

Records Retention Schedule for Extension and Experiment Station Communications (EESC)

Oregon State University

Effective Date: December 1, 2016

Next Scheduled Review Date: December 1, 2019

This Records Retention Schedule sets a minimum retention period for records described below that are created or maintained by Extension and Experiment Station Communications (EESC) per [University Policy 04-010 for Records Retention at Oregon State University](#).

Extension and Experiment Station Communications supports the strategic communication needs of the statewide OSU Extension Service and the Oregon Agricultural Experiment Station (AES). EESC collaborates with Extension and AES faculty and staff on projects that range from multimedia educational design and publishing to technology adoption, news and media relations, impact reporting, marketing, and accountability efforts. Publication production includes:

- Peer-reviewed, research-based educational resources published in the [OSU Extension Catalog](#)
- [Oregon's Agricultural Progress](#) (OAP) magazine

This retention schedule does not apply to the final publications or final published issues of *Oregon's Agricultural Progress* magazine. Procedures for long-term preservation of and access to the final publications and final published issues of *Oregon's Agricultural Progress* magazine are addressed separately by agreement between Extension and Experiment Station Communications and the Special Collections and Archives Research Center of the OSU Libraries and Press.

1. **Production Files for Extension and Experiment Station Publications**

Minimum retention: Production files for the current edition and one previous edition are retained until a new edition is published.

Production files that document the editorial, design, and production processes for Extension and Experiment Station publications. These files may include drafts and mockups, design files, text files, media files, assets (e.g., photos/illustrations), print specifications, EESC project plans and agreements, copyright permissions, and key notes/read-me files and correspondence.

2. **Production Files for Oregon's Agricultural Progress Magazine**

Minimum retention: Production files are retained 5 years after publication of the issue.

Production files that document the editorial, design, and production processes for the print, digital, and web versions of *Oregon's Agricultural Progress*. These files may include final InDesign file (in both native .INDD, as well as .IDML formats for backwards compatibility); final print-ready PDF; all linked photographs and graphics; and key correspondence, including production schedules, budgets, commercial printer estimates, and print specifications.