

Board and Commission General Records Retention Schedule
A Digest of OAR Chapter 166 Applicable to Oregon Boards and Commissions
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Introduction and Overview

The purpose of this general records retention schedule is to provide authorization to the state boards and commissions of Oregon for the destruction of public records. Public records are defined by Oregon Revised Statute (ORS) 192.005 (5) as, "... a document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, such as court files, mortgage and deed records, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. 'Public records' include correspondence, public records made by photocopying and public writings..."

In Oregon, the State Archivist has statutory responsibility and authority to authorize destruction of public records per ORS 192.105. This general records retention schedule, published by Oregon Administrative Rule (OAR) Chapter 166, Division 350, is the mechanism by which that authority is given to boards and commissions. No further state authorization is required to destroy records listed in this schedule that have met their minimum required retention periods. However, stipulations must be followed concerning pending legal actions, audits, and records created before 1921 as described in OAR Chapter 166, Division 30.

The general schedule accounts for most board and commission records, but some records may not be included. Boards and commissions are diverse in organization, and they must respond to changes in society, as well as state and federal laws and policies, by creating new types of records. These records may be separately scheduled, in coordination with the Archives Division, on a limited basis with the particular needs of individual boards and commissions in mind.

Helpful Hints

The following points will be of assistance in using this retention schedule effectively:

(1) All retention periods listed apply only to the official copy of a document, unless otherwise stated. Each board and commission should have internal procedures to identify which copy of potentially several copies is considered to be the official copy of a particular record. If unable to determine whether or not a document is the official copy, keep it for the retention period listed in the schedule. Since reference and convenience copies and stocks of publications are not considered public records (as defined by ORS 192.005), authorization is not required for their destruction.

(2) Retention periods listed in this schedule are based on MINIMUM requirements. Circumstances may exist in individual boards or commissions that require retention of certain records beyond the minimum retention period. However, when making that determination, boards or commissions should consider the legal and fiscal liabilities of keeping records beyond their required minimum retentions.

(3) A retention period begins with the creation date of a document, unless otherwise stated. A retention period may be expressed as a period of time, an event, or a combination of the two. Examples include: 5 years, 2 years after expiration, until superseded or obsolete, 5 years after case closed, etc.

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(4) Inclusion of a record series in this schedule should not be construed as a requirement to either create or use that record series. Many records are included in this schedule that will not apply to a particular board or commission, depending on its programs, priorities, and other factors. Because a record series is included in this schedule, a board or commission is not required to use or create that series if it does not already do so.

(5) This schedule applies to information regardless of format. Formats include paper, microforms, audio and video recordings, photographs, optical disks, and other electronic and non-electronic records. Retentions in this schedule apply to all official copies in any format.

(6) A glossary is included with this schedule. The [glossary](#) defines words and concepts used in the schedule that may be unfamiliar to the user.

(7) If unable to match board or commission records with those listed in this schedule--Scan surrounding record series titles and descriptions in the most likely section for more clues. Use a record series, which matches most closely, within reasonable limits. If the board or commission records appear to be a combination of two or more record series in the schedule, use the listing with the longest retention period. Consult the board or commission records officer, the records officer of the state agency charged with supporting your board or commission, or the board or commission attorney, for assistance. If board or commission records cannot be reasonably interpreted to match any series in the schedule, contact the State Archives for assistance or information on limited special scheduling.

For Additional Information. . .

For the most current version of Oregon Administrative Rules (OARs), including OAR Chapter 166, please refer to the [HTML version](#), updated monthly by the Administrative Rules Unit of the Oregon State Archives. Or contact: 800 Summer St. NE, Salem, Oregon 97310; 503-373-0701.

If you have any questions, please contact the Oregon State Archives, Records Management Unit, 800 Summer St. NE, Salem, OR 97310; 503-378-5221. Website: <http://arcweb.sos.state.or.us/>

DIVISION 5

POLICY, PURPOSE, AND DEFINITIONS

Policy

166-005-0000: It is the policy of the State of Oregon to assure the preservation of records essential to meet the needs of the state, its political subdivisions and its citizens and to assure the prompt destruction of records without continuing value. Unlawful destruction of any public record, regardless of medium or physical format, is a crime punishable under the provisions of ORS 162.305. Public records may be created and retained in a variety of media and physical formats, including but not limited to paper, microfilm, sound recordings, video recordings, and electronic media, devices and recordkeeping systems.

Purpose

166-005-0005: The purpose of these rules is to implement the provisions of ORS 192.005 to 192.170, and 357.825 to 357.895, by providing procedures for the orderly retention and disposition of public records, regardless of medium or physical format; specify standards for appropriate use of microforms and electronic records; specify standards for the protection and storage of public records; and specify rules for the use of the State Archives, State Records Center and Security Copy Depository. General Records Retention Schedules published as a part of these rules provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records.

Definitions for Divisions 5 through 475

166-005-0010: As used in these rules, "photocopy", "political subdivision", "public record", "public writings", and "state agency" are defined by ORS 192. As used in these rules unless otherwise required by context:

- (1) "Accession" means to take into physical custody a group of records or other materials and to formally document their receipt.
- (2) "Agency" when used alone means either a state agency or a political subdivision.
- (3) "Exempt records" are public records that do not need to be disclosed under ORS 192.410.
- (4) "Excluded records" are records which are excluded from the definition of public records by ORS 192.005(5) or other state or federal laws or rules.
- (5) "Hard Copy" means a printout of data stored in a computer.
- (6) "Local agency" means any officer, department, board, commission or institution created by or under the jurisdiction of a political subdivision of this state.

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(7) "Official copy" is that version of a public record that has been designated by the agency as the record of a transaction or event, and which is subject to the requirements of laws, rules and the records retention schedule authorized by the State Archivist.

(8) "Permanent" public records are those deemed worthy of permanent preservation by the State Archivist and the official copy of permanent records must be retained in paper or in microfilm.

(9) "Records Management" means the planning, controlling, directing, organizing, training, promoting and other managerial activities involving the life cycle of information, including creation, maintenance (use, storage, retrieval) and disposal, regardless of physical form. Records management procedures are used to achieve adequate and proper documentation of state policies and transactions and effective and economical management of agency and organizational operations.

(10) "Records Officer" refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a). Records Officers organize and coordinate the agency's Records Management Program. Records Officers also serve as their agency's primary liaison with the State Archivist and receive training from the State Archivist in performing their duties. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction.

(11) "Record series" is an itemized listing on a records retention schedule which identifies a single record or a group of records for purposes of retention and disposition.

(12) "Records Retention Schedule" means a document produced and approved by the State Archivist listing the length of time a record needs to be kept for administrative, legal, fiscal or historic purposes. For state agencies this time represents both the minimum and maximum length of time a record must be kept. A records retention schedule approved by the State Archivist is an agency's legal authorization to destroy public records. The State Archivist writes two types of records retention schedules. The first is a special schedule that is written for records unique to an agency, and the second is a general schedule representing those records that are common to most agencies.

(13) "Retention Period" means the length of time a public record must be retained as authorized by an applicable records retention schedule produced and approved by the State Archivist. Retention periods for state agency records are both a minimum and maximum retention meaning that the records must be destroyed when the retention has been met as long as there is no pending litigation and all audit requirements have been satisfied. Retention periods for local governments are required minimums only.

(14) "Security Copy Depository" is a storage and retrieval facility operated by the State Archivist for security copies of microfilm for state and local agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

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15) "State Archivist" is the public employee who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center and the Security Copy Depository (ORS 192 and 357).

(16) "State Records Center" is a storage and retrieval facility operated by the State Archivist for inactive records of state agencies. The depositing agency maintains custody of the records and all requests for access to the stored records are made through authorized persons of that agency.

DIVISION 10

State Archives, State Records Center, Security Copy Depository Services

General

166-010-0000: The Archives Division, Office of the Secretary of State, is administered by the State Archivist. The State Archives accepts custody of permanently valuable public records and provides access to those public records in the official custody of the State Archivist. The State Records Center provides storage and retrieval services for inactive records of state agencies. The Archives Division also provides advice and assistance to state and local agencies, and operates the Security Copy Depository which is a storage and retrieval service for security copy microfilm from state or local agencies.

Custody of Records

166-010-0006: The Archives Division may accept custody of public records in accordance with ORS 357.825 or 357.835. The ownership of the records, transfers to the State Archivist upon acceptance into the State Archives. The State Archives accessions records in under the following conditions:

- (1) Prior approval is required to deposit public records in the State Archives. These deposits will be done according to procedures, criteria and standards established by the State Archivist.
- (2) Except as otherwise provided by ORS 357.835(2), official custody of all records of a state agency which is abolished or ceases to operate shall pass to the State Archivist.
- (3) When the State Archivist has determined that public records, no longer required for the discharge of duties by the official custodian, are stored where they are no longer available for use or in conditions which endanger the public records, the State Archivist shall requisition them for transfer to the State Archivist's custody if they are determined by the State Archivist to be of value.
- (4) Public records in the State Archives are available for use in the Archives Building Reference room. Records may not be removed from the Archives Building, except as otherwise provided by law. Patrons shall use public records in the Reference Room, observing its rules, OAR 166-010-0015.

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(5) When the State Archivist has determined that records in the custody of the State Archivist cease to be of value, the State Archivist may destroy the records.

State Archives Reference Room Rules

166-010-0015: Patrons shall observe the following rules for the protection and control of records:

- (1) Patrons shall register and shall furnish current and valid government-issued photo identification to use public records in the State Archives.
- (2) Patrons shall only use a pencil when making notations, shall not mark public records, and shall maintain the original order of the public records consulted.
- (3) No person shall smoke, drink or eat in the Reference Room.
- (4) Patrons shall notify the staff when their work is completed.
- (5) Patrons shall not remove from the Reference Room public records or other materials in the official custody of the State Archivist.
- (6) Patrons shall not alter, mutilate or otherwise deface public records.
- (7) Patrons may take paper and research materials into the Reference Room. Personal electronic devices such as laptop computers, cameras and scanners are allowed under the following conditions, but must be removed from any enclosed cases before entering the Reference Room:
 - (a) Patrons may bring cameras to photograph records, but may not use a flash.
 - (b) Patrons may use scanners with the following restrictions: the copying surface (platen) must be the same size or larger than the records they plan to scan; the scanner must not cause friction, abrasion, or otherwise damage records; light sources must not generate heat on the records; and equipment surfaces must be clean and dry before being used. Drum and automatic feeder scanners are prohibited.

Archives Division Fees

166-010-0016: The following fees are collected for State Archives services:

- (1) Ready Reference Requests -- no charge. This includes requests for information that can be answered by staff without leaving their workstation or by consulting basic reference tools such as finding aids, tracing binders, or reference books.

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(2) Basic Records Request -- \$5 in-state; \$10 out-of-state. This includes copying charges, postage and supplies. It applies to one-page documents. A Basic Records Request must provide an exact citation to a record (e.g., a citation from the death index, a record listed in the on-line index) in the custody of the Archives Division.

(3) Basic Case File Request -- \$10 in-state; \$15 out-of-state. This includes up to 10 photocopies, postage and supplies. Additional photocopy pages are charged at 75 cents per page. A Basic Case File Request must provide an exact citation to a record in the custody of the Archives Division.

(4) Requests -- not defined above will include labor charges plus copying, supply and postage charges when incurred. In addition, requests received from out-of-state will be charged an additional \$5 fee.

(5) Labor Charges -- \$40 per hour, charged in 15-minute increments. There is a maximum of four hours labor for any request.

(6) Expedited service fee: Rush requests will be assessed a thirty-dollar (\$30) fee in addition to all applicable research and copy fees. Rush requests are limited to single specific requests and are dependent on staff availability. Such requests may be subject to review and restrictions.

(7) Photocopies. Copies made by the customer -- 25 cents per page. Copies made by Archives Division staff -- 75 cents per page.

(8) Fax -- 75 cents per page.

(9) PDF -- 75 cents per page.

(10) Audio Tape duplication. Cassette to cassette duplicates -- \$7 per cassette.

(11) Certification -- \$5 per certification.

(12) Digital Images of existing files for electronic download or copied to CD-ROM:

(a) Case File -- \$35

(b) Multipage image (10 pages or less) -- \$10

(c) Single page image -- \$5

(13) High Resolution (600 dpi) digital images of Historical Trademarks, oversized maps or photographs -- \$20 per image.

(14) Reproduction by Outside Vendor -- Vendor and travel costs, when applicable plus \$10 handling fee.

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(15) The Secretary of State shall not refund fees paid in excess of the amount legally due the Division if the amount is \$10 or less, unless a refund is requested in writing by the applicant or the applicant's legal representative. Such requests must be made within three years of the date payment is received by the Division.

State Records Center

166-010-0018: The State Records Center accepts records for storage under the following conditions:

- (1) Only state agencies with approved records retention schedules can store records at the State Records Center.
- (2) Official custody of the records transferred to the State Records Center remains with the state agency from which they were received or its legal successor.
- (3) Prior approval is required for state agencies to transfer public records to the State Records Center. These transfers will be completed according to procedures, criteria and standards established by the State Archivist which are available on request.
- (4) Requests from the depositing state agency for records or information stored at the state Records Center shall be made by mail or fax, and only by authorized personnel. Phone requests are not accepted.
- (5) Deliveries to state agencies of public records as requested will be made as follows:
 - (a) Deliveries will be made through the Central Mail Service of the Department of Administrative Services to state agencies served by that Department.
 - (b) Postal service will be used for deliveries to state agencies which are not served by the Central Mail Service at the expense of the depositing agency.
 - (c) Under special circumstances, the agency may make prior arrangements with the staff of the State Records Center to go to the State Records Center to pick up their request.
- (5) A state agency may request or authorize the loan or return of public records in its official custody from the State Records Center as follows:
 - (a) Loans of individual files or boxes may be made and a follow-up system for loaned public records will be observed.
 - (b) All requests for loan or return of public records in the State Records Center must originate from authorized personnel of the state agency which has official custody of the public records.
 - (c) A state agency must authorize in writing the State Records Center to loan or transfer public records in its official custody to another agency.

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(6) Storage fees for the State Records Center are based on a biennial assessment and are listed in the State Price List.

Security Copy Depository Deposits for Storage

166-010-0019: The Security Copy Depository operates vault facilities, located in the State Archives Building, for the off-site storage of security microfilm of public records. The Security Copy Depository accepts deposits for storage under the following conditions:

(1) Public records transferred to the Security Copy Depository remain in the official custody of the agency from which they were received. All requests for access to the stored records are made only through that agency.

(2) Prior approval is required to transfer public records to the Security Copy Depository. Transfers will be completed according to procedures, criteria, and standards established by the State Archivist, which are available on request.

(3) Only records with an approved retention period of ten or more years shall be accepted for transfer.

(4) Minimum requirements for the depository are listed in OAR 166-025-0030.

(5) Storage fees for the Security Copy Depository are based on a biennial assessment. Please contact the State Archives, Security Copy Depository (503-378-5250) for current fees.

DIVISION 17
DIGITAL IMAGING

Definitions

166-017-0010: In addition to the definitions contained in OAR 166-005-0010, the following definitions apply to this division:

(1) "Records Officer" -- Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).

(2) "AIIM" -- Association for Information and Image Management.

(3) "ANSI" -- American National Standards Institute.

(4) "CCITT" -- Consultative Committee on International Telegraphy and Telephones.

(5) "Digital Imaging System" means a system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.

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- (6) "DPI" -- Dots per inch; refers to the number of pixels contained in a linear inch.
- (7) "Fax or Facsimile" -- A process by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.
- (8) "Header Label" -- A set of information associated with a specific digital image which assist system software in retrieving images.
- (9) "JPEG" -- Joint Photographic Experts Group.
- (10) "Long Term Storage" -- Storage which is used for information which has a life-expectancy of 15 years or more.
- (11) "Pixel" -- The smallest display element on a video screen or the smallest element in a grid which is placed over a page of text or graphics.
- (12) "Scheduled Retention Period" means the length of time a public record must be retained as authorized by a general or special retention schedule.
- (13) "WORM" -- Write once, read many; refers to a type of optical disk which cannot be erased or amended.

System Documentation

166-017-0020: All digital imaging systems that store digitized public records with a retention period of ten years or more shall have system documentation on file with the agency records officer. This documentation shall include a narrative description of the digital imaging system; the retention period of the original records; the header label used in the system; and an estimate of the life expectancy of the digital imaging system. If the life expectancy of the system is less than the retention period of the records it stores, system documentation shall also include a description of how access to digital images of records will be maintained.

Image Quality

166-017-0030: Digitized documents shall be verified after digitization. Documentation describing each inspection shall be maintained for each digital imaging system and shall include the date of inspection, name of inspector(s), group of documents inspected, and sample size (if applicable). Scanner quality control procedures shall conform to **ANSI/AIIM MS44-1988, Recommended Practice for Quality Control of Image Scanners**, which is incorporated by reference and is available from Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910. In addition, the following standards apply to digital images:

- (1) Office documents containing fonts no smaller than six-point shall be scanned at a minimum density of 200 dpi. Documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi.

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(2) If documents are digitized using fax technology, the fax mechanism must be capable of transmitting and receiving both 200 and 300 dpi images.

(3) Digitized documents shall support CCITT Group 3 or 4 compression techniques. Digitized photographs and halftone images shall also support or provide a gateway to JPEG compression techniques.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Indexing

166-017-0040: All documents in a digital imaging system shall be indexed and retrievable. Document image indexes shall be preserved as long as the document images in the system are maintained.

Storage Requirements

166-017-0050

(1) The following standards apply to the storage of optical disks containing public records:

(a) Environmental conditions for the operation, maintenance, and storage of digital imaging system equipment and storage media shall meet or exceed manufacturers' specifications;

(b) Digital imaging system equipment shall be maintained in proper working condition. Manufacturers' guidelines for preventive maintenance shall be followed and defective equipment shall not be used.

(2) In addition to the standards in section (1) of this rule, the following standards apply to the long-term storage of information on optical disks:

(a) Digital images shall be recorded and stored by means of a technology that does not allow their subsequent revision or replacement;

(b) The optical disk substrate shall be either polycarbonate or tempered glass;

(c) Only optical disks with a 20 year life expectancy based on accelerated aging tests linked to specific disk locations may be used;

(d) Digital imaging system storage media shall be inspected annually. This inspection should include visual examination of the medium and its housing, followed by the retrieval or playback of recorded information. Documentation describing each inspection shall be maintained for each digital imaging system and shall include the date of inspection, name of inspector(s), storage media inspected, and sample size (if applicable).

