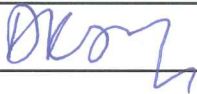


**MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE REC-1**

SUBJECT:	Records Retention Schedules
PURPOSE:	To define responsibilities for establishing retention periods for county public records.
ORGANIZATION RESPONSIBLE:	Records Management Program
DATE:	May 11, 2016 
ORGANIZATIONS AFFECTED:	All Departments/Offices
LEGAL CITATION/ REFERENCE:	ORS 192, OAR 166, Executive Rule 301

I. RECORDS RETENTION SCHEDULES

- A. Records retention schedules identify groups of county public records and the minimum period for which they need to be retained.
- B. Retention schedules provide the *only* authorized method for identifying public records eligible for destruction under the Public Records Law.
- C. "Public record" includes, but is not limited to, a document, book, paper, file, sound recording, or machine-readable electronic record, regardless of physical form, electronic file format, or characteristics, prepared, owned, used, or retained in pursuance of law or in connection with the County's operations or business, whether or not confidential or restricted in use. If you have questions regarding classifying information as a public record, contact the Records Management Program.
- D. The County Records Management program is responsible for maintaining county retention schedules for departments, non-departmental agencies, and elected officials based on legal, fiscal, administrative, and archival requirements. Retention schedules are accessible via the County Records Management Program's public-facing website at: <https://multco.us/records/retention-schedules>.
- E. Retention schedules must be renewed every 5 years.
- F. Refer to Administrative Procedures REC-5 for Record Destruction Procedures.

II. MATERIALS THAT DO NOT REQUIRE RETENTION SCHEDULE AUTHORITY TO BE DISPOSED OF

- A. Materials that are not public records do not need to be included on a records retention schedule nor is any other authorization required for their destruction. In

addition, some records do not require the authority of a retention schedule to be destroyed.

- B. The following materials are not public records:
 - 1. Library and museum materials made or acquired solely for reference or exhibition purposes.
 - 2. Records or information concerning the location of archaeological sites or objects as those terms are defined in ORS 358.905.
 - 3. Extra copies of a document, preserved only for convenience or reference.
 - 4. A stock of publications.
 - 5. Messages on voicemail or on other telephone message storage and retrieval systems.
- C. The following materials can be destroyed without specific authorization:
 - 1. Inquiries and requests from the public and answers thereto not required by law to be preserved or not required as evidence of a public or private legal right or liability.
 - 2. Public records which are duplicates, such as photocopies.
 - 3. Letters of transmittal and acknowledgement, advertising, announcements, and correspondence or notes pertaining to reservations of accommodations or scheduling of personal visits or appearances.

III. HISTORICAL/ARCHIVAL RECORDS

- A. Regardless of the retention period listed on a department retention schedule, **no public records** may be destroyed if they were created prior to 1921, are listed on the Oregon Historical Inventory, or are identified by the County Records Management Program as having archival value.
- B. Refer to Administrative Procedure REC-6 for procedures regarding Archival Records.