



Electronic Records Retention Schedule Reference Guide

Note: This is a summary of record retention schedules. If you have questions, please consult BSD legal counsel.

For the full text of the Oregon Administrative Rules, consult: [/https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=600](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=600)

Type of Record	Minimum Retention	OAR Citation
Administrative Records (OAR 166-400-0010)		
Activity & room scheduling	1 year	166-400-0010(1)
Employee & volunteer activity reports	2 years	166-400-0010(2)
Annual Reports (functional activities & accomplishments)	Permanent	166-400-0010(3)
Association & Organization Membership	3 years after school year in which created	166-400-0010(4)
Audit Records, Internal Records (fiscal, internal controls)	10 years	166-400-0010(5)
Calendars & scheduling (includes personal day planners)	1 year	166-400-0010(6)
Bond election	5 years after school year in which bond matures	166-400-0010(7)
Child care facility license	a) License expired or renewed: 1 year after b) License revoked: 3 years after	166-400-0010(8)
Committee & Board meetings	a) School Board minutes & agendas: Permanent b) Exhibits, supporting materials: 5 years after school year created c) Sound recordings, if transcribed: 1 year after minutes approved	166-400-0010(9)
Committee & Board member (election, appointment)	5 years after term expires	166-400-0010(10)
Conference & Workshop records (attended or sponsored)	a) Significant program: 5 years after school year b) Other program: 2 years after school year created	166-400-0010(11)
Contracts & Agreements	a) Building construction or repair: 10 years b) Other contracts: 6 years after expiration	166-400-0010(12)
Correspondence	a) Relevant: File under associated program b) Non-relevant: Retain as needed	166-400-0010(13)
Eighth grade examination (no longer created)	Permanent	166-400-0010(14)
Faxes	a) If used for billing: 3 years b) All other reports: 1 year	166-400-0010(15)
Food Nutrition Service (operational documents)	3 years (or as specified by 7 CFR 210.7-28 and 255.6-16)	166-400-0010(16)
Health log book (daily visits to Health Room/Nurses office)	6 years after school year in which created	166-400-0010(17)

Type of Record	Minimum Retention	OAR Citation
Administrative Records (OAR 166-400-0010)		
Immunization records (immunization status)	1 year	166-400-0010(18)
Legal records (in-house or outside counsel)	10 years after final disposition of case	166-400-0010(19)
Legal opinion & advice	a) Legislative bills, statutes: 6 years b) Administrative rule preparation: 10 years after appeal c) All other: Permanent	166-400-0010(20)
Legislative tracking	2 years	166-400-0010(21)
Lobbyist Records	a) Expenditure reports: 4 years b) All other: 5 years after last activity	166-400-0010(22)
Mitigation program (plans, strategies, policies, procedures)	a) Adopted plans: Permanent b) All other: life of the structure	166-400-0010(23)
Notary public log books	7 years after date of commission expiration	166-400-0010(24)
Oregon school register (enrollment, attendance, membership)	Permanent	166-400-0010(25)
Organization (hierarchy, administrative responsibility)	4 years after superseded or obsolete	166-400-0010(26)
Parent-teacher organization records	a) Minutes, constitutions committee records: 10 years after school year in which created b) All other: 3 years after school year in which created	166-400-0010(27)
Policy & Planning (Board, AR's, mission, goals, strategic)	a) Official copies: Permanent b) Planning documents: 10 years c) Working papers & draft material: 1 year after school year in which final document produced	166-400-0010(28)
Policy statements & Directive Series	10 years after superseded or obsolete	166-400-0010(29)
Procedure manuals (procedures, handbooks, desk manuals)	a) Routine clerical: 2 years after superseded or obsolete b) Construction or engineering: 10 years after substantial completion c) One copy of all other manuals: Permanent	166-400-0010(30)
Professional membership (institutional, individual)	3 years	166-400-0010(31)
Public notice (assessments, elections, land use changes)	3 years	166-400-0010(32)
Reports & studies (curriculum, programs, services, operations)	a) Annual & historical or policy: Permanent b) Other: 5 years or as required c) Working papers & drafts: 1 year after school year when produced	166-400-0010(33)
Requests & complaints (not specified elsewhere)	2 years after last action	166-400-0010(34)
Routing and job control records (routing slips, batch slips)	1 year	166-400-0010(35)

