

Oregon Physical Therapist Licensing Board

POLICY – Public Records Management

The Oregon Physical Therapist Licensing Board adheres to ORS 192.410 to 192.505 and ORS 688 regarding requests for public information. It is the policy of the Physical Therapist Licensing Board to acknowledge information requests within one business week of receipt, and to fulfill the requests within 30 days. The Physical Therapist Licensing Board is committed to public transparency in all of its work as outlined in Oregon law.

The goal of this Policy is to ensure public records are managed and maintained appropriately within the Physical Therapist Licensing Board and consistently across the enterprise of state government.

This Public Records Management Policy, adopted in accordance with the requirements of DAS Statewide Policy 107-001-020 and ORS 192.018, addresses the following components:

- I. Public Records Maintenance
- II. Roles and Responsibilities
- III. Education and Training
- IV. Access and Ownership
- V. Integrity
- VI. Retention Generally
- VII. Storage and Retrieval
- VIII. Public Records Requests
- IX. Disposition and Destruction

I. Public Records Maintenance

Public records shall be maintained and managed in a manner that protects the integrity of the records within the Physical Therapist Licensing Board without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record as determined by their authorized records retention schedule.

II. Roles and Responsibilities

Oregon law requires agencies to designate an Agency Records Officer “to coordinate its agency’s Records Management Program” (ORS 192.105(2)(a)). The Physical Therapist Licensing Board records officer, will serve as primary liaison with the State Archivist and receive training from the State Archivist in performing their duties.

The Physical Therapist Licensing Board will ensure agency public records are managed in accordance with their authorized records retention schedules, from the time of creation to final disposition, by assigning designated staff/positions with the following responsibilities:

Executive Director will review retention schedules with Administrative Assistant.

Executive Director will conduct a yearly review of records, (electronic, paper, etc.) to determine if records should be retained or destroyed.

Administrative Assistant will destroy records according to their authorized retention period.

III. Education and Training

Basic public records training will be completed as a component of Physical Therapist Licensing Board new employee orientation training; and incorporated as part of regular employee training, completed once a biennium.

The Physical Therapist Licensing Board will utilize the following training program to provide public records training:

The Executive Director and Administrative Assistant will attend Secretary of State Archive training when offered.

IV. Access and Ownership

Without regard to how public records are being stored, the Physical Therapist Therapy Licensing Board will have custody and control over public records. Thorough on-going review of technological advances, agencies shall ensure all public records are maintained and accessible for as long as required by applicable retention schedules or litigation holds.

The Physical Therapist Licensing Board disaster mitigation processes are addressed in the Physical Therapist Licensing Board Business Continuity Plan.

V. Integrity

The Physical Therapist Licensing Board will ensure appropriate access and version controls are applied to all electronically stored records from record creation to final disposition.

The authenticity of each record can be demonstrated either by certified copy of paper records or via accompanying metadata for all electronic records.

VI. Retention Generally

The Physical Therapist Licensing Board will preserve and classify public records in accordance with ORS chapter 192, OAR chapter 166-300 and DAS Statewide Policy 107-004-050 regarding Information Asset Classification.

The Physical Therapist Licensing Board will work with the Archives Division to establish retention practices to ensure compliance with ORS chapter 192 and OAR chapter 166-300.

Official Email Accounts

In most circumstances, emails sent to or from a State employee's official email account will meet the definition of a public record. It is therefore the Physical Therapist Licensing Board's policy that virtually all email messages composed or sent using employees' official equipment and/or official email addresses be for primarily business purposes.

When the Physical Therapist Licensing Board receives a public records request, all official email accounts and systems used for official State business are subject to search and production.

Personal Email Accounts / Social Media / Text Messaging

The Physical Therapist Licensing Board staff does not utilize private email accounts to conduct State business. Nor does it utilize Social Media, Text messaging or Unified Communications.

Voice Mail

Unless otherwise required, the Physical Therapist Licensing Board will not retain messages on voicemail.

VII. Storage and Retrieval

The Physical Therapist Licensing Board will maintain a filing system of the agency's paper records based on authorized retention schedules. The filing system will include the location of records, retention periods and procedures for retrieval to ensure accessibility of agency records.

VIII. Public Records Requests

The Physical Therapist Licensing Board shall respond to all official requests for public records as timely as possible, consistent with the proper exercise of judgment relating to the Physical Therapist Licensing Board's other duties.

Additional policies and procedures related to requests for public records (intake, processing, and disclosure and/or determinations related to fees and charges) are the subject of separate agency policies and statewide protocols, processes and procedures.

IX. Disposition and Destruction of Public Records

The Physical Therapist Licensing Board shall dispose of and/or destroy public records in accordance with the requirements of authorized records retention schedules and OAR chapter 166-300.

Pursuant to ORS 357.855, the State Archivist shall be consulted by The Physical Therapist Licensing Board employees for advice and assistance with determining the disposition of certain record types, not accounted for in State Agency General or Special Retention Schedules and reconciliation of unforeseen issues regarding public records.

9/28/2016

F:heider/import web docs/public records