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Expungement of Information Stored on WORM Media
166-017-0060

Expungement of digital images stored on WORM optical disks shall conform to the Expungement of Information Recorded on Optical Write-Once-Read-Many (WORM) Systems (TR28-1991) which is incorporated by reference and is available from Association of Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910.

[ED. NOTE: The publication referenced in this rule is available from the agency.]

Access

166-017-0070: Before any agency acquires or makes a major modification to any digital imaging system, equipment or software to store or retrieve public records, it shall assure that such proposed system, equipment or software adequately provides for the rights of the public to access and copy public records under [ORS 192.410](#) to 192.505:

(1) Agencies shall not enter into contracts with any person or entity if the contract will impair the right of the public under state law to inspect or copy the agency's nonexempt public records existing online in, or stored on a device or media in connection with a digital imaging system owned, leased or otherwise used by an agency in the course of its governmental functions.

(2) Digital imaging systems shall use non-proprietary header labels if they are intended to store long-term information. If a digital imaging system uses proprietary header labels, the system must be able to read images with non-proprietary header labels and produce images with non-proprietary header labels.

Retention

166-017-0080

(1) Public records with a scheduled retention period of less than 100 years may be stored on optical disks. The original record may be disposed of following verification of acceptable optical image quality. Images stored on optical disks shall be copied onto new optical disks after no more than ten years. Images must be recopied until the retention period of the original public records has been satisfied.

(2) Public records with a scheduled retention period of 100 years or more may be stored on optical disk devices provided that the original records are retained in hard copy or on microfilm for the entire scheduled retention period.

DIVISION 20

THE PROTECTION AND STORAGE OF PUBLIC RECORDS

Purpose

166-020-0005: This Division defines storage and conditions that are acceptable for the use, storage, and protection of public records in Oregon, ensuring that the informational content is protected for the entire length of the authorized retention period of the public record.

Definitions

166-020-0007: In addition to the definitions contained in OAR 166-005-0010 and OAR 166-017-0011, the following definitions apply to this division:

(1) "Essential electronic records system" means a records system which requires a computer to process and contains records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(2) "Essential records" means records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of the agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

(3) "Records system" means an organized collection of data captured, processed, maintained, transmitted or disseminated in accordance with defined procedures (automated or manual).

Duties of Public Records Custodians

166-020-0010: Public records custodians are charged with protecting and providing access to public records:

(1) The term "public records" as used in statutes and rules pertaining to disposition of public records means records which are the property of the public. Alienation of public records is prohibited by public policy and statute (ORS 192.001). Custodians of public records are specifically charged by statute with the responsibility of protecting them, and, except as expressly provided by statute, furnishing reasonable opportunities for inspection and examination of them by any person (ORS 192.430 (1)).

(2) State and local agencies are responsible for public records in their custody, wherever deposited, until the public records have been transferred to the custody of the State Archivist or otherwise disposed of as authorized by an approved records retention schedule produced by the State Archivist

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(3) Pursuant to ORS 357.875, no state agency or local government shall enter into or renew an agreement with any records storage entity that restricts the access or inspection of Oregon public records by the State Archivist.

(4) When a state agency is abolished or ceases to operate, its public records shall be deposited in the official custody of the State Archivist, except as otherwise provided by ORS 357.835(2).

(5) Public records deposited in the State Records Center or Security Copy Depository remain in the official custody of the agency which deposited them.

Storage Area Standards

166-020-0015: Safe storage of public records requires compliance with the following standards:

(1) Public records should be stored in secure, fire-resistant structures and in areas in which the temperature and humidity are maintained at the levels required to ensure optimum longevity of the paper, film or medium on which they are recorded. Adequate light and access should be provided to permit retrieval of public records. Adequate ventilation and protection against insect or mold invasion should be provided. Steam, water, and sewer pipes, other than fire-control sprinkler systems, pose extreme hazard to records. No public records of enduring value should be stored where heat, breaks, drips or condensation from pipes could damage them; where windows, doors, walls or roofs are likely to admit moisture; or where they will be exposed to sunlight or extreme temperature variations.

(2) Aisle space in public records storage areas should be kept free of obstruction and no public records should be stacked or piled directly on the floor of any storage area. All public records should be shelved above initial flood level of any bursting pipe, leaky roof, sprinkler system or other source of water.

(3) Additional storage area standards are specified in these rules for public records stored in electronic format (OAR 166, Division 17), and in microforms (OAR 166, Division 25).

Essential Records Systems, Identification and Storage

166-020-0045:

(1) Agencies shall, with the advice and assistance of the State Archivist, identify their essential records, regardless of medium or physical format.

(2) Agencies shall store security copies of essential electronic records systems off the premises where the system is used, along with any system documentation necessary to enable recovery of the system in the event of an emergency.

(3) Agencies shall comply with the following storage requirements for security copies of essential electronic records systems:

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(a) Off-site storage conditions shall have temperatures no less than 60 degrees or greater than 80 degrees Fahrenheit, and shall have a relative humidity no greater than 50 percent.

(b) Off-site storage shall be in secure facilities with fire suppression systems. Facilities must provide adequate ventilation and protection against insect and mold infestation. No essential records systems shall be stored where heat or moisture can damage them.

DIVISION 25

MICROFILM STANDARDS RULES

Purpose and Application of Microfilm Standards Rules

166-025-0005: The authority for these rules is found in ORS 192.070, 357.825(2), and 357.895. State agencies and political subdivisions shall comply with these rules for microfilming public records. These rules contain the measures necessary to insure that the informational content of public records is protected for the life of the record.

Definitions

166-025-0010: In addition to the definitions contained in OAR 166-005-0010, OAR 166-017-0011 and 166-020-0007, the following definitions apply to this division:

- (1) "AIIM" refers to the Association for Information and Image Management.
- (2) "ANSI" refers to the American National Standards Institute.
- (3) "Aperture card" means a card with a rectangular opening into which microfilm may be inserted.
- (4) "Certification (Certificate of Legality)" means the confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. It is sometimes referred to as a "Camera Operator's Certificate."
- (5) Computer Output Microfilm (COM) Computer Output Microfilm is a process for copying data from electronic media on computers onto microfilm or microfiche using a high-speed recorder which transfers machine-readable digital data onto human-readable microfilm/fiche using laser technology and a processor, which develops the microfilm after it is exposed to the light source. COM is most often used for large reports that do not need to be edited or manipulated.
- (6) "Density" means the light-absorbing or light-reflecting characteristics of a photographic medium.

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- (7) "Generation" means one of the successive duplicates of a photographic master. The camera original is the first-generation film. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.
- (8) "Hybrid system" means a system that combines a micrographic/microfilm analog system with a electronic, digital technology)
- (9) "Image" means any representation of a document or data produced by radiant energy.
- (10) "Jacket" means a transparent plastic carrier with channels into which film may be inserted.
- (11) "Light box" or "light table" means a back-lit translucent surface used for film inspection.
- (12) "Loupe (lupe)" means a small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.
- (13) "Methylene blue test" is a test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.
- (14) "Microfiche" is a piece of film with images arranged in a grid pattern. Computer- Output-Microfilm is usually produced in this format.
- (15) "Planetary camera" is a type of microfilm camera that photographs a document as it lies stationary as it is being photographed. The document lies on a plane surface and the camera itself is suspended above the document.
- (16) "Processing" means the steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.
- (17) "Reduction ratio" is the relationship between the dimensions of the original document and the dimensions of the microimage of that document.
- (18) "Resolution" is the ability of microfilm or a photographic system to record fine detail.
- (19) "Retakes" means refilming of documents.
- (20) "Roll microfilm" means film that is wound on a reel, spool or core.
- (21) "Rotary camera" is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.
- (22) "Security copy" means a silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.
- (23) "Security Copy Depository" means the section of the Archives Division which offers storage of security microfilm.

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(24) "Source document microfilming" means the conversion of paper records to microfilm. It is differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

(25) "Splice" means the joining of two pieces of film so that they function as one piece.

(26) "Target, Informational" is a chart or document which is photographed in order to assist in identifying the content of the microfilm.

(27) "Target, Technical" is an aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

(28) "Unitized microfilm" means film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

(29) "Working copy" is a copy of microfilm which is distributed for end user use and not for security purposes.

Technical Specifications for First-Generation 16 mm, 35 mm, and 105 mm Silver-Gelatin Source Document Roll Microfilm for Permanent and Long-Term Oregon Public Records 166-025-0015:

(1) Microfilm Specifications: All security microfilm for long-term or permanent records shall be 16 mm, 35 mm, or 105 mm negative non-perforated silver gelatin type on a polyester base, as described in ANSI IT9.1-1996; Imaging Media (Film) -- Silver Gelatin Type -- Specifications for Stability. The film shall be at least 0.13 mm thick.

(2) Reels: Processed film shall be on storage reels which are chemically inert, in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers, are sturdy, and have dimensions which conform to ANSI/AIIM MS34-1990; Dimensions for Reels Used for 16 mm and 35 mm Microfilm. The film shall be stored with the start target at the outer end in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents.

