ARA-8.05 - City Bureau Access to Records Stored at the Archives and Records Center (PARC)

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)

Policy category: [Archives & Records Management](#)

Policy number: ARA-8.05

Purpose

PARC stores inactive records for bureaus and is the official repository for the City's historical records (Archives). The purpose of this policy is to set rules for bureaus requiring access to their records and other bureau records stored at PARC.

Authority

City Code Chapter 3.76.040 Authority and Duties of the Archives and Records Management Program:

Analyze, develop and provide written standards and procedures for the care and maintenance of City records, including those created and/or maintained in electronic format;.

City Code Chapter 3.76.090 Public Access to Records:

All City records, except for those exempted by law, are available for inspection and copying by the public. The City may require that records use occur during certain business hours and at specified locations, and may charge fees to recover the cost of retrieval and copying.

Policies

In general, bureaus may access their records and other records stored at PARC. Bureaus may request to check out certain types of records for temporary use. Records not belonging to the bureau or any records that are part of the Archives (Historical Records Collection) are unavailable for check out. However, they may be accessed on the premises, except for records exempt from disclosure or in cases where a bureau is the designated disseminator of the information.

Bureau Access to records stored at PARC

1. 1) Records Center
   a. Unless otherwise directed by a bureau director or division manager, all employees of a bureau are permitted to check-out their bureau's records stored with the Records Center.
   b. Records identified as exempt from disclosure are only available to those who have direct responsibility for the records or have been approved for access.
   c. Bureaus may choose to designate representatives who request records for a division or a particular type of record; in this case, the designee will be the only bureau employee who may order or receive these records.
   d. Bureaus may not receive original records generated or maintained by another bureau.
   e. Bureaus may request a copy of any record or make arrangements to view documents at PARC, including those belonging to another bureau.
   f. Only authorized employees may request records that are exempt from disclosure (ORS 192.420).
   g. Records requested by the bureau before 8 a.m. are retrieved and sent out in that day's inter-office mail run. Requests made after 8 a.m. are sent out the next day.
   h. Rush requests for records are accommodated, but may not go out in inter-office mail. Requestors may pick the records up at PARC or arrange for a courier to pick them up. Anyone picking up records will be asked to show their city identification and in the case of couriers, the requestor will notify PARC staff which company will pick up the records.
   i. Extensive requests may take additional time and the requestor will be notified. Some requests may require a visit to PARC.
   j. Bureaus will not add additional material to received files or boxes. Contact PARC for guidance if additional records need to be filed. Files or boxes returning with more material than was sent to the requestor will be rejected.
   k. Boxes or easily identifiable files may be requested. If a file is difficult to find within a box, or takes up a majority of the box, the whole box will be sent to the requestor.
   l. Boxes checked out for more than six months will be permanently reassigned to the bureau. Bureaus wishing to resend boxes that were reassigned to them will need to submit new forms (see Records Manual)
2. Archives
   a. Bureaus may not check out records that are part of the Archives (Historical Records Collection); rather, employees may view the records at PARC. Research hours and other information about using the Archives can be found here
   [Archives and Records Management](#)

b. In some cases where specific items are required by a bureau, copies may be sent to the bureau without requiring a visit to PARC.

c. Bureaus are not charged for copies made on-site. If PARC is unable to produce copies on-site, arrangements will be made with bureau agencies or outside vendors to produce copies and the bureau will pay the agency or vendor directly.

Procedures

Bureaus: Procedures for requesting records

1. Submit requests by email (PARC@portlandoregon.gov), phone (503-865-4100) or through the employee's request form via Efiles (http://efiles.portlandoregon.gov).
    a. Requests received before 8 a.m. of a work day will be sent out in inter-office mail that same day, unless otherwise notified.
    b. All other requests will be placed in the queue and sent out the following day.
2. Provide the following information:
    a. Bureau
    b. Contact information
    c. Record(s) being requested by one of the following identifying methods, listed in preferred order of specificity:
        i. PARC Confirmation number, along with the box number – e.g. 2007198 box 5;
        ii. PARC location – please note that this number is not always a constant and may change; or
        iii. Records Retention Schedule number and other identifying information about the box.
3. Know where and when inter-office mail is delivered for the bureau and work unit, including boxes. Check these areas before contacting PARC if the file or box has not reached the requestor.
4. Return files promptly and boxes within 6 months to: 224/PARC, with the original check-out tag attached.

