

Resources page for training course: ***Records Management: an Everyday Responsibility***

### **City of Portland record retention schedules**

#### **General and bureau-specific schedules**

<http://www.portlandoregon.gov/archives/69741>

### **State and City Rules related to public recordkeeping requirements**

Oregon Revised Statutes Chapter 192 — Records; Public Reports and Meetings

[https://www.oregonlegislature.gov/bills\\_laws/ors/ors192.html](https://www.oregonlegislature.gov/bills_laws/ors/ors192.html)

Oregon Administrative Rules Chapter 166 Secretary of State, Archives Division

[http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_tofc.html)

City of Portland Charter: Chapter 2 Government, Article 5

The Auditor, Section 2-504 Duties in

General <https://www.portlandoregon.gov/citycode/index.cfm?&a=13531>

Portland City Code Title 3, Chapter 3.76 Public Records

<http://www.portlandoregon.gov/citycode/28448?>

BHR Administrative Rule 1.03 Public Records Information, Access and Retention

<http://www.portlandoregon.gov/citycode/article/12001?>

BHR Administrative Rule 4.09 Use of City Resources

<http://www.portlandoregon.gov/citycode/article/12210?>

Portland Policy Documents, Administrative Rules and Policies, Administration, Archives and Records Management

<http://www.portlandoregon.gov/citycode/35190?>

### **Archives and Records Management website**

<http://www.portlandoregon.gov/archives/26978?>

### **City Attorney's Office Legal Hold Representatives Information**

<http://www.portlandoregon.gov/attorney/67072>