

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a)
Record Retention Policy) Order No. 25-2016

WHEREAS, Columbia County is required to retain records for the minimum amount of time provided in the Secretary of State's applicable record retention schedule; and

WHEREAS, the County is also required by the terms of certain grants to retain records for longer time periods than set forth in the Secretary of State's record retention schedule; and


WHEREAS, it is in the best interest of the County to establish a policy for retaining public records to assure compliance with Oregon law and grant requirements;

NOW, THEREFORE, IT IS HEREBY ORDERED, as follows:

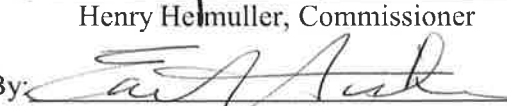
1. The County shall retain its public records at a minimum for the time periods set forth in the Oregon Secretary of State's record retention schedule for counties.
2. Grant records include all financial records, supporting documents, statistical records and all other entity records pertinent to the award. Such records must be maintained for a minimum of three years from the date of submission of the final expenditure report, or from the date of the submission of a quarterly or annual financial report (if renewed quarterly or annually), unless a longer period of time is required by the terms of a grant.
3. If the retention period set forth by the Secretary of State and retention period set forth in the terms and conditions of any grant conflict, the County shall retain the public records at a minimum for the longer time period.

Dated this 22nd day of June, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Anthony Hyde, Chair

By: 
Henry Helmuller, Commissioner

By: 
Earl Fisher, Commissioner

Approved as to form

By: 
Office of County Counsel