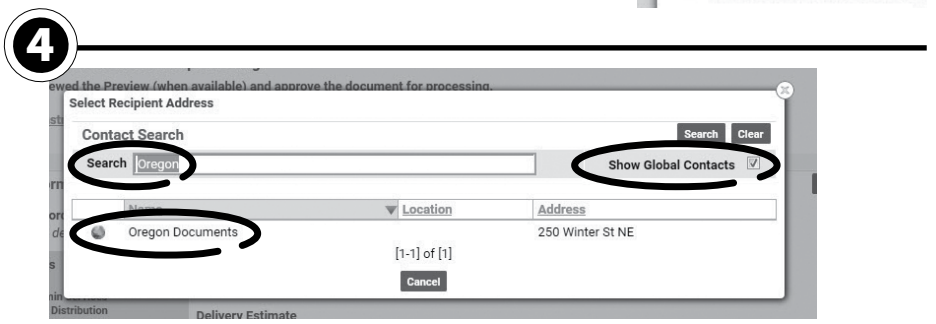
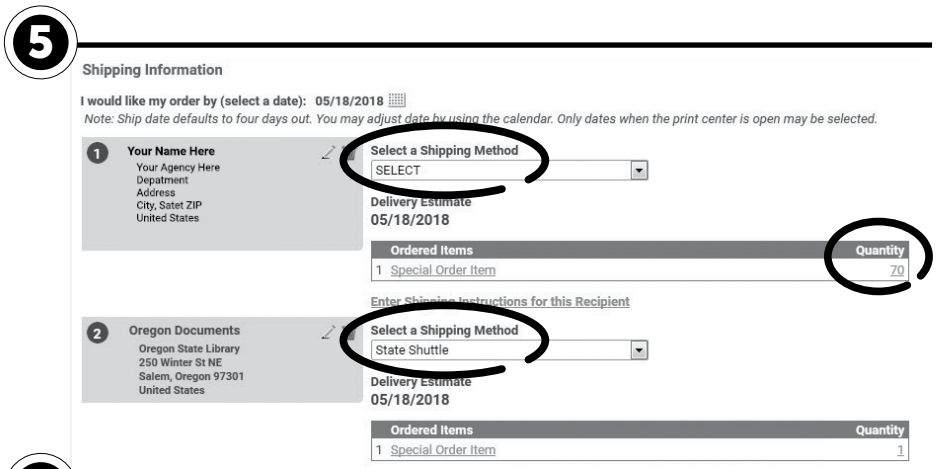
Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

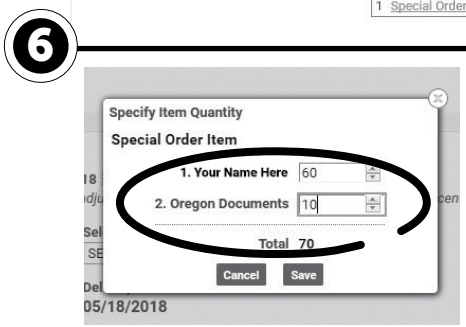
Oregon Documents Depository

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 on P&D's online ordering site, print.oregon.gov, to have 10 copies 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@state.or.us.*

For more information on the types of documents that are required to be submitted visit: oregon.gov/osl/gres/pages/ordocs.aspx