

RULE GUIDANCE

Storage of Electronic Records

GUIDANCE TOPIC

What records can be stored electronically?

LICENSE TYPE AND RULES

Registered Family Child Care (RF)

OAR 414-205-0130(1)(a-d) and (2)(a-d)

Certified Family Child Care (CF)

OAR 414-350-0060(3)(a-g) and (4)(a-d); 414-350-0080(1)(a-i)((A-F)

Certified Child Care Center (CC)

OAR 414-300-0040(4)(a-g)(5)(a-f)(6)(a)(A-B); 414-300-0060(1)(a-c)(A-H); 414-300-0220(2)(d)(A-B)

WHY THESE RULES ARE IN PLACE

To ensure the required files and documents can be reviewed by Office of Child Care (OCC) staff when it is necessary. These items must also be accessible during an emergency evacuation situation.

HOW THIS MAY LOOK IN YOUR PROGRAM

Facility files and documents can be stored electronically or in paper format. If stored electronically, all requirements of the rule still apply. These records must be immediately available to OCC staff at all times and must be portable for use during an emergency evacuation. Substitute providers/directors must have the ability and authority to access electronic records when the provider/director is absent. Records may be emailed from a central location to the site or kept electronically on site but both must be available immediately, upon request.



Rule Category	Requirement
RF: Record Keeping	<p>Children’s enrollment records can be electronic files with signatures by the parents. This includes records of medications and injuries.</p> <p>Attendance records can be stored electronically.</p> <p>Written authorizations for medical treatment, transportation and activities may be in electronic format.</p> <p>All records must be maintained for at least one year. These may be electronic records and must be available at all times or at least by the end of the visit.</p>
CF: Enrollment and Records	<p>Children’s enrollment records can be electronic files with signatures by the parents. This includes records of medications and injuries.</p> <p>Daily attendance records for staff and children can be maintained electronically. The files for personnel records can also be stored in this manner.</p> <p>Written authorizations for medical treatment, transportation and activities may be in electronic format.</p>

Rule Category	Requirement
<p>CC: Enrollment and Record Keeping</p>	<p>All records must be maintained for at least two years. These may be electronic records and must be available at all times or at least by the end of the visit.</p> <p>Children’s enrollment records can be electronic file’s with signatures by the parents.</p> <p>Infant and toddler information can be electronic files.</p> <p>Written authorizations for medical treatment, transportation and activities may be in electronic format.</p> <p>All records must be maintained for at least two years. These may be electronic records and must be available at all times or at least by the end of the visit.</p> <p>Daily attendance records for children and staff members may be electronic records.</p> <p>Personnel records may be maintained as electronic files including trainings that are recorded in ORO (Oregon Registry Online).</p>
<p>CC: Illness or Injury</p>	<p>Injury and accident reports may be completed in an electronic format and an electronic signature is acceptable by the reporting staff and parent.</p>

ADDITIONAL INFORMATION

There are many options for electronic record keeping systems. All must be accessible by program staff and available for review by OCC upon request.

Daily attendance records must clearly show all children and staff members that are present in the classrooms at any given time.

A plan should be in place for an alternative method to access electronic files in case the internet is not operational. Staff members must create a paper attendance log for that day and retain them in the classroom.

OCC LICENSING SPECIALIST MAY REVIEW

All electronic records may be requested for review. Past records may be required as well.

OPTIONAL RESOURCES

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#), 300 [Certified Child Care Centers](#), and 350 [Certified Family Child Care Homes](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.

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