



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

ORS 357.090 requires agencies to submit 10 copies of public documents to the State Library 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...”

For a full version of the statutes, visit: <http://www.oregon.gov/osl/GRES/Pages/OrDocsORS.aspx>

Here are some examples:

Submission required

- Annual and biennial reports
- Audits
- Brochures or pamphlets
- Directories
- Drafts of plans (published for public review)
- Environmental impact statements (draft and final)
- Financial reports
- Handbooks, guides and manuals
- Journals and magazines
- Maps
- Newsletters
- Planning and evaluation reports
- Posters
- Research reports and studies
- Rules and regulations
- Standards
- State or strategic plans
- Statistical compilations

Submission NOT required

- Agendas and minutes
- Announcements
- Contracts
- Correspondence
- Forms, stationary, etc.
- Grant proposals, bids, RFPs, etc.
- Job announcements
- Memoranda
- News releases or press releases
- Notices of proposed rule adoption
- Personnel manuals
- Reprints of journal articles by state employees
- Transcripts of hearings
- Any publication intended for use only inside your agency

Email electronic PDF files of required documents, for both printed copies and electronic only files, to oregon.documents@slo.oregon.gov