

Your Responsibilities for Maintaining Public Records

Q: What is a public record?

A: Public record means any information that meets the following criteria:

- (A) Is prepared, owned, used, or retained by Oregon Tech.
- (B) Relates to an activity, transaction, or function of Oregon Tech.
- (C) Is necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements, or needs of Oregon Tech

Q: What are my responsibilities for maintaining public records?

A: Each Oregon Tech employee must comply with the General Retention Schedule, OAR 166-475, as well as all laws related to Public Records. Your responsibilities for managing records in your custody include:

Identifying public records and determining their retention period, using OAR 166-475; retaining records in compliance with the retention schedules; and destroying those that are non-records and those that have reached their maximum retention period.

Q: How can I determine if an item is a public record?

A: Refer to the flow chart on the reverse side of this page, or contact Archiving and Records Management.

Q: Who oversees public records management at Oregon Tech?

A: The Archiving and Records Management Office is responsible for the administration of the university's Records Management Program, as well as managing the multiple Records Vaults on campus. Your department also has a designated Records Management Officer who is tasked with managing the records of that department.

Q: I do all my work on the computer, and never print or sign anything. Do the records retention schedules, Public Records Law, and records policies apply to me?

A: Retention schedules, statutes, and procedures apply to all university records regardless of how they are created or where they are stored, including your e-mail.

Q: Nothing can happen to me if I do not follow the retention schedule, right?

A: If you destroy, alter, or withhold public records without authority you increase the liability for Oregon Tech and may be subjected to criminal charges.

Q: Can I keep records longer than the retention?

A: It is strongly recommended to destroy records on time, but in some instances, it may be postponed due to legal actions, audits, etc.

Q: Can I retrieve a record that has been transferred to the Records Vault?

A: To retrieve a file transferred to Records Management you must fill out the Retrieval Request form, which can be found online or by contacting Records Management.

Q: Where can I find more information on the retention schedule and Oregon Tech policies on public records?

A: Go to arcweb.sos.state.or.us to get the up-to-date retention schedule for 166-475, or check the Records Management page for a link and the Oregon Tech records policies.



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Archives and Records Management

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Regardless of the records' format or whether or not it is restricted, confidential or exempt from disclosure, **start here:**

Is this information a:

<input type="checkbox"/> document	<input type="checkbox"/> file	<input type="checkbox"/> book
<input type="checkbox"/> paper	<input type="checkbox"/> sound recording	<input type="checkbox"/> video
<input type="checkbox"/> calendar	<input type="checkbox"/> photo	<input type="checkbox"/> map, drawing, blueprint
<input type="checkbox"/> database	<input type="checkbox"/> e-mail message	
<input type="checkbox"/> electronic document (i.e. Word, Excel, PowerPoint, etc.)		
<input type="checkbox"/> other		

NO

YES

Is this a three dimensional object such as:

<input type="checkbox"/> physical evidence
<input type="checkbox"/> lab samples
<input type="checkbox"/> field samples

YES

NO

Did you create, receive, file, or record this information as part of your job as a public employee?

NO

YES

Is this the official copy of the information for your agency?

NO

YES

This is not a public record and does not need to be kept according to a records retention schedule

This is a duplicate record and should be discarded when no longer needed for agency business

This is a public record and needs to be kept according to your records retention schedule

"Public record:"

(a) Means any information that:

(A) Is prepared, owned, used or retained by a state agency or political subdivision;

(B) Relates to an activity, transaction or function of a state agency or political subdivision; and

(C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.