

Oregon State Archives Records Retention Schedule

Edition: September 2022

Organizational Placement

Schedule Number: 2022-0004

Agency: Office of the Oregon Public Records Advocate

Program: Public Records Advocate

Program Description

The Office of the Public Records Advocate was created pursuant to SB 106 during the 2017 legislative session. Under the law, which can be found in Oregon Revised Statutes Chapter 192, the Advocate is responsible for: providing dispute resolution services at the request of government bodies or public records requesters; providing training on public records laws and best practices; providing guidance and advice on the public records law upon request; and leading the Public Records Advisory Council.

Program Records

- 001 Client Dispute Resolution Files**
Retain 10 years after file closure, destroy
- 002 Client Correspondence**
Retain 10 years after file closure, destroy
- 003 Public Records Law Guidance**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (166-300-0015)

Agency Organizational Records
Conference, Seminar, and Training Program Records
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Professional Membership Records
Public Records Disclosure Request Records
Publication Preparation Records
Staff Meeting Records

Databases

None

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Agency: Office of the Oregon Public Records Advocate

Program: Public Records Advisory Council

Program Description

The Public Records Advisory Council was created by Senate Bill 106 (2017). The Council works with the Advocate and the State Archives Division to study and make recommendations concerning the Advocate's role, as well as practices, procedures, exemptions, and fees related to public records.

Program Records

004 PRAC Biennial Report

Permanent, transfer to Oregon State Archives after 10 years

005 PRAC Meeting Minutes

Permanent, transfer to Oregon State Archives after 10 years

State Boards and Commissions General Records Retention Schedule Records

Board and Commission Records (166-350-0010)

Reports and Studies

Databases

None