

What are Retention Schedules?

Retention schedules are an administrative tool that describes groups of records, provides information on their characteristics, and ultimately provides the legal justification for the destruction or long-term preservation of public records and information.

Purpose of the Records Retention Schedule

1. To describe the records of an agency, organization, or administrative unit
2. To establish a timetable (retention period) for a record's life cycle, and provide authorization for a record's ultimate disposition. A record's ultimate disposition is either destruction or permanent preservation

Terms and Definitions:

Authority: The legal authority the retention period is based on.

Confidential: Whether the records in question may contain confidential information such as PII, PCI, medical information, etc.

Office of Record: the bureau or office responsible for maintaining the City's **record copy (Official Copy)** for the entire **retention period**.

Public Record: For the purposes of retention a public record is defined by Oregon Revised Statutes (ORS) 192.005(5):

(5) "Public record"

(a) Means any information that:

(A) Is prepared, owned, used or retained by a state agency or political subdivision;

(B) Relates to an activity, transaction or function of a state agency or political subdivision;

and

(C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

Record Copy: the single copy of a document, often the original, which is designated as the **official copy** to be preserved for the entire **retention period**.

Record Series: The individual categories in the records retention schedule. Each category represents a collection of files, documents or electronically stored information kept together (either physically or intellectually) because it relates to a particular subject or function, results from the same activity, documents a specific type of transaction or has some other relationship arising out of its creation, receipt, maintenance, or use.

Records Management – the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records (ISO 15489-1:2001)

Retention Notes: Additional information about the retention of the records.

Retention Period: The length of time a record must be kept to meet the City's administrative, fiscal, legal, or historical requirements.

See Also: These notes point to similar retention schedules.

Vital Records: records which are essential to the continued functioning or reconstitution of an agency during and after an emergency; and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

Changes between the previous retention schedules and the Simplified ones:

1. Reduction in the total number of retentions by eliminating redundant or overlapping schedules.
2. A single location for the new schedules versus a “structured and siloed” approach.
3. Changed the review cycle from 5 years to 2 years, focusing on administrative and statutory changes and updates.
4. Functional approach versus hierarchical and file-based

How to Use:

Using the Simplified Schedules:

- a. Open the Simplified Schedule PDF
- b. Using Control F or general searching locate the schedule whose description broadly fits the description of the records you are reviewing.
- c. Some schedules have SEE ALSO notes which indicate similar schedules that would have a different retention.
- d. Apply the schedule to your records
- e. Review the Retention Notes for any additional information about the schedule

Using the Simplified Schedules when you know the previous Retention Schedule Number:

- a. Open the Simplified Schedule Crosswalk PDF
- b. Using Control F or general searching locate the original retention schedule number.
- c. The original schedule will be in a list that points to the new schedule Title and Schedule Number.
- d. Use the new Simplified Schedule number to apply retention to your records.
- e. Example:

ADM-0490 - Press Releases, Speeches, Statements - Routine
1000-12(B) - Speeches, Statements, News Letters - Routine
5007-01 - Media Alert Records
5018-08 - Television Program Tapes
8002-01 - News Releases
8002-02 - Media Coverage Records
9103-12 - Media Release Records

ADM-0490

Press Releases, Speeches,
Statements - Routine

2 years

General Guidance:

File Formats: Retention schedules do not specify the format of the record. Records may be in either physical or electronic form. Storage of electronic records with a scheduled retention of 100 years or more must conform to the standards in ADM-8.12.

E-mail: E-Mail is retained according to the function it supports. E-mails related to contract oversight for instance, would use the retention schedule for Contracts.

Data: Data is retained according to its function. Data collected in course of a project and used towards the final outcomes of the project would use the same retention period as the project itself.