



# ARA-8.01 - Preservation of Archival (Historical) Material

Administrative Rules Adopted by City Council (ARC)

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

Policy number: ARA-8.01

Search Code, Charter,  
Policy

Keywords

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[ARA 8.01 Preservation of Archival \(Historical\) Material \(full text of policy\)](#) 302.74 KB

## A. Purpose

As the official custodian of the City's archival resources, the Archives & Records Management Division of the City Auditor's Office (Archives & Records) maintains records of Portland's history dating back to 1850 and consists of records created by elected officials and City agencies having historical significance. Additionally, Archives & Records collects records closely aligned and supportive of the history of City government and projects that illustrate the growth of the city over time. It is the intention of Archives & Records to collect the City's historical records and house them in one location to serve as the single point for preservation and research for both City employees and the public.

While Archives & Records is charged with preserving the City's archives, it is the responsibility of every employee and agency to ensure that City records are protected from damage and inappropriate destruction. Records identified as archival have an elevated expectation and need for preservation throughout their life. This policy sets the means for collecting and preserving the City's historical records.

## B. Definitions

The following definitions apply to Auditor's Office Administrative Rules ("ARA") 8.01- 8.14.

1. **Agency:** defined as a City department, bureau, office, commission, board, public corporation, or other organizational unit created by the Charter or Council. For purposes of ARA Series 8, agency includes the offices of elected officials.
2. **PARC:** Portland Archives & Records Center, a City facility.

## C. Authority

Charter Section 2-

506 authorizes the Auditor's Office to adopt, amend, and repeal administrative rules to carry out the Auditor's Office's duties.

## D. Policies

1. The City's historical records may not be donated, sold, destroyed or otherwise removed from the City's jurisdiction without permission of the City Auditor.
2. Archives & Records will actively pursue the return of historical records improperly removed from the City's jurisdiction, or City records with limited or no access.
3. Archives & Records obtains permanent, historical records from City sources in the following ways:
  - A. Direct transfer via the Records Retention Schedules. Historical records obtained through the disposition process will automatically be accessioned into the Archives at the City Archivist's direction.
  - B. Transfer of jurisdiction from the agency to Archives & Records Management. This agreement formally transfers the custody and jurisdiction of the records to the Archives, along with the responsibility for ongoing access and preservation.
  - C. Records meeting the collecting policy may be accepted via donation. A Deed of Gift is required for records accessioned from non-city sources.
  - D. Archives & Records may seek to purchase selected items that both meet the collecting policy and are not offered as a donation.
4. Records accessioned into the Archives will be managed according to archival and State-mandated standards.
5. Historical City records stored in agency offices or other facilities owned or leased by the City shall meet the minimum environmental, access, and security standards set by Archives & Records.
6. Archives & Records may require agencies to transfer records to PARC if bureaus are unable to meet the minimum standards for access, environment, and security.

## E. Responsibilities

Agencies shall:

1. Notify Archives & Records of records within their agency that are more than 25 years old or records having historical significance because they document the agency's history, major projects, or have an impact on social and community history.

- A. Records that are not needed for the day-to-day operations of the agency and are determined to be historically significant by the City Archivist will be transferred to the historical collections at the City Archives (held at PARC) upon request.
  - B. Agencies shall designate an authorized employee who may sign the Transfer of Jurisdiction.
  - C. Records that are needed for day-to-day operations and that are identified as being historically significant may require additional agency measures to ensure the longevity, protection, and access to the records while in the agency's custody. Archives & Records will identify steps needed to comply with the standards. Agencies may also choose to maintain copies of historically significant records needed for day-to-day operations and transfer the originals to the historical collections at the City Archives for preservation.
  - D. Upon notification from Archives & Records Management, sign the Transfer of Jurisdiction form and transfer records to the historical collections at the City Archives as instructed by the City Archivist.
- 2. Ensure that agency records are protected in accordance with City Code and Archives & Records policies.
  - 3. Notify Archives & Records of City-created records that are held by individuals or non-City entities.

Archives & Records Management shall:

- 1. Archives & Records will notify agencies of records requiring transfer to the historical collections at the City Archives and will complete a Transfer of Jurisdiction form to be signed by an agency representative.
- 2. Archives & Records will negotiate the return of records removed from the City's control.
- 3. Archives & Records will work with agencies to plan measures for preservation and access to historical records stored in their offices.

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## Auditor's Office Administrative Rule Information

Questions about this administrative rule may be directed to the [Archives & Records Management Division](#).

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## Auditor's Office Administrative Rule History

Filed for inclusion in PPD September 30, 2004.

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

Administratively renamed ARA-8.01 on December 6, 2022.

Adopted by the City Auditor on December 20, 2024, as interim rules, for a period of no greater than 180 days.

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