

# Multnomah Education Service District

Code: **EH**  
Adopted: 9/21/10  
Revised/Readopted: 2/11/13; 12/13/22  
Reviewed:

## Electronic Data Management

The superintendent shall provide for the preparation, ~~and~~-maintenance **and retention** of MESD records and reports as 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.

The MESD's retention system is to retain records [that are part of the network and email system] [by scanning, saving and/or filing them in an electronic filing system [ and deleting them from the email account] ].

MESD shall comply with all state and federal laws and regulations and MESD policies and procedures concerning the custody and maintenance of public records including those stored electronically.

["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 - 192.505](#)  
[ORS 192.650](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 336.187](#)

[OAR 166-405-0010 to 166-415-0010](#)  
[OAR 581-015-0055](#)  
[OAR 581-022-1610](#)  
[OAR 581-022-1660](#)

[OAR 581-023-0006](#)  
[OAR 581-053-0070](#)

### Cross Reference(s):

EDE - Acceptable Use of Electronic Network Services  
EGAA - Reproduction of Copyright Materials/Services  
GCAB - Personal Communication Devices and Social Media - Staff  
IGBAB - Educational Records/Records of Students with Disabilities  
IIBGA - Electronic Communications System  
JFCEB - Personal Communication Devices and Social Media - Students

JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing  
IGBAB/JO - Education Records/Records of Students with Disabilities  
JO/IGBAB - Education Records/Records of Students with Disabilities  
KBA - Public Records