

# Public Record Management Policy

## I. Purpose

The purpose of this Policy is to ensure public records are managed and maintained appropriately within the Umatilla County Special Library District (UCSLD).

## II. Authority

ORS 192 and 357 requires a public library agency to “maintain a public record or accurate copy of a public record in accordance with a retention schedule authorized under ORS 192.018 (Written policies on use, retention and ownership of public records), without regard to the technology or medium used to create or communicate the record. (ORS 293.208)

## III. Definitions

“Cloud-computing” has the same meaning as defined in the National Institute of Standards and Technology (NIST) Special Publication 800-145.

“Custodian” refers to a public body mandated, directly or indirectly, to create, maintain, care for or control a public record. “Custodian” does not include a public body that has custody of a public record as an agent of another public body that is the custodian, unless the public record is not otherwise available.

“Instant Messaging” refers to real-time text communications between or among computers or mobile devices over the Internet or functionally similar communications network.

“Metadata” is data that provides information about other data. Metadata assists in resource discovery by allowing resources to be found by relevant criteria, identifying resources, bringing similar resources together, distinguishing dissimilar resources, and giving location information.

“Public Record” has the meaning established in ORS 192.005. In general, it refers to information that is prepared, owned, used or retained by a state agency or political subdivision; relates to an activity, transaction or function of a state agency or political subdivision; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

“Social Media” refers to web-based and mobile communication technologies that allow the creation and exchange of user-generated content such as comments or responsive postings. Examples of “social media” as of the time this Policy is adopted include but are not limited to Twitter, Flickr, blogging sites, Facebook, YouTube and Instagram.

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“Text Messaging” refers to messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of “text messages” are electronic mail (“email”) communications, whether such messages are exchanged among or between official UCSLD email accounts or email accounts maintained by private entities.

#### IV. Policy

- a. PUBLIC RECORDS MAINTENANCE Public records shall be maintained and managed in a manner that protects the integrity of the records within the UCSLD without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record as determined by their authorized records retention schedule.
- b. ROLES AND RESPONSIBILITIES Oregon law requires agencies to designate an *Agency Records Officer “to coordinate its agency’s Records Management Program” (ORS 192.105 (2)(a))*. The UCSLD will ensure district public records are managed in accordance with their authorized records retention schedules, from the time of creation to final disposition, by assigning designated staff/positions with the following responsibilities:
  - i. Regular review of records, regardless of format (electronic, paper, etc.) to determine if records should be retained or destroyed;
  - ii. Identify and develop retention schedules for new records series (groups of records);
  - iii. Maintain a filing system of the UCSLD’s paper and electronic records based on authorized retention schedules. UCSLD filing systems must include the description and location of public records, including records the district is required to retain due to litigation (active litigation hold) and/or special audit. Records retained beyond their authorized retention period due to mitigating administrative need must also be accounted for in the filing system.
  - iv. Coordinate and track employee completion of public records management training to ensure district staff understand how records are properly managed, in compliance with authorized records retention schedules;
  - v. Review and update internal public records management policies and procedures.
  - vi. Develop and implement internal processes and procedures for the transfer, retrieval and destruction of records in accordance with authorized retention periods; and
  - vii. Ensure that records are destroyed according to their authorized retention period;

- viii. Document the destruction of public records and retain that documentation according to the authorized records retention schedule found in OAR chapter 166-300.
- c. EDUCATION AND TRAINING  
Basic public records training will be completed as a component of the UCSLD new employee orientation training and incorporated as part of regular employee training. The UCSLD will utilize the following training program to provide public records training: Secretary of State Archives Training.
- d. ACCESS AND OWNERSHIP  
Without regard to how public records are being stored, the UCSLD will have custody and control over public records. Through ongoing review of technological advances, the district shall ensure all public records are maintained and accessible for as long as required by applicable retention schedules or litigation holds.

#### V. RETENTION GENERALLY

The UCSLD will preserve and classify public records in accordance with ORS chapters 192 and 357, OAR chapter 166-150-0140. The UCSLD will create a retention schedule recommended by the Oregon State Archives.

#### VI. STORAGE AND RETRIEVAL

**Paper Records:** The UCSLD will maintain a filing system of the agency's paper records based on authorized retention schedules. The filing system will include the location of records, retention periods and procedures for retrieval to ensure accessibility of agency records.

**Electronic Records:** The UCSLD will maintain a filing system and naming conventions for all agency records stored in electronic format based on the agency's authorized retention schedules. The filing system and naming conventions will include the location of records in agency directories, retention periods, access controls and privacy conditions to support management of the agency's inventory of electronic records. The UCSLD will use the State Archivist retention schedules to ensure that retention periods for all records have been met before any data is destroyed and prior to deleting any large electronic record system.

#### VII. DISPOSITION AND DESTRUCTION OF PUBLIC RECORDS

The UCSLD will dispose of and/or destroy public records on a regular and routine basis according to the record retention procedure. The State Archivist shall be consulted for advice and assistance with determining the disposition of certain record types, not accounted for in General or Special Retention Schedules and reconciliation of unforeseen issues regarding public records.

#### VIII. SPECIAL SITUATIONS

### **Umatilla County Special Library District**

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- a. Retained records may be subject to public disclosure upon request, even if their retention was not required by law. Please see the Public Records Policy.
- b. The UCSLD is not required to create public records that would not otherwise exist.
- c. Only the official copy of a public record must be retained.