

The items listed below are just common examples. Please check with your Records Manager if you have questions or need clarification.

# Your Role - Public Records Management

## RECORDS TO KEEP

- Agreements
- Bid Awards
- Building Applications
- Calendars
- Committee Records
- Correspondence
- E-mail
- Financial Records
- Master Plans
- Meeting Tapes
- Meeting Records
- Phone Messages
- Requests for Proposal

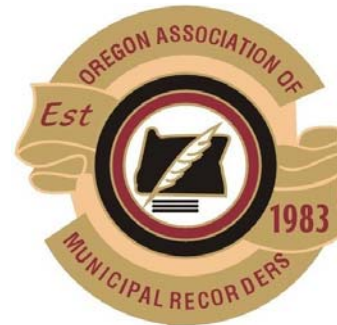
## RECORDS YOU CAN DISCARD

- Advertising Circulars
- Desk Notes
- Drafts and Worksheets
- Non-Record Copies
- Records of Preliminary or Informational Nature

Developed by the

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Records Management Committee  
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*A Guide for City  
Employees*

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## WHAT IS A PUBLIC RECORD?

Public Records are INFORMATION received or created, in any form (books, papers, master plans, maps, photographs, files, sound recordings, electronic documents, e-mails, calendars, phone logs, audio tapes, video tapes, etc.) while transacting public business. Records are managed in accordance with Oregon Revised Statutes.

## WHO "OWNS" PUBLIC RECORDS?

Public Records are the property of the city. When elected officials or staff members leave office, they leave their records for their successors. All public records must be preserved, stored, transferred, destroyed or otherwise managed according to law.

## WHAT IS A RETENTION SCHEDULE?

The Retention Schedule is the directive that indicates how long all types of public records must be kept and how to dispose of or transfer records. Before a record is discarded, first document its destruction and copy the Records Manager.

There should be a retention schedule in your work area. Your Records Manager can provide any information or assistance you need to make sure your records are properly managed and protected.



## WHERE CAN I GO FOR HELP OR INFORMATION ABOUT KEEPING RECORDS?

Each organization has a Records Manager, an individual who knows records management and is designated by the organization to control the records management program. At the city level the Records Manager is most often the City Recorder or their designee.

## WHAT DO THE TERMS "RECORD COPY", AND "NON-RECORD COPY" MEAN?

A record copy is the copy filed in the office that has primary responsibility for the original record (official copy) received or created. A non-record copy is a copy maintained in addition to the original or official copy. Examples of non-record copies are extra copies of documents kept for convenience or reference, stocks of publications, library or museum materials intended solely for reference or exhibition.