


MULTNOMAH COUNTY, OREGON ADMINISTRATIVE PROCEDURE REC-6	
SUBJECT:	Transfer of Custody of Records
PURPOSE:	To define procedures for the transfer of records to the custody of the County Records Management Program
ORGANIZATION RESPONSIBLE:	Records Management Program
DATE:	July 8, 2009 
ORGANIZATIONS AFFECTED:	All Departments/Offices
LEGAL CITATION/ REFERENCE:	ORS 192, OAR 166

A. Types of Records to Transfer

Most records transferred to the County Records Center remain under the custody, or “ownership” of the depositing agency. However, sometimes it is in the public interest to transfer custody of certain types of records to the Records Management Program. These records are:

- Archival Records: Archival records are public records deemed worthy of permanent preservation for legal, administrative, and research purposes (OAR 166). This includes records that have been identified on the Oregon Historical Records Inventory, records created in 1920 or earlier, records with a permanent retention on an authorized records retention schedule, and other records identified as having archival value by County Records Management Program staff. Keeping these records under the custody of the Records Management Program ensures their long term preservation and integrity.
- Records of Discontinued County Agencies: Occasionally, county agencies are discontinued, with no successor agency or department identified. In such instances, transferring these records to the custody of the County Records Management Program ensures the records will be maintained and disposed of in full accordance with appropriate public records requirements.
- Records of Elected Officials: Similarly, records of elected officials may have no clear method of maintenance after the official leaves office. Like archival records, such records may have long-term historical and cultural significance to the citizens of Multnomah County and of Oregon at large. Transferring such records to the County Records Management Program ensures that important historic records are accurately separated from lower retention administrative records, are maintained in full accordance with appropriate public records requirements, and are preserved for future generations to research.

B. Records Transfer

Administrative Procedure REC-3 describes the procedure for transferring records to the Records Center.

If the records to be transferred meet any one or more of the above criteria, a Records Custody Transfer Agreement should be completed, and signed by the agency manager, elected official, or authorized representative, and the county Records Manager. This agreement transfers custody of the records to the County Records Management Program for maintenance, processing, and/or disposition as appropriate.