

**Electronic Data Management**

The superintendent will provide for the preparation and maintenance of district records and reports and other records and reports as are required by law.

If a record is a public record then it may be subject to retention requirements based on the content of the message. Records shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

Employees will retain and destroy records in accordance with the Oregon Archives Division records retention schedule. Employees should consult the retention schedule to determine the retention period of the record.

Electronic records will be kept in accordance with administrative regulations as prescribed in administrative regulation EH-AR – Electronic Data Management.

The district will comply with all other state and federal laws and regulations concerning the custody and maintenance of public records.

“Retention schedule” means a general schedule published by the State Archivist in Oregon Administrative Rule (OAR) Chapter 166 in which certain common public records are described or listed by title and a minimum retention period is established for each.

END OF POLICY

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Legal Reference(s):

ORS 192.001 - 192.431

ORS 192.650

ORS 326.565 - 326.580

ORS 336.184 - 336.187

OAR 166-400-0010 - 166-400-0065

OAR 581-015-2300

OAR 581-022-2260

OAR 581-022-2305

OAR 581-023-0006

OAR 581-053-0070