
Electronic Records and Data Management

The superintendent or designee will provide for the preparation and maintenance of 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 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 and administrative regulation EH-AR. 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.

END OF POLICY

Legal Reference(s):

[ORS 192.001 to -192.505](#)

[ORS 192.650](#)

[ORS 326.565 – 326.580](#)

[ORS 336.184 – 336.187](#)

[OAR 166-405-0010 to -166-400-0065](#)

[OAR 581-022-2260](#)

[OAR 581-022-2300](#)

[OAR 581-022-2305](#)

[OAR 581-023-0006](#)

[OAR 581-053-0070](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits
DJ - District Purchasing
DJC - Bidding Requirements
EBBB - Injury/Illness Reports
GBL - Personnel Records