

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: 11/26/2003

Expires: 11/26/2008

Organizational Placement

Schedule #: 2003-0026

Agency: Department of Human Services

Division: Administrative Services

Office: Human Resources

Unit: Criminal Records (CRU)

Program Description:

The Criminal Records unit (CRU) is responsible for conducting background investigations and criminal records checks on Department of Human Services (DHS) employees, agency clients, and their employees providing services to the young, old, and infirm/disabled per ORS 181.536 - .537. Individuals subject to background investigations include but are not limited to employees and volunteers in facilities licensed or certified by DHS, staff and volunteers of DHS, foster parents, adoptive parents, individuals providing child care for clients, and adult household members in homes where care is provided. The CRU reviews criminal offender information to make fitness determinations or provide criminal offender information to other DHS programs to review and make fitness determinations. Prior to 2003 individual program areas in DHS were responsible for conducting background checks. The CRU originated to provide consistent, centralized investigations and background checks using technical expertise and the latest resources.

Criminal background checks are conducted and information gathered upon request from a variety of sources including but not limited to the Law Enforcement Data Systems (LEDS), the Oregon Judicial Information Network (OJIN), the Oregon Driver and Motor Vehicles Division (DMV), and DHS's Family and Children Information Systems (FACIS). In addition, the CRU uses the resources of the Oregon State Police and the Federal Bureau of Investigation to check fingerprints and contracts with private parties to conduct background checks.

Rechecks of criminal background information are conducted as directed by program policy to verify/update the status of an employees or clients fitness determination. The conducting of fitness determinations is predicated upon the discovery of any criminal background information involving an applicant. If the applicant has a criminal background the CRU establishes if a fitness determination is warranted based upon several factors including the nature of the crime and date committed/sentenced. Fitness determinations assess the accuracy of the findings, the current status of the applicant, and whether or not the individual meets statute and policy guidelines allowing them to "...hold the position, provide services or be employed, licensed, certified or registered". Rejected candidates have 45 days in which to request a hearing to appeal the decision.

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001 Criminal Background Check Records #001 Addendum approved


Criminal Records Unit

3/2/2007
Date


Mary Beth Herkert, State Archivist

6/5/07
Date

Records Description:

Program Records

001 Criminal Background Check Records

- a) Retain contested/~~denied~~ criminal history check records and fitness determinations ~~3~~ 6 years after resolution, destroy
- b) Retain ~~approved~~ criminal history check records and fitness determinations 3 years, destroy
- e) ~~Retain LEADS background check records 1 year, destroy~~
- c) Retain fingerprint cards until final report/finding issued or upon return by the Oregon State Police or Federal Bureau of Investigation, destroy

Background check information may be sent to and held by the unit originating the request.

Databases Used

CHX3db
Fingerprint (DHS Employees and Volunteers)
Fingerprint (Child Welfare)
Fingerprint (Seniors)
MH/DD Fingerprint
Tracking

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
LEADS Certification Records
Policy and Procedure Guidelines and Manuals
Fax Transmittal Reports (see Telecommunications Logs)

Personnel Records - OAR 166-300-0040

Criminal Background Check Records
Employee Personnel Records