



## Legislation Text

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File #: 19-234, Version: 1

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### Policy Review

#### **RECOMMENDED ACTION (Motion)**

Review and comment on two policies.

#### **BACKGROUND:**

##### Public Record Policy:

Recently we were made aware just how important it is to be aware of Public Records policies and practices. The City Recorder wants to ensure that all Boards know that all the notes taken by members of any of the City boards/commissions/committees should be kept as a public record. If Board members are writing notes during the meeting, the notes should be collected after the meetings and scanning them in as part of the entire agenda packet saved after the meetings. Some members have chosen to keep a notebook of all their notes, but these must be collected at the end of their terms and retaining those as part of a public record. This also includes members' notes they have made a home (while reviewing the agenda packet) and brought to meetings to help them with their discussions.

In general this is just part of the State's definition of a public record and public meetings laws, along with the way that it is interrupted by all jurisdictions.

[ORS 192.005\(5\) <https://www.oregonlaws.org/ors/192.005>](https://www.oregonlaws.org/ors/192.005)

"Public record" means any information that is prepared, owned, used, or retained by a City; relates to an activity, transaction, or function of the City; is necessary to satisfy the fiscal legal, administrative or historical policies, requirements, or needs of the City.

[ORS 192.610\(5\) <https://www.oregonlaws.org/ors/192.610>](https://www.oregonlaws.org/ors/192.610)

Public "meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

#### **Technology Assistance Policy:**

When providing technology assistance at the library, in order to protect themselves and patron's equipment, staff will not provide assistance with every request. This policy attempts to spell that out and explain to the patron what staff can do for them in terms of technology.

Please see the attached draft policy, which was written in 2016 and never formally adopted.