

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

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)		
<input type="checkbox"/> other		

"Public record"

(a) Means any information that:

(A) Is prepared, or received, by an agency or political subdivision;

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

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

NO

YES

Is this a physical object such as:

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

YES

NO

Does this record contain information about your job as a public employee?

NO

YES

Is this the official record of the public body?

NO

YES

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

This is not a public record and is discarded when no longer needed for agency business

This is a public record and must be kept according to the records retention schedule