

MANAGING NEIGHBORHOOD RECORDS

WHAT IS A PUBLIC RECORD?

“Records” include any **writing**, or part thereof, containing information relating to the conduct of the business of a Neighborhood Association or District Coalition that is prepared, owned, used, or retained by the Neighborhood Association or District Coalition. “Writing” can be either electronic or non-electronic.¹

For Example:

- Minutes & Agendas
- Bylaws
- Articles of incorporation
- Policies
- Formal correspondence¹
- Emails dealing with organizational business are public record.

The formal requirements of the Oregon Public Records Law do not apply to PDX's neighborhood system.

Also note:

Other documents may also be public record; as determined by the neighborhood board. Records presented to NWNW will be given to the board to which they pertain within five business days. Said organization shall determine whether the documents are public record as per the applicable requirements of the *ONI Standards*^{*1}.

STORAGE & ACCESS

Records Creation



Neighborhood Association

Records Retention



Website

- Updated by neighborhood volunteers
- Maintained by coalition staff



Coalition Office

- Ready reference for staff and volunteers
- Consistent, secure storage



Long Term Storage

City of Portland Archives and Records Center

- Catalogued for reference
- Frees up local storage facilities and provides secure, stable storage permanently

General Public Access

Custodians shall retain records for a period of time determined by their type (Records Retention Schedule available upon request)

WHY ARCHIVE?

- Access for public, members, and board
- Board reference (now and in the future)
- Compliance
- Neighborhood History

What about email?

To archive emails, NWNW maintains a board email distribution list and an archive address set up as follows:

- A board email distribution list forwards messages to the individual email accounts of all board members and to the Gmail archive email address.
 - Any emails intended for the entire board sent to the board email distribution list will automatically go into the Gmail archive.
- If an email is NA business but is not sent to the board email distribution list (if, for example, it is sent only to selected board recipients or to staff) the sender will need to cc the Gmail archive.
- **As best practice**, members can use the board email distribution list for all board business.
- **As best practice**, if board members and staff notice a public record email has not been forwarded to the archive, they should forward it.
- The board distribution list uses Gmail as a proxy mail server, archiving application, and offsite storage
 - Search functions are comparable to those of Outlook and other mail archiving programs

Board email distribution list address:

Gmail archive address:

PUBLIC RECORDS REQUESTS – NWNW POLICY

Documents created through official action by the NWNW Coalition or a member neighborhood association—including minutes, agendas, bylaws, articles of incorporation, policies and formal correspondence—are public record.

Documents not created through official action may also be public record. If a volunteer presents documents to the NWNW Coalition, they will be given to the organization to which they pertain within five business days.

Said organization shall determine whether the documents are public record as per the applicable requirements of the *ONI Standards*.

Copies of public records will be made available by the coalition staff or by the neighborhood association to which they pertain in a timely manner upon request. Reasonable costs for copying may be charged.

The NWNW Coalition is not authorized to release documents in its custody which have not been determined to be public records.

NWNW Procedure

- Routinely provide minutes, agendas, bylaws, articles of incorporation, policies and formal correspondence for public access.
- Notify neighborhood chair and/or board that a request has been received
- Request that board members review materials to determine if they are public record
- Request any outstanding public records be given to the coalition for inclusion in the request
- Respond to requestor in a timely manner

ROLES AND RESPONSIBILITIES

Neighborhood Board

- Provide records to NWNW and communicate about records needs
- Actively manage your records
- Follow email **best practices**
- Notify coalition of any requests
- Review and release public records in a timely manner upon receiving a request

Coalition Staff

- Collaborate with board about custody of neighborhood records
- Provide trainings and updates about neighborhood records
- Notify board about requests
- Fulfill public records requests in a timely manner