

## Record Retention Navigation

Retention Schedule Link: [http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_475.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_475.html)

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### Tips:

- The schedule is divided by areas. Your record may exist in multiple areas.
- Some records have multiple retentions based on purpose or copy.
- If your procedure is to destroy once per year, you may need to keep the record slightly beyond the destruction time. Don't destroy early.

## Instructions to search the schedule

*Firefox (39):* Click on the three horizontal dashes in the upper right of your browser window. Click Find. (Ctrl + F is a shortcut for opening the search pane). A search pane will open at the bottom left of your browser window. Type in the type of record you are looking for. The number of matches will display to the right of the pane. Click the up or down arrow to the right of the word you searched for to skip through the schedule to areas that match your search.

*Internet Explorer (9):* Click Edit. Click Find on this page... (Ctrl + F is a shortcut for opening the search pane). A search pane will open in the upper left of your browser window. Type in the type of record you are looking for. The number of matches will display to the right of the pane. Click Previous or Next to the right of the word you searched for to skip through the schedule to areas that match your search.

*Chrome (50):* Click on the three horizontal dashes in the upper right of your browser window. Click Find... (Ctrl + F is a shortcut for opening the search pane). A search pane will open at the upper right of your browser window. Type in the type of record you are looking for. The number of matches will display in the search pane. Click the up or down arrow to the right of the match count to skip through the schedule to areas that match your search.

If you need assistance searching the schedule or have questions please contact Dona Vasas at [vasasd@wou.edu](mailto:vasasd@wou.edu) or 88171.