

Secretary of State  
**STATEMENT OF NEED AND FISCAL IMPACT**  
A Notice of Proposed Rulemaking Hearing accompanies this form.

Secretary of State, Archives Division  
Agency and Division

166  
Administrative Rules Chapter Number

Updating the City Records Retention Schedule

Rule Caption (Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.)

In the Matter of:

Adopting new retention periods for City records

**Statutory Authority:**

ORS 192 & 357

**Other Authority:**

**Statutes Implemented:**

ORS 192.005 through 192.170 & 357.805 through 357.895

**Need for the Rule(s):**

To bring the City records retention schedule up to date

**Documents Relied Upon, and where they are available:**

OAR 166-200; The Code of Federal Regulations; the Office of Management and Budget Circular, ORS 192

**Fiscal and Economic Impact:**

These changes create a minimal positive fiscal impact as the new records retention schedule allows for a shorter records retention period on some city records. Large cities may see storage cost savings of up to \$1000 annually. Smaller cities may see storage cost savings of up to \$200 annually.

**Statement of Cost of Compliance:**

**1. Impact on state agencies, units of local government and the public (ORS 183.335(2)(b)(E)):**

There would be no cost of compliance impact on state agencies, local governments or the public.

**2. Cost of compliance effect on small business (ORS 183.336):**

**a. Estimate the number of small business and types of businesses and industries with small businesses subject to the rule:**

Small businesses would not be affected as these city records retention rules do not pertain to small businesses.

**b. Projected reporting, recordkeeping and other administrative activities required for compliance, including costs of professional services:**

Rule adoptions and repeals do not have any affect on small businesses in these areas.

**c. Equipment, supplies, labor and increased administration required for compliance:**

None, as rule adoptions and repeals are not applicable to small businesses.

**How were small businesses involved in the development of this rule?**

They were not involved as these rules do not affect them.

**Administrative Rule Advisory Committee consulted?: Yes**

**If not, why?:**

06-25-2014 Close of Business	Julie Yamaka	julie.a.yamaka@state.or.us
Last Day (m/d/yyyy) and Time for public comment	Printed Name	Email Address

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