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SPECIAL AUTHORIZATION TO DESTROY RECORDS

The Oregon State Archives Records Management Unit is currently updating General Retention Schedules OAR 166-150, 200, 300 and 350, and will be updating OAR 166-400 and 450 later this year. While this process takes time, we recognize that certain questions arise which require a more rapid response. Accordingly, the State Archivist is authorizing the below records series to be managed in accordance with the below retentions, pending their addition to the completed General Retention Schedules:

1. Law Enforcement Body-Worn Camera Recordings: Series documents video recordings made by body-worn cameras by members of law enforcement during the performance of their duties. **Minimum retention: (a) Recordings used as evidence, retain until case reaches final disposition; (b) Recordings used for internal investigations, retain until investigation closed or 180 days, whichever is longer; (c) All other recordings, retain 180 days (per ORS 133.741).**

2. Video Surveillance Recordings: Series documents the video monitoring of agency operated or public facilities, structures, roads, parking lots, etc. **Minimum retention: (a) Recordings used as evidence, retain until case reaches final disposition; (b) Recordings used for internal investigations, retain until investigation closed; (c) All other recordings, retain 30 days.**

3. Phone Call Recordings: Series documents routine recording of agency phone calls used for quality assurance and internal training purposes. **Minimum retention: Until no longer needed.**

This authorization will remain valid until updates to the above OARs are complete and the new schedules are posted in the Oregon Administrative Rules Database.

Authorized by:

A handwritten signature in black ink, appearing to read 'Stephanie Clark', is written over a horizontal line.

Stephanie Clark, State Archivist

For any questions about the application of these retentions please contact the Records Management Unit of the Oregon State Archives at records.management@sos.oregon.gov.