(3) Restrainers: Only acid-free, button tie paper bands in compliance with ANSI IT9.2-1998; For Imaging Media -- Photographic Processed Films, Plates, and Papers -- Filing Enclosures and Storage Containers shall be acceptable to restrain film on its reel.

(4) Enclosures: Film enclosures (containers) shall be inert black plastic.

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(5) Quality Control-Inspection: Inspection and quality control data shall be recorded at the time the film is processed. A film inspection form is available from the Archives Division. First-generation (camera) film shall be inspected frame-by-frame for visible defects and missing documents. Inspection may be performed on a light table using an eye loupe for the frame-by-frame inspection and under a microscope for the inspection of resolution. The inspector shall wear clean, white, lint-free cotton gloves when handling the film. All inspection shall be performed in accordance with ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents, Section 8. Security copies of film shall be free from scratches, gouges, blemishes, dust, dirt, or fingerprints.

(6) Residual Thiosulfate: All film shall meet the requirements for residual thiosulfate ion concentration as specified in ANSI IT9.1-1996; For Imaging Media (Film) -- Silver-gelatin type-Specifications for Stability, Section 6.4. The maximum allowable thiosulfate ion concentration is .014 grams per square meter. Testing for residual thiosulfate ion concentration shall be done by using the Methylene Blue method in accordance with ANSI/ASC PH4.8-1985; For Photography (Chemicals)-Residual Thiosulfate and Other Chemicals in Films, Plates and Papers-Determination and Measurement, Section 5. This test shall be conducted within two weeks of film processing and may be performed at the processing site or by an independent laboratory. All test results shall be documented.

(7) Target Density: The aim point density shall be $1.00 \pm .10$. The acceptable density range on targets shall be .80 - 1.25. There shall not be more than a .20 density shift on targets in a single roll. Any roll which falls outside the acceptable .80 - 1.25 density range on targets shall be re-filmed. Density variation shall not be greater than .15 across a target. The plain white pages or acceptable density target photographed at the beginning and end of each roll of film shall be used as the primary density measurement targets.

(8) Reduction Ratio: The reduction ratio used shall approximately fill the image area across the width of the film as seen on the camera's projected image area; the ratio shall not be less than 8:1. All edges of the document shall be visible in the image area. (See ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents, Section 3.6.) Reduction ratio changes within the same record series shall be avoided. If they are necessary, however, the change in ratio shall be identified by an informational target filmed immediately before each change.

(9) Resolution: Each roll of first-generation film shall be evaluated for resolution by viewing the standard ISO Resolution test chart (see OAR 166-025-0020 on Targets and Certifications) at 100X magnification. The smallest distinguishable test pattern must correspond to the correct reduction ratio as seen in Figure 1:

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Figure 1

Reduction Ratio — Smallest ISO Test Chart Pattern Read — Resolving Power

8:1 — 10.0 — 80

12:1 — 9.0 — 108

15:1 — 7.1 — 106

16:1 — 7.1 — 114

17:1 — 6.3 — 107

20:1 — 5.6 — 112

21.2:1 — 5.6 — 119

24:1 — 5.0 — 120

28:1 — 4.5 — 126

30:1 — 4.5 — 135

33.9:1 — 4.0 — 136

36:1 — 4.0 — 144

42.4:1 — 3.2 — 136

(10) Splicing: There shall be no more than six splices on security copies of film. Retakes shall include at least two pages preceding and following the pages to be refilmed. There shall be no splices between the technical target and the text. All splices shall conform to ANSI/AIIM MS18-1992(R1998); Splices for Imaged Film -- Dimensions and Operational Constraints.

(11) Targets and Certification: All microfilm shall conform to the standards for targets and certifications set forth separately in these rules.

[ED. NOTE: Publications referenced are available from the agency.]

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Targets and Certifications

166-025-0020: The following informational and technical targeting and certification shall be included in all public records on roll microfilm. All targets are available from the Archives Division:

- (1) At the beginning of each roll there shall appear:
 - (a) A minimum of 24 linear inches of exposed and, processed blank film;
 - (b) Followed immediately by three exposures of clean, blank white paper or the density target;
 - (c) Followed by a planetary camera or rotary camera technical target of the type specified by the American National Standards Institute and the Association for Information and Image Management (hereafter ANSI/AIIM) in standards ANSI/AIIM MS19-1993; Recommended Practice for the Identification of Microforms and ANSI/AIIM MS23-2004P; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microform of Documents for the laboratory measurement of resolution and reduction ratio;
 - (d) Followed immediately by a "Start" target;
 - (e) Followed by a target indicating roll number;
 - (f) Followed immediately by a title sheet containing name of agency creating the records, series title of the records, starting identification (first records number, etc.) and reduction ratio. All missing documents or records shall be so identified with an appropriate target.
- (2) At the end of each roll there shall appear:
 - (a) A target sheet including series title of the records filmed, ending identification (last record number, etc.);
 - (b) A Certificate of Legality and Authenticity, including the name and signature of the camera operator;
 - (c) Followed by a target indicating roll number;
 - (d) Followed by an "End of Reel" target;
 - (e) Followed by three exposures of clean, blank white paper or the density target;
 - (f) Followed by 24 inches of exposed and processed blank film.
- (3) See the Archives Division Micrographics Manual for instructions on use of these and other informational targets.

[ED. NOTE: Publications referenced are available from the agency.]

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Hybrid Systems

166-025-0021

The use of hybrid systems (system that combines a micrographic/microfilm analog system with an electronic, digital technology) may be used provided the following conditions have been met:

(1) Electronic Imaging to Microfilm-for records with a retention period of 100 years or greater

(a) The microfilm copy produced is a silver halide microfilm that meets all of the requirements for microfilm outlined in OAR 166 Division 25.

(b) Each roll of film produced from an electronic imaging system carries the required targets for both electronic imaging systems (166-017-0031) and for microfilm (166-025).

(c) Each roll of film that will be deposited into the Security Copy Depository shall be polysulfide treated according to OAR 166-025.

(d) Documents shall be scanned using a resolution of not less than 200 dpi and can be transferred to either 16mm or 35mm rolls of microfilm. However, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi. In addition, documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be recorded on 35 mm roll silver halide film only.

(e) One-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record. The verification of images shall include the inspection of images on the microfilm.

(2) For records with a retention period of less than 100 years, documents shall be scanned using a resolution of not less than 200 dpi; documents containing fonts smaller than six-point, architectural and engineering drawings, maps, and line art shall be scanned at a minimum density of 300 dpi, and one-hundred percent of the scanned images shall be verified for completeness and accuracy prior to the destruction of the original record.

(3) Microfilm to Electronic Imaging

(a) A duplicate of the microfilm shall be made prior to scanning the microform.

(b) One-hundred percent of the scanned images shall be verified for completeness and accuracy.

(c) Microfilm with a retention period of less than 100 years may be destroyed once one-hundred percent of the scanned images are verified for completeness and accuracy.

(d) Microfilm with a retention period of greater than 100 years may not be destroyed unless written permission has been obtained from the State Archivist.

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(4) Targeting and certification shall be completed according to the requirements of 166-025-00022.

Target and Certifications (Hybrid Systems)
166-025-0022

The following informational and technical targeting and certification shall be included in all public records on hybrid systems. All targets are available from the Archives Division:

(1) At the beginning of each roll there shall appear:

- (a) 24" of processed leader
- (b) One blank sheet of white paper
- (c) ANSI/AIIM Scanner Test Chart #2
- (d) Title sheet that includes series title, roll number, agency name, reduction ratio and dpi

(2) At the end of each roll there shall appear:

- (a) Certificate of legality and authenticity (required information: Name of record creating agency, series title, date(s) of filming, name of scanner operator, signature of scanner operator, date signed.
- (b) One blank sheet of white paper
- (c) 24" of processed trailer

Storage of Security Microfilm

166-025-0025: Custodians of microfilm which contains long-term or permanent records shall provide off-site storage for silver security microfilm. This storage shall be at the appropriate temperature and relative humidity as specified in ANSI IT9.11 -- (1998) American National Standard for Imaging Media -- Processed Safety Photographic Film -- Storage. Security microfilm shall be stored in acceptable containers and on acceptable reels. (See OAR 166-025-0015; Technical Specifications for Roll Microfilm)

[ED. NOTE: Publications referenced are available from the agency.]

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Security Copy Depository

166-025-0030: The Archives Division operates the Security Copy Depository. The following are requirements for deposit of microfilm in Depository:

- (1) Microfilm with an approved retention period between 10 and 99 years:
 - (a) Microfilm will be inspected for evidence of deterioration only on request of the depositor. Depositors shall be charged for all inspections.
 - (b) Microfilm for deposit shall be silver gelatin film, but may be unitized formats (e.g., microfiche, aperture cards). Non-silver films will not be accepted.
 - (c) All microfilm must be accompanied by a valid transmittal at the time of transfer.
- (2) Microfilm with an approved retention period of 100 years or greater:
 - (a) Microfilm must have received approved, polysulfide treatment prior to acceptance into the Depository.
 - (b) Use of the Depository satisfies the off-site storage requirements of OAR 166-025-0025, Storage of Security Microfilm;
 - (c) Film transferred to the Security Copy Depository with a retention of 100 years or more will be inspected upon receipt for compliance with OAR 166-025-0015.
 - (d) The Archives Division shall require remedial action and/or image stabilization treatment on microfilm in the Security Copy Depository with a retention of 100 years or more and accepted prior to 1999. Depositors shall be charged for image stabilization and/or remedial treatments. Depositors who do not wish to have their film treated, will have their film returned to them.
 - (e) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be on 16 mm, 35 mm, or 105 mm polyester based wet-processed silver gelatin roll film only;
 - (f) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be enclosed in inert plastic containers in accordance with ANSI IT9.2-1991; For Imaging Media — Photographic Processed Films, Plates, and Papers — Filing Enclosures and Storage Containers. Containers shall be labeled in compliance with the requirements in the Oregon State Archives Division Micrographics Manual.
 - (g) All microfilm in the Security Copy Depository with a retention of 100 years or more shall be accompanied by a valid transmittal at the time of transfer;
 - (h) Non-silver films will not be accepted.

