

**Soil and Water Conservation District
Completed by:**

Section 7	Records Management
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<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
File management	1. Does the district filing system reflect the categories suggested by OAR Chapter 166, <i>General Records Retention Schedule for Counties and Special Districts</i> ?	—	—
	2. Which files are handled confidentially and stored in locked cabinets?		
	3. Does the district have policies to define the contents, structure, access and retention of critical files (e.g. personnel, medical, projects)?	■	■
	<i>Comments/assistance requested</i>		
Public records request	1. Does the district have written procedures for public records requests such as:	■	■
	a. Timelines?	■	■
	b. Protection of exempt records?	■	■
	c. Cost or charges?	■	■
Records retention & archiving	2. Has the district designated a single point of contact to respond to public records requests?	■	■
	<i>Comments/assistance requested</i>		
	1. Does the district have a copy of OAR Chapter 166, <i>General Records Retention Schedule for Counties and Special Districts</i> ?	■	■
	2. Has the district designated a person to be responsible for records retention, archiving and purging?	■	■
Computer security	<i>Comments/assistance requested</i>		
	1. Does the district have a policy regarding computer security?	■	■
	2. Does the district have a policy regarding sending sensitive data, such as financial, employee, or landowner information, by email?	■	■
	3. Are district computers protected by passwords?	■	■
	4. How often is district data backed up?		
	5. Where are back ups stored?		
	6. Do director's maintain separate files or email accounts to receive and store district business records that are public records?	■	■
	7. Has the district completed the NRCS-required background investigations for all staff with access to the USDA computer network?	■	■
	<i>Comments/assistance requested</i>		