

# OSP Firearms Background Check Program – Records Retention Questions

## OSP firearms background check records retention process questions:

Statute allows OSP retain the information for up to 5 years for all the transactions, but there is an OSP process/policy to purge approved transactions after 10 days (unless the initial check indicated there was a potential prohibitor.)

1. Who created/authorized the 10-day OSP purge process/policy? When was it created?
2. Who has the authority to change the 10-day OSP purge process/policy?
3. Is the 10-day OSP purge process/policy something that can be made available to the public?

## Computer system questions:

1. Where are all the firearms background check transactions (approved, denied and pended) stored at the OSP? Is it on a computerized system?
2. What's the name of that system? Is it the FICS?
3. Is the database for that system backed up? If so, how long are backups kept?
4. Is the computer process that deletes approved transactions after 10 days an automated one or manual?

## OSP website - FICS records retention information:

On the [Firearms Instant Check System \(FICS\) web page](#), it states “The Firearms Unit provides a service to all Federally Licensed Firearms dealers in the state of Oregon by conducting the Firearms Instant Check backgrounds on persons attempting to purchase a firearm (ORS 166.412). **Records of the transactions are kept for five years.**” Is that outdated/inaccurate information?

**Oregon State Police**

Department

**Firearms Instant Check System (FICS)**

The Firearms Unit provides a service to all Federally Licensed Firearms dealers in the state of Oregon by conducting the Firearms Instant Check backgrounds on persons attempting to purchase a firearm (ORS 166.412). **Records of the transactions are kept for five years.** This database is exempt from public inspection. The funding for this Unit is based on a current user fee of \$10.00 per transaction. The Firearms Unit is open from 8am to 10pm every day except Thanksgiving and Christmas as mandated by law. The unit is also responsible for conducting background checks for private party sales at gun shows.

The Firearms Unit is responsible for processing stolen gun checks against the stolen weapons files in LEDS and NCIC for the dealers and any private citizen requesting this service. There is no fee for processing the stolen gun checks. To check a firearm against the stolen record files, call 1-800-432-5059.

**We have recently initiated the Oregon FICS Online System**  
You can now do transactions through the web  
<https://xn.osp.state.or.us/Fics/>