Type of Record	Minimum Retention	OAR Citation
Administrative Records (OAR 166-400-0010)		
School census (no longer being created)	Permanent	166-400-0010(36)
School District history (press releases, publications, articles)	Permanent	166-400-0010(37)
Special Education census	5 years after school year in which created	166-400-0010(38)
Special event and celebration	a) Significant documentation: Permanent b) All other records: 2 years after event	166-400-0010(39)
Staff meeting (minutes, agendas, notes, reports)	End of school year	166-400-0010(40)
Standardization (ODE visits, self-evals, on-site inspection)	6 years after school year in which created	166-400-0010(41)
Student information & demographic	a) Years ending in 0 & 5: Permanent b) All others: 5 years	166-400-0010(42)
Student organization administrative records	a) Constitution & bylaws: until superseded b) All other: 2 years after school year in which created	166-400-0010(43)
Superintendent of Schools (no longer being created)	Permanent	166-400-0010(44)
Surveys, polls & questionnaires	a) Summary with abstracts: 3 years b) All other: until summary complete or 3 years, whichever is sooner	166-400-0010(45)
Test administration (rosters, rules, regulations, exams, tests)	3 years after school year in which records were created	166-400-0010(46)
Work orders	a) County personnel: 1 year b) Outside vendors: 3 years	166-400-0010(47)
Work schedules and assignments	5 years	166-400-0010(48)
Year 2000 (Y2K) planning	5 years	166-400-0010(49)

Type of Record	Minimum Retention	OAR Citation
Curriculum and Instruction Records (OAR 166-400-0015)		
Course descriptions	10 years after school year in which records created	166-400-0015(1)
Curriculum development	3 years after superseded or obsolete	166-400-0015(2)
Instructional materials selection & adoption	6 years after school year in which records created	166-400-0015(3)
Teacher daily instructional plans	1 year after school year in which records created	166-400-0015(4)
Talented and Gifted program (TAG)	5 years after school year in which records created	166-400-0015(5)
Property and Equipment Records (OAR 166-400-0020)		
Architectural drawings, blueprints and maps	Life of the structure	166-400-0020(1)
Asbestos management	a) Management plan: 3 years after superseded b) Measurements of employee exposure: 30 years after employee separation c) All other records: 5 years after building or property disposed of	166-400-0020(2)
Building & Grounds repair, remodeling & construction	a) Floor plans, layouts, final inspection, permits for completed structure: Life of structure b) Other permits: 2 years after revoked or expired c) Contracts documenting construction, alterations or repair: 10 years after substantial completion d) All other records: 4 years	166-400-0020(3)
Capital construction projects	a) Contracts & agreements documenting building construction, alterations or repair: 10 years after expiration as defined by ORS 12.135(3) b) All other records: Life of the structure	166-400-0020(4)
Damaged/Stolen property (yearly risk, self-insurance manual)	4 years	166-400-0020(5)
Equipment loan (musical instruments, athletic equipment)	a) Overdue records: Until equipment returned or debts reconciled or deemed uncollectible b) All other records: 2 years after school year in which equipment is returned c) Loan agreements: 6 years	166-400-0020(6)
Equipment records (for warranty, service, & repair)	2 years after disposal of equipment	166-400-0020(7)

