

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement:

Schedule number: 2013-0003

Agency: Metro

Department: Parks and Environmental Services

Program: Construction Project Management Office (cPMO)

Program Description

In support of the project management processes for Metro's construction projects, the construction Project Management Office has been established within Parks and Environmental Services to define and maintain standard practices for construction project management.

The cPMO is the source of documentation and guidance for best practices. It is also responsible for centrally managing projects directly under its supervision by analyzing workload and resources, recommending who should take the management lead on construction projects, and monitoring projects to ensure required processes are followed.

Program Records

None

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: project records, budget preparation records, calendars and scheduling records, policy & procedures guidelines and manuals, seminar and conference records.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement:

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Program: Historic Cemeteries

Program Description

The Metro Historic Cemeteries were established from as early as 1837 through the early homesteading period (circa 1850-1870). Over the intervening decades, care of pioneer cemeteries became inconsistent and some were abandoned to revert back to nature. After many years of such benign neglect, the Oregon Legislature mandated public care of 14 of the Historic Cemeteries to Multnomah County through a series of mid-century legislative enactments. In 1994, Multnomah County transferred ownership of the Historic Cemeteries to Metro. The Historic Cemeteries program oversees fourteen historic cemeteries. The program manages and maintains the cemeteries as operating facilities by Metro's Historic Cemeteries program. Most of the historic cemeteries managed by Metro were established between 1837 and 1870.

The Historic Cemeteries program is governed by Oregon Revised Statute (ORS 97), Oregon Administrative Rules (OAR 830-040) and Metro Title X.

Burials still occur at all of the historic cemeteries managed by this program. The program staff field inquiries concerning grave site selection and fees for immediate need planning, grave purchase prior to death planning and the disposition of cremains (cremated remains). The office also makes records available for family historians and genealogical researchers.

The program updates cemetery plot status records as plots are sold and issue receipts, but the final accounting steps are performed by the Metro Accounts Receivable program at the Metro Regional Center (see separate program description for and Administrative Services Department, Accounts Receivable).

Records Description:

Records documenting the plots in a given cemetery and organized in a geographical layout of the cemetery are the **Cemetery Plot Map Records**. Records documenting the calendar date on which a plot was purchased or a burial occurred at a given cemetery are the **Interment Records**. Records documenting the sale of a given plot, the vital statistics page concerning the deceased, the issuance of a property deed, or records documenting which plots are vacant, or status unknown are the **Greening (Plot Burial) Records**. Records documenting the opening of each grave, the transportation of the excess soil to St Johns, and discovery of bone fragments or funerary objects are the **Cemetery Soil Management Records**.

Program Records

M15-02-01 Cemetery Plot Map Records, 1846 – [ongoing] 8 c.f.

Minimum retention: Permanent ORS 97.310(a) and (b)

M15-02-02 Interment Records, [1867 - ongoing] 8 c.f.

Minimum retention: Permanent OAR 830-010-0000 and ORS 97.720

M15-02-03 Greening (Plot Burial) Records, 1867 – [ongoing] 8 c.f.

Minimum retention: Permanent OAR 830-040-0000 and ORS 97.720

M15-02-04 Cemetery Soil Management Records

Minimum retention: 3 years

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Note: Recordkeeping practices were varied at some of the pioneer cemeteries in the early years - burials were often recorded in pencil on scraps of paper and not entered into a formal ledger or record.

Also Note: Records were lost in an early 20th century fire that occurred when the records were held by one of the now defunct cemetery associations.

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Contracts, leases and agreements, correspondence, and mailing lists.

