

## Retention rules that can apply to Homecare Worker's

OAR 166-300-0010 through 166-300-0045

- **Homecare worker records** – 7 years after end of employment
- **Homecare worker vouchers** – 6 years after issuance or until released from audit whichever is longer
- **Class enrollment and attendance records** – 2 years
- **Electronic Funds Transfer Applications** – 6 years
- **General correspondence** - 1 year

For other retention information click here:

[http://www.dhs.state.or.us/spd/tools/additional/ssam/NEW%20VERSION-OCT%202017/III\\_Case%20files\\_Sept019.htm#d](http://www.dhs.state.or.us/spd/tools/additional/ssam/NEW%20VERSION-OCT%202017/III_Case%20files_Sept019.htm#d)