

# City Records Retention Schedule

*What have you done and how do I use it now?*





# The Law

ORS 192.005 (5) “Public record” (a) Means any information that:

- (A) Is **prepared, owned, used or retained** by a state agency or political subdivision;
- (B) **Relates to an activity, transaction or function** of a state agency or political subdivision; and
- (C) Is **necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs** of the state agency or political subdivision.



# The Law

## SECTION 4

Each state agency or political subdivision shall maintain a public record or accurate copy of a public record in accordance with a retention schedule authorized under ORS 192.105 or section 3 of this 2011 Act, **without regard to the technology or medium used to create or communicate the record.**



# Policies and Procedures

Policies need to address:

How your public records will be **used**;

How you will **retain** your public records from creation until final disposition as set forth in the agency's authorized records retention schedule (this **does not** require the use of an ERMS);  
and

How you will maintain **ownership** of your public records (i.e. cloud computing and social media)

*Note: Who has access, within your agency (i.e. managers, supervisors, etc.) to your public records should also be addressed in these policies and procedures.*

# The Schedule

*Why did you have to change me???????*





# The Old

## **OAR 166-150-0005**

### **(15) Meeting Records, Governing Body\***

Records documenting the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710), that is under agency jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, tape recordings, and related documentation and correspondence. SEE ALSO Meeting Records, Staff and Meeting Records, in this section and Board, Commission, and Committee in the County Court and Commissioners Records section.

- Minimum retention:**
- (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanent
  - (b) Retain executive session minutes: 10 years
  - (c) Audio or visual recordings: 1 year after minutes prepared and approved
  - (d) Other records and exhibits not pertinent to minutes: 5 years



# The New

## **166-200-0210 Accounting – Disbursements**

**Accounting** documents the financial transactions of the city to ensure the integrity, accuracy and control of city funds.

**Disbursements** document the payments and transactions of city purchases.

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- (1) **Accounts Payable Records (166-200-0010(23); 166-200-0050(1), (13), 166-200-0075(6)) –**  
Minimum retention: 3 years after annual audit report has been completed.
- (2) **Credit Slips (166-200-0050(11)) -** Minimum retention: 3 years after credit expired or redeemed.  
SEE ALSO: Credit and Debit Receipts in the Accounting – Revenue section.
- (3) **Emergency Management Assistance Expense Records (166-200-0030(6)) -** Minimum retention:  
3 years after annual or final expenditure report submitted.  
SEE ALSO: Emergency Management Assistance Fiscal Reports in the Accounting – Financial Reporting section and Emergency Management Assistance Activity Reports in the Reporting section.
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Cross Reference to  
different section in  
this schedule

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# Reverse Directory

## Repealed OAR Reverse Directory

Repealed OAR: **166-200-0050** **Financial General Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Accounts Payable Records	Accounting: Disbursements		166-200-0210 (1)
2)	Accounts Receivable Records	Accounting: Revenue		166-200-0230 (1)
3)	Audit Reports, External	Accounting: Financial Reporting		166-200-0215 (3)
4)	Balance Status and Projection Records	Accounting: Financial Reporting		166-200-0215 (4)
5)	Bank Transaction Records	Accounting: Financial Reporting		166-200-0215 (5)
6)	Bankruptcy Notices	Accounting: Reconciliation		166-200-0225 (2)
7)	Check Conversion Records	Accounting: Revenue		166-200-0230 (2)
8)	City Improvement Administrative and Financial Records	Accounting: Financial Reporting		166-200-0215 (6)
9)	Competitive Bid Records	Contracts		166-200-0265 (2)
10)	Credit and Debit Receipts	Accounting: Revenue		166-200-0230 (3)
11)	Credit Slips	Accounting: Disbursements		166-200-0210 (2)
12)	Employee Bond Records	Compliance		166-200-0260 (3)
13)	Employee Travel Records		<i>Series number deleted.</i>	
14)	Financial Reports	Accounting: Financial Reporting		166-200-0215 (8)
15)	General Ledgers	Accounting: Financial Reporting		166-200-0215 (9)
16)	Gift and Contribution Records	Accounting: Revenue		166-200-0230 (4)

# Changes

Retentions reviewed and updated where necessary

Based more on function than department

More streamlined

Description

Less duplication

Multiple Cross References



# For More Information...

**Archives Division -**  
Information Resource Management Unit

Phone: (503) 373-0701

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[connor.f.edmonds@state.or.us](mailto:connor.f.edmonds@state.or.us)

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