

Homecare Worker Record Retention Policy

Updated: March 18, 2026

Oregon Administrative Rule (OAR) 166-300-0010 through 166-300-0045.

Files

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

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Aging and People with Disabilities at apd.ltss@odhs.oregon.gov or 503-945-5600. We accept all relay calls.



Aging and People with Disabilities

Medicaid Services and Supports

500 Summer St. NE, E-10

Salem, OR 97301-1076

503-945-5600

odhs.info@odhs.oregon.gov

www.oregon.gov/odhs