Organizational Placement **Schedule number:** 2013-0003
Agency: Metro
Program: General Administrative Records

Program Description
The following records are found agency-wide at Metro, including the Oregon Zoo, and the Metropolitan Exposition Recreation Commission (MERC). Because these records can be found in most Metro programs, they are listed here and **not** in each of the individual program descriptions. Therefore, this section of the retention schedule is applicable to all programs in Metro that create any of the following records.

The retention periods listed apply only to the **official copy** of the records and not to duplicate copies, which should be destroyed when no longer needed for business purposes. These retention periods are the minimum length of time that the records must be kept, in the absence of legal, fiscal, or extenuating administrative need justifying a longer retention period. In addition, the retention periods listed for these records, as well as the records listed with the individual programs, apply to the information contained in the records regardless of physical form.

Record Series List

M01-01-01 Accident Incident Reports
Series used to report employee and non-employee accidents to agency supervisors. Records may include accident or incident reports, SAIF accident reports, occupational injury report and investigation, and employee identification and physical assessment forms and correspondence.
Minimum retention:
(a) Employee records: 10 years after case closed
(b) Non-employee records: 3 years

M01-01-02 Activity Reports
Daily, weekly, monthly, or similar reports documenting the activities of programs and staff. May be used to compile annual reports, planning and budgeting, monitoring work progress, and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form.
(a) Annual reports: Permanent
(b) All other records: 2 years

M01-01-51 Advisory Committee Records
Records documenting the work of committees, sub-committees, task forces, stakeholder groups, and steering committees that have been created by action of the Metro Council or are required pursuant to applicable provisions of the Metro Charter, Oregon Revised Statutes, or federal law. Records do not include committees that consist solely of members of the Metro Council, or to commissions that exercise administrative functions. Records may include meeting agendas, packets, minutes, exhibits, audio and video recordings, reports, and supporting documentation.
Minimum retention:
(a) Full committee meeting agendas, packets, minutes, exhibits, and final reports: Permanent
(b) Recordings: 1 year after summarized and verified
(c) Sub-committee records: 10 years
(d) Task force, stakeholder group, and steering committee records: 2 years after work completed
(e) All other records: 5 years

M01-01-52 ATM Log and Report Records
Records documenting money ordered for Automatic Teller Machines, and transactions on the machines.
Minimum retention: 4 years

M01-01-67 Audit Records, Internal
Records document the examination of the agency's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by agency or contracted auditors. Records may include audit reports, supporting documentation, comments, and correspondence.
Minimum retention: 10 years

M01-01-03 Audit Response Records
Records document the written response to an internal or external audit. Records may include audit reports, supporting documentation, agency comments, and correspondence
Minimum retention: 10 years.

M01-01-04 Budget Preparation Records
Records documenting the preparation of department budget requests presented to the specified governing body. Records may include staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency/deviation plans, budget proposals, financial forecasting reports, preliminary division/section budget proposals, budget development schedules, decision packages, and similar records.
Minimum retention: 2 years

M01-01-05 Calendars and Scheduling Records
Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information that is not summarized or otherwise included in reports or similar documents.
Minimum retention:
(a) Metro Councilors and Chief Operating Officers: 2 years
(b) All other employees: 1 year

Correspondence
Records that:
1. Document communications created or received by an agency AND
2. Directly relate to an agency program or agency administration AND
3. Are not otherwise specified in the Metro Records Retention Schedule or in ORS 192.170.
Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs.
Disposition: File with the associated program or administrative records. Communications not meeting the above criteria do not need to be filed and may be retained as needed.

M01-01-14 Department/Division Capital Improvement Plan Records
Records documenting the annual preparation of a plan for all proposed capital improvements that a department or division intends to undertake in the following year.
Minimum retention: 4 years

M01-01-16 Equipment Maintenance Records
Records may include purchase orders, lease agreements, warranties, vendor statements, service contracts, charge call bills, fax activity reports, property disposition requests, invoices for equipment repair, purchase request forms, and memoranda.
Minimum retention: 1 year after equipment disposed of

