

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

ORDINANCE NO. _____

Amending MCC Chapter 8 – County Assets.

(Language ~~stricken~~ is deleted; double underlined language is new.)

Multnomah County Ordains as Follows:

Section 1. MCC § 8.500 – Records Management, Archival and Storage is added as follows:

RECORDS MANAGEMENT, ARCHIVAL AND STORAGE

§ 8.500 Definitions.

For the purpose of this subchapter, the following definitions shall apply unless the context requires a different meaning.

ARCHIVAL RECORD – Records dated 1920 or earlier, records identified on the Multnomah County Historic Records Inventory, records with a permanent retention schedule under state or county administrative rule, and records identified by Records Management and Archives Program staff as having long term research value.

COUNTY RECORD – Any information, including electronic recordings, prepared, owned, used or retained by the County in relation to its activities, transactions or functions as defined in ORS 192.005(5).

PERMANENT RECORD – Any County record under the exclusive custody and control of Division of Records Management and Archives.

§ 8.501 Policy.

It is the policy of the County to maintain a professional archives and records management program consistent with state law and with current archives and records management professional standards.

§ 8.502 Administration.

(A) This sub-chapter shall be administered by the Records Management and Archives Program. A County Records Officer shall be appointed by the Department to coordinate the records management program and to serve as liaison with the State Archivist as required by ORS 192.105(2)(a).

(B) The Records Management and Archives Program shall develop Administrative Rules as necessary:

- (1) To provide for the orderly management, maintenance and care of County records consistent with State public records laws and rules promulgated by the State Archivist;
- (2) To provide for the transfer of custody of all County archival records to the Records Management and Archives Program at such time as a department determines that the department does not have an operational need for the records; and
- (3) To identify and preserve County archival records.

FIRST READING: (type in meeting date)

SECOND READING AND ADOPTION: (type in meeting date)

**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

Deborah Kafoury, Chair

REVIEWED:

**JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON**

By _____
Jacqueline A. Weber, Deputy County Attorney

SUBMITTED BY: