and every part and portion thereof, and shall apply to and bind the respective successors in interest of any owner thereof, and are, and each thereof is imposed on the respective parcels and lots as a mutual, equitable servitude in favor of each and every part, lot and portion thereof, as the dominate tenement or tenements. That the protective provisions, covenants, conditions, restrictions, exceptions, easements and charges are as follows:

The residential area covenants contained herein in their entirety, shall apply to all lots.

No lot shall be used except for residential purposes.

No building shall be erected, altered, placed or permitted to remain on any lot exceeding two and one-half stories in height and a private garage for not more than three automobiles.

No noxious or offensive activity shall be carried on upon any portion of the tract, nor shall anything be done thereon which is in violation of the rules and by-laws of the Dell Vista Homeowners Assn., or which may be or become an annoyance or nuisance to the neighborhood.

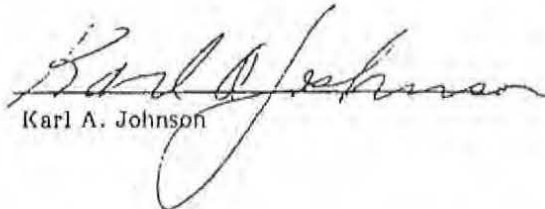
These covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of thirty years from the date of the recordation of these covenants, and may be extended for a successive period of ten years thereafter by an instrument signed by a majority of the then owners of the lots and the tracts. Failure or delay by the Dell Vista Homeowners Assn. or

any property owner, to enforce any of the provisions hereof, or failure to enjoin the breach of any of the provisions, shall in no event be deemed to be acquiescent therein, or a waiver of the right to do so thereafter.

If, for any reason, in the opinion of Dell Vista Homeowners Association, its successors or assigns, uncertainty exists as to the construction to be placed on any of the terms and provisions hereof, or in the opinion of the Dell Vista Homeowners Assn. its successors or assigns, any of the provisions hereof are not of practical application as to any particular lot or building site, then Dell Vista Homeowners Assn., its successors or assigns, shall have and they are hereby given the right and power, in its or their discretion to construe and apply the provisions hereof in such a way and in such an extent as it or they may deem practical or advisable, and such decisions shall be final.

Karl A. Johnson hereby expressly reserves the right and power to impose and prescribe other and further restrictions, reservations, easements, conditions, rights and rights of way on and against the property at the time or times lots or parcels or same are conveyed or deeded by it, its successors or assign.

IN WITNESS WHEREOF, we hereby set our hands and seals on this 20th day of May 1983.

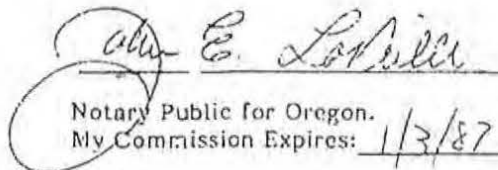

Karl A. Johnson

STATE OF OREGON)
County of Wasco)

On this 20th day of May, 1983, personally appeared the within named KARL A. JOHNSON, known to me to be the identical individual described in and who executed the within instrument and acknowledged to me that he executed the same freely and voluntarily.

BEFORE ME:




Notary Public for Oregon.
My Commission Expires: 1/3/87

831096 (3)

831096 (3)

Microfilm No.

INDEXED
COMPARED FILED
MAY 20 11 52 AM '87
HALL'S JR

MAY 20 11 52 AM '87

STATE OF OREGON, }
County of Wasco, }

I certify that this document was received and
recorded in the

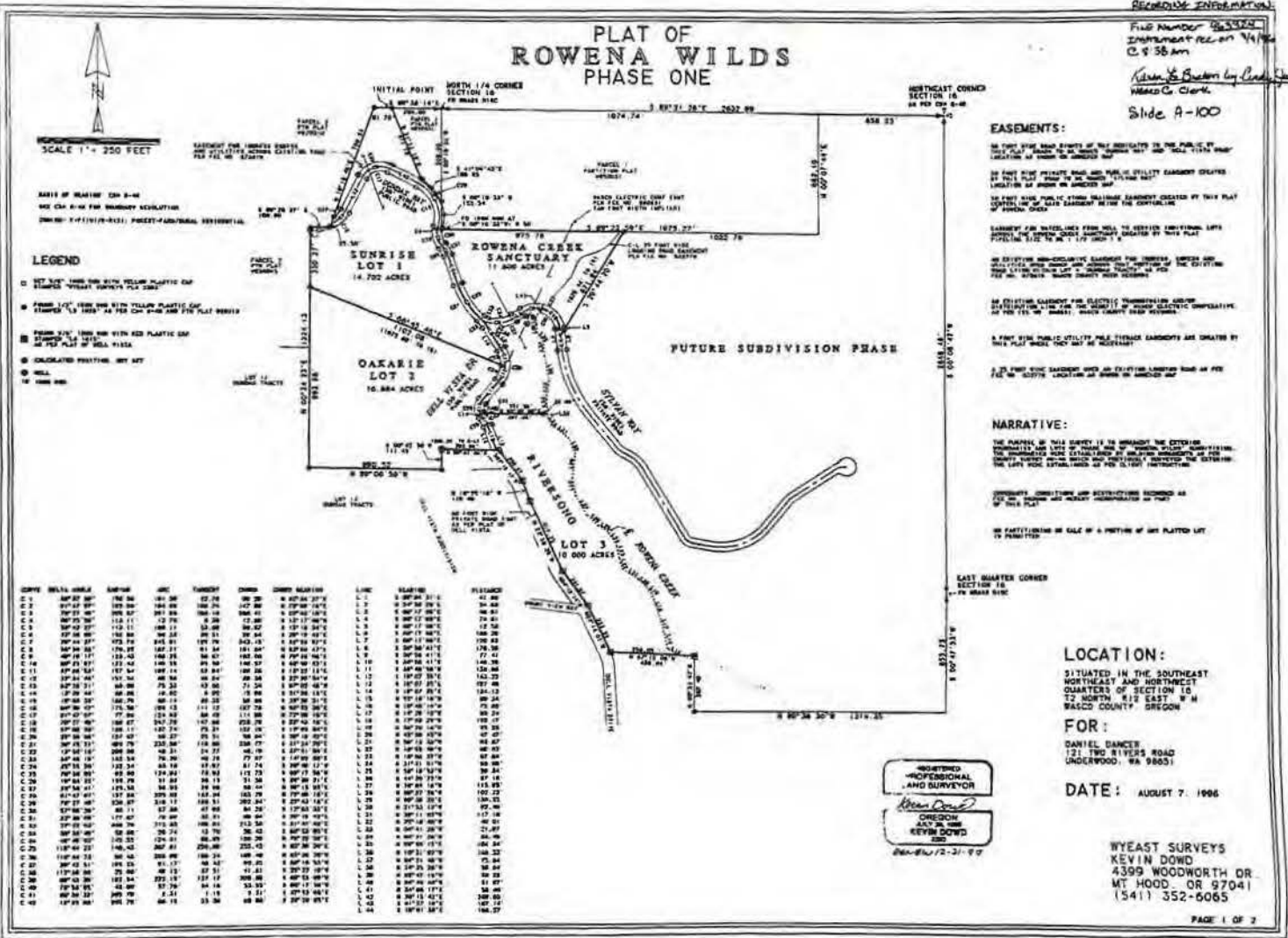
DEED

Sue A. Proffitt, County Clerk

records.

by Deputy

Return to Ref'd
Karl Johnson
1096 Canyon Way W.
T.D.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE REQUEST)	
BY JOHN BLANCK AND MARY BUSHMAN)	
TO RENAME THE PORTION OF DELL)	ORDER
VISTA DRIVE LOCATED BETWEEN)	#15-140
MOUNT VIEW WAY AND DUNDAS WAY)	
TO DUNDAS WAY)	

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board being present; and

IT APPEARING TO THE BOARD: That the Wasco County Planning Department has received an application from John Blanck and Mary Bushman requesting that the portion of Dell Vista Drive located between Mount View Way and Dundas Way be renamed to Dundas Way; and

IT FURHTER APPEARING TO THE BOARD: That there are no adopted State or local requirements applicable to renaming a portion of an existing named road; and

IT FURTHER APPEARING TO THE COURT: That Wasco County has established a road naming procedure which was followed to process this application; and

IT FURTHER APPEARING TO THE BOARD: That the Public Works Director has verified that the proposed name is appropriate and he supports the proposed road renaming; and

IT FURTHER APPEARING TO THE BOARD: That notice was provided to all affected property owners; and

IT FURTHER APPEARING TO THE BOARD: That all affected property owners have signed a petition agreeing with the proposed road renaming.

NOW, THEREFORE, IT IS HEREBY ORDERED: That the portion of Dell Vista Drive located between Mount View Way and Dundas Way be renamed to Dundas Way as shown on Exhibit A, attached hereto and by this reference made a part hereof.

IT IS FURTHER ORDERED: That a new road sign be placed at the intersection of Mount View Way/Dundas Way/Dell Vista Drive and appropriate house numbers be assigned.

DATED this 2nd Day of December, 2015

WASCO COUNTY
BOARD OF COMMISSIONERS

Scott C. Hege, Commission Chair

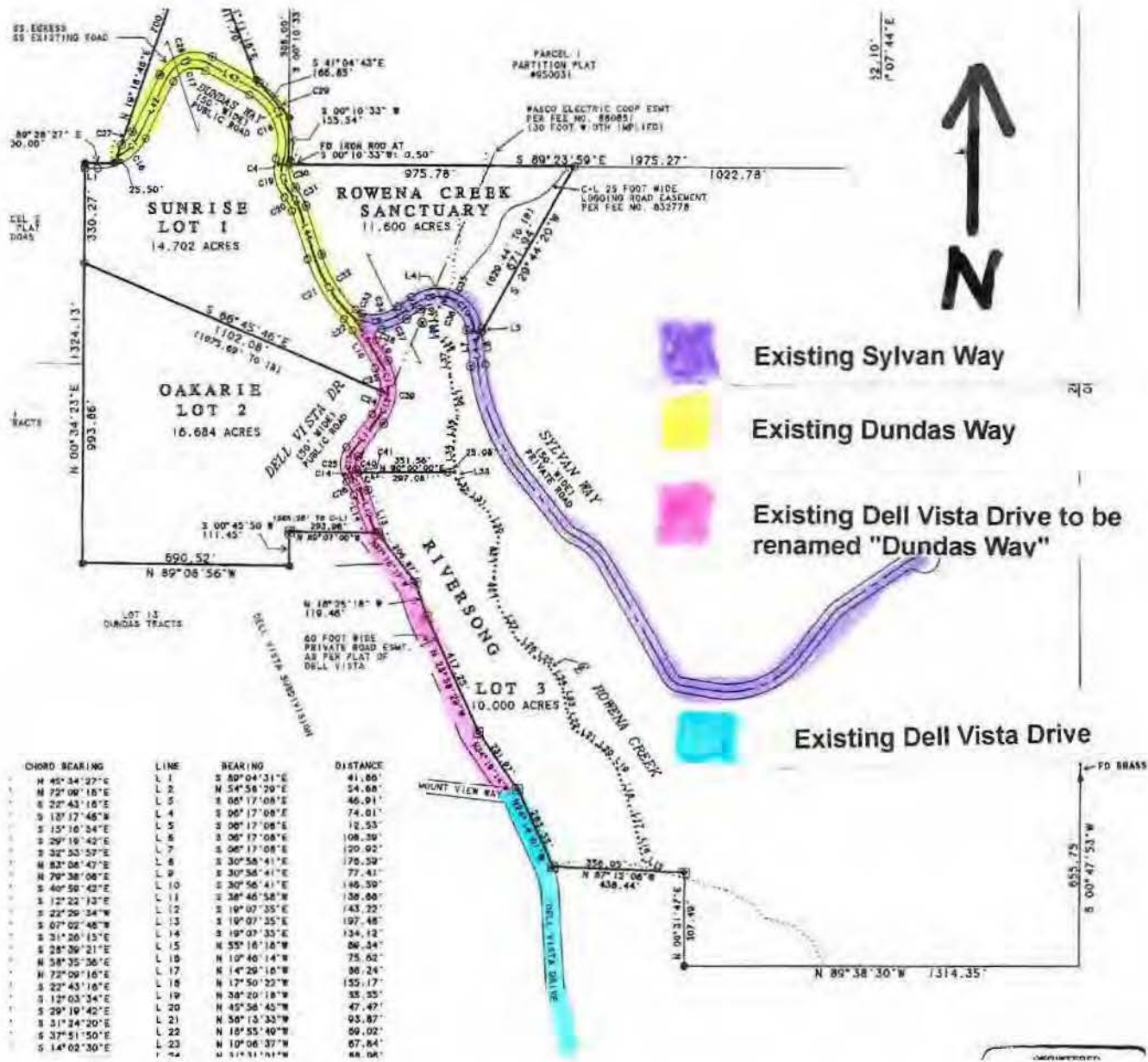
Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

EXHIBIT A



Agenda Item

Road Vacation Report

- [Road Vacation Report](#)
- [Surveyor's Map](#)
- [Grading Plan](#)
- [Arial Photo](#)
- [Road Vacation Order 15-139](#)
- [Exhibit A](#)

IN THE BOARD OF COMMISSIONERS
OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE PROPOSED) VACATION OF A PORTION OF PUBLIC) ROAD "H", WITHIN FRUITLAND PARK) ADDITION, ADJOINING LOTS 46, 47,) 59 AND 60, SECTION 5, T1N, R13E,) AND SECTION 32, T1N, R13E, W.M.)	REPORT OF PUBLIC WORKS DIRECTOR
---	------------------------------------

TO THE HONORABLE BOARD OF COMMISSIONERS OF WASCO COUNTY,
OREGON:

In compliance with the Order of the Board of Commissioners dated October 7, 2015, I
have investigated the Public Road as follows:

A PORTION OF PUBLIC ROAD "H"

LEGAL DESCRIPTION

A portion of public road "H", within Fruitland Park Addition, adjoining lots 46, 47, 59 and 60, located in Section 5, Township 1 North, Range 13 East and Section 32, Township 1 North, Range 13 East, Willamette Meridian.