[ED. NOTE: Publications referenced are available from the agency.]

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Microfilm as Official Copy of Public Record

166-025-0035: Microfilm may be substituted for any paper or machine readable record if it is made according to the following conditions:

(1) A security copy of microfilm of public records which has a required minimum retention period of 100 years or longer must be made and stored in accordance with OAR 166-025-0005 to 166-025-0030. A security copy must be reserved and used solely as a backup security copy or as a master for making working copy duplicate film when required.

(2) Working copies of microfilm, and microfilm of public records with a minimum retention period of less than 100 years, may be made in accordance with agency standards and requirements for the retention period of the public records, including the option of using any film, processing system, or storage containers the agency may select.

DIVISION 30
RECORDS MANAGEMENT PROCEDURES

Purpose

166-030-0005: This Division specifies requirements for agency records management programs, and specifies the lawful authority and methods to destroy or otherwise dispose of public records. They apply to all public records, regardless of medium or physical format, created and stored by state and local agencies.

Appointment of Records Officer

166-030-0016: To establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value, each state or local agency shall designate a Records Officer. Records Officers organize and coordinate the agency's Records Management Program, serve as their agency's primary liaison with the State. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction. The State Archivist will provide training and assistance for Records Officers.

Inventory and Appraisal (State Agencies)

166-030-0021: To ensure accurate identification and evaluation of its records, each state agency shall, cooperate with the State Archivist in preparation of an inventory of the records of each of its organizational units, including the records of any other agency in its custody. These inventories shall be used to prepare a Special Schedule (OAR 166-030-0026) for public records in agency custody, regardless of medium or physical format. Special Schedules will not include schedules for records already listed in the State Agency General Schedule (OAR 166-300).

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Public Records Retention and Disposition Authorization (State Agencies)

166-030-0026: Authorization for destruction of public records by a state agency shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

(2) A Special Schedule approved by the State Archivist, or an applicable State Agency General Records Retention Schedule found in OAR Chapter 166, Division 300, establishes the appropriate retention and disposition for state agency records. A state agency shall destroy public records that have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Special Schedules shall be created from inventories (OAR 166-030-0021). Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for state agency records are both a minimum retention and a maximum retention period.

(3) State agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

(4) Notwithstanding any existing records retention schedule, any State Agency electronic records with a scheduled retention period of Permanent, and which are also scheduled to be transferred to the State Archives, shall be kept by the agency in both electronic form and hard copy or microfilm form until State Archives electronic records accession review is completed. The State Archives will notify the agency in writing which electronic records, if any, will be accessioned and will specify transfer procedures, required format, required metadata and a required timetable for the electronic records transfer.

Public Records Retention and Disposition Authorization (Local Agencies)

166-030-0027: Authorization for destruction of public records by local agencies shall be obtained as follows:

(1) No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)

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(2) An applicable General Schedule published in OAR Chapter 166, or a Special Schedule approved by the State Archivist, establishes the appropriate retention and disposition for local agency records. A local agency may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Unless otherwise stated, a retention period shall be calculated from the date the public record was created. Retention periods for local government agency records are minimum retention period.

(3) Notwithstanding any retention period listed in a General Schedule, no public record created in or prior to 1920 shall be destroyed without the express written permission of the State Archivist.

(4) Specific approval from the State Archivist by means of a Special Schedule is required to dispose of public records which are not listed in an applicable General Schedule found in these rules. Instructions on creating Special Schedules are available from the State Archivist.

(5) Special schedules will not be written for records contained in applicable local government general schedules unless the State Archivist determines that is necessary to do so. General schedules for local government agencies will be developed and filed as Oregon Administrative Rule following the procedures defined in OAR chapter 166, division 500. General schedules for local government agencies will be reviewed at least every five years, or sooner as specified by the State Archivist

(6) Notwithstanding any retention period listed in a General Schedule or Special Schedule, no public records listed on the Oregon Historical Records Inventory shall be destroyed. Copies of lists of records on the Oregon Historical Records Inventory are available from the State Archivist.

(7) Local agencies shall submit a record of all public records (paper only) destroyed on the authority of the approved records retention schedules. This record shall list schedule number, record series title, cubic feet destroyed, and date destroyed. For electronic records, only agencies using an electronic records management system, need to report the records destroyed. The destruction report generated by the system shall suffice and should include retention schedule number, record series title, and date destroyed. Both the destruction report for paper records and for electronic records (when applicable) shall be forwarded to the State Archivist on an annual basis.

Prior Audit of Fiscal Public Records Required

166-030-0041: Public records of fiscal transactions, regardless of medium or physical format, may not be destroyed until the minimum retention period has passed and the person charged with their audit has released them for destruction. If federal funds are involved, requirements of the United States government shall be observed.

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Suspension of Scheduled Public Records Destruction

166-030-0045: A scheduled destruction of records, regardless of medium or physical format, which are the subject of a public records request or pending litigation shall be suspended until the request or litigation has been resolved. Only those records which have been specifically requested need be retained.

Public Records Disposition and Destruction (State and Local Agencies)

166-030-0060: A Special Schedule approved by the State Archivist, or an applicable General Schedule published in OAR Chapter 166, authorizes disposition of public records. Disposition includes:

(1) Transfer to the custody of the State Archivist. When the scheduled retention period specifies transfer to the State Archives, an agency shall transfer its custody of the specified records to the custody of the State Archivist.

(2) Shredding, Pulping, or Incineration. Public Records which are confidential by law and negotiable instruments (even when cancelled or satisfied in writing) must be destroyed by shredding, pulping, or incineration. The destruction should be supervised and witnessed by a responsible employee of the agency. When using a contractor to destroy public records, the state or local agency must require posting of a bond or undertaking by the contractor to indemnify the state or local agency against any claims or actions resulting from his failure to protect the confidentiality of the public records, and must require a provision precluding sale, transfer, or delivery of the public records to a third party prior to data obliteration. The agreement shall also include provisions requiring secure transit to and handling by the contractor; and prompt processing of the public records by the contractor to fully obliterate the data they contain by shredding, pulping, or incineration.

(3) Recycling. Records which are not confidential by law may be sold or traded for recycling of the fiber or chemical they contain, provided that the sale or trade agreement includes provisions to ensure that the public records are promptly converted into a form which precludes use of the information they contain.

(4) Deposit in a Library, Museum, or Historical Society with the permission of the State Archivist. The originals of public records that have been microfilmed in compliance with ORS 192.040 to 192.070 and OAR 166-025, and other public records which have continuing local historical value although destruction is authorized, may be deposited in a Library, Museum, or Historical Society if disclosure of the record is not prohibited by law and the depository agrees to comply with ORS 162.305, 192.420, and 192.430. Agreements for such deposits must stipulate that the depository cannot sell or otherwise dispose of the records except by lawful and complete destruction or by returning them to the depositing agency. Permission of the State Archivist is required prior to transfer of records.

(5) Additional destruction requirements for electronic records are specified in OAR 166-017-0061.

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DIVISION 350

BOARD AND COMMISSION RECORDS

166-350-0005

Board and Commission Records - General

This General Schedule is applicable to the records of state boards and commissions. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0026 before disposing of records.

166-350-0010

Board and Commission Records

(1) **Appeal and Review Records** Series documents reviews of decisions made by the board or commission or appeals to the board or commission concerning decisions made by state agencies, local governments, or special districts. Records may include but are not limited to narrative history or description of case; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; working papers; hearing schedules and lists of participants; and related correspondence and documentation. (Retention: (a) Case files: 50 years, destroy; (b) Working files: Until case is closed, destroy; (c) Audio recordings: 5 years or until transcribed, destroy).

(2) **Board and Commission Member Records** Series documents board and commission activities and serves as a reference source for board and commission members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. (Retention: 4 years, destroy).

(3) **Board and Commission Members Personnel Records** Series documents the appointment or election and subsequent personnel actions of board and commission members. If the office is appointive, records may include appointment letters from the governor or agency director and confirmation by the Senate if required. If the office is elective, election records may be included. Records may also include but are not limited to resumes; applications; personnel actions; interest forms for executive appointments; job descriptions; employee data sheets; and related correspondence and documentation. (Retention: 10 years after final term expires, destroy).

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(4) **Board and Commission Meeting Minutes Series** documents the official proceedings of the board or commission meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries. (Retention: (a) Minutes: Permanent, transfer to State Archives after 10 years; (b) Audio recordings: 1 year after transcribed, destroy; (c) Other records: 5 years, destroy).

