

MULTNOMAH COUNTY, OREGON

EXECUTIVE RULE NO. 0301

Retention of Public Records

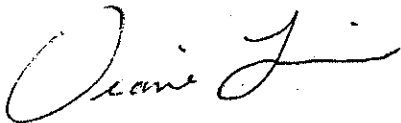
- a. It is the policy of Multnomah County that all employees will comply with Oregon's public records law, other relevant state and federal laws, and applicable records retention schedules for County records, including email messages.
- b. ORS 192.105 governs the disposition of public records.
- c. Public records may be destroyed only by authorization of the State Archivist. This applies to all public records regardless of their format or media.
- d. Under ORS 192.005 certain records are deemed not to be "public records" for retention or archiving purposes and may be destroyed without State Archivist authorization. These include:
 - Extra copies of a document, preserved only for convenience of reference,
 - Messages on voice mail or on other telephone message storage and retrieval system,
 - A stock of publications,
 - Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.
- e. In addition under ORS 192.170, the following public records are excluded from State Archivist retention requirements and may be destroyed:
 - Records of inquiries and requests for information and the answers unless a law requires preservation or retention as evidence of a legal right or liability,
 - Public records that are duplicates,
 - Letters of transmittal and acknowledgment, advertising, announcements and correspondence or notes pertaining to reservations of accommodations or scheduling of personal visits or appearances;
- f. The State Archivist authorizes the destruction of public records under general County retention schedules, or special retention schedules that identify requirements for program records not covered by the general schedules. Special retention schedules remain in effect for five years from the date the State Archivist approves them.

- g. The County Records Management Program is the liaison with the State Archivist. The program manages records retention scheduling for all County departments and offices. It compiles, develops and maintains retention schedules for each program, provides copies of retention schedules to County employees, and provides advice, training and assistance about retention requirements.

The following rules apply to County public records:

1. All County programs must obtain a records retention schedule from the County Records Management Program. Only County public records included on a records retention schedule issued through the County Records Management Program may be destroyed.
2. County public records generally will be destroyed after the expiration of the scheduled retention periods. After consultation with the County Records Management Program, a retention period may be extended.
3. Records created in 1920 or earlier or listed on the Oregon Historical Records Inventory may not be destroyed.
4. Electronic mail system backups are duplicate public records and may be destroyed.

Dated this 29th day of September, 2006.



Diane M. Linn, Multnomah County Chair

REVIEWED:

Agnes Sowle, County Attorney
for Multnomah County, Oregon