M01-01-17 Equipment/Property Disposition Records
Records documenting the location, use, and transfer of agency-owned property and equipment. Records may include expendable property inventory listings, property disposition requests and notices, equipment transfer memoranda or forms, warranties, and correspondence.
Minimum retention: 3 years after equipment/property disposed of

M01-01-18 Grant Records
Records documenting the application, evaluation, awarding, administration, monitoring, and status of grants in which the agency is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundations or other funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.
Minimum retention:
(a) Final reports from significant grants to Metro: Permanent
(b) Records documenting the purchase and/or disposal of real property: 10 years after substantial completion, as defined by ORS 12.135(3), or 3 years after final disposition, or as specified in agreement, whichever is longer
(c) Other grant records: 3 years after annual or final expenditure report submitted and approved, or as specified in agreement, whichever is longer
(d) Unsuccessful grant applications: 1 year after rejection or withdrawal

M01-01-19 Hazard Communications Program Records
Records documenting participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data.
Minimum retention: 75 years after superseded

M01-01-20 Hazardous Substance Employer Survey Records
Records documenting the locations, quantities, and individuals responsible for specific hazardous chemicals housed by an agency. This record is sent to the State Fire Marshal. Records include hazardous chemical compositions, lot numbers, and emergency disposition instructions.
Minimum retention: Until superseded or obsolete

M01-01-71 Intergovernmental Agreements
Agreements entered in-to by the agency with the state, school districts, service districts, cities, or other governmental units. Often refers to consolidating departments, jointly providing administrative officers, and sharing facilities or equipment. Major agreements usually set funding responsibilities, fee apportionment, duration of agreement, rights to terminate agreement, and transfers of property, personnel, and employment benefits. Also includes intergovernmental agreements for common services, equipment, maintenance, etc.
Minimum retention:
(a) Significant and historic agreements: Permanent
(b) Other agreements: 6 years after expiration

M01-01-56 Issue Files
Records documenting various issues, subjects, and research topics that fall under Metro's purview. Records may include, but are not limited to, background materials, and notes.
Minimum retention:
(a) Significant issues: 10 years
(b) Lesser issues: 5 years
Some information may be restricted from public disclosure as authorized by ORS 192.502 (1), for life of the records.

M01-01-21 Legislative Tracking Records
Series used to monitor Metro, state or local legislation which may have an impact on an agency's current operations or policies. Records include concept statements, proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, committee reports, agendas, and correspondence.
Minimum retention: 2 years

M01-01-22 Liability Claims Records
Records documenting various types of liability claims filed against the agency. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and video tapes, transcriptions of recorded statements, memoranda, correspondence, and related documents.
Minimum retention:
(a) If action taken: 10 years after case closed, dismissed, or date of last action
(b) If no action taken: 3 years
Some information may be restricted from public disclosure as authorized by ORS 192.501 (1), for life of the records.

M01-01-23 Liability Waivers
Records documenting the release of the agency from liability related to various activities that include citizen involvement. Examples include but are not limited to riding in police or emergency medical services vehicles, participating in agency sponsored runs or other activities such as recreational classes including canoeing, kayaking, tennis, basketball, and others. Information usually includes release terms, date, signatures, and related information.
Minimum retention: 3 years

M01-01-57 Lost and Found Property Records
Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records.
Minimum retention: 2 years after disposition

M01-01-24 Mailing Lists
Lists compiled to facilitate billing, community outreach, and other functions of the agency. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data.
Minimum retention: Until superseded or obsolete

M01-01-58 News/Press Releases
Prepared statements, announcements, news conference transcripts, and similar records issued to the news media. Subjects include the adoption of new programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Also may include news releases announcing routine events or actions carried out within the scope of existing policies.
Minimum retention:
(a) Policy and historic news/press releases: Permanent
(b) Routine news/press releases: 2 years

M01-01-68 Notary Public Log Books
Records documenting notarial transactions completed by a notary public and employed by a government agency. Metro may retain logbooks by agreement with the notary after their separation from employment.
Note: *Agencies retaining notary public log books without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction.*
Minimum retention: 7 years after date of commission expiration

M01-01-26 Organizational Records
Records documenting the organizational arrangement and administrative structure of the agency. Includes charts, statements, studies, and similar records. May also include studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the administrative hierarchy.
Minimum retention: 2 years after superseded or obsolete

Photographs, Slides, and Digital Images
Records visually depicting agency events, facilities, functions, and personnel. Also see Special Event and Celebration Records.
Disposition: File with the associated program or administrative records.
Duplicate images are not public records as defined by ORS 192.005 (d) and need not be scheduled.