Type of Record	Minimum Retention	OAR Citation
Property and Equipment Records (OAR 166-400-0020)		
Facility use	a) Approved: 3 years after school year in which records were created b) Denied: 1 year after school year in which records were created	166-400-0020(8)
Hazardous materials management	a) Material data sheets: until superseded or obsolete b) All other records: 6 years after school year in which records were created	166-400-0020(9)
Inventory (expendable & non-expendable)	2 years after superseded or obsolete	166-400-0020(10)
Property disposition (non-real)	3 years after disposition of property	166-400-0020(11)
Property (purchase, ownership & sale)	3 years after property is no longer owned	166-400-0020(12)
Financial Records (OAR 166-400-0025)		
Accounts payable (invoices, purchase orders)	a) Federal funds: 5 years after final or annual expenditure report accepted b) All other: 4 years	166-400-0025(1)
Accounts receivable (invoices, billing records, receipts)	a) Recovery of federal funds: 3 years after final or annual expenditure report accepted b) All other: 3 years after collected or deemed uncollectable	166-400-0025(2)
Audit reports (internal or independent)	a) Audit, official: Permanent b) Grant fund audit records: 5 year after final or annual expenditure report accepted c) Other: 4 years	166-400-0025(3)
Bank transaction (includes student body funds)	a) Grant fund transactions: 5 years after final or annual expenditure report accepted b) Other: 3 years	166-400-0025(4)
Bond (authorizations, ratings, sample copies)	3 years after final payment	166-400-0025(5)
Budget preparation (budget requests, spending plans)	2 years	166-400-0025(6)
Budget (adopted budgets, messages, debt service)	a) Adopted, official: 20 years b) Other records: 3 years	166-400-0025(7)

Type of Record	Minimum Retention	OAR Citation
Financial Records (OAR 166-400-0025)		
Competitive Bid (RFP, RFI, accepted and rejected bids)	a) Accepted: 10 years after substantial completion b) Other accepted: 6 years after award or cancel c) Rejected & exemptions: 2 years	166-400-0025(8)
Credit slips	3 years after credit expired or redeemed	166-400-0025(9)
Employee bond (name, amount of coverage, dates)	6 years after expiration	166-400-0025(10)
Financial (organization statements, balance sheets)	a) Annual report, Official copy: Permanent b) Working papers & drafts: 1 year after acceptance of Annual c) All other financial reports: 3 years	166-400-0025(11)
General ledger	a) Year-end: 10 years b) All other: 3 years	166-400-0025(12)
Gift and contribution	a) Conditional gift: 6 years after expiration of agreement or conditions met b) All other records: 3 years	166-400-0025(13)
Grants	a) Final reports - significant grants: Permanent b) Documenting purchase and/or disposal of real property: 10 years after substantial completion c) Other grant records: 3 years after annual or final expenditure report submitted and approved, or as specified in the agreement, whichever is longer d) Unsuccessful grant applications: 1 year after rejection or withdrawal	166-400-0025(14)
Investment (certificates of deposit, interest income)	3 years after investment maturity	166-400-0025(15)
Leases	6 years after expiration	166-400-0025(16)
Petty cash funds	3 years	166-400-0025(17)
Purchasing (including purchases through student body acct.)	a) Expenditure of federal funds: 5 years after final or annual expenditure report accepted b) All other records: 3 years	166-400-0025(18)
Revenue (federal, ODE, other state agencies)	a) Federal and state: 5 years after final or annual expenditure report accepted b) All other records: 3 years	166-400-0025(19)
Signature organization financial (including student body acct.)	6 years post authorization expired or superseded	166-400-0025(20)

Type of Record	Minimum Retention	OAR Citation
Financial Records (OAR 166-400-0025)		
Student organization financial	3 years after school year in which records created	166-400-0025(21)
Subsidiary ledgers, journals & registers	a) Year-end payroll register: 75 years b) Trust fund ledgers: 3 years after trust fund closed c) All other: 3 years	166-400-0025(22)
Travel expenses	3 years	166-400-0025(23)
Vendor records	Until superseded or obsolete	166-400-0025(24)
Information & Records Management Records (OAR 166-400-0030)		
Computer system maintenance	a) Related to system: Life of system b) Related to backups: 1 year after superseded or obsolete	166-400-0030(1)
Computer system program documentation	a) Migration plans: Until superseded or obsolete b) All other records: 1 year after superseded or obsolete	166-400-0030(2)
Computer system security	3 years after superseded	166-400-0030(3)
Computer system wiring	Current plus previous version	166-400-0030(4)
Federal Communications Commission Licenses	5 years after school year in which license expires	166-400-0030(5)
Filing systems	3 years after superseded or abolished	166-400-0030(6)
Forms development	Until superseded or obsolete	166-400-0030(7)
Information service subscriptions	3 years	166-400-0030(8)
Information system planning and development	a) Implemented systems: Life of the system b) Unimplemented systems: 3 years	166-400-0030(9)
Microfilm and image quality controls	Same as related microfilm or digital image	166-400-0030(10)
Public records disclosure requests	a) Approved: 5 years b) Denied: 2 years after last action	166-400-0030(11)
Records management records	a) Destruction records: Permanent b) All other records: 5 years after superseded	166-400-0030(12)
Software management records	2 years after software disposed of or upgraded	166-400-0030(13)
Telecommunications system management	a) Repair and service orders: 4 years b) All other records: 1 year after superseded or obsolete	166-400-0030(14)
User support records	1 year	166-400-0030(15)

