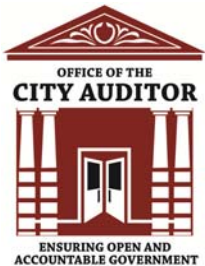


City of Portland Guide To Determining What Must Be Retained As A Public Record



This presentation is intended to provide you – the City employee – with a process to help you determine whether you are responsible for retaining a document as a 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.



Next, be aware that ORS 192.005(5) specifies the following exemptions to the definition of a public record:

- Library and museum materials
- Records or information concerning the location of archaeological sites or objects
- Extra copies of a document, preserved only for convenience or reference
- A stock of publications
- Messages on voicemail or other telephone message storage and retrieval systems



There are other conditional and unconditional exemptions listed under ORS 192.501 and 192.502. Many of these exemptions pertain to the protection of individual personal information, public safety information and investigatory material.

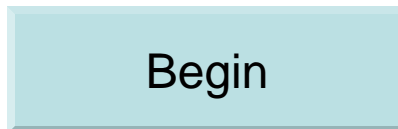
For guidance on exempt records contact City Attorney's Office.



We now have a broad idea of what constitutes a public record in Oregon.

The rest of this presentation asks a series of Yes/No questions to help you determine whether a particular document or other recorded material is indeed a public record that must be retained per the City retention schedule. It only takes a moment to complete.

Navigate by clicking on the appropriate button.



Is this information any of the following:

- Document
- Report
- Map, drawing, blueprint
- Sound recording
- Video
- Calendar
- Photo
- Database
- E-mail message
- Electronic document
- Recorded information, regardless of physical form or characteristics

Yes

No



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Is this a three-dimensional object, such as:

- Physical evidence
- Lab samples
- Field samples
- Display copy made for presentation

Yes

No



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Is this information directly related to your responsibilities as a City employee?

Yes

No



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Is this the official copy of the information for your work group?

Yes

No

Not
sure



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Exit Presentation

If someone else in your workgroup is responsible for maintaining the official copy, you may discard your copy.



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This is a public record and must be retained according to your records retention schedule.

Take me to the City Records Retention Schedule



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Each work group – whether bureau, division or smaller work unit must determine who is responsible for maintaining the **record copy** of a record. **Record copy** is defined as the *single copy of a document, often the original, which is designated as the official copy to be preserved for the entire retention period.*

If it is unclear whether the copy you maintain is the **record copy**, consult with your supervisor.



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This does not need to be retained as a public record.

Note: other regulations may apply to retaining materials that are not records (physical evidence, lab samples etc.)



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Although this may be a public record, if it is not related to your job responsibilities, you are not responsible for retaining it.



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