

BENCO
Agency
POLICIES AND PROCEDURES

SUBJECT: AGENCY DOCUMENTATION REQUIREMENTS

OAR: 411-323-0060 (9) a-d

▪ POLICY:

- **(9) a-d** Benco has policies that address agency documentation requirements. Documentation must: be prepared at the time or immediately following the event being recorded; be accurate and contain no willful falsifications; be legible, dated, and signed by the person making the entry; and be maintained for no less than three years.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 4/20/17