Type of Record	Minimum Retention	OAR Citation
Library Records (OAR 166-400-0035)		
Acquisition and Deaccession	a) Registers: Until superseded or obsolete b) All other records: 3 years after school year in which created	166-400-0035(1)
Audio-visual materials & equipment loan	a) Extension & Cancellation: 1 month b) Equipment inventories: 3 years after superseded or obsolete	166-400-0035(2)
Circulation records	a) Overdue records: Until material is returned or debts reconciled or deemed uncollectible b) All other records: 1 year after school year in which created	166-400-0035(3)
Copyright & duplication records	6 years after agreement expires	166-400-0035(4)
Library & media inventory	3 years after superseded	166-400-0035(5)
Library catalog records	Until superseded or disposal of material	166-400-0035(6)
Supplemental materials selection & adoption	7 years after school year in which created	166-400-0035(7)
School Administration Records (OAR 166-400-0040)		
District boundary records	Permanent	166-400-0040(1)
District clerk's records (no longer being created)	Permanent	166-400-0040(2)
Interscholastic athletic activity programs	5 years after school year in which created	166-400-0040(3)
Key & keycard records	a) Access & entry logs: 3 years b) Other records: 2 years after key turned in	166-400-0040(4)
Mailing lists	Until superseded or obsolete	166-400-0040(5)
Parking records	a) Citation records: 3 years after resolved b) All other records: 3 years	166-400-0040(6)
Postal records	3 years after school year in which created	166-400-0040(7)
Press releases	a) Policy & historic: Permanent b) Routine: 2 years	166-400-0040(8)
Publications	a) Significant publications, official: Permanent b) Preparation records: Until publication c) All other records: 2 years	166-400-0040(9)
Scheduling	2 years after school year in which created	166-400-0040(10)
Security Records	3 years after school year in which created	166-400-0040(11)
Student handbooks	a) Official copy: Permanent b) All other records: Until superseded or obsolete	166-400-0040(12)
Telecommunications logs	1 year	166-400-0040(13)

Type of Record	Minimum Retention	OAR Citation
School Administration Records (OAR 166-400-0040)		
Visitor logs	1 year	166-400-0040(14)
Payroll Records (OAR 166-400-0045)		
Deduction authorization	3 years after superseded, terminated or employee separates	166-400-0045(1)
Deduction registers	a) State & federal taxes: 5 years b) All other registers: 3 years	166-400-0045(2)
Employee payroll records	a) PERS enrollment, official: 75 years after date of hire b) All other records: 3 years after employee separates	166-400-0045(3)
Employee time & attendance	4 years	166-400-0045(4)
Federal & state tax records	a) Grant funds: See grant records b) All other records: 4 years	166-400-0045(5)
Garnishment records	3 years after resolution	166-400-0045(6)
Leave applications	3 years	166-400-0045(7)
Leave balance reports	a) Year-end balance reports: 75 years after date of hire b) All other reports: 4 years	166-400-0045(8)
Payroll administrative reports	3 years	166-400-0045(9)
Payroll register records	a) Year-end payroll register: 75 years b) Leave accrual & monthly payroll: 10 years c) All other registers: 3 years	166-400-0045(10)
Unemployment compensation claims	3 years	166-400-0045(11)
Unemployment reports	3 years	166-400-0045(12)
Wage & tax statements, annual	5 years	166-400-0045(13)
Withholding allowance certificates	5 years after superseded or employee separates	166-400-0045(14)

