

Oregon Department of Aviation requires public entities to register each drone they own and fly in the State. You also must submit an annual report of their drone use by January 31st of the following year along with their policy of how public can access their policies and procedures for use of data related to drone operations. Below is the section of rule that talks about the annual reporting requirement and the policy requirements.

837.360 Restrictions; civil penalties; registration; fees; rules.

(6) A public body that registers one or more unmanned aircraft systems under this section shall provide an annual report to the Oregon Department of Aviation that:

- (a) Summarizes the frequency of use of the unmanned aircraft systems by the public body during the preceding calendar year;
- (b) Summarizes the purposes for which the unmanned aircraft systems have been used by the public body during the preceding calendar year; and
- (c) Indicates how the public can access the policies and procedures established under ORS 837.362.

837.362 Policies and procedures for use of data. (1) A public body that operates an unmanned aircraft system shall establish policies and procedures for the use, storage, accessing, sharing and retention of data, including but not limited to video and audio recordings, resulting from the operation of the unmanned aircraft system.

(2) The public body shall post the following information on the public body's website or otherwise make the following information available to the public:

- (a) The policies and procedures established under this section.
 - (b) The text of ORS 192.345.
- (3) The policies and procedures established under this section must include:
- (a) The length of time data will be retained by the public body.
 - (b) Specifications for third party storage of data, including handling, security and access to the data by the third party.
 - (c) A policy on disclosure of data through intergovernmental agreements. [2016 c.72 §7]

The second page of this document is a template that could be used to log your drone operations for reporting purposes. If your entity is using the Drone Complier application or a similar application, you may be able to export a report directly out of these applications. For drone complier you can access this by going to your account on their website and selecting reports and then flights from the second drop down menu.

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Submit this report by January 31st of the following year to aviation.mail@aviation.state.or.us
 Remember to include with this report, indication of how the public may access the policies
 and procedures established under ORS 837.362