Attached hereto, and by this reference made a part hereof, is a map, an aerial view and photos marked as Exhibit "A" showing the location of the above described road.

Background

The petitioners, who own all the land on both sides of the right-of-way, wish to vacate because this right-of-way has never been developed as a public road and is not necessary to allow effective access to the adjoining properties.

If the road is vacated, the petitioners propose to construct a private driveway, house and garage on the property. A copy of the proposed Grading Plan is included with this report.

Facts and Findings

The right-of-way proposed for vacation is not developed and the topography is very, very steep and would require extraordinary work to develop. In my professional opinion, the road is unbuildable – See Exhibit “A”.

Fruitland Park Addition was recorded in 1910 and no development of the public roadway has ever taken place over the past 105 years. The County has no current or future road needs for this right-of-way. There are some utilities located in the right-of-way proposed for vacation and those would remain within the existing utility easement.

Fiscal Impact

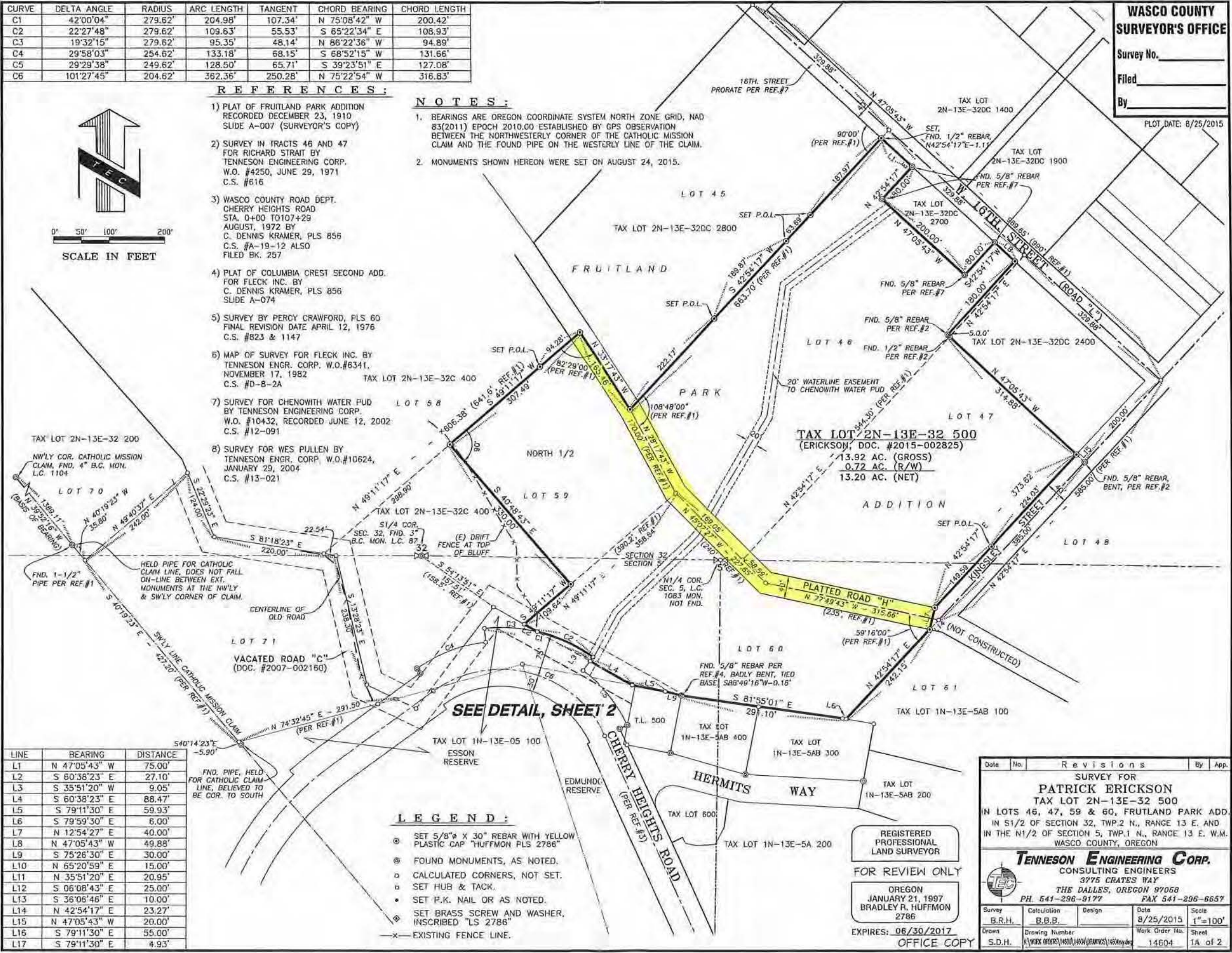
The right-of-way would revert to private ownership and onto the tax rolls. The County does not maintain this right-of-way now, so vacation would have no fiscal impact to the Public Works Department.

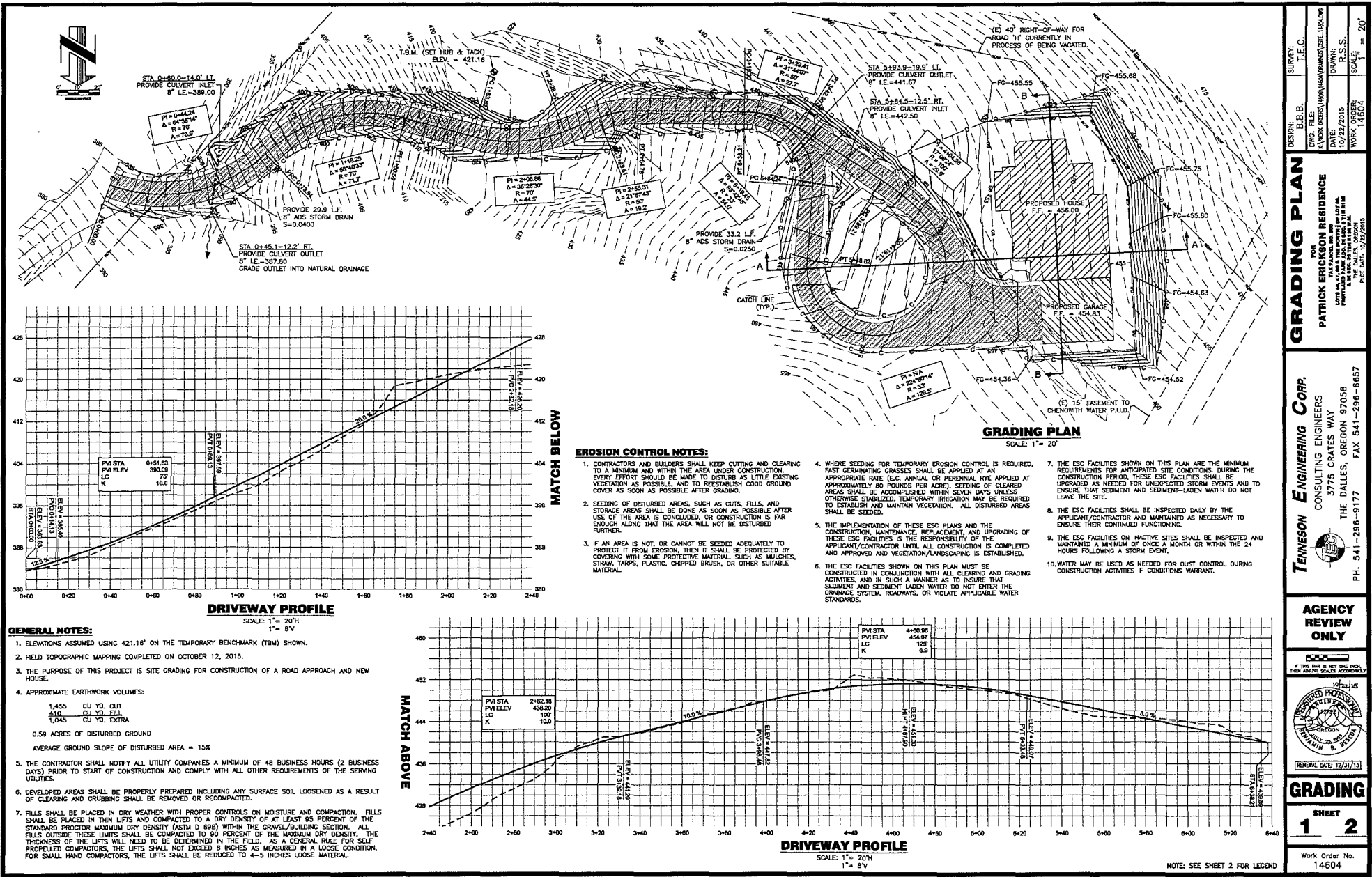
Recommendation

100% of the adjacent landowners have petitioned, so no public hearing is required. There is no public benefit to retaining this right-of-way. There is also no public benefit to holding a hearing on this road vacation. *It is my recommendation that the Board of Commissioners grant the vacation request.*

Dated this _____ day of _____, 2015

Arthur Smith
Director, Wasco County Public Works





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IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE PROPOSED)	
VACATION OF UNNAMED PUBLIC)	
ROAD "A" IN SECTION 1 OF TOWNSHIP)	
5 SOUTH RANGE 13 EAST BEGINNING)	ORDER
AT SOUTHERLY RIGHT OF WAY STATE)	#15-139
HIGHWAY 216 TRAVELING SOUTH TO)	
THE SOUTHERLY RIGHT OF WAY OF)	
UNNAMED PUBLIC ROAD "B")	

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board being present; and

IT APPEARING TO THE BOARD: That a petition, attached and by this reference incorporated herein, has been duly filed with this Board seeking the vacation of the below described Road; That upon initiation of these proceedings by said petition the County Road Official was directed by this Board to prepare and file with this Board a written report describing the ownership and uses of the Road and a determination of whether the vacation would be in the public interest; That said report, attached and by this reference incorporated herein, has been received by this Board; and

IT FURHTER APPEARING TO THE COURT: That as provided in ORS 368.351 because the report indicates that the County Road Official assessment is that the vacation is in the public interest and these proceedings were initiated by a petition under ORS 368.341 that contained the acknowledged signatures of owners of 100% of any private property proposed to be vacated and acknowledged signatures of owners of 100% of property abutting any public property proposed to be vacated approving the proposed vacation hearing in this matter may be dispensed with and vacation of the subject road ordered.

NOW, THEREFORE, IT IS HEREBY ORDERED: That the following described Road located in Wasco County, Oregon, be and is hereby declared vacated:

A PORTION OF PUBLIC ROAD “H”

LEGAL DESCRIPTION

A portion of public road “H”, within Fruitland Park Addition, adjoining lots 46, 47, 59 and 60, located in Section 5, Township 1 North, Range 13 East and Section 32, Township 1 North, Range 13 East, Willamette Meridian.

Attached hereto, and by this reference made a part hereof, is a map, an aerial view and photos marked as Exhibit “A” showing the location of the above described road.