M01-01-29 Policy and Procedure Guidelines and Manuals
Written instructions, rules, and guidelines in manual form documenting current and past authorized agency policies and procedures. Used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes, and other instances. Includes manuals documenting the procedures of departments with higher risk or exposure to liability such as police, fire, emergency medical services, public works, etc. This series also includes routine documentation and basic clerical instructional procedures covering such subjects as formatting letters, data entry, telephone etiquette, and others. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. The minimum retention periods refer only to agency-generated manuals. Manuals from other sources should be retained as needed or as mandated by a specific regulating body (federal or state agency, etc.), usually until superseded or obsolete.
Minimum retention:
(a) Routine clerical manuals: 2 years after superseded or obsolete
(b) Manuals relating to specific construction and/or engineering projects: 10 years after substantial completion, as defined by ORS 12.135(3)
(c) One copy of all other manuals: Permanent

M01-01-69 Policy Statements and Directives
Series documents review, assessment, development, and authorization of an agency's formal policies and procedures that have been approved by a governing body. Records may include authorizing bulletins and advisories, mission and goal statements, manuals, and final policy statements and directives. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. SEE ALSO Policy and Procedure Guidelines and Manuals.
Minimum retention: 20 years after superseded or obsolete

M01-01-30 Postal Records
Records documenting transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.
Minimum retention: 3 years

M01-01-31 Professional Membership Records
Records documenting institutional or agency-paid individual memberships and activities in professional organizations.
Minimum retention: 3 years

M01-01-59 Project Records
Program records not listed elsewhere in this schedule that relate to the funding determination, planning, and actions taken during non-recurring or routine projects. Does not include records generated by ongoing specific projects, such as MTIP, which are listed in the records retention schedule for the official copyholder.
Minimum retention:
(a) Construction project as-built records and final signed construction drawings: life of the structure
(b) Records related to construction contract projects: 10 years after substantial completion [as defined by ORS 12.135(3)]
(c) Records related to other contract projects: 6 years after expiration
(d) Records related to other non-contract projects: 2 years after project ends

M01-01-32 Property Damage Records
Reports, photographs, and other records documenting damage to agency property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual who caused damage (if known), value of damage, billing costs, and related data.
Minimum retention:
(a) If litigated: 10 years after case closed, dismissed, or date of last action
(b) If not litigated: 3 years after date of last action

M01-01-34 Publications
Published records produced by or for the agency or any of its departments or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. Does not include publications received from federal, state, private, or other sources -- these publications and extra copies of agency-produced publications should be retained as needed. *Stocks of publications are not public records as defined by ORS 192.005 (5) and need not be scheduled.*
Minimum retention:
(a) Policy and historic publications: Permanent
(b) Publications with informal or non-historic content: Until superseded or obsolete.

M01-01-35 Publication Preparation Records
Records documenting the development of agency reports, studies, directories, leaflets, flyers, brochures, and other publications. Records may include but are not limited to working papers, mock-ups, drafts, and related correspondence. *Stocks of publications are not public records as defined by ORS 192.005 (5) and need not be scheduled.*
Minimum retention: 1 year after publication printed

M01-01-37 Safety Inspection and Compliance Records
Series provides a record of safety inspections and documents agency compliance with state and local safety regulations. Records may include reports on building, fire alarm system, elevator, and boiler inspections performed by state and local agencies as well as citations received by the agency. Also includes follow-up actions and correspondence.
Minimum retention: 10 years

M01-01-38 Safety Program Records
Records documenting the agency's program to promote a safe work environment for its employees. Records may include safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.
Minimum retention:
(a) Safety policies, plans, and procedures: 5 years after superseded or obsolete
(b) Inspection reports, evaluations and recommendations: 10 years
(c) Committee minutes, exhibits, and agendas: 3 years
(d) Other records: 5 years

