

# Policies



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

**Subject** Records and Information Management (RIM) Policy  
**Section** Information Services (IS)  
**Approved by** Martha Bennett, Chief Operating Officer

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## **POLICY**

*This policy establishes a comprehensive framework for records and information management (RIM) within Metro. It establishes principles, requirements and responsibilities for managing Metro's records and information to ensure that the Agency is in compliance with all applicable laws and regulations, Metro policies, and best practices for managing records and information.*

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## **Applicable to**

This policy addresses all records and information created or received by Metro in connection with the transaction of public business. It applies to all Metro officials, permanent and temporary employees (including interns and seasonal staff), volunteers, contractors, and consultants.

## **Definitions**

Terms used in this document are defined in the *Records and Information Management (RIM) Glossary of Terms* maintained on the RIM program website.

## **Authority**

Metro will comply with all applicable laws and regulations that relate to records and information management, including but not limited to:

- ORS 162 State and Public Justice Offenses
- ORS 183 Administrative Procedures Act, et al
- ORS 192 Records, Reports and Meetings
- ORS 357 Libraries; Archives; Poet Laureate
- OAR 166 Secretary of State, Archives Division

Metro will also comply with all applicable standards, codes of practice, and guidelines that the Agency has adopted. The Chief Operating Officer delegates to the Records Officer the authority to update these rules as circumstances dictate.

## Guidelines

Metro is committed to documenting Agency activities, managing its information assets, and exercising responsible stewardship of public records in a way that allows information assets to be shared, utilized, reused and disposed of in compliance with appropriate statutes and guidelines.

This policy establishes specific requirements under which Metro records and information are effectively and efficiently managed throughout their lifecycle in support of Metro's programmatic and administrative missions; to preserve official Metro records in accordance with applicable statutory and regulatory requirements; and to promote access to information by Metro staff, partners, and the public as appropriate.

Each department within Metro is required to manage its records and information with the following minimum requirements:

- Create, receive, and maintain official records providing adequate and proper documentation and evidence of Metro's activities.
- Manage records and information, regardless of format, in accordance with applicable statutes, regulations, and Metro policy and guidance.
- Maintain electronic records, including electronic mail records, in accordance with applicable statutes, regulations, and Agency policy and guidance.
- Process and file records with permanent retention in accordance with established Agency best practices.
- Maintain records in such a way that allows for appropriate access and retrieval.
- Maintain records and information in such a way that ensures security to protect the legal, confidential and financial rights of Metro and the public affected by Agency activities.
- Safeguard Metro records and information against unlawful removal or destruction whether deliberate or unintentional.
- Follow instructions for disposition of records and information as specified in the approved records retention schedules.

Metro's RIM policies and practices shall be integrated with the Agency's broader information management strategies.

## Responsibilities

### All Employees:

- All Metro employees are required to manage the Agency's information assets and exercise responsible stewardship of public records. Additional guidance is provided in the following RIM program publication *Records and Information Management (RIM) Roles and Responsibilities*
- All employees shall be given a copy of this policy for review. It is understood that this policy will be supplemented by associated policies and procedures and guidance maintained on the RIM program web pages.

## References

The following documents are hereby incorporated by reference into this policy, both of which may be periodically updated by the Metro RIM program with the approval of the Chief Operating Officer:

- Metro Records Retention Schedule (RRS)
- RIM policies and procedures
- RIM guidance
- RIM instructions and manuals

## Additional Information

Additional guidance and relevant information are provided on Metro's Records and Information Management (RIM) program website. Please contact the Metro records officer for further information.