(5) **Board and Commission Formation and Organizational Records Series** documents the formation and organization of the board or commission. Records may include but are not limited to by-laws; position and policy statements; mission and goal statements; rules and regulations; work plans; and related documentation. (Retention: Permanent, transfer to State Archives after 10 years).

(6) **Commodity Assessment Records Series** documents the assessment of fees to handlers, growers, and processors of agricultural products to fund the production and market research, educational, and promotional activities of the agricultural commodity commission. Records include the amount produced or processed and the commission's assessment per unit of production. Records also include the report sent to the Bureau of Census on a quarterly basis of the assessment amounts collected from the growers and processors. (Retention: 10 years, destroy).

(7) **Commodity Promotion Records Series** documents the activities of the agricultural commodity commission to promote the marketing and sale of agricultural commodities. Records may include newsletters; circulars; advertisements; seminar reports; trip records; promotional statistical reports; marketing budgets; special events records; press releases; and related documentation and correspondence. (Retention: (a) Trip records, marketing budgets, press releases: 10 years, destroy; (b) Other records: Permanent, transfer to State Archives after 10 years).

(8) **Complaint and Disciplinary Records, Individual Series** documents complaints brought against licensed and unlicensed individuals alleging professional practice violations and any resulting disciplinary actions. Types of complaints may include violations of laws, rules, or ethical standards; negligence; practicing outside scope of activities to which licensed; breach of confidentiality; and incompetence. Records may include investigation records; complaint forms; narrative description of complaint; complaint log; complaint disposition; hearings and appeals records; audio tapes; disciplinary actions such as suspension or revocation; and related correspondence and documentation. Access to these records may be restricted per ORS 192.501-502. (Retention: (a) Audio tapes: 4 years or until transcribed, destroy; (b) Other records: 25 years, destroy).

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(9) **Complaint and Investigation Records, Establishment** Series documents complaints brought against establishments alleging violation of laws and administrative rules that govern operation of the establishment. Records may include but are not limited to correspondence; description of complaint; case files; legal notices and orders; hearing records; audio recordings and transcripts; license and certificate records; exhibits; investigative reports; working notes and files; investigation committee records, minutes, and agendas; and related correspondence and documentation. Access to these records may be restricted per ORS 192.501-502. (Retention: 10 years after investigation is closed, destroy).

(10) **Crop Production and Acreage Records** Series documents the number of acres devoted to production of an agricultural commodity and the amount of production. Records may include but are not limited to crop production register, acreage survey, type of crop, year, total acreage, total production, name and address of grower, and related correspondence and documentation. (Retention: 5 years, destroy).

(11) **Education Program Review Records** Series documents the review of public and private educational programs, including college and university certification programs, to determine if licensure requirements, continuing education standards, or teacher certification requirements are being met. Records may include but are not limited to correspondence; reports from the college about its faculty, students, and curriculum; catalogs; self-study evaluations; lists of accredited schools; course listings and descriptions; program descriptions and literature; seminar and workshop agendas; and related correspondence and documentation. (Retention: 5 years, destroy).

(12) **Examination and Administration Records** Series documents the administration of license examinations. Examinations may be administered locally by the licensing board, by an outside examination service, or by a national board. Records may include but are not limited to examination order sheets; shipping receipts; sign-in sheets; correspondence with applicants; master copy of exams; development of exam and exam question records; sample exams with answers; examination booklets; and related correspondence and documentation. Records may also include results of the examination including a roster listing student name, ID number, and examination score. Records may include statistical data and analysis of exam scores and statistics on the administration of the exam in other states. Examination scores may also be found in the individual licensee files in Licensing Records. Access to these records may be restricted per [ORS 192.501\(4\)](#). (Retention: (a) Exam roster: 75 years, destroy; (b) Other records: 10 years, destroy).

(13) **Incomplete License Application Records** Series documents the application process that was initiated but never completed by the applicant. Series may include incomplete, pending, inactive, or denied status applications. Series includes the records of applicants whose files may lack one or more of the following: application, fee, documents such as certificate of education, and examination scores. Applicants may also lack the necessary education and experience, have low exam scores, or fail to satisfy other qualifications. (Retention: 5 years, destroy).

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(14) **Inspection Records, Establishment** Series documents inspections of establishments to ensure compliance with laws and administrative rules that govern operation of the establishment. Types of establishments may include mortuaries, cemeteries, crematoriums, funeral homes, or barber and beauty shops. Records may include but are not limited to inspection ledgers; case files; advertisements; contracts; corporation history; inspection reports; license and certificate records; equipment checks; and related correspondence and documentation. (Retention: 5 years after last inspection, destroy).

(15) **Licensee Rosters** Series documents persons who are licensed by the board. Records consist of a list which may include licensee name, address, and phone number; license status (current, lapsed, or inactive); type of license; license number; employer name, address, and phone number; method of licensure; dates of initial licensure, renewal, or expiration; audit number; and related documentation. Roster may be published in the form of a directory. (Retention: 5 years after superseded, destroy).

(16) **Licensing Records, Establishment** Series documents the application process and licensure history of establishments regulated by state law and administrative rule. Types of establishments may include cemeteries, barber and beauty shops, mortuaries, crematoriums, funeral homes, pharmacies, animal euthanasia sites, dog kennels, drug manufacturers, or drug wholesalers. Records may include but are not limited to license and certificate records; applications; inspection reports; background investigations; staff resumes; reports; lists of licensed establishments; and related correspondence and documentation. (Retention: (a) Cemetery, crematory, mortuary, and immediate disposition facility records: Permanent, transfer to State Archives after administrative need ends; (b) Other establishments: 5 years after license expires or becomes inactive, destroy).

(17) **Licensing Records, Individual** Series documents the process of licensing individuals who have met the professional standards of the licensing board. The licensing process may include application, evaluation, testing, training, licensing, and certification. Series indicates type of license and may include applications; certificate of education or college transcripts; verification of national or out-of-state licensure; examination scores; cashiering information on fees paid; copies of individual licenses; blank licenses and license audit records; verification of work and supervisory experience; resumes; continuing education records; and background investigative reports. Series may also include renewal notices; copies of licenses or temporary permits; special certification or permit documentation; apprentice and intern licensing records; and related correspondence and documentation. Records are arranged alphabetically by licensee name. (Retention: 5 years after license has lapsed or becomes inactive, destroy).

(18) **Lobbyist Records** Series is used to document lobbyist and lobbyist employer activities and to report these activities to the Ethics Commission. Records may include but are not limited to expenditure reports; registration statements; termination records; guidelines; correspondence; and related documentation. Series includes active, inactive, and terminated files. (Retention: (a) Expenditure reports: 5 years, destroy; (b) Other records: 5 years after last activity or termination, destroy).

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(19) **Reports and Studies** Series provides a record of findings, assessments, recommendations, research activities, studies, accomplishments, goals, and other activities of the board or commission. These reports or studies are reported to the public; the commission's umbrella or oversight agency; other agencies and organizations; the governor or legislature; or the federal government. Series may include project evaluation reports; public surveys; program or plan summaries; progress or performance reports; biennial, annual, or monthly reports; workload studies; photographs; monitoring reports; needs assessment studies; project outlines and schedules; administrative histories; statistics; working papers and drafts; and related correspondence, and documentation. (Retention: (a) One copy of final report, product, or study: Permanent, transfer to State Archives after 10 years; (b) Working papers, background documentation, and draft material: 3 years after final document produced, or as required by government or agency, destroy).

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Glossary

Access - The availability of or permission to use records. ORS 192.420 states that “Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.”

Active Records - Records that are used, maintained and are actively referred to during everyday operations.

Administrative Value - Usefulness of records in conducting an agency’s business.

Agency - When used alone means either a state agency or a political subdivision.

AIIM - Association for Information and Image Management.

Analog - Describes a device or system that represents changing values as continuously variable physical quantities. An analog clock’s hands are capable of indicating every possible time of day. In contrast, a digital watch is capable of representing only a finite number of times (every tenth of a second, for example).

ANSI - American National Standards Institute.

Aperture Card - A card with a rectangular opening into which microfilm may be inserted.

Appraisal - The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archivist - The State Archivist who serves under the Secretary of State and who administers the Archives Division which operates the State Archives, the State Records Center, and the Security Copy Depository.

ASCII (American Standard Code for Information Interchange) - Standard binary-coding scheme.

Attachment - Any computer file (text file, database, digital image, etc.) intentionally associated with, and received as part of an e-mail message.

Audio Recording - Sound stored in a digital or analog format.

Audit - A regular examination and verification of a specific activity.

Backup - A copy of electronic records and data that are retained to protect an organization against loss of the information. Backups can be stored on disks, tapes, or other machine-readable media. There are essentially two types of backups-security (See Backup, Security) and retention (See Backup, Retention).

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Backup, Retention - Backup of data in order to comply with records retention schedules. (see Backup, Security).

Backup, Security - Backup of data for the purposes of security and disaster recovery. Because security backup media are regularly overwritten, a separate retention backup procedure is necessary to comply with records retention schedules (see Backup, Retention).

Bit-map - A method of representing images by assigning an individual memory location for each picture element.

Born Again Digital - (see Reformatted)

Born Digital - Refers to records that originated in electronic form, e.g. databases or word processing documents.

Capital Improvement - A government acquisition of real property, major construction project, or acquisition of long lasting or expensive equipment.