Databases

INTERMENT RECORDS (VERTICAL FILE)

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement:

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Parks and Property Stewardship
Program: Parks and Visitor Services

Program Description

The Parks and Visitor Services program operates regional parks and boating facilities in the Metro area including Oxbow Park, Blue Lake Park, Howell Territorial Park, Chinook Landing Marine Park, M. James Gleason Boat Ramp, Graham Oaks Nature Park, Smith and Bybee Wetlands Natural Area and ground maintenance activities in Metro's Historic Cemeteries. The program is responsible for the day to day operations and overall upkeep and maintenance of its facilities, as guided by Metro Code, policy, procedures and short term and long term plans. Program staff enforce park rules and regulations, perform cash collection and reconciliation, monitor grounds for the safety of patrons and the facility, issue special use permits for non-traditional uses such as use by film crews or special events, maintain commercial driver's licenses, gather visitation figures and other data and perform water testing and recordings.

Records Description:

Records documenting annual testing of mechanical devices used to ensure no contamination of any potable water system are **Backflow Device Test Records**. Records documenting the application for and the issuance of a park use permits are the **Park Annual Pass Log Record**. Records documenting the inspection of park facilities by park rangers, the county health department, or other government agencies are the **Park and Facility Inspection Report Records**. Records documenting the physical layout of a given park, including buildings and permanent recreational fixtures such as boat ramps or docks are the **Park Maps and Operation Plan Records**. Records documenting requests made by citizens or companies for a non-traditional use of program facilities or land and the results of those requests are the **Special Use Permit Records**. Records documenting the Columbia District staff who have commercial driver's licenses are the **Staff Commercial Driver's License Tracking Records**. Records documenting the programs held at each park for visitors are the Visitor Programs Records. Records documenting observations and notations made by program staff as they work at the facility are the **Staff Field Notebook Records**. Records documenting the number of people who visited the parks during a given month are the **Visitor Attendance Records**. Testing to verify lake water quality, potable water systems and spray ground are within established guild lines for public use is documented by **Water Testing Records**. Records documenting Metro's registration with the State of Oregon for permission to have and run boat ramps and camping areas are the **Park and Facility Registration Records**. Records documenting the application by and the issuance of fee waivers for non-profit groups who want to use the park for free are the **Park Non-Profit Fee Waiver Records**. Records documenting the reports written by the division on a regular basis to chart progress, expenditures, and changes in policy are the **Regional Parks and Greenspaces Division Annual Reports**. Records documenting warnings of violations to Metro Code Title 10 (Parks, Cemeteries and Natural Areas rules and regulations) are **Warning Notice Records**. Records documenting a Notice of Assessment of Civil Penalties for violations to Metro Code Title 10 (Parks, Cemeteries and Natural Areas rules and regulations) are **Metro Citation Records** (records may include Exclusion form, Metro Park forms, and Confiscated Item Receipt forms. Records documenting a Notice of Assessment of Civil Penalties issued to illegally parked cars on Metro's parks, cemeteries or natural areas property pursuant to Metro Code Title 10 (Parks, Cemeteries and Natural Areas rules and regulations) are **Metro Citation - Parking Records**. Items confiscated as evidence in incidents investigated by the agency pursuant to Metro Code 10.01.410 for violations of Metro Code Title 10 (Parks, Cemeteries and Natural Areas rules and regulations) are **Confiscated Items Records**. Records documenting a Notice of Assessment of Civil Penalties that was revoked or not issued are **Metro Citation - Revoked Records**.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Program Records

M15-03-01 Backflow Device Test Records

Minimum retention: 2 years

M15-03-03 Park Annual Pass Log Record

Minimum retention: 3 years

M15-03-04 Park and Facility Inspection Report Records

Minimum retention: 2 years

M15-03-05 Park Maps and Operational Plan Records

Minimum retention: Until superseded or obsolete

M15-03-07 Special Use Permit Records

Minimum Retention: 4 years after permit expiration, revocation, or denial

M15-03-08 Staff Commercial Driver's License Tracking Records

Minimum Retention: Until superseded or obsolete

M15-03-09 Staff Field Notebook Records

Minimum retention: 2 years

M15-03-10 Visitor Attendance Records

Minimum retention: 2 years

M15-03-11 Water Testing Records

Minimum retention: 5 years

M15-03-12 Park and Facility Registration Records

Minimum retention: 2 years

M15-03-13 Park Non-Profit Fee Waiver Records

Minimum retention: 1 year

M15-03-14 Regional Parks and Greenspaces Annual Reports, 1995 - 2005

Minimum retention: 1 copy of each Permanent

M15-03-15 Warning Notice

Minimum retention: 3 years after date of issuance

M15-03-16 Metro Citation

Minimum retention: 5 years after contested case is closed or dismissed, or if no hearing requested, then 5 years after the opportunity to request a hearing has closed per Metro Code Chapter 2.05

M15-03-17 Metro Parking Citation

Minimum retention: 3 years after contested case is closed or dismissed, or if no hearing requested, then 3 years after the opportunity to request a hearing has closed per Metro Code Chapter 2.05

M15-03-18 Confiscated Items

Minimum retention: 6 months after case is closed, or if no hearing requested, then 6 months after the opportunity to request a hearing has closed per Metro Code Chapter 2.05

M15-03-19 Metro Citations - Revoked

Minimum retention: 1 year after date of revocation

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Accident incident reports, calendars and scheduling records, contracts, leases, and agreements, correspondence, equipment maintenance records, equipment/property disposition records, master material safety data records, project records, and vehicle maintenance and repair records.

Databases: None

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Parks and Property Stewardship
Program: Building Operations

Program Description

The Facilities Management Program manages the physical operations of the Metro Regional Center (MRC). This includes providing essential maintenance and repairs of the building and grounds, custodial services, telecommunications support, fleet vehicle management, coordinating the use of facilities (conference rooms and audio-visual equipment), and administration of the parking garage and MetroKids Day Care Center contracts. The MetroKids Day Care Center operates on-site under contract to provide day care for children of Metro employees.

The program performs basic building and equipment maintenance, and contracts for work beyond the staff's ability. Program staff lock and unlock the building and offices, and are responsible for scheduling conference rooms, audio-visual equipment, and fleet vehicles. It also provides general oversight and assistance to the contracted operation of the parking garage and the Metro Kids on-site childcare facility.

The Facilities Management program helps MRC staff dispose of surplus property. It maintains the Material Safety Data Records pertaining to MRC; follows the Integrated Pest Management policy for the MRC; and ensures that MRC is in compliance with OSHA safety standards (see separate program description for the Risk Management program).

The program coordinates the use and repair of leased vehicles assigned to the MRC by the state's Department of Administrative Services. It coordinates servicing and repairs, bill processing, and reporting on vehicle use. Facilities Management provides telecommunications support to the MRC and coordinates the operation and maintenance of the system. This program also processes incident reports received from Security and other MRC staff, and investigates and makes reports to police and the insurance company.

The program coordinates facility design activities, including architectural and engineering services. It coordinates the bidding process, and develops contracts, interagency agreements, and similar documents. It facilitates legal review by the Office of Metro Attorney and coordinates the process for the approval of land use and building permits. Program staff closely monitor construction activities to ensure contract compliance, at times acting as the on-site construction manager.

Records Description:

Records documenting the configuration, modification, and repairs of the Metro Regional Center building and installed equipment are **Building Records**. Records of the use and maintenance of leased vehicles owned and leased by Metro Regional Center staff are **Vehicle Use and Maintenance Records**. (Vehicle accident records are kept by the Risk Management program, see separate program description for Risk Management). Records of authorized personnel entering the building using access swipe cards are **Access Records** and the ACCESS POINT database. Weekly copier readings and other copier information are documented by **Copier Logs**. Records listing and describing the basic information about unusual activities occurring at the Metro Regional Center and front desk are **Security Logs**. Records document the maintenance and repair history of all agency-owned vehicles are the **Vehicle Maintenance and Repair Records**.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Program Records

M15-04-01 Building Records

Minimum retention: Life of structure

M15-04-02 Vehicle Use and Maintenance Records

Minimum retention:

(a) Mileage, fuel use, and charge-back records: 4 years

(b) All other records: 2 years after vehicle disposed of

M15-04-03 Access Records (also known as Keyscan)

Minimum retention:

(a) Access and entry logs: 3 years

(b) All other records: 2 years after key is turned in

M15-04-04 Copier Logs

Minimum retention: 2 years

M15-04-05 Security Logs

Minimum retention: 2 years

M15-04-06 Vehicle Maintenance and Repair Records

Minimum retention: 2 years after disposition of vehicle

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Accident incident reports, calendars and scheduling records, correspondence, and equipment maintenance records, and master material safety data records.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Solid Waste Operations
Program: St. Johns Landfill (SJLF)

Program Description

Solid Waste Operations is responsible for managing the former St. Johns Landfill in North Portland. In 1980, Metro assumed responsibility for landfill operations from the City of Portland, and purchased the site from the City in 1990, at which time it was incorporated into a newly-established conservation management area, now called the Smith and Bybee Wetlands Natural Area. In 1991, the site was closed to any further disposal of waste.

From 1991 to 1996, Metro constructed a multi-layer cover over the buried waste, consistent with DEQ-approved plans and specifications. As such, under state solid waste rules 1996 is considered the year that the landfill “closed” and “post-closure care” began. As defined by rule, the post-closure care period for a closed municipal solid waste landfill is 30 years from the year that the site “closed” (i.e., 1996-2026). DEQ may extend this 30-year period if it determines that further post closure care is warranted, for example, due to remaining unacceptable risks to the environment.

Post-closure care requirements include landfill cover maintenance, operation of engineered environmental protection systems such as methane gas collection, and environmental monitoring. Regulatory reports required by permit or other regulations are submitted primarily to DEQ, and also to the City.

Safety procedures are monitored by the Environmental Health and Safety program (see separate schedule for the Environmental Health and Safety program) as well as all health monitoring as required by the federal Occupational Safety and Health Administration (OSHA). The majority of landfill monitoring and activities reports are sent to the Oregon Department of Environmental Quality (DEQ).

In 2013, the City adopted the Comprehensive Natural Resource Plan for the Smith and Bybee Wetlands Natural Area. The plan recommends beneficial future land uses and associated projects for the former landfill site, including habitat restoration and passive recreation, primarily in the form of pedestrian/bicyclist trails. As it is responsible for overall management of the Natural Area, Metro’s Sustainability Center will maintain most records associated with these projects, and in most cases will use a new site name, St. Johns Prairie, for purposes of the new records. Where necessary to meet regulatory requirements, some records relating to these projects will be maintained by PES Solid Waste Operations.

Records Description:

Records documenting the volume of methane gas extracted from the landfill and sold to Ash Grove Cement Company are the **Landfill Gas Sale Records**. Records associated with closure and post-closure care operations and activities, including records related to applicable programs and requirements of regulatory agencies, copies of permits, licenses, or other regulatory documents; records of regulated activities including monitoring, inspections, operating procedures, recordkeeping and reporting; correspondence between Metro and regulatory agencies relevant to these regulated activities; and health and safety procedures for all work conducted at the landfill are the **St. Johns Landfill Closure and Post-Closure Care Records**. Records documenting the maintenance and repair on bridges and culverts that are managed or owned by Metro, are the **Bridge and Culvert Maintenance and Repair Records**.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Program Records

M15-09-01 Landfill Gas Sale Records

Minimum retention: 6 years after contract ends

M15-09-03 St. Johns Landfill Closure and Post-Closure Care Records

Minimum Retention: 30 years after official landfill closure

M15-09-04 Bridge and Culvert Maintenance and Repair Records

Minimum retention: 2 years after bridge (per 23 CFR 650.305) or culvert is removed from service

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Calendars and scheduling records and correspondence.

Databases

GROUNDWATER RAW DATA

NPDES STORMWATER DISCHARGE PERMITS

WASTEWATER DISCHARGE PERMITS

LANDFILL GAS

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Solid Waste Operations
Program: Environmental Health and Safety

Program Description

The Environmental Health and Safety program is responsible for maintaining and monitoring compliance with all health and safety regulations for Metro's solid waste, hazardous waste, and paint recycling facilities. Environmental Health and Safety also provides safety and emergency response training, as well as performing risk assessments of Metro solid waste facilities and operations. The programs that Environmental Health and Safety is responsible for include Solid Waste Transfer and Disposal (see separate schedule for Solid Waste Transfer and Disposal program), Hazardous Waste (see separate schedule for Hazardous Waste program), Latex Paint Facility (see separate schedule for Latex Paint Facility program), and the St. Johns Landfill (see separate schedule for St. Johns Landfill program).

A majority of the health and safety monitoring performed by this program is required by the State and federal Occupational Safety and Health Administration (OSHA) for all Metro employees at Metro Parks and Environmental Services facilities. Additional guidelines apply to the Hazardous Waste Program as outlined by the federal Environmental Protection Agency (EPA).

The Environmental Health and Safety program receives some guidance and coordination of insurance claims investigations from the Risk Management program in the Finance and Regulatory Services Division (see separate program description for the Risk Management Program).

Records Description:

Records documenting the contracted reports submitted to Metro on best practices for the types of safety procedures applicable to Metro solid waste, hazardous waste, or paint recycling sites are the **Consultant Safety Reports**. Records documenting the planned movement of waste in case of an emergency at any of the Metro solid waste facilities are the **Emergency Operations and Management Plan Records**. Records pertaining to the safety training provided to staff as required by state and federal statute for the continuation of operating permits and liability are the **Employee Safety Training Records**. Records documenting the physical examination results from employees who work with hazardous wastes that are performed to determine if the employee meets basic fitness levels that would qualify them to participate in emergency response activities at the Hazardous Waste Facilities are the **Hazardous Materials Physical Examination Records**. Records documenting the operations plan to be followed at the Hazardous Waste Facilities in the case of emergency, natural or otherwise, are the **Hazardous Waste Facility Emergency Operations and Contingency Plan Records**. Records documenting information for a hazardous waste facility to maintain on site per state or federal law are the **Hazardous Waste Facility Safety Records**. Records documenting the periodic testing of the air quality at a Metro solid waste, hazardous waste or paint recycling site in accordance with OSHA regulations are the **Industrial Hygiene Exposure and Monitoring Records**. Records documenting the fitness of an employee to perform work while using a respirator and the proper fit of a respirator mask to each employee to be using a respirator are the **Respirator Certificates**. Records documenting the occurrence of, response to, and post event examination of safety or emergency incidents (including 'near miss' incidents) at any of the Metro solid waste, hazardous waste or paint recycling sites are the **Safety/Emergency Incident Report Records**.

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Program Records

M15-10-02 Consultant Safety Reports

Minimum retention: 6 years after contract expires

M15-10-03 Emergency Operations and Management Plan Records

Minimum retention:

(a) Spill Prevention, Control, and Countermeasures (SPCC) Plan Records and other emergency operation and contingency plans and revisions: 30 years after site officially closed

(b) Emergency response plans: Until superseded or obsolete

M15-10-04 Employee Safety Training Records

Minimum retention: 3 years

M15-10-06 Hazardous Materials Physical Examination Records

Minimum retention: 30 years after employee separation

M15-10-07 Hazardous Waste Facility Emergency Operation and Contingency Plan Records

Minimum retention: Plans with all revisions at the facility until facility is officially closed

M15-10-08 Hazardous Waste Facility Safety Records

Minimum retention:

(a) Employee training records: 3 years after employee separation

(b) All other records: 2 years after the facility officially closes

M15-10-09 Industrial Hygiene Exposure and Monitoring Records

Minimum retention: 3 years

M15-10-11 Respirator Certificates

Minimum retention:

(a) Medical respirator fitness statements: 3 years after employee leaves facility

(b) OSHA Respirator Fit Test Records: until retested

M15-10-12 Safety/Emergency Incident Report Records

Minimum retention:

(a) If incident results in a claim: transfer to Liability Claims Records

(b) If no claim results: 3 years

(c) If incident involves employee hazard exposure: 30 years after employee separation per 29 CFR 1910.1020

(d) Incident logs: 5 years

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Correspondence, and safety program records.

Databases

CONDITIONALLY EXEMPT GENERATORS

INCIDENT INVESTIGATIONS

MEDICAL MONITORING

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Solid Waste Operations
Program: Hazardous Waste

Program Description

The Hazardous Waste program operates Metro's hazardous waste facilities, and coordinates and staffs hazardous waste collection events around the region. The program processes two types of hazardous waste: household and conditionally exempt generator waste. The program accepts this waste at the Central and South Transfer Stations and during household waste collection events. The wastes are either provided to non-profit or other agencies for use with a disclaimer (if appropriate) or sent to a disposal contractor for final disposition of the waste, or sent to Metro Latex Paint facility for recycling. At Central the Scalehouse collects the fees for hazardous waste disposal from households and conditionally exempt generators, at South hazardous waste staff collects the fees from household customers (see separate schedule for Solid Waste Transfer and Disposal). The program reports to the Oregon Department of Environmental Quality (DEQ) according to the terms of its solid waste permit.

The safety procedures of this program are monitored by the Environmental Health and Safety program (see separate schedule for the Environmental Health and Safety program) as well as all health monitoring as required by the federal Occupational Safety and Health Administration (OSHA).

Records Description:

Records documenting the collection of household hazardous wastes through limited duration events at partner sites are the **Collection Event Records**. Records tracking the generators who have been granted the 'conditionally exempt' status by DEQ for the types of waste they are able to dump at the program facilities are the **Conditionally Exempt Generator (CEG) Tracking Records** and the CEG database. Records documenting the contents of the hazardous waste facilities that are stored at the scalehouse in case of fire or emergency response to prepare emergency responders for the types of chemicals and wastes stored on the site on a given day are the **Daily Drum Inventory Records**. Records documenting the regular inspection of equipment to be used in case of emergency are the **Emergency Equipment SCBA Inspection Records**. Records documenting the maintenance performed at the Hazardous Waste facilities are the **Facility Maintenance Records**. Records documenting the precise procedures for safe handling of hazardous waste at the Hazardous Waste Facilities are the **Hazardous Waste Facility Standard Operating Procedure Manuals**. Records documenting the receipt, handling, storage, and transport from Metro Hazardous Waste Facilities are the **Hazardous Waste Facility Operating Records**. Records documenting the reuse of hazardous materials are the **Material Reuse Records** and the MATERIAL REUSE DISCLAIMER database. Records documenting waste that was deemed unacceptable for intake at the Transfer Station due to the nature or amount of the waste or the permit held by the party dumping the waste and the disposition of that waste are the **Unacceptable Waste Incident Reports**.

Note: Some records were lost at the Metro South Hazardous Waste Facility during the flood of 1996.

Program Records

M15-11-01 Collection Event Records

Minimum retention: 3 years from the date the waste that was the subject of the documentation was last sent to on-site or off-site treatment, storage, or disposal, per 40 CFR 262.40(c) and 40 CFR 268.7(a)(8)

M15-11-02 Conditionally Exempt Generator (CEG) Tracking Records

Minimum retention: 2 years

METRO REGIONAL GOVERNMENT
Records Retention Schedule

M15-11-03 Daily Drum Inventory Records

Minimum retention: Until superseded or obsolete

M15-11-04 Emergency Equipment SCBA Inspection Records

Minimum retention: 3 years

M15-11-05 Facility Maintenance Records

Minimum retention:

(a) Equipment records: 1 year after equipment disposed of

(b) Building or structure records: Life of building

M15-11-06 Hazardous Waste Facility Standard Operating Procedure Manuals

Minimum retention: 30 years after official closure of the facility

M15-11-07 Hazardous Waste Facility Operating Records

Minimum retention:

(a) Annual DEQ Report: 30 years after official closure of facility

(b) Hazardous Waste Manifests (excluding manifests for TSCA-regulated PCB-containing materials and shipping documents for wastes not shipped under manifests: 3 years

(c) Annual Record, Document Log, and Manifests relating to TSCA-regulated PCB-containing materials: 3 years after facility no longer accepts the materials per 40 CFR 761

M15-11-08 Material Reuse Records

Minimum retention: 3 years from the date the waste was distributed to a non-profit organization

M15-11-09 Unacceptable Waste Incident Records

Minimum retention: 3 years from the date the waste that was the subject of the documentation was last sent to on-site or off-site treatment, storage, or disposal (40 CFR 262.40(c) and 40 CFR 268.7(a) 8)

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Competitive bid records and correspondence.

Databases

CONDITIONALLY EXEMPT GENERATORS

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Solid Waste Operations
Program: Latex Paint Recycling

Program Description

The Latex Paint Recycling program is responsible for the recycling of latex paint, including collection (see Hazardous Waste program) and processing of unwanted paint, disposing of unusable paint, producing usable paint into a recycled latex paint called “MetroPaint,” and selling and marketing MetroPaint and compost bins (formerly a responsibility of the Waste Reduction program). Since July of 2010 the program has been responsible for the recycling of latex paint collected statewide under contract to PaintCare, a non-profit established by the paint industry to collect unwanted paint as required under Oregon HB3037 in 2009 and HB2048 in 2013.

Unwanted latex paint is collected at hazardous waste facilities, and then shipped to the Metro Latex Paint Recycling facility where it is recycled in accordance with specific protocols. The paint is produced as either “Original” or “Certified” MetroPaint; the latter must meet testing requirements to receive certification approval by Green Seal and the Master Painters Institute.

MetroPaint, compost bins, and related sundries are marketed and sold to residential/commercial, non-profit/government, and reseller/wholesaler customers. The program develops and implements marketing strategies, including advertising and establishing dealers. The pricing structure for the paint is based on whether the paint is certified, each color’s supply and demand status, and the type of customer.

The safety procedures of this program are monitored by the Environmental Health and Safety program (see separate schedule for the Environmental Health and Safety program) as well as all health monitoring as required by the federal Occupational Safety and Health Administration (OSHA).

Records Description:

Records documenting feedstock processed, unusable paint and paint cleanup water waste generated, recyclable paint generated, and hazardous waste recovered from feedstock for disposal by Metro or originating vendor are **Latex Paint Feedstock Processing Records**. Records including paper manifests and electronic data, documenting collection of feedstock and associated fees from government programs (e.g. Metro, counties) and businesses (e.g. environmental services and retail paint companies) are **Latex Paint Feedstock Receiving Records**. Records documenting the production (e.g. volume produced, additives incorporated, liquid batch retains) and quality control (e.g. viscosity, hiding power, dry-film samples) of MetroPaint, are **MetroPaint Production Records**. Records documenting the transactions of items sold, payments exchanged, shipments and deliveries, and demographic information such as customer type and geographical location are **Metro Latex Point-of-Sales Records**. Records documenting paint and other wastes generated, which are either disposed or recycled, and associated fees are **Waste Generation and Disposal Records**. Records that serve as reports submitted to PaintCare as required by contract covering feedstock receiving, processing, and production, as well as fees charged to PaintCare, are **PaintCare Contractual Reporting Records**.

Program Records

M15-12-01 Latex Paint Feedstock Processing Records

Minimum retention: 3 years

M15-12-02 Latex Paint Receiving Records

Minimum retention: 3 years

METRO REGIONAL GOVERNMENT
Records Retention Schedule

M15-12-03 MetroPaint Production Records

Minimum retention:

(a) Production and quality control records: 5 years after batch sold

(b) Liquid batch retains records: 2 years after batch produced

(c) Certification records: 5 years

M15-12-04 Metro Latex Point-of-Sales Records

Minimum retention: 5 years

M15-12-05 Waste Generation and Disposal Records

Minimum retention: 3 years

M15-12-06 PaintCare Contractual Reporting Records

Minimum retention: 3 years

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Activity reports, contracts, leases, and agreements, correspondence, equipment maintenance records, and publications.

Databases

LATEX OPERATIONS DATA

LATEX PAINT POINT-OF-SALES

**METRO REGIONAL GOVERNMENT
Records Retention Schedule**

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Parks and Environmental Services
Division: Solid Waste Operations
Program: Solid Waste Transfer and Disposal

Program Description

The Solid Waste Transfer and Disposal program oversees the operation of the two Metro owned solid waste transfer stations in the region: Metro Central (Portland) and Metro South (Oregon City). The daily operation of the transfer stations is contracted to private firms, but scalehouse operations are performed by Metro staff. The program also monitors the contracts pertaining to the transport and disposal of waste materials from both stations.

The scalehouse weighs commercial and private vehicles entering and exiting the facility and charges a fees depending on the material type, customer and volume. The scales are calibrated annually by the Oregon Department of Agriculture's Measurement Standards Division. All accounting functions are conducted by staff in the Metro Regional Center Accounting Services area (see separate program for Accounts Receivable). The scalehouse also collects the payments for hazardous waste received at Metro Central.

Loads of waste may be randomly inspected to ensure haulers are tipping only acceptable waste at the transfer station. Unacceptable waste can be rejected by the station operators.

Metro maintains solid waste permits and submits reports to the Oregon Department of Environmental Quality (DEQ) for the solid waste facilities. Facility operators are also permitted for wastewater and storm water discharge by the local jurisdictions where the facilities are located.

Records Description:

Records documenting the annual inspection of transfer station operations are the **Annual Transfer Station Inspection Report Records**. Records documenting the overall transport activities, waste tonnage transported, and citizen complaints addressed by Metro are the **Annual Waste Transport Services Reports**. Records documenting the activities and incidents at the transfer stations are the **Transfer Station Annual Report Records**. Records documenting the application for, reporting obligated by, and approval of a DEQ Solid Waste Permit, a Sewer Discharge Permit (issued by the applicable local authority) to enable the transfer station to discharge water from the site into the municipal wastewater system, and operating permits from state and local agencies are the **Regulatory Permits**. Records visually documenting the commercial trucks entering the scalehouse area, weighing, and departing are **the Scalehouse Video Recordings**. Records documenting the regular calibration of the scales as well as maintenance and repairs made to the scales are the **Scales Calibration and Maintenance Records**.

Note: Some records were lost at the Metro South Transfer Station during the flood of 1996.

Program Records

M15-13-01 Annual Transfer Station Inspection Report Records

Minimum retention: 6 years after the end of applicable operations contract

M15-13-02 Annual Waste Transport Services Records, 1989- [ongoing]

Minimum retention:

(a) Annual report: Permanent

(b) All other records: 2 years

METRO REGIONAL GOVERNMENT
Records Retention Schedule

M15-13-03 Transfer Station Annual Reports

Minimum retention: 3 years after conditional permit expires

M15-13-04 Regulatory Permits

Minimum retention:

(a) DEQ Solid Waste Disposal Permits: 3 years after permit expires

(b) Sewer Discharge/Wastewater Permits: 3 years after permit expires

(c) Solid Waste Facilities Operating Permit Records: 3 years after permit expires

M15-13-06 Scalehouse Video Recordings

Minimum retention:

(a) Video recordings needed for dispute clarification: Until dispute is resolved

(b) All other video recordings: 45 days, then reuse or destroy

M15-13-07 Scales Calibration and Maintenance Records

Minimum retention: 2 years after the scale is taken out of service

M15-13-08 Transfer Station Load Inspection Records

Minimum retention:

(a) Records of load inspections involving hazardous waste: 3 years from the date the waste that was the subject of the documentation was last sent to on-site or off-site treatment, storage, or disposal (per 40 CFR 262.40(c) and 40 CFR 268.7(a) 8)

(b) All other load inspection records: 2 years

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Correspondence and equipment maintenance records.

Databases

KRONOS

SCALEHOUSE TRANSACTIONS

WEIGHMASTER