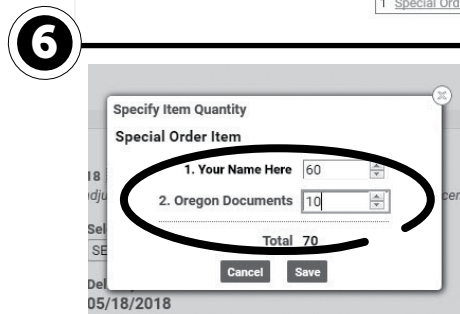
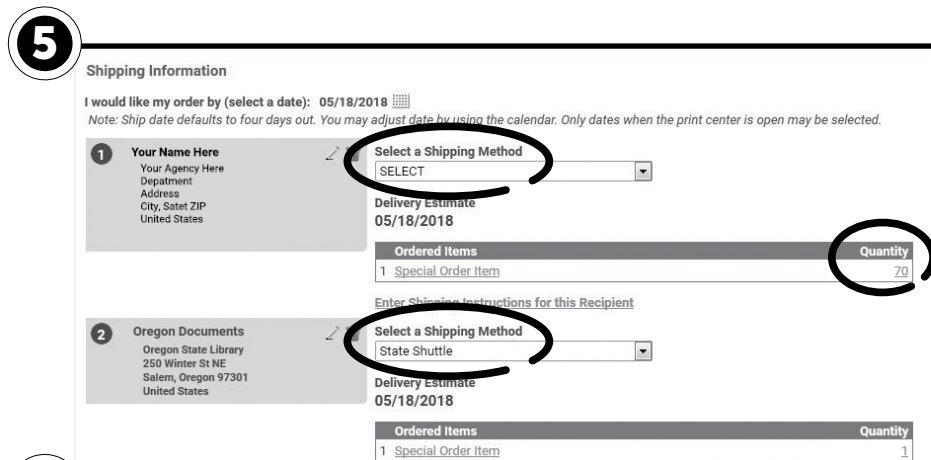
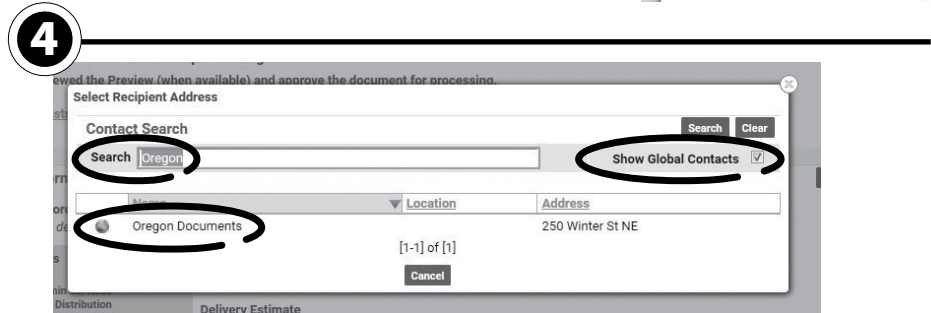




# Archiving Printed Documents

**ORS 357.090** requires agencies to submit 10 copies of all public documents to the State Library of Oregon and make available electronic versions. **ORS 357.004 (3)(a)** defines public documents as “informational matter produced for public distribution or access regardless of format, medium, source or copyright.” Follow these steps to add these 10 copies to your P&D print order and have them shipped directly to the State Library of Oregon:



- 1 In the upper left corner of the Order screen, update the Quantity. Include the desired quantity plus ten printed copies for the Oregon Documents Depository.
  - 2 Under Shipping Information click “Add Address.”
  - 3 Choose “Select an address.”
  - 4 In the search box, type “Oregon” and check the box “Show Global Contacts,” click “Search”. Click on “Oregon Documents”.
  - 5 Select the desired shipping method for your agency and select “State Shuttle” for “Oregon Documents.” Next, click on the quantity under either shipment.
  - 6 In the pop-up box, adjust the total quantity for your agency and update the quantity for “Oregon Documents” to ten.
- Ten copies of your printed order will be shipped directly to the State Library of Oregon.

Note: Be sure to email an electronic PDF copy of your document to the State Library of Oregon: [oregon.documents@slo.oregon.gov](mailto:oregon.documents@slo.oregon.gov). For more information on the types of documents that are required to be submitted visit: <https://www.oregon.gov/library/collections/Pages/State-Government-Publications.aspx>