Type of Record	Minimum Retention	OAR Citation
Personnel Records (OAR 166-400-0050)		
Affirmative action (plans, updates, policy statements)	a) Plans, updates, & policy statements: Permanent b) All other records: 3 years	166-400-0050(1)
Benefits continuation records	3 years after employee separation of eligibility expired	166-400-0050(2)
Collective bargaining records	a) Contracts: 75 years after contract expires b) All other records: 6 years after contract expires	166-400-0050(3)
Comparable worth study (pay equity, alleged discrimination)	a) Final study: Permanent b) All other records: 5 years	166-400-0050(4)
Compensation plans (development, operation, maintenance)	a) Compensation plans: 20 years b) Pay range tables, merit matrixes: Until superseded c) All other records: 3 years	166-400-0050(5)
Criminal background checks	a) Background check logs: until superseded or obsolete b) Fingerprint cards: Until return of card or receipt of investigation findings c) All other records: 90 days then destroy	166-400-0050(6)
Disciplinary action records	a) Investigations resulting in termination: 10 years after employee separation b) Investigations resulting in disciplinary action or exoneration: 3 years after resolution c) Unfounded investigations: 3 years	166-400-0050(7)
Drug testing records	a) Positive test results: 5 years b) Negative test results: 1 year	166-400-0050(8)
Employee benefits	a) PERS enrollment, official copy: 75 years after date of hire b) All other records: 3 years after employee separation or eligibility expired	166-400-0050(9)
Employee medical (must be kept separate from personnel)	a) Hazard exposure: 30 years after separation b) All other records: 6 years after separation	166-400-0050(10)

Type of Record	Minimum Retention	OAR Citation
Personnel Records (OAR 166-400-0050)		
Employee personnel	a) Employment applications, licensure, personnel actions, home address disclosures, emergency notification form: 75 years from date of hire b) Grievance, complaint & disciplinary: 3 years c) All other records: 3 years after separation	166-400-0050(11)
Employment eligibility (verification forms I-9)	3 years or 1 year after employee separation, whichever is longer (8 CFR 274a-2)	166-400-0050(12)
Employee recognition	6 years	166-400-0050(13)
Employee suggestion awards	a) Adopted suggestions: 2 years b) Suggestions not adopted: 1 year	166-400-0050(14)
Equal employment opportunity commission compliance	a) Plans, updates, & policy: Permanent b) Complaint records and docs: 3 years after final decision issued c) All other records: 3 years	166-400-0050(15)
Grievance records	3 years	166-400-0050(16)
Hazard exposure records	30 years after separation	166-400-0050(17)
Layoff, dismissal, & non-renewal	3 years after final disposition	166-400-0050(18)
Personnel research	a) Final study or report: Permanent b) All other records: 5 years	166-400-0050(19)
Photo identification	Until superseded or obsolete	166-400-0050(20)
Position description & classification	3 years after superseded or obsolete	166-400-0050(21)
Recruitment & selection	a) Announcement records, position description, records documenting creation of test & rating scale: 10 years b) Unsolicited applications & resumes: 3 months if not returned to solicitor c) Unsuccessful applications & other records: 3 years after position filled or recruitment cancelled	166-400-0050(22)
Teacher resignation & licensure (certification)	a) Licensed personnel: 2 years after school year in which records were created b) Substitute teacher records: 1 year after school year in which records were created c) All other records: 75 years after date of hire	166-400-0050(23)

