

## Your Responsibilities for Maintaining Public Records

**Q:** What is a public record?

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

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

**Q:** What are my responsibilities for maintaining public records?

**A:** Each Oregon Tech employee must comply with the Oregon State Archives Retention Schedule; OAR 166-475, as well as all laws related to Public Records. Your responsibilities for managing records in your custody include: Identifying public records and determining their retention period, using OAR 166-475; retaining records in compliance with the retention schedules; and destroying those that are non-records and those that have reached their maximum retention period.

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

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

**Q:** Who oversees public records management at Oregon Tech?

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

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

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

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

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

**Q:** Can I keep records longer than the retention?

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

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

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

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

**A:** Go to <https://www.oit.edu/faculty-staff/resources/archives-records-management> to get the updated retention schedule.



Oregon Tech  
University Records Management  
Snell Hall 207

541-885-1105

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

Is this information a:

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

**NO**

**YES**

Is this a three dimensional object such as:

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

**YES**

**NO**

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

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

**NO**

**YES**

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

**NO**

**YES**

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

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

“Public record”

(a) Means any information that:

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

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

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