PARC: Procedures for records requests

1. Process all requests received before 8 a.m. on normal business days.
2. Notify requestor of any problems surrounding their request.
3. Re-file returning records in a timely manner.

History

Ordinance No. 182637, passed by City Council April 1, 2009 and effective May 1, 2009.

Amended by the City Auditor November 8, 2012.

Administratively renamed ARA-8.05 on December 6, 2022

Related documents

📄 [Exhibit 1 – Records Manual](#) 453 KB

What is a Retention Schedule?

A Retention Schedule describes the records created by an agency, organization, or administrative unit and establishes a timetable for their life cycle, as well as providing authorization for their disposition.

Where do I find my bureau's Schedules?

They are found, alphabetically, online (on the Internet and Intranet). The link provided below will take you to the Schedules on the Internet site; therefore, you will not be prompted to Login to the City's Intranet.
http://www.portlandonline.com/auditor/index.cfm?c=51813

I searched through all of the record types listed within my bureau/division and did not find a Retention Schedule that accurately describes my records. What should I do?

You should then refer to the City's GENERAL Schedules which can be used by all City employees. These schedules should only be used if the appropriate bureau-specific schedule is not found. If you are still not finding the schedule that describes your records, contact Tim Hunt or Diana Banning (see gray box above).

The records I need to send to archives appear to be a mixture of many different record types. May I pack them all in one box and assign the Retention Schedule that represents the majority of the records?

Definitely not. In order to properly manage the records, and track them while they reside here at PARC, you'll need to be sure that the data assigned to each box accurately represents the records inside. In such a case, you will need to sort the records before you file them in the boxes. If you need assistance sorting and scheduling your records, please don't hesitate to contact us.

I need to make room in my filing cabinet. Should I assign a Retention Schedule to the records before I dispose of them?

Yes; there is no other way to know when or how to dispose of your records except by locating the records' State-approved Retention Schedule. There are many record types that have a "permanent" retention and will never be destroyed; others may require a confidential disposition. The only way to know how to handle your records is by referring to the Retention Schedule that has been created for your record.
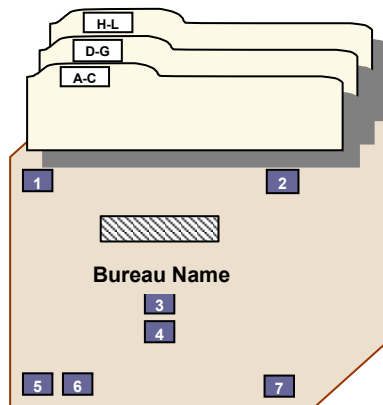
The information you supply on the RAN should be written (preferably in pencil) on the <u>front</u> of each box in the corresponding locations.

1 Retention Schedule Number (e.g.: 2000/2012-02)
2 Box Number (e.g.: 1)
3 Schedule Title (e.g.: Info. Request Records)
4 Box Title (e.g.: Requests from City Employees, A - L)
5 Start Date (e.g.: 7/1/2002)
6 End Date (e.g.: 6/30/2003)
7 Retention Period (e.g.: 5 years)

Bureau Name

Please note that boxes not labeled & packed correctly will require additional attention and may be returned to the sender.

Carefully read and follow the guidelines below, in order to avoid the return of your shipment.

A. The correct Retention Schedule must be assigned to <u>each record</u> within each box. Further, each box can hold no more than one Retention Schedule. If a box is found to contain more than one record type, the records will not be accepted to the Archives & Records Center for storage or destruction. Please contact Tim Hunt (x 5-4107) or Diana Banning (x 5-4110) if you have any questions regarding Record Scheduling.

B. A box of records that has an "as needed" retention period or has an expired retention period will not be accepted to PARC for storage. Such records, along with copies of originals held elsewhere, must be listed on a separate RAN accompanied by a Records Transfer Sheet marked for destruction.

C. Records should be upright in the box, not stacked. If the records are larger than legal size you must contact the Archives & Records Center at x 5-4100 before proceeding.

D. Standard, non-damaged boxes must be used for all records sent for storage. These boxes (ID 615-37-001) are purchased from Multnomah Co. Stores at 503-988-5299.

E. Boxes **MUST BE FULL**, leaving approximately 1-2 inches of space to allow for access (a full ream of paper equals 2 inches). Do not use fillers, such as crumpled paper or small boxes, in instances where the contents will not fill a box. If the quantity of records will not fill a box, the box will not be accepted for storage. Please hold such boxes until you have amassed enough to fill the box.

