

	<i>Administrative Regulation</i>	
	Records Management	
	Policy#	20.1
	Effective:	10/16/2017
	Revised:	04/19/2024
	Owner:	CMO

PURPOSE:

The City of Springfield will establish policies to ensure that public records are being maintained and managed consistently within the City of Springfield from the time of creation to the time of final disposition. This regulation establishes ordered and consistent processes for maintaining and managing public records within the City of Springfield.

SCOPE:

This regulation applies to all public records in the City of Springfield organization.

POLICY:

The City Recorder will have primary responsibility for overseeing the implementation of this Administrative Regulation, including overseeing the appropriate use of public records, determining how to respond to public records request, and determining who in the City enjoys access to public records. Each department and/or division will have a department or division records staff contact as designated by the Department Director.

The City adheres to the City General Records Retention Schedule as prescribed in OAR Chapter 166 Division 200. Records not found on the City General Records Retention Schedule are considered to be program records of the City and must be reviewed by the State Archivist prior to their destruction.

Public records shall be maintained and managed consistently within the City, without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record.

Records maintenance will include ongoing review of technological evolution and availability, and public records shall be migrated to keep up with technology and to ensure enduring accessibility (See Digital Imaging as Official Copy Administrative Regulation).

City of Springfield will dispose of and/or destroy Public Records pursuant to OAR 166-030-0060.

PROCEDURE:

1. Emails

1.1. In most circumstances, e-mails sent to or from an employee's official e-mail account will meet the definition of public record; therefore, all e-mail messages composed or sent using employees' official equipment and/or official e-mail addresses shall be primarily for business purposes. Personal use shall be limited, and must not:

1.1.1. Interfere with normal business activities;

1.1.2. Be associated with any outside for-profit business activity; or

1.1.3. Otherwise contain any content that is prohibited per Acceptable Use of City Email/Internet/Intranet and Computers Administrative Regulation.

1.2. City employees should not have any expectation of privacy with regard to official e-mail accounts and systems.

1.3. When City of Springfield receives a public records request or valid subpoena, all official e-mail accounts and systems used for official City business are subject to search and production.

2. **Text Messaging**

2.1. City of Springfield employees may use text messaging to communicate factual and logistical information:

2.1.1. That is not a substantive part of the City's work, or

2.1.2. That has been documented, or necessarily will be documented, in separate public records. In the absence of separate documentation, City employees are not to use text messages for official purposes other than for routine communications that do not meet the definition of a "public record." This Administrative Regulation applies equally to an employee's "official" mobile phone or computer and to an employee's "personal" mobile phone or computer. See Acceptable Use of City Network Services and Computer Devices administrative regulation 04-01.01, for examples of acceptable and unacceptable uses.

3. **Social Media**

3.1. Any records placed on any Social Media platform by the City of Springfield shall be an accurate copy of an official record that is retained elsewhere by the City of Springfield per the official retention schedule.

3.2. Records placed on any Social Media platform are assumed to not be owned by the City of Springfield.

- 3.3. Comments to or re-postings of content placed on any Social Media platform by the City of Springfield – when such comments or re-postings themselves appear on a Social Media platform – are assumed to not be prepared, owned, used or retained by the City of Springfield, and will not be retained.
- 3.4. Should the City of Springfield choose to copy into its internal files any such comments or re-postings, such copy is a public record and will be retained per the official retention schedule (See Official Use of Social Media administrative regulation).

4. **Public Records Requests**

- 4.1. The City of Springfield will attempt to respond to all public records requests as timely as possible, consistent with current legislation and the proper exercise of judgment relating to the City's other duties.
- 4.2. Additional guidelines or policies relating to the intake, processing, disclosure and/or charging determinations relating to public records will be the subject of the Records Request administrative regulation.

DEFINITIONS:

1. ***"Public Record (as defined in ORS 192.005)"*** is any information that:
 - 1.1. Is prepared, owned, used or retained by City of Springfield
 - 1.2. Relates to an activity, transaction or function of City of Springfield; and
 - 1.3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of City of Springfield.
 - 1.3.1 The following provisions apply to the definition of Public Record:
 - Public records may exist in any format, including in paper form or in electronic form (including e-mail).
 - Extra copies of a record, preserved only for convenience of reference, are not public records.
 - Messages on voicemail or on other telephone messages storage and retrieval systems are not public records.
 - Text messages and instant messages may constitute public records.

2. ***“Retention Schedule (as defined in OAR 166-005-0010)”*** is a document produced and approved by the State Archivist listing the length of time a record needs to be kept for administrative, legal, fiscal or historic purposes.
3. ***“Social Media”*** is various forms of mass communication consisting of user-created content, audio and video published in a shared online environment, such as over the Internet or through mobile telephone networks (i.e. using personal cell phone, smart phones, iPads, tablets, network computers and any other device that connects to the Internet).
 - 3.1. The differing forms of social media generally have the common characteristic of allowing for personal participation and feedback in a very fast and informal way. Social media is also typically open to vast multitudes of people to observe, copy and use, with few, if any, access restrictions.
4. ***“Text Messages” or “Text Messaging”*** are messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of “text messages” are electronic mail (“e-mail”) communications, whether such messages are exchanged among or between official City of Springfield e-mail accounts or e-mail accounts maintained by private entities.
5. ***“Instant Messages” or “Instant Messaging”*** are real-time text communications between or among computers or mobile devices over the internet or functionally similar communications network.

RESOURCES:

Administrative Regulations:

- [Acceptable Use of City Network Services & Computing Devices](#)
- [Digital Imaging as Official Copy](#)
- [Official Use of City Social Media](#)
- [Records Requests](#)

City/State Ordinances:

- [Springfield Municipal Code Section 2.305, Custody of Records](#)
- [OAR Chapter 166 Division 200, City General Records Retention Schedule](#)
- [OAR 166-005-0010\(12\), Records Retention Schedule](#)
- [OAR 166-030-0060, Public Records Disposition and Destruction \(State and Local Agencies\)](#)
- [ORS 192.005\(5\) Public Record](#)