

Office of Sustainable Development Record Retention Schedule

4301 ENERGY

4301-01 CONSERVATION PROGRAMS

Documentation of Energy Division programs created to encourage and educate businesses, government agencies and individuals in the use of energy conservation. Transfer one copy of policy decisions, annual reports and other significant program findings and reports to schedule 4300/1000-01 for permanent retention.

Confidential? No
Vital Record? No
Record Copy? Yes

RETENTION: 4301-01(A) Retain documentation of program activities 5 years;
4301-01(B) Retain brochures, pamphlets, and leaflets until superseded or obsolete

AUTHORITY: OAR 166-200-0010 (2); (3); (24)

4301-02 MULTIFAMILY ASSISTANCE PROGRAMS

Documentation of Energy Division programs created to encourage rental property owners to make property improvements that save energy, and lower the cost and simplify the management of water and waste. Transfer one copy of policy decisions, annual reports and other significant program findings and reports to schedule 4300/1000-01 for permanent retention.

Confidential? No
Vital Record? No
Record Copy? Yes

RETENTION: 4301-02(A) Retain documentation of program activities 5 years
4301-02(B) Retain brochures, pamphlets, and leaflets until superseded or obsolete

AUTHORITY: OAR 166-200-0010 (2); (3); (24)