

Office of Sustainable Development Record Retention Schedule

4303 GREEN BUILDING

4303-01 INDUSTRY AND COMMUNITY EDUCATION

Documentation of programs developed to expand market demand by educating building industry professionals and the public about the benefits of green building. 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: 4303-01(A) Retain documentation of program activities 2 years
4303-01(B) Retain brochures, pamphlets, and leaflets until superseded or obsolete

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

4303-02 INDUSTRY AND COMMUNITY ASSISTANCE

Documentation of efforts to make green building practices easier to implement by reducing regulatory and financial barriers while developing technical services and resources for building industry professionals. 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: Retain documentation of program activities 2 years.

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