Public Records Management in Oregon

Public Records Laws
ORS 192 & 357

Secretary of State
Public Records Administrator

State Archivist
Authorizes Destruction
Advises and Assists
Public record does not include:

• Records of the Legislative Assembly, its committees, officers and employees

- [ORS 192.005 (5) (a)]
Schedule for Retention, destruction or Disposition of Records

• The Legislative Administration Committee and State Archivist shall establish . . . a schedule that shall govern the retention and destruction or other disposition of legislative records delivered to and in the custody of the Archivist.

• The schedule agreed upon by the committee and archivist shall be set forth in the rules and regulations issued by the archivist.

- ORS 171.427
Classification and Arrangement; Delivery to State Archivist

The Legislative Administrator shall:

• Classify and arrange the legislative records delivered in a manner that the Legislative Administrator considers best suited to carry out the efficient and economical utilization, maintenance, preservation and disposition of the records.

• The State Archivist shall assist the Legislative Administrator in the performance of this work.
The Legislative Administrator shall deliver to the State Archivist all legislative records in the possession of the Legislative Administrator when such records have been classified and arranged.

The State Archivist shall thereafter be official custodian of the records so delivered.

- ORS 171.420
Technological Obsolescence

5 Meg Hard Disk (1956)

(1) 32 Gb USB Flash Drive = 6400, 1956 –Era Hard Disks

(2011)
Listing of Legislative Records in Oregon State Archives pertaining to:

**Senate Bill 135, 1987** relating to: ground water

**SENATE (JOINT) WATER POLICY COMMITTEE MINUTES:**

May 12: p. 2 - 3
Also on tape: 101, side A.

May 19: p. 1 - 2
Also on tape: 108, side A
Listing of Legislative Records in Oregon State Archives pertaining to:
2005 SB 936 relating to: Licenses to Practice Acupuncture.

SENATE HEALTH POLICY COMMITTEE MINUTES:

April 6: p. 5-6
Also on tape: 53, side B

April 8: p. 5-6
Also on tape: 55, side B

EXHIBIT FILE CONTAINS:
1. EXH K of 4/6: -1 amendments submitted by staff. 1 page.
2. EXH L of 4/6: -2 amendments submitted by staff. 1 page.
3. EXH H of 4/8: -2 amendments submitted by staff. 1 page.

HOUSE HEALTH & HUMAN SERVICES COMMITTEE MINUTES:

May 27: p. 16
Also on tape: 140, side A

No Separate Exhibit File.

Minutes: 5
Exhibits: 4
Total pages: 9

Compiled February 22, 2011 by: Austin Schulz, Reference Archivist
Borrowing by Certain Legislative Personnel.

The State Archivist shall allow the Legislative Fiscal Officer, the Legislative Administrator, the Legislative Counsel, or the Legislative Revenue Officer to borrow and temporarily have possession of such legislative records as such officer requests.

- ORS 171.425
Resources

Archives Division - Records Management Unit
Phone: (503) 378-5221
WEB page: http://arcweb.sos.state.or.us
Training and Informational Materials
Standards