

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: February, 2011

Expires: February, 2016

***Organizational Placement***  
**0005**

**Schedule: 2010-**

**Agency:** Oregon Medical Board  
**Section:** Administration  
**Program:** Oregon Medical Board and Committees

***Program Description***

The Oregon Medical Board and its Committees exist to protect the health, safety, and welfare of Oregon's citizens by granting or withholding the privilege of practicing medicine in Oregon in accordance with the Medical Practice Act, ORS 677.

The Board and Committees oversee the licensure and professional conduct of Medical Doctors and Doctors of Osteopathy, Doctors of Podiatric Medicine, Physician Assistants, and Acupuncturists. The Board also oversees the scope of practice for Emergency Medical Technicians and Paramedics.

The Board consists of twelve members appointed by the Governor. The full Board meets quarterly and works through committees that include one or more Board members. Current committees include the Investigative Committee, the Administrative Affairs Committee, the Legislative Advisory Committee, the Acupuncture Advisory Committee, the Physician Assistant Committee, the EMT Advisory Committee, and the Editorial Committee.

***Program Records***

None

***State Boards and Commissions General Records Retention Schedule Records***  
**Boards and Commission Records (OAR 166-350-0010)**

Board and Commission Meeting Minutes

***Databases***

None

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***Organizational Placement***  
**0005**

**Schedule: 2010-**

**Agency:** Oregon Medical Board  
**Section:** Administration  
**Program:** Executive

***Program Description***

The Executive office includes the Executive Director, Operations & Policy Analyst, a medical director, and an executive assistant. The Director determines policy and program priorities and oversees all Board and agency operations including legislative liaison and public outreach. The Director also acts as liaison with other government entities.

The medical director provides medical expertise to the Board, the Investigations program, and the Licensing program. The Executive Director's office also publishes the "Oregon Medical Board Report" newsletter and the Board's Annual Report.

Program Records

- |            |  |             |
|------------|--|-------------|
| <b>001</b> | <b>Annual Report, 1937-[ongoing]</b>                                   | <b>2 cf</b> |
|            | Retain permanently, transfer to State Archives after 20 years          |             |
| <b>002</b> | <b>Oregon Medical Board Report, 1976-[ongoing]</b>                     | <b>2 cf</b> |
|            | Retain one copy permanently, transfer to State Archives after 20 years |             |

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

**Administrative Records (OAR 166-300-0015)**

Policy Development and Planning Records

***Databases***

None

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***Organizational Placement***  
**0005**

**Schedule: 2010-**

**Agency:** Oregon Medical Board  
**Section:** Administration  
**Program:** Accounting

***Program Description***

The accounting program provides business and technical support including: budgeting, goods and trade services contracting, accounts payable, cash receipts, accounts receivable, financial reporting, purchasing and data entry.

Records Description:

***Program Records***

None

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

**Facilities/Property Records (OAR 166-300-0020)**

Asset Inventory Reports

Equipment/Property Disposition Records

**Financial Records (OAR 166-300-0025)**

Account Reconciliation Records

Accounts Receivable Reports & Records

Accounts Payable Reports & Records

Annual Financial Reports

Audit Reports

Budget Reports & Records

Oregon State Treasury Reports

Legislatively Adopted Budget

***Databases***

GL Suite

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***Organizational Placement***  
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**Schedule: 2010-**

Agency: Oregon Medical Board  
Section: Administration  
Program: Information Technology

***Program Description***

The Information Technology (IT) program is responsible for network administration, database programming, and user support for the Oregon Medical Board. IT also assists with extracting data from the agency's databases in response to public records requests; backs up the agency's computer systems; and supports the technical aspects of web site maintenance and web services to support agency functions.

***Program Records***

None

***State Agency General Records Retention Schedule Record***  
**Information Systems Records (OAR 166-300-0030)**

Computer System Maintenance Records  
Computer System Program Documentation  
Computer System Security Records  
Information System Planning and Development Records  
Software Management Records  
User Support Records

***Databases***

Inventory Tracking Systems  
GL Suite

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**0005**

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**Agency:** Oregon Medical Board  
**Section:** Administration  
**Program:** Personnel and Payroll

***Program Description***

The Personnel and Payroll program administers the technical human resource functions for the Oregon Medical Board.

***Program Records***

None

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

**Administrative Records (OAR 166-300-0015)**

Visitor Log

**Payroll Records (OAR 166-300-0035)**

Employee Payroll Records

Employee Time Records

Employee Benefits Records

Leave Application Records

OSPA Reports

Unemployment Claim Records

**Personnel Records (OAR 166-300-0040)**

Affirmative Action Records

Employee Medical Records

Employee Personnel Records

Position Descriptions and Reclassification Records

Recruitment and Selection Records

***Databases***

None

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***Organizational Placement***  
**0005**

**Schedule: 2010-**

**Agency:** Oregon Medical Board

**Program:** Licensing

***Program Description***

The Oregon Medical Board grants licenses to physicians and allied health care professionals (physician assistants and acupuncturists). The Licensing Program is responsible for ensuring that every applicant granted a license meets all requirements for education, clinical training, examinations, and conduct.

Licensing examinations are administered by the Federation of State Medical Boards, the National Board of Medical Examiners, the National Board of Osteopathic Medical Examiners, the National Board of Podiatric Medical Examiners, the National Commission for the Certification of Physician Assistants, and the National Commission for the Certification of Acupuncturists. The Executive Director approves completed applications. Completed applications with discrediting information are sent to the appropriate Board committee for formal review and recommendation to the full Board. The committees include the Administrative Affairs Committee (MD/DO/DPMs), the Physician Assistant Committee, and the Committee on Acupuncture. All applications reviewed by the various committees are scheduled for review by the full Board. Committees and staff may grant limited licenses pending Board approval if the file is complete and there is no discrediting information disclosed.

