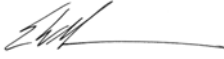


MULTNOMAH COUNTY, OREGON ADMINISTRATIVE PROCEDURE REC-7	
SUBJECT:	Use of Archival Records
PURPOSE:	To define procedures for the use of archival records in the custody of the Records Management Program.
ORGANIZATION RESPONSIBLE:	Records Management Program
DATE:	July 8, 2009 
ORGANIZATIONS AFFECTED:	All Departments/Offices
LEGAL CITATION/ REFERENCE:	ORS 192, OAR 166

A. Protection of Archival Records

The following rules seek to maximize the accessibility of archival records while protecting their authenticity and integrity. While these rules only apply to archival records in the custody of the Records Management Program, other county departments that hold archival records are encouraged to use these or similar procedures.

B. Access to Archival Records

Archival records can be accessed in the County Records Center during normal business hours. While not required, users are encouraged to call ahead to discuss the types of records available, and when they can be reviewed. **Archival records will not be loaned out from the County Records Center.**

Registration is required prior to accessing archival records. Users will be asked to sign a registration log, and provide photo identification.

If archival records are exempt from disclosure, users must obtain access permission from the department, or its successor, that originally placed the record in the Records Center. If no successor exists, permission must be obtained from the County Attorney.

C. Reference Area Rules

The following rules apply when using archival records in the County Records Center:

- No food or drinks are allowed;
- Only pencils can be used for note taking;
- Archival records shall not be marked, altered, mutilated, or defaced in any way;
- The original order of the records shall be maintained;
- No records shall be removed from the reference area; and
- Staff shall be notified when research is completed.

Use of some materials may require special handling. Staff shall provide gloves and other items as needed. If records are particularly fragile, staff may substitute photocopies for the original documents for reference use.

D. Copying

Unless permission is given, staff will make photocopies. Some records may be too fragile to be photocopied. If copies of such records are required, special arrangements must be made, and any resulting charges shall be billed to the researcher. Digital cameras and scanners may be used to reproduce records only with staff permission.