

## Records Policy Decisions

Neighborhood Association: \_\_\_\_\_

Document Type	Length of Retention (Circle One)			Date Approved by Board
Ballots	Required: <i>60 Days after election</i>	Required with Extension:	Retain Permanently	
Drafts	Required: <i>Until Final Version Approved</i>	Required with Extension:	Retain Permanently	
Information from External organizations	Required: <i>None unless used in policy creation</i>	Required with Extension:	Retain Permanently	
Notices of Land Use Decisions	Required: <i>Not required. Retained as city record.</i>	Required with Extension:	Retain Permanently	
	Required:	Required with Extension:	Retain Permanently	
	Required:	Required with Extension:	Retain Permanently	
	Required:	Required with Extension:	Retain Permanently	

*Most regular materials have a prescribed retention period. See attached for the NWNW Retention Schedule. Neighborhoods may determine that their records have longer retention periods. Those decision should be recorded in the table above.*

Has the board authorized previous transfer to City of Portland Archives?

Yes / No                      Date: \_\_\_\_\_

Has the board authorized continuing transfers to City of Portland Archives?

Yes / No                      Date: \_\_\_\_\_

**Example motion:** The \_\_\_\_\_ board authorizes NWNW staff to professionally process and redescribe the \_\_\_\_\_ records according to professional records management standards, the NWNW retention schedule and the records policy decisions described above.

Moved by \_\_\_\_\_. Seconded by \_\_\_\_\_. Result: \_\_\_\_\_. Date: \_\_\_\_\_

**Example motion:** The \_\_\_\_\_ board authorizes NWNW to transfer neighborhood records that have been determined to be archival in nature to the City of Portland. NWNW shall submit a report to the board that lists records to be transferred at least one month prior to transfer. NWNW shall not transfer materials that are currently in use by the neighborhood association.

Moved by \_\_\_\_\_. Seconded by \_\_\_\_\_. Result: \_\_\_\_\_. Date: \_\_\_\_\_