The program also renews licenses for Medical Doctors, Doctors of Osteopathy, Doctors of Podiatric Medicine, Physician Assistants, and Acupuncturists. License renewal occurs every two years. The program maintains a listing of free-care practitioners who have registered with the Board for partial indemnification against death, injury, or other loss arising from services provided without compensation. It also performs a public relations function by providing license verification information to the media, licensees, and the public. It does this by answering telephone and other queries, and by producing periodic and special licensee directories and listings. The program maintains current contact information for all licensees.

***Program Records***

**003 Liability Cap Records**

Retain 4 years, destroy

**004 Licensee Application Files**

- a) Retain licensed, denied and revoked files 99 years or 2 years after deceased whichever is longer, destroy
- b) Retain credentialing documents received prior to application and no application received 1 year, destroy
- c) Retain paid, withdrawn and expired applications 6 years, destroy
- d) Retain paid, withdrawn and expired applications with noted material 6 years, destroy
- e) Retain unpaid, withdrawn and expired applications 10 years, destroy
- f) Retain cleared applications 1 year, destroy

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- 005 Licensee Listings**
  - a) Retain Licensee Directory 99 years, destroy
  - b) Retain Certificates Printed Listing, Lapsed License Listing and Renewals Sent Listing 2 years, destroy
- 006 License Renewal Applications**  
Retain 8 years, destroy
- 007 Licensure Statistical Summary Records**  
Retain 20 years, destroy
- 008 Limited License Applications**  
Retain 6 years after expired, destroy
- 009 Oregon Licensee Examination Results Score Rosters**  
Retain 99 years, destroy
- 010 Podiatrists Continuing Education Audit Records – Lists of Licensees Audited**  
Retain 4 years, destroy
- 011 Registration Application Problem Letters**  
Retain 1 year, destroy
- 012 Voided Certificates and Logs**
  - (a) Retain logs 2 years, destroy
  - (b) Retain certificates as needed, destroy

*State Agency General Records Retention Schedule Records*  
**Administrative Records (OAR 166-300-0015)**  
Public Records Disclosure Request Records

*State Boards and Commissions General Records Retention Schedule Records*  
**Board and Commission Records (OAR 166-350-0010)**  
Appeal and Review Records  
Board and Commission Meeting Minutes

*Databases*  
GL Suite Licensing

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***Organizational Placement***  
**0005**

**Schedule: 2010-**

**Agency:** Oregon Medical Board  
**Program:** Investigations and Compliance

***Program Description***

The Investigations and Compliance program receives complaints against licensees from patients, pharmacies, insurance companies, hospitals, nursing homes, physicians, nurses and others in the health care field. The program also provides the services of a Complaint Resource Officer who assists the public with questions and problems concerning their medical practitioners, and who assists practitioners with questions about Oregon law.

The program conducts investigations in cases where a violation of the Medical Practice Act may have occurred. A comprehensive field investigation is performed and case information is entered into the GL Suite database.

Findings are presented to the Investigative Committee, which may interview the licensee. If the licensee is found to be in violation of the Medical Practice Act the Committee recommends to the full Board that disciplinary action (revocation, suspension or probation) be taken. Licensees may then request a formal hearing before an administrative law judge. The judge submits a proposed order to the Board, which reviews it and issues a final order. If a licensee disagrees with the Board's final order, the contested decision may be appealed to the Oregon Court of Appeals and ultimately the Oregon Supreme Court. The Compliance Officers monitor licensees who are under Board orders to ensure that all conditions of probation are being met and that it is safe for them to practice. Compliance related data is entered into the GL Suite database.

The program also receives malpractice insurance claim forms from insurance carriers who are required by statute to inform the Board of the claim. The claims do not necessarily involve investigations. Claim information is entered into the GL Suite database.

***Program Records***

- |            |  |             |
|------------|--|-------------|
| <b>013</b> | <b>Annual Investigative Statistical Reports, 1974-[ongoing]</b>                                    | <b>1 cf</b> |
|            | Retain permanently, transfer to State Archives after 30 years                                      |             |
| <b>014</b> | <b>Compliance/Probationer Case Files</b>   |             |
|            | Retain 2 years after licensee deceased, destroy  |             |
| <b>015</b> | <b>Contested Case Hearings Records</b>   |             |
|            | Retain 2 years after licensee deceased, destroy  |             |
| <b>016</b> | <b>Court of Appeals Legal Case Files</b>   |             |
|            | Retain 10 years after case resolved, destroy   |             |
| <b>017</b> | <b>Investigation Case Files – Cases closed with Violation, Letter of Concern or Systems Letter</b> |             |
|            | a) Retain medical records 5 years after case closed, destroy                                       |             |
|            | b) Retain all other records 2 years after licensee deceased, destroy                               |             |

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- 018 Investigation Case Files – Closed with no Violation or No Apparent Violation**  
a) Retain medical records 2 years after case closed, destroy  
b) Retain all other records 2 years after licensee deceased, destroy
- 019 Investigative Committee Records**  
a) Retain minutes 99 years, destroy  
b) Retain audiotapes 5 years, destroy  
c) Retain agenda books 2 years, destroy
- 020 Malpractice Insurance Claim Review Records**  
Retain 2 years after licensee deceased, destroy

*State Agency General Records Retention Schedule Records*  
**Administrative Records (OAR 166-300-0015)**

Correspondence

*Databases*

GL Suite