



# Electronic Recordkeeping System

## Requirements

Version 1.0, January 2026

### Introduction

These requirements are meant to be used by agency records managers in evaluating and implementing recordkeeping systems used to store and maintain records with a scheduled retention period of 100 years and longer and those whose retention period is reasonably expected to exceed 100 years, as noted in OAR 166-0017-0045. The requirements should be used in conjunction with the *Electronic Recordkeeping System Self-Certification Checklist*. These requirements are also recommended for systems used to store and maintain records with a scheduled retention period of less than 100 years, as they are designed to ensure the continued viability of records stored within those systems. All records must be kept in compliance with OAR 166-017-015 regardless of storage location or retention period.

### Statutory/Other Authority

ORS 192.005 - 192.170 & ORS 357.805 - 357.895; OAR 166-017 & OAR 166-020

### Definitions

The definitions given below reflect their usage in the context of these requirements and may differ from definitions for the same terms used in other contexts. For additional information about terms and acronyms commonly used by the Archives Division please see [Key Terms & Acronyms](#).

- **Public Record:** See ORS 192.005(5)(a)
- **Retention Period:** The length of time a record must be kept for administrative, legal, fiscal, tribal cultural, or historical purposes.
- **Recordkeeping System:** A computer system used to store, organize, and categorize records to facilitate their management, retrieval, use, and disposition.
- **Metadata:** The data which provides administrative, descriptive, and technical information that describes electronic records and makes them usable.
- **Agency:** Any state officer, department, board or commission created by the Constitution or statutes of this state, as well as every county, city, school district, municipal organization, district, political subdivision; or any board, commission or agency thereof; or any other local public agency; and every officer, agent or employee thereof.
- **Integrity:** The quality of a record that is complete, unaltered, and free from corruption from the time of creation throughout its life.



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### **Required Characteristics**

#### **Audit log**

The system must log events and actions related to a record stored within the system, including each time the record is altered, moved, or has access controls changed. The logs must contain the date and time of the event or action, and the user or system process which initiated it. The system must retain audit logs at a minimum for the length of time a record is within the system.

#### **Capture and Preserve Metadata**

The system must capture, manage, and preserve metadata necessary for ongoing use and management of records while they are stored in the system. The system must at a minimum capture the metadata listed below for each record, but agencies may choose to capture additional metadata to meet agency policy or business need. See also: “Records Retention” section for requirements for retention tracking.

##### **Minimum Required Metadata Elements:**

- ***Creation Date:*** date assigned as creation date of the file
- ***File Format:*** The file format of the electronic file
- ***File Name/Title:*** The complete name of the electronic file
- ***Unique System Record ID:*** The unique identifier assigned to a record by an agency or system.

#### **Destruction of Records**

The system must allow for records to be destroyed when they have met their full scheduled retention period. The system must support destruction of records in groups defined by search parameters and in accordance with associated retention schedules applied within the system. The system must retain logs of records destruction in order to generate reports demonstrating compliance. Destruction of records must comply with OAR 166-017-0090. Additionally, the system must be able to suspend destruction actions in response to public records requests, litigation holds, ongoing audits, or other similar events.



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### Export and Migration

The system must have the ability to export records and all associated metadata to another storage environment. The system must support export of groups of records defined by search parameters (see “Searching”), as well as individually or as a full system export. Exported records and metadata must be in formats which support their ongoing access, independent of the system previously used to store and maintain them.

### Records Retention

Records in the system must be associated with approved retention schedules that link records to their final dispositions. The system must allow retentions to be updated in response to changes in approved retention schedules. Applied retentions must prevent the premature destruction of records by users or the system. All records must be accessible during their entire authorized retention period.

### Searching

The system must have the capability to search across records contained within and their associated metadata. System users must be able to save searches for later reference and to support public records requests.

### Security & Access Control

Appropriate levels of security must be applied to records for their full lifecycle in accordance with the agency’s requirements and in compliance with OAR 166-017-0055. The system must support this functionality and ensure integrity of the records including, at a minimum, physical and logical access controls, backup and recovery procedures, and file integrity monitoring.