Type of Record	Minimum Retention	OAR Citation
Personnel Records (OAR 166-400-0050)		
Training program	3 years after school year in which created	166-400-0050(24)
Volunteer program records	a) Volunteer worker: 3 years after separation b) All other records: 5 years	166-400-0050(25)
Wellness program	3 years after school year in which created	166-400-0050(26)
Safety & Risk Management Records (OAR 166-400-0055)		
Accident & injury	a) Employee hazard exposure: 30 years after separation b) Other records, if no claim filed: 3 years c) Other records, if claim filed: Transfer to Claim Record	166-400-0055(1)
Contractor liability insurance verification	a) If related to county or special district improvement project: 10 years after substantial completion b) All other bond records: 6 years after expiration	166-400-0055(2)
Contractor performance bond records	a) If related to county or special district improvement project: 10 years after substantial completion b) All other bond records: 6 years after expiration	166-400-0055(3)
Disaster preparedness	Until superseded or obsolete	166-400-0055(4)
Emergency response & safety plans	a) Fire drill reports: 1 year after school year in which records were created b) All other records: 1 year after superseded or obsolete	166-400-0055(5)
Hazard communications programs	75 years after superseded or obsolete	166-400-0055(6)
Hazardous substance employer survey records	Until superseded or obsolete	166-400-0055(7)
Insurance claim records	5 years after the disposition of claim	166-400-0055(8)
Insurance policy records	a) Property, liability & employee group insurance: 75 years after expiration if no claims pending b) All other insurance: 6 years after expiration if no claims pending	166-400-0055(9)
Liability claims records	a) If action taken: 10 years after case closed, dismissed or date of last action b) If no action taken: 3 years	166-400-0055(10)
Liability waivers records	3 years after school year in which records created	166-400-0055(11)

Type of Record	Minimum Retention	OAR Citation
Safety & Risk Management Records (OAR 166-400-0055)		
Master material safety data records	Until superseded or obsolete	166-400-0055(12)
Occupational injury & illness records	6 years	166-400-0055(13)
Risk factor evaluation records	4 years	166-400-0055(14)
Property damage records	a) If litigated: See Civil Case Files in the Counsel or District Attorney section for retention b) If not litigated: 3 years after date of last action	166-400-0055(15)
Safety committee records	3 years	166-400-0055(16)
Safety, inspection & compliance	10 years	166-400-0055(17)
Accident insurance fund claim records	a) Injury reports: 1 year b) All other records: 6 years after settlement of claim	166-400-0055(18)
Tort liability claim records	a) Statistical reports: 5 years b) Other records, if action taken: 10 years after final disposition of claim c) Other records, if no action taken: 3 years	166-400-0055(19)
Vehicle accident records	a) If litigated: See also Civil Case Files in Legal Counsel section b) If not litigated: 3 years	166-400-0055(20)
Workers' compensation claim records	a) Records describing injuries & illnesses: See Employee Medical Records in the Personnel Records section b) All other records: 6 years after claim closed or final action	166-400-0055(21)
Workers' compensation reports	a) OSHA logs & summaries, official copy: 5 years after end of year to which they relate b) All other records: 3 years	166-400-0055(22)
Student Education Records (OAR 166-400-0060)		
Alternative school referrals	3 years after school year in which created	166-400-0060(1)
Student athletic activity records	5 years after school year in which created	166-400-0060(2)
Attendance records	3 years after school year in which created	166-400-0060(3)
Behavioral records (Major (Class/Group A))	Until student turns 21	166-400-0060(4)
Behavioral records (Minor (Class/Group B))	Until end of school year	166-400-0060(5)
Child abuse reports	3 years after school year in which created	166-400-0060(6)
Child care facility residency records	3 years after school year in which created	166-400-0060(7)