M01-01-60 Seminar and Conference Records, Agency-Sponsored (AKA Training Records)
Records documenting the design and implementation of agency sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records.
Minimum retention:
(a) Significant program records: 5 years
(b) Class enrollment and attendance records: 2 years
(c) Other records: 1 year

M01-01-61 Seminar and Conference Records, Non-Agency-Sponsored (AKA External Training)
Records documenting activities of seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the agency but attended by agency officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records.
Minimum retention: 2 years

M01-01-40 Software Management Records
Records documenting the use of software in information systems to insure that agency software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software evaluations, software purchase records, software inventories, site licenses, and correspondence.
Minimum retention: 2 years after software disposed of or upgraded

M01-01-41 Special Event and Celebration Records
Records documenting agency-sponsored celebrations of special and historic occasions (such as centennials and similar events). Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other significant aspects of the celebration. These significant records may include studies, publications, photographs, attendance summaries, final reports, and other significant documents. This series also includes routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, memoranda, volunteer information, and related records.
Minimum retention:
(a) Records documenting significant aspects of the event: Permanent
(b) All other records: 2 years after event

M01-01-62 Speeches and Presentations
Records documenting speeches and dedications presented to internal or external audiences. May include text of speech and talking points.
Minimum retention:
(a) Metro Councilors, Council Presidents, and Chief Operating Officers: Permanent
(b) All other employees: 2 years

M01-01-42 Staff Meeting Records
Records documenting meetings within government that are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer retention periods if the subject matter adds significant information to that series.
Minimum retention: 2 years

Subject Files (SEE Issue Files)

M01-01-63 Surveillance Tapes Records
Records documenting the routine monitoring of agency facilities through the use of video recordings. These recordings contain daily footage of activities in facilities and may also serve as evidence in criminal proceedings.
(a) Recordings used as evidence: until case reaches final disposition
(b) Recordings used for internal investigations: until investigation ends
(c) All other recordings: 30 days

M01-01-44 Surveys, Polls, and Questionnaires
Records documenting the measurement of public opinion by or for the agency related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts, and significant related records. Examples of summaries include studies that incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for agency service, and other records that distill survey data into summary form.
Minimum retention:
(a) Summary reports and abstracts: 3 years
(b) All other records: Until summary report is completed or 3 years, whichever is sooner

M01-01-45 Telecommunications Logs
Records documenting the tracking and status of telephone, voice mail, and facsimile (Fax) communications called or received. Information may include date and time of call, name of caller, phone number called or received, nature of call, and actions taken and results of call.
Minimum retention: 1 year

M01-01-70 Travel Records, Employees Records
Records documenting requests, authorizations, reimbursements, and other actions related to employee travel. Includes expense reports and receipts, vouchers, requests, authorizations, and related documents. Retention applies to private vehicle usage as well. Information often includes estimated costs, prepayments, final costs, destination, method of transportation, travel dates, approval signatures, and related data.
Minimum retention: 3 years

M01-01-47 Vendor Records
Records documenting vendors providing goods and services to the agency. Information usually includes vendor name of person or company, address, and phone number, name of contact person, as well as a description of goods or services provided. May also include price lists, specialized information, and notes from previous orders.
Minimum retention: Until superseded or obsolete

M01-01-65 Volunteer Program Records
Records documenting the activities and administration of volunteer programs and volunteers in the agency. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records. SEE ALSO Volunteer Worker Records in this section for records related to individual volunteers.
Minimum retention: 5 years

M01-01-66 Volunteer Worker Records
Records documenting work performed for the agency by citizens without compensation for their services. May include agreements, applications, skill test results, training documentation, task assignment and monitoring records, and related information.
Minimum retention: 3 years after separation

M01-01-48 Work Orders
Records documenting requests and authorizations, according to existing contracts or agreements, for needed services and repairs to agency property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records.
Minimum retention:
(a) Work completed by outside vendors: 3 years
(b) Work completed by agency personnel: 1 year

M01-01-49 Work Schedules and Assignment Records
Records documenting the scheduling and assigning of shifts, tasks, projects, or other work to agency employees. Useful for budget and personnel planning and review, assessing employee work performance, and other purposes. May include calendars, schedules, lists, charts, rosters, and related records.
Minimum retention: 5 years