Case File - Groupings of documents that pertain to a particular person, place, or thing. A case or project file may consist of correspondence, form records, memoranda, and other records as long as they all relate to the same person, place or thing.

CD-ROM - Optical disk that is created by a mastering process and used for distributing read-only information.

Central File - The files or records of one or several offices or organizational units physically and/or functionally centralized and supervised in one location.

Certification (Certificate of Legality) - The confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of the original records. Sometimes referred to as "Camera Operator's Certificate."

Chat Room - An online network discussion platform to encourage and manage online text discussions over a period of time among members of special interest groups or project teams.

Civil Case - A court proceeding, other than a criminal case, to determine and enforce rights between parties, prevent future violation of rights, and provide appropriate redress or compensation.

Closed Files - A group of records for which action has been completed and no further action is anticipated.

Compound Document - (see Integrated Document)

Compression - (see Data Compression)

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Computer Output Microfilm (COM) - An original record in microfilm format produced directly from computer data without an intermediate visible record.

Computer Record - Information that is created and/or retained in a digital format and requires a computer to read and use.

Confidential Records - Records or information exempted from public disclosure by statute or rule.

Copy - A duplicate of the original record.

Copyright - Legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Correspondence - Letters, memoranda, notes, telecommunications, and any other form of addressed, written communications, sent and received.

Correspondence, Ephemeral - Communications received or sent which do not contain significant information about a county's programs, fiscal status, or routine agency operations. Records include, but are not limited to, advertising circulars, spam, desk notes, memoranda, and other records of a preliminary or informational nature.

Criminal Case - A type of court case relating to the defendant's alleged violation of the law. Conviction could result in fines, loss of rights, or imprisonment.

Cross-reference - An additional notation that directs the user to another location where the record or information may be found.

Data Compression - A method of reducing the size of an image file.

Data Corruption - Compromising of the validity or integrity of data.

Data Loss - (see Data Corruption)

Database - Electronic collection of records stored in a central file.

Date of Last Action - The date at which all reasonable contingent actions related to a case have occurred. For example, this could be the date after which no appeals are possible.

Density - The light-absorbing or light-reflecting characteristics of a photographic medium.

Department of Defense 5015.2-Std - Standard for the integrity and security of data maintained in U.S. Department of Defense electronic recordkeeping systems. Also considered a de facto standard for U.S. Government electronic recordkeeping systems.

Derivative Image - Image derived or duplicated from a master image.

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Destruction - The process of eliminating or deleting data, documents, and records so that the recorded information no longer exists.

Digital Image - Image composed of discrete pixels of digitally subdivided increments of brightness and color.

Digital Imaging - Techniques for capturing, recording, processing, storing, transferring, and using images in electronic or microfilm formats.

Digital Imaging System - A system (including people, machines, methods of organization, and procedures), which provides input, storage, processing, communications, output, and control functions for digitized representations of original public records.

Digital Signature - A type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (a) whether the transformation was created using the private key that corresponds to the signer's public key and (b) whether the initial message has been altered since the transformation was made (ORS 192.835(4)) (see Electronic Signature).

Digitized Record - A record produced from an original by electronic scanning techniques, stored on optical disk or other high-density storage media, and then displayed on a high resolution terminal or printed onto paper (see also Electronic Imaging System).

Directive - Instruction given by management that usually relates to agency policies and/or procedures.

Disaster - A sudden and unexpected event that results in loss of records and information essential to an organization's continued operation.

Discovery - The legal process, generally conducted near the beginning of litigation, which enables parties of the litigation to obtain relevant records and information from each other.

Disk - Round, flat recording medium which consists of a substrate(s) with one or more layers deposited on the surface(s) onto which information can be recorded and played back when the disk is loaded in a disk drive.

Disposition - The actions taken with regard to non-current records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to the State Archives, long-term storage in an agency repository, donation to an eligible repository, reproduction on microfilm, and destruction.

Doing Business - The acts of an organization that place it under the jurisdiction or control of government, courts, or law.

DPI - Dots per inch; refers to the number of pixels contained in a linear inch.

Drop-off Rate - (see Data Corruption)

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EDMS (Electronic Document Management System) - a type of electronic information system, which may or may not feature automated tools for retention and disposition of records (see Electronic recordkeeping system).

Electronic Content Management Systems - (see Electronic recordkeeping system)

Electronic Image - (see Digital Image)

Electronic Imaging - (see Digital Imaging)

Electronic Imaging System - (see Digital Imaging System)

Electronic Recordkeeping System - A recordkeeping system that captures, maintains, and provides access to electronic records as evidence over time and allows for disposition according to records retention schedules.

Electronic Records - Records which are stored in a form that requires a computer to process. "Electronic records" does not include or refer to photocopies, digital imaging systems, or analog or digital audio and videotapes.

Electronic Signature - (see Digital Signature)

Electronic Storage - The depositing of information in an on-line computer database or in the memory of a word processor.

E-mail - (see Messaging)

E-mail Messages - Electronic documents created, received, or sent within an electronic messaging system. Applicable to the contents of the communication, the transactional information and any attachments associated to such communication. An E-mail message's structure is composed of the text or content of the document, transmission and header information that indicates who it was from, what it is about, and other metadata.

E-mail System - System providing the means for creating messages, transmitting them through a network, and displaying the messages on the recipient's workstation, personal computer (PC) or terminal.

Encryption - Translation of data into a secret code.

ERMS (Electronic Records Management System) - (see Electronic Recordkeeping System)

Essential Electronic Records System - A records system which requires a computer to process, and contains records which are essential to the continued functioning or reconstitution of a government agency during and after an emergency, or those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

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Essential Records - Records which are essential to the continued functioning or reconstitution of an agency during and after an emergency, and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

Essential Records Schedule - Detailed instructions identifying types of essential (vital) records, locations, and retention requirements.

Evidential Value - The value which records have involving the administrative, fiscal, and legal activities of the creating agency. Evidential values are based on the functions that the records had and continue to have for the person or office that created them or for any succeeding individual or agency that uses them.

Excluded Records - Materials that are excluded from the definition of public records by ORS 192.005(5).

Exempt Records - Records or information exempted from public disclosure by statute or rule.

Expiration - The termination of a period fixed by law, contract, or agreement.

Expungement - The process of removing information on the directive from a court and obliterating it by any method to make the information unreadable or unusable under any circumstances.

Fax or Facsimile - Process, by which a document is scanned, converted into electrical signals, transmitted and recorded or displayed as a copy of the original.

Feasibility Study - An examination of the practicality of implementing new or modified procedures, methods, or technologies.

File - A collection of records arranged according to a predetermined system.

File Format - A specific pre-established arrangement or organization of data. Data in a file is stored in a format that is established by whatever software application created the file. A file's format is indicated by its file extension. For example, a file with the file extension .txt is a text document.

File Structure - Organization of a government entity's records. A logical, hierarchical file structure is required for the efficient use of an electronic recordkeeping system.

Filing - The action of storing a record.

Financial Value - The value which records have related to their role in documenting fiscal accountability and providing an audit trail. Records with financial value demonstrate how the agency conducted its business by documenting the financial obligations, authorizations, and transactions of the agency.

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Fiscal Value - The usefulness of records in documenting an agency's fiscal transactions and obligations.

Folder - An electronic receptacle used to store electronic files. Also known as directory or subdirectory.

Format - (see File Format)

Forms - Carefully designed documents used to gather and transmit information necessary for operational functions.

Freedom of Information and Privacy Acts - Two acts that combine to protect personal information collected by a governmental agency.

Generation - One of the successive duplicates of a photographic master. The camera original is the first-generation microfilm. A duplicate made from the master is a second-generation copy; a duplicate made from the second-generation copy is third-generation, and so on.

Geographical Information System (GIS) - Tools used to gather, transform, manipulate, analyze, and produce information related to the surface of the Earth.

Graphics - Photographs and other types of images.

Hardware - Physical equipment necessary to run a data processing system .

Header Label - A set of information associated with a specific digital image which assists system software in retrieving images.

Historical Value - Records of permanent value that document company policy, operations, organization, development, or social contributions; illustrates major economic, political, religious, legal, or social trends; portrays significant individual achievements; or sheds light on significant events of our times.

Hybrid System - A system that combines a microfilm analog system with an electronic, digital technology.

Image - Any representation of a document or data produced by radiant energy.

Inactive Record - Records still needed by an organization but not for current operations.

Instant Messaging - (see Messaging)

Integrated Document - A document that contains more than one type of electronic file. For example, a Microsoft Word document may have embedded within it an Excel spreadsheet.

Intergovernmental Agreement(s) - Contracts between two or more public agencies for the joint exercise of powers common to the agencies.

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Internet - The vast network of computer systems that enables worldwide connectivity among users and computers.

Intranet - A closed network that uses technology to restrict web-based information to a group of authorized users.

ISO - International Organization for Standardization. An international agency for standardization in all fields except electrical and electronic engineering.

ITU-T - International Telecommunication Union - Telecommunication sector.

Jacket - A transparent plastic carrier with channels into which film may be inserted.

JPEG - Joint Photographic Experts Group.

Legal Value - The usefulness of records in documenting legally enforceable rights or obligations, both those of the state and those of persons directly affected by an agency's actions.

Life Cycle - The creation, distribution, use, maintenance, and disposition of a record.

Life of Structure - Until the structure no longer stands or exists.

