

Records Citation Cheat Sheet

ORS 192.005(5) - What is a public record?

- A) Is it prepared, owed, used, or retained by your state agency?
- B) Does it relate to an activity, transaction, or function of a state agency?
- C) And is it necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements, or needs of the state agency?

ORS 192.108 - Retention and Disposition

Each state agency or political subdivision shall 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) or 192.105 (State Archivist authorization for state officials to dispose of records), without regard to the technology or medium used to create or communicate the record. [2011 c.645 §4]

ORS 192.170 - Destruction of Records

The destruction or other disposal of the following materials do not require specific authorization:

- (1) Inquiries and requests from the public and answers thereto not required by law to be preserved or not required as evidence of a public or private legal right or liability.
- (2) Public records which are duplicates by reason of their having been photocopied.
- (3) Letters of transmittal and acknowledgment, advertising, announcements and correspondence or notes pertaining to reservations of accommodations or scheduling of personal visits or appearances. [Amended by 1961 c.160 §16; 1971 c.508 §3]

ORS 192.314 (1) - Access

Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.338 (Exempt and nonexempt public record to be separated), 192.345 (Public records conditionally exempt from disclosure) and 192.355 (Public records exempt from disclosure).

OAR 166, Division 300 - State Agency General Retention Schedule

OAR 166, Division 17 - Electronic Records Guidelines

OAR 166, Division 30 - Records Management Procedures Programs