

**160-100-0301 Disposition of Notarial Records Upon Termination of Commission, Termination of Commission Due to Expiration — No Application for New Commission — ORS 194.154**

- (1) A notary public whose commission was terminated because of expiration, and who has not applied for a new commission within 30 days after the date of termination shall arrange for the storage of his/her notarial records, except records of protests of commercial paper (see OAR 160-100-0350), in any form and at any location. The records or any reproduction of the records must be readable and the notary public must be able to obtain possession of such records within 15 days of receipt of a request for such records.
- (2) A notary public shall file a statement with the Secretary of State within ten days after the date the notary public stored such records. The statement shall include:
  - (a) The name of the notary public;
  - (b) The notary public's commission number;
  - (c) The notary public's commission expiration date;
  - (d) The cause of termination of the notary public's commission, i.e., expiration;
  - (e) The date the notary public stored such notarial records;
  - (f) The street address and exact location at such address where such records are stored and any subsequent relocation of such records.
- (3) A notary public shall store such records for a period of seven years after the date of commission expiration. After the seven-year period, the notary public may destroy such records.
- (4) A notary public shall destroy the official seal and/or official seal embosser immediately upon expiration of the commission.

Stat. Auth. ORS 194.154

Stats. Implemented: ORS 194.154