



MEMORANDUM

To: Boards and Commissions
From: Grace Wong, Assistant City Attorney *GW*
Date: January 30, 2019
Re: Public Records Law on Notes

In General

Oregon law defines "public record" to include notes taken by board members to prepare for a board meeting or notes taken by board members during a board meeting. This means that board members must maintain the notes they take for five years.

If a member of the public requests a copy of those notes from the City, board members must turn over the notes to the City so that the City may provide them to the requester. Therefore, board members should store their notes in one location. The City will be providing each board member with a notebook that can be used for this purpose.

Best Practices

- Bring the City-provided notebook to each board meeting.
- Use a header that includes the date of each board meeting.
- Refrain from writing on any documents handed out before or during a board meeting. Documents include draft minutes, grant applications, and maps. If board members would like to take notes relating to those documents, they should write down the note, the title of the document, the page number and paragraph section of the document or documents for easy reference during the meeting.