

# Prospect School District 59

Code: EH  
Adopted: 6/26/90  
Readopted: 5/12/08; 7/31/18, 11/8/22

## Records and Data Management

The superintendent will provide for the preparation, maintenance and retention of records and reports as are 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 district's retention system is to retain records [that are part of the network and email system.

The district will comply with all state and federal laws and regulations concerning the custody and maintenance of public records.

“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 - 192.431](#)  
[ORS 192.650](#)  
[ORS 326.565 – 326.580](#)  
[ORS 336.184 – 336.187](#)

[OAR 166-400-0010 - 166-400-0065](#)  
[OAR 581-015-2300](#)  
[OAR 581-022-2260](#)

[OAR 581-022-2305](#)  
[OAR 581-023-0006](#)  
[OAR 581-053-0070](#)