

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Office of the Auditor
Program: Office of the Auditor

Program Description

The Office of the Auditor is responsible for conducting performance audits and managing annual financial audits. The Office of the Auditor performs or contracts for performance audits and contracts for the statutorily required independent annual financial audits. The Office also administers a local government waste hotline (ORS 297.765), which allows citizens and employees to report misconduct, waste or misuse of resources in any Metro or Metropolitan Exposition Recreation Commission facility or department.

To ensure objectivity and reliability, the Auditor works independently of the Metro Council and its management of Metro operations through the Chief Operating Officer. Reviews are conducted at the initiative of the Auditor to fulfill the Metro Charter mandate. The Auditor makes continuous examinations of Metro operations, including financial and performance auditing and review of financial transactions, personnel, equipment, facilities and various other aspects of Metro operations. The office publishes reports to the Metro Council and the public on the results of investigations with recommendations for remedial action. The Metro Auditor has established an independent Audit Committee to advise and assist with the monitoring of the annual financial audit.

The Office of the Auditor receives an outside peer review every three years. These external quality control reviews are performed by panels of outside auditors who examine the office's qualifications and independence, documentation of work and conclusions, field work, and report writing.

Records Description:

Records summarizing financial and performance audits issued each year are **Audit Review Records**. Records that provide a summary of individual audits performed by the Office of the Auditor are **Audit Abstracts**. Records that list and describe planned audits and audit scheduling information are **Audit Plans**. Records that document staff time devoted to individual audit projects are **Audit Project Time Records**. Records documenting examinations of Metro's fiscal condition, internal controls, and compliance with laws and policies (including audit work papers) performed under contract by independent outside auditors are documented by **Financial Audit Reports**. Records relating to investigations initiated by reports submitted to the Metro Accountability Hotline are **Accountability Hotline Report Investigations**. Records that document outside quality control reviews performed by outside are **Peer Review Reports**. Records that document examinations of various aspects of Metro operations performed by the Office of the Auditor with the aim of providing recommendations of actions to improve the use of public funds are **Performance Audit Reports**.

Program Records

M07-00-01 Audit Review Records

Minimum retention: 5 years

M07-00-02 Audit Abstracts

Minimum retention: 2 years

M07-00-03 Audit Plans

Minimum retention: 5 years.

M07-00-04 Audit Project Time Records

Minimum retention: 4 years

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M07-00-06 Financial Audit Reports, 1995 - [ongoing]

Minimum retention:

(a) Audit reports: Permanent

(b) All other records: 5 years after audit completed

Some information may be restricted from public disclosure as authorized by ORS 192.502 (1) for the life of the records.

M07-00-11 Accountability Hotline Report Investigations – 2008 - [ongoing]

Minimum retention:

(a) Reports filed: 5 years after report resolved or forwarded to another agency

(b) Special investigations: 5 years after investigation closed

Some information may be restricted from public disclosure as authorized by ORS 192.502 (1) for the life of the records.

M07-00-09 Peer Review Reports

Minimum retention: 10 years

M07-00-10 Performance Audit Reports, 1995 - [ongoing]

Minimum retention:

(a) Audit reports: Permanent.

(b) Work papers: 10 years

Some information may be restricted from public disclosure as authorized by ORS 192.502 (1) for the life of the records.

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Advisory Committee Records, budget preparation records, calendars and scheduling records, correspondence, mailing lists, news/press releases, policy and procedures guidelines and manuals, public notary log books, publications, software management records, and staff meeting records.

Databases

Reporting Hotline

HP TRIM