Light Box - A back-lit translucent surface used for film inspection.

Listserv - Automatic mailing list server.

Litigation - The proceeding in a court of law to enforce a right. Same as lawsuit.

Local Agency - Any officer, department, board, commission, or institution created by or under the jurisdiction of a political subdivision of this state.

Local Improvement - A public improvement provided to a specific area and benefits that area; usually paid for by special assessment of benefiting property owners.

Long-term Records - Records with an approved retention period of 100 years or longer, including permanent records.

Loupe (Lupe) - A small, hand-held optical magnifying device used in conjunction with a light box for the inspection of microfilm.

Machine Readable Records - Records which require equipment to read the information they contain. Machine-readable records may include audio tape, videotape, and computer media.

Master Image - Initial image used for producing duplicates.

Media - Tangible objects on which data are recorded.

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Medium-term Records - Records with an approved retention period of at least ten but less than 100 years.

Messaging - Broad term encompassing electronic communications, including electronic mail, Instant Messaging (IM), and chat rooms, all of which can be public records (see E-mail messages and e-mail system).

Metadata - Data that describes data including subject, date, and recipients of an e-mail.

Methylene Blue Test - A test used to measure the amount of residual thiosulphate ion (hypo) remaining on the film following washing.

Microfiche - A microform, approximately 4x6 inches, on which documents are photographed in a reduced size for convenience in storage.

Microfilm - Film, in roll format, on which documents are photographed in a reduced size for convenience in storage. The images on film can be enlarged for viewing or printing onto paper.

Migration - The periodic transfer of data from one electronic system to another that retains the integrity and accessibility despite technological advances in the hardware and software used to access the data.

Migration Plan - A narrative description of an agency's plan to maintain access to electronic information if an "electronic system's" life expectancy is less than the retention of the records it contains.

Minimum Term Records - Records with an approved retention period of less than 10 years.

Naming Convention - Guidelines for assigning names to files. Especially when groups of people need access to common files, naming conventions are essential for efficient retrieval.

Network - A system of computers and related devices interconnected so that they can communicate together.

NIST - National Institute of Standards and Technology.

Non-record Copy - A copy of a record maintained in addition to the official copy, such as duplicates, stocks of publications, and materials available from other sources (i.e. library books, magazines, etc.). Information excluded from the legal definition of a public records includes extra copies of documents kept for convenience of reference, stocks of publications, library or museum materials intended solely for reference or exhibition.

OAR - Acronym for Oregon Administrative Rules; rules promulgated by state agencies in order to implement statutes.

Obsolete - In the context of retention schedule, obsolete means no longer relevant to current program or primary functional responsibilities of a department or office.

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Office of Record - The group, department, or office in an organization responsible for maintaining the official records for the total records retention period.

Official Copy - The designated public record, when multiple copies exist.

Optical Disk - Medium that will accept and retain information in the form of marks or density modulation in a recording layer, that can be read with an optical beam.

Ordinance - A law prepared by a local governing body.

Original Date of Hire - The date at which an employee was first officially employed by the organization.

ORS - Acronym for Oregon Revised Statutes.

PDF - Proprietary image file format developed by Adobe Systems Inc.

Permanent - The continued preservation of information forever (without any time limit).

Permanent Public Records - Records deemed worthy of permanent preservation for legal, administrative, and research purposes.

Permanently Removed from Service - The date at which equipment, structures such as bridges, etc., are disposed of in such a way that they no longer will be used by the agency.

Pixel - The smallest display element on a video screen or the smallest element in a grid that is placed over a page of text or graphics.

Planetary Camera - A type of microfilm camera that photographs a document as it lies stationary. The document lies on a plane surface and the camera itself is suspended above the document.

Policy - Guideline for decision-making.

Policy Manual - Contains written, general guidelines used for consistent decision making.

Political Subdivision - Cities, counties, districts, or any other public corporation of this state.

Private Records - Records belonging to an individual that have no content relevant to the organization or were not produced using resources of the organization.

Procedure - Statements of how to implement a policy.

Processing - The steps necessary to render a latent image visible, usable and permanent (fixed). These steps are development, fixing, washing and drying.

Project Plan - A list of tasks with individual responsibility and target dates assigned.

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Public Record - “Public record means a document, book, paper, file, sound recording, machine-readable electronic record, or other material, . . . regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use . . .” ORS 192.005 (5).

Purge - The act of selectively destroying one or more documents from a file.

Quality Control - (a) Planned systematic activities necessary to ensure that media conforms to established technical requirements. (b) All actions that are taken to ensure development of products that meet performance requirements and adhere to standards and procedures. (c) Policy, procedures and systematic actions established in an enterprise for the purpose of providing and maintaining some degree of confidence in data integrity and accuracy throughout the life cycle of the data, which includes input, update, manipulation, and output.

Quality Index - A subjective relationship between the legibility of an image and the resolution pattern resolved on a microimage.

Quasi-judicial Authority - Authority granted to some regulatory agencies to conduct hearings like the judicial branch.

Reconversion - (see scanning)

Record Copy - The “official” copy of a record.

Record Series - A group of identical or related records that are normally used and filed as a unit and can be evaluated as a unit for retention scheduling purposes. A group of records filed together in a unified arrangement that results from, or relates to, the same function or activity.

Recordkeeping Requirements - The obligations of law related to the creation, maintenance and disposition of records.

Recordkeeping System - A specialized version of an information system that captures, maintains, and provides access to records as evidence over time and allows for disposition according to records retention schedules.

Records - Recorded information (books, papers, photographs, maps or other documentary materials) regardless of form or characteristics, made or received for legal or operational purposes in connection with the transaction of business.

Records Destruction - The disposal of records no longer needed by the organization.

Records Inventory - A detailed listing of the volume, scope, and complexity of an organization’s records in order to evaluate, appraise, and organize the collection.

Records Management - The systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

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Records Manager - An individual, knowledgeable in records management, designated by an organization to control the records management program.

Records Officer - Refers to the person designated by a state agency or political subdivision in accordance with ORS 192.105(2)(a).

Records System - An organized collection of data captured, processed, maintained, transmitted, or disseminated in accordance with defined procedures (automated or manual).

Reduction Ratio - The relationship between the dimensions of the original document and the dimensions of the microimage of that document.

Reformatted - Refers to records that originated in an analog form and were subsequently scanned or otherwise transformed into digital form.

Refresh - To copy data to other storage media.

Regular Course of Business - The transacting of business activities in a regular, recurring, ordered, customary, or habitual manner.

Research Value - Significant continuing value to the state and its citizens. Records with research value are retained permanently and are eligible for transfer to the State Archives.

Residual Thiosulphate - (see Methylene blue test)

Resolution - The ability of microfilm or a photographic system to record fine detail.

Retakes - Refilming of documents.

Retention Period - The minimum period of time the state requires local governments to keep particular records. Retention periods begin with the date of creation, unless otherwise stated (i.e., closing of a case, expiration of a permit).

Retention Schedule - Either a General Schedule published by the State Archivist in the OAR in which certain common public records are described or listed by title and a retention period is established for each; or a Special Schedule approved by the State Archivist for the public records of a specific agency.

Roll Microfilm - Film that is wound on a reel, spool, or core.

Rotary Camera - A rotary camera is a type of microfilm camera that photographs the document as it is being moved by some sort of a transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure.

Scanning - The conversion of human readable images from paper or microfilm into a stream of numeric values, called a bit-mapped image.

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Security Copy - A silver duplicate or first-generation microfilm which is stored under strictly controlled environmental conditions and used solely as a back-up or duplication master.

Security Copy Depository - The section of the Archives Division which offers storage of security microfilm.

Silver Halide - Compound of silver and one of the following elements known as halogens: chlorine, bromine, iodine and fluorine.

Software - Set of programs, procedures and documentation concerned with the operation of a data-processing system.

Sound Recording - (see Audio Recording)

Source Document Microfilming - The conversion of paper records to microfilm. Differentiated from Computer Output Microfilm, which converts digitally encoded data to microfilm.

Splice - The joining of two pieces of film so that they function as one piece.

Spreadsheet - a table of values arranged in rows and columns.

Statute - A law prepared by the United States Congress or a state legislature.

System Documentation - information describing the organized collection of hardware, software, telecommunications, supplies, people, maintenance, training and policies to accomplish a set of specific functions.

Target, Informational - A chart or document which is photographed in order to assist in identifying the content of the microfilm.

Target, Technical - An aid to technical control of the photographic system which is photographed on the film preceding or following the body of documents.

Text File - A computer file that contains nothing but ASCII text and formatting and therefore can be read by many different types of computer programs.

TIF (or TIFF) - Tagged Image File Format bit-map graphics. An image file format that consists of a series of headers or tags, plus the image data. Currently the closest thing to a standard for the preservation of digital images.

Unitized Microfilm - Film that is formatted in discreet units of information, e.g. microfiche, jackets, or aperture cards.

Upgrade - A new version of a software or hardware product designed to replace an older version of the same product.

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Verification - A documented process used to ensure that the transfer of information between mediums is accurate and complete.

Weblog (blog) - Web page that serves as a publicly accessible journal.

Word Processing Document - (see Text File)

Work Copy - A copy of microfilm, which is distributed for end use.

“WORM” - Write once, read many; refers to a type of optical disk, which cannot be erased or amended.