

# Records Retention Schedule for Extension Communications (EC)

## Oregon State University

Effective Date: March 1, 2025

Next Scheduled Review Date: March 1, 2028

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

Extension Communications operates as an integrated communications and marketing team in support of the Division of Extension and Engagement and the statewide OSU Extension Service. The team collaborates with division leadership and colleagues to create educational, engaging and brand-aligned communications that increase awareness, access and support among external audiences. This includes educational publishing; news and media relations; marketing and branding; design and multimedia; web and content strategy; and executive, public affairs and internal communication efforts. The team also provides support, consultation and training for division employees in these areas. In addition, the team provides collaborative leadership for innovative and effective use of educational and communication technologies.

Publication production includes:

- Peer-reviewed, research-based educational resources published in the [OSU Extension Catalog](#)
- Marketing and informational materials about OSU Extension and Engagement
- News releases about Extension

### 1. Files for Extension Publications

*Includes educational resources and marketing materials*

Minimum retention: Final publications and relevant production files for the current edition and one previous edition are retained until a new edition is published.

Production files document the editorial, design, and production processes for Extension publications. These files may include drafts and mockups, design files, text files, media files, assets (e.g., photos/illustrations), print specifications, and copyright permissions.

*Final publications may have long-term administrative or historical value. Contact the University Archivist for assistance in developing a plan for preservation and access.*

### 2. News Releases

Minimum retention: Final news releases are retained for 5 years after publication.

News releases prepared by EC are distributed through OSU's centralized news and research communications process, as overseen by University Relations and Marketing. They are published to the OSU Newsroom and/or OSU Extension website.

This retention schedule applies to the final news releases as a Microsoft Word document, not to the version of a news release as published on a website or otherwise distributed.

*The final news releases may have long-term administrative or historical value. Contact the University Archivist for assistance in developing a plan for preservation and access.*