

Agenda Item Summary

BACKGROUND

In 2016, the Department of Administrative Services (DAS) established the Public Records Requests and Management Project to address the issues, mandates, and deliverables identified in a Secretary of State audit on agency responses to public records requests and Executive Order 16-06 on Public Records.

One of the project's deliverables was the development of a statewide public records management policy. DAS formally adopted the policy in June 2016, and each Executive Branch agency adopted its own internal policy (approved by the State Archivist) by November 2016.

Since that time, the Legislature and the Governor passed the most significant public records reform since the public records law passed in 1973, which has made it necessary to update our rules and associated policy.

DAS updated the statewide policy on [Public Records Management \(107-001-020\)](#), and it has been approved by the State Archivist. Changes include:

- Adding language about the new statutory timelines for responding to public records requests (from 2017 legislation).
- Reinforcing that agencies must make available to the public a written procedure for making PRRs, and that the procedure must include the name of one or more people to whom PRRs may be sent.
- Adding a definition for authorized retention schedule.
- Copy edits throughout, as well as revised language add clarity.

PUBLIC INVOLVEMENT

Department staff consulted with the Department of Justice, Department of Administrative Service, State Archivist, State Public Records Advocate, and Secretary of State's office in the development of these rule amendments.

Interested parties may also provide comments at the Oregon Fish and Wildlife Commission meeting.

ISSUE 1

Update the department's internal public records management rules to support these policy changes.

ANALYSIS

The statewide policy has been updated and finalized; these rule changes will bring the department's internal public records management policy up to date to reflect these changes and to receive approval from the State Archivist.

OPTIONS

1. Adopt amendments as proposed by staff
2. Adopt amendments as proposed by staff with the edits

**STAFF
RECOMMENDATION**

1. Adopt amendments as proposed by staff

DRAFT MOTION	I move to adopt amendments to Division 635 Chapter 001 as proposed by staff.
EFFECTIVE DATE	Upon filing