Type of Record	Minimum Retention	OAR Citation
Student Education Records (OAR 166-400-0060)		
Certificate of Advanced Mastery (CAM)	Until student turns 21 or graduates, whichever is longer	166-400-0060(8)
Certificate of Initial Mastery (CIM)	Until student turns 21 or graduates, whichever is longer	166-400-0060(9)
Compensatory education programs student records	a) Records showing compliance with all federal program requirements: 5 years after school year in which created b) All other records: 3 years after school year in which records were created	166-400-0060(10)
Compulsory attendance excuse records	Until student turns 21 or graduates, whichever is longer	166-400-0060(11)
Educational programs student records	a) Records showing compliance with all federal program requirements: 5 years after school year in which created b) All other records: 3 years after school year in which records were created	166-400-0060(12)
Grade records	6 years after school year in which records created	166-400-0060(13)
Grade reports, administrative records	3 years after school year in which created	166-400-0060(14)
Grievance records (student initiated)	3 years after resolution	166-400-0060(15)
Education counseling records	3 years after school year in which created	166-400-0060(16)
High school dual program student records	3 years after school year in which created	166-400-0060(17)
Home schooling records	3 years after school year in which created	166-400-0060(18)
Inter-district transfer agreement records	6 years after expiration	166-400-0060(19)
Intervention programs student records	a) Records showing compliance with all federal program requirements: 5 years after school year in which created b) All other records: 3 years after school year in which records were created	166-400-0060(20)
Non-resident student records	3 years after school year in which created	166-400-0060(21)
Parent-teacher conference records	3 years after school year in which created	166-400-0060(22)
Parental/Custodial delegation records	Until student turns 21 or graduates, whichever is longer	166-400-0060(23)

Type of Record	Minimum Retention	OAR Citation
Student Education Records (OAR 166-400-0060)		
Personal/Locker search records	3 years after school year in which created	166-400-0060(24)
Psychological guidance and counseling records	Until student turns 21 or 5 years after last action	166-400-0060(25)
Registration records	a) Completed registrations: 3 years after school year in which records created b) Incomplete/withdrawn registration records: 3 years after school year in which created	166-400-0060(26)
Report card records	a) If information has been recorded on Student Permanent Record: 6 years after school year in which created b) If information has not been recorded on Student Permanent Record: Permanent	166-400-0060(27)
Special Education student records	a) Records documenting speech pathology & physical therapy services: Until student reaches 21 or 5 years after last seen, whichever is longer b) ESD copies, if program at district level: Transfer records to home district after end of student participation c) Readable photocopies of records necessary to document compliance with State and Federal audits retained by the former educational agency or institution when a student transfers out of district: 5 years after end of school year in which original record was created	166-400-0060(28)
Student health records	Until student turns 21 or graduates, whichever is longer	166-400-0060(29)
Student health screening records	Until student turns 21 or graduates, whichever is longer	166-400-0060(30)
Student immunization records	a) Certificate of immunization status (CIS): Until student turns 21 or graduates, whichever is longer b) Immunization status records - susceptible (tracking cards): Until student attendance ends	166-400-0060(31)
Oregon student record	1 year	166-400-0060(32)
Transfer application records	3 years after school year in which created	166-400-0060(33)

Type of Record	Minimum Retention	OAR Citation
Student Education Records (OAR 166-400-0060)		
Truancy records	3 years after school year in which created	166-400-0060(34)
Tutoring records	3 years after school year in which created	166-400-0060(35)
Withdrawal records	3 years after school year in which created	166-400-0060(36)
Transportation Records (OAR 166-400-0065)		
Bus driver records	4 years after school year in which created	166-400-0065(1)
Bus incident & vandalism reports	1 year after school year in which created	166-400-0065(2)
Bus schedule & route records	a) Annual bus route reports: 5 years after school year in which created b) All other records: 1 year after school year in which created	166-400-0065(3)
Bus service records	a) Quarterly reports: 10 after school year in which records were created b) Release forms: 3 years after school year in which records created c) All other records: 1 year after school year in which records created	166-400-0065(4)
Fuel records	2 years	166-400-0065(5)
Transportation complaint reports	3 years after school year in which complaint resolved	166-400-0065(6)
Transportation safety records	a) Hazard reports: 1 year after school year in which hazard eliminated b) All other records: 1 year after school year in which created	166-400-0065(7)
Vehicle maintenance records	a) Annual reports: 5 years after school year in which records were created b) All other records: 3 years after disposal of vehicle	166-400-0065(8)
Vehicle records (title, registrations, warranties)	a) Title application materials: Until title received b) Titles: Until vehicle disposed of c) All other records: 3 years after disposal of vehicle	166-400-0065(9)
Vehicle usage	3 years	166-400-0065(10)