

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

Oregon State University

Effective Date: December 1, 2019

Next Scheduled Review Date: December 1, 2022

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 Standard 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 (Extension) 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](#)
- Marketing and informational materials about EESC, Extension, and AES
- News releases about Extension and AES
- [Oregon's Agricultural Progress](#) (OAP) magazine

This retention schedule does not apply to the final published issues of *Oregon's Agricultural Progress* magazine. Procedures for long-term preservation of and access to the 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 (SCARC) of the OSU Libraries and Press.

1. Files for Extension and Experiment Station Publications

Includes educational resources and marketing materials

Minimum retention: Final publications and 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 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.

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. 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 files (in both native .INDD, as well as .IDML formats for backwards compatibility); final print-ready PDFs; all linked photographs and graphics; and key correspondence, including production schedules, budgets, commercial printer estimates, and print specifications.

3. News Releases

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

News releases prepared by EESC 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.