



# State Library of Oregon

## Government Information and Library Services

**To submit a document to the State Library, send to:  
[Oregon.Documents@slo.oregon.gov](mailto:Oregon.Documents@slo.oregon.gov)**

### **Do I need to submit my publication to the Oregon Documents Depository Program?**

ORS 357.090 requires agencies to submit public documents to the State Library.

ORS 357.004 (3)(a) defines public documents as “informational matter produced for public distribution or access regardless of format, medium, source or copyright...”

#### **From OAR 543-070-0000**

(4) An issuing agency must provide to the State Library electronic versions of any public document produced by the issuing agency if the public document:

- (a) Is required by law as a public report;
- (b) Is required by law to be sent to the Governor, President of the Senate, or Speaker of the House;
- (c) Contains substantial information that is intended to educate the public about the work of the issuing agency or describe the issuing agency's programs, overall activities, or policies;
- (d) Is an annual report of the issuing agency's activities; or
- (e) Reports the results of a formal study or investigation conducted by or on behalf of the issuing agency.

Examples of items that may meet these criteria include:

- Annual and biennial reports to the legislature
- Published research reports and studies
- Environmental impact statements
- Rules and regulations
- Published standards
- Handbooks, guides and manuals for public distribution
- Posters, pamphlets, and other published materials meant to describe the work of the agency or describing the agency's programs



**State Library of Oregon**  
**Government Information and Library Services**

- Maps
- Newsletters for the public (not internal newsletters)

***Items that are not intended for public distribution do not meet the requirements for Oregon Documents.***

Questions regarding the need to deposit specific documents not clearly addressed by this policy will be resolved by a joint decision of the State Library and the issuing agency.