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Authorization to Use Role-Based Retention for Electronic Communications

The Oregon State Archives authorizes state agencies to use Role-Based Retention (RBR) methods to group, retain and destroy electronic communications, including email, direct messages, and text messages. RBR is not a substitute for authorized general and special records retention schedules but allows agencies to apply broad retention policies by role within the organization. Before applying RBR, agencies should consult with the Records Management Unit of the Oregon State Archives to receive training and guidance on the method.

Agencies are responsible for identifying and maintaining their retention groups in accordance with all applicable schedules. All existing legal restrictions on the destruction of records as laid out in ORS 192 remain in effect, and the agencies retain all liability for premature destruction of records.

For assistance on Role-Based Retention or other records management questions contact records.management@sos.oregon.gov or visit <https://sos.oregon.gov/archives/Pages/recordsmgmt.aspx>

Authorized June 2023

A handwritten signature in black ink, appearing to read 'Stephanie Clark', is written over a horizontal line.

Stephanie Clark, Oregon State Archivist