F. Do not put three-ring binders or hanging file folders in the boxes. Contents you wish to send for storage or destruction must be removed from these items and placed into tabbed / labeled file folders. When the documents will not fit into a single folder, divide the document into smaller sections and label the folder with the document title and number designation (e.g.: Land Use Study - Part 1 of 2).

G. When placing file folders into the boxes, please keep in mind that adhesive labels lose their adhesion after a few years resulting in unlabeled files. If the records are designated as having more than a 10 year retention, staple the label onto the file or hand write the title onto the tab of the file folder.

H. Rubber bands have a very short life span and may damage the records. If the records you are sending have a records retention longer than 5 years, use file folders for organizing and identifying documents.

Box Folder Listing (BFL)

Box No.	File No.	Schedule No.	From Date	To Date	File Title
1	1	2000/1000-06	7/1/2002	9/30/2002	1st Quarter
1	2	2000/1000-06	10/1/2002	12/31/2002	2nd Quarter
1	3	2000/1000-06	1/1/2003	3/31/2003	3rd Quarter
1	4	2000/1000-06	4/1/2003	6/30/2003	4th Quarter
2	1	2000/2012-02	1/1/2001	12/31/2001	January
2	2	2000/2012-02	2/1/2001	2/28/2001	February
2	3	2000/2012-02	3/1/2001	3/31/2001	March
2	4	2000/2012-02	4/1/2001	4/30/2001	April
2	5	2000/2012-02	5/1/2001	5/31/2001	May
2	6	2000/2012-02	6/1/2001	6/30/2001	June
2	7	2000/2012-02	7/1/2001	7/31/2001	July
2	8	2000/2012-02	8/1/2001	8/31/2001	August
2	9	2000/2012-02	9/1/2001	9/30/2001	September
2	10	2000/2012-02	10/1/2001	10/31/2001	October
2	11	2000/2012-02	11/1/2001	2001	November
2	12	2000/2012-02	12/1/2001	2001	December

Records Activity Notice (RAN)

Box No.	Schedule No.	Schedule Title	From Date	To Date	Box Title	Retention
1	2000/1000-06	Budget Tracking Records	7/1/2002	6/30/2003	Quarterly Activity Logs	2 yrs
2	2000/2012-02	Info. Request Records	1/1/2001	12/31/2001	Public Requests: January - December	5 yrs

Example

Box Folder Listing (BFL)

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BEFORE YOU BEGIN: All fields, except the From Date, are required. The Closed Date is only required if the records' disposition is based on an event (refer to the language of the Retention Schedule). The Date fields must contain a month, day, and year. If the month and day are unknown, use approximate or year-end date (e.g. 12/31/2002 or 6/30/2003). Each cell is set to 'Shrink to Fit'; please do not use more than one cell per item of info. The info you supply will be imported into our system. Please be sure to write out all acronyms and abbreviations so the data will be searchable by others outside of your bureau/division. Also, do not use more than one BFL per shipment. Thank you.

Box No.	File No.	Schedule No.	From Date	To Date	Closed Date	File Title
1	1					
1	2					
1	3					

Records Activity Notice (RAN)

<div style="text-align:center">**0**</div>

BEFORE YOU BEGIN: All fields, except the From Date, are required. The Closed Date is only required if the records' disposition is based on an event (refer to the language of the Retention Schedule). The Date fields must contain a month, day, and year. If the month and day are unknown, use approximate or year-end date (e.g. 12/31/2002 or 6/30/2003). Each cell is set to 'Shrink to Fit'; please do not use more than one cell per item of info. The info you supply will be imported into our system. Please be sure to write out all acronyms and abbreviations so the data will be searchable by others outside of your bureau/division. Thank you.

Box No.	Schedule No.	Schedule Title	From Date	To Date	Closed Date	Box Title	Retention
1							
2							
3							
4							
5							
6							
7							
8							
9							
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PARC has a 25-box per shipment limit.
Please begin a new shipment, starting at Box No. 1 of a separate workbook.

Transfer Sheet

A

Please accept this shipment of ☑ BOXES **or** ☐ MAPS

B

Bureau & Division where records originate

Name & phone no. of person(s) preparing records for transfer

Name & phone no. of person emailing workbook to PARC

C

⦿ STORAGE

◯ DESTRUCTION

Please submit the entire workbook once your documentation is complete.
From the Excel menu, choose File > Send To > Mail Recipient (for review).
Then type 'PARC' in Outlook's TO field.

Transfer approval and final instructions, or any questions regarding documentation,
will be emailed to you within 5 business days.