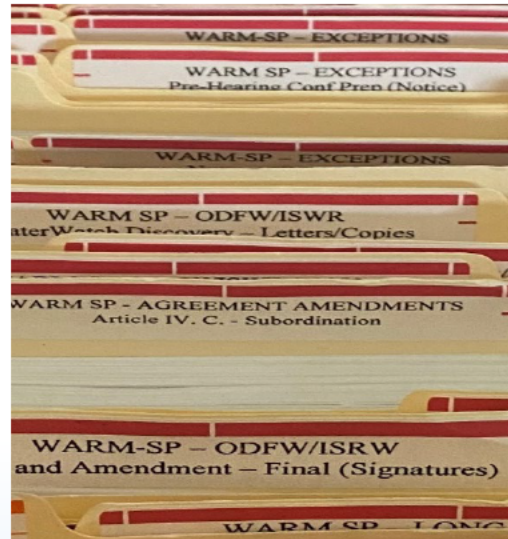


# Records Management Program



## Progress Report and 2023 Expectations

*Julie Wagner, Records Officer*

# Core Functions & Purpose



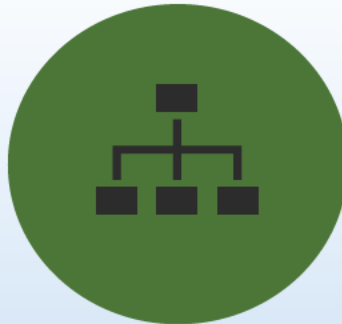
SPECIAL RETENTION  
SCHEDULE



PUBLIC  
RECORDS  
REQUESTS



COMPLIANCE



ORGANIZATION  
& FINDABILITY



WORKFLOW  
DOCUMENTATION  
& EFFICIENCY

# Work Completed in 2022

Onboarded Records  
Officer in April 2022

Interviewed all  
managers about state  
of records to identify  
problem areas and  
future projects

Provided  
comprehensive training  
to all employees

Collaborated with Work  
Re-Imagined

Identified records best  
suited for scanning and  
associated costs

# 2023 Priorities



Accessibility to electronic and physical files



Develop the Public Records Requests workflow



Update to the Special Retention Schedule (SRS)



Document workflows and prepare for conversion to electronic-only records

# Work on Hold

Comprehensive Records  
Disaster Emergency Plan

Update website to facilitate  
self-service for the public

Develop a central policy portal

Scanning large quantities of  
records



OREGON



WATER RESOURCES  
DEPARTMENT

Questions?

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