DATED this 17th Day of June, 2015

WASCO COUNTY
BOARD OF COMMISSIONERS

Scott C. Hege, Commission Chair

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Rod L. Runyon, County Commissioner

EXHIBIT A

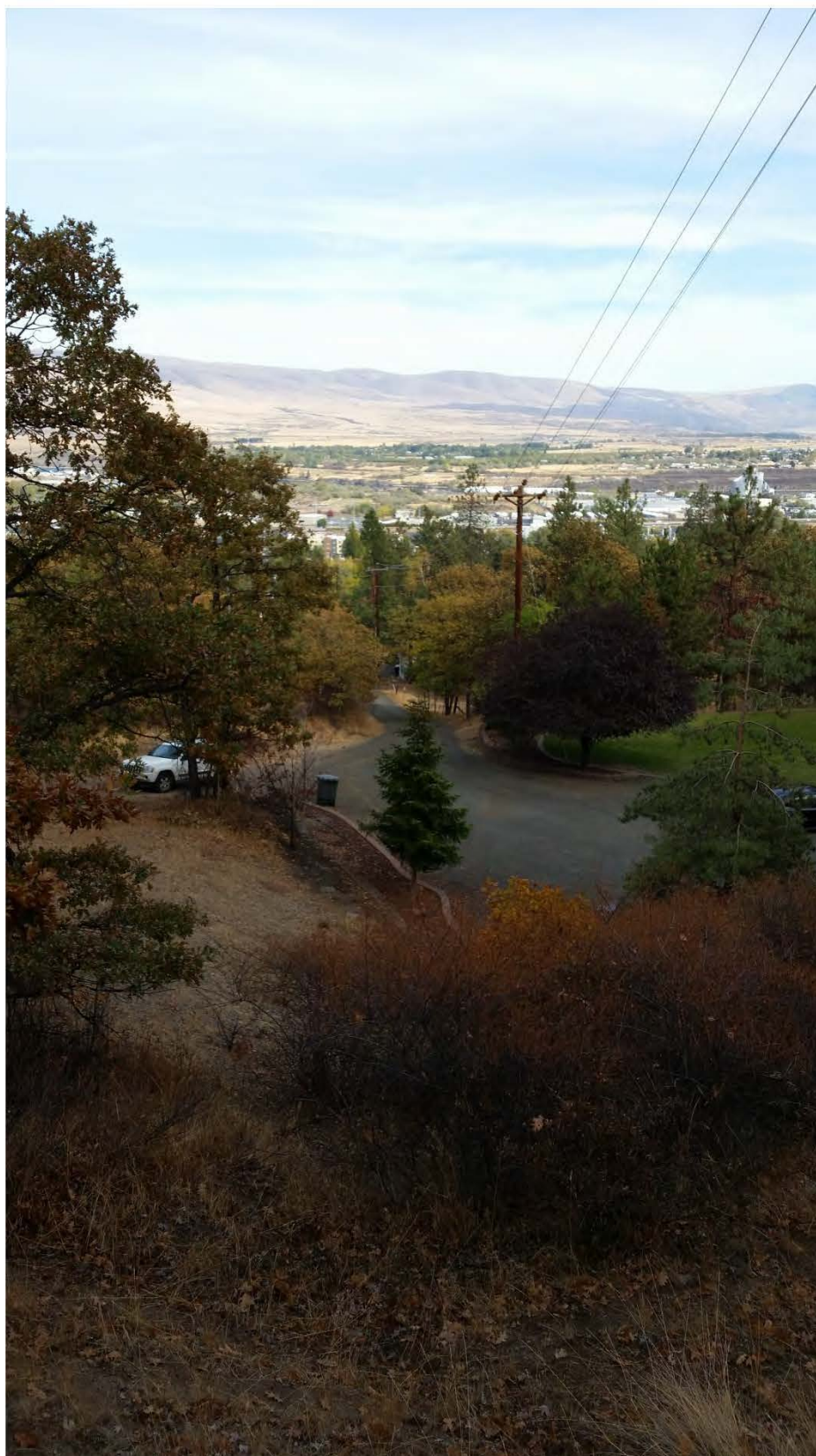
Photos of proposed road vacation



Intersection of Kingsley Street and West 16th Street. Looking up Kingsley towards Road "H"



On Kingsley Street – looking South towards Road “H”



On Kingsley Street looking back down towards West 16th Street – looking North



On Kingsley Street approaching the beginning of Road "H" – looking South



Intersection of Kingsley Street and Road "H" - Next stake marks the South boundary of Road "H"

[Return to Agenda](#)



On Road "H" looking West



On Road "H" looking back towards the beginning – looking East



On Road "H" near middle of proposed Road Vacation – looking West



End of Road "H" – looking East

Agenda Item
Youth Think/AMA Grant Agreement

- [AMA Healthy Living Grant Application](#)
- [AMA Healthy Living Grant Agreement](#)



The Healthy Living Grant Application Form for Prescription Medication Safety Health Education Projects

Supported in part by Purdue Pharma L.P., and Mallinckrodt PLC

Applications must be received by email before **Friday, September 11, 2015 at 5:00pm CST**. Applications received after this deadline will not be considered.

Your organization may only apply for funds for one project annually from the Healthy Living Grant Program.

Required submission materials

- Grant application form [note that the text boxes are locked and will not expand]
- Proof of the organization's nonprofit status or equivalent (generally a copy of your final determination letter from the IRS)
- A copy of the organization's current annual operating budget

Submission instructions

Please complete the application electronically using the attached form and submit your application via email to amafoundation@ama-assn.org. Combine all of the application materials into one PDF attachment, if possible.

Timeline

You will learn about the status of your grant application in mid to late November via email. Please ensure that your contact information is complete and accurate. If your organization's project is funded, you will have approximately one year to complete your project and submit a final report form.

Organization Eligibility Criteria

- **The proposed project must involve a partnership with a medical organization.** If the applicant itself is a medical organization, then the applicant must describe how they are collaborating with other organization(s), nonprofit and/or medical, to complete the project.
- A **medical organization** is defined as: hospitals and free clinics, public health departments, medical schools and nonprofit organizations of medical students or physicians, and their affiliates (can include medical societies and their affiliate organizations, such as foundations or alliances).
- The applicant organization, either medical or nonmedical, must be a nonprofit or government organization in existence for at least one year.
- The organization must have an annual operating budget of \$2 million or less.
(Note: for medical organization applicants, your department/division annual operating budget is acceptable for the required annual operating budget for the category in which you are applying. Nonmedical organizations must use their organizational annual operating budgets.)

Required Project Criteria

- Must focus specifically on prescription drug safety
- Project target audience must be youth/young adults between the ages of 2-21.
- Project target audience must be an underserved and/or at-risk population.

What we do not fund

- Award dinners & special events
- Capital construction or improvement
- Operating/indirect expenses such as utilities, rent, etc.
- General equipment (laptops, ipads, printers, etc.)
- Salaries (*salary expenses to operate the organization in general on a long-term basis*)
- Religious organizations for religious purposes
- Political causes, candidates, organizations or campaigns
- Grants to individuals
- Food/beverages over \$1000

Name of Organization	YouthThink - Wasco County		
Executive Director/CEO	Molly Rogers		
Name of Primary Contact	Debby Jones		
Street Address	610 Court St.		
City, State and Zip Code	The Dalles, Or. 97058		
Primary Contact Phone	541-506-2673	Fax	541-506-2671
Primary Contact Email	debbyj@co.wasco.or.us	Organization website	www.youththink.net

Tax Status of Applicant Organization (please check):
☐ 501©3 ☒ Other (please specify)
Is your organization a political organization? ☐ Yes ☒ NoDoes this project involve any political activities? ☐ Yes ☒ No**Name of organization(s) with which you are partnering:**

North Central Public Health District, Mid Columbia Medical Center, One Community Health

If you are a nonmedical organization, please identify the name of the medical organization(s) with which you are partnering:

North Central Public Health District, Mid Columbia Medical Center, One Community Health

Are you an organization that has an operating budget of \$2 million or less? ☒ Yes ☐ No

Annual operating budget (current year)	\$140,534.00
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Annual operating budget (previous year)	\$110,000.00
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Are you an organization seeking funding to aid an underserved or at-risk population between the ages of 2-21? ☒ Yes ☐ No

Project Title

"Just the Facts"

Total Project Budget	\$54,350.00	Amount requested from AMA Foundation (limit up to \$10,000)	\$9,350.00
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Project Summary

The "Just the Facts" project has been designed to specifically take on the issue of comprehensively educating our community on prescription medication safety and enhances our efforts of proper prescription drug use and decreasing the rate of prescription medication misuse. The project will focus specifically on youth ages 5 - 18 with an additional environmental effort of educating and supporting the adult population on how they best can help our young people truly understand the benefits of prescription medications but also the dangers when used improperly. An emphasis will be placed on prescription drugs that fall under opioids and stimulants. Education will also focus on the dangers of mixing medications with alcohol. Efforts and materials will extend to both our English and Spanish speaking populations. Quite often our Spanish speaking families have not received equal opportunity to be informed on this important topic.

The "Just the Facts" project will utilize current county wide data that specifically addresses the gaps and needs of our population regarding prescription drug education and positive behavioral health promotion strategies that will help reverse the trends of prescription drug addiction.

Organization Description

Describe your organization's mission, programmatic activities, and the population it serves.

YOUTHTHINK is a not-for-profit community coalition that began in 2001. YOUTHTHINK currently operates under the fiscal sponsorship of Wasco County as a tax exempt governmental entity. YOUTHTHINK is actively involved in providing a unified community force by promoting healthy lifestyle choices, focusing on the prevention and reeducation of youth substance use and other at-risk behaviors. YOUTHTHINK concentrates on environmental strategies as it works to achieve its vision of a community that is free of the effects of substance abuse. Through the efforts of one paid staff person (a certified Prevention Specialist) and a volunteer Executive Board, this mission has inspired volunteers of all ages to donate over 2,000 hours of their time annually to YOUTHTHINK efforts. YOUTHTHINK volunteers range from age 10 - 85. YOUTHTHINK has an active membership base of nearly 100 individuals and publishes a monthly prevention newsletter that is subscribed by over 603 households and businesses. YOUTHTHINK contributors include individuals and organizations such as: local law enforcement, private and public schools, faith community, service club organizations, Department of Human Services, Chamber of Commerce, medical community, business community, media, city and county officials, students, parents, grandparents and substance abuse providers.

Project Description

Include information on the proposed activities, services, resources or interventions that will address your community needs. Explain why you believe that this specific approach will be effective.

Taking on the issue of perscription drug abuse is not a new effort for YOUTHTHINK. The coalition has benefited from AMA grant funding in the past. New funding will assist in expanding our efforts and allow for a more focused approach of impacting the enviornment that surrounds our youth population. In preparation for applying for this grant YouthThink invested a grant deal of time interviewing key community organizations and individuals to make sure that we really knew where our efforts would have the most positive impact. We spoke with treatment providers, law enforcement, recovery community, schools and emergency room personel. Through this assessment we learned that to truly have that positive impact we needed to focus or attention much more on education. Not just basic messaging such as encouraging people to properly dispose of their unused medications or not sharing medicines but really breaking down the uniqueness of specific medicines such as those used for pain management and Attention Deficit Disorder.

Our project will focus on a concentrated a high intensity 3-month campaiagn which we have found very successful in dealing with underage drinking. These strategies will help us saturate our community with factual information that is based on facts and not scare tactics. The remaining 9 months will be a continuation of messages and intervention such as utilizing our website and newsletters and direct in-school presentation to youth in grades 6-12th. The targeted 3-month campaign will utilize a public awareness campaign that will include yard signs, public restrooms signage, billboard, radio and print advertisements, theater ads, table tents displayed at restaurants and other public locations, as well as street and large format building banners. This campaign will have a common messaging theme with consistant branding that will help our community to grow a positive attachment to these educational messages. We will also host three events with a special guest speaker who is our state's Operation and Pplicy Analyst/State Opioid Treatment Director and is being tasked with our states medication assistance treatment program. We will hold a provider specific training and well as one open to the general public and one specifically targeting our teen population. An additional strategy of our project will include in-school presentations with all middle school and high school students in our county.

We will also insist that all parts of the project include the opportunity to link directly with our Spanish speaking populations. We will hire a professional interpreter for our community event and include Spanish speaking representatives in helping us select the best educational materials to distribute. Our health and medical partners will assist us in distribution of the materials.

We also will increase our efforts to engage law enforcement and make them aware of RXPATROL and help this powerful tool become an asset in our community.

Continued efforts will be made to encourage citizens to take advantage of the free drug disposal lock box located in our local police department.

We have confidence in this approach because we have used a similar model with our underage drinking prevention efforts where we have seen a dramatic decrease in MIP-Alcohol citations during our targeted summer months.

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Target Audience

Who are you trying to reach with your project? What is your organization's experience serving the target population? How many individuals will you serve and how will you recruit participants?

The project has been designed to positively increase prescription drug safety and knowledge for children ages 5-18, especially amongst the Spanish speaking population. AMA funding will help YOUTHTHINK achieve this increase by enhancing the knowledge and understanding of our youth in addition to those who influence them the most such as parents, teachers and doctors. According to our assessment efforts, prescription drug misuse is becoming more common in our teen population. Local law enforcement, treatment and emergency room data show an increase in prescription drug addiction as well as heroin addiction. One on one interviews with those fighting a heroin addiction reinforce the need for more education for doctors and patients when being prescribed opioid type pain medications. The state of Oregon has noted a heavy increase in heroin overdose deaths and experts attribute this increase to the successful reformulation of pain reliever medications. Wasco County is determined to prevent any in our population base from becoming addicted to opioids and a deeper understanding of these drugs will help at all levels.

Wasco County youth rates regarding prescription medication misuse/abuse are consistently higher than those of it's Oregon state counterparts. Another concern is that data now indicates that prescription medication misuse/abuse is now higher than tobacco use amongst Wasco County 11th grade youth. Also, there is an increased influence caused due to the terminology used by medical marijuana proponents. Many people believe prescription drugs are safer than illegal drugs. While prescription medications are legal and can play a key role in our health, data indicates that prescription drug misuse/abuse is the most rapidly increasing form of substance abuse.

Many of our Spanish speaking influencers are unable to help guide their youth because awareness and education materials are only printed in English. It is important to understand the cultural differences regarding prescription medication use and to gain credibility within this population so that we can truly help all youth and families.

YOUTHTHINK has a rich history of working with youth and those who influence them. Our youth population has been the central target audience of the organization over the past 14 years. Through this experience we have learned that it is vital to reach our youth at the earliest age possible in order to truly prevent risky behaviors. This project will focus on all children/youth between the ages of 5-21 and those who surround them and their environment in an effort to provide knowledge and skill at all stages of development in both Spanish and English.

The following table provides details of the number we intend to serve as well as volunteers who will assist in the project.

Strategy	Anticipated # Served	Anticipated # of Volunteers
Project Alert	250	5
In-School Presentations	1,400	5
Family Movie videos	1,500	12
Media Campaign	10,000	30
Town Hall event	100	8
Health Provider Training	100	8
Monthly Newsletter	700	6

Measurable Goals

What are the specific measurable goals of your project and the indicators you will use to measure your effectiveness? What is your evaluation plan? Be as specific as possible and describe your intended outcomes.

The project will utilize a number of evaluation tools with the top outcome measures being:

- Reduce the percent of 6th grade youth who indicated on the Oregon Student Wellness Survey that they had misused/abuse prescription medication within the past 30 days from 1.5% to 0%
- Reduce the percent of 8th grade youth who indicated on the Oregon Student Wellness Survey that they had misused/abuse prescription medication within the past 30 days from 7.5% to 5%.
- Reduce the percent of 11th grade youth who indicated on the Oregon Student Wellness Survey that they had misused/abuse prescription medication within the past 30 days from 14.1% to 10%.
- Work with the local emergency room personnel to develop a bench mark data in an effort to track the number prescription drug medication cases that come into the emergency room on an annual basis and reduce that number within the second year of the project.
- Establish protocol for local law enforcement to utilize Rx Patrol and track data from this reporting system. The project will be monitored by an outside contracted professional evaluator to insure that our strategies are matching our desired outcome measurements.

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Partnerships

Describe how the proposed project will be appropriately collaborative and will serve to strengthen existing relationships within your organization and/or community. List key partners, describe the role that each organization will assume under the proposed project and how the partnership(s) will benefit the proposed project. If you are a nonmedical organization, be sure to explain how you will interact with a medical-related organization and how that will benefit the project.

YOUTHTHINK will collaborate with five key partners in its effort to successfully implement the project. Those partners and how they will contribute to the project are as follows:

- North Central Public Health District: The Health District has been a vital partner in YOUTHTHINK's success over the years. The Health District and YOUTHTHINK have worked closely in tobacco prevention as well as in past AMA funding. YOUTHTHINK will utilize the Health District expertise in information dissemination. The Health District has been made aware that they may have the opportunity to be a part of a state wide grant that is focused on opioid addiction and we will work closely together to ensure there is no duplication of efforts but only an enhancement of an overall prevention strategy regarding this issue. The Health District has a rich history of working with the Spanish speaking population.
- North Wasco County School District #21: The school district will provide a key role by allowing the YOUTHTHINK Prevention Specialist to conduct in-class presentations to grades 6th – 12th. School facilities will also be utilized to host the town hall event. Without the school districts help YOUTHTHINK would not be able to utilize data from the Oregon Student Wellness Survey. School District also helps facilitate Project Alert.
- One Community Health Organization: This is a fairly new partnership for YOUTHTHINK and this medical facility serves the majority of our county's Spanish speaking population. Medical professionals will assist in prescription medication misuse/abuse data as well as distribution of the project's awareness/education materials that are printed in Spanish.
- Mid Columbia Medical Center: MCMC has become a strong partner for YOUTHTHINK over the past three years. Emergency room data will be collected that pertains to prescription medication misuse/abuse. Efforts will also include continued utilization of the Oregon Prescription Drug Monitoring program tools.
- City of The Dalles Police Department and Wasco County Sheriff's Department: Local law enforcement will be educated on the Rx Patrol and begin utilizing this tracking tool to better define and understand the issue of prescription medication misuse/abuse in our local area.

In addition to these five key partners specific efforts will focus on our 3-month comprehensive media campaign. The YouthThink Director will set-up interviews with the three key local radio stations to explain the project and its importance. The media will be utilized to continue to inform citizens of the convenient way to dispose of their unused medications. The quarterly press releases will be issued noting the progress of the project as well as the partnerships with local entities and AMA.

Efforts will also focus on quarterly information sheets that will be housed at public restrooms within the county with rotating education/information fliers.

Sustainability

Describe which aspects of the project you expect to continue after AMA Foundation funding ends. What funding or in-kind support is available or will be sought to sustain the project beyond the grant period?

YOUTHTHINK believes that the majority of the strategies that will be utilized in the project will continue after the grant funding period expires. The project has been developed to be self-supporting. Many of the materials can be downloaded for free and have been skillfully developed so that the majority of the trainings do not require the services of paid professionals, just concerned citizens. Overcoming the current negative trends regarding prescription medication safety and misuse/abuse will not occur in one year. YOUTHTHINK believes that taking on this issue and making it a part of its current and on-going focus will help prevent further negative effects of prescription medication misuse/abuse. We will not solve the prescription drug misuse/abuse issue in one year. The AMA funds will help us create an initial foundation for an effort that will continue for many years to come.

Return to Agenda

Project Timeline

Include a list of key project activities and dates below.

Funding will be awarded for a 12-month project period. Therefore, the majority of the proposed project timeline should occur between December 2015 and December 2016.

The project will extend over a full calendar year (October – September). Efforts will begin upon notification of the grant award. In school presentations will begin in November of 2015 and conclude in May of 2016. The media campaign will have strategic touch points through out the year in an effort to sustain momentum of the project including the student videos incorporated into the Family Movie program. The comprehensive media campaign will be held during the months of January - March 2016. Monthly information will be included in each YOUTHTHINK newsletter. It is the intention of YOUTHTHINK that with successful completion of the project, additional partners will become more engaged and enable the project to have an on-going presence in the community.

Budget

Please outline your total project budget. Include other funding sources for this project on the next page, and list both the name of the funder and their grant amounts (*overhead expenses and staff salaries can not be funded by this grant*). Please include a brief description of the expense.

	AMA Foundation	Total project expenses	Description of Expense
Salaries		\$7,040.00	Staff time anticipated to be a total of 320 hours over the 12-month time
Fringe Benefits		\$2,880.00	Same as above/ benefits are based on county employee benefits plan.
Consultants	\$0.00	\$3,640.00	YouthThink's Marketing Consultant Linda Griswold. estimated 104 total hrs.
Travel	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	
Supplies	\$2,000.00	\$4,080.00	Includes in-house copying supplies (ink, paper, general office supplies).
Food/Beverages	\$500.00	\$500.00	Light refreshments for the 3 specific trainings.
Printing/Production	\$2,000.00	\$8,600.00	Costs include posters, table tents, banners, billboard, etc.
Honoraria	\$400.00	\$400.00	Cost of time, travel and lodging of state speaker.
Photocopying	\$0.00	\$2,100.00	Grantee will provide use of copiers and cover partial cost of newsletter.
Telephone	\$0.00	\$600.00	County picks up phone expenses.
Postage	\$0.00	\$600.00	Newsletter mailings.
Evaluation	\$0.00	\$750.00	Grantee has an Evaluation Consultant under contract.
Marketing	\$4,450.00	\$9,760.00	Includes radio, billboard and print ads/displays
Other/Miscellaneous	\$0.00	\$3,000.00	In-kind volunteer hours
Other/Miscellaneous	\$0.00	\$2,400.00	County picks up office space and utilities
Other/Miscellaneous	\$0.00	\$8,000.00	Grantee provides programming such as Project Aert, Family movies, etc.
Total	\$9,350.00	\$54,350.00	

Budget notes/explanations

Include any information about additional outside funding related to this project. Be sure to mention whether or not outside funding sources have been confirmed. Please add any additional information about your proposed budget that will be helpful in understanding and evaluating your project.

YOUTHTHINK receives \$61,250 a year through a state alcohol and drug federal pass through grant. YOUTHTHINK's fiscal sponsor, Wasco County, provides many in-kind administrative supports such as office space, phone, copiers as well as technical, accounting and administrative support and oversight which enables the coalition to operate on a limited budget. YOUTHTHINK also has received financial support (\$13,000 for this year) from the City of The Dalles to assist in specific program implementation and dollars are allocated for drug abuse prevention and education programs such as Project Alert which will be a part of the project. AMA funding will play a critical role in specifically addressing prescription drug abuse/misuse this upcoming year and helping merge program funding in future years to comprehensively address this issue as a whole.

Publicity and Promotion

How do you plan to publicize this project? When will these activities occur?

YOUTHTHINK expects to have both newspaper and radio coverage of the project. The local community does not have a local news channel but a coordinated effort will be made to inform regional news outlets of the project and its far reaching impact for the region. Stories will be submitted to the Oregonian the state newspaper. The project will also be featured in the local papers annual Back to School publication that reaches over 10,000 subscribers. Ongoing details for the project and successes will be included in the YOUTHTHINK state of the union publication which is presented to all community stakeholders in addition to state representatives. The 3-month concentrated media campaign will occur during January - March, 2016 with the heaviest media attention happening during that time. In addition, announcement of the grant and partnership with AMA will receive considerable media attention.

Resources and Tools

Have you used or do you currently use any resources or tools from other organizations with an interest in prescription medication safety, such as The Partnership at Drugfree.org, the National Institute on Drug Abuse, the Office of National Drug Control Policy, or the Drug Enforcement Administration?

Yes ☒ No ☐

If so, explain how you've used these resources in projects for your organization. Do you plan to use any of these resources in your Healthy Living Grant project?

YOUTHTHINK regularly utilizes resources provided by The Partnership at Drugfree.org, National Council on Patient Information and Education, National Institute on Drug Abuse, Substance Abuse and Mental Health Services Organization and the Office of National Drug Control Policy. YOUTHTHINK's monthly newsletter routinely shares information from these organizations. In addition the majority of the educational materials that YOUTHTHINK provides at workshops and special events come from these organizations. The project will specifically utilize the following materials:

- Educate Before You Medicate - Maximizing Your Role as a Teen Influencer; What You Can Do To Help Prevent Teen Prescription Drug Abuse
- NIDA – Mind over Matter, Drug Facts; Prescription and Over-the Counter Medications
- The Partnership for a Drug-Free America – Not in My House, Getting High on Prescription and Over-the-Counter Drugs is Dangers; A Guide to Keeping Your Teenager Safe in a Changing World, Wake Up to Medicine Abuse campaign materials, Join Together
- Oregon Partnership – Prescription Drug Abuse Educator's Tool Kit

Application Checklist

Before submitting this application by email, please confirm by checking the boxes below that –

Your **organization** meets the following eligibility requirements:

- ☒ Is a medical organization OR is a nonmedical organization partnering with a medical organization
- ☒ Has been a nonprofit or government organization in existence for at least one year
- ☒ Has an annual operating budget of \$2 million or less (Please see page 1 for more information)

Your **project** meets the following project criteria:

- ☒ Focuses on prescription drug safety
- ☒ Targets youth/young adults between the ages of 2-21
- ☒ Serves an underserved and/or at-risk population

Your project **budget** –

- ☒ Indicates which specific expenses the Foundation grant will cover as well as the entire project budget
- ☒ Does not request funding for overhead expenses nor any expenditure explicitly listed under the “What we do not fund” list (on Page 1)

Your **application** –

- ☒ Is completed and typed using the space provided
- ☒ Is signed electronically or by hand below
- ☒ Includes proof of the organization’s nonprofit status or equivalent (**required attachment**)
- ☒ Includes a copy of the organization’s current annual operating budget (**required attachment**)
- ☒ Does not include any additional materials or pages
- ☒ Submitted by email to amafoundation@ama-assn.org by **September 11, 2015 at 5:00pm CST**

By signing below, you hereby acknowledge that your organization and proposed project meet the above criteria and your application is complete.

Signature

Name	Molly Roger	Date	9/11/2015
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(If submitting via email, you can type your name as electronic signature. Otherwise, sign in the space above)

Thank you for your interest in the AMA Foundation Healthy Living Grant Program!



2015 Healthy Living Grant Agreement Prescription Drug Safety

Supported by Purdue Pharma L.P and Mallinckrodt PLC

Congratulations on being selected as a 2015 AMA Foundation Healthy Living Grant recipient! Before funding can be provided, please complete and sign this grant agreement acknowledging that your organization will comply with the requirements listed below.

Organization Name: Youth Think – Wasco County

Make Check Payable to (leave blank if same as Organization) Wasco County

Address 610 Court St.

City/State/Zip The Dalles, Or. 97058

Organization EIN (your organization or the fiscal sponsor): 93-6003315

Contact Name & Title Debby Jones / County Prevention Coordinator

Contact Phone 541-506-2673 Contact Fax 541-506-2671

Contact E-mail debbyj@co.wasco.or.us

Project Title: "Just the Facts"

Brief Project Description: The "Just the Facts" project has been designed to specifically take on the issue of comprehensively educating our community on prescription medication safety.

Grant Amount: \$9,350

Project Manager Name (leave blank if the same as Contact)

Grant Requirements

The AMA Foundation is a 501(c)(3) tax exempt organization.

Your *Healthy Living Grant* is to be used only for the project for which you described in the grant application, consistent with the budget included in the application. Funds are not to be used for salary support or overhead expenses. Any funds not used for the approved grant project must be returned to the AMA Foundation. If the approved grant project is postponed for more than six months or cancelled, the full grant must be returned to the AMA Foundation.

The **AMA Foundation** requires acknowledgement in all oral and written presentations, publications, news releases, etc., related to the approved project. Copies of these materials or publications should be forwarded to the AMA Foundation in a timely manner.

If your project involves the production of a product, such as a brochure, video, or education tool, you must forward those materials to the AMA Foundation. The AMA Foundation reserves the right to showcase these materials on its website or other communication vehicles, for the purpose of having other communities learn from, emulate or utilize these materials.

The AMA Foundation requires a final report from all *Healthy Living Grant* recipients. *In these reports, you will be asked to summarize the results of your project and any evaluation efforts and confirm that the grant funds were spent in accordance with the budget or indicate any deviation therefrom. The AMA Foundation will provide a report form for the grantee. This final report will be due one year from when your check is issued.*

I hereby acknowledge and agree to the above requirements:

Signature _____ Date _____

Title _____

Approved By:

AMA Foundation Signature _____ Date _____

Title _____

Send to: AMA Foundation Program Associate, Emily Demko at emily.demko@ama-assn.org

Agenda Item
LUDO Update Resolution

- [Staff Memo](#)
- [Resolution 15-017 Authorizing LUDO Amendment](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: LUDO UPDATE
DATE: 11/27/2015

BACKGROUND INFORMATION

At the 10.21.2015 Session, the Board was in consensus to direct the Planning Director to move forward in a process to institute time, manner and place regulation in regard to recreational marijuana. Part of that process is a resolution formalizing that direction.

IN THE BOARD OF COUNTY COMMISSIONERS
OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF DIRECTING AND)
AUTHORIZING THE WASCO COUNTY)
PLANNING & DEVELOPMENT) RESOLUTION
DEPARTMENT TO INITIATE A) #15-017
LEGISLATIVE TEXT AMENDMENT TO THE)
LAND USE AND DEVELOPMENT)
ORDINANCE PURSUANT TO CHANGES)
RESULTING FROM HB 3400 OF THE 2015
OREGON LEGISLATIVE SESSION. (FILE
NUMBER PLALEG-15-11-0001)

1

2 WHEREAS, the above-entitled matter having come on regularly for consideration,
3 said day being one duly set in term for the transaction of public business and a majority of
4 the Board of County Commissioners being present; and

5 WHEREAS, HB 3400 of the 2015 Oregon Legislative Session enacted regulations
6 legalizing and regulating the use of marijuana; including commercial growing, warehousing,
7 wholesaling, and retailing of marijuana. Wasco County has elected to create time, place, and
8 manner ordinances as regulatory authority over marijuana business; and

1 WHEREAS, the Wasco County Planning & Development Department therefore has
2 requested to initiate a legislative text amendment to the Land Use and Development
3 Ordinance to update the Wasco County Land Use and Development Ordinances to create
4 consistency with State Regulations pursuant to changes resulting from HB 3400 of the 2015
5 Legislative Session;

6 NOW, THEREFORE, IT IS HEREBY RESOLVED: That the Wasco County
7 Board of County Commissioners directs the Wasco County Planning & Development
8 Department to initiate a legislative text amendment to the Land Use and Development
9 Ordinance to update the Wasco County Land Use and Development Ordinances to create
10 consistency with State Regulations pursuant to changes resulting from HB 3400 of the 2015
11 Oregon Legislative Session.

12 SIGNED this 2nd Day of December, 2015.

WASCO COUNTY BOARD OF
COUNTY COMMISSIONERS

APPROVED AS TO FORM:

Scott Hege, Chair of Commission

Kristen Campbell
Wasco County Counsel

Steve Kramer, Commissioner

Rod Runyon, Commissioner

Agenda Item
State Marijuana Laws Discussion

- [No documents have been submitted for this item](#)
[– Return to Agenda](#)

Agenda Item
Building Codes in Wasco County

- [11.4.2015 Project Team Report](#)

+ Wasco County Project Team



511 Washington Street
The Dalles, OR
www.co.wasco.or.us

Building Codes Management Analysis

Envisioning a new level of service and
evaluating the models to achieve it

11.4.2015

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Building Codes Management Analysis

Executive Summary

Wasco County has been challenged to investigate the question “Is the current model of providing Building Codes Services the most effective and efficient way to serve both customers and the County?” The question arises from concerns of transparency in management, cost and provision of services under the current model. In response to these concerns, the Wasco County Commission directed that a cross-functional project team be formed to investigate service under the current model, as well as evaluate alternatives.

Rather than evaluate Building Codes service as it exists today, the project team began by envisioning what an ideal Building Codes program could look like, including the use of technology for ePermitting and providing a “one-stop” customer experience. Three new program models were then evaluated based on their ability to achieve this ideal vision, using criteria of importance to the customers of Building Codes as well as the County as manager of the program. The analysis of the three models is provided in detail on the following pages.

Given the vision and our analysis of the models, the project team recommends moving to the Wasco County In-house Services model, creating an expanded Community Development Department. This recommendation is made with several caveats that should be closely examined by the Commissioners as part of their decision-making process.

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History of Building Codes in Wasco County

A brief history of building codes in Wasco County was compiled to provide context for the program over the years:

- 1987 – State of Oregon leases space from Wasco County for Building Codes Services. Lease is renewed in 1993, 1995, and 1998. The final lease is set to run through June 30, 2000. Space is shared with the County Surveyor, County Planning and Public Works.
- 2000-2001 (approximately) – State of Oregon moves Building Codes to the Commodore Building in downtown The Dalles – across from City Hall.
- July 1, 2007 – Mid-Columbia Council of Government (MCCOG) assumes the enforcement and administration of State of Oregon Building Codes Program under the identity of the Mid-Columbia Building Codes Services. Building Codes is now located at 1113 Kelly Avenue, The Dalles, OR.

Current Model

Building codes services for Wasco County, Sherman County and Gilliam County is currently being provided by the Mid-Columbia Council of Government (MCCOG). MCCOG employs a Building Official, Program Director, Program Assistant, Structural Inspector / Residential Plans Examiner, two electrical inspectors, and a plumbing inspector. MCCOG charges an administrative fee to the building codes program for providing these services. MCCOG has come under criticism for having high administrative overhead, lack of transparency, and recently requesting that fees be raised 40% to cover their cost to provide the program services.

A more complete outline of MCCOG's model of service can be found later in this document.

Permit Sales and Revenue Numbers

From 8/01/13 through 10/14/15, MCCOG issued 3,491 permits¹ and collected \$1,790,678 in fees specific to Wasco County. This is approximately 52% of total Building Permits and 71% of total fees collected through Building Permits by MCCOG. Total permits issued by MCCOG for a 24 month period was 6,646² and Total Revenue from permit sales was \$2,522,742.

Be aware that these figures include at least one significant commercial project that may account for a large percentage of the permits and corresponding revenue. More detailed information was requested from MCCOG and is not yet available to incorporate into this analysis.

Project Team and Evaluation Process

To accomplish the objective set by the Wasco County Commission, a cross-functional Project Team was created. This project team consists of Tyler Stone, Wasco County Administrative Officer; Angie Brewer, Wasco County Planning Director; Lisa Gambee, Wasco County Clerk; Paul Ferguson, Wasco County IT Interim Director; and Taner Elliott, The Dalles City Councilor.

¹ Permit types: 1326 electrical; 917 mechanical; 544 plumbing; 601 structural; 40 manufactured dwelling; 21 agriculture

² See **Exhibit A** for detailed breakout of permit fees and revenue.

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Prior to the formation of the project team, the County assembled a task force made up of contractors and County staff to investigate what was working and what was not working under the current model. The findings from the task force are found in **Exhibit B**. After reviewing these findings, the project team realized an important first step would be to envision what attributes would make the ideal program rather than evaluate against the current model of service. To effectively provide a recommendation to the Commission, the team created the vision of the ideal program, determined what criteria should be used in the evaluation process, and then evaluated a variety of models against the criteria. Each model was objectively evaluated using the same scale to determine which one can best provide the ideal program, with a high level of transparency to the public, at an acceptable cost to both the customers and the County.

Vision of a great Building Codes Program

Vision

The visioning exercise conducted by the team identified the following key program components:

- A “one-stop shop” with all functions under one roof (planning, codes, codes enforcement, environmental health)
- ePermitting (online permit technology):
 - Provide the customer with online access to apply, pay for and receive building permits 24/7
 - Provide transparency through comprehensive permit tracking and data collection
 - Enable electronic plan submission and review
- Multi-certified inspectors that can do inspections in multiple disciplines while on a site
- Virtual/Mobile inspection capability
- Easy scheduling for inspections and other services
- Timeliness of service
- Permits and planning review functionality within the same IT system, providing seamless workflows, increasing efficiencies and transparency
- Cost to customer(s)

Considerations for achieving the new program vision

Providing building codes services are inherently inefficient, especially in small communities. This assumption is based on the fact that the State requires building activities to be inspected in several functional areas by certified inspectors. Small rural counties have to have access to certified inspectors regardless of the volume of inspections that take place in any given discipline. This creates a situation where a county may have one or two permits a year in a given discipline that requires a certified inspector. Hiring this inspector is expensive -- and in many circumstances unrealistic -- due to the low volume of permits. This cost/benefit dilemma forces jurisdictions to look at providing building codes services through a variety of different and sometimes unique mechanisms. The following list includes additional assumptions made by the team in evaluating models:

- Some level of greater efficiency and effectiveness can be achieved with any of the models.

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- Any change in the way building code services are delivered will require some level of transition between models.
- State Building Codes will support any transition process should their services be needed.
- Any change in the program will need to follow the process in OAR 918-020-0094 and ORS 455 and 479. This may or may not require expanded timelines and/or additional processes and will need to be carefully evaluated and an opinion obtained from State Building Codes Division.
- State Building Codes, while available to provide building codes services, is probably not the ideal provider of services and the State will look to contract with someone if they were asked to assume building code services in Wasco County.
- We assume that the primary customer of building codes is the contractor (program services). However, the County is the customer when determining how to best provide building codes services (the program) in Wasco County.
- If the current provider arrangement is terminated or modified a new or updated operating plan from the County will need to be developed within 30 days of the change and submitted to the State for approval.
- A memorandum of agreement will need to be developed and signed with the State if a change is going to be made.
- If permit fees are changed from their current level, under 455.210, we will need to notify the State 45 days prior to effective date of the change and. http://www.bcd.oregon.gov/pts/fee_changes.html
- Fee schedules and an ordinance will be required prior to accepting buildings code operations if a change is made.

Staffing

The traditional staffing model as described by State Building Codes consists of a Building Official, Commercial Plumbing Inspector, Commercial Electrical Inspector, Structural/Mechanical Inspector, Plans Examiner, and a Permit Clerk. This is not the most efficient and cost-effective model, hence providing the new program vision will mean revising this traditional model.

Minimum Required Certifications

Any program will need staff (or contract staff) who hold these certifications:

- Building Official
- Building Plans Examiner
- Commercial Mechanical Inspector
- Residential Mechanical Inspector
- Commercial Structures Inspector
- Residential Building Inspector
- Commercial Plumbing Inspector
- Residential Plumbing Inspector
- Commercial Electrical Inspector
- Residential Electrical Inspector

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In less traditional program models, individuals can and do hold multiple certifications. For instance, the most common Building Official requirements for a program include:

- Building Official Certification
- Building Plans Examiner Certification
- Residential and Commercial Mechanical Inspector Certification
- Commercial and Residential Structures Inspector Certification

Bringing staff onboard and having access to contract staff with multiple and cross-specialty certifications will be the key to sustaining building department services over the long term.

Definitions and Alternatives

“Certified” is a certification involving testing and certification, either through a State of Oregon program, or an International Code Council program.

“Authorized” is the designation given an individual who’s had industry experience, but perhaps does not hold an inspectors certificate, but, has been evaluated and authorized by the State of Oregon to perform specifically identified inspection activities.

“Specialized Inspector” is a certification available only in Oregon, and provides an individual who’s certified to perform residential inspections the authorization to perform certain commercial inspections. It’s often thought of as a step toward the full commercial inspection certification. There are three Specialized Inspection Certifications; Specialized Electrical Inspector (SPI), Specialized Plumbing Inspector (SPI), Specialized Fire Inspector.

Program models evaluated by the project team

Providing building codes services is governed by Oregon Statute. In researching how other counties are providing building code services, four primary models were noted:

1. State Building Codes provides the services
2. Counties provide the services for themselves
3. Private / public contractor provides services to counties
4. A mix of the three previous models

For the purposes of this analysis, the team decided to focus on three new models most relevant to the purpose of the Commission’s request, and provide an evaluation of the current MCCOG model for comparison.

1. A “MCCOG Plus” model
2. A new model using a private firm
3. A new model bringing the services in-house to the County

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Each of these models will have minimum requirements in terms of staffing, certification and services. A detailed description of each model can be found in the appendices, but a summary of each follows.

Baseline: Current Model through MCCOG

MCCOG is the current provider of building codes services. A full outline of their staffing, services, opportunities and concerns can be found in Appendix A. A summary of the SWOT Analysis is below.

Strength

The overall strength of the current model through MCCOG is that it's a functioning, familiar entity for the building community.

Weakness

The major weakness of the MCCOG model is the lack of transparency and regional control of the program. While the County can write a contract that would require better control and greater transparency, there are no guarantees that MCCOG will comply and the County would be in the same position of having to change the model down the road.

Opportunity

Because a current contract does not exist, the County can convey the vision of the ideal program to MCCOG and request that additional services be added to the program under a specific timeline.

Threat

The MCCOG model is expensive and they have requested repeated increases to their rates. Asking them to achieve the ideal vision for the program would likely result in a further increase in rates.

MCCOG Plus

MCCOG Plus is an overview of taking the current program and putting an IGA in place to achieve the vision of the new building codes services. A full outline of these services, opportunities and concerns can be found in Appendix B. A summary of the SWOT Analysis is below.

Strength

The strength of the MCCOG Plus model is that it provides the one-stop customer experience without the County taking on the full responsibility of the program.

Weakness

The weakness of this model is that the administration and oversight of the program is complex with two agencies closely involved in providing services.

Opportunity

This model maintains existing relationships and is less intensive to implement.

Threat

The main threat is that both partners will have spent time and money to co-locate services, only to decide the complexity of managing the program doesn't work for either partner.

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Private Firm Model

One of the new models evaluated by the project team is use of a private firm to provide services. A Scope of Qualifications was collected from 5 different firms, which the project team then combined into a “composite profile.” A full outline of their staffing, services, opportunities and concerns can be found in Appendix C.

Strength

The private firm model provides a turnkey, value-added program while allowing potential revenue to the County.

Weakness

The major weakness of the private firm model is limited local control of the program staff and logistics.

Opportunity

The private model can offer the best-available technology services and an ability to scale with market demand.

Threat

A private firm is vulnerable to market demand and, if it failed, would require another change in how the program is run.

In-House County Services Model

The third model evaluated by the project team is to incorporate Building Codes services in-house with the Wasco County Planning Department, and create an expanded Wasco County Community Development Department. A full outline of their staffing, services, opportunities and concerns can be found in Appendix D.

Strength

The strength of the in-house model is local control, full transparency and the ability to offer a true “one-stop shop” for customers.

Weakness

The in-house model will take time and money to implement, plus has the longest transition process of the three models.

Opportunity

Revenue from large commercial projects help offset the start-up costs associated with setting up the one-stop shop.

Threat

The money and time involved in the transition to this model, combined with the potential for an economic downturn, creates higher political and financial liability for the County.

Evaluation Methodology

The project team used the following methodology to evaluate the ability of each model to achieve the vision outlined above.

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Criteria Definitions

Using the customer importance statements, the project team identified criteria that could be used to rate different building code models. “Customer” in this case means the contractor receiving the program services, and “County” means Wasco County who is responsible for making sure the services are available. The criteria are identified and described as follows:

1. Revenue Opportunity from providing services
2. Expense to Provide Services –
 - a. Customer – what are the costs of permits/fees
 - b. County - what is the financial impact to the county to provide and manage building codes services through the model. This includes both hard costs (dollars) and soft costs (administration). It does NOT include any start-up costs to implement the model.
3. Convenience –
 - a. Customer – how easy is it for the customer to access services. This includes hours of operation, one-stop shop, online tools such as ePermitting, ability to schedule services, etc.
 - b. County – How easy is it for the agency to manage the Program
4. Transparency – how easy is it for the Customer and County to have access to information, including reporting, audits, cost of administration, and fee schedule?
5. Efficiency –
 - a. Customer – timely communication, streamlined scheduling, virtual services, combined inspections
 - b. County – single provider for all basic services, shared systems (databases, files, staffing)
6. Implementation to Achieve Vision – how easily can the model ramp up to achieve the “value-add” vision outlined, both in terms of time as well as cost
7. Governance – ability to direct the administration of the program

Scale for Evaluation

For each of the criteria, the following scale was used to determine how the models stacked up in providing the “ideal vision” of a building codes program:

“Customer”: low score = -2; high score = +2

1	2	3	4	5
Very negative impact to customer	Somewhat negative impact to customer	Neutral or no impact to customer	Somewhat beneficial to customer	Very beneficial to customer
(value: -2 points)	(value: -1 point)	(value: 0 points)	(value: +1 point)	(value: +2 points)

“County”: low score = -2; high score = +2

1	2	3	4	5
Very negative impact to County	Somewhat negative impact to County	Neutral or no impact to County	Somewhat beneficial to County	Very beneficial to County
(value: -2 points)	(value: -1 point)	(value: 0 points)	(value: +1 point)	(value: +2 points)

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Evaluation Results

The project team evaluated the three new models as well as the current model in the table below.

	Model #1: MCCOG Current	Model #2: MCCOG Plus	Model #3: Private Firm Services	Model #4: County In-house Services
Revenue from services	-2	-1	+1	+2
Expense to provide Services				
- Customer	0	0	0	0
- County	+2	+1	-1	-2
Convenience				
- Customer	-1	+1	+1	+2
- County	+1	+2	-1	-2
Transparency	-2	+1	+1	+2
Efficiency				
- Customer	-1	+2	+2	+2
- County	-1	-1	0	+2
Implementation	0	-1	+1	-2
Governance	-2	-1	+1	+2
Total Score:	-6	+3	+5	+6

Recommendation

The County has been working on finalizing a strategic vision to re-imagine how we provide services to our citizens. This is the reason behind the new vision of how Building Codes services could be provided, rather than evaluating a program based on current services. Given this emphasis and the evaluation of the models, the County In-house model wins the support of the project team.

There are several caveats however that the team would like to point out:

1. The criteria for evaluation were all given equal weighting. If any of the criteria are of more importance to the Commissioners than others, we suggest the points be re-evaluated with a weighting factor applied to them.
2. The project team recognizes that moving to the County model is the most extensive of the transitions from the current model, and careful consideration should be given to developing a detailed transition plan if this model is pursued. This model also has the largest risk factor for the county in terms of cost impact and long term sustainability.

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3. The Wasco County Planning Department already has several large projects on its horizon. While this provides an opportunity to integrate Building Codes into these other projects, it may mean that Planning Department projects need to be re-prioritized.
4. Without the participation of all municipalities within Wasco County, the County in-house model will not be feasible. We will need a majority of the cities within Wasco County to utilize the new model to be successful.
5. Because of timing and longer-term implementation, the County may not be able to recognize the revenue from several large commercial projects on the horizon.
6. The costs associated with the current model, which provide a foundation for many of the new model costs, have been requested and not yet provided from MCCOG. This will likely impact the revenue and expense ratings if numbers change substantially.
7. The impact to MCCOG's Building Codes program if the County In-house model is pursued would be significant. The County would want to consider moving the current employees over, assuming the skills needed are comparable.

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Exhibit A: Permit Details

Data provided by the State of Oregon. Permits issued between 8/1/2013 through 10/14/2015.

Total Permits issued by MCCOG

	Commercial Agricultural	Commercial Electrical	Commercial Mechanical	Commercial Plumbing	Commercial Structural	Residential Electrical	Residential Manufactured	Residential Mechanical	Residential Plumbing	Residential Structural	Total
Total # permits	38	1131	223	326	365	2120	53	881	1104	405	6646
Total \$	\$1900	\$439,510	\$129,363	\$107,867	\$858,642	\$242,335	\$26,973	\$60,026	\$207,681	\$448,174	\$2,522,742

Total Permits issued in Wasco County by MCCOG*

	Commercial Agricultural	Commercial Electrical	Commercial Mechanical	Commercial Plumbing	Commercial Structural	Residential Electrical	Residential Manufactured	Residential Mechanical	Residential Plumbing	Residential Structural	Total
Total # permits	21	484	185	120	279	841	40	732	424	322	3448
Total \$	\$1050	\$323,462	\$121,422	\$40,367	\$706,893	\$89,115	\$23,931	\$49,963	\$63,251	\$371,162	\$1,790,615

**A rough breakout of fees would indicate that \$750,000 of commercial permit revenue came from out-of-the-ordinary large commercial projects.*

City of The Dalles only:

	Commercial Agricultural	Commercial Electrical	Commercial Mechanical	Commercial Plumbing	Commercial Structural	Residential Electrical	Residential Manufacture	Residential Mechanical	Residential Plumbing	Residential Structural	Total
Total # permits	8	410	162	95	236	576	19	545	330	205	2586
Total \$	\$400	\$312,780	\$119,032	\$36,410	\$675,044	\$56,603	\$12,965	\$37,229	\$45,987	\$261,292	\$1,557,740

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Exhibit B: “Building Codes: What’s Working, What’s Not” Brainstorming Exercise 3/2/15

What’s Working

- Existing staff seem to be doing a good job
- Three county system provides consistency in contracts and relationships for contractors who work in several counties
- Functional, albeit frustrating for some
- Getting permits
- Filing for permit fee
- Office staff works well together
- Coordination of multiple inspections
- Building officials offering help when questions exist. Solution oriented.
- Actual inspections by inspectors
- Communication between contractor and building officials after permits are in hand
- Communication with construction community
- Lack of networking between regulating agencies on permitting process
- One stop shopping for permit when you need to get one
- Community Development – permitting is a deterrent to building
- Specific instruction about what is needed from different agencies
- Cross walk document from planning to building department to make the process seamless
- No one person or department to get information from
- Customers don’t know who has Jurisdiction County, City, MCCOG
- Fee Structure
- Message sent by building codes is not pro-business and development

What’s Not Working

- Accountability
- Transparency
- Lack of cohesion between agencies
- Existing administration seems to be struggling
- Complicated permit process with too many steps for most people / professional contractors
- Lack of transparency, communication and education
- Lack of leadership
- Appears to be lack of plan or strategy
- Budget Transparency
- Best practices – what are other jurisdictions doing?
- Maximize use of and power of e-Permitting
- Cross Training

Continued next column

Other Questions

- Are permit prices set appropriately?
- How are adequate service levels set?
- How is the load for any inspector determined?
- Is the building Official actually administering the program or just inspecting
- What is the definition of service? Are customers asked to give input into what services means?
- Are contractors/ home owners used to the process for permitting- inspections
- Are staff trained and compensated well?

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Appendix A: MCCOG Model (Current)

Location

Building codes office is located at the MCCOG facility located at 1113 Kelly Avenue, The Dalles, OR.

Department Structure

The Building Codes department is a standalone department within MCCOG. This model currently serves Sherman, Wasco, and Gilliam Counties for full building code services, and up until recently served Hood River County for Plumbing and Electrical services.

Possible Partners for Building Code Permits

MCCOG does not currently partner with any other entities or agencies to provide building code services to the member counties.

Department Staff (FTE)

- Building Official 1.0
- Program Director 1.0
- Program Assistant 1.0
- Structural Inspector / Residential Plans Examiner
- Two electrical inspectors
- Plumbing inspector

Cost

MCCOG charges administrative fees to the building codes program, with total personnel costs of \$793,818. MCCOG collects 100% of the permit fees, inspection fees and other service charges for providing the program.

SWOT Analysis

Strengths

- No County administration
- No County staff
- Limited exposure for County on responsibility to ensure services
- Building Codes staff is already in place and functioning
- Contracting community is familiar with inspectors, process, and procedures
- Single specialty inspectors can specialize in one area
- Same inspector for the same discipline every time creates consistency across projects
- Space and equipment needs are addressed by an external agency

Weaknesses

- Limited control of operations through Board vote
- Limited control of budget through Board vote

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- Limited control of fees charged to our citizens through Board vote
- No e-Permitting in Wasco County
- Limited or no Cross Trained inspectors to share workload
- Limited coverage for inspectors creates delays for contractors
- Very expensive model to operate
- No collaboration with other permitting agencies (planning, Environmental Health, etc)
- Not one stop shop for all building needs
- Shared staffing with other disciplines is limited
- Does not utilize contracted inspection services for coverage and workload mitigation
- No virtual inspections
- No control of overhead costs

Opportunities

- Limits County liability
- Can contract with multiple agencies to gain economies of scale to support operations
- Could expand business model to create better efficiencies and make services more effective
- Relationships and oversight from State is already established

Threats

- Small counties have a majority of the vote but receive a minority of the services
- Transparency of the organization has been questioned by constituents
- Large geographic area to cover
- Private contractors can do the same work potentially cheaper
- Loss of membership makes this model more expensive to operate for the remaining partners
- Cessation of services could put the County in a mild emergency and would certainly impact contractors
- Availability of qualified staff in the marketplace

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Appendix B: MCCOG Plus

Location

Building codes office is co-located with the Wasco County Planning Department.

Department Structure

The MCCOG Building Codes department would be co-located with Wasco County Planning and Codes Enforcement. This model may utilize some shared staffing, data systems, and administrative resources between Planning and Building Codes to perform both functions as seamlessly as possible. This model creates a one-stop shop for the customer to obtain permits and inspections from a single location. Inspectors would be dual and cross certified to expand the scope of individual inspectors. Technology would play an integral role in streamlining operations by utilizing virtual inspections, shared permitting and inspections systems, and online customer self-serve access to permitting and permit tracking.

Possible Partners for Building Code Permits

This model partners with Wasco County in the provision of an integrated service department. This model would utilize State Building Codes to help with low volume permit and inspection types that do not justify the hiring of permanent staff. Additionally, this model would rely on State coverage to fill in for staff vacancies, vacations, and recruitment.

Department Staff (FTE)

It is unknown at this time what staffing changes would be required at MCCOG to meet the new vision of the program.

Cost

We believe in theory that this model could actually save money over the existing MCCOG model but will require some upfront costs to bring technology, training, and staffing online as well as modify the existing Planning/Public Works building to accommodate the model.

SWOT Analysis

Strengths

- Shared County administration of the model
- Building Codes staff is already in place and functioning
- Uses technology to highest and best use
- Contracting community is familiar with inspectors, process, and procedures
- IGA sets out service model and expectations
- County controls fee schedule
- Technology is highly utilized
- Cross Trained inspectors to share workload
- Collaboration with other permitting agencies (Planning, Environmental Health, etc)
- One-stop shop for all building needs
- Would offset some County expenses

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Weaknesses

- Coordination of employees supervised by two different agencies
- Exposure for County on responsibility to ensure services levels are met
- Will require staffing matrix and qualifications of staff to change
- Contracting community will need to learn to utilize new technology
- Limited input on MCCOG budget and personnel through Board vote
- Limitations created by co-management of operations and personnel
- No single point of administration for customer if problems or questions arise

Opportunities

- Model capitalizes on existing staff and relationships
- Can contract with multiple agencies to gain economies of scale to support operations
- Could expand business model to create better efficiencies and make services more effective
- Relationships and oversight from State is already established and can be expanded
- Allows the County to offset some overhead costs by keeping some permit revenue

Threats

- Portion of the operation is still governed by a large Board
- Large geographic area to cover
- Private contractors can do the same work potentially at less cost
- Loss of membership makes this model more expensive to operate for the remaining partners
- Cessation of services by one entity would put the other entity in a mild emergency and would certainly impact contractors
- Availability of qualified staff in the marketplace

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Appendix C: Private Firm Model

This model is a composite based on researching 5 private firms. Appendix E includes a brief Statement of Qualifications summary of the companies researched.

Proposed Location

In this model, there will be one permit tech employee needed within the Wasco County Planning Department offices, which will require cross-training of a planning department member to cover additional load. All other services are located either online or sent out to the firm for review.

Proposed Department Structure

Building Codes would be added to the Planning Department, expanding the scope of the department to including Planning, Code Compliance, Household Hazardous Waste, and Building Codes. To more clearly message the role of the Department to its customers, it would likely be renamed the Wasco County Community Development Department (or something similar). Under this model, the extent of Building Codes would be a single point of entry in-house, with the bulk of services being handled off location.

Proposed Community Development Department Staff (FTE)

The model would include one FTE (either County employee or employed by the private firm) who is housed in the Planning Department offices. Note: bolded positions are new positions based on the number of permits and permit types issued, italicized positions are handled through the private firm. All other positions are Community Development Department roles.

- Community Development Director (Planning Director as required by state law)(1)
- Planning Coordinator (1)
- Senior Planner (1) may need to change to Principal Planner
- Associate Planners (3)
- Assistant Planner (1)
- Long-Range/Special Project Planner (1)
- Code Compliance Officer (1)
- Household Hazardous Waste Program Coordinator (1)
- Planning/HHW Program Assistant (1)
- *Building Official (1) (with multiple certifications)*
- *Residential and Commercial Electrical Inspector (1)*
- *Structural/Mechanical Inspector (1)*
- *On-call Commercial Plumber (1)*
- *Plans Examiner (1)*
- **Shared Permit Clerk (Building, Planning, Public Works) (1)**

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SWOT Analysis:

Strengths

- Ability to negotiate the services provided
- Multi-certified staff
- Limited liability for the County
- Service Level Agreements (SLAs) to ensure timelines are adhered to and service needs are met
- Immediate ability to offer technology-based services such as mobile app scheduling, ePermitting, etc.
- Better visibility into project scheduling through tech services (better transparency)
- Requires minimal materials and services costs
- A percent of permit fees come back to the County
- Ability for County to set permit fee structure
- Limited start-up costs and ramp-up to vision

Weaknesses

- Consistency of staff on site
- Costs – hourly rates for services outside permits and inspections tend to run higher with private firms
- Logistics of travel/distance
- No control of the business operations
- New program that will take time and education for staff and customers

Opportunities

- Immediate ability to offer technology-based services such as mobile app scheduling, ePermitting, etc.
- Ability to scale services with the ebb and flow of construction

Threats

- Market-driven capacity means potential delay /loss of services, or even that the company goes out of business
- Availability of qualified staff in the marketplace

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Appendix D: Wasco County In-house Model

Proposed Location

Building codes office would be located in the Wasco County Public Works Building, which currently houses the departments of Public Works and Roads, Surveying, GIS/Mapping, Planning, Household Hazardous Waste, and Noxious Weed Prevention, as well as the Oregon State District 3 Water Master.

This building is currently being reviewed for structural improvements and opportunities to improve the customer experience, navigation between departments, shared administrative services and other staffing efficiencies to improve coordination and effective land use and permitting procedures.

Proposed Department

Building Codes would be added to the Planning Department, expanding the scope of the department to including Planning, Code Compliance, Household Hazardous Waste, and Building Codes. To more clearly message the role the Department to its customers, it would likely be renamed the Wasco County Community Development Department (or something similar).

Possible Partners for Building Code Permits

Incorporated cities within Wasco County (6): The Dalles, Mosier, Dufur, Maupin, Shaniko, and Antelope. These partners currently work with the other departments listed above in the Public Works Building. In addition, an Advisory Council could be created to provide communication and oversight.

Proposed Community Development Department Staff (FTE)

Note: bolded positions are new positions based on the number of permits and permit types issued

- Community Development Director (Planning Director as required by state law)(1)
- Planning Coordinator (1)
- Senior Planner (1) may need to change to Principal Planner
- Associate Planners (3)
- Assistant Planner (1)
- Long-Range/Special Project Planner (1)
- Code Compliance Officer (1)
- Household Hazardous Waste Program Coordinator (1)
- Planning/HHW Program Assistant (1)
- **Building Official/Plans Examiner (1) (with multiple certifications)**
- **Residential and Commercial Electrical Inspector (1)**
- **Structural/Mechanical Inspector (1)**
- **On-call Commercial Plumbing Inspector (1)**
- **Shared Permit Clerk (Building, Planning, Public Works) (1)**

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Building Codes Management Analysis

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SWOT Analysis

Strengths

- An increase in local control of the development and related impacts occurring in Wasco County
- Increased transparency to Wasco County residents, partner agencies and development proponents:
 - The use of an online information portal for regular metrics reporting to share permit numbers, fees collected, status of permits under review, and more
- Integrated permit procedures for community development process improvements:
 - Increased communication between Planning and Building to ensure a smooth review process
 - Combined or shared database, GIS, and other development tools for proactive coordination
 - Creation of a “one-stop shop” to improve the customer experience
 - Single point of information and direction to further simplify the process for the applicant
 - Online e-permitting to decrease permit review timelines; increase access and transparency
 - Virtual inspections coordinated between a larger multi-disciplinary team of professionals
 - Improved timelines for complete review of new development (due to increased coordination)
 - Decreased risk of development constructed in violation of planning regulations

Weaknesses

- Increase in County administration needs
- Added costs associated with additional County staff, space and equipment needs
- New program that will take time and education for staff and customers

Opportunities

- Timing is excellent to incorporate new services into existing County projects and efforts:
 - Public Works Building remodel to improve service opportunities:
 - Can plan for and accommodate a new program within the scope of the existing remodel
 - Planning Department team rebuilding, new staffing, staff-wide training and revamped vision:
 - Can build a new team with the bigger vision and larger program needs in mind
 - Effort to streamline planning regulations and overall permitting procedures:
 - Can develop improved procedures with the complete permitting process in mind
 - Effort to update comprehensive plans and land use and development ordinances
 - Effort to update the County-wide strategic plan and vision
 - Website update project to provide a more user friendly interface, increase communication, reporting, and overall transparency for our citizens
 - Effort to coordinate e-permitting, online databases, and geo-referenced data sharing between multiple departments (Planning, Roads, Surveyor, Building, Health, Water, Assessor, Clerk, etc.)
- Ability to manage program for increased revenue through permit fees
- Large commercial projects can provide significant revenue to offset ramp-up costs

Threats

- Increases County liability
- Economic downturn in Wasco County results in a drop in permit revenue
- Availability of qualified staff in the marketplace
- Exposure for community back-lash if services don't meet expectations

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Building Codes Management Analysis

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Costs to the County and Community as a result from this model:

- Upfront costs of creating a new program:
 - Soft costs for the process of hiring new staff (impacts work load of multiple departments)
 - Hard cost of public sector employment (salaries + benefits of new employees)
 - Hard cost of new equipment needs (office space, vehicles, computers, office equipment, etc.)
 - Increase in general materials and service costs
 - Cost for new office space, desks, etc.
 - Additional vehicles for the fleet
- Increased management needs in the Planning Department
 - Expanding the scope of the program
 - Increasing the responsibility of the Department Head and staff
 - Increasing an 11 person department to 16 or more FTE
- Department integration – growing pains as we improve efficiencies:
 - Temporary impacts to permitting procedures as new programs are implemented and new coordination between departments occurs
 - Temporary delays possible due to new systems and new equipment/programs
 - Change can be stressful for existing employees
 - Change can be difficult to message to the public without dedicated outreach tools and time

Building Codes Personnel							
Position	FTE	Salary	Annual Payroll Expenses				Sub-total Personnel
			PR Taxes	12.4% blended PERS	Dental/Health Ins	Life/L-T Dis/etc.	
Building Official w/plans cert. /plumbing cert/ Struct& mech	1.0	95,000.00	7,267.50	11,780.00	8,400.00	516	122,963.50
Director Salary Increase	1.0	7,000.00	535.50	868.00			8,403.50
Commercial Electrical Inspector w/res certs	1.0	85,000.00	6,502.50	10,540.00	8,400.00	516	110,958.50
Structural/Mechanical Inspector w/ res certs/plan cert/SPI cert	1.0	85,000.00	6,502.50	10,540.00	8,400.00	516	110,958.50
Plumbing Inspector potentially contracted part time	1.0	85,000.00	6,502.50	10,540.00	8,400.00	516	110,958.50
Permit Tech	1.0	40,000.00	3,060.00	4,960.00	8,400.00	516	56,936.00
Total payroll expense							521,178.50
M & S from "M & S Detail" Worksheet							61,797.40
Annual cost							582,975.90
Computers - initial cost							17,500.00
Vehicles - initial cost							88,000.00
Start-up cost							105,500.00
Overhead							40,000.00
Total first-year cost							728,475.90

Assumes 7 computers/software at \$2,500 each
 Assumes 4 new vehicles at \$22,000 each
 (3 inspectors & building official)

Continues next page

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Building Codes Management Analysis

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Materials and Services

Based on Planning 2015-2016 Budget

			Cost per	New	New Base	Fuel & Veh	Cost of
		FTE:	FTE	FTE	Cost	Multiplier	New FTE
Copying & Printing	1,000.00	5.0	200.00	7.0	1,400.00		1,400.00
Dues & Subscriptions	2,246.00	5.0	449.20	7.0	3,144.40		3,144.40
Postage	500.00	5.0	100.00	7.0	700.00		700.00
Telephone	450.00	5.0	90.00	7.0	630.00		630.00
Contracted Services	3,500.00	5.0	700.00	7.0	4,900.00		4,900.00
Gas & Oil	3,500.00	5.0	700.00	7.0	4,900.00	0.50	7,350.00
Vehicle R & M	2,750.00	5.0	550.00	7.0	3,850.00	0.50	5,775.00
Training & Education	15,500.00	5.0	3,100.00	7.0	21,700.00		21,700.00
Meals, Lodging, Reg	5,000.00	5.0	1,000.00	7.0	7,000.00		7,000.00
Travel & Mileage	50.00	5.0	10.00	7.0	70.00		70.00
Office Supplies	6,520.00	5.0	1,304.00	7.0	9,128.00		9,128.00
							61,797.40

Wasco County Project Team

Building Codes Management Analysis

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Appendix E: Statement of Qualifications Summaries

THE BUILDING DEPARTMENT, LLC

Location:

155 East 14th Avenue
Eugene OR 97041

Structure:

Offers full or partial Building Department Services to include Building Official, Plan Review and Inspection. Review both residential and commercial plan. In business since 1973 (42 years).

Services Include:

Commercial Plan Review, Residential Plan Review, Fire Sprinkler Plan Review, Building Official Duties, Electrical Inspection, Plumbing Inspection, Mechanical Inspection, Building Inspection, Medical Gas Inspection, Manufactured Home Inspection, Fire and Life Safety, Building Code Consulting

Possible Partners for Building Code Permits:

(None mentioned in documents submitted)

Department Staff :

David T. Mortier, CBO
Shawn T. Eaton, CBO
Jack E. Applegate, BO
Donald P. Meier, Electrician Inspector, Plan Review Inspector

NOTE: Provider may use employees, agents or independent contractors to perform services.

Cost/Compensation:

Split of all Permit Fees: 75% of all building, plumbing and mechanical, Permit Fees 25% maintained by the County to help pay for office space, permit technician, etc (Final percentages are based on current permit fees and volume of permits).

Split of 90% of all Electrical collected by County for building, mechanical, plumbing electrical, manufactured home setup, manufactured home and recreational vehicle park permits. 10% maintained by the County.

Hourly Rate: \$88.00 –

Other services not based on open permits such as site visits, pre-application meetings, code enforcement, etc.

See Sample Contract Section 2.A & 2.H

Added Costs:

Mileage – Current IRS Rate - County Rate 57.5 cents

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Building Codes Management Analysis

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CLAIR COMPANY, INC.

Location:

525 NW Second Street
Corvallis, OR 97330

Department Structure:

Registered third-party plan review and inspection agency. Certified in all Plan Review and Inspection categories. Also offers Limited Service Assignments for overflow and special projects (has serviced Hood River as one of their jurisdictions). In business since 1989 (26 years).

Services Include:

Fully licensed and certified consulting firm providing special inspection and materials testing, plan review, building inspection, code consulting, quality control, and engineering design services.

Possible Partners for Building Code Permits:

(None mentioned in documents submitted)

Department Staff:

Building Officials
Multi-discipline Inspectors
Special Inspectors
Plans Examiners
Licensed Engineers

Cost/Compensation:

Percentage range from around 75% to 100% depending on several factors, e.g., permit activity, fee history, disciplines provided and number of required staff needed, number of inspection service days for each discipline and geographical area to be covered, and whether or not counter/administrative services are provided by third-party or provided by jurisdiction staff

NOTE: Clair indicated "it would require at least 3 multi-certified staff members in order to meet all of the certification requirements, and it appears the work load in Wasco County alone would likely not support that number of staff." (See Clair Company cover letter dated October 23, 2015)

"Clair Company was not able to provide a fee structure to the County based on review of 19 month permit history and limited fee information" And "that based on the permit volume, assumed fees associated with permits, and the large coverage area, it would be difficult to service the Wasco county area without also providing the same services for a larger jurisdiction in the same service area, such as the City of The Dalles." Clair indicated that "one of the most significant reasons for this is the need to meet all staffing requirements by providing appropriately certified individuals for all disciplines provided by the County. Because the County is full service and includes all disciplines, the provider would need to have staff covering all certification requirements..."

Clair Company indicated before they could respond with a more detailed service proposal and pricing structure they would like Wasco County to provide a RFP (Request for Proposal).

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Building Codes Management Analysis

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CMTS, LLC

Location:

3220 SW First Avenue, Ste 150
Portland, OR 97239

Structure:

Full service structure engineering. Specializing in Public Works Engineer, Construction Management, Project Controls, Cost Estimating, Scheduling, Inspection and Construction Document Review. In business since 1995 (20 years)

Services Include:

Provides Full Service Plan Review. Public works engineering, construction management, project controls, cost estimating, scheduling inspection and construction document review. Professional service on-call. Design Review, Commercial and Multi-Family Developments, Zoning, Existing Site Conditions, Off-Site Impacts, Setbacks, Access, Parking, Grading, Drainage, Signs, Landscaping and Architectural Design. Building Code Review.

Possible Partners for Building Code Permits:

(None mentioned in documents submitted)

Department Staff:

Kim Bria, Project Manager/Liaison Coordinator
Fred Hagerty, PE Project Manager
Gordon Merseth, PE, VP Engineering/Technical Advisor
Cary Gaynor, PE, Project Manager
Paul Roeger, PE, Project Manager
David Schmitz, Electrical Specialty
Brian Bottler, Mechanical Specialty

NOTE: CMTS is proposing 3 Licensed Engineers, 2 Specialty Support Staff to work with the Permitting and Planning Division.

Cost/Compensation:

Unable to confirm standard 75/25 Split Percentage (staff is currently at a Conference this week 10/26-10/31).

Example of Services include: Pre-Application Conference, where the applicant explains the proposal, staff provides an outline and requirements that apply to the project site. Prior to final plan review, staff reviews the preliminary plans and issues an initial written approval, including any changes that are required.

Hourly Rate:

Classification	2015 Hourly Rate	2015 Bill Rate
Project Manager	\$51.00	\$112.20
Construction Manager	\$60.00	\$132.00
Professional Engineer	\$62.00	\$136.40
Specialty (MEP)	\$56.00	\$123.20
QA/QC	\$40.00	\$ 77.00

Location:

Structure:

Services Include:

- Inspection and plan review
- Interpreting specialty code
- Reviewing alternate method requests
- Code interpretation
- Structural Peer Review of plans, calculations and specifications (experience with multiple jurisdictions)
- Certified Plans Examiner
- Certified Post-Earthquake Inspector

Building Codes Consultancy

Department Staff:

Eric Watson, PE, SE, Structural Engineer
Stephen Winstead, AIA, ICC, Architect

Cost/Compensation:

Information was not provided in documents submitted. Provider indicated "I did not have enough time this week to gather that information, but I can tell you that our fee structure for full plan review service has ranged from a portion of the fee collected to an hourly fee depending on the size of the project."

Hourly Rate:

Information not provided

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Building Codes Management Analysis

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WEST COAST CONSULTANTS, INC. (WC-3)

Location:

2400 Camino Ramon, Suite 240
San Ramon, CA 94583

Structure:

Provider has an active SRB-Plan Review & Inspection License and is registered with the State of Oregon Central Business Registry. Currently provides services to Jurisdictions throughout the Western United States including Washington, Utah and California. Provides building and safety code services to County, State and Federal Government Agencies. 75+ employees with Regional Offices located in California, Washington and Utah. Provides on-call personnel. Provides staff support via telephone, email, web conference, and fax during normal business hours at no additional cost to the County. Staff is available for onsite work for temporary or part-time plan review. For full-time or long-term onsite plan review, WC-3 is able to provide staff. In business since 2006 (9 years).

Services Include:

Full Service provider. Building Plan Review Services are provided remotely or if requested, onsite at Wasco County. Additional Services: Sustainability Review, Fire Prevention Plan Review, Public Works Plan review, Planning Services, Electronic Document Management and Review.

Possible Partners for Building Code Permits:

(None mentioned in documents presented; however mentioned that if onsite was required would be able to provide personnel to support that need)

Department Staff:

Giyan Senaratne, PE, SE, LEED AP, CASp, (Principal/CEO)
Donald Zhao, PE, MCP, CBO, (Senior Project Engineer, Master Code Professional, Certified Building Official)
Chris Kimball, PE, SE, MCP, CBO, (Senior Structural Engineer, Fire Plans Examiner, Fire Inspector 1 & 2)
Curtis Hume, PE, SE, Senior Structural Engineer
Todd Snider, PE, SE (Senior Structural Engineer)
Greg Mason, PE, Plan Review Engineer, (Registered Civil Engineer)
Doug Smith, (Plans Examiner, Fire Plans Examiner, Fire Inspector, Master Code Professional)
Lisa O'Malley, (Plan Review Architect, Plans Examiner)
Zahra Fattah, (Plan Review Engineer, Plans Examiner)
Chris Rose, (Plans Examiner, Building Inspector)
Don Hunsicker, (Plans Examiner, Building Inspector, Building Official)

Cost/Compensation:

75% Complete Building Plan Review. Services include: Initial review, second review and a minor third review (if needed) for approval of the plans. Any additional time required beyond the third plan review will be billed on an hourly basis.

Pick-up and delivery fees are not charged to the County, but process through WC-3's established account.

Electronic submittals and plan reviews included at no additional cost. For expedited or fast-track projects requested by County, a proposed fee of 150% of noted fees.



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Building Codes Management Analysis



Hourly Rate:

Classification	2015 Hourly Rate
Building Official	\$135.00
Senior Plan Review Engineer	\$135.00
Plan Review Engineer	\$120.00
Fire Plan Review	\$120.00
Dedicated Full Time Project Inspector for large projects (Apple, Google, Amazon and Facebook)	\$175,000



WASCO COUNTY

Board of County Commissioners

511 Washington Street, Suite 302
The Dalles, Oregon 97058-2237
(541) 506-2520
Fax: (541) 506-2521

Scott Hege, *Chair of the Board*
Rod Runyon, *County Commissioner*
Steve Kramer, *County Commissioner*

Eric Nisley
Wasco County District Attorney
511 Washington Street, Suite 304
The Dalles, OR 97058

RE: Marijuana Legislation

December 2, 2015

Dear Mr. Nisley-

We are contacting you today to ask that you or a member of your staff join us in conversation to discuss the ramifications of Measure 91 & House Bill 3400 as they pertain to the application of law through your office. How this issue will affect the County from the DA Office's perspective is valuable input. It is essential that the Commissioners gather as much information as possible before reaching a decision.

This will be on the Board of Commissioners agenda for the afternoon of December 16, 2015; we appreciate your participation.

Thank you,

Wasco County
Board of Commissioners

Scott C. Hege, Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

WASCO COUNTY BOARD OF COMMISSIONERS

BOARD OF SCRIPT: December 2, 2015

John Blanck and Mary Bushman Road Renaming

1. A request is now before the Board for the purpose of considering a request by John Blanck and Mary Bushman (File #**PLAROD-15-09-0001**), to rename the portion of Dell Vista Drive located between Mount View Way and the intersection of Dundas Way and Sylvan Way, to Dundas Way.

This request is not associated with any land use request and does not require a public hearing because all affected parties, those owning property along the proposed portion of road to be renamed, signed a petition agreeing to the proposed road renaming.

2. **The procedure I would like to follow is:**

- a. Presentation of Staff
- b. Applicants' opportunity to speak about the request or answer the Board's questions.
- c. Any affected party's opportunity to speak.
- d. Any affected agency's opportunity to speak.
- e. Board of Commissioners discussion and decision.
- f. Motion
- g. Second
- h. Discussion
- i. Vote

3. **State clearly to the audience and particularly to the applicant:**

- a. The Decision by the Board of Commissioners.
- b. The Notice of the Board of Commissioners Decision will be sent to all affected parties and agencies tomorrow, Thursday, December 3, 2015.

Medical Marijuana Dispensary Program

About Us

How to Apply

Forms and Signage

Dispensary Directory

Frequently Asked
Questions

Rules

Rules Advisory
Committee

Local Government Option

Enforcement Actions

Change of PRF

Background Check

Bulletins

Contact Us

School Locator Map

Marijuana and Your
Health

Oregon Medical
Marijuana Program

Oregon Health Authority

Local Government Option

With the passage of HB 3400 and SB 460, local governments in Oregon may adopt ordinances that prohibit the establishment of medical marijuana dispensaries or medical marijuana processing sites within its jurisdiction, and/or early recreational sales of limited marijuana products.

[View the list of cities and counties that have adopted ordinances \(pdf\).](#)

Timeline for adopting an ordinance under HB 3400

Counties (or a city located in a county) that voted against Measure 91 by a margin of 55% or more must adopt the ordinance within 180 days of the effective date of HB 3400, which is no later than **December 18, 2015**.

Counties (or a city located in a county) that did not vote against Measure 91 by 55% or more must **refer the ordinance to voters** during the next general election.

Notifying the Oregon Health Authority

A city or county that adopts an ordinance prohibiting a dispensary or a marijuana processing site must:

- Provide a copy of the ordinance, and
- A completed [Local Option Opt Out form \(pdf\)](#) to the Oregon Health Authority as soon as it is adopted.

NOTE: If a city or county has not adopted an ordinance pursuant to HB 3400, but pursuant to some other asserted authority, the Authority will continue to issue dispensary registrations to an applicant that otherwise meets the statutory criteria, unless an applicant withdraws the application.

On March 1, 2016, the Medical Marijuana Dispensary Program will begin accepting applications for marijuana processing sites. An application submitted in a city or county that has adopted an ordinance prohibiting the establishment of processing sites **will not be registered by the program**.

OREGON.GOV

State Directories

Agencies A to Z

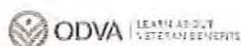
Oregon Administrative Rules

Oregon Revised Statutes

Oregon - an Equal Opportunity

Employer

About Oregon.gov



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Accessibility

Oregon.gov

OHA ADA Notice

File Formats

Privacy Policy

Site Map

Web Site Feedback

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Adobe Reader, or equivalent, is required to view PDF files. Click the "Get Adobe Reader" image to get